



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

MINUTES OF IQAC MEETING 2022-2023



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

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

MINUTES OF THE IQAC MEETING HELD ON 15TH JANUARY 2022(For QUARTER 1 FROM JANUARY – APRIL 2022)

The first meeting of the quarter 1 of the year 2022, for IQAC was held on 15th January 2022 at Conference hall, Amala College of Nursing .

Since it was quarter one it was near to full quorum meeting with the exception of external member and alumni members. The meeting commenced at 11 am with a silent prayer in the presence of following members.

Name of the member	Designation in IQAC
Rev Fr Julious Arakkal CMI, Director, AIMS	Management Representative
Rev Fr Francis Kurissery CMI, Academic Coordinator , AIMS	Management Representative
RevFr Deljo Puthoor CMI,Associate Director AIMS	Management Representative
Rev Fr Antony Mannummel CMI, Associate director,AIMS	Management Representative
Prof Dr Rajee Reghunath, Principal,Amala College Of Nursing	Chairperson
Mr Saiju Edakklathoor ,COO, AIMS	Administrative officer
Mr Franco Joseph,CFO, AIMS	Administrative officer
Mr Piljo Varghese, HR Manager, AIMS	Administrative officer
Sr Litha Lizbeth,Vice Principal AIMS	Teachers representing various levels
Dr Sr Merly John, Additional Professor	
Sr Jyothish CSC	

Mr Don Jose K	
Mrs Lakshmi G	
Ms Della VV	Student representative

The following agenda were discussed

Agenda no	Agenda item	Points discussed	Remarks
IQAC22Q1.01	Minutes and ATR review	The Q3 meeting minutes of 2021 was discussed The members agreed in unanimously passing them minutes without any corrections. ATR All the targets except the SSR submission was achieved so it was decided to take up the SSR submission more seriously in this quarter	To complete the SSR submission this year
IQAC22Q1.02	Plan for SSR submission in 2022	IQAC has planned the time line for submission of SSR in 2022 by March, the committee opined to get expert help form mentor institutions	To obtain expert training
IQAC22Q1.03	Infrastructural and resource needs for SSR	The IQAC coordinator chalked out time line for each activity till peer team visit and presented the schedule , The management representatives	The management representative offered all support

		offered all support from the management side	
IQAC22Q1.04	IQAC plan of action for the year 2022	The detailed action plan for all activities including the meetings were presented by the IQAC coordinator and the committee arrived the plan	Sanctioned
IQAC22Q1.05	Strengthening of SQAC	SQAC was functioning but needs to be more strengthened in view of the forthcoming SSR submission accordingly more activities are chalked out by IQAC to empower SQAC	Action plan sanctioned
IQAC22Q1.06	Appointment of IQAC co coordinator	IQAC coordinator requested a strong backup team including IT & dedicated clerical support along with and assisting faculty to coordinate data entry	The management committee will decide and inform IQAC
IQAC22Q1.07	QAS follow-up	Chairperson informed the committee that the QAS accreditation results are in the process only	To request to university regarding the results and certification of QAS
IQAC22Q1.08	Feedback analysis presentations	The various feedbacks such as curriculum, facility, parent and other professionals were	Director father suggested that all action taken reports to be

		presented by the IQAC coordinator and the major findings of each were discussed	thoroughly followed up.
IQAC22Q1.09	Approval of add on courses for the academic year	The add on courses discussed and approved by the curriculum committee were presented by department heads to IQAC through IQAC coordinator department of Medical surgical nursing continues with Gerontology and has framed an additional course in Critical care nursing, Environment & sustainability (community health nursing), Guidance & Counselling(Mental health Nursing), Neonatal resuscitation (Child Health Nursing), Women's health (OBG Nursing)	All accepted by IQAC for implementation

The meeting concluded at 1pm.



