

College of Nursing, Christian Medical College, Vellore
Minutes of IQAC Core Committee meeting
(naac/certprommeet06-19/04/2021)

Date: **19.04.2021, 11.30am**

ZOOM cloud meeting

Chairperson: **Dr. Vathsala Sadan, Dean, College of Nursing, CMC, Vellore**

Members Present

1. Dr. Vathsala Sadan
2. Mrs. Alice Sony
3. Mrs. Margaret Manoharan
4. Mrs. Rajeswari Siva
5. Dr. Manoranjitham Sathiyaseelan
6. Mrs. Ilavarasi Jesudoss
7. Mrs. Emily Daniel
8. Mrs. Ida Nirmal
9. Mrs. Shandriela Immanuel
10. Mrs. Dorathy Singh
11. Mrs. Sarah Emma Roslind
12. Ms. Anita Kiruba Jeyakumar

Apology

1. Dr. Vinitha Ravindran
2. Mrs. Regina Xavier
3. Mrs. Sophia Vijayanthan
4. Mrs. Reena Santhosh

The meeting commenced at 11.45am with a prayer by the Dean and Chair of the meeting, Dr. Vathsala Sadan.

The Chairperson informed the members about obtaining AO's approval to proceed with NAAC certification process. She also mentioned that it would be taken to the AC to obtain an AC minutes number; hence the process must be hastened. In order to hasten the process, the chairperson mentioned that a full time faculty is relieved for the same. Ms. Anita Kiruba Jeyakumar, Reader, Medical Nursing Department was introduced by the chairperson as the Internal Quality Assurance coordinator and Mrs. Margaret Manoharan as the Co-ordinator for Data Validation from the Dean's office.

Agenda

2/IQ/19/4/21 -Visit to Sri Ramachandra Medical University, Porur:

The Chairperson informed that a team of 6 members visited the University to get an idea on the NAAC certification Process. The VC was receptive and had assigned the Principal of Pharmacy to orient. It was informed at SRM that the latest manual is dated 23.09.2020

3/IQ/19/4/21 - Revised manual:

The Chairperson informed that Ms. Anita Kiruba found the latest manual to be 09.02.2021. The revised manual will be in the IQAC office for reference.

4/IQ/19/4/21- Revised Team:

- Dr. Manoranjitham Sathiyaseelan who was the NAAC certificate process coordinator, has taken up the Pro-Term Registrar, hence Ms. Margaret Manoharan will be the coordinating from the Dean's office. Dr. Manoranjitham will continue to be the Convener for criterion II.
- Ms. Emily Daniel the co-covener for Criterion V will be the Convener instead of Mrs. Margaret Manoharan
- Ms. Sarah Emma Roslind will co-convener for Criterion V instead of Ms. Emily Daniel.
- Ms. Angeline Esther will join Criterion II working group
- Ms. Aruna will join criterion II working team instead of Ms. Mythili Vandhana
- Ms. Hepsi Raju will be moved from working team Criterion I to Criterion V instead of Ms. Mercy J
- Ms. Malani Rachel will join Criterion VI working group instead of Ms. Anita Kiruba Jeyakumar.
- Ms. Jenny S will be the co-convener for Criterion VII instead of Ms. Jeyalinda Christopher.

5/IQ/19/4/21 - Action Plan with IQAC office

The GFATM office will be the IQAC office and the GFATM classroom will be the working space for the teams towards NAAC accreditation work. The core committee will meet regularly on Fridays between 03.30pm & 4.30pm hence forth via zoom or in person since the group is small.

Criterion Conveners will collect the relevant supportive data



Will verify it with Mrs. Margaret Manoharan and the Dean



Hand over the data to Ms. Anita Kiruba Jeyakumar who will organize the data and save it appropriately.

Ms. Anita Kiruba Jeyakumar will work through the Dean's office. The following works have been assigned to her

- a. Make a micro-plan towards the way forward (Time-line)
- b. Create Folders for each criterion and each key indicators
- c. Create a Faculty Profile
- d. To revisit the college website and update it appropriately.

6/IQ/19/4/21- Any other matters:

- Mrs. Shandrilla Immanuel requested to assign a photographer to take geotag photos and videos and can complete it on a day. The chairperson told that it cannot be completed in one day and hence requested a plan which can be executed.
- Ms. Anita Kiruba Jeyakumar reminded about the Pendrive and the Chairperson informed about the 16GB pendrive that was bought to upload works of each criterion and to transfer files easily.

The Chairperson summarized the discussion of the meeting in a nutshell and the meeting was adjourned at 12.10pm.

The next meeting was scheduled for the 23rd of April, 2021 between 3.30-4.30pm.

Anita Kiruba Jeyakumar
20/4/2021
11:45 am

Ms. Anita Kiruba Jeyakumar
IQAC- Co-ordinator
College of Nursing, CMC, Vellore



Vaithi Sadas

Dean, College of Nursing
Christian Medical College,
Vellore - 632 004.

College of Nursing, Christian Medical College, Vellore
Minutes of IQAC Core Committee meeting
(naac/certprommeet07-23/04/2021)

Date: **23.04.2021, 3.30pm**

ZOOM cloud meeting

Chairperson: **Dr. Vathsala Sadan, Dean, College of Nursing, CMC, Vellore**

Members Present

1. Dr. Vathsala Sadan
2. Mrs. Alice Sony
3. Mrs. Margaret Manoharan
4. Mrs. Regina Xavier
5. Mrs. Reena Santhosh
6. Dr. Manoranjitham Sathiyaseelan
7. Mrs. Dorathy Singh
8. Mrs. Emily Daniel
9. Mrs. Sarah Emma Roslind
10. Ms. Jenny S
11. Ms. Anita Kiruba Jeyakumar

Apology

1. Mrs. Rajeswari Siva
2. Dr. Vinitha Ravindran
3. Mrs. Sophia Vijayanthan
4. Mrs. Ilavarasi Jesudoss
5. Mrs. Ida Nirmal
6. Mrs. Shandriela Immanuel

The meeting commenced at 03.35pm with a prayer by Mrs. Reena Santhosh, add. Dy. Dean and Convener of Criterion I

The Chairperson went through the minutes. It was **passed by Mrs. Alice Sony, Convener, Criteria III and seconded by Dr. Manoranjitham Sathiyaseelan, Convener, Criteria II.**

Matters arising from the previous minutes

5/IQ/19/4/21 - Micro-plan towards way forward is prepared by Ms. Anita Kiruba, IQAC, coordinator

5/IQ/19/4/21 - Folders for each criterion is created in the IQAC office computer

5/IQ/19/4/21 - A faculty profile is created by the IQAC team

5/IQ/19/4/21 - The Website is being revisited by Ms. Anita Kiruba and Ms. Jerlyn to give it a new look.

6/IQ/19/4/21- The chairperson enquired about the pen-drives, if it had reached the conveners. Members expressed their difficulty with the pen-drives. The Chairperson requested them to reach out for exchange with Mr. Saravanan at the office.

Agenda

7/IQ/23/4/21- Recurrent Meetings with the Dean

The chairperson informed that a time on Wednesdays has been allotted by the Dean for the Criterion Conveners between 2 and 3pm to clarify data related queries as a way forward. The chairperson also informed the **Tentative Schedule for Wednesday Meetings** as follows:

Date	Conveners
28.04.2021	Criterion I & II
05.05.2021	Criterion III & IV
12.05.2021	Criterion V & IV
19.05.2021	Criterion VII

However, the chairperson informed the conveners to meet her anytime during the week for important clarification and data verification.

8/IQ/23/4/21- Time-Line for the NAAC certification process and orientation of its frame work:

The Chairperson went through the time line for the NAAC certification process and opened it for suggestions from the conveners. The members were receptive to it. The Chairperson also threw light on the orientation of NAAC framework. It was informed that the conveners will prepare slides which will be validated in Friday meeting and will be used uniformly for all levels.

S.NO	Activities	Deadline
1.	AO's Approval	25.02.2021
2.	AC Approval to obtain	27.05.2021
3.	Orientation on NAAC process for Conveners (Sat)	08.05.2021- 8:30-10am
4.	Orientation on NAAC process for Faculty	08.05.2021- 10am-12:30pm
5.	Orientation on NAAC process for Student Cabinet(Sat)	15.05.2021- 8:30-10am
6.	Orientation on NAAC process for Students	15.05.2021-10-12.030pm
7.	Higher Education Institution Registration for Assessment and Accreditation	07.06.2021
8.	Criterion- wise data collection and validation as per data template	26.06.2021
9.	Mock assessment invitation letter to dispatch	07.06.2021
10.	Mock assessment SRM	05.07.2021
11.	Finance for IIQA submission to be ready	26.07.2021
12.	Submission of Institutional Information for	16.08.2021

	Quality Assessment (IIQA) online	
13.	Self Study Report (SSR) Submission (within 45 days of acceptance of IIQA)	06.09.2021
14.	Peer team Assessment (Online Visit) & Student Satisfaction Survey (SSS)	Anytime in October

The chairperson requested each criterion conveners to make a micro-plan in the template that would be sent from the IQAC office.

9/IQ/23/4/21- Suggestions:

On opening the floor for suggestions the following issues were raised, discussed and resolved.

