



Amala
COLLEGE OF NURSING
ACCREDITED BY NAAC WITH A GRADE

AMALA COLLEGE OF NURSING AQAR (2022-2023)



CRITERION 6 – Governance, Leadership and Management

Key Indicator 6.1– Institutional Vision and Leadership

Metric No. 6.1.2 Effective leadership is reflected in various Institutional practices such as decentralization and participative management.

SUBMITTED TO



National Assessment and Accreditation Council

FACULTY MEETING MINUTES
Vol. No.II



Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR RD., THIRUVANANTHAPURAM-680 555

With the blessings of God almighty faculty meeting was held on 15/1/2022 at 12pm at Principals chamber. The meeting was presided over by Principal, Prof. Dr. Rajee Raghunath

Members Present

Rev. Sr. Latha Lizbeth (viceprincipal),
Mrs Lakshmi (professor), Dr. Sr. Mary John,
Sr. Ignace, Mrs. Chaulin, Mrs. Binny,
Sr. Moly Thomas, Mrs. Rina David, Mrs. Shaly Joseph,
Mrs. Merina Therese Jose, Mrs. Arya,
Sr. Timothy Abraham, Mrs. Shilpa James,
Mrs. Aswathy Gopi.

Agenda of the meeting

1. Time schedule for NAAC activities
2. Precautions for covid at college
3. Evaluation on conduct of classes

The main points of discussion are

1. Time schedule for NAAC activities

Final audit of NAAC SSR planned on January last week / february 1st week

Faculty should coordinate the work of NAAC and find extra time to complete work on stipulated time

2. Precautions for covid at college

- Strict adherence to safety measures
- Students with any symptoms to be sent home
- Students at clinical side to be instructed not to visit college
- Maximum of 50 participants for any event
- All meeting to be conducted online

3. Evaluation of conduct of classes

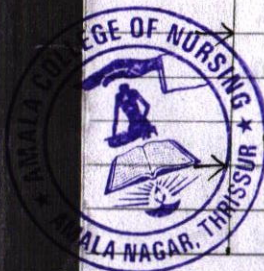
- class coordinator's presented a report of the student progression
- Online classes to be initiated during the next academic year
- permission obtained for common room
- class coordinators to start a whatsapp group for parents
- Students with not adequate attendance not to be admitted for exams
- Initiation of endowments:
 - best outgoing student will receive a cash award of 1000/- Rs. every year (endowment of Rs. 2 lakh)
 - Best teacher researcher to receive cash award of Rs. 25000/- (endowment of Rs. 3 lakh)

PROF. DR. RAJEE REGHUNATH
PRINCIPAL

AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THIRUR
680 555

The meeting adjourned at

Passed by: *[Signature]*
Seconded by: *[Signature]*



With the blessing of God almighty, Faculty meeting was held on 29/09/2022 at 12pm at Conference hall. The meeting was presided over by Principal Prof. Dr. Rajee Regunath.

Members Present

Dr. Rajee Regunath, Sr. Maria ST, Rosemary Aoti, Mr. Domingos, Mrs. Suresh K, Mrs. Chennin Chereka, Mrs. Anubhatu Cropi, Mr. Shalely Joseph, Sr. Grace Marie, Sr. Josephson, Mr. Rina David, Mr. Binay AP, Shilpa James, Rohini, Sr. Molly Thomas, Sr. Latha

Agenda of the Meeting

- Principal exhibit the Memento & KCHS certificate for COAS
- Academic evaluation of all batches
 - Exam schedule
 - Theory completed
- Discussed about external posting of 3rd year BSc nursing students.
- IEC formulation in college
- Preceptorship role & activities
- Pooja holidays
- Discussed about seat enhancement

The Main Points of Discussion are

- Discussed about Academic evaluation tentative plan for all exams, Study leave will start for 4th year BSc nursing

Student from march onwards

- Talk about external posting
 - An bus hospital posting will be start on 11/10/2022
 - Community posting will be start on 11/10/2022
- Discussed about theory completed for all batches
- planned to formulate new IEC, IRB committees for Research.
- About Preceptorship Role & Teachers & Student role are
 - Maintain good communication with preceptors
 - orient the student about preceptor.
 - Get feedback regularly from preceptors & preceptee
- Discussed about Bottle out presentation date & gift for all student participation
- Pooja holiday announced on 4.5-10-22
- sports day planned to november
- Alumni meeting will be conduct on December through online platform
- Discussed about next year purchase for library books, journals et.

Meeting adjourned at 1pm



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MINUTES OF FACULTY MEETING ON 14/10/2022

With the blessing of God almighty Faculty & Management meeting was held on 14/10/2022 at 10am. The meeting was presided over by Rev-Fr Julius Arakelad CMI.

