

College of Nursing Christian Medical College, Vellore

Internal Quality Assurance Cell Terms of Reference

1.0 Purpose
The internal Quality Assurance Cell (IQAC) is formulated by the College Board. This committee will work towards fulfilling all responsibilities of the IQAC related to accreditation issues and quality improvement.
2.0 Type
<input checked="" type="checkbox"/> Standing <input type="checkbox"/> Ad Hoc
3.0 Membership
3.1 The IQAC core committee shall consist of 1 appointed member and 16 members representing Accreditation Committee and all departments of the College. The Apointed member holds the title, IQAC co-ordinator and the Members hold the title, IQAC Core Committee member. Apart from them the IQAC also accomodates one representative from each department under the title, Department Quality Assurance Cell Representatives (D-QAC reps)
3.2 This will be chaird by the Dean, College of Nursing, CMC, Vellore (CONCMCV)
3.3 The IQAC Core Committee members and their responsibilities are as follows:
4.0 Responsibilities
<ol style="list-style-type: none">1. Recommend and develop Quality improvement policy,protocol and procedures for the college.2. Ensure that the recommended Quality improvement policy,protocol and procedures for the college are endorsed by the Dean and the College board.3. Develop and enhance operation of continuous quality improvement programs in the college.4. Keep under review the implementation of quality improvement programs in the college.5. Keep in touch with the statutory bodies through exchange and sharing of quality enhancement ideas and good practices through the Dean.6. Conduct periodic hands on workshops on innovative teaching learning strategies.7. Design audit/ Assessment tools and obtain approval from College board and the Dean

8. Encourage and ensure that Bi- annual interdepartmental quality assessment is carried out with the approved assessment tool for continuous quality improvement.
9. Create a Department Quality Assurance Cell representative (D-QAC reps) team
10. Meet the D- QAC reps in the presence of the IQAC core committee members and HODs/HOU s once in six months for
11. Presenting the report of the interdepartmental quality assessment.
12. Obtain suggestions for further assessments.
13. Prepare an Annual Quality Assurance Report (AQAR) incorporating the SWOC of the college for that year and the way forward.
14. Prepare the college for accreditation from national and international bodies.
15. Contribute to the promotion and enhancement of high quality education and training in the college through innovative practices.
16. Liaison with national and international nursing education innovators to keep within the College Quality framework.

Chairperson: Dr. Vinitha Ravindran (Dean)

Deans' office Representatives: Deputy Dean & All Additional Dean

Member from the Management: Dr. Solomon Sathish Kumar

Senior Admin Officer: Mrs. Alice Sony

Local Society: Mr. Kuppan

Alumni member Nominee: Dr. Vathsala Sadan

Student Nominee: SNA Secretary

Director: Dr. Manoranjitham S

IQAC Co Ordinator: Ms. Anita Kiruba Jeyakumar

Associate IQAC Co Ordinator: Mr. Dinesh Kumar. S

Criterion 1 : Ms. Reena George, Ms. Deena David & Ms. Regina

Criterion 2 : Ms. Angelin Esther & Ms. Abijah Princy

Criterion 3 : Dr. Asha Solomon & Ms. Ida Sweetlin

Criterion 4 : Ms. Sophia Vijayananthan & Ms. Dorothy Devakirubai

Criterion 5 : Ms. Emily Daniel & Ms. Sara Emma Rosaline

Criterion 6 : Ms. Ilavarasi Jesudoss & Ms. Sheeba Rani Nelson

Criterion 7 : Ms. Shandriela Immanuel & Ms. Jenny S

Criterion 8 : Ms. Anita Kiruba & Mr. Dinesh Kumar S

5.0 Term of Membership (IQAC members)

5.1 The IQAC core committee members shall serve for two years

5.2 The IQAC co-ordinator shall serve for five years

5.2 The D-QAC reps may serve upto three year

6.0 Procedures

6.1 Selection of the IQAC members

6.1.1 The IQAC core committee members will be selected in the IQAC- Quality

Improvement meeting as their term nears completion

6.1.1 The IQAC co-ordinator will be selected by the Dean in consensus with the Heads of the Departments and the Heads of the Units.

6.1.2 The D-QACs are selected by the HODs and HOU.

6.1.3 The IQAC Core committee members must be at Professor Cat III to Professor Cat I

6.1.4 The IQAC coordinator must be at Assistant Professor Grade I to Professor Cat III level from any department across the College.

6.1.5 The D-QAC reps may be at Assistant Professor Grade II to Associate professor level. There must be one representative from each department of the College.

6.2 Meeting Frequency

6.2.1 The IQAC core committee shall meet once in three months for two hours

6.2.2 The IQAC quality improvement meetings which will be attended by the IQAC core committee members and D-QAC reps along with the HODs and HOU shall occur Bi-annually.

6.3 Minutes and Agendas

6.3.1 The agenda for all IQAC related meetings will be prepared by the IQAC co-ordinator in consultation with the Dean.

6.3.2 The IQAC coordinator will draft the minutes and circulate it via email to the IQAC members one week prior to the meeting.

6.4 Decision Making

6.4.1 Decision will be made collectively as IQAC members

6.5 Absence

6.5.1 If a member is absent for 2 consecutive meetings without notice the IQAC core committee shall review their membership

7.0 Deliverables

The terms of reference of IQAC will be reviewed annually.

This is for Annual Review