



# AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

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

Website : [www.amalanursingcollege.org](http://www.amalanursingcollege.org)

**FIRST CYCLE NAAC ACCREDITATION 2022**

## CRITERION 1

## CURRICULAR ASPECTS

### 1.4 Feedback System

#### *1.4.1 Minutes of IQAC*

*Submitted to*



**THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**



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## MINUTES OF THE FIRST IQAC MEETING HELD ON 16<sup>TH</sup> APRIL 2019

VENUE: CONFERENCE HALL, AMALA COLLEGE OF NURSING

### AGENDA FOR THE MEETING

- IQAC01.01 Introduction to NAAC & IQAC
- IQAC01.02 Progress of NAAC related work
- IQAC01.03 Criteria wise work division
- IQAC01.04 Approval of proposed plans for various courses and activities
- IQAC01.05 SWOC Analysis

The first meeting of the IQAC of Amala College Of Nursing was held on 16 th April 2019 at Conference Hall, Amala College Of Nursing from 3pm onwards

All the nominated members in the approved IQAC were present


Prescribed criteria	Nominated and approved member
Chairperson – Head of the institution	Prof Dr Rajee Reghunath
Teachers to represent all levels	Dr Sr Merly John, Additional Professor Sr Litha Lizbeth , Professor Mr Don Jose K, Assistant Professor
One member from management	Rev Fr Francis Kurissery CMI Director ,Amala Institute Of Medical Sciences
Senior Administrative Officers	Mr Saiju Edakkalthur ,Chief Operating Officer
One nominee each from local society students	Mrs Remadevi , Mrs Deepthi P Joseph, Ms Fiby Franklin
One nominee each from employers	Rev Fr Deljo Puthoor CMI
One senior teacher as IQAC coordinator	Mrs Lakshmi G, Professor

The meeting was chaired by Rev Fr Francis Kurissery CMI, Director, Amala Institute Of Medical Sciences, the meeting started with a silent prayer Principal Prof Dr Rajee Reghunath welcomed the members and IQAC coordinator presented the agenda

### **IQAC01.01 Introduction to NAAC & IQAC**

Mrs Lakshmi G presented the first agenda in which the essence and main purposes of NAAC were explained, the prepared mission and functions of IQAC were discussed and the members unanimously approved it



  
Prof. Dr. RAJEE REGHUNATH  
PRINCIPAL  
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## IQAC01,02 Progress of NAAC related work

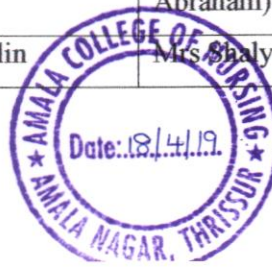
The IQAC coordinator presented the following schedule of events till April 2019 and Rev Fr Francis Kurissery said that it was good but it would be better if an yearly calendar to be prepared and also the activity completion to be monitored Rev Fr Deljo Puthoor CMI suggested to include target dates and faculty responsible for each activity Also he suggested that meetings to be conducted regularly and after each meeting minutes to be recorded systematically and in the next meeting the suggested target completion to be done

	EVENTS	DATES
1	Planning for NAAC accreditation	2018-2019
2	Visit to NAAC accredited institutions	January 2019
3	Submission of NAAC proposal to management	February 2019
4	Orientation to NAAC process and HSM for faculty by IQAC coordinator	February 2019
5	Assignment of criteria to faculty teams	February 2019
6	Formulation of NAAC whatsapp group	February 2019
7	NAAC orientation workshop to faculty by Rev Fr Dr Anil George Konkoth CMI IQAC Coordinator St Thomas College	February 2019
8	Preparation of Detailed list of files to be submitted by all criteria heads	February 2019
9	Approval of new add programs, courses and activities and conversion of existing training to addons	April 2019
10	Blessing & inauguration of IQAC office	April 2019

