Date: **22.10.2022, 10.00am**   Board Room, College of Nursing
Chairperson: **Dr. Manoranjitham S, Dean Nominee IQAC**

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
   o No change – 59
   o DVV Suggestion recommended - 7
   o 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
   o Faculty – 29th October 2022
   o Students – 05th November 2022
- **Construction** rounds
   o Infrastructure – Rounds by IQAC
   o ICT tools   - Functionality check by IQAC office
- **Presentations** – Respective personnel
   o Dean – 45 mins
   o Heads of Departments/Units – 8 – 10 mins

- o SNA President – 10 mins
- o 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.**
  - o 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
  - o Internal Inspection – The inspectors will be Dr. Premila Lee, Dr. Bala Seetharaman and Dr. Asha Solomon
  - o External Inspection - Dr. Ramachandra Medical University

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

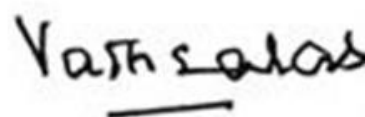The following plan was briefed to the members by the chairperson.

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

Dean, College of Nursing,
Christian Medical College,
Vellore - 632 004.

Date: **22.02.2023, 2.00pm**
Venue: **Board Room, College of Nursing**
Chairperson: **Dr. Vathsala Sadan, Chairperson, IQAC**

Members Present	Apology
1. Dr. Vathsala Sadan	1. Ms. Sophia Vijayanthan
2. Dr. Manoranjitham S	
3. Mrs. Reena George	
4. Ms. Regina Xavier	
5. Ms. Margaret Manoharan	
6. Ms. Angelin Esther A	
7. Ms. Alice Sony	
8. Dr. Vinitha Ravindran	
9. Ms. Dorothy Devakirubai T	
10. Ms. Emily Daniel	
11. Ms. Sarah Emma Rosalind	
12. Ms. Rajeswari Siva	
13. Ms. Ilavarasi Jesudoss	
14. Ms. Shandrila Immanuel	
15. Ms. Jenny S	
16. Mr. Dinesh Kumar S	
17. Ms. Anita Kiruba Jeyakumar	

The meeting commenced at **2pm** with a prayer by Ms. Sarah Emma Rosalind, Criterion 5 Convener.
The chairperson welcomed the conveners, congratulated, and appreciated the IQAC Core Committee for their contribution towards the NAAC accreditation Process.

Agenda

56/IQ/22/02/23 – Note of Appreciation, Thanks & Cake Cutting.

The Chairperson placed on record special appreciations and thanks to Mr. Dinesh Kumar.S, Criterion 8 Convener, Ms. Priya, IQAC Office secretary, and Ms. Anita Kiruba Jeyakumar, IQAC Coordinator for their hard work towards securing "A" grade for our Alma Mater in the first cycle with the highest score among those accredited nursing colleges from across the country. This was followed by cake cutting to celebrate the success.

57/IQ/22/02/23 – Presentation of NAAC Process Report & Recommendation

The chairperson presented the report received from NAAC, that summarized the evaluation of our SSR and the Peer Team Assessment. The extract of the recommendation under each criterion as per the peer team assessors was presented by the chairperson and a few practical measures to meet those came up during the discussion. The Chairperson instructed the IQAC Co-ordinator to send the full report of each criterion to the respective criterion conveners for further reference. The 10-point recommendation by the assessors were discussed in detail.

58/IQ/22/02/23 – Way Forward

a. One of the recommendations by the NAAC assessors was to make IQAC a stronger part of the college's quality improvement. As a first step, the chairperson proposed the following, and the members accepted the same.

