



# FATHER MULLER COLLEGE OF NURSING

(A Unit of Father Muller Charitable Institutions)

NAAC 'A' Grade

Affiliated to Rajiv Gandhi University of Health Sciences, Karnataka, Bangalore

## IQAC Core member meeting report

Venue : Syndicate Hall

Date and time: 12.06.2017 @ 03.00pm

### Members present:

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

### Members Absent:

Mrs Sonia D'Souza  
Mrs Binsha Papachan

### Agenda:

1. SOP Finalization
2. IAP program
3. AQAR document compilation
4. RGUHS research project
5. NAAC update

The meeting commenced at 03.00pm in the Syndicate Hall with the prayer song. Mrs Preethi Fernandes read out the minutes of previous meeting. The IQAC Coordinator briefly explained the action report of the previous IQAC meet. Sr Jacintha suggested that in the future academic year there will be National /International conference organized at college level and not at the departmental level. The departments will organize CNE at the regional level.

The meeting covered the discussion as per the agenda of the sitting.

### **SOP Finalization**

The coordinator read out the committees who had forwarded the corrected SOP's post workshop on given date. Dr Leena KC suggested scrutinizing the SOP's of each committee before approval. Coordinator explained the process of SOP development as after the corrections there will be presentations of each committee and cells. Further the compiled SOP's will be submitted to the Principal and management for review and approval. The dates for the internal presentation of each committee are decided as follows:

Committee	Date
Curriculum committee and Innovative and best practices	19/06/2017
Teaching Learning and Evaluation	21/ 06/2017
Research Consultancy and Extension	22/ 06/2017
Student Support and Progression	23/ 06/2017
Infrastructure and Learning Resources	Reviewed by Sr Jacintha

### **IAP program**

There was a discussion related to Neonatal Resuscitation training for the faculty. Ms Seema suggested to contact Dr Santhosh Soans Neonatologist, for the IAP program.

### **AQAR document compilation**

There was a very good interaction among the members related to AQAR document compilation. Each member contributed their own view points on document compilation. At the end of the effective discussion the following conclusions were drawn:

- The committee chairperson along with the members will collect the documents from different department. At the end of the academic year during the AQAR completion process the chairperson must submit the file with documents to the IQAC
- The department will continue to maintain the documentation as it was before.
- The IQAC Coordinator will send the list of documents to be maintained by the criteria chairperson
- The documents pertaining to workshop/ conferences will be collected by the teaching learning committee and not by research committee.
- The research committee will collect publications of the faculty.

### **RGUHS research project**

The HOD's were requested to motivate the faculty to apply for the funded projects of RGUHS.

### **NAAC update**

The IQAC coordinator updated the members on notification of extension of validity of accreditation period from 5 years to 7 years in respect of high performing institutions. Further she briefed on proposed quality indicator framework.

### **Miscellaneous**

Prof. Agnes informed the members that the Father Muller college of Nursing is a member of Mission Angel Dust, under Yenepoya Narcotics Education Foundation of India to spread the message of drug awareness to the youth of this country.

Signature of the Secretary

Signature of the chairperson

## **Action Report of the meeting 12.06.2017**

The actions carried out after the last month meeting are listed below:

1. SOP presentations were carried out as scheduled presentations started on 20.06.2017 and ended on 28.06.2017. The corrections and suggestions for modifications were given at the time of presentation. The dates to submit SOP's after presentation was written on the notice board. Currently SOP's final editing is on progress.
2. Permission was obtained from the principal to carryout the NRP program. IQAC coordinator Dr Savitha contacted Dr Santhosh Soans for to seek the guidance. Further Dr. Kotturesh, Regional Officer of IAP was contacted via phone and email. The tentative month decided to execute the training is August 2017. Dr Kotturesh has given the details on required resources to conduct the training.
3. The quality indicator frame work piloted in the College Of Nursing. The IQAC coordinator Dr Savitha calculated the percentage for the given formula under each quality indicator. A copy of respective criteria given to the chairperson with the instruction to complete it and submit to IQAC.
4. Dr Savitha written the feedback on QIF to NAAC mail [qif.naacindia@gmail.com](mailto:qif.naacindia@gmail.com)