## IQAC01.03 NAAC criteria wise division of work

It was decided in the steering committee meeting that the Criteria in HSM to be divided among faculty as teams with one middle to senior faculty as criteria head and junior faculty as criteria team and the following division was presented by the IQAC coordinator and approved by the committee

Criteria No	Name of criteria	Criteria head	Criteria team
1	Curricular Aspects	Mrs Merine Therese Jose	Sr Maria (Tincy Abraham)
2	Teaching, Learning & Evaluation	Mrs Chanlin	Mrs Shaly Joseph



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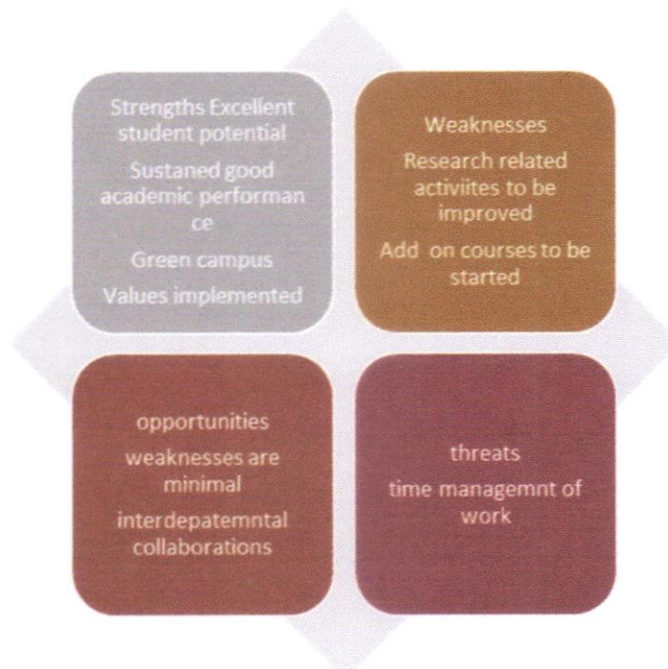
		Chacko	Pullan, Mrs Jyothi
3	Research, Innovation & Extension	Mrs Rinu David	Mrs Aneesha VB
4	Infrastructure & learning resources	Sr Jyothish CSC	Mrs Sincy Paul
5	Student support & progression	Sr Dona( Moly Thomas)	Mrs Simi Mathew
6	Governance, Leadership & Management	Sr Litha Lizbeth	Mr Don Jose K
7	Institutional values And Best practices	Sr Cherupushpam	Mrs Fancy Paul
B3	Nursing College	Mrs Arya v Ajith	Mrs Yashly Varghese

## IQAC01.04 Approval of proposed plans for various courses and activities

As a part of criteria 1 new add o programs to be implemented for students which should be given after the routine academic hours

The existing academic training in infection control and neonatal resuscitation to be converted to add on programs , also the following areas were proposed for new courses

Geriatrics Disaster management,Peritoneal dialysis,CPR,



The meeting adjourned at 4 pm



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## Action taken report

Sl no	Plan of action	Target action	Status
1	Criteria wise work division	Work divided and action started	Ongoing
2	Data assimilation	Started	Ongoing
3	Introducing the concept of NAAC to all	Started	Ongoing

*Rajee*

IQAC COORDINATOR

*Rajee*

PRINCIPAL

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MINUTES OF THE SECOND IQAC MEETING HELD ON 27<sup>TH</sup> MAY 2019

VENUE: CONFERENCE HALL, AMALA COLLEGE OF NURSING

AGENDA FOR THE MEETING

- IQAC02. 01 Progress of NAAC related work
- IQAC02.02 Introduction of E learning
- IQAC02.03 Introduction of organic farming
- IQAC02..04Physical infrastructure & Departmentation
- IQAC02.05 miscellaneous

The first meeting of the IQAC of Amala College Of Nursing was held on 27 th May 2019 at Conference Hall, Amala College Of Nursing from 2pm onwards

