

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: 14.01.2017 @ 10.30am

Members present:

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

Members Absent:

Mrs. Bridget D'Silva

Agenda:

1. Standard Operating Procedure (SOP)
2. IQAC Budget
3. Institutional Review Committee (IRC)
4. First Internal Audit

The IQAC core committee meeting began at 10.30am in the Syndicate hall. The IQAC Coordinator welcomed the members and discussed on action report of the IQAC meet. The following decisions were undertaken by the members for the academic year 16-17

- As per Mrs Shiji's report Quality policy will be formulated later by the management.
- Feedback collection at two stages in a year. This year the first stage of feedback is in the month of February and second stage is after completion of the syllabus. The curriculum committee will be accountable for the modification of forms and MIS update.
- The evaluation forms will be made uniform for all the departments by the Teaching Learning and Evaluation Committee.
- The 'retest' as not considered as remedial measures. The subject coordinators and the class coordinators of UG & PG programs will identify poor and advanced learners. The tutorial of one

hour/ per week / per subject will be scheduled in the time table for the poor learners. Simultaneously the advanced learners will have the class/ activity as planned by the subject teacher.

Standard Operating Procedure (SOP)

The Research committee had submitted the modified SOP. The rest of the committees were requested to submit on or before 25th January. The coordinator suggested the format to be written as in the sequence such as name of the committee, members list, objectives, functions and statement of SOPs. She explained to the members to write the procedures that are currently existing and practiced.

IQAC Budget

The tentative planned IQAC budget was displayed to the members. There were few suggestions to add the programs. The coordinator explained the process of receiving the budget as per the information from the account manager.

Institutional Review Committee (IRC)

The Chair Person of the IRC presented the By-Laws formulated by the committee. The By-Laws were accepted with few clarifications on publication.

First Internal Audit


The decision was taken to have First internal audit between 25th and 31st January 2017.

The meeting adjourned at 12.30pm.


Signature of the Secretary

Date: 14.01.2017


Signature of the Coordinator


Signature of the chairperson

Action Report of the meeting 14.01.2017

The actions carried out are written as follows

1. The remedial measures are displayed and notified. Dr. Savitha Pramilda Cutinho had attended the coordinators meeting in which she had explained the concept. The same is repeated to all faculty during staff meeting.
2. Most of the committed had submitted the SOP's on or before January 25th rest submitted by 9th of January. The SOP's submitted after first draft correction were reviewed again by the coordinator. The second drafts of the SOP's are on review process.
3. The IQAC budget approved by the core committee members was forwarded to the management. The response to the budget was to analyse the benefit of mega event and to reduce the external resource persons instead to suggested to invite the experts from Medical college (FMMC).
4. The IRC by laws were reviewed by the coordinator and other experts from institution. Prof. Victoria displayed and explained the IRC by laws to the faculty during staff meeting held on 27.01.2017. The guidelines are displayed on the IQAC notice board with effect on 01.02.2017.
5. The auditors list with the dates was displayed. The auditors were made known criteria or department with the form.

Actions not carried out

1. First stage of feedback from the students.
2. Modifications of evaluation forms.