

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

Dr. Vinitha Durai
 Head, Department of Nursing
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 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000



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



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