1. Chairperson of the IQAC will be the Dean of our College
2. Dr. Manoranjitham. S will be the IQAC Director for the next 2 years
3. Ms. Anita Kiruba Jeyakumar will be the IQAC Co-ordinator until 2028 and will be responsible to submit an Annual Quality Assurance Report (AQAR) every year until the next cycle. The Chairperson also reiterated that the college will not be eligible to apply for the second cycle without these annual reports. It was also suggested that another IQAC Co-ordinator can be assigned in 2027 to learn as well as to prepare for the second cycle.
4. Until anyone retires the rest of the IQAC members will continue to work on the same criterion for the next five years.
5. The Director of CMC, Vellore will be the Member from the Management.
6. Principal, CMC Vellore and the Nursing Superintendent, CMC, Vellore will represent Senior Administrative officers of the Management
7. Dr. Kuppan, DQAA, VIT, will represent the local society
8. Initially it was suggested that Dr. Punitha Ezhilarasu, former Dean would be the Alumni Nominee for IQAC, but later senior IQAC Core committee Members suggested that Dr. Vathsala Sadan, would become the apt person because of her immense contribution for the first cycle.
9. The SNA Secretary and selected parents will also be included in the IQAC Committee.
10. The Chairperson informed that Ms. Priya will continue as a secretary covering IQAC office and the Simulation Labs.

b. As a way forward, the Criterion Conveners were requested to make a strategic plan for the next five years based on the recommendation provided and to present in the next IQAC Core Committee Meeting. Following the presentation IQAC office will have to collect the plan, collate it, present it for approval of IQAC Core committee and the Dean will freeze it in the HoD's Meeting for execution of the action plans.

The meeting adjourned at 3.15pm.

Anita Kiruba Jeyakumar
IQAC Core Committee Member

Dean, College of Nursing,
Christian Medical College,
Vellore - 632 004.

Date: **07.03.2023, 3.30pm**
Venue: **Board Room, College of Nursing**
Chairperson: **Dr. Vathsala Sadan, Chairperson, IQAC**

Members Present	Apology
1. Dr. Vathsala Sadan	1. Ms. Sophia Vijayanthan
2. Dr. Manoranjitham S	2. Ms. Rajeswari Siva
3. Mrs. Reena George	3. Ms. Margaret Manoharan
4. Ms. Regina Xavier	4. Ms. Alice Sony
5. Ms. Angelin Esther A	
6. Dr. Vinitha Ravindran	
7. Ms. Dorothy Devakirubai T	
8. Ms. Emily Daniel	
9. Ms. Sarah Emma Rosalind	
10.Ms. Ilavarasi Jesudoss	
11. Ms. Shandrila Immanuel	
12. Ms. Jenny S	
13. Mr. Dinesh Kumar S	
14. Ms. Anita Kiruba Jeyakumar	

The meeting commenced at **4pm** with a prayer by Ms. Shandrila Immanuel, Criterion 7 Convener.
The chairperson welcomed the conveners. The committee went through the minutes of the previous meeting that was held on 22.02.2023. There were no clarifications. The minutes was passed by Ms. Ilavarasi Jesudoss, Convenor Criterion VI and was seconded by Ms. Reena George, Convener Criterion-I.

Agenda
59/IQ/22/02/23 – IQAC Core Committee 2023-2024- Nomination – for suggestions and approval & Frequency of meeting
Since many of the conveners are retiring as well as taking up important administrative post the following faculty were nominated and accepted to be a part of IQAC Core Committee 2023-2024. It was also reaffirmed that only the conveners and the co-conveners will make the IQAC Core Committee and the rest of them would be a part of the working team. The details are as follows:

CR.NO	CRITERION	CONVENER	CO-CONVENER	WORKING TEAM MEMBERS
I	Curricular Aspect	Ms. Reena George	Ms. Regina Xavier	1. Ms. Anne Jarone 2. Ms. Deena David 3. Ms. Angeline Jeyarani 4. Ms. Joy Sherwin 5. Mr. Dani Paul 6. Ms. Arulmary Vinciya

