IQAC MEETING: ~~April~~ MAY 03. 05.24

Venue: IQAC Office.

Time: 9.30 am to 10.30 am

Members present	Designation	Signature
Prof. Dr. Annal Angeline	Principal BBCON	
Sr. Dr. Terese SIC	Research Centre Co-ordinator	
Prof. Binutha.V.P	CRITERION HEAD –III/Vice Principal, BBCON	
Sr. Jaisy Sebastian	IQAC Coordinator	
Prof. Sheeja .S	CRITERION HEAD- V /HOD Community Health Nursing Department	
Mrs. Nisha John	CRITERION HEAD IV/ HOD OBG Nursing Department	
Mrs. Betcy .K.Jayims	CRITERION HEAD- 1 HOD Child Health Nursing Department	
Mrs. Shinola R	HOD Mental Health Nursing Department	
Mr Jerin James	CRITERION HEAD- VI/ Logistic Support	
Mrs. Jyothilekhmi J	CRITERION HEAD –II/NSS Program Officer	
Mrs. Neethu M	CRITERION HEAD-VII	
Mrs. Amala L	CRITERION HEAD-VIII	
Mrs. P V Greeshma	QAS Co-ordinator	
Mrs. Lakshmipriya	IQAC Secretary	

AGENDA:

- Review of the previous meeting's minutes
- KNMC Inspection
- Internal academic auditing
- External academic auditing
- Departmental Research
- Fire and safety awareness programme
- Examination and evaluation procedures
- Commencement of classes for 2nd sem and 4th sem students
- Admission of new batch
- Any other issues raised by members

AGENDA	MATTER	Remarks
1. Review of the previous meeting's minutes	• The meeting commenced with a silent prayer. • The IQAC Secretary warmly welcomed the Principal and all participants. • The IQAC Coordinator outlined the agenda for the meeting. • The secretary read out the minutes of the previous meeting. • The Principal provided necessary corrections. • The minutes of the previous meeting were proposed by Mrs. Nisha John, HOD of OBG Nursing Department, and seconded by Amala L. from the Community Health Nursing Department.	
2. Progress report on implementation of previous decisions and action points	• The feedback analysis report has been placed in the IQAC file. • Next month, a Continuing Nursing Education (CNE) session on Registered IEC will be conducted by the Vice Principal to provide orientation to all faculty members regarding IEC processing..	
3.KNMC Inspection	• Most of the arrangements for the KNMC inspection have been completed.	The committee accepted the plan

	• HODs, class coordinators, subject in-charges, and lab in-charges have been tasked with further arrangements. • The Clinical Coordinator will be responsible for updating all the documents from the parent hospital.	
4. Internal academic audit-2024	• Internal academic audit is planned to be conducted in the month of September.	The IQAC coordinator tasked the responsibility.
5. External academic audit 2024	• An external audit is scheduled to be conducted in the month of October.	The IQAC coordinator tasked the responsibility.
6. Department Research	• The presentation of research proposals for departmental research for the years 2023 and 2024 should be completed promptly.	The committee accepted the plan
7. Fire and safety awareness programme.	• Planned to conduct on 6th May 2024	The Coordinator Mrs. Amala has been entrusted with the responsibility.
8. Examination and evaluation procedures	• All faculty members need to follow the guidelines introduced by the examination cell, for theory and practical examinations.	The committee accepted the plan
9. Commencement of classes for 2nd and 4th Sem students	• Second semester classes started on 29 th April and 4th semester	2nd semester, faculty took the charge

	classes will be commenced on 27th May 2024.	
10. Admission of new batch	• Admission process will be completed by the month of August.	
11. Any other matter.	• Exhibiting documents to other institutions during training visits has resulted in the loss of many of our original documents. We need to take serious measures to address this issue.. • A curriculum workshop and faculty development program need to be planned for the academic year. Additionally, the annual workshop for MSc. students must also be organized. • Principal Dr. Annal Angeline, along with all criterion heads and other committee coordinators, provided a detailed orientation to the future principal, Dr. Sr. Therese.	The IQAC Coordinator expressed her heartfelt gratitude to Principal Dr. Annal Angeline for her selfless dedication to the institution, serving as the IQAC Coordinator, HOD, and, above all, as the Principal for more than a decade. The meeting adjourned by 10:30 am.

Signature of the Secretary

Signature of the Principal 6/5/2024

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Action taken report – 03. 05. 2024

- KNMC affiliation letter obtained
- Inspection team for Internal academic audit- 2024 & External academic audit 2024 should be selected.
- All faculty members are strictly following the examination and evaluation procedures. Result analysis register is maintained.
- Fire and safety awareness programs still need to be conducted.
- Second semester classes started on 29 th April and 4th semester classes commenced on 27th May 2024.