



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

6.2. Strategy Development and Deployment

6.2.1 Minutes of the College Council 2019

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

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

Affiliated to Kerala University of Health Sciences and recognized by Kerala Nurses and Midwives Council & Indian Nursing Council
(Certificate No. 18-16/2893-INC)

No.B/069/2019/ACON

Date:05.03.2019

Dear College Council Member,

A College Council meeting is scheduled to conduct at 10.00 am. in the Conference Room of Amala College of Nursing on 11th March 2019. Kindly make it convenient to attend the meeting.

Agenda:

1. Academic

- 1.1 NAAC inspection activities of college
- 1.2 Approval of guideline of 25 committees
- 1.3 Approval of interdisciplinary training
- 1.4 Approval of add-on programmes
- 1.5 Approval of feedback form proformas
- 1.6 Approval of other programmes
- 1.7 Curriculum feedback for the academic year 2018 - 2019

2. Administration

- 2.1 Starting NSS/YRC
- 2.2 Approval of bylaws
- 2.3 Approval of policies




Prof. Dr. Rajee Reghunath
Principal

Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555

E-mail : amalanursingcollege@gmail.com
Web : www.amalanursingcollege.org
www.amalaims.org

Phone : 0487 - 2304070 (College), 2304000(Hospital)
0487 - 2307574, 2304120 (Principal's Office),
0487 - 2304103 (Director)
Fax : 0487 - 2307969(Med. College), 2307020 (Hospital)



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

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

Report of College Council Meeting held on 11.03.2019.

Meeting was started with a silent prayer at 10.00 a.m. in the conference room. Prof. Dr. Rajee Reghunath, Principal chaired the meeting. Following members attended the meeting:


- | | |
|---|---|
| 1. Director | -Fr. Francis Kurissery CMI |
| 2. Chairman | - Prof. Rajee Reghunath |
| 3. Secretary | - Sr. Litha Lizbeth FCC |
| 4. Head of the Department | - Prof. Lakshmi G
-Sr. Litha Lizbeth
- Sr. Merly John |
| 5. Representative of teaching staff | -Mrs. Chanlin Chacko |
| 6. Office superintendent | - Mr. Leo Jacob |
| 7. Director/ Head of
Physical education dept | - Mrs Elsy |
| 8. PTA president | - Mr Martin Louis |
| 9. Chairman of student's union | - Ms. Fiby Franklin |

Sr. Litha Lizbeth, Secretary welcomed the gathering and presented the previous minutes.

Action taken report of previous minutes.

1. Sports and arts day celebration
 - Sports day conducted on 19.01.2018.
 - Arts day conducted from 23.01.2018 to 25.01.2018.
2. Graduation ceremony of 2013 batch BSc and 2015 MSc Nursing
 - Conducted on 08-02-2017.
3. Conduction of CNE-12.02.2018 to 13.02.2018
4. PTA General body and Executive meetings
 - PTA general body meeting conducted on 10.03.2018.
 - PTA executive meeting conducted on 08.12.2018.
5. Conduction of workshop – conducted on 07.06.2018 by Prof. Jayan James regarding the updates of NANDA Nursing Diagnosis.




Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

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

6. Curriculum feedback – obtained and analyzed feedback on curriculum from various stake holders in the month of August 2018 and remedial actions taken were:

- Instructed subject co-ordinators to supervise the extent of syllabus coverage
- Instructed faculty to provide printed notes and remedial classes for weak students
- Included more reference book

Discussion of Agenda

The meeting commenced at 10.00 am at conference hall with a silent prayer. Prof Dr. Rajee Reghunath introduced the agenda for the meeting Mrs. Lakshmi G was asked to present the agenda in detail for discussion and accordingly the following points were presented for the approval of council.

1. Approval of formulation of guidelines and sanctioning of 25 committees
2. Approval of schedules of interdisciplinary training / postings (1.2.1)
3. Approval of subject related add-on programs
 - a. Infection control
 - b. BLS
 - c. Neonatal resuscitation
 - d. Geriatrics
4. Approval of integration of cross cutting issues into curriculum through following courses: (1.3.1)
 - a. Gender
 - b. Environment sustainability
 - c. Human values
 - d. Health determinants
 - e. Right to health
 - f. Emerging demographic issues
 - g. Professional ethics
5. Approval of feedback form proformas
 1. Student feedback form
 1. Subject wise -UG

Foundation of Nursing, Medical Nursing, Surgical Nursing, Community Health Nursing I, Medical Surgical Nursing II, Mental Health Nursing, Child Health Nursing, Nursing Management, Obstetric and Gynaecological Nursing, Nursing Education, Community Health Nursing II, Nursing Research



Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

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

2. Non nursing subjects –UG
Anatomy, Physiology, Nutrition, English, Microbiology, Biochemistry, Sociology, Psychology, Pharmacology, Statistics
3. PG
Nursing Education, ANP, Nursing Research, Medical Surgical Nursing I, Mental Health Nursing – I, OBG Nursing – I, Statistics, Management, Nursing Management, Medical Surgical Nursing II, Mental Health Nursing II, OBG Nursing II
 - Clinical Evaluation Form – For all specialties
 - Yearly Evaluation form
 - Teachers evaluation by students
 - Non teaching staff evaluation
 - Teachers peer evaluation
 - Parental evaluation
 - Guide/Co guide evaluation
 - Alumni feedback form
 - Faculty evaluation by HOD
 - Community feedback form
 - Employers feedback form
 - Professional (feedback) form
6. Approval of criteria for slow learners and advanced learners
7. Approval of student clubs and guidelines for their functioning
8. Approval of LMS – usage by faculty and students
9. Approval of e-courses for all subjects
10. Approval of institution code of ethics
11. Approval for starting NSS/ YRC
12. Approval for capability enhancement and development schemes
 - ✓ Soft skill development
 - ✓ Language and communication skill development
 - ✓ Yoga and wellness
13. Approval of student grievance redressal mechanism
14. Approval of guidelines and functions of POSH
15. Approval of anti ragging guidelines
16. Approval of byelaws of student council
17. Approval of vision, mission, philosophy and motto
18. Approval of strategic plan document
19. Approval of performance appraisal system for faculty
20. Approval of structure and mechanism of IOAC



Rgud
Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

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

21. Approval of gender equity sensitization programme
22. Approval of policy on clinical skills and simulation training
23. Approval for integrated quality training
24. Immunization plan
25. Organo gram of college management structure

Policies

- Policy for clinical skill / simulation lab
- Policy for prevention of communicable diseases
- Policies for curriculum integration of value added programmes of students
- Policies for physical facilities (Lab, sports, computer)
- Library policies
- Policy on welfare measures for teaching staff
- Policy on welfare measures for non-teaching staff
- Policy on welfare measures for students
- Promotion policy for staff
- Reservation policy for students
- Award policy for teachers
- Policy for resource mobilization for research
- Policy for code of conduct for students, teachers, academic and administration staff.
- Hostel policy for students (B.Sc. & M.Sc.)
- Hostel policy for teaching staff, non teaching staff, class IV workers
- Hostel policy for ill-healthy students.

The Council unanimously approved all the items presented.

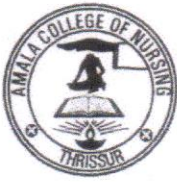
Rev. Fr. Francis Kurissery suggested to include useful courses like Geriatrics which give more value to the students to be added on as add-on courses. He also said that teachers can be provided with additional training for taking add-on course on environment and sustainability. He also offered full support to the efforts of college in improving quality. He also suggested certain activities like ethics committee, POSH can be clubbed with hospital level committees and also all policies and course documents should be submitted in hard copy to the management for the approval.



Regun

Prof. Dr. RAJEE REGHUNATH
PRINCIPAL

AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

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

Prof. Dr Rajee Reghunath enquired regarding the feasibility of opening up add-on courses for outside candidates also. He expressed his views on issuance of certificates by the institution to the add-on courses. It was also decided to obtain the curriculum feedback from students, teachers, employers, alumni and other professionals for the 2018 – 2019.

The meeting concluded at 11.30 a.m.

Date: 11.03.2019




Principal

Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

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

Affiliated to Kerala University of Health Sciences and recognized by Kerala Nurses and Midwives Council & Indian Nursing Council
(Certificate No. 18-16/2893-INC)

Date: 02.09.2019

Dear College Council Member,

A College Council Meeting will be held at 10.00 a.m, on Monday, 6thSeptember, 2019 in the conference room of Amala College of Nursing. I request you to make it convenient to attend the meeting.

