

GODAVARI FOUNDATION'S
GODAVARI COLLEGE OF NURSING JALGAON
IQAC MEETING REPORT 2.08.2022

As a part of quality improvement, a core team meeting at college level was held on 2/08/2022 in the Seminar Hall of Godavari College of Nursing at 2.00 pm.

THE MEMBERS PRESENT

SR. NO.	NAME OF MEMBERS	POSITION
1.	Dr Mousami Lendhe	Chairperson
2.	Mrs. Vishakha Ganvir	Secretary
3.	Mrs. Jacinth Dhaya.C.H.	Co-ordinator
4.	MS. Ashwini K.Vaidya	Member
5.	Mr. Shivanand Biradar	Member
6.	Ms. Manorama Kashap	Member
7.	Ms.Menao Khuraijam	Member
8	Ms.Nimmi Varghese	Member
9	Mr Piyush Wagh	Member

AGENDA:

- 1) Review of previous meetings.
- 2) Discussion of activities to be done in the new academic year
- 3) Discussion regarding the drawbacks and mistakes done in the last academic year
- 4) Discussion was done on completing all the documentation for NAAC Accreditation
- 5) Plan for next meeting

ACTION TAKEN REPORT

Review of previous meetings:

- Minutes of previous meeting was read by Ms. Manorama Kashap; Associate Professor from Medical Surgical department.
- Previous IQAC meeting was regarding progress and course completion of all batches, formulation of new committee members.

Discussion of activities to be done in the new academic year

- The curriculum discussion was done.
- Necessary amendments were made and new committee members and class coordinators were declared for both B.Sc. and M.Sc. nursing.
- As per class coordinators & subject coordinators, both theory classes and clinical hours will be completed on time.
- B.Sc. Nursing IVth year students will continue with their research project work and complete before their internship
- Discussion was done regarding the days and programs to be conducted the whole academic year.
- Syllabus distribution was done.
- The newly appointed teachers were welcomed and Orientation programme should be conducted for new faculty members.

Discussion regarding the drawbacks and mistakes done in the last academic year

- Grievance redressal cell must be updated and to deal with academic and non-academic issues of the students. Documentation must be maintained also
- Documentation of faculty updates such as conferences, workshops, e-learning courses Should be done
- Discussion was done of some programs which were missed out and not conducted
- Discussion was done of the reports of the programs pending to be uploaded in the website

Discussion was done on completing all the documentation for NAAC Accreditation

- Focused on the key points on NAAC submission.
- NAAC coordinator explained about SSR and the format of submission of documents in the prescribed format of SSR.
- A new scanner machine approval was done to scan documents faster for submission
- Documentation work was continuously supervised and checked.

Plan for next meeting

Next meeting was planned in the second week of November.



**DR MOUSAMI LENDHE
CHAIRPERSON**

**CHAIRPERSON IQAC
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**MRS. JACINTH DHAYA C.H.
COORDINATOR
IQAC COORDINATOR
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**GODAVARI FOUNDATION'S
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IQAC MEETING REPORT 3.02.2023**

The core team meeting at college level was held on 3/02/2023 in the conference Hall of Godavari College of nursing at 2.00 pm.

THE MEMBERS PRESENT

SR. NO.	NAME OF MEMBERS	POSITION
1.	Dr Mousami Lendhe	Chairperson
2.	Mrs. Vishakha Ganvir	Secretary
3.	Mrs. Jacinth Dhaya.C.H.	Co-ordinator
4.	MS. Ashwini K.Vaidya	Member
5.	Mr. Shivanand Biradar	Member
6.	Ms. Manorama Kashap	Member
7.	Ms.Menao Khuraijam	Member
8	Ms.Nimmi Varghese	Member
9	Mr Piyush Wagh	Member

AGENDA:

- I. Discussion on previous minutes
- II. Exclusive workshop for undergraduates
- III. Mobilize participation of each undergraduate student in extension/ awareness Activity
- IV. Holistic development of students.
- V. Discussion of pending documentation for NAAC Accreditation
- VI. Plan for next meeting

ACTION TAKEN REPORT

Discussion on previous minutes:

- Minutes of previous meeting was read by Ms. Ashwini K. Vaidya Associate Professor from Mental Health Department.

Exclusive workshop for postgraduates:

- Discussion was done to give more focus to enrich the knowledge and skills of postgraduate students in research, so to fulfill this goal planning exclusive workshop on Basic Research Methodology under MUHS University was planned to be arranged for postgraduates to strengthen their core knowledge on research.

Mobilize participation of each undergraduate student in extension/ awareness activity

- It is to plan to motivate each undergraduate student to participate in extension and awareness activity by providing them new opportunities.
- To execute this, it was planned to enroll students of first year BSc nursing in NSS Volunteer list as the NSS unit was organized in the college.

Holistic development of students.

