



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

Website : www.amalanursingcollege.org

FIRST CYCLE NAAC ACCREDITATION 2022

CRITERION 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1. Institutional Vision and Leadership

6.1.2 Minutes of Governing Council

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

**MINUTES OF ADMINISTRATIVE
COUNCIL MEETING ON 1ST
JANUARY 2021**



AMALA[®] INSTITUTE OF MEDICAL SCIENCES

(An undertaking of Amala Cancer Hospital Society)
(NABH Accredited & ISO 9001:2015 Certified Hospital)
Amala Nagar, Thrissur - 680 555
Kerala, India



MINUTES OF THE ADMINISTRATIVE COUNCIL MEETING HELD ON

1ST JANUARY 2021

VENUE : CCM Hall, Amala Institute of Medical Sciences

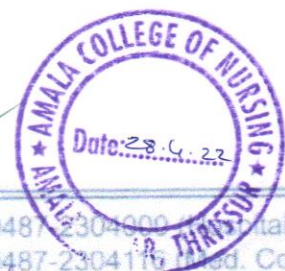
TIME : 10.00 AM

MEMBERS PRESENT

NAME OF MEMBER	ROLE IN THE COUNCIL
FR JULIOUS ARAKKAL CMI, Director, Amala Institute of Medical Sciences and Chairman, Amala Cancer Hospital Society	Chairman
FR FRANCIS KURISSERY CMI, Vicar Provincial, Devamatha Province and Academic Coordinator, Amala Institute of Medical Sciences	Academic Consultant And Member
FR DELJO PUTHOOR CMI, Associate director, Amala Institute of Medical Sciences	Quality Consultant And Member
FR JAISONMUNDANMANY CMI , Associate Director, Amala Institute Of Medical Sciences	Member
FR SHIBU PUTHENPURACKAL CMI, Associate Director, Amala Institute of Medical Sciences	Member
FR ANTONY MANNUMMEL CMI, Assistant Director , Amala Institute Of Medical Sciences	Secretary And Member
Prof Dr Rajee Reghunath, Principal , Amala College of Nursing	Representative of Institution

AGENDA

- AC 21.01.01 PRESENTATION OF ANNUAL OPEARATIONAL PLAN BY PRINCIPAL**
- AC 21.01.02 PRESENTATION OF BUDGET**
- AC21.01.03. FEEDBACK ANALYSIS**
- AC 21.01.04. NAAC ACTIVITIES ANALYSIS**





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The first meeting of the AC for the year 2021 was held on 1st January 2021 at CCM Hall Amala Institute of Medical Sciences, Fr. Julius Arakkal CMI gave the new year message and greetings to all members

The following were the agenda discussed

Agenda no	Item	Remarks
AC210101	PRESENTATION OF ANNUAL OPERATIONAL PLAN BY PRINCIPAL The chairman highlighted the importance of strategic and operational planning in the progress of any institutions, the strategic plan is operationalized through the annual operational plan and has requested the principal to conduct in house planning boards to devise the plan The principal prof dr rajjereghunath presented the annual operational plan of the year 2021	The AC members unanimously approved the plan and suggested that there should be quarterly review meetings on the progress of plan at least in the management committee
AC 21.01.02	PRESENTATION OF BUDGET the principal presented the annual budget for the year 2021 to the AC and it was discussed in detail by the members	Annual budget approved by AC and submitted to finance committee
AC 21.01.03	FEEDBACK ANALYSIS The detailed subject wise feedback on curriculum by the various stakeholders, and overall feedback by the students, parents, teachers & alumni were presented to the AC	The report was analysed in detail by the AC and it was suggested the technology could be used un improving the teaching learning experiences of students and the available facilities like moodle can be utilised to maximum The AC also approved the action taken repport of the feedback approved by College Council IQAC and implemented by curriculum committee
AC 21.01.04.	NAAC ACTIVITIITES The progress of NAAC activities were monitored	The AC expressed satisfaction in the progress of NAAC activities and congratulated the Principal IQAC coordinator and faculty team for the progress



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Prof. Dr. RAJEE REGHUNATH
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Proceedings approved by Administrative Council

NAME OF MEMBER	SIGNATURE
FR JULIOUS ARAKKAL CMI , Director, Amala Institute of Medical Sciences and Chairman , Amala Cancer Hospital Society	
FR FRANCIS KURISSERY CMI , Vicar Provincial, Devamatha Province and Academic Coordinator, Amala Institute of Medical Sciences	
FR DELJO PUTHOOR CMI , Associate Director, Amala Institute of Medical Sciences	
FR JAISONMUNDANMANY CMI , Associate Director, Amala Institute of Medical Sciences	
FR SHIBU PUTHENPURACKAL CMI , Associate Director, Amala Institute of Medical Sciences	
FR ANTONY MANNUMMEL CMI , Assistant Director, Amala Institute of Medical Sciences	

