**College of Nursing, Christian Medical College, Vellore**

Minutes of IQAC Core Committee meeting

 **(naac/certpromeet25-22/10/2022)**

Date: **22.10.2022, 10.00am** Board Room, College of Nursing

Chairperson: **Dr. Manoranjitham S, Dean Nominee IQAC**

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| **Members Present** | **Apology** |
| 1. Mrs. Alice Sony
2. Dr. Manoranjitham Sathiyaseelan
3. Dr. Vinitha Ravindran
4. Mrs. Sarah Emma Rosalind
5. Ms. Anita Kiruba Jeyakumar

7. Ms. Rajeswari Siva8. Mrs. Margaret Manoharan | 1. Dr. Vathsala Sadan
2. Ms. Sophia Vijayanthan
3. Mrs. Emily Daniel
4. Ms. Dorothy Singh
5. Mrs. Ilavarasi Jesudoss
6. Mrs. Shandrila Immanuel
7. Mrs. Reena George
8. Mrs. Regina Xavier
9. Mrs. Angelin Esther
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The meeting commenced at **10.20am** with a prayer by Dr. Vinitha Ravindran, Criterion 3 Convener.

The chairperson welcomed the conveners and commenced the meeting.

**Agenda**

**52/IQ/22/10/22 - DVV (Data verification and Validation) Process update.**

The chairperson informed that the DVV is undertaken to know if the institution pre-qualifies the NAAC process and that we must secure 25% - 30% score for us to Pre-qualify. It was also informed that we had 74 clarifications for which we received 3 responses from NAAC

* + No change – 59
	+ DVV Suggestion recommended - 7
	+ Changed after clarification – 8

It was also informed to the members the challenges related to metric 5.2.2 and the query raised regarding it.

**53/IQ/22/10/22 – Next step in NAAC process.**

The chairperson made known to the members regarding the Peer-Team visit as the next step in the NAAC certification process. It was informed that the peer team would focus on the assessment of Qualitative Metrics.

**54/IQ/22/10/22 – Preparation for the Peer-Team Visit.**

As a part of the preparation for the Peer-Team visit the chairperson informed the following plan for the same.

* **Orientation –** regarding qualitative metrics
	+ Faculty – 29th October 2022
	+ Students – 05th November 2022
* **Construction** rounds
	+ Infrastructure – Rounds by IQAC
	+ ICT tools - Functionality check by IQAC office
* **Presentations** – Respective personnel
	+ Dean – 45 mins
	+ Heads of Departments/Units – 8 – 10 mins
	+ SNA President – 10 mins
	+ IQAC - 8 – 10 mins
* **Documentation** – Selected working team members will help in setting up files related to the various qualitative metrics. **While discussing this members felt the need to include the following faculty who were much involved in this process as a part of the core committee.**
	+ Mr. Dinesh Kumar S, Ms. Naomi Nancy and Ms. Esther Kanthi.
* **Inspection (Mock)** – It was informed to the members that Dean’s office & IQAC office will be arranging a mock assessment prior to the Peer Team visit as follows
	+ Internal Inspection – The inspectors will be Dr. Premila Lee, Dr. Bala Seetharaman and Dr. Asha Solomon
	+ External Inspection - Dr. Ramachandra Medical University

 **55/IQ/22/10/22 – Plan for the real Peer-Team Visit (3 days)**

The following plan was briefed to the members by the chairperson.

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| **Day/ Time** | **Activity** | **Venue** | **Person Responsible** |
| **Day 0** | Receiving the Peer -Team  | either the airport or railway station or bus station | Mr. Charles Sathiya OliMr. John Kirubairaj A |
| Ushering at the accommodation  |  | Ms. Jabin KhajaMs. Esther Kanthi |
| Pre-visit Meeting with Dean, IQAC Dean Nominee & IQAC Coordinator (to discuss and finalize Visit schedule)  |  | Ms. Anita Kiruba JMs. P.Priya |
| **Day 1**8.00 – 8.30 am | Opening/ Briefing Meeting – Peer -Team with all M.Sc Faculty | Room. No : 4 | Ms. Jenny SMs. Deborah Snegalatha |
| 8.45 – 11.30 am | Meeting and interaction with HODs , IQAC Core Committee members ,SNA Leaders and Alumni Association Office Bearers (with Coffee ) | CNE Lecture Hall | Ms. Sumathy JMr. Dinesh Kumar S |
| 11.30 – 12.30 pm | Tour around the College( NSS, YRC) | College of Nursing, CMCIQAC Discussion room | Dean’ s Office |
| 12.30 – 1.30 pm | Lunch with HODs & HOUs | NSH, College of Nursing, CMC | Ms. Anita Kiruba JMs. P.Priya |
| 1.30 – 3.30 pm | Tour around NSH, Residential Areas, Day care center, Sports ground, Sewage plant, Garden.(with Tea) | KPTR Campus | Ms. Reena GeorgeMr. Naveena Krishnan |
| 3.30 – 4.30 pm | Tour around Florence Taylor Memorial Library  | College of Nursing, CMC | Ms. Jerelyn Mary Mr. Daniel Rajkumar |
| 7.00 – 9.00 pm | Dinner with Administrators( Light music and Instrumental, SNA) | Big Bungalow | Dean’s Office |
| **Day 2**8.00 - 12.30 pm | Tour around the Hospital | CMC, Vellore | Dr. Asha SolomonMs. Naomi Nancy |
| 12.30 – 01.00 pm | Lunch with Dean’s Office & SNA Office Bearers | NSH, College of Nursing, CMC | Ms. Anita Kiruba JMs. P.Priya |
| 1.00 – 4.30 pm | Visit to CONCH Village and Ranipet Campus |  | Ms. Rajeswari SivaMs. Joy PriyadharshiniMs. Shanthi Gladston |
| 7.00 -9.00 pm  | Cultural and Banquet  | Scudder Auditorium | Dean’s OfficeSNA |
| **Day 3**8.00 – 9.00 am | Visit to CHAD Hospital | CHAD | Ms. Shandrilla ImmanuelMs. Priya Ranjani |
| 9.00 – 10.00 am | Visit to Rehab Center | Rehab  | Ms. Priscilla SamMr. Dani Paul |
| 10.00 – 01.00 pm | Tour around MHC and Bagayam Campus (Examination Hall, All Labs, Self-help group – Green Initiative) | MHC | Dr. Manoranjitham SMs. Santhi Lithiya Johnson |
| 01.00 – 1.30 pm | Lunch with Faculty working in CHAD, MHC and Rehab | Alumni Guest House | Ms. Priya Ranjani Ms. Aruna G |
| 2.00 – 3.00 pm  | Exit Meeting with all M.Sc Faculty and Students | Recreation | Ms. Jenny SMs. Deborah Snegalatha |
| Checking out of the accommodation |  | Ms. Jabin KhajaMs. Esther Kanthi |

The meeting adjourned at 11.00am.

Anita Kiruba Jeyakumar

IQAC Core Committee Member