- a. Dr. Manoranjitham S suggested relieving the working team members from each criterion for a day exclusively for NAAC work every week. The Chairperson welcomed the idea and requested the conveners to write a letter to the Dean, who will communicate to the Heads of the department.
- b. Mrs. Reena George suggested setting a timeline for the secretaries to provided documents. The Chairperson innovatively recommended the conveners to bring the data required from the secretaries to the Dean, who will assign one secretary for the same with a deadline to follow-up.
- c. Mrs. Emily Daniel requested to speed-up the meeting with the Dean for data verification apart from Wednesdays suggested. The chairperson responded by requesting the conveners to meet her anytime during the week for important clarification and data verification

10/IQ/23/4/21- Finalizing working team members for each Criterion by the Conveners

The Chairperson encouraged each convener to set up a working team consisting of Tutors, Librarians, Physical Director, Behavioral science faculty, and clerical staff for a smooth data collection process. The Chairperson requested the conveners to present the names of the team members in the next meeting.

11/IQ/23/4/21- Time Period for data collection:

Before the conveners could present their committee activities and deadline the chairperson clarified the time frame to focus on data collection as 2016-2020

12/IQ/23/4/21- Presentation on the time-line to complete the task before June 26th, 2021(Action Plan)- CRITERION conveners

All Criterion conveners except Criterion II and VI presented their timelines and clarified doubts.

13/IQ/23/4/21- Geo-tagged Photo

The Chairperson informed Ms. Anita Kiruba, to take a geo-tagged photo of the world earth day.

The Chairperson closed the meeting by informing that the same Zoom ID and Passcode can be used for 30.04.2021 meeting. It was also requested for the conveners to present two Key indicators (1 & 2 with all metrics included) in the template that would be sent.

The meeting adjourned at 5pm.

The next meeting was scheduled for the 30rd of April, 2021 between 3.30-4.30pm.

Anita Kiruba
23/04/2021

Ms. Anita Kiruba Jeyakumar
IQAC- Coordinator
College of Nursing, CMC, Vellore

*Seen by Deanna'am
on 27/4/2021*



1/4

Vairisalaal
Dean, College of Nursing
Christian Medical College,
Vellore - 632 004.

College of Nursing, Christian Medical College, Vellore
Minutes of IQAC Core Committee meeting
(naac/certprommeet08-30/04/2021)

Date: **30.04.2021, 3.30pm**

ZOOM cloud meeting

Chairperson: **Dr. Vathsala Sadan, Dean, College of Nursing, CMC, Vellore**

Members Present

1. Dr. Vathsala Sadan
2. Mrs. Alice Sony
3. Mrs. Reena George
4. Mrs. Regina Xavier
5. Dr. Manoranjitham Sathiyaseelan
6. Ms. Ida Nirmal
7. Dr. Vinitha Ravindran
8. Mrs. Emily Daniel
9. Mrs. Sarah Emma Rosalind
10. Mrs. Ilavarasi Jesudoss
11. Mrs. Shandriela Immanuel
12. Ms. Jenny S
13. Ms. Anita Kiruba Jeyakumar

Apology

1. Ms. Rajeswari Siva
2. Ms. Sophia Vijayanthan
3. Ms. Dorothy Singh

The meeting commenced at 03.45pm with a prayer by Mrs. Ida Nirmal, add. Dy. Dean and Co-convenor of Criterion II

The Chairperson welcomed the conveners and went through the minutes.

Matters arising from the previous minutes

7/IQ/23/4/21- The Chairperson informed that Mrs. Emily Daniel, Convener, Criterion V met the Dean and clarified data related queries on 27.05.2021. The Chairperson requested the conveners to organize the letter for data collection and submit it the Dean for further processing.

10/IQ/23/4/21- The Chairperson suggested including the clerical staff in each working team for easy data mobilization.

Agenda

14/IQ/30/4/21- Presentation of working team and Key indicators

The Criterion Conveners confirmed their working team members as follows:

CR.NO	CRITERION	CONVENER	TEAM MEMBERS
I	Curricular Aspect	Ms. Reena George Ms. Regina Xavier	1. Ms. Annie Jerone 2. Ms. Deena David 3. Ms. Angeline Jeyarani 4. Ms. Joy Sherwin 5. Mr. Dani Paul 6. Ms. Shaly Selva 7. Ms. Anushya

			8. Ms. Christina
II	Teaching – Learning & Evaluation	Dr. Manoranjitham S Ms. Ida Nirmal	1. Ms. Angeline Esther 2. Ms. Abijah Princy 3. Ms. Aruna.G 4. Ms. Harini 5. Ms. Rini wills
III	Research, innovation & Extension	Dr. Vinitha Ravindran Mrs. Alice Sony	1. Ms. Lillian Kisku 2. Mr. Dinesh Kumar 3. Ms. Angel Rajakumar 4. Ms. Ida Vimal 5. Ms. Malini- Secretary
IV	Infrastructure and Learning Resources	Ms. Sophia Vijayanthan Ms. Dorothy Singh	1. Ms. Jeni Chrystal 2. Ms. Ms. Jeba Terina 3. Ms. Hilda Mercy 4. Ms. Sheeba Paul 5. Ms. Jerlyn Mary 6. Ms. Meenatchi
V	Student Support and Student Progression	Ms. Emily Daniel Ms. Sarah Emma	1. Ms. Sheeba Nelson 2. Ms. Shalini Chandran 3. Ms. Sumathy J 4. Ms. Hepsy R 5. Ms. JeslinWills 6. Ms. Shekina Esther 7. Dr. Preethi Tabitha 8. Ms. Shalini Getzy
VI	Governance & Leadership	Ms. Rajeswari Siva Ms. Ilavarasi Jesudoss	1. Ms. Roseline Rhenius 2. Ms. Malini Rachel
VII	Institutional Values and Best Practices	Mrs. Shandriela Immanuel Ms. Jenny S	1. Ms. Esther Kanthi 2. Ms. Deborah 3. Mr. Charles Sathiyaoli

Criterion Conveners II & V presented Key indicators 1 & 2 and Criterion I, III, IV, VI, and VII did not present.

15/IQ/30/4/21- Orientation to NAAC Process for Conveners –08.05.2021- FLOW OF EVENTS

The Chairperson reminded the conveners regarding the orientation to NAAC process which is scheduled for 08th May 2021, between 08.30&10.30am.

The Chairperson also went through the flow of event planned as follows:

Topic	Speaker
Opening Prayer	Mrs. Alice Sony, Deputy Dean
Overview of NAAC processing and objective of this orientation Program	Dr. Vathsala Sadan, Dean, College of Nursing, CMC, Vellore
Criterion- I - Curricular Activities	Ms. Reena Santhosh
Criterion II – Teaching Learning & Evaluation	Dr. Manoranjitham Sathiyaseelan
Criterion III – Research, Innovations and Extensions	Dr. Vinitha Ravindran
Criterion IV – Infrastructure and Learning resources	Mrs. Sophia Vijayanathan
Criterion V – Student Support and Progression	Mrs. Emily Daniel
Criterion VI – Governance, Leadership and Management	Mrs. Ilavarasi Jesudoss

Criterion VII – Institutional Values and Best Practices	Mrs. Shandril Immanuel
Concluding remarks	Dr. Vathsala Sadan, Dean, College of Nursing, CMC, Vellore

16/IQ/30/4/21- Orientation PPT ready for use

The Chairperson informed that a PPT is prepared by the IQAC office for the orientation programme. The Chairperson requested the conveners to check their emails for the same and requested them to refine, add and modify it accordingly.

17/IQ/30/4/21- Suggestions:

On opening the floor for suggestions the following issues were raised, discussed and resolved.

- a. Mrs. Reena George suggested that it would be productive to have the Friday meetings weekly but in split groups. The Chairperson welcomed the suggestion and informed that a new schedule will be circulated regarding the dates.

The meeting adjourned at 4.45pm.

The next meeting was scheduled for the 07th of May, 2021 between 3.30-4.30pm

Ms. Anita Kiruba Jeyakumar
03/05/2021
Ms. Anita Kiruba Jeyakumar
IQAC- Coordinator
College of Nursing, CMC, Vellore



Vathsala
Dean, College of Nursing
Christian Medical College,
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College of Nursing, Christian Medical College, Vellore
Minutes of IQAC Core Committee meeting
(naac/certprommeet09-07/05/2021)

Date: **07.05.2021, 3.30pm**

ZOOM cloud meeting

Chairperson: **Dr. Vathsala Sadan, Dean, College of Nursing, CMC, Vellore**

Members Present	Apology
1. Dr. Vathsala Sadan	1. Mrs. Alice Sony
2. Mrs. Reena George	2. Ms. Rajeswari Siva
3. Mrs. Regina Xavier	3. Mrs. Ilavarasi Jesudoss
4. Dr. Manoranjitham Sathiyaseelan	4. Mrs. Shandriela Immanuel
5. Ms. Ida Nirmal	5. Ms. Sophia Vijayanthan
6. Dr. Vinitha Ravindran	
7. Ms. Dorothy Singh	
8. Mrs. Emily Daniel	
9. Mrs. Sarah Emma Rosalind	
10. Ms. Jenny S	
11. Ms. Anita Kiruba Jeyakumar	

The meeting commenced at 03.30pm with a prayer by Mrs. Emily Daniel, Convener Criterion V. The Chairperson welcomed the conveners and went through the minutes of the previous meeting held on 30.04.2021. It was **passed by Mrs. Reena Rachel, Convener, Criteria I and seconded by Ms. Ida Nirmal, Co-Convener, Criteria II**

Matters arising from the previous minutes

15/IQ/30/4/21- The Chairperson informed about the schedule for the orientation to NAAC framework. The Chairperson instructed the IQAC office to circulate a schedule of the same to the conveners for feedback, suggestion and to check on their availability for the talk.

16/IQ/30/4/21- The Chairperson enquired if the speakers received the PowerPoint for the talk and suggested that the same slide could be shared with co-conveners if they are unavailable.