				7. Ms. Jane Emily Beatrice 8. Mr. Charles Immanuel Ms. Shalini Getzy
II	Teaching – Learning & Evaluation	Mrs. Rebecca Sumathi Bai	Ms. Angeline Esther	1. Ms. Diana David 2. Ms. Aruna G 3. Ms. Abijah Princy 4. Ms. Rini Wils 5. Ms. Mary Jenifer P 6. Ms. Priya Chandrasekar 7. Ms. Angel Raja Kumari 8. Ms. Anbarasi C
III	Research, innovation & Extension	Dr. Mary Anbarasi Johnson	Dr. Sheela Durai	1. Dr. Asha Solomon 2. Ms. Sonia Sabu 3. Ms. Shanthi Lithiya J 4. Ms. Lillian Kisku 5. Ms. Ida Sweetlin 6. Ms. Punitha Y 7. Ms. Irene Dorothy 8. Ms. Prashanthini S Ms. Meenatchi Papanasam
IV	Infrastructure and Learning Resources	Ms. Sophia Vijayanthan	Ms. Dorothy Singh	1. Ms. Priscilla Sam 2. Ms. Jeni Chrystal 3. Ms. Jeba Terina 4. Ms. Hilda Mercy 5. Ms. Sheeba Paul 6. Ms. Jerelyn Mary 7. Ms. Shanthi K 8. Ms. Ancymol Mr. Naveena Krishnan
V	Student Support and Student Progression	Ms. Emily Daniel	Ms. Sarah Emma	1. Ms. Shanthi Gladston 2. Ms. Shalini Chandran 3. Ms. Sumathy J 4. Ms. Hepsi R 5. Ms. Jeslin Wills 6. Ms. Shakina Esther Rani 7. Ms. Nancy Naomi 8. Mr. Ruben David Dr. Preethi Tabithal
VI	Governance, Leadership and Management	Ms. Ilavarasi Jesudoss	Ms. Sheeba Nelson	1. Ms. Jabin Khaja 2. Ms. Meneka Raghuraman 3. Ms. Thenmozhi Sundar 4. Ms. Malini Rachel 5. Ms. Latha Gracelin P 6. Ms. Suganya R 7. Ms. Joice Minibai S 8. Ms. Ranjini A
VII	Institutional Values and Best Practices	Mrs. Shandrila Immanuel	Ms. Jenny S	1. Ms. Sasikala Umesh 2. Ms. Esther Kanthi 3. Ms. Deborah Snegalatha

				4. Mr. Charles Sathiyaoli
				5. Ms. Arokiyaseeli Mabel
				6. Mr. David Sam Paul
				7. Ms. Vinothini Sekar
				8. Ms. Jeeva Sebastian
VIII	Nursing	Mrs. Jeyalinda Christopher	Mr. Dinesh Kumar S	1. Ms. Bharathy R
				2. Ms. Prema N
				3. Ms. Mary Jancy Joy
				4. Ms. Jothi Priya A
				5. Ms. Reena V
				6. Ms. Bharani S
				7. Ms. Mythili Vandhana

It was decided that the conveners can co-opt BSN tutors nearing the accreditation Process. It was also decided that the IQAC Core Committee henceforth will meet once in 3months on Fridays at 2pm.

60/IQ/22/02/23 – IQAC Composition from 2023 onwards-for final approval & Frequency of meeting

The committee approved the following as the IQAC Composition.

1. Chairperson: Dean College of Nursing
2. IQAC Director: Dr. Manoranjitham S
3. IQAC Coordinator: Ms. Anita Kiruba Jeyakumar
4. IQAC Core Committee Members- as aforementioned
5. Member from the Management: Director CMC, Vellore
6. Senior Administrative officers of the Management: Principal, CMC Vellore and the Nursing Superintendent, CMC, Vellore
7. Representation of the local society: Dr. Kuppan, DQAA, VIT
8. Alumni Nominee for IQAC: Dr. Vathsala Sadan
9. Student Nominee: The SNA Secretary

It was also decided that the IQAC Steering Committee can meet once in 6months on Fridays at 2pm.

61/IQ/22/02/23 – NAAC Celebration

As a part of NAAC Accreditation celebration, the committee suggested and approved the following activities.

Event	Objective	Tentative Date of the Event	Venue
Press Meet	* To publicise our NAAC achievement. *To inform about the objectives of the Conclave on Quality Enhancement in Higher Education	June 6th, 2023. (10.30am-11.30am)	Board Room, College of Nursing, CMC, Vellore
Conclave on Quality Enhancement in Higher	*To foster networking among the higher Education Institution across Vellore &		

Education	Ranipet District *To exchange knowledge on new concepts related various aspects of curriculum planning, delivery, and evaluation, Teaching -Learning Methods. *To identify opportunities for collaborative research to enhance quality in education. *To gain understanding on the various organization that offers Educational Grants. *To utilize the expertise from different disciplines to improve the quality of higher education.	June 7th, 2023 (8am – 4pm)	Scudder Auditorium, Bagayam
NAAC Accreditation Celebration in the presence of either the President of INC or the Nursing Advisor to Government of India.	* To portray our journey towards NAAC to our administrators and to the public * To Celebrate our achievement * To honor those who worked hard for this	June 7th, 2023 (4pm-6pm)	Scudder Auditorium

The meeting adjourned at 4.45pm.