One third of the quorum was present and it included the following members

- Rev Fr Francis Kurissery CMI
- Rev Fr Deljo Puthoor CMI
- Prof Dr Rajee Reghunath
- Dr Sr Merly John, Additional Professor
- Sr Litha Lizbeth , Professor
- Mrs Lakshmi G, Professor
- Mr Don Jose K, Assistant Professor
- Ms Fiby Franklin, 4<sup>th</sup> year BSc student

The meeting was chaired by Rev Fr Francis Kurissery CMI, Director, Amala Institute Of Medical Sciences, the meeting started with a silent prayer Principal Prof Dr Rajee Reghunath welcomed the members and IQAC coordinator presented the ATR of first meeting which was approved and then she proceeded on with the agenda for the current meeting

Prof. Dr. RAJEE REGHUNATH  
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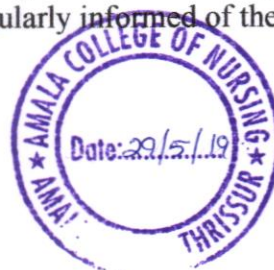


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## **IQAC02.01 CRITERIA WISE WORK PROGRESS**

All criteria heads were intimated regarding the need for progressing the work by principal and Rev Fr Francis kurissery suggested that he needs to be regularly informed of the progress

## **IQAC02.02 INTRODUCTION OF E LEARNING**



*Rajee*  
Prof. Dr. RAJEE REGHUNATH  
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Elearning programme in collaboration with INCISION academy Netherlands was discussed with the principal and administrative sanction was obtained by Principal for proceeding with an annual subscription rate of 820 euros, and draft MoU was being drafted

## **IQAC02.03 Introduction of organic farming**

Organic farming will be started with inauguration of Eco club planned for 6<sup>th</sup> June 2019. Collaboration with the department of agriculture was planned and is awaiting administrative sanction.

## **IQAC02.04 Physical infrastructure and departmentation**

A detailed study was done based on INC criteria and deficiencies to be corrected will be presented in next meeting.

## **IQAC02.05 Miscellaneous**

Other general plans were discussed and possibilities of language development to be explored. The meeting adjourned at 2.30 pm.

IQAC COORDINATOR

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## Action taken report

Sl no	Plan of action	Target action	Status
IQAC02.POAO1	Monitor Criteria wise work progression	Criteria heads feedback taken every week and progress monitored	Ongoing
IQAC02.POAO2	International collaboration with INCISION academy	Pilot testing of videos done to students MoU drafted	Ongoing
IQAC02.POAO3	Organic farming	Started with 4 plots given to 4 year students	Ongoing with regular schedule
IQAC02.POAO4	Language lab	Dr Rajee Reghunath & Sr litha Lizbeth visited the language lab of Vimala College	Proposal submitted to Director

IQAC COORDINATOR

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## MINUTES OF THE THIRD IQAC MEETING HELD ON 31<sup>ST</sup> OCTOBER 2019

VENUE: CONFERENCE HALL, AMALA COLLEGE OF NURSING

### AGENDA FOR THE MEETING

- IQAC03. 01 Comparative study results of physical infrastructure with INC criteria
- IQAC03.02 Criteria wise target achievability
- IQAC03.03 SAAC
- IQAC03..04KUHS QAS

The Third meeting of the IQAC of Amala College Of Nursing was held on 16 th August 2019 at Conference Hall, Amala College Of Nursing from 2pm onwards

One third of the quorum was present and it included the following members

- Rev Fr Francis Kurissery CMI
- Rev Fr Deljo Puthoor CMI
- Prof Dr Rajee Reghunath
- Dr Sr Merly John, Additional Professor
- Sr Litha Lizbeth , Professor
- Mrs Lakshmi G, Professor
- Mr Don Jose K, Assistant Professor



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The meeting was chaired by Rev Fr Francis Kurissery CMI, Director, Amala Institute Of Medical Sciences, the meeting started with a silent prayer Principal Prof Dr Rajee Reghunath welcomed the members and IQAC coordinator presented the ATR of second meeting which was approved and then she proceeded on with the agenda for the current meeting