Agenda

18/IQ/07/05/21- Possibility to fill in the data template for key indicators- approved by dean with seal and signature- Submit to IQAC office- Alternate Saturday.

The Chairperson requested the team, to get the data required for their criterion approved by the dean with seal and signature by Friday and submit the same as Hard and soft copy to the IQAC office on alternate Saturdays.

19/IQ/07/05/21- Orientation to NAAC framework- Faculty

The Chairperson informed that an orientation to NAAC framework is arranged for M.Sc. Faculty on 12.05.2021, between 2 and 4 pm, and subsequent meetings are arranged with UG and PG students.

20/IQ/07/05/21- Presentation of Key indicators- CRITERION CONVENERS –I,II & III

Mrs. Reena Rachel George, Convener, Criterion I presented Metrics 1.1.1, 1.2.1, 1.2.2 & 1.3.2

Mrs. Ida Nirmal, Co-Convener, Criterion II presented Metrics 2.3.1, 2.3.2, 2.3.3, 2.3.4 & 2.3.5

Dr. Vinitha Ravindran, Convener, Criterion III presented Metrics 3.1.1, 3.1.2, 3.1.3, 3.2.1 & 3.2.2

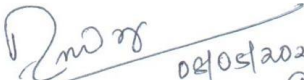
21/IQ/07/05/21- Any other Matters


On opening the floor for suggestions the following issues were raised, discussed and resolved.

- Mrs. Reena George suggested having electronic signature of the past and the present Dean to affix in the documents that are being verified. The floor felt that scanned signature of the previous Dean and fresh signature of the current Dean would be preferable.
- Mrs. Emily Daniel suggested that the last page of the document can be printed for obtaining seal and signature of the Dean instead of printing the whole document for the same. She emphasized on saving time and resources by doing so. It was welcomed by the Team.
- It was suggested by Dr. Vinitha Ravindran for the IQAC office to send the working template for all the Key indicators that would help the upcoming presentation, to represent the work completed. It was welcomed.
- Dr. Manoranjitham insisted that all members of the OQAC Core committee be present for the weekly meeting and the presentation of the criterion groups could be every fortnight.

The meeting adjourned at 4.33pm.

The next meeting was scheduled for the 14th of May, 2021 between 3.30-4.30pm and it was informed that the **CRITERION CONVENERS –I, II & III would be presenting on 28.05.2021.**


02/05/2021 @ 10⁴⁵ am
Ms. Anita Kiruba Jeyakumar
IQAC- Coordinator
College of Nursing, CMC, Vellore


Dean, College of Nursing
Christian Medical College,
Vellore - 632 004.



College of Nursing, Christian Medical College, Vellore
Minutes of IQAC Core Committee meeting
(naac/certprommeet10-14/05/2021)

Date: 14.05.2021, 2.30pm

ZOOM cloud meeting

Chairperson: **Dr. Vathsala Sadan, Dean, College of Nursing, CMC, Vellore**

Members Present	Apology
1. Dr. Vathsala Sadan	1. Mrs. Alice Sony
2. Ms. Reena George	2. Ms. Rajeswari Siva
3. Dr. Manoranjitham Sathiyaseelan	3. Mrs. Ilavarasi Jesudoss
4. Ms. Ida Nirmal	4. Ms. Maragaret Manoharan
5. Dr. Vinitha Ravindran	5. Mrs. Emily Daniel
6. Ms. Sophia Vijayanthan	6. Ms. Dorothy Singh
7. Mrs. Sarah Emma Rosalind	7. Mrs. Regina Xavier
8. Mrs. Shandriela Immanuel	8. Ms. Jenny S
9. Ms. Anita Kiruba Jeyakumar	

The meeting commenced at 02.30pm with prayer by Mrs. Ida Nirmal, Convener Criterion II.

The Chairperson welcomed the conveners and went through the minutes of the previous meeting held on 07.05.2021. It was **passed by Dr. Manoranjitham Sathiyaseelan, Convener, Criteria II and seconded by Ms. Reena George, Convener, Criteria I**

Matters arising from the previous minutes

19/IQ/07/05/21- The Chairperson informed that the Orientation to NAAC framework for all faculty occurred on 12.05.2021 as scheduled between 2 & 4 pm. The Chairperson thanked the presenters.

21/IQ/07/05/21- Regarding Electronic signature and regarding scanning of the last page alone, the chairperson informed that she would check with Dr. Nalini, Principal, CON, SRM and inform us in the next meeting.

21/IQ/07/05/21- The Chairperson enquired and confirmed the dispatch of the work template for all the key indicators for each criterion.

Agenda

22/IQ/14/05/21- Part B- Key Indicator 8.3

The Chairperson took the members through Key indicator 8.3, which is exclusively for Nursing College. She informed that the weightage point for it is 100 and it contains 8 metrics (4 QIM & 4 QnM). She also informed that the 10 data required has been distributed among 7 criteria and that it will be shared via email.

23/IQ/14/05/21- Presentation of Key indicators- CRITERION CONVENERS –IV, V ,VI & VII

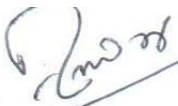
Ms. Sophia Viyananthan, Convener, Criterion IV presented Metrics 4.3.1, 4.3.2, 4.3.3 &4.3.4

Ms. Sarah Emma, Co-Convener, Criterion V presented Metrics from key indicators 5.3 to 5.4


Ms. Shandril Immanuel, Convener, Criterion VII presented Metrics 7.2.1&7.3.1- The Chairperson informed the convener to fix an appointment with Dr. Lallu and get the needed for Key indicator 7.1.

The meeting adjourned at 3.30pm.

The next meeting was scheduled for the 28th of May, 2021 between 3.30-4.30pm, due to Research Methodology and it was informed that the **CRITERION CONVENERS –I, II & III would be presenting on 28.05.2021.**


15/05/2021

Ms. Anita Kiruba Jeyakumar
IQAC- Coordinator
College of Nursing, CMC, Vellore


Dean, College of Nursing
Christian Medical College,
Vellore - 632 004.



College of Nursing, Christian Medical College, Vellore
Minutes of IQAC Core Committee meeting
(naac/certprommeet 11-28/05/2021)

Date: **28.05.2021, 3.00pm**

ZOOM cloud meeting

Chairperson: **Dr. Vathsala Sadan, Dean, College of Nursing, CMC, Vellore**

Members Present	Apology
1. Dr. Vathsala Sadan	1. Mrs. Ilavarasi Jesudoss
2. Mrs. Alice Sony	2. Ms. Maragaret Manoharan
3. Ms. Reena George	3. Ms. Dorothy Singh
4. Dr. Manoranjitham Sathiyaseelan	4. Mrs. Regina Xavier
5. Ms. Ida Nirmal	
6. Dr. Vinitha Ravindran	
7. Ms. Sophia Vijayanthan	
8. Mrs. Emily Daniel	
9. Mrs. Sarah Emma Rosalind	
10. Ms. Rajeswari Siva	
11. Mrs. Shandrila Immanuel	
12. Ms. Jenny S	
13. Ms. Anita Kiruba Jeyakumar	

The meeting commenced at 03.00pm with prayer by Dr. Manoranjitham Sathiyaseelan, Convener Criterion II.

The Chairperson welcomed the conveners and went through the minutes of the previous meeting held on 14.05.2021. It was **passed by Mrs. Shandrila Immanuel, Convener, Criteria VII and seconded by Ms. Ida Nirmal, Convener, Criteria II**

Matters arising from the previous minutes

19/IQ/07/05/21- The Chairperson informed that the Orientation to NAAC framework was completed successfully for all students and the report of the same with attendance and geotag photos are ready.

21/IQ/07/05/21- Regarding Electronic signature and regarding scanning of the last page alone, the chairperson informed that she couldn't reach Dr. Nalini, Principal, CON SRM. Ms. Anita Kiruba IQAC coordinator, requested the Chairperson to also clarify if attestation of the documents for SSR be done solely by the current Dean. Dr. Manoranjitham informed that she too observed only the current administrators signature on the data documents submitted by other colleges. The Chairperson informed that she will verify and inform the team about the same.

Agenda

24/IQ/28/05/21- Update from AC meeting

The Chairperson informed the IQAC core committee members about obtaining AC approval to move forward with NAAC accreditation and that they have approved Rs. 25,000 + GST for IIQA fees and Rs. 3,00,000 + GST for assessment and accreditation fees. The Chairperson also expressed that we are ready with the data for submitting the IIQA.

25/IQ/28/05/21- Regarding the data collected

The chairperson reiterated that all Data must have the college seal, Dean Seal and Signature prior to submitting to IQAC office. The Dean requested the criterion conveners to start handing over verified and signed data to IQAC office for scanning and filing. The Chairperson enquired if any convener has submitted any data so far to IQAC office. It was informed that Criterion 5 conveners have. The chairperson encouraged the others to submit it as well.