Anita Kiruba Jeyakumar
IQAC Core Committee Member

Dean, College of Nursing,
Christian Medical College,
Vellore - 632 004.

College of Nursing, Christian Medical College, Vellore
Minutes of IQAC Core Committee meeting
(naac/ICC/27-02/11/2023)

Date: **02.11.2023, 10.30am**
Venue: **Board Room, College of Nursing**
Chairperson: **Dr. Vinitha Ravindran, Chairperson, IQAC**

Members Present	Apology
1. Dr. Vinitha Ravindran	1. Ms. Regina Xavier (DL)
2. Dr. Manoranjitham S	2. Ms. Reena George
3. Ms. Shandrila Immanuel	3. Ms. Alice Sony
4. Dr. Asha Solomon	
5. Ms. Angelin Esther A	
6. Ms. Abijah Princy	
7. Ms. Dorothy Devakirubai T	
8. Ms. Emily Daniel	
9. Ms. Sarah Emma Rosalind	
10.Ms. Ilavarasi Jesudoss	
11. Ms. Sophia Vijayananthan	
12. Ms. Jenny S	
13. Ms. Deena David	
14. Ms. Ida Sweetlin	
15. Ms. Sheeba Rani Nelson	
16. Mr. Dinesh Kumar S	
17. Ms. Anita Kiruba Jeyakumar	

The meeting commenced at **10.45am** with a prayer by Dr. Vinitha Ravindran. The chairperson welcomed the conveners. The committee went through the minutes of the previous meeting that was held on 22.02.2023. There were no clarifications. The minutes was passed by Ms. Ilavarasi Jesudoss, Convenor Criterion VI and was seconded by Mr. Dinesh Kumar, Convener Criterion-VIII.

Agenda
62/IQ/02/11/23 – AQAR Submission
Chairperson informed that the AQAR submission is due for the month of February 2024. The conveners are advised to go through the AQAR document and work towards the submission of necessary details at the earliest to IQAC.

63/IQ/02/11/23 – IQAC Core Committee 2023-2024- Nomination – for suggestions and approval
Since many of the conveners are retiring as well as taking up important administrative post the following faculty were nominated and accepted to be a part of IQAC Core Committee 2023-2024. It was also reaffirmed that only the conveners and the co-conveners will make the IQAC Core Committee and the rest of them would be a part of the working team. The conveners selected their working team composition based on their need. The details are as follows:

CR.NO	CRITERION	CONVENER	WORKING TEAM MEMBERS
I	Curricular Aspect	Ms. Reena George, Ms. Regina Xavier Ms. Deena David	Ms. Anne Jarone Ms. Angeline Jeyarani Ms. Joy Priyadarshini Mr. Dani Paul
II	Teaching – Learning & Evaluation	Ms. Angelin Esther Ms. Abijah Princy	Ms. Shalini Chandran Ms. Aruna Ms. Jeslin Wils Ms. Priya Chandrasekar Ms. Rini Wils Ms. Arul Mary Vinciya
III	Research, innovation & Extension	Dr. Asha Solomon Ms. Ida Sweetlin	Ms. Lillian Percy Ms. Angel Rajakumari Ms. Naomi Nancy Ms. Shalini Getsy
IV	Infrastructure and Learning Resources	Ms. Sophia Vijayananthan Ms. Dorothy Devakirubai	Ms. Jerylene Mary Ms. Jeni Crystal Ms. Hilda Mercy Mr. Naveena Krishnan
V	Student Support and Student Progression	Ms. Emily Daniel Ms. Sara Emma Rosaline	Ms. Hepsi Raju Ms. Mary Jennifer Ms. Bharathy Ms. Shanthi Gladston Dr. Preeti Tabitha
VI	Governance, Leadership and Management	Ms. Ilavarasi Jesudoss Ms. Sheeba Rani Nelson	Ms. Jabin Khaja Ms. Menaka Raghuraman Ms. Malini Rachel Ms. Mythili Vandana
VII	Institutional Values and Best Practices	Ms. Shandrila Immanuel Ms. Jenny S	Ms. Arockiaseeli Mabel Ms. Jeba Terina Ms. Esther Kanthi Ms. Deborah Snegalatha Mr. Charles Sathya Oli
VIII	Nursing	Ms. Anita Kiruba Mr. Dinesh Kumar S	SSHS Staff

