



College of Nursing

Christian Medical College, Vellore

Recognized by the Indian Nursing Council &
Affiliated to the Tamil Nadu Dr. MGR Medical University,

Terms of Reference

1.0 Purpose	
The internal Quality Assurance Cell (IQAC) is formulated by the College Board. This committee will work towards fulfilling all responsibilities of the IQAC related to accreditation issues and quality improvement.	
2.0 Type	
✓ Standing □ Ad Hoc	
3.0 Membership	
3.1 The IQAC core committee shall consist of 1 appointed member and 16 members representing Accreditation Committee and all departments of the College. The Appointed member holds the title, IQAC co-ordinator and the Members hold the title, IQAC Core Committee member. Apart from them the IQAC also accommodates one representative from each department under the title, Department Quality Assurance Cell Representatives (D-QAC reps)	
3.2 This will be chaired by the Dean, College of Nursing, CMC, Vellore (CONCMCV)	
3.3 The IQAC Core Committee members and their responsibilities are as follows:	
Members	Role/ Responsibilities
1. Dr. Vathsala Sadan	Director ; Dean, CONCMCV
2. Dr. Manoranjitham Sathiyaseelan	Dean nominee for IQAC
3. Ms. Anita Kiruba Jeyakumar	IQAC Co-ordinator
4. Ms. Reena Rachel George	Convener, Criterion I- Med-Surg Spl III
5. Ms. Regina Xavier	Convener, Criterion I- Med-Surg Spl I
6. Mrs. Margaret Manoharan	Convener, Criterion II-Pediatric Nursing
7. Ms. Angelin Esther A	Convener, Criterion II- Nursing Foundation
8. Ms. Alice Sony	Convener, Criterion III-Maternity Nursing
9. Dr. Vinitha Ravindran	Convener, Criterion III- CNE& Research
10. Ms. Sophia Vijayanthan	Convener, Criterion IV-Medical Nursing

11. Ms. Dorothy Singh	Convener, Criterion IV-Maternity Nursing
12. Ms. Emily Daniel	Convener, Criterion V- Nursing Foundation
13. Ms. Sarah Emma Rosalind	Convener, Criterion V- Community Health Nursing
14. Ms. Rajeswari Siva	Convener, Criterion VI- Community Health Nursing
15. Ms. Ilavarasi Jesudoss	Convener, Criterion VI- Medical Nursing
16. Ms. Shandriela Immanuel	Convener, Criterion VII- - Community Health Nursing
17. Ms. Jenny S	Convener, Criterion VII-Maternity Nursing

4.0 Responsibilities

1. Recommend and develop Quality improvement policy, protocol and procedures for the college.
2. Ensure that the recommended Quality improvement policy, protocol and procedures for the college are endorsed by the Dean and the College board.
3. Develop and enhance operation of continuous quality improvement programs in the college.
4. Keep under review the implementation of quality improvement programs in the college.
5. Keep in touch with the statutory bodies through exchange and sharing of quality enhancement ideas and good practices through the Dean.
6. Conduct periodic hands on workshops on innovative teaching learning strategies.
7. Design audit/ Assessment tools and obtain approval from College board and the Dean
8. Encourage and ensure that Bi- annual interdepartmental quality assessment is carried out with the approved assessment tool for continuous quality improvement.
9. Create a Department Quality Assurance Cell representative (D-QAC reps) team
10. Meet the D- QAC reps in the presence of the IQAC core committee members and HODs/HOUs once in six months for
 - Presenting the report of the interdepartmental quality assessment.
 - Obtain suggestions for further assessments.
11. Prepare an Annual Quality Assurance Report (AQAR) incorporating the SWOC of the college for that year and the way forward.
12. Prepare the college for accreditation from national and international bodies.
13. Contribute to the promotion and enhancement of high quality education and training in the college through innovative practices.
14. Liasion with national and international nursing education innovators to keep within the College Quality framework.