26/IQ/28/05/21- Presentation of Key indicators

Ms. Rajeswari Siva, Convener, Criterion VI presented Key indicators 6.1-6.5

The meeting adjourned at 4.00pm. Chairperson requested the other conveners to present in the next meeting. The next meeting was tentatively scheduled for the 4th of June, 2021 between 3.30-4.30pm and the

Anita Kiruba Jeyakumar
29/5/2021

Ms. Anita Kiruba Jeyakumar
IQAC- Coordinator
College of Nursing, CMC, Vellore

Vaishali

Dean, College of Nursing
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College of Nursing, Christian Medical College, Vellore
Minutes of IQAC Core Committee meeting
(naac/certprommeet 12-04/06/2021)

Date: **04.06.2021, 2.30pm**

ZOOM cloud meeting

Chairperson: **Dr. Vathsala Sadan, Dean, College of Nursing, CMC, Vellore**

Members Present	Apology
1. Dr. Vathsala Sadan	1. Ms. Reena George
2. Mrs. Alice Sony	2. Mrs. Regina Xavier
3. Ms. Maragaret Manoharan	3. Ms. Ida Nirmal
4. Dr. Manoranjitham Sathiyaseelan	4. Ms. Dorothy Singh
5. Dr. Vinitha Ravindran	
6. Ms. Sophia Vijayanthan	
7. Mrs. Emily Daniel	
8. Mrs. Sarah Emma Rosalind	
9. Ms. Rajeswari Siva	
10. Mrs. Ilavarasi Jesudoss	
11. Mrs. Shandriela Immanuel	
12. Ms. Jenny S	
13. Ms. Anita Kiruba Jeyakumar	

The meeting commenced at 2.30 pm with prayer by Ms. Alice Sony, Convener Criterion III.

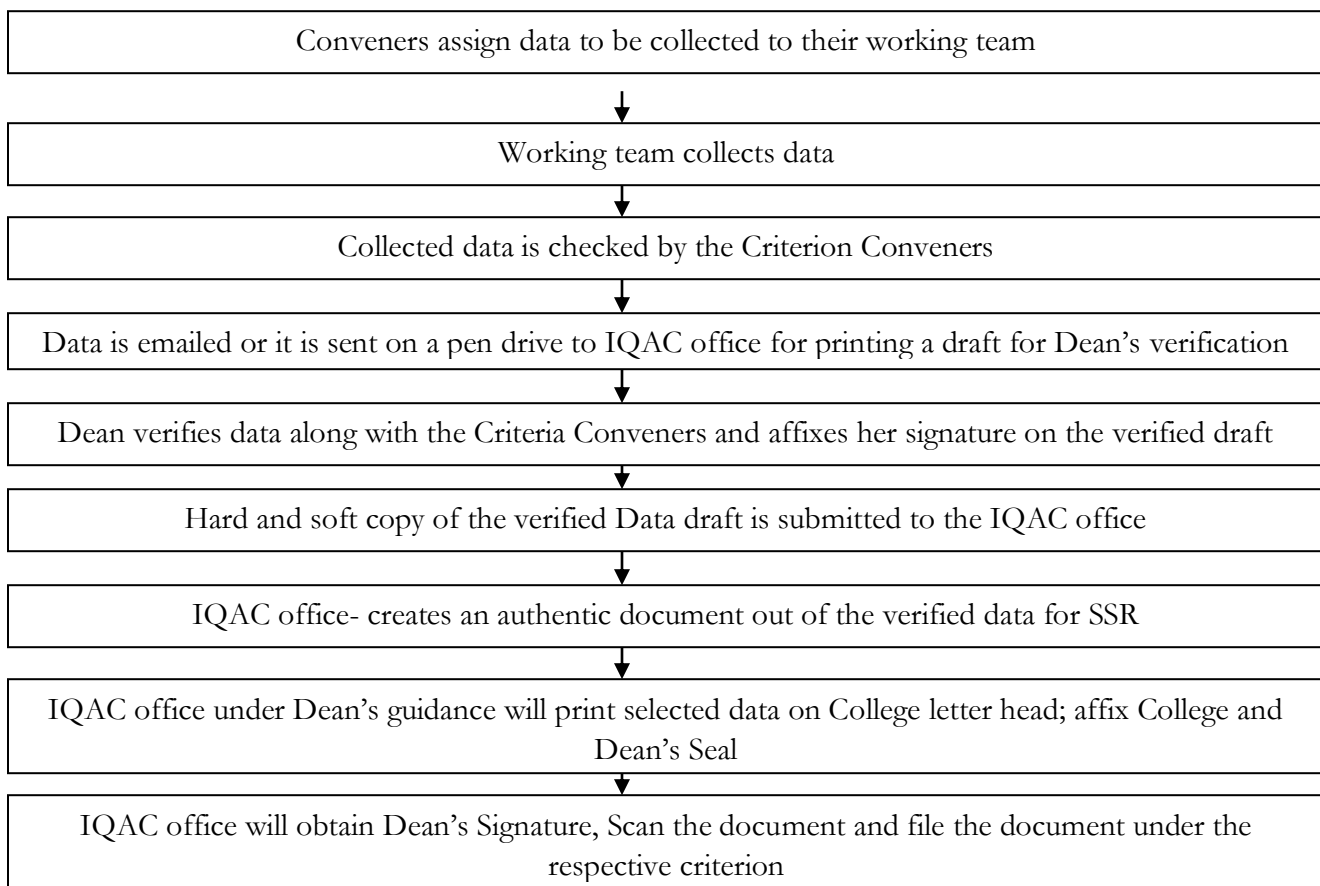
The Chairperson welcomed the conveners and went through the minutes of the previous meeting held on 28.05.2021. It was **passed by Mrs. Alice Sony, Convener, Criteria III and seconded by Ms. Manoranjitham S, Convener, Criteria II**

Matters arising from the previous minutes

21/IQ/07/05/21- The Chairperson informed that Dr. Nalini Principal, College of Nursing at SRM informed that electronic signature can be used on the Data to be submitted for SSR. However on cross checking with Dr. Prabha, Principal, College of Nursing at MGM, Navi Mumbai, it was found that the current Dean could attest on the documents to be submitted for SSR.

Agenda

27/IQ/04/06/21- Data submission procedure to IQAC office



The chairperson explained the stepwise flow of data submission. The Chairperson informed that the preliminary verification of data will be done by Ms. Margaret Manoharan, Addl. Deputy Dean and the final verification will be carried out by the Dean.

28/IQ/04/06/21- Data that seems duplicating itself among the criterion

The Chairperson emphasized that though the Data required may seem the same between 2-3 criteria it must be collated as per the criterion requirement. The chairperson directed the team to refer the latest manual on NAAC website for further clarification.

29/IQ/04/06/21- Other information:

The Chairperson gave the team an overview regarding the RTI Act (2005) and about NAAC's requirement of a self declaration form stating our compliance with the Act. It was informed that the declaration statement drafted by the IQAC office will be sent to Mr. Krishna, CMC Law consultant for suggestions.

30/IQ/04/06/21- Presentation of Key indicators

Dr. Manoranjitham S, Convener, Criterion II presented Key indicator 2.4

Mrs. Alice Sony, Convener, Criterion III presented Key indicators 3.3-3.5

Ms. Emily Daniel, Convener, Criterion V presented Key indicators 5.4

Ms. Shandril Immanuel, Convener, Criterion VII presented Key 7.1-7.3

The meeting adjourned at 3.15pm.

The next meeting was tentatively scheduled for the 11th of June, 2021 between 2.30-3.30pm.


09/6/2021

Ms. Anita Kiruba Jeyakumar

IQAC- Coordinator

College of Nursing, CMC, Vellore


Dean, College of Nursing
Christian Medical College,
Vellore - 632 004.



College of Nursing, Christian Medical College, Vellore
Minutes of IQAC Core Committee meeting
(naac/certprommeet 13-11/06/2021)

Date: 11.06.2021, 2.30pm

ZOOM cloud meeting

Chairperson: **Mrs. Alice Sony, Deputy Dean, College of Nursing, CMC, Vellore**

Members Present	Apology
1. Mrs. Alice Sony	1. Dr. Vathsala Sadan
2. Ms. Margaret Manoharan	2. Dr. Manoranjitham Sathiyaseelan
3. Ms. Reena George	3. Ms. Ida Nirmal
4. Mrs. Regina Xavier	4. Mrs. Shandrilal Immanuel
5. Dr. Vinitha Ravindran	5. Ms. Dorothy Singh
6. Ms. Sophia Vijayanthan	
7. Mrs. Emily Daniel	
8. Mrs. Sarah Emma Rosalind	
9. Ms. Rajeswari Siva	
10. Mrs. Ilavarasi Jesudoss	
11. Ms. Jenny S	
12. Ms. Anita Kiruba Jeyakumar	

The meeting commenced at 2.30 pm with prayer by Ms. Margaret Manoharan, Addl. Deputy Dean. The Chairperson welcomed the conveners. The Chairperson requested Ms. Anita Kiruba Jeyakumar, IQAC coordinator to go through the minutes of the previous meeting held on 04.06.2021. The minutes was **passed by Mrs. Margaret Manoharan, Addl. Deputy Dean and seconded by Ms. Jenny S, Convener, Criteria VII**

Matters arising from the previous minutes

29/IQ/04/06/21- The Chairperson informed that Mr. Krishna, CMC, Law consultant approved of the statements drafted for the RTI declaration form and the Dean has attested the declaration form.

Agenda

31/IQ/11/06/21- Gentle reminder- Timeline

The chairperson gently reminded the IQAC core committee members regarding the time line for data collection and verification. The last date for **data collection** and compilation was mentioned as **26.06.2021** and for **data verification** as **17.07.2021**.

32/IQ/11/06/21- Data verification

The Chairperson reiterated that the preliminary verification of data will be carried out by Ms. Margaret Manoharan, Addl. Deputy Dean from the week of 14/06/2021 onwards. It was informed that the data verification will occur on Tuesdays and Thursdays between 2pm and 4pm at Mrs. Margaret's office (Ph.no.7011).