Lakshmi G
Prof Lakshmi G
IQAC Coordinator

COORDINATOR
INTERNAL QUALITY ASSURANCE CELL
AMALA COLLEGE OF NURSING
THRISSUR, KERALA



AMALA COLLEGE OF NURSING

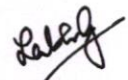
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ACTION TAKEN REPORT OF QI IQAC MEETING HELD ON 15TH JANUARY 2022

IQAC AGENDA NO	PLAN OF ACTION	ACTION TAKEN	STATUS
IQAC 22 Q1.02	Expert training for SSR submission	The chairperson requested to mentor college and Dr Sony Kuriakose , IQAC coordinator Nirmala College, Muvattupuzha assigned for training	First training workshop on 17 th January 2022
IQAC 22 Q1.03	Infrastructural and resource augmentation	Proposal submitted to governing council	Preliminary plan approved by governing council
IQAC 22 Q1.05	Strengthening of SQAC	Ms Della VV selected as SQAC coordinator	SQAC core team formed
IQAC 22 Q1.06	Support staff for IQAC	Ms Alitta IT analyst appointed as IT support	Data entry staff assigned




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MINUTES OF THE IQAC MEETING HELD ON 26th SEPTEMBER 2022(For QUARTER 2 FROM MAY – AUGUST 2022)

The second meeting of the quarter 2 of the year 2022, for IQAC was held on 26th September 2022 at Conference hall, Amala College of Nursing .

The meeting was conducted as an overall review and preparation of NAAC peer team visit involving all major management representatives and administrators. The meeting commenced with silent prayer at 9 am and the following members were present.

Name of the member	Designation in IQAC
Rev Fr Julious Arakkal CMI, Director, AIMS	Management Representative
RevFr Deljo Puthoor CMI,Associate Director AIMS	Management Representative
Rev Fr Antony Mannummel CMI, Associate director,AIMS	Management Representative
Prof Dr Rajee Reghunath, Principal,Amala College Of Nursing	Chairperson
Mr Saiju Edakkalthoor ,COO, AIMS	Administrative officer
Mr Franco Joseph,CFO, AIMS	Administrative officer
Mr Piljo Varghese, HR Manager, AIMS	Administrative officer
Sr Litha Lizbeth,Vice Principal AIMS	Teachers representing various levels
Mr Don Jose K	
Mrs Lakshmi G	
Ms Sisisra Suresh	
	Student representative

The following agenda were discussed

Agenda no	Agenda item	Points discussed	Remarks
IQAC22Q2.01	Minutes and ATR review	The Q1 meeting minutes of 2022 was discussed. ATR All the targets in this quarter achieved	IIQA, SSR & DVV completed successfully , awaiting PTV
IQAC22Q2.02	Review of NAAC process milestones	The committee appreciated the efforts of IQAC and all criteria teams in successfully completing the IIQA, SSR, PTV in an excellent level	
IQAC22Q2.03	Preparation for PTV	The committee discussed the action plan for preparation for NAAC peer team visit Separate committees for coordinating various aspects of the PTV such as presentations, installations, campus go arounds were formed	Equal contributions from management and administrative team for each committee formed
IQAC22Q2.04	Planning of cultural event	Screening programs for selecting students for the cultural events are discussed and planned. Chairperson reminded the need	Separate screening and cultural committee formed

		to do it without affecting the academics and clinics	
IQAC22Q2.05	SQAC activities for peer team visit	SQAC committees including media cell of students needs to be formed and a schedule for SQAC Orientations by IQAC was planned	Action plan sanctioned

The meeting concluded with the concluding note by the chairperson on enhanced team works and cooperation from all department staff for conduct of peer team visit



[Signature]
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ACTION TAKEN REPORT OF QI IQAC MEETING HELD ON 4TH SEPTEMBER 2022

IQAC AGENDA NO	PLAN OF ACTION	ACTION TAKEN	STATUS
IQAC 22 Q2.02	NAAC peer team visits preparation	With the help of mentor college various committees were designed and formulated such as program committee, NAAC documentation committee, cultural committee, and media cell	Committees started functioning
IQAC 22 Q2.04	Cultural event planning	Under the leadership for Rev Fr Antony Mannummel, a core team formed under Dr Sr Merly John ,Sr Maria and student leaders Maria & Yatin	plan approved by collegecouncil
IQAC 22 Q2.05	SQAC Orientation	Under the leadership of SQAC coordinator Ms Sishira Suresh the SQAC orientation series commenced	IQAC regularly guiding SQAC




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MINUTES OF THE IQAC MEETING HELD ON 16th NOVEMBER 2022

A special meeting of the IQAC was held on 16th November 2022, 10am in Conference Hall with the objective of orienting the IQAC members to NAAC peer team visit and SSR details. All IQAC management and administrative members were present for the meeting.