The meeting adjourned at 12.00 noon

Minutes recorded by Fr Antony Mannummel CMI



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**MINUTES OF GOVERNING COUNCIL
ON 2/12/2019**



**MINUTES OF THE GOVERNING COUNCIL HELD
ON 2ND DECEMBER 2019**

Venue: CCM Hall, Amala Institute of Medical Sciences

Time : 10.00 a.m.

A meeting of the Governing Council (GC) was conducted on 2nd December 2019 at CCM Hall, Amala Institute of Medical Sciences and the following members were present:

- Fr. Francis Kurissery CMI, Director, Amala Institute of Medical Sciences
- Fr. Julius Arakal CMI, Joint Director, Amala Institute of Medical Sciences
- Fr. Deljo Puthur CMI, Associate Director, Amala Institute of Medical Sciences
- Dr. Rajee Reghunath, Principal, Amala College of Nursing

The meeting started with a prayer. Director Fr Francis Kurissery welcomed the members and the following agenda were presented

Agenda 1: Annual Report presentation

The annual report of the college was vibrant with the activities conducted for NAAC accreditation. The IQAC which began functioning in April 2019 had within a short span of time gained the impression of the best performing college among the mentee colleges of the mentor college St. Thomas College Thrissur, the various collaborations and proposed MoUs were discussed in detail.

The committee expressed profound happiness in the progress of work and briefed the principal to submit report of progress.

Agenda 2: Result analysis

The result levels ranged from 95 to 100% for various UG and PG batches the number of distinctions started improving which the committee noted as a special point



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Agenda 3 : Feedback analysis

A detailed subject wise feedback on curriculum was obtained by IQAC from all stakeholders, the report ranged from average to excellent satisfaction with the curriculum among all stakeholders. The committee reminded the Principal to put to the note of university the suggestions given by the stake holders.

Detailed feedback report attached

Agenda 4: Approval of Proposal for NAAC accreditation submitted to management

The IQAC coordinator had prepared a detailed proposal to be submitted to management committee for the purpose of the support infrastructure and other requirements for NAAC accreditation, the proposal was passed by the college council and management committee and the details were discussed in the present committee and the proposal was unanimously approved.

The meeting adjourned at 12.00 noon

Minutes recorded by Fr Deljo Puthoor CMI

Proceedings approved by Governing Council

Name	Designation	Signature
Fr. Francis Kurissery CMI	Director	
Fr. Julius Arakal CMI	Joint Director	
Fr. Deljo Puthoor CMI	Associate Director	



Prof. Dr. RAJEE REGHUNATH
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**MINUTES OF GOVERNING COUNCIL
ON 1/12/2018**



MINUTES OF THE GOVERNING COUNCIL HELD ON 1ST DECEMBER 2018

VENUE : CCM HALL, AMALA INSTITUTE OF MEDICAL SCIENCES

TIME : 10.00 AM

A meeting of the Governing Council (GC) was conducted on 1st December 2018 at CCM Hall, Amala Institute of Medical Sciences and the following members were present

Fr. Francis Kurissery CMI, Director, Amala Institute of Medical Sciences

Fr. Julius Arakal CMI, Joint Director, Amala Institute of Medical Sciences

Fr. Deljo Puthur CMI, Associate Director, Amala Institute of Medical Sciences

Dr. Rajee Reghunath, Principal, Amala College of Nursing

The Joint Director Fr Julius Arakal welcomed the members and started the meeting with a prayer.

Agenda 1 - Annual Report of performance of Amala College of Nursing

Fr. Julius Arakal said that proper documentation and reporting are the cornerstones of quality and hence requested the Principal to properly document all events. Dr. Rajee Reghunath, Principal presented the report of overall functioning of the college which included the following points.

Release of a procedure manual (Amala Manual of Nursing Procedures) for maintaining uniform standards, providing more quality care and for filling the gap between theory and practice was the main achievement in the year 2018. Assuming more dual roles in hospital nursing service by college of nursing was another focus. Strengthening of Ph.D. research centre has given more academic vibrancy and interest among teachers to do Ph.D. He also highlighted on the achievements in the routine areas like admission, extracurricular activities, paper presentation by faculty, and students.