33/IQ/11/06/21- Data verification Template

The Chairperson informed that a data verification template will be emailed to the IQAC core committee members shortly. At the request of the Chairperson, Ms. Anita Kiruba, IQAC coordinator gave a brief overview of the data verification template as mentioned below:

Metric No.	<i>Description of the metric</i>
Response :	<ul style="list-style-type: none">• For Quantitative Metrics (Q_nM) – Numbers• For Qualitative Metrics (Q₁M) – Description in 500 words
Data template :	<ul style="list-style-type: none">• For Quantitative Metrics -As in the Quality indicator framework as well as Data template for SSR• For Qualitative Metrics – Statement Checks as in the Quality indicator framework. Data template for SSR will not be required
Data for Uploading:	In the order as mentioned in the Quality indicator framework

34/IQ/11/06/21- Presentation of Key indicators

Ms. Sophia Vijayanathan, Convener, Criteria IV presented Key indicator 4.3

During the presentation, Ms. Sophia Vijayanathan raised a query on what to be described as e-content resources used by the teachers. Dr. Vinitha Ravindran prompted to describe about moodle platform. The chairperson clarified that all e-books and e-learning materials used by the teachers can be shown.

Ms. Reena Rachel George, Convener, Criteria I presented Key indicator 1.1-1.4


During the presentation, Ms. Emily Daniel, Convener, Criteria IV and member of the IQAC core committee raised a concern on the percentage of add-on courses offered at CONCMCV. Ms. Reena Rachel George, Convener, Criteria I, informed that there is a percentage difference, since there were no add-on courses offered to Third year BSc's. The Team advised to add Secondary Hospital Posting to the add-on course and look out for other co-curricular aspects in third year for transferable and life skills.

Ms. Rajeswari Siva, Convener, Criteria VI presented Key indicator 6.1-6.5

During the presentation, Ms. Rajeswari Siva, Convener, Criteria VI wanted an opinion from the team concerning adding practice related mile stones to elaborate the vast contribution of our college. It was felt that adding practice related can depict integration; however we could choose those that have promoted Nursing education and Research. The Convener of Criterion VI requested the Dean's office to send out a note to obtain scanned copies of workshops/ conference related certificates from faculty for the past 5 years to generate data for metric 6.3.4. The chairperson agreed upon it.

The meeting adjourned at 4.15pm.

The next meeting was tentatively scheduled for the 18th of June, 2021 between 2.30-3.30pm.


12/06/2021

Ms. Anita Kiruba Jeyakumar
IQAC, Coordinator

For 
Dean, College of Nursing
Christian Medical College,
Vellore - 632 004.



College of Nursing, Christian Medical College, Vellore
Minutes of IQAC Core Committee meeting
(naac/certpromet 14-18/06/2021)

Date: 18.06.2021, 2.30pm

ZOOM cloud meeting

Chairperson: **Mrs. Alice Sony, Deputy Dean, College of Nursing, CMC, Vellore**

Members Present	Apology
1. Mrs. Alice Sony	1. Dr. Vathsala Sadan
2. Dr. Manoranjitham Sathiyaseelan	2. Ms. Margaret Manoharan
3. Ms. Reena George	3. Mrs. Regina Xavier
4. Ms. Ida Nirmal	4. Mrs. Ilavarasi Jesudoss
5. Dr. Vinita Ravindran	5. Ms. Sophia Vijayanthan
6. Ms. Dorothy Singh	
7. Mrs. Emily Daniel	
8. Mrs. Sarah Emma Rosalind	
9. Ms. Rajeswari Siva	
10. Mrs. Shandriela Immanuel	
11. Ms. Jenny S	
12. Ms. Anita Kiruba Jeyakumar	

The meeting commenced at 2.30 pm with prayer by **Ms. Emily Daniel, Convener, Criteria V**. The Chairperson welcomed the core committee members. The Chairperson went through the minutes of the previous meeting held on 11.06.2021. The minutes was **passed by Ms. Emily Daniel, Convener, Criteria V and seconded by Ms. Jenny S, Convener, Criteria VII**

Matters arising from the previous minutes

• **33/IQ/11/06/21- Data verification Template**

The Chairperson enquired Ms. Anita Kiruba Jeyakumar, IQAC coordinator regarding emailing of data verification template and found that it was sent to everyone.



Dean, College of Nursing
Christian Medical College
Vellore - 698 004

Agenda

- **36/IQ/11/06/21- Registration of CONCMCV into the NAAC portal**

The chairperson informed that the registration of CONCMCV onto to the NAAC portal was successfully **completed on 15.06.2021**. The chairperson also informed about obtaining the login credentials.

- **37/IQ/11/06/21- Qualitative Metrics**

The Chairperson directed Ms. Anita Kiruba IQAC coordinator to detail on the Qualitative Metrics. Ms. Anita informed that though there is no need to upload supportive documents for qualitative metrics, the team must have supportive documents to produce, in case the peer team requires it for data verification.

- **38/IQ/11/06/21- Letter to obtain data from other departments**

The Chairperson informed the team to adhere to the below stated procedure to avoid time consumption and loss of data:

- a. Conveners can write a letter to the Dean stating the required data from other departments.
- b. The dean's office will forward it to the respective department.
- c. The response or reply email will be directed to naac.deancon@cmcvellore.ac.in

- **37/IQ/11/06/21- One metric in detail as per data verification template**

The Chairperson requested the team to present one metric with all the supportive data from next week onwards to ensure completion and for better clarity. It was also informed that the presented data could be emailed to naac.deancon@cmcvellore.ac.in to organize and align it.

- **36/IQ/11/06/21- Presentation by CRITERION CONVENERS -2,3,5&7**

Ms. Ida Nirmal, Convener, Criteria II presented Key indicator 2.6 &2.7

Ms. Alice Sony, Convener, Criteria III presented Key indicator 3.1-3.4

Ms. Emily Daniel, Convener, Criteria V presented Key indicator 5.2.1

Ms. Shandril Immanuel, Convener, Criteria VII presented Key indicator 7.2.1

The meeting adjourned at 3.45 pm.

The next meeting was tentatively scheduled for the 2nd of July, 2021 between 2.30-3.30pm.


Ms. Anita Kiruba Jeyakumar

IQAC, Coordinator


Dean, College of Nursing
Christian Medical College,
Vellore - 632 004.



College of Nursing, Christian Medical College, Vellore

Minutes of IQAC Core Committee meeting

(naac/certprommeet 15-02/07/2021)

Date: 02.07.2021, 2.30pm

ZOOM cloud meeting

Chairperson: **Dr. Vathsala Sadan, Dean, College of Nursing, CMC, Vellore**

Members Present	Apology
1. Dr. Vathsala Sadan	1. Mrs. Ilavarasi Jesudoss
2. Ms. Margaret Manoharan	2. Mrs. Alice Sony
3. Ms. Reena George	The meeting commenced at 2.30 pm with prayer by Ms. Anita Kiruba Jeyakumar, IQAC coordinator. The Chairperson welcomed the core committee members. The Chairperson went through the minutes of the previous meeting held on 18.06.2021. The minutes was passed by Ms. Shandriela Immanuel, Convener, Criterion VII and seconded by Ms. Reena George, Convener, Criterion I
4. Mrs. Regina Xavier	
5. Dr. Manoranjitham Sathiyaseelan	
6. Ms. Angeline Esther	
7. Dr. Vinitha Ravindran	
8. Ms. Sophia Vijayananthan	
9. Ms. Dorothy Singh	
10. Mrs. Emily Daniel	
11. Mrs. Sarah Emma Rosalind	
12. Ms. Rajeswari Siva	
13. Mrs. Shandriela Immanuel	
14. Ms. Jenny S	
15. Ms. Anita Kiruba Jeyakumar	

Agenda

• **40/IQ/02/07/21- Thanks and Welcome**

Since Ms. Ida Nirmal, Co-convener Criterion II, has availed leave for her carrier development, the Chairperson placed on record her gratitude for all the contribution made by her, towards NAAC certification process. Ms. Angeline Esther, Professor, Fundamentals of Nursing was welcomed by the chairperson on her stead to be a part of IQAC core committee.

• **41/IQ/02/07/21- Weblink for Data**

The Chairperson informed that the IQAC office has isolated the metrics that require Weblink. Since there is a significant number of metric requiring weblink, the chairperson requested Ms. Reena George, Convener Criterion I and the College

Website committee Chair to schedule a meeting to discuss on revamping the website incorporating icons for naac requirement.

- **42/IQ/02/07/21- Geo-tag Photos**

The Chairperson informed that a list of metrics that require geo-tag photos has been extracted from the manual by the IQAC office. However, the chairperson requested Ms. Anita Kiruba Jeyakumar, to consult with the conveners before finalizing it. The chairperson also informed that three days will be allotted and the schedule will be circulated. It was made clear to the committee that geo-tag photos will be taken in the presence of one of the working team members of the respective criterion..

43/IQ/02/07/21- Presentation - CRITERION CONVENERS -1,2,3,4,5,6&7

7.1.1 – Total Number of Gender equity sensitization programmes organized by the Institution during last 5 years

Metric 7.1.1 was presented by Ms. Shandhila Immanuel. Ms. Jenny S, co-convenor, Criterion VII enquired with the chairperson regarding creating brochures for the programmes with the existing data, since it was a requirement. The chairperson suggested to take the letters submitted to the Dean's office for evidence.

6.1.2- Effective leadership is reflected in various Institutional practices such as decentralization and participative management

Metric 6.1.2 was presented by Criterion 6 convener, Ms. Rajeswari Siva. The Chairperson suggested to replace words like 'answerable' to accountable and 'issues' to 'matters'. It was also suggested that the old nomenclature for faculty designation and replace college board with the old name, 'College of Nursing Committee'. It was also suggested to include the nursing board in the write up to show participative decentralization.

