

# 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

## Minutes of the IQAC meeting held on 11.04.2018 at 02.30 pm in Syndicate Hall of Father Muller College of Nursing

### Members Present:

Sl No	Name of members	Position	Sl No	Name	Position
1.	Sr. Jacintha D Souza	Chairperson	8	Mrs Sonia D'Souza	Member
2.	Prof. Agnes E J	Coordinator	9	Mrs Binsha Papachan	Member
3.	Prof. Victoria D'Almeida	Member	10	Sr. Deepa Peter	Member
4.	Prof. Irene Alvares	Member	11	Ms Neetha John	Secretary
5.	Dr Devina Rodrigues	Member	<b>Members Absent:</b>		
6.	Ms. Seema S Chavan	Member	1. Mrs Jasmine Sarita Vas		
7.	Mrs. Shiji P J	Member	2. Mrs Pramila D'Souza		

### Agenda:

1. Review of previous meeting.
2. Action taken report for the IQAC meeting on 19<sup>th</sup> February 2018.
3. Progress on Nutrition, Fitness and Health Expo 2K18.
4. Website updates

#### 1. Review previous meeting

The Minutes of the meeting held on 7<sup>th</sup> March 2018 was placed before the committee and approved.

#### 2. Action taken report for the IQAC meeting on 7<sup>th</sup> March 2018

- Finalized the plan of Nutrition, Fitness and Health Expo 2K18.
- UG paper publication guidelines (authorship related) is updated by IRC.
- Initiated updating website documents.
- Modification of feedback forms completed and will be available for use in MIS.

#### 3. Progress on Nutrition, Fitness and Health Expo 2K18

Sr Deepa Peter, Chairperson of SSP Committee briefed on the proceedings of the Nutrition, Fitness and Health Expo 2K18. A total of 27 stalls will be arranged and participation in the competitions is restricted to students only. There are 6 registrations till date for the Nutrition, Fitness and Health Expo 2K18.

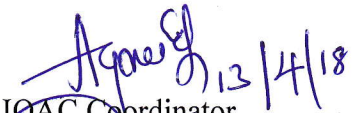
#### 4. Website updates

- The IQAC Chairperson suggested to add the tab 'Research', and to rename the 'Evaluation committee' tab as 'Teaching, Learning and Evaluation committee'.
- The tab 'IQAC' will be displayed in the home page for easy access of AQAR and other data for the NAAC assessors.
- Each committee was instructed to update their tabs at the earliest including NSS and Youth Red Cross.
- Faculty profile of each department needs to be updated with necessary information.
- Mr Manoj and Mr Abin, the Lecturers were assigned the responsibility to follow-up the updates. Ms Seema Chavan, Asst Professor will provide necessary help to Mr Manoj and Mr Abin.
- Any news related to faculty and student achievements will be displayed.

**Miscellaneous:**

- Sr Deepa Peter, Chairperson of SSP Committee informed that 'English Club' will be initiated from June 2018. Mrs Rajina Dinesh, English Expert, will conduct sessions such as public speaking and elocution to improve language skills in the areas of listening, writing and speaking. The English club will be scheduled on Saturday afternoons, twice per month.
- The IQAC Coordinator informed all the members that the internal audit 2 is planned from 7<sup>th</sup> to 19<sup>th</sup> May 2018.

The meeting adjourned at 4.00pm.

  
IQAC Coordinator  
Prof. Agnes E J