5.0 Term of Membership (IQAC members)

5.1 The IQAC core committee members shall serve for two years

5.2 The IQAC co-ordinator shall serve for four years

5.2 The D-QAC reps may serve upto three year

6.0 Procedures

6.1 Selection of the IQAC members

6.1.1 The IQAC core committee members will be selected in the IQAC- Quality Improvement meeting as their term nears completion

6.1.1 The IQAC co-ordinator will be selected by the Dean in consensus with the Heads of the Departments and the Heads of the Units.

6.1.2 The D-QACs are selected by the HODs and HOUs.

6.1.3 The IQAC Core committee members must be at Professor Cat III to Professor Cat I

6.1.4 The IQAC coordinator must be at Assistant Professor Grade I to Professor Cat III level from any department across the College.

6.1.5 The D-QAC reps may be at Assistant Professor Grade II to Associate professor level. There must be one representative from each department of the College.

6.2 Meeting Frequency

6.2.1 The IQAC core committee shall meet once in three months for two hours

6.2.2 The IQAC quality improvement meetings which will be attended by the IQAC core committee members and D-QAC reps along with the HODs and HOUs shall occur Bi-annually.

6.3 Minutes and Agendas

6.3.1 The agenda for all IQAC related meetings will be prepared by the IQAC co-ordinator in consultation with the Dean.

6.3.2 The IQAC coordinator will draft the minutes and circulate it via email to the IQAC members one week prior to the meeting.

6.4 Decision Making

6.4.1 Decision will be made collectively as IQAC members

6.5 Absence

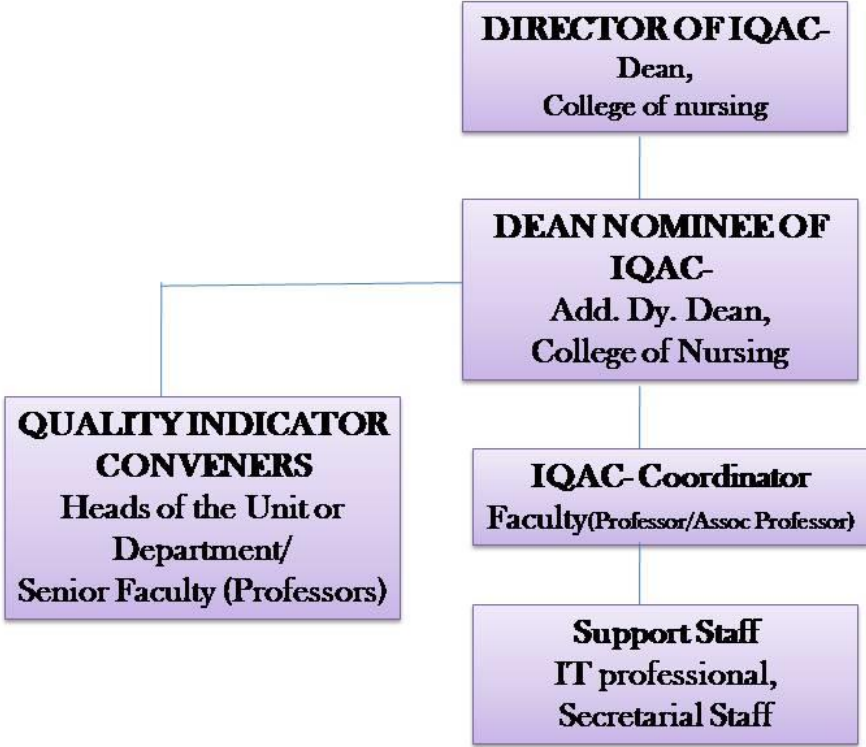
6.5.1 If a member is absent for 2 consecutive meetings without notice the IQAC core committee shall review their membership

7.0 Deliverables

The terms of reference of IQAC will be reviewed annually.

This is for Annual Review

**COLLEGE OF NURSING, CHRISTIAN MEDICAL COLLEGE, VELLORE
INTERNAL QUALITY ASSURANCE CELL-ORGANOGRAM**



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