5.1.4- The institution has an active international student cell

Metric 5.1.4 was presented by Criterion 5 co-convenor Ms. Sarah Emma Roslind. The Chairperson suggested revisiting the number of international students and faculty who have visited our college. It was also suggested to include details of pre-arrival pack and about feedback in the write-up.

4.1.1- The Institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc

Metric 5.1.4 was presented by Criterion 4 convener Ms. Sophia Vijayanathan. The Chairperson suggested quoting the source for numerical representation of data. The committee recommended to include tribal facilities in the write-up.

3.3.3- Average number of papers published per teacher in the Journals notified on UGC -CARE list in the UGC website/Scopus/ Web of Science/ PubMed during the last five years

Metric 3.3.3 was presented by Criterion 3 convener Dr. Vinitha Ravindran. The committee recommended sending out a letter from Dean's office requesting for publications in the past five years.

2.3.1 Student-centric methods are used for enhancing learning experiences

Metric 2.3.1 was presented by Criterion 2 convener Dr. Manoranjitham Sathiyaseelan. The committee recommended to include clinical teaching programmes and regarding NSS in the write-up.

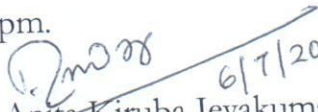
1.1.1 The Institution ensures effective curriculum planning, delivery and evaluation through a well defined process as prescribed by the respective regulatory councils and the affiliating University.

Metric 1.1.1 was presented by Criterion 1 convener Ms. Reena George.

The chairperson requested the IQAC office to arrange coffee from the upcoming meetings.

The meeting adjourned at 4.30 pm.

The next meeting was tentatively scheduled for the 9nd of July, 2021 between 2.30-3.30pm.


Ms. Anita Kiruba Jeyakumar
IQAC, Coordinator




Dean, College of Nursing
Christian Medical College,
Vellore - 632 004.

College of Nursing, Christian Medical College, Vellore

Minutes of IQAC Core Committee meeting

(naac/certprommeet 16-09/07/2021)

Date: 09.07.2021, 3.30pm

ZOOM cloud meeting

Chairperson: **Dr. Vathsala Sadan, Dean, College of Nursing, CMC, Vellore**

Members Present	Apology
1. Dr. Vathsala Sadan	1. Mrs. Regina Xavier
2. Mrs. Alice Sony	2. Ms. Sophia Vijayananthan
3. Ms. Margaret Manoharan	3. Ms. Dorothy Singh
4. Ms. Reena George	The meeting commenced at 3.30 pm with prayer by Ms. Margaret Manoharan, Additional Deputy Dean . The Chairperson welcomed the core committee members. The Chairperson went through the minutes of the previous meeting held on 02.07.2021. The minutes was passed by Ms. Jenny S, Co-Convener, Criterion VII and seconded by Ms. Margaret Manoharan, Additional Deputy Dean .
5. Dr. Manoranjitham Sathiyaseelan	
6. Ms. Angeline Esther	
7. Dr. Vinitha Ravindran	
8. Mrs. Emily Daniel	
9. Mrs. Sarah Emma Rosalind	
10. Ms. Rajeswari Siva	
11. Mrs. Ilavarasi Jesudoss	
12. Mrs. Shandriela Immanuel	
13. Ms. Jenny S	
14. Ms. Anita Kiruba Jeyakumar	

Matters arising from the previous meeting

• **41/IQ/02/07/21- Weblink for Data**

The chairperson reminded Ms. Reena George to bring a date for website committee meeting.

• **43/IQ/02/07/21- Presentation - CRITERION CONVENERS -1,2,3,4,5,6&7**

The Chairperson enquired and confirmed with the conveners about refining the presented metrics with the suggestions provided by the IQAC core committee members.

• **42/IQ/02/07/21- Geo-tag Photos**

The chairperson enquired Ms. Anita Kiruba Jeyakumar, IQAC coordinator about checking with the Criterion convener regarding finalizing the list of geotag photos and found it was done.

Agenda

44/IQ/09/07/21- Schedule for Geotag Photography

Since the list of geotag photos were finalized, the chairperson informed that a schedule is made for the photography to be taken on the available dates. The dates available as mentioned by the chairperson were 14th, 15th & 16th of July, 2021. The Chairperson requested the IQAC office to email a copy of the schedule and to confirm the date and about a criterion representative who will be available on the stipulated dates to orient the photographer.

45/IQ/09/07/21- Metric & Evidences to be sent to IQAC office for formatting

The chairperson requested the conveners to send the metrics and evidences for the same that were presented the previous week (02.07.2021) via email to IQAC office for formatting.

46/IQ/09/07/21- Deadline for submission of IIQA

The chairperson informed that the deadline for submission of IIQA is 16.08.2021.

The chairperson requested the conveners to gather evidences for the drafting the SSR as soon as possible.

47/IQ/09/07/21- Presentation -CRITERION CONVENERs -2, 3, 5&7

2.2.1 – The Institution assesses the learning levels of the students, after admission and organizes special Programmes for advanced learners and slow performers

Metric 2.2.1 was presented by Ms. Angeline Esther, Co-convenor Criterion II. A Five point rating scale to identify the different types of learners was presented with a checklist for assessment. The core committee members suggested to make it like a Likert scale for more objectivity. The team suggested verifying it with Dr. Preethi Tabitha, Psychology Lecturer regarding the same.

3.3.2- Average number of Ph.D/ DM/ M Ch/ PG Degree in the respective disciplines received per recognized PG teachers* of the Institution during the last five years

Metric 3.3.2 was presented by Dr. Vinitha Ravindran, Convener Criterion III. If M.Phil is considered, the chairperson suggested to include Mrs. Beulah Premkumar. It was suggested to check if Dr. Preethi Tabitha Psychology Lecturer could be included for the calculation.

5.1.1- Average percentage of students benefited by scholarships /freeships /fee-waivers by Government / Non-Governmental agencies / Institution during the last five years

Metric 5.1.1 was presented by Mrs. Emily Daniel, Convener Criterion V. It was suggested by the core committee to check if any student has received scholarship from Aaharam foundation, Adhidraida scholarship, Post metric scholarship, TNAI and so on.

7.2.1- Describe two Institutional Best Practices as per the NAAC format provided in the Manual (Respond within 1000 words)

Metric 7.2.1 was presented by Mrs. Shandrila Immanuel, Convener Criterion VII. Secondary Hospital Experience was presented. The program was named SHINE. The core committee was impressed with the title and appreciated Mrs. Shandrila Immanuel's effort.

The meeting adjourned at 4.30 pm.

The next meeting was tentatively scheduled for the 16th July, 2021 between 2.30-3.30pm.

Anita Kiruba Jeyakumar
12/7/2021

Ms. Anita Kiruba Jeyakumar
IQAC, Coordinator



Beulah Premkumar
12/7/21
Dean, College of Nursing
Christian Medical College,
Vellore - 632 004.

College of Nursing, Christian Medical College, Vellore

Minutes of IQAC Core Committee meeting

(naac/certpromeet 17-21/07/2021)

Date: 21.07.2021, 3.00pm

ZOOM cloud meeting

Chairperson: Mrs. Alice Sony, Deputy Dean, College of Nursing, CMC, Vellore

Members Present	Apology
1. Dr. Vathsala Sadan	1. Dr. Vathsala Sadan
2. Mrs. Alice Sony	2. Dr. Manoranjitham Sathiyaseelan
3. Ms. Margaret Manoharan	3. Ms. Dorothy Singh
4. Mrs. Regina Xavier	4. Ms. Reena George
5. Ms. Angeline Esther	
6. Dr. Vinita Ravindran	The meeting commenced at 3.00 pm with prayer by Ms. Sarah Emma Rosalind, Co-Convener Criterion V . The Chairperson welcomed the core committee members. The minutes of the previous meeting held on 09.07.2021 was projected for the members to go through . The minutes was passed by Ms. Emily Daniel, Convener, Criterion V and seconded by Ms. Sarah Emma Rosalind, Co-Convener Criterion V .
7. Ms. Sophia Vijayanathan	
8. Mrs. Emily Daniel	
9. Mrs. Sarah Emma Rosalind	
10. Ms. Rajeswari Siva	
11. Mrs. Ilavarasi Jesudoss	
12. Mrs. Shandriela Immanuel	
13. Ms. Jenny S	
14. Ms. Anita Kiruba Jeyakumar	

Matters arising from the previous meeting

44/IQ/09/07/21- Schedule for Geotag Photography

The Chairperson enquired the IQAC co-ordinator, Ms. Anita Kiruba Jeyakumar if the Geotag Photography went on as per schedule. It was informed to the members that it went on as per plan except for few photographs from criterion 3, which will be taken in the following week.

45/IQ/09/07/21- Metric & Evidences to be sent to IQAC office for formatting

The chairperson enquired about this and found that it was being sent to the IQAC office as requested.

47/IQ/09/07/21- Presentation -CRITERION CONVENERS -2, 3, 5&7

2.2.1 – The Institution assesses the learning levels of the students, after admission and organizes special Programmes for advanced learners and slow performers

The Chairperson enquired if the checklist was reviewed by Dr.Preethi Tabitha. It was informed that it will be discussed with Dr.Preethi Tabitha in a couple of days from now.

3.3.2- Average number of PhD/ DM/ M Ch/ PG Degree in the respective disciplines received per recognized PG teachers* of the Institution during the last five years

The chairperson enquired and found that Mrs. Beulah Premkumar. And Dr. Preethi Tabitha Psychology Lecturer are being included for the calculation.