- It is also planned in this particular meeting to focus on the holistic development of the students
- So, starting of yoga and meditation classes for new batches is scheduled in upcoming month.

Discussion of pending documentation for NAAC Accreditation


- All the criteria faculties have submitted their work.
- Mrs.Jacinth Dhaya ,NAAC coordinator gave the feedback on final SSR Submission and highlighted the important points as follows:
 1. Paper publication in indexed journals need to be improved.
 2. Deficiency in the number of awards for the faculty.
 3. Difficulty to track alumni engagements.
- The NAAC Coordinator asked all the criteria teachers to continue and update the documentation of the current year.


Suggestions from experts:

1. Provide publication guidelines to faculty and students regarding scopus /web of science indexed journals
2. Try for global/national level ranking
3. Careful selection of program title that match with the NAAC guidelines
4. Develop some mechanism to collect alumni engagement details either manually or by some software.
5. Support by the institution for conferences/programs and utilization of the same need to be taken seriously

Plan for next meeting

Next meeting was planned in the month of April.


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IQAC MEETING REPORT 06/04/2023

As a part of quality improvement, a core team meeting at college level was held on 06/04/2023 in the Seminar Hall of Godavari College of Nursing at 2.00 pm.

THE MEMBERS PRESENT

SR. NO:	NAME OF MEMBERS	POSITION
1.	Dr.MousamiLendhe	Chairperson
2.	Mrs. VishakhaGanvir	Secretary
3.	Mrs. Jacinth Dhaya.C.H.	Co-ordinator
4.	Mrs. Ashwini K.Vaidya	Member
5.	Mr. ShivanandBiradar	Member
6.	Mrs. Manorama Kashap	Member
7.	Ms.Menao Khuraijam	Member
8.	Mrs. NimmiVerghese	Member
9	Mr Piyush Wagh	Member

AGENDA:

- 1) Review of previous meetings.
- 2) Discussion regarding the drawbacks and mistakes done in the last academic year
- 3) Discussion regarding the alumni registration form.
- 4) Discussion regarding new semester pattern implemented
- 5) Discussion was done on the assigned DVV corrections.
- 6) Plan for next meeting

ACTION TAKEN REPORT

Review of previous meetings:

- Minutes of previous meeting was read by Ms. Manorama Kashap; Associate Professor from Medical Surgical department.

- Previous IQAC meeting was regarding SSR submission.

Discussion regarding the alumni registration form

- Mr. Piyush Wagh explained about the new tab on website regarding 'Alumni registration form' to improve the alumni engagement.

Discussion regarding new semester pattern implemented

- Curriculum and syllabus distribution of new semester pattern was discussed.
- The new paper pattern and examination schedule was discussed.

Discussion was done on assigned DVV corrections

Focused on the key points on updating corrections in DVV

- NAAC coordinator explained about submitted SSR and the corrections given by NAAC.
- The criterion heads were instructed to update the quantitative data as per suggestion given by NAAC.
- Updating and Corrections of documentation was continuously supervised and checked.

Suggestions from Experts

- NAAC coordinator Mrs. Jacinth Dhaya suggested to complete the work before 15/04/2023 and the DVV has to be submitted before 19/04/2023.
- Mr. Piyush Wagh suggested to inform the alumni about the registration form and to fill it.

Plan for next meeting

Next meeting was planned in the second week of June.


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IQAC MEETING REPORT 08/07/2023

As a part of quality improvement, a core team meeting at college level was held on 08/07/2023 in the Seminar Hall of Godavari College of Nursing at 2.00 pm.

THE MEMBERS PRESENT

SR. NO.	NAME OF MEMBERS	POSITION
1.	Dr.MousamiLendhe	Chairperson
2.	Mrs. VishakhaGanvir	Secretary
3.	Mrs. Jacinth Dhaya.C.H.	Co-ordinator
4.	Mrs. Ashwini K.Vaidya	Member
5.	Mr. ShivanandBiradar	Member
6.	Mrs. Manorama Kashyap	Member
7.	Ms.Menao Khuraijam	Member
8.	Mrs. NimmiVerghese	Member
9	Mr Piyush Wagh	Member

AGENDA:

- 1) Review of previous meetings.
- 2) Discussion regarding the NAAC peer team visit.
- 3) Discussion regarding the renovation of the physical facilities.
- 4) Plan for next meeting

ACTION TAKEN REPORT

Review of previous meetings:

- Minutes of previous meeting was read by Ms Khuraijam Menao; Associate Professor from Obstetrics and gynaecology Department.

Discussion regarding NAAC peer team visit

- As we were expecting the NAAC peer team visit in the college discussion was done to prepare and plan overall activities.
- Discussion was done about criteria wise box files to be updated with all documents required and labelled under the guidance of principal.
- To prepare list of probable students alumni and parents who may remain present at meeting with the peer team and to inform them accordingly.
- To inform other stakeholders and to prepare list of members going to be present in the meeting.
- Discussion regarding preparing and issuing all the articles required for the visit. A request made to account department for the financial support.

