

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.