

GODAVARI FOUNDATION'S
GODAVARI COLLEGE OF NURSING JALGAON
IQAC MEETING REPORT 02/08/2023

As a part of quality improvement, a core team meeting at college level was held on 02/08/2023 in the Seminar Hall of Godavari College of Nursing at 2.00 pm.

THE MEMBERS PRESENT

SR. NO.	NAME OF MEMBERS	POSITION
1.	Dr.MouşamiLendhe	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. Ashwini Mankar	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 peer team visit
- 5) Discussion was done regarding the peer team visit.
- 6) Plan for next meeting

ACTION TAKEN REPORT

Review of previous meetings:

- Minutes of previous meeting was read by Mrs. Ashwini Mankar; Associate Professor from Child Health Nursing 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 as well
- 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 peer team visit

- Focused on the key points on NAAC Peer team visit.
- All the criterion heads were informed to update the current year ie.2022-23 quantitative data and to be kept ready in a file separately.

- Documentation work was continuously supervised and checked by the coordinator.
- Discussion regarding segregation and arrangements of all the documents maintained by the incharge was done.

Discussion was done regarding the peer team visit

- Discussion regarding peer team visit and work distribution was done.
- Respective committees were formulated along with incharge and team members.
- HODs and NAAC criteria heads were instructed to make the departmental PPTs and NAAC criteria wise PPTs respectively.
- The cultural committee formed and instructed to take practice of the students for cultural program on the day of visit.

Suggestion by the experts

- *All the departmental HODs were suggested to prepare departmental logos, mission, vision and SOPs and to paste them outside the department with the approval of the Principal.*
- All the lab incharge suggested to prepare the lab logos and the SOPs of the lab and to paste them in the labs with the approval of the Principal.

Plan for next meeting

Next meeting was planned in the second week of August.


DR MOUSAMI LENDHE
CHAIRPERSON

**CHAIRPERSON IQAC
GODAVARI COLLEGE OF NURSING
JALGAON**




MRS. JACINTH DHAYA C.H.
COORDINATOR

**IQAC COORDINATOR
GODAVARI COLLEGE OF NURSING
JALGAON**