It was decided that the conveners can co-opt BSN tutors nearing the accreditation Process. It was also decided that the IQAC Core Committee henceforth will meet once in 3months on Fridays at 2pm.

64/IQ/02/11/23 – IQAC Composition from 2023 onwards-for final approval & Frequency of meeting

The committee approved the following as the IQAC Composition.

1. Chairperson: Dean College of Nursing
2. IQAC Director: Dr. Manoranjitham S
3. IQAC Coordinator: Ms. Anita Kiruba Jeyakumar
4. IQAC Associate Coordinator: Mr. Dinesh Kumar. S
5. IQAC Core Committee Members- as aforementioned

6. Member from the Management: Director CMC, Vellore
7. Senior Administrative officers of the Management: Principal, CMC Vellore and the Nursing Superintendent, CMC, Vellore
8. Representation of the local society: Dr. Kuppan, DQAA, VIT
9. Alumni Nominee for IQAC: Dr. Vathsala Sadan
10. Student Nominee: 2 B.Sc N (SNA Secretary & SNA VP) and 2 PG (each from inside & outside CMC) and also from 1st & 2nd year MSc N so that continuity is maintained.

It was also decided that the IQAC Steering Committee can meet once in 6months on Fridays at 2pm.

65/IQ/02/11/23 – Action Plan

Based on the NAAC peer team recommendations, the following action plan for each criterion was discussed

S.No.	Criterion	Peer Team Recommendation	Suggestion from the members
1.	I	Create and implement a Calendar for Continuous internal Evaluation (Term Tests)	Tentative Month and week of CIE to be fixed
		Add on Courses with certificate and 30 contact hours to introduce.	To explore various value added courses. Suggestions for Addon courses- cookery, Therapeutic diet Ms. Deena to explore other online courses and get back.
		Course Codes to introduce.	Course codes Already done for the Academic Student Portal and suggested to use the same
		Feedback mechanism purely based on the syllabus and its transaction from students, Teachers, Employers, Alumni.	To revise the feedback questions purely based on the syllabus and to refrain from other general aspects.
		Mechanism of the feedback process to be written as a protocol.	Suggested to create a protocol and get it approved
		Analysis and action taken report of the feedback to be introduced	Feedback analysis also to be uploaded in the website. To make the process robust – CAPA based on feedback
2.	II	Slow Performers and Advance Learners- Criteria and methodology to identify and to organize special programmes for them.	The criteria to be used by all subject teachers and in future it can be lined to the software. Currently the data will be available with the class teachers. Apart from special programs for slow performers it was also discussed to acknowledge the advanced learners through financial incentives, scholarships, observership, fellowship, sponsorship for value added courses. The conveners will explore the options and get back with possible

				alternatives. It was also suggested to provide the certificate of honor if a student scores more than a set percentage. Conveners will also explore various scholarships available for students
			Mentor and Mentee programme- introduce to all level's students	It was suggested that the ratio of 1:25 should be fine. But ensure that each meet with students to be recorded. The students should be met every 3 months. Few members suggested for 1:10 ratio; however it was denied because of the concern of bias. Advisors should meet all problematic students and recorded appropriately.
			To initiate PhD programme in our College (As per NAAC Recommendation)	
			Programme and Course Outcomes for all programmes offered-to be displayed on our website	Convenors will explore on CAMU software for developing course outcomes and program outcomes and also to revisit Mrs. Angela's presentation on course outcomes. Chairperson also urged the Dean's office faculty to attend the program outcome workshop.
			Outcome Based Evaluation process-PO, PSO, CO	To initiate
			Student Satisfaction Survey- Designed by the institution, Results must be uploaded as link on Website.	Feedback analysis to be uploaded in the website. Also advised to have a look at student satisfaction survey from NAAC website and incorporate those aspects
3.	III		**Strengthen the incubation and innovation cell**	
			Research enhancement can be done through involvement in inter and multidisciplinary research areas, Govt funded research projects, and incentivizing quality research publications.	Incubation center should be focusing on Teaching, Mentoring, Research related activities, developing and designing devices pertaining to nursing care, look for funding, Multidisciplinary project, Ph.D as well
			Institute needs to make a research policy and monetary incentives for the enhancement of research.	Faculty publication should be duly acknowledged. Publication of research projects should be made mandatory. Half of the student research projects can be published. Publication cost can be included in IRB budget.

