

**FATHER MULLER COLLEGE OF NURSING**  
Affiliated to Rajiv Gandhi University of Health Sciences, Karnataka, Bangalore  
(A Unit of Father Muller Charitable Institutions)

**IQAC Core member meeting report**

**Venue** : Syndicate Hall

**Date and time:** 10.02.2017 @ 3pm

**Members present:**

Prof. Victoria D'Almeida  
Prof. Chanu Bhattacharya  
Prof. Agnes E J  
Prof. Irene Alvares  
Dr. Leena K C  
Dr. Savitha Pramilda Cutinho  
Mrs. Bridget D'Silva  
Sr. Deepa Peter  
Ms. Seema S Chavan  
Mrs. Shiji P J  
Mrs. Preethi Fernandes

**Members Absent:**

Sr. Winnifred D Souza

**Agenda:**

1. Standard Operating Procedure (SOP)
2. IQAC Budget
3. First Internal Audit Report
4. Quality Circle
5. Salary Revision

The IQAC core committee meeting began at 3pm in the Syndicate hall with the prayer. Mrs Preethi Fernandes read out the minutes of previous meeting. The IQAC Coordinator discussed on action report of the previous IQAC meet.

- As the curriculum committee awaiting for modification of forms in MIS the first stage of feedback is not carried out. Dr Leena KC assured to submit the feedback report by February end and informed all the departments to collect patient feedback.
- The evaluation forms will be made uniform for all the departments by the curriculum Committee.

**Standard Operating Procedure (SOP)**

The coordinator presented the SOP template. The members suggested writing as annexure instead of attachments. Finally based on the reviews and web browser history regarding SOP's the decision was made to write as 'Attachments'. The coordinator requested governance and leadership committee to

submit the second draft of SOP's. She made it clear to the members to write the procedures that are currently existing and practiced.

### **IQAC Budget**

The status of the IQAC budget was explained to the members. The coordinator said that the mega event budget will be discussed with the Director in person by Prof Agnes EJ after holding a discussion with the principal. She requested the members to invite experts from the Medical College as instructed by the director in the letter. The members decided that budget will not be revised but the opinion from Principal will be sought once she rejoins for the duty.

### **First Internal Audit Report**

The IQAC coordinator presented the First internal audit report. The general observations such as research thrust and funding projects of the students were briefed, following that professor Chanu shared her expertise to identify the research thrust.

### **Quality Circle:**


The coordinator notified the members regarding formation of one quality circle that is named as 'Teacher Student Quality Circle' and dissolving the rest of the circles formed in the beginning of the academic year. She informed the members that the functions of the circle will be displayed later.

### **Salary revision:**


As there time constraint, the members decided to discuss the matter along with the principal.

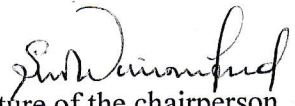
Mrs Bridget D'Silva suggested having one institutional level conference instead of at each department.

The meeting adjourned at 4.30pm.

  
Signature of the Secretary

Date: 11.02.2017

  
Signature of the Coordinator

  
Signature of the chairperson

## **Action Report of the meeting 10.02.2017**

The actions carried out after the meeting were briefed in this report.

The SOP's are written as per the template given. The first and second draft corrections are given by the IQAC coordinator. The governance and leadership committee finally submitted the written SOP.

IQAC budget was not reframed. The members decided to conduct mega event in the following year as Fr. Director was sick and the members thought of scheduling to the next year. There was a graduation program planned which is an another added activity in the academic plan.

The 5<sup>th</sup> letter with comparison as an enclosure is forwarded to the management with recommendation from the principal.