AGENDA:

1. Staff and student tour
2. Bridge programme on personality development
3. Workshop participation
4. Mock Inspection for NAAC Accreditation
5. Conduction of various committee meetings
6. Graduation ceremony 2020
7. Telecast in Akashavani on health




Prof. Dr. Rajee Reghunath
Principal

Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISUR-680 555

E-mail : amalanursingcollege@gmail.com
Web : www.amalanursingcollege.org
www.amalaims.org

Phone : 0487 - 2304070 (College), 2304000(Hospital)
0487 - 2307574, 2304120 (Principal's Office),
0487 - 2304103 (Director)
Fax : 0487 - 2307969(Med. College), 2307020 (Hospital)



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

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

REPORT OF COLLEGE COUNCIL MEETING HELD ON 06.09.2019

Meeting was started with a silent prayer at 10.00 a.m. in the conference room. Prof. Dr. Rajee Reghunath, Principal chaired the meeting. Following members attended the meeting:

- | | |
|---|---|
| 1. Director | -Fr. Francis Kurissery CMI |
| 2. Chairman | - Prof. Rajee Reghunath |
| 3. Secretary | - Sr. Litha Lizbeth FCC |
| 4. Head of the Department | - Prof. Lakshmi G
-Sr. Litha Lizbeth
- Sr. Merly John |
| 5. Representative of teaching staff | -Mrs. Chanlin Chacko |
| 6. Office superintendent | - Mr. Leo Jacob |
| 7. Director/ Head of
Physical education dept | - Mrs Elsy |
| 8. PTA president | - Mr Martin Louis |
| 9. Chairman of student's union | - Ms. Ponnu |

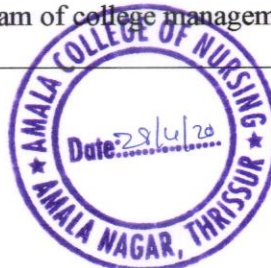
Sr. Litha Lizbeth, Secretary welcomed the gathering and presented the previous minutes.

Action taken report of previous minutes.

Events

The council approved all the items presented on 11.03.2019. The approved list of Academic and Administrative details is listed below:

- Guidelines and sanctioning of 25 committees
- Schedules of interdisciplinary training/postings, subject related add-on programs, integration of cross cutting issues.
- Approval of feedback form proformas
- Clinical Evaluation Form - For all specialties
- Yearly Evaluation form of Teachers evaluation by students
- Non-teaching staff evaluation
- Teachers peer evaluation
- Parental evaluation
- Guide/Co guide evaluation
- Alumni feedback form
- Faculty evaluation by HOD o Community feedback form
- Employers feedback form of Professional (feedback) form
- Criteria for slow learners and advanced learners, student clubs and guidelines for their functioning, LMS-usage by faculty and students, e-courses for all subjects, institution code of ethics, starting NSS/ YRC, capability enhancement and development schemes, student grievance redressal mechanism, guidelines and functions of POSH
- Approval of anti-ragging guidelines, byelaws of student council, Approval of vision, mission, philosophy and motto, strategic plan document, performance appraisal system for faculty, structure and mechanism of IQAC, gender equity sensitization programme
- Approval of policy on clinical skills and simulation training, integrated quality training, Immunization plan, Organogram of college management structure
- Approval of various policies



Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISUR-680 555



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

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

- Approval of policy on clinical skills and simulation training, integrated quality training, Immunization plan, Organogram of college management structure
- Approval of various policies
- Feedback on Curriculum for the academic year 2018 – 2019 was obtained and analyzed in the month of July/August 2019. The major issues identified were lack of clarity in aims and objectives of course, lack of adequate reference materials, lack of balance between theory and application, lack of clarity between hours and mark distribution, lack of adequate practical sessions. The remedial actions planned are syllabus orientation, allotting more library hours, providing simplified notes, including more practical sessions, integration of innovative teaching strategies and add on programmes.

Discussion of Agenda

The chairman suggested to organize a tour for both staff and student in the month of September. Staff secretary can decide the location after discussing with all Faculties. He pointed out the need for organizing a bridge programme in the month of October for final year undergraduate and PG students. The responsibility for organizing bridge programme is given to IQAC. The chairman informed about a workshop for final year B.Sc. Nursing students. The workshop will be organized by NORKA in the month of October. Chairman advised the final year class teacher to make necessary arrangements. MOCK inspection for NAAC is planned in the month of November by IQAC Co-ordinator of St. Thomas College, Thrissur Dr. Fr. Anil George Konkoth CMI. It is informed that all faculties should arrange necessary documents as per the NAAC criteria. In the coming months it is decided to carry out the meeting of various committees. The graduation ceremony of 11th batch BSc Nursing students is scheduled in the month of January. It is informed that faculties should take initiative in online telecast of Akashavai to spread awareness related to Health and Health related issues.

Meeting came to an end at 11.00 a.m. The next College Council meeting date is fixed in the month of January 2020.

Date: 06.09.2019




Principal

Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555