## **IQAC03.01 Comparative study results of physical infrastructure with INC criteria**

A detailed presentation was made regarding the infrastructure related corrections and modifications needed as per INC criteria, the committee whole heartedly welcomed the suggestions and assured that the needed developments will be done at the earliest

## **IQAC03.02 Criteriawise target achievability**

The various criteria wise targets were presented and it was applauded by the committee, it was suggested that inter departmental collaborations and common facilities can be merged by common letters, also the need to prepare utilization registers and policies and documents for common facility of the campus


## **IQAC03.03 SAAC**

NAAC has practiced the Policy of an enabling organization to achieve the desired quality consciousness among HEIs through a 3 tier quality sustenance activity

The HEI, State level quality assurance bodies, NAAC

The IQAC coordinator presented regarding the concept of SAAC as above and expressed the interest in concurrent process of three tier application which was well appreciated by the committee



  
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## IQAC03.04 KUHS QAS

It is the university level quality assurance system designed and implemented by KUHS for permanent affiliation. Guidelines are already prepared and discussed and a rough inspection to be done by CQAS program delegates

**The meeting adjourned at 330pm**

IQAC COORDINATOR



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## Action taken report

Sl no	Plan of action	Target action	Status
IQAC03.POAO1	Physical infrastructure related work	Initiation of correspondence	done
IQAC03.POAO2	Criteria wise progress monitoring	Targets given	Ongoing
IQAC03.POAO3	SAAC, KUHS QAS	Short-term training program on KUHS QAS attended by IQAC Coordinator	Ongoing with regular schedule

IQACCOORDINATOR

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IQAC03.POA01	Physical infrastructure related work	Initiation of correspondence	done
IQAC03.POA02	Criteria wise progress monitoring	Targets given	Ongoing
IQAC03.POA03	SAAC, KUHS QAS	Short-term training program on KUHS QAS attended y IQAC Coordinator	Ongoing with regular schedule

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## MINUTES OF THE FOURTH IQAC MEETING HELD ON 31<sup>ST</sup> OCTOBER 2019

VENUE: CONFERENCE HALL, AMALA COLLEGE OF NURSING

### AGENDA FOR THE MEETING


- IQAC03. 01 Comparative study results of physical infrastructure with INC criteria
- IQAC03.02 Criteria wise target achievability
- IQAC03.03 SAAC
- IQAC03..04KUHS QAS

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- Rev Fr Deljo Puthoor CMI
- Prof Dr Rajee Reghunath
- Dr Sr Merly John, Additional Professor
- Sr Litha Lizbeth , Professor
- Mrs Lakshmi G, Professor
- Mr Don Jose K, Assistant Professor



  
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### **IQAC03.01 Comparative study results of physical infrastructure with INC criteria**

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## MINUTES OF THE SPECIAL COMMITTEE FORMED TO IMPLEMENT QUALITY ASSURANCE SYSTEM

A special committee was formed in Amala College of nursing with the following members in starting the quality assurance process and feasibility of applying for accreditation process

The following were the members of the committee

1. Rev Fr Francis Kurissery CMI
2. Prof Dr Rajee Reghunath Principal Amala College of Nursing
3. Sr Litha Lizbeth Vice principal
4. Sr Merly John
5. Prof Lakshmi G

The first meeting of the committee was held on 3<sup>rd</sup> October 2017 at conference hall Amala College of Nursing at 3 pm The meeting was chaired by Rev Fr Francis Kurissery CMI

The major areas of discussion under for the meeting were

### **Implementing new patterns of work – dual role and improving the quality of care and clinical learning experiences for students**

Prof Dr Rajee Reghunath proposed the concept of implementing dual role for faculty members which will improve the quality of patient care and also the clinical learning experiences of the students, he suggested that many of the pioneering institutions in India are implementing this and was found to be highly successful in improving the overall quality

