



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

UG Co-ordination committee Register



1998
Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 559

MINUTES OF VC COORDINATION MEETING : SIXTH

With the blessings of God Almighty
VC coordination meeting was commenced on
15/11/2022 at 12.00 pm under the guidance
of Principal cum chairperson Prof Dr Rajee
Raghunath

The main agenda of the meeting was

- USCC 06:01: Time schedule for NAAC activities
- USCC 06:02: Precautions for covid spread at college
- USCC 06:03: Evaluation of classes (Theory hours)
- USCC 06:04: Discussion on college council

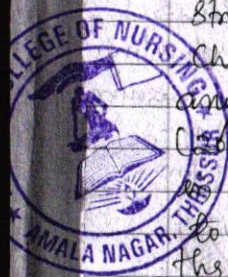
USCC 06:01: chairman discussed the need
to spend more time for naac activities

The teachers can utilize 4-5 time for
NAAC activities and it can be taken as
compensation hours later. Chairman informed
all criteria heads to decide the work schedule as
The final audit is scheduled in January next week.

USCC 06:02: Precautions for covid and covid
protocol.

Chairman discussed regarding the
covid protocol to be followed in the college
for the prevention of spread of covid among
students and to prevent cluster formation.

Chairman informed that students having
any symptoms of covid should be sent home
(2019 & 2020 batches). Students who are posted
to clinical area are not supposed to come
to college. Also told to conduct all meetings
through online.



USCC 06:03: Evaluation of classes.

Chairman informed about the initiation of
new academic year to be planned. All class
teachers to be planned about the completion
of classes & practicals of present academic
year. Also chairman informed that class room
will be closed, it will be opened for theory
classes only. Chairman informed about the
formation of whatsapp group for parents
in order to inform the absentees in the
group. Chairman discussed about the endowment
for students & staff. The management is planning
to give a cash award of Rs 10000 for best outgoing
student every year and Rs 25000/year for
staff research activities (best researcher).

USCC 06:04: Discussion on college council.
Chairman informed the responsibilities and
decision of college council. The policies regarding
compensation duty, leave, internal exams
for ^{students} with ^{less average}, improvement etc will be
decided by the college council.

ACTION TAKEN REPORT

Evaluation of theory classes	Completed the Theory hours (2019 2018 batches)
Clinical posting of 2019 & 2020	Planned OSCE & clinical posting started next activities extensively

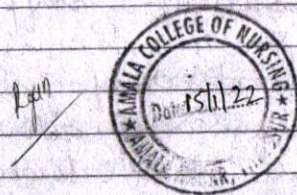
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(TRV)

Seconded by: Kalashini B

The following members were present for the meeting.

1. Prof Dr Rajee Reghunath, chairperson
2. Sr Latha Elizabeth Viceprincipal.
3. Mrs. Lekshmi, PG programme coordinator.
4. Dr Sr Merly I MSc Class coordinator
5. Mrs. Charan Chacko, IV year class coordinator
6. Sr Jyothish, I year class coordinator.
7. Mrs. Anandha V.B, Secretary.
8. Mrs. Meera, III year class coordinator
9. Mrs. Binoy, II year class coordinator



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MINUTES OF UG COORDINATION COMMITTEE MEETING - SEVENTH.

With the blessings of God Almighty UG coordination meeting was conducted on 5/3/2022 at 12.00 pm under the guidance of Principal cum chairperson Prof Dr Rajee Reghunath.

The main agenda of the meeting.

- UGC 07:01 : Evaluation of revision classes and university exam preparations
- UGC 07:02 : Updation of teaching learning student centric methods
- UGC 07:03 : Result analysis

UGC 07:01 : Evaluation of revision classes and university exam.
Chairperson discussed about the revision plan of all batches and the preparation for the university examination. Informed all teachers to follow strict revision plan schedule, revising the question papers and conducting class tests according to unit wise and subject wise in all BSc(N) batches. Proper instructions should be given to all students about the university exams. Model

- UGC 07:02 Updation of teaching learning and student centric methods.
Chairperson and UGC coordinator informed to monitor and record the

Student centric teaching learning methods in the attendance register. All teachers should prepare a personal file including all teaching learning methods which were implemented for BSc (N) students. Also informed to update the ICT tools implemented and should be properly recorded and filed.

