

**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 23<sup>rd</sup> 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



*Vaithyasaheb*

Dean, College of Nursing  
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