Name of the member	Designation in IQAC
Rev Fr Julious Arakkal CMI, Director, AIMS	Management Representative
RevFr Deljo Puthoor CMI, Associate Director AIMS	Management Representative
Rev Fr Antony Mannummel CMI, Associate director, AIMS	Management Representative
Prof Dr Rajee Reghunath, Principal, Amala College Of Nursing	Chairperson
Mr Saiju Edakkalathoor ,COO, AIMS	Administrative officer
Mr Franco Joseph, CFO, AIMS	Administrative officer
Mr Piljo Varghese, HR Manager, AIMS	Administrative officer
Sr Litha Lizbeth, Vice Principal AIMS	Teachers representing various levels
Mr Don Jose K	
Mrs Lakshmi G	
Ms Sisisra Suresh	Student representative

The following agenda were discussed

Agenda no	Agenda item	Points discussed	Remarks
IQAC22Q2A.01	Orientation of NAAC process to IQAC members	A detailed orientation program for the IQAC members regarding the NAAC process was given. The various steps undergone in the institution and its status were clearly explained to them.	
IQAC22Q2A.02	SSR Orientation to IQAC members	The salient features of SSR were explained and a booklet on major features of SSR were distributed to the members. Each of the members role in the entire PTV was clearly were explained and a mock luncheon meeting discussion was also done	The members expressed solidarity with the IQAC efforts

IQAC22Q2A.03	Mock presentation	Trial presentations of Principal, IQAC and department heads were done	IQAC members provided constructive suggestions on improving the quality of presentations .It was suggested that infographic slides can be used.
IQAC22Q2A.04	Reception of peer team	After an interactive discussion , it was decided by the IQAC to make arrangements to recieve the peer team members in a traditional Kerala way	The necessary arrangements will be made for the reception
IQAC22Q2.05	SQAC Presentation to IQAC	SQAC coordinator Ms Sisira Suresh briefed the IQAC regarding the various activities taken up the student committees	The members appreciated the efforts of IQAC in molding the SAQC

The meeting concluded at 1 pm



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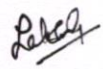
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ACTION TAKEN REPORT OF Q2A IQAC MEETING HELD ON 15TH NOVEMBER 2022

IQAC AGENDA NO	PLAN OF ACTION	ACTION TAKEN	STATUS
IQAC 22 Q2A.03	Trial presentations	Based on the suggestions by the IQAC members, the IQAC took technical guidance from IT department and started preparing info graphic based presentation	All presentations common template designed by IQAC and circulated to all departments
IQAC 22 Q2A.04	Reception and other arrangements for PTV	Preparations started under various committees for reception of PTV and minute to minute event planning done	Mock trials planed every week




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MINUTES OF THE Q1 IQAC MEETING HELD ON 04th JAN 2023 (For QUARTER 1 FROM JANUARY- APRIL2023)

The first meeting of the quarter 1 of the year 2023, for IQAC was held on 4th December 2023 at Conference hall, Amala College of Nursing.

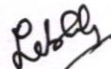
It was a very crucial meeting since the forth coming Peer team visit, is on the Anil and scheduled on 19th and 20th January 2023.

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Sr Jyothish CSC	
Mr Don Jose K	
Mrs Lakshmi G	
Ms Sisira Suresh	Student representative

The following agenda were discussed

Agenda no	Agenda item	Points discussed	Remarks
IQAC23Q1.01	Minutes and ATR review	The Q3 meeting minutes of 2022 was discussed The members agreed in unanimously passing. the minutes	
IQAC23Q1.02	Annual report 2022 presentation	IQAC coordinator presented the report of activities done in 2022.	
IQAC23Q1.03	IQAC Action plan presentation	The action plan for the year 2023 was presented by the IQAC coordinator	Plan approved by the committee
IQAC23Q1.04	IQAC meeting calendar 2023	IQAC meeting schedules presented y the IQAC coordinator	Approved by IQAC
IQAC23Q1.05	IQAC Manual release	The various IQAC manuals such as simulation manual, OBE manual, Library manual, Policy manual presented to the committee by the coordinator	Approved By IQAC, and suggested to print all manuals in the Common format as Prescribed by the IQAC
IQAC23Q1.06	Feedback analysis	The various feedbacks were presented by the IQAC coordinator and action taken report of each feedback discussed	All feedbacks & ATRs approved by IQAC
IQAC23Q1.07	Add on course approval	The IQAC invited proposals from various departments through curriculum committee	The departments to submit detailed proposal including curriculum

The meeting concluded at 1pm.


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