UNC 07:03 Result analysis.

Chairperson discussed about the result of university exam of 2017 batch. ~~Majority~~ Students achieved and scored good marks. Two students failed in 2 subjects. Also discussed to focus more on slow learners and to conduct improvement test and to maintain the system for slow and advanced learners.

ACTION TAKEN REPORT.

- | | |
|--|---|
| 1. Evaluation of revision classes | Revision class schedule planned for all batches. |
| 2. Student centric teaching learning methods | Teachers prepared the schedule of innovative teaching learning methods. |

Presented : charlin chacko
 Seeded : Lakshmi G



The following members were present for the meeting.

1. Prof. Dr. Rajee Reghunath, Chairman *19/11*
2. Sr. Lita Elizabeth, Vice Principal
3. Mrs. Lakshmi G, PG Programme Coordinator
4. Dr. Mesly John I, BSc Class Coordinator *19/11*
5. Mrs. Charlin Chacko, IV year class Coordinator *Charlin*
6. Sr. Jyothish, I year class Coordinator *Jyothish*
7. Mrs. Anesha V B, Secretary *Anesha*
8. Mrs. Mevina Teresa, II year class Coordinator
9. Mrs. Binny, III year class Coordinator



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MINUTES OF VN COORDINATION COMMITTEE MEETING -

EIGHTH

With the blessings of God Almighty
VN coordination meeting was commenced on
4/6/2022 at 12.00 pm under the guidance of
Principal cum chairperson, Prof. Dr. Rajee Raghunath.

The main agenda of the meeting was

- VNC 08:01 Evaluation of theory class of all VN programmes
- VNC 08:02 Time schedule for NAAC activities
- VNC 08:03 Clinical simulation plan
- VNC 08:04 ^{Student} Preparation for NAAC

The following members were present:

1. Dr. Rajee Raghunath, Chairperson
2. Dr. Latha Lizbeth, Vice Principal & HOD OBB
3. Dr. Sr. Mesly, I year BSc(N) Coordinator
4. Mrs. Lakshmi,
5. Dr. Jyothish, I year BSc(N) class coordinator
6. Mrs. Chamlin Chacko, II year BSc(N) class coordinator
7. Mrs. Binny, III year class coordinator
8. Mrs. Anesha V.B., Secretary
9. Mrs. Meen Tesere, II year class coordinator.

VNC 08:01: Evaluation of theory classes of all VN programmes.

Chairman discussed about the evaluation of the block of all VN programmes. Class teachers gave a detailed evaluation of

all batches in subject wise. Total hours completion of each subjects were explained in the respective batches. Evaluation about the external classes were also discussed and also regarding maintaining theory, internal & external registers. according to the student centric teaching learning methods.

VNC 08:02 Time schedule for NAAC activities
Chairman informed that additional work can be done by the teachers for the NAAC activities which can be scheduled after 4 pm and compensatory time can be recorded in the register. Criteria wise NAAC work should be updated and monitored accordingly by all the criteria heads & teachers.

VNC 08:03 Clinical Simulation plan
VNC coordinator discussed the importance of planning the simulation timetable during the clinical posting schedule. A particular day in week can be taken by the departments separately. The time schedule should be prepared and included along with the clinical posting schedule. Also mentioned to take the geotagged photos of each activity which is prepared and demonstrated in the simulation labs.

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VNC 08:04 Student's preparation for NAAC
The coordinator informed that the students should be prepared well for the NAAC visit.