5.1.1- Average percentage of students benefited by scholarships /freeships /fee-waivers by Government / Non-Governmental agencies / Institution during the last five years

The chairperson enquired about the suggestions made by the committee regarding scholarship received by students from Aaharam foundation, Adhidraida scholarship, Post metric scholarship, TNAI and so on. Ms. Emily Daniel responded by saying that she has checked and she is unable to get any details related to TNAI scholarship. The committee suggested approaching the TNAI local unit treasurer once again.

Agenda

48/IQ/21/07/21- Numbers for Calculation

The chairperson informed that the IQAC office will calculate the number of students and faculty (2016-2020) so that it would be the same across all criteria to be used as a denominator for any calculation related to students and faculty.

49/IQ/21/07/21- Presentation of Two metrics

The chairperson requested the conveners to present two metrics to hasten the process and to make it simple for the IQAC office to collate data.

50/IQ/21/07/21- Working team members to work with IQAC office

The chairperson requested the conveners to instruct their working team members to obtain an appointment from the IQAC co-ordinator to speed up the process of completing the work.

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51/IQ/21/07/21- Presentation of 2 metrics with show of evidence **CRITERION CONVENERS -4, 5& 7**


4.1.2& 4.2.2- These metrics were presented by Ms. Sophia Vijayanathan, Convener Criterion IV. The chairperson suggested reviewing the SNA activities calendar and adding up details to the write-up for metric 4.1.2.

5.1.2 & 5.2.1- These metrics were presented by Ms. Sarah Emma Roslind and Ms. Emily Daniel, Co-convener & Convener Criterion V respectively. The Chairperson suggested adding Guidance and counseling which is a part of I year MSc Curriculum under yoga and wellness (5.1.2).

7.1.2 & 7.1.3- These metrics were presented by Ms. Shandril Immanuel, Convener Criterion VII. Ms. Emily Daniel informed that the crèche in the college campus was exclusively for its residence and suggested including Balavihar in the hospital campus for other faculty. Ms. Ilavarasi Jesudoss suggested to enquire from the in charge about the same for the write up for 7.1.2

The meeting adjourned at 4.30 pm.

The next meeting was tentatively scheduled for the 30th July, 2021 between 3.30 and 4.30pm.


23/7/2021
Ms. Anita Kiruba Jeyakumar
IQAC, Coordinator




Dean, College of Nursing
Christian Medical College,
Vellore - 632 004.

College of Nursing, Christian Medical College, Vellore

Minutes of IQAC Core Committee meeting

(naac/certpromeet 18-30/07/2021)

Date: 30.07.2021, 3.00pm

ZOOM cloud meeting

Chairperson: **Dr. Vathsala Sadan, Dean, College of Nursing, CMC, Vellore**

Members Present	Apology
1. Dr. Vathsala Sadan	1. Dr. Manoranjitham Sathiyaseelan
2. Mrs. Alice Sony	2. Ms. Dorothy Singh
3. Ms. Margaret Manoharan	3. Ms. Rajeswari Siva
4. Mrs. Regina Xavier	4. Ms. Ilavarasi Jesudoss
5. Ms. Angeline Esther	5. Mrs. Shandrila Immanuel
6. Dr. Vinitha Ravindran	
7. Ms. Sophia Vijayanathan	The meeting commenced at 3.00 pm with prayer by Dr. Vathsala Sadan, Dean . The Chairperson welcomed the core committee members. The minutes of the previous meeting held on 21.07.2021 was projected for the members to go through. The minutes was passed by Ms. Margaret Manoharan, Additional Deputy Dean and seconded by Ms. Emily Daniel, Convener Criterion V .
8. Mrs. Emily Daniel	
9. Mrs. Sarah Emma Rosalind	
10. Ms. Roseline Rhenius (Cr. 6 rep)	
11. Ms. Jenny S	
12. Ms. Anita Kiruba Jeyakumar	

Matters arising from the previous meeting

48/IQ/21/07/21- Faculty and Student Numbers for Calculation

The chairperson enquired and obtained a positive response from the IQAC members regarding receiving an email containing the number of students and faculty (2016-2020) for quantitative metric calculations.

51/IQ/21/07/21- Presentation of 2 metrics with show of evidence CRITERION CONVENERS -4, 5& 7

The chairperson enquired and obtained a positive response from the above Criterion conveners regarding incorporating the suggestions made by the committee.

Dr. Vathsala Sadan
Dean, College of Nursing
Christian Medical College, Vellore



Agenda

52/IQ/30/07/21-NAAC Manual updated

The chairperson informed that NAAC has updated its manual on 01/04/2021. It was informed that the changes were mainly on the Data Template and the Major changes will be communicated to the respective conveners via email.

53/IQ/30/07/21- Documents for Scanning

The Chairperson informed that clerical support is now available at the IQAC office and hence requested the members to start sending documents for scanning and filing.

54/IQ/30/07/21- Metrics which lack supportive details

The Chairperson requested the Conveners of Criterion 1, 2 & 3 to be prepared for the next week with regard to matters related to metrics that lack supportive details.


55/IQ/30/07/21- Presentation of metrics with show of evidence CRITERION CONVENERS -1, 2& 7

1.1.2 & 1.2.1- These metrics were presented by Mrs. Reena George, Convener Criterion I. It was suggested checking with all Professors via an email regarding their involvement in Board of studies or academic council activities during the years 2016 and 2020 for Metric 1.1.2. The Chairperson requested Ms. Reena George to check on the nature of PhD contact classes and if that could be included as a data for Metric 1.2.1.

2.2.2 & 2.2.3 – These metrics were presented by Ms. Angeline Esther, Co-convener Criterion II. It was suggested to take faculty until Lecturers as M.Sc. teaching faculty after verifying with INC requirement for Metric 2.2.2. It was also suggested to include sports and field events in the write up for Metric 2.2.3.

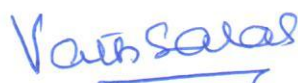
The meeting adjourned at 3.50 pm.

The next meeting was tentatively scheduled for the 6th Aug, 2021 between 3.00 and 4.30pm.

 05/08/2021

Ms. Anita Kiruba Jeyakumar
IQAC, Coordinator




Dean, College of Nursing
Christian Medical College,
Vellore - 632 004.

College of Nursing, Christian Medical College, Vellore

Minutes of IQAC Core Committee meeting

(naac/certprommeet 19-18/08/2021)

Date: **18.08.2021, 3.00pm**

ZOOM cloud meeting

Chairperson: **Dr. Vathsala Sadan, Dean, College of Nursing, CMC, Vellore**

Members Present	Apology
1. Dr. Vathsala Sadan	1. Ms. Reena Santhosh
2. Mrs. Alice Sony	2. Dr. Vinitha Ravindran
3. Ms. Margaret Manoharan	3. Ms. Dorothy Singh
4. Mrs. Regina Xavier	4. Ms. Rajeswari Siva
5. Dr. Manoranjitham Sathiyaseelan	The meeting commenced at 3.00 pm with prayer by Ms. Angeline Esther A., Co-Convener Criterion II. The Chairperson welcomed the core committee members. The minutes of the previous meeting held on 30.07.2021 was projected for the members to go through. The minutes was passed by Ms. Jenny S, Co-convener, Criterion VII and seconded by Ms. Angeline Esther A., Co-Convener Criterion II.
6. Ms. Angeline Esther	
7. Ms. Sophia Vijayanathan	
8. Mrs. Emily Daniel	
9. Mrs. Sarah Emma Rosalind	
10. Ms. Ilavarasi Jesudoss	
11. Mrs. Shandriela Immanuel	
12. Ms. Jenny S	
13. Ms. Anita Kiruba Jeyakumar	

Agenda

56/IQ/18/08/21- Presentation of metrics which lack supportive document, CRITERION CONVENERS

CRITERION I- CURRICULAR ASPECT

Metric No	Metric Description	Data unavailable	ACTION PLAN
1.1.2	Percentage of fulltime teachers participating in BoS /Academic Council of Universities during the last five years. (Restrict data to BoS /Academic Council only)	<ul style="list-style-type: none"> • Details of participation of teachers in various bodies • Scanned copies of the letters supporting the participation of teachers 	<ul style="list-style-type: none"> • Letter to be dispatched to the faculty from the dean's officer • Footnote- Level of faculty

1.3.2	Number of value-added courses offered during the last five years that impart transferable and life skills	<ul style="list-style-type: none"> • Brochure or any other document related to value-added course/s • List of-value added courses- III YEAR BSC?? 	<ul style="list-style-type: none"> • Time table • Circular • Value added course for III year BSc- SHINE • Co-curricular activities- Arts and Crafts- Photographs, objectives
1.4.1	Mechanism is in place to obtain structured feedback on curricula/syllabi from various stakeholders Structured feedback received from	<ul style="list-style-type: none"> • Stakeholder feedback reports as stated in the minutes of meetings of the College Council /IQAC/ Curriculum Committee • URL for feedback report (YET TO START) 	<ul style="list-style-type: none"> • To consolidate the curriculum feedback, faculty feedback, Student's feedback, Department feedback.
1.4.2	Feedback on curricula and syllabi obtained from stakeholders is processed in terms of	<ul style="list-style-type: none"> • URL for stakeholder feedback report 	<ul style="list-style-type: none"> • To collect feedback for each programme from the secretaries

CRITERION II- TEACHING-LEARNING AND EVALUATION

Metric No	Metric Description	Data unavailable	ACTION PLAN
2.1.1	Due consideration is given to equity and inclusiveness by providing reservation of seats to all categories during the admission process.	<ul style="list-style-type: none"> • Copy of letter issued by state govt. or and Central Government (which-ever applicable) Indicating the reserved categories to be considered as per the GO rule (translated in English) 	<ul style="list-style-type: none"> • Prospectus- details. • INC requirement for admission • Confidential court report- Can be used while DVV <p>Admission extract that we send through</p>

		<ul style="list-style-type: none"> Admission extract submitted to the state OBC, SC and ST cell every year. 	<p>council to University and State govt.</p> <p>Community wise- from registrar's office for the last five years.</p> <p>Coordinate with registrar's office and concern program secretaries.</p>
2.3.2	Has provision for the use of clinical skills laboratory / simulation-based learning	<ul style="list-style-type: none"> Report on training programmes in Clinical skills lab/simulator Centre 	<ul style="list-style-type: none"> To check with each department regarding the demonstration done in the clinical area-Ward teaching report note book. Describe our practice- Highlight demonstrations done in the ward teaching notebook. To obtain a report from HODs related to demonstration done as a part of orientation.
2.3.4	Student :Mentor Ratio (preceding academic year)	<ul style="list-style-type: none"> Records of mentors-mentee meetings Allotment order of mentor to mentee and records of mentor-mentee meetings Copy of circular pertaining to the details of mentor and their allotted mentees Approved Mentor list as announced by the HEI Log Book of mentors 	<ul style="list-style-type: none"> Class advisors meeting - once in 3 months to reiterate. Reports of class meetings of the students Academic advising committee meeting to initiate. Workshop to plan related mentor-Mentee- To inform Mrs.