Members Present

Rev-Fr Julius Arakelad CMI, Fr Antony Mammal, Adv. Filjo (HR), Pro-Dr. Rajee Reghunath, Sr Lither Lezbath, Pro-Dr. Sr Marly John, Pro. Kalishami C Nair, Mrs. Sanyal, Mrs. Shady, Mr. Don Jos Is.

Agenda of the Meeting

- Maternity leave for faculty
- Sick leave for faculty
- Salary Increment
- Common holiday for all faculty
- Faculty development programme

The main points of Discussion are

- Maternity leave will be provided according to hospital policy & As per Govt. rule.
- Sick leave will be based on the university protocol & it will be considered
- For Salary increment
 - First Step is stabilizing the salary for all
 - Then increment will be planned again

→ Discussed about

- Faculty motivation talk
 - Faculty development programme like get together, holistic personality course academic performance, yoga & physical training
 - Faculty performance award combined with medical college faculty.
- Common holiday for all will be considered
- Talked about refreshment (tea & snacks) in between the faculty meeting.
- The meeting will be conducted quarterly
- Tenure - 1 year
- Meeting members will be nominated by Principal & selected by administrative committee.

Meeting adjourned at 11:30pm.

Passed by
[Signature]

[Signature]
Principal



Prof. Dr. RAJEE REGHUNATH
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MINUTES OF FACULTY MEETING ON 5/11/2022

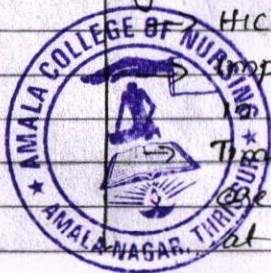
With the blessing of God almighty Faculty Meeting was held on 5/11/2022 at 12pm at the Conference hall. The meeting was presided over by Principal Pro-Dr. Rajee Reghunath.

Agenda of the meeting

1. Clinical posting
2. Academic activities and Host rules & regulation
3. Student complaints
4. Sports and arts day
5. 1st year New batch academic activities and accommodation
6. Alumni Meeting planned to 21-12-2022
7. Visit to Jubili mission college of Nursing and St-Thomas college of nursing
8. Library usage of students
9. Hostel out pass permission for students
10. Usage of library and Central library

The main points of Discussion are

1. Clinical posting & activities discussion lead by Sr. Likhitha (CNO) & Pro. Kalashram G.
Hic rotation for students
2. Improve dual activity of teachers in clinics and college
Time schedule for dual role teachers
are planned to Every Friday at 3pm at college of nursing



- Improve communications between Teachers → Students → Dual role teachers and social interchange
- Teachers are should communicate to the social interchange about clinical activities of student.
- Participate all teachers in department meeting & ward meeting.
- participate monthly department training
- Improve students participation in the activities

2. Academic activities

- discussed about PTA meeting and selection of PTA president.
- change Hostel out pass rule
 - No outing prohibited to Thiruvananthapuram.
 - 3 days outing for students at Amala Nagar
- Students and teachers should participate morning prayer
- Teachers should check ID card, Dressing code, uniform & mobile usage of students in clinics & college.
- Talk about IEC Committee members & research publication of students.
- Prize distribution planned to 8-11-22
- 3. Enhance the students complaints about their examination result.
- 4. Sports and arts day planned to
 - Sports day - 19-11-22
 - Arts day - 28, 29-11-22

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THIRUVANANTHAPURAM - 680 035

- 5 1st Semester batch admission & other activities
 → Talents day for 1st Semester batches planned for December 20th 2022.
 → class will be start on November 20th
- 6 - Alumni meeting will be conduct on 21-12-2022 & discussed the activities of Alumni.
- 7 - Improve library usage of students & teachers.
 - Discussed about central library usage
 → Make list of books needed in library
- 8 Make list of pictures needed to all lab.

Meeting Adjourned at 1:10pm

Presided by

Principal



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MINUTES OF FACULTY MEETING ON 16/11/2022

With the blessing of God almighty Faculty meeting was held on 16/11/2022 at 11am at the Conference hall. The meeting was presided over by principal Prof. Dr. Rajee Reghunath.