Detailed report is attached herewith



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Agenda 2 - Result analysis

A detailed analysis of previous years results were performed by the committee the committee appreciated that our percentage of results in all years always crosses 96 % and it would be better if we get 100% in all years and this could be done with little bit more effort.

Agenda 3 - Feedback analysis

An overall feedback on infrastructure and facilities given by 2014 batch was discussed in detail and it revealed average to good satisfaction in all facilities. The committee advised the principal to note down the areas of dissatisfaction and to prepare a proposal on how it could be improved

The feedback on curricula by all stake holders were also presented , the majority of the reports were good to excellent level of satisfaction with the curriculum The committee exhorted the need for more detailed analysis and also the action taken reports approved by curriculum committee was presented and appreciated and approved by this committee

Detailed report is attached herewith

The meeting adjourned at 11.00 a.m.

Minutes recorded by Fr. Deljo Puthoor CMI

Proceedings approved by Governing Council

Name	Designation	Signature
Fr. Francis Kurissery CMI	Director	
Fr. Julius Arakkal CMI	Joint Director	
Fr. Deljo Puthoor CMI	Associate Director	



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Prof. Dr. RAJEE REGHUNATH
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**MINUTES OF GOVERNING COUNCIL
ON 1/12/2017**



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MINUTES OF THE GOVERNING COUNCIL HELD ON 1ST DECEMBER 2017

Venue : CCM Hall, Amala Institute of Medical Sciences

Time : 10.00 a.m.

A meeting of the Governing Council (GC) was conducted on 1st December 2017 at CCM Hall, Amala Institute of Medical Sciences and the following members were present

- Fr. Francis Kurissery CMI, Director, Amala Institute of Medical Sciences
- Fr. Julius Arakkal CMI, Joint Director, Amala Institute of Medical Sciences
- Fr. Deljo Puthur CMI, Associate Director, Amala Institute of Medical Sciences
- Dr. Rajee Reghunath, Principal, Amala College of Nursing

The meeting started with a prayer. Director Fr. Francis Kurissery welcomed the members and the following agenda were discussed

Agenda 1: Report of the overall performance of Amala College of Nursing

Dr. Rajee Reghunath, Principal Presented the report of overall functioning of the college which included the following points

Admission of students: Admission to 13th batch of B.Sc. Nursing and 6th batch of M.Sc. Nursing were completed and classes were commenced on 22.09.2017 and 07.10.2017

Events and celebration: - Kerala Nurses and Midwives council has given provisional affiliation up to 2018- 19 academic year. Regular PTA meetings were conducted for all 4 batch of B.Sc. Nursing - Study tours were conducted for II year and III year B.Sc. Nursing students - Final year B.Sc. Nursing students were sent for community orientation programme to CMC Vellore for one week. Integration of Prime Ministers. EK Bharath Shreshtha Bharath" programme was also done with this visit. - Students participated in geriatric camp, medical camps and rallies.


Detailed report is attached along with

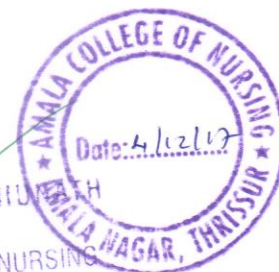
The committee appreciated the vibrancy of activities and appreciated Principal for the able leadership which materialised all the activities

Agenda 2: Result analysis

Fr Julius Arkkal Requested Principal to discuss the results of the students the final year UG And PG results which were declared showed a 98% pass for UG And 100% PG. The committee suggested that based on the potential of our student we should be aspire for university rank, and principal assured his full efforts

All the other years results were awaited


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Agenda 3 : Feedback analysis

A detailed feedback on curriculum and in general was obtained from the various stake holders like students, faculty, alumni, parents and employers. The results were presented by Dr. Rajee Reghunath.

The general report of feedback analysis in all quarters by all stakeholders were good to excellent performance in all sectors evaluated, the curriculum was deemed as satisfactory by majority of stake holders.

The general facilities and other interactions of the institution was also deemed as satisfactory by the parents and alumni

The short comings pointed out were addressed properly by the curriculum committer and college council and the various actions planned and implemented was also discussed.


The committee advised vigilant collection and evaluation of feedback and to take actions of deficits and correct them for betterment of the institution.

The meeting adjourned at 11.30 a.m.

Minutes recorded by Fr. Deljo Puthoor CMI

Proceedings approved by Governing Council

Name	Designation	Signature
Fr Francis Kurissery CMI	Director	
Fr Julius Arakkal CMI	Joint Director	
Fr Deljo Puthoor CMI	Associate Director	


Prof. Dr. RAJEE REGHUNATH
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