**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 Siva  8. 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 |

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 Oli  Mr. John Kirubairaj A |
| Ushering at the accommodation |  | Ms. Jabin Khaja  Ms. Esther Kanthi |
| Pre-visit Meeting with Dean, IQAC Dean Nominee & IQAC Coordinator (to discuss and finalize Visit schedule) |  | Ms. Anita Kiruba J  Ms. P.Priya |
| **Day 1**  8.00 – 8.30 am | Opening/ Briefing Meeting – Peer -Team with all M.Sc Faculty | Room. No : 4 | Ms. Jenny S  Ms. 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 J  Mr. Dinesh Kumar S |
| 11.30 – 12.30 pm | Tour around the College( NSS, YRC) | College of  Nursing, CMC  IQAC Discussion room | Dean’ s Office |
| 12.30 – 1.30 pm | Lunch with HODs & HOUs | NSH, College of  Nursing, CMC | Ms. Anita Kiruba J  Ms. 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 George  Mr. 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 Solomon  Ms. Naomi Nancy |
| 12.30 – 01.00 pm | Lunch with Dean’s Office & SNA Office Bearers | NSH, College of  Nursing, CMC | Ms. Anita Kiruba J  Ms. P.Priya |
| 1.00 – 4.30 pm | Visit to CONCH Village and Ranipet Campus |  | Ms. Rajeswari Siva  Ms. Joy Priyadharshini  Ms. Shanthi Gladston |
| 7.00 -9.00 pm | Cultural and Banquet | Scudder Auditorium | Dean’s Office  SNA |
| **Day 3**  8.00 – 9.00 am | Visit to CHAD Hospital | CHAD | Ms. Shandrilla Immanuel  Ms. Priya Ranjani |
| 9.00 – 10.00 am | Visit to Rehab Center | Rehab | Ms. Priscilla Sam  Mr. 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 S  Ms. 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 S  Ms. Deborah Snegalatha |
| Checking out of the accommodation | |  | Ms. Jabin Khaja  Ms. Esther Kanthi |

The meeting adjourned at 11.00am.

Anita Kiruba Jeyakumar

IQAC Core Committee Member