		Faculty needs to be encouraged to publish, the contribution of books and chapters.	Study leave option is available for faculty involved in writing books
		More research-related workshops are to be conducted.	Research methodology workshop to be highly focused with specific emphasis on certain research topics. Suggested for renaming the workshop as well
		Efforts could be made to get it indexed in Scopus and to increase the frequency of publication to facilitate more publications by nurse researchers.	
		Increase quality research output	
		Develop linkages and partnerships with other organizations within and outside the country for student and faculty exchange	Involve more in the interdisciplinary projects and look for external research grants and projects. Few MoUs are getting materialised
		Generate extra mural research funds	Suggested to explore grants for research projects and FIST grant
		Conduct Innovation Mela	Suggested to conduct innovation meal which will have students & faculty from inside as well as outside. Innovation ideas in patient care can be shown as exhibit.
4.	IV	To make library fully automated	Suggested to explore the options with Dodd library staff regarding full automation
		Subscribe- e-SodhSindhu, Shodhganga membership, Remote access to resources for faculty	Subscription for various free portals to explore
		Digital attendance- faculty and students using library- can be introduced	
5.	V	Details of Students receiving Scholarships apart from our college- mechanism to acquire data	Suggested to maintain record of all scholarship request To make the mandate submission of scholarship receipt details for the following year bonafide certificate.
		Language classes and soft skill classes- 30 contact hours- introduce	Suggestions for Add on Courses – Tamil & Bengali classes / Soft skill classes
		Transcript details format introduced last year- to make it online.	
		Career Guidance classes- to organize for final year UG and PG students	Apart from alumni interaction, career guidance classes to be organised
		Alumni Contribution -separately- monthly wise	
6.	VI	Academic Calendar- Only Academic	Only academic related activities to

		Related activities	include and refrain from other details in the calendar
		Revise College committees – more education based	Research committee, College Committee to include, curriculum committee also can be shown
		Training programme for non-teaching staff (atleast twice a year-to be organized)- need to be organized by the institution.	Training program – for Office Staffs, Attenders and house keeping staff. To check whether staff training staff can organize? Plan regular training program for office staff
		Faculty development Programme on Professional Development needs refining- with Certificate	Faculty development program can be planned along with certification. However suggestion of certification for every program is denied. To carefully choose one program a month and plan it as 2 hours session with certification.
		Refreshers Courses for Faculty & Tutors on Nursing Procedures and protocols	Refresher Courses – for tutors& Faculty to be planned. Even department should document a refresher course, and keep the record with geotag photo and report. Every year new tutor orientation can be documented. Training program for new faculty members also planned
		IQAC – Five Good Practices institutionalized because of IQAC initiatives.	Introduction of new forms, Outcome Based Education, Refining of Policies, Introduction of Full time Ph.D and organization of quality enhancement Conclave
7.	VII	Solar Plant installation for KPTR Campus	To explore the options
		Waste Management Protocol and Policies- NSH and College.	Hostel advisors to formulate the waste management policies for hostel and get it approved.
		Conduct inclusive cultural, regional, and linguistic competitions- mix up students	

Mr. Dinesh Kumar. S
IQAC Associate Co-Ordinator

Dean, College of Nursing
Christian Medical College,
Vellore - 632004.

COLLEGE OF NURSING
VELLORE - 632 004
S.INDIA
CHRISTIAN MEDICAL COLLEGE