



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 6.5– Internal Quality Assurance System

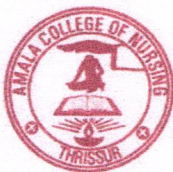
Metric No. 6.5.3 The Institution adopts several Quality Assurance initiatives The Institution has implemented the following QA initiatives:

SUBMITTED TO



National Assessment and Accreditation Council

REPORTS



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

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

REPORT OF ONE DAY QUALITY TRAINING WORKSHOP FOR FACULTY- SHRESTHA HELD ON 17 Jan 2022

Venue : Conference Hall

Time : 10 am to 5.00 pm

Resource Person : Dr Sony Kuriakose , IQAC coordinator, Nirmala College, Muvattupuzha

A one day quality training workshop was organized by IQAC for faculty on the topic "**An Orientation to NAAC SSR process**" which was attended by 24 faculty of ACON, Dr Sony Kuriakose, IQAC coordinator of Nirmala College, Muvattupuzha was the resource person. Dr Sony Kuriakose has a wide range of expertise and experience in guiding faculty towards the effective documentation process for NAAC

The morning session covered topics like Cr 1, 2 , 3 and 4 , Each metric was analyzed in detail based on the existing work of faculty presented to Dr Sony and the comments were summarized, the afternoon session covered criteria 5,6 and 7

	Criteria Metrics	Suggestion	Remarks
1	Curriculum aspects		
1.2.2	Average percentage of students enrolled in subject related Certificate/ Diploma / Add-on courses as against the total number of students during the last five years	More add on courses to be given	Curriculum preparation guidelines given
1.3.1	The Institution integrates cross-cutting issues relevant to gender, environment and sustainability, human values, health determinants, Right to Health and emerging demographic issues and Professional Ethics into the Curriculum as prescribed by the University / respective regulative councils	Nursing subjects, expert consultation to be done	
1.4	Feedback system	Mechanism of feedback to be developed	Recent years feedback obtained,
2	Teaching learning and evaluation		
2.2.1	The Institution assesses the learning levels of	Training in learner level	

	the students, after admission and organizes special Programmes for advanced learners and slow performers	identification could be give by education experts	
2.3.1	Student-centric methods are used for enhancing learning experiences	Categorize the existing methods as per guidelines	
2.4.4	Average percentage of teachers trained for development and delivery of e-content / e-courses during the last 5 years	Comes up to 100 percentage	
2.5.3	Reforms in the process and procedure in the conduct of evaluation/examination; including the automation of the examination system	Exam scrutiny cell to be formed	
2.5.4	The Institution provides opportunities to students for midcourse improvement of performance through specific interventions	Areas of mid course improvement to be identified	
3	Research, Innovations and Extension		
3.1.3	Number of research projects/clinical trials funded by government, industries and non-governmental agencies during the last five years	Not available for nursing college	
3.2.2	Number of workshops/seminars conducted on Intellectual Property Rights (IPR) Research methodology, Good Clinical, Laboratory, Pharmacy and Collection practices, writing for Research Grants and Industry-Academia Collaborations during the last five year