Members Present

Prof. Dr. Rajee Reghunath, Prof. Latha Elizabeth
 Dr. Sr. Mercy John, Sr. Jyothish
 Mr. Den Jose V, Mr. Vashis, S. Muneer, Rosemary,
 Mr. Dhilzer, Sr. Dones, Mr. Aswathan, Mr. Shaily
 Joseph, Sr. Grace Maria, Mrs. Rini David
 Mrs. Aneesha V.B., Mr. Chankin Chandel,
 S. S. Krishna, Mrs. Maria E.J

Agenda of the meeting

1. Discussion about Team visit (Nacc visit)
2. utilization of simulation lab.
3. Discussion about models & picture needed for each lab.
4. Discussion about department file completion & literature file

The main points of discussion are

1. Discussion about Nacc visit
 - Explained about the exhibition for Nacc visit
 - planned the students needed for each committee
2. students are planned to present the

Simulation lab, Innovation et.

→ 5 members were selected for student case team.

Members are Sisir, Suresh, Siva, Alvin, Alena, mamana & Maria. & Dasline. They are ~~are~~ representative from all student & student activity will be done through their participation.

3 → Talked about model & picture needed for lab & other NACE activity.

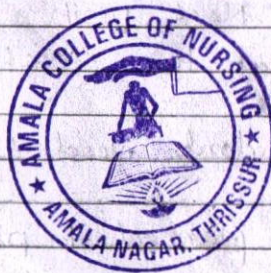
4 → Discussion about departmental activity and planned to conduct departmental visit on 19/12/2022.

meeting Adjourned at 1pm

passed by

Dr. Rajee

principal



Prof. Dr. RAJEE REGHUNATH

PRINCIPAL

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MINUTES OF FACULTY MEETING

ON 6/12/2022

With the blessing of God Almighty Faculty Meeting was held on 6/12/2022 at the conference hall. The meeting was presided over by Principal P. Dr. Rajee Reghunath.

Members present

Dr. Dr. Rajee Reghunath, Sr. mesy john, Sr. jagathish, Sr. litha, Mrs. Lekshmi L. Anesha, Mrs. yashly, Mrs. Chandris chacko, Mrs. Biney, Sr. Grace Marya, Sr. Mariya, Mrs. Rina David, Mrs. Aswathi Gopi, Mrs. Shilpa James, Mrs. Krishnaya, Mrs. Rosang, Mrs. & Mrs. Suraya.

Agenda of the meeting

- College day.
- Inauguration function for 1st year MSc.
- Moc audit
- Alumni meeting (inhouse meeting & online meeting)
- Christmas celebrations planned
- Parents meeting and talents day on 2022 bsc batch
- student leave
- Mrs. topic decisions

The main points of discussion are

→ College day

- College day planned on 9/12/22.
- Committee selected.

Reception, programme committee,
recreation, food committee, finance,
• Ekabaredakam planned on college day
• Time 8-9pm

→ Inauguration for 1st msc nursing
planned on 7/12/22

→ Alumni meeting

- inhouse alumni meeting planned on 14-12-22 at lecture hall.
- Place orientation & preparations for place visit.
- Online alumni meeting planned on 21/12/22 at 8pm

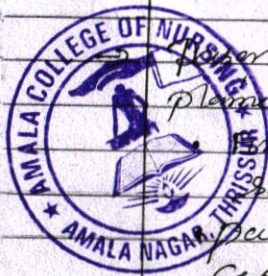
→ Moc audit planned on 9/12/22 & 10/12/22

- department visit
- LOAC
- Qualitative file should be ready during visit.

Students meeting and talents day
planned on 20/12/22

• 1st semester vacation programme to
start on 21/12/22 - 24/12/22

parents meeting & lamp lighting
ceremony planned before leave



- After that talents day & parents
will be allowed for talents day

→ Discussion about Christmas holiday
• 3 days holiday allowed for
teachers and students

→ Msc 1st year topics decided

Arnp - Mrs Shelly, Mrs Sangeetha, Mrs ya
educator - Mrs. Chandra, Mr don for k
Research - Dr. Rajee Reghunath, Mr. Rini
Specialty - Mrs Boney

Meeting Adjourned at 1pm

passed by
Boney

principal

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MINUTES OF FACULTY MEETING ON 17/12/22

With the blessing of God Almighty faculty meeting was conducted on 17/12/22 at 12pm in Conference hall. The meeting was presided over by Dr. Rajee Beghunath

Members present

Dr. Dr. Rajee Beghunath, Sr. Latha Lizbeth, Sr. Mary John, Sr. Dona, Sr. Jyothsna, Mrs. Shaly, Mrs. Rina, Mrs. Anesha, Mrs. Chendin, Mrs. Maria, Sr. Maria, Sr. Grace Maria, Mrs. Rasmiya Ato, Mr. Shyla James, Mr. Surya, Mrs. Ananth

Agenda

→ Nace visit.