The committee unanimously approved the suggestions and Rev Fr Francis Kurissery suggested that the decision can be finalized after management level discussion


### **Participating in the quality accreditation process in the hospital;**

Amala hospital was in the process of undergoing quality accreditation by NABH and hence it was the need of the hour for college of nursing faculty to get involved in the audit document preparation The committee took a decision to participate in the quality audit process of NABH and also to cooperate with the quality department of the hospital to improve patient care quality

### **Modifying and approving the strategic plan**

A strategic plan was formulated under the leadership of prof Dr Rajee reghunath for 10 years from 2015 to 2025, he asked the present committee to go through the plan and add on any modifications as needed



  
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## Plan for NAAC accreditation

Rev Fr Francis Kurissery suggested that the repute and quality of the institution should always be benchmarked using quality accreditation processes like NAAC and it is the dream of the management to attain the highest level of scoring in NAAC for Amala College Of Nursing

## Formulation of NAAC steering committee

Base on the discussions the committee decid3d to convert itself as NAAC steering and start the preliminary feasibility assessment for NAAC in the college

The meeting adjourned at 3.45 pm

  
PRINCIPAL

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## ACTION TAKEN REPORT

Following the first meeting of the special committee to implement quality assurance process the following actions were taken

SL NO	PLAN OF ACTION	ACTION TAKEN	REMARKS
1	Implementation of dual role for faculty	Sr Merly John to be appointed as Chief Nursing Officer with proper approval from management committee	To be decided after management approval
2	Participating in NABH	All faculty members to participate in quality audit	Quality teams formed
3	Strategic plan modification	Suggested modifications added	Done
4	NAAC steering committee	The present committee converted to NAAC steering committee	Done

  
**PRINCIPAL**

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## MINUTES OF THE FIRST MEETING OF NAAC STEERING COMMITTEE

The special committee in starting the quality assurance process and feasibility of applying for accreditation process was converted to NAAC steering committee

The following were the members of the committee

1. Rev Fr Francis Kurissery CMI
2. Prof Dr Rajee Reghunath Principal Amala College of Nursing
3. Sr Litha Lizbeth Vice principal
4. Sr Merly John
5. Prof Lakshmi G

The first meeting of the committee was held on 12<sup>th</sup> March 2018 at conference hall Amala College of Nursing at 3 pm The meeting was chaired by Rev Fr Francis Kurissery CMI

The major areas of discussion under for the meeting were

### Regular participation in hospital quality committee

Since Dr Sr Merly john has taken charge as CNO on January 1<sup>st</sup> 2018 , Prof Dr Rajee Reghunath suggested that she should regularly participate in all the quality activities of the hospital and other faculty members should also be involved in the quality meetings

### Regular training in NABH

The faculty as well as student should be regularly trained along with the hospital staff in the NABH process, for this training and documentation workshops could be arranged

### Feasibility study of the NAAC accreditation process

Rev Fr Francis kurissery suggested the principal to conduct a feasibility study of the process of NAAC accreditation for Amala college Of nursing and submit the report by next meeting

### Improving clinical learning experiences of students

Principal suggested that since now our faculty is in charge of the service side there should be a marked improvement in the quality of clinical experience provided r our student s and more cooperation to be obtained from the ward side when the students are posted

### Regular meeting of steering committee

The committee unanimously agreed that the meetings to be regularized after the report of feasibility from principal and the quality process to be intuited as early as possible

The meeting adjourned at 3.30pm



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## ACTION TAKEN REPORT

SL NO	PLAN OF ACTION	ACTION TAKEN	REMARKS
1	Regular participation in hospital quality committee	All faculty members are involved in the internal audit process as a part of quality team	Going on
2	Feasibility study of the NAAC accreditation process	Prof Dr Rajee Reghunath started studying the various institutions already done NAAC for the process of feasibility	Ongoing
3	Improving clinical learning experiences of students	Dr Sr merly John assured action will betaken	

  
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