Discussion regarding the renovation and updating the physical facilities.

- Discussion was done to renovate and colour the required infrastructural part including the AV aids room, IQAC room and other departments.
- Updated boards and banners of various committee members to be given for printing and pasted in the campus.

Plan for next meeting

Next meeting was planned in the first week August.


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IQAC MEETING REPORT 8.11.2022

The core team meeting at college level was held on 8/11/2022 in the conference Hall of Godavari College of nursing at 2.00 pm.

THE MEMBERS PRESENT

SR. NO.	NAME OF MEMBERS	POSITION
1.	Dr Mousami Lendhe	Chairperson
2.	Mrs. Vishakha Ganvir	Secretary
3.	Mrs. Jacinth Dhaya.C.H.	Co-ordinator
4.	MS. Ashwini K.Vaidya	Member
5.	Mr. Shivanand Biradar	Member
6.	Ms. Manorama Kashap	Member
7.	Ms.Menao Khurajam	Member
8	Ms.Nimmi Varghese	Member
9	Mr Piyush Wagh	Member

AGENDA:

- I. Discussion on previous minutes
- II. Admission process of BSc nursing first year new batch:
- III. Revision of various committee members
- IV. Discussion of pending documentation for NAAC Accreditation
- V. Plan for next meeting

ACTION TAKEN REPORT

Discussion on previous minutes:

- Minutes of previous meeting was read by Mrs. Vishakha Ganvir .Professor from Paediatrics department and the Secretary of IQAC Committee
- A new scanner machine was bought in the college through which the scanning of documents was made easy.

Admission process of BSc nursing first year new batch:

- The admission process committee was made to look after the admission process of BSc nursing first year students in the new academic year 2022-23
- The counseling committee was also formulated in order to counsel the newly joined students.

Revision of various committee members:

- There are many committees functioning in the institution for the smooth delivery of curricular and co-curricular activities. After discussion various committee functions examined and members were revised, and new committee members were added.
- The previous committee members handed over the documented files and reports to the new committee members

Discussion of pending documentation for NAAC Accreditation

- The NAAC coordinator announced the target dates to submit the documents and files for the completion of SSR of the college.
- The criteria heads were requested to take the final meetings and review the pending documentation works

Plan for next meeting:

Next meeting was planned in the first week of February.



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IQAC MEETING REPORT 26/06/2023

As a part of quality improvement, a core team meeting at college level was held on 26/06/2023 in the Seminar Hall of Godavari College of Nursing at 2.00 pm.

THE MEMBERS PRESENT

SR. NO.	NAME OF MEMBERS	POSITION
1.	Dr.MousamiLendhe	Chairperson
2.	Mrs. VishakhaGanvir	Secretary
3.	Mrs. Jacinth Dhaya.C.H.	Co-ordinator
4.	Mrs. Ashwini K. Vaidya	Member
5.	Mr. ShivanandBiradar	Member
6.	Mrs. Manorama Kashap	Member
7.	Ms.Menao Khuraijam	Member
8.	Mrs. NimmiVerghese	Member
9	Mr Piyush Wagh	Member

AGENDA:

- 1) Review of previous meetings.
- 2) Discussion regarding the completion of syllabus.
- 3) Discussion regarding purchasing sanitary padvending machine for hostel girls
- 4) Discussion regarding updating activities on social media accounts
- 5) Suggestion from the experts.
- 6) Plan for next meeting

ACTION TAKEN REPORT

Review of previous meetings:

- Minutes of previous meeting was read by Ms. Ashiwini Vaidya; Associate Professor from *Mental Health Department*.

- Previous meeting was regarding DVV corrections.

Discussion regarding the completion of syllabus

- Discussion regarding completion of distributed syllabus was done and teachers were instructed to take maximum classes to complete the hours allotted.
- Teachers were told to utilise maximum ICT resources for teaching and to upload the teaching videos on YouTube channel of the college.

Discussion regarding purchasing sanitary pad vending machine for hostel girls

- As hostel girls made complaint regarding sanitary pads to be available in the hostel in case of need, hence discussion was done to install a vending machine in the hostel.

Discussion regarding updating activities on social media accounts

- Discussion was done to upload the videos and pictures of various programs and extension activities organised by college on social media platforms like YouTube channel and Facebook page of the college.
- Teachers were instructed to encourage students upload the content and to tag the college name in their posts.
- Selected photographs of activities must be displayed on the departmental notice boards and it should be updated regularly.

Suggestion from the experts

- Ms. Khuraijam Menao suggested to replace the notice boards outside each departments with bigger size and one with glass covering.

Plan for next meeting

Next meeting was planned in the second week of July.


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