Points of discussion are

- Principal has conveyed details of Nace visit to all teachers
- Thought about the responsibility of each committee
- Discussed regarding time plans on Nace visit
 - day 0 - day 3 activity of teachers and others.
- Name of teacher announced for each committee for the smooth functioning

→ Thought about the things needed for Nace visit

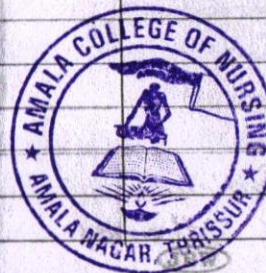
- Bacea
- Kerala Bacea for students & teachers
- Flag of different country, Kalasi, mahimiyattam, Robast, welcome board, - for reception

- flowers, Thaleem, venchamam
- Discussed regarding hospital visit with Nace peer team and
- Dual role teachers and pro. Lakshmi
- Cr. Shad be joined in hospital visit
- campus visit will lead by Prof. Lakshmi to Sr. Mary John with Nace peer team

Meeting Adjourned at 1pm

passed by
smaller

lf
Principal



lf
Prof. Dr. RAJEE BEGHUNATH
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MINUTES OF FACULTY MEETING

ON 18/4/2023

With the blessing of God almighty faculty meeting was conducted on 18/4/2023 at 3pm in Museum hall. The meeting was presided over by Dr. Rajee Reghunathan.

Members present

Prof. Dr. Rajee Reghunathan, Sr. Leth Elizabeth, Sr. Medy John, Prof. Lakshmi G., Sr. Jyothsna, Mrs. Shaily, Mr. Rina, Mrs. Shilpa, Mr. Don, Mrs. Aswathy, Dr. Ambrose, Mrs. Rosalya, Sr. Doris, Mrs. Shrinu, Mrs. Geetha, Mrs. Linda, Mrs. Anesha, Mrs. Iskrinings, Mr. Archana, Sr. Grace princy, Sr. Laxmi, Mrs. Manya.

Agenda

- Evaluation of National conference
- Evaluation of KNMC inspection
- Curriculum planning
- KNMC & MUHS inspection
- New department planning
- Use of Edusoft
- Faculty tour.

Point of discussion are

Evaluation of National Conference
Principal Sir conveyed thanks

to all faculty for their participation and gave some instructions a toast was served during conference.

- principal Sir communicated about the finance expenses for national conference and deficiency amount.

→ KNMC inspection

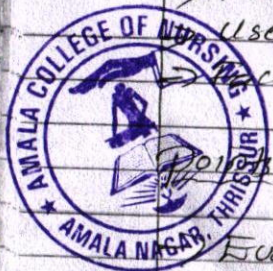
- The inspection was good
- Sir congratulated every one for their presence and active involvement during inspection
- Next visit inspection for seat enhancement will come in next week
- Sir heard about the INC and visit inspection for seat enhancement

→ Curriculum planning

- instructed to prepare course plan, unit plan, lesson plan according to NMC instructions.

→ New department planning

- Sir communicated about the new department according to INC syllabus
- Announced the name of departmental head Dr. Jyothsna
- planned department inauguration on date is not planned to May 15th or May 16th



Prof. Dr. RAJEE REGHUNATHAN

PRINCIPAL

AMALA COLLEGE OF NURSING

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- Faculty tour
- Faculty tour was planned on May 1st
 - date was not confirmed
 - two day trip was changed into one day trip
 - place - Karamankulam or, local tour at
- use of Edusoft, model class
- improve the use of edusoft
 - class was about edusoft was planned May 17, 18
 - for instructor to see the tutorial class of edusoft before attending the class.

Meeting adjourned at 3:53pm

Principal

passed by:



MINUTES OF FACULTY MEETING ON 15/5/2023

With the blessing of God Almighty Faculty Meeting was conducted on 15/5/2023 at 3:00 pm. The meeting was presided over by Dr. Rajee Reghunath.

Members present

Dr. Dr. Rajee Reghunath, Sr. Latha, Lizbeth, Sr. Mary John, Sr. Jyothi, Sr. Grace Mary, Sr. Anila, Mrs. Shady, Mrs. Ramesha, Mrs. Anandha, Mrs. Neetha, Mrs. Shree, Mrs. Sanya, Mr. Brij, Mrs. Archana, Sr. Manu.

Agenda

→ KHS inspection

Principal has conveyed message regarding KHS inspection. Newly for Seat enhancement. Respected principal gave instructions regarding inspection and all are prepare the present status about the curriculum.

Instructed to prepare personnel file, Bony Certificates as assigned.

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Meeting Adjourned at 3:15pm.

Principal