			<p>Rebecca to include it in the staff development program.</p> <ul style="list-style-type: none"> • Letter to HODs from dean's office - to insist the Faculty to maintain a log book of their students if they are class advisors or teachers.
2.4.4	Average percentage of teachers trained for development and delivery of e-content / e-courses during the last 5 years	<ul style="list-style-type: none"> • Number of teachers trained for development and delivery of e-content / e-courses during the last 5 years • Reports of the e-training programmes • e-contents / e-courses developed 	<ul style="list-style-type: none"> • To include, EBSCO HOST, VIGEO, MS TEAMS, Lippincott, CME- online best practices, Module development – CNE department • Dinesh – to check on his training certificates • Vathsala maam's - Moodle training certificate
2.6.2	Incremental performance in Pass percentage of final year students in the last five years	<ul style="list-style-type: none"> • Link for the annual report of examination results as placed before BoM/ Syndicate/ Governing Council for the last five years. 	<ul style="list-style-type: none"> • Pass percentage with a write up can be made which will be undersigned by the Dean.
2.6.4	Presence and periodicity of parent-teacher meetings, remedial measures undertaken and outcome analysis.	<ul style="list-style-type: none"> • Follow up reports on the action taken and outcome analysis. 	<ul style="list-style-type: none"> • Prepare a list of students who met the Dean with their Parents with the Action taken for those issues. • Write about the outcome. • Make a table with their names and Role number.

CRITERION III- RESEARCH, INNOVATIONS AND EXTENSION

Metric No	Metric Description	Data unavailable	ACTION PLAN
3.1.3	Number of research projects/clinical trials funded by government, industries and non-governmental agencies during the last five years	<ul style="list-style-type: none"> • Link for funding agencies' websites 	<ul style="list-style-type: none"> • All are institutional funded researches
3.3.1	The Institution ensures implementation of its stated Code of Ethics for research.	<ul style="list-style-type: none"> • Institutional Code of Ethics document • Minutes of meetings of the committees with reference to the code of ethics 	<p>Constitutional Byelaws, research website-Code of ethics</p> <p>code of ethics</p>
3.5.1	Average number of Collaborative activities for research, faculty exchange, student exchange/ Industry-internship etc. per year for the last five years	<ul style="list-style-type: none"> • Certified copies of collaboration documents and exchange visits 	<ul style="list-style-type: none"> • JTF, STF-certificated to be submitted-Letter to be dispatched from Dean's office <p>To include</p> <ul style="list-style-type: none"> • COIN study, Frieght Study, , Gap Study. • Dr. Vinitha's Activity-Wound Care • Step Study • Palliative care Study- • ICMR- Ms. Lilly Prasad and Ebor • Dr. Sheela Durai's OR study • Ms. Mary Jancy's Study



 Anna University
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CRITERION IV- INFRASTRUCTURE AND LEARNING RESOURCES

Metric No	Metric Description	Data unavailable	Action plan
4.1.4	Average percentage of expenditure incurred, excluding salary, for infrastructure development and augmentation during the last five years	<ul style="list-style-type: none"> • Details of budget allocation, excluding salary during the last five years 	<ul style="list-style-type: none"> • Play ground • Recreation Hall • Gymnasium • Patio • ATM • Canteen
4.2.2	Average number of patients per year treated as outpatients and inpatients in the teaching hospital for the last five years	<ul style="list-style-type: none"> • Link to hospital records / Hospital Management Information System 	<ul style="list-style-type: none"> • CONFIDENTIAL- Will see it in the Data Verification Process
4.2.3	Average number of students per year exposed to learning resource such as Laboratories, Animal House & Herbal Garden (in house OR hired) during the last five years	<ul style="list-style-type: none"> • Number of UG, PG students exposed to Laboratories, Animal House & Herbal Garden (in house OR hired) per year based on time-table and attendance 	<ul style="list-style-type: none"> • All students are exposed to Library and respective Labs • Letters can be dispatched to the departments to obtain the details regarding their plans for our students to use the labs.
4.3.3	Does the Institution have an e-Library with membership / registration for the following:	<ul style="list-style-type: none"> • E-Shodh Sindhu • Shodhganga • SWAYAM 	<ul style="list-style-type: none"> • Not relevant to Nursing • E-library- university level • E-library- Dodd library

The meeting adjourned at 3.25 pm.

Anita Kiruba Jeyakumar
21/8/2021

Ms. Anita Kiruba Jeyakumar
IQAC, Coordinator



Vairasalai
Dean, College of Nursing
Christian Medical College,
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College of Nursing, Christian Medical College, Vellore

Minutes of IQAC Core Committee meeting

(naac/certprommeet 20-15/09/2021)-DUPLICATE

Date: **15.09.2021, 3.00pm**

MS teams

Chairperson: **Dr. Vathsala Sadan, Dean, College of Nursing, CMC, Vellore**

Members Present	Apology
<ol style="list-style-type: none">1. Dr. Vathsala Sadan2. Dr. Vinitha Ravindran3. Ms. Margaret Manoharan4. Mrs. Regina Xavier5. Ms. Reena Santhosh6. Ms. Angeline Esther7. Mrs. Emily Daniel8. Mrs. Sarah Emma Rosalind9. Ms. Ilavarasi Jesudoss10. Ms. Jenny S11. Ms. Anita Kiruba Jeyakumar	<ol style="list-style-type: none">1. Dr. Manoranjitham Sathiyaseelan2. Mrs. Alice Sony3. Ms. Dorothy Singh4. Ms. Rajeswari Siva5. Ms. Sophia Vijayanathan6. Mrs. Shandriela Immanuel <p>The meeting commenced at 3.00 pm with prayer by Ms. Sarah Emma Roslind, Co-Convener Criterion V. The Chairperson welcomed the core committee members. The minutes of the previous meeting held on 18.08.2021 was projected for the members to go through.</p>

Agenda

• **57/IQ/15/09/21 - To quicken SSR process**

The Chairperson informed that NAAC is updating its manual and data template very often; hence quickening the process can reduce added work.

• **58/IQ/15/09/21- Conveners, Co-conveners and Dean's Meet - Mon to Fri- 4-4.30pm**

The Chairperson informed the core committee members the need to discuss about the way forward. It was informed that the Dean will meet the Criterion Conveners one on one in the upcoming week from Mon-Fri between 4 and 4.30pm. The tentative plan presented is as follows

TENTATIVE PLAN

Date /Day	Criterion	Conveners
20.09.2021 Monday	I & VII	<ul style="list-style-type: none">• Ms. Reena Santhosh• Ms. Regina Xavier• Ms. Shandriela Immanuel• Ms. Jenny S
21.09.2021 Tuesday	II & V	<ul style="list-style-type: none">• Dr. Manoranjitham S• Ms. Angeline Esther• Ms. Sophia Vijayanathan• Ms. Dorothy Singh

Vathsala

22.09.2021 Wednesday	III& IV	<ul style="list-style-type: none"> • Dr. Vinitha Ravindran • Ms. Alice Sony • Ms. Emily Daniel • Ms. Sarah Emma Rosalind
24.09.2021 Friday	VI	<ul style="list-style-type: none"> • Ms. Rajeshwari Siva • Ms. Ilavarasi Jesudoss

• **59/IQ/15/09/21- SSR draft preparation- Slots for Criterion reps**

The Chairperson requested the criterion conveners to allot a representative to draft the SSR on Tuesdays, Wednesdays & Fridays every week until 2nd week of October as follows:

Day/Date	Slot	Criterion rep from
21& 28.09.21 Tuesdays	8-11	I
	11.30-12.30	II
	1.30-2.30	
	2.30-4.30	III
22&29.09.21 Wednesday	8-11	IV
	11.30-12.30	V
	1.30-2.30	
	2.30-4.30	VII
24& 01.09.21 Friday	8-11	VI


• **60/IQ/15/09/21- IIQA submission- Oct 2nd week**

The Chairperson informed the core committee the deadline for submitting IIQA as Oct 2nd week.

• **61/IQ/15/09/21- Presentation of the Metrics that lack supportive documents- 5,6,7**

The above criterion conveners presented the metrics that lacked supportive documents. The team along with the suggested various options

The meeting adjourned at 4.15 pm.


7/10/2021

Ms. Anita Kiruba Jeyakumar
IQAC, Coordinator

(DUPLICATE - MINUTES)