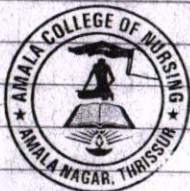


Orientation to the students through classes should be prepared batch wise and should be recorded. Chairman informed that a plan should be prepared for the student preparation mainly includes the feedback, surveys and NAAC orientation.

ACTION TAKEN REPORT

Evaluation of theory classes	Completed the theory hours of 2017 batch, All other batches classes are planned.
Time schedule for NAAC	Prepared various schedules of NAAC activities for teachers and students.
Clinical Simulation Schedule	Started recording the clinical simulation classes according to subject wise in the simulation lab.

Passed: Lakshmi G
Seconded: Chander Chacko *Chintha*



MINUTES OF VC COORDINATION COMMITTEE MEETING - NINTH

With the blessings of God Almighty VC coordination committee meeting was commenced on 3/9/2022 under the guidance of Prof Dr Rajee Raghunath, Principal cum chairperson at 12.00 pm in conference hall.

The main agenda of the meeting was

- VC 09:01 : Evaluation of clinical posting and preceptorship.
- VC 09:02 : updation of departmental add on courses
- VC 09:03 : Scheduling of Arts and Sports day.

The following members were present.

1. Dr Rajee Raghunath, Chairperson *Rajee*
2. Sr Latha Elizabeth, Vice Principal, HoD (BSc) *Latha*
3. Dr Sreedhy Iyer MSc (N) Coordinator *Sreedhy*
4. Mrs Lakshmi *Lakshmi*
5. Sr Jyothish, I year BSc (N) class coordinator *Jyothish*
6. Mrs Chander Chacko, II year BSc (N) class coordinator *Chander*
7. Mrs Binny, III year BSc (N) class coordinator *Binny*
8. Mrs Anesha V B, Secretary *Anesha*
9. Mrs Morris Teresa, II year BSc (N) class coordinator *Morris*

VC 09:04 : Evaluation of clinical posting and preceptorship.

Chairman informed to complete all the clinical schedule file and to be kept in

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clinical posting areas. Also mentioned to complete and update patient assignment, student register and procedure recording registers. IAC coordinator informed about the activities of preceptors in the ward. All incharges, staff nurses in the posting areas will be doing the preceptorship monitoring. Also informed that teachers also should be doing the dual role in terms of file auditing in the coming months.

Use 09.02 : Updation of departmental add on courses

IAC coordinator informed that the departmental add on courses to be updated and the file, feedback forms from the students should be completed. Each department wise add on topics should be selected and the syllabus of add on courses should be completed.

Use 09.03 : Scheduling of Arts, sports and talents day.

Chairman informed about the scheduling of various cultural programs : Arts day, sports day and talents day of students in the month of December. Also the Christmas program is planned in the same month, also informed about the hospital Christmas day programs. Chairman also informed about the external judges regarding the evaluation of various cultural programs.

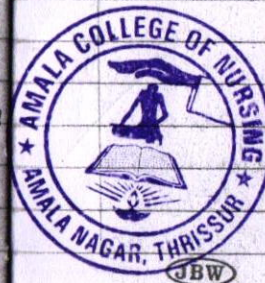
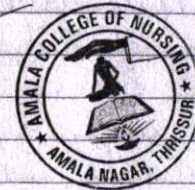
ACTION TAKEN REPORT

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|---|--|
| 1. Evaluation of clinical posting and preceptorship | Orientation programs for staff nurses on preceptorship were conducted. Planned for auditing the files by the teachers. |
| 2. Arts and sports day | Conducted arts & sports day. |
| 3. Departmental add on courses | Scheduling of new add on courses and syllabus preparation were done. |

Passed : Lakshmi
Seconded : Sr. Jyothish

[Signature]

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MINUTES OF VC (COORDINATION) COMMITTEE
MEETING - TENTH.

With the blessings of God Almighty VC coordination committee meeting was commenced on 3/12/2022 at 12:00 pm under the guidance of Principal cum chairperson at conference hall.

The main agenda of the meeting

VC 10:01 : Evaluation of progress of all VC programmes

VC 10:02 : Discussion of new academic plan

VC 10:03 : Updation of faculty work book

VC 10:04 : Evaluation of clinical posting of all VC programmes

VC 10:01 : Evaluation of progress of all VC programmes

Chairman informed all class coordinators regarding the evaluation of theory block of all BSc (N) batches. All class teachers gave a detailed report of theory completion hours, about external classes and the subjects to be completed in the year wise. Also informed about conducting sessional examination, improvement test according to the ability and marks obtained by the students.

VC 10:02 : Discussion of new academic plan and NAAC activities.

Chairman informed about the new academic plan namely about the new

class coordinator, other responsible teachers in charge of various labs, new innovation cell, Alumni cell etc. Also discussed about the progress of NAAC activities. NAAC coordinator mentioned about the importance of participation of students in the NAAC activities. Students were divided into various core learning other committee activities. Chairman informed about the allotment of money to various NAAC activities.

VC 10:03 Updation of faculty work book
Chairman informed to complete the faculty work book. Weekly submissions should be done by all the teachers. All pages including the leave, NAAC activities should be properly updated.

VC 10:04 : Evaluation of clinical posting of all VC programmes

Chairperson informed about the schedules of clinical posting of all BSc (N) batches. Discussed about the completion of practical hours and conducting model examination.

ACTION TAKEN REPORT

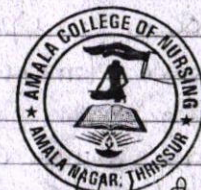
1. Evaluation of all VC programmes

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Theory block of two batches completed.
Student division for NAAC activities were planned.

Secorded by: Chandra Chacko. Chacko



MINUTES OF UG COORDINATION COMMITTEE MEETING - ELEVENTH.

With the blessings of God slightly UG coordination committee meeting was commenced on 21/4/23 at 2.00 pm under the guidance of Principal cum chairperson at conference hall.

The main agenda of the meeting:

- USCC 01: Updation of course outcomes and course plan, unit plan & lesson plan
- USCC 02: Approval of plans for add on and value added courses.
- USCC 03: Curriculum feedback review
- USCC 04: Academic material and class content branding using standardization guidelines
- USCC 05: Incorporation of NEP guidelines
- USCC 06: Promotion of library usage
- USCC 07: Promotion of enrollment to swayam and NPTEL courses.
- USCC 08: Activation of clubs & extracurricular activities.
- USCC 09: Learner level specific curricular activities

USCC 01: Updation of course outcome & course plan, unit plan & lesson plan.

Chairman discussed about renewing the course outcome especially in the semester syllabus. Each subject was allotted accordingly to the teachers.

USCC 02: Approval of plans for add on & value added courses.

Chairman mentioned about the initiation of add on courses in each department respectively and also to follow up with the schedule of value added courses.

USCC 03: Curriculum feedback review.

Chairman informed about the curriculum feedback according to each batchers regarding their exam results, things to be focused for more best results in the college.

USCC 04: Academic material & class content branding using standardization guidelines.

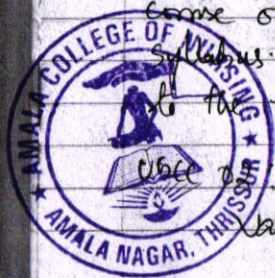
It was informed that a PPT with Amala logo is to be implemented. All teachers should prepare class material / content in the PPT with Amala logo. This is mainly to standardize the academic materials in the whole college.

USCC 05: Incorporation of NEP guidelines.

IQAC coordinator informed about the NEP guidelines & its incorporation into the academic materials & program for excellence.

USCC: Promotion of library usage.

Chairman informed to utilize library books & journals for more quality outcome and improvement in the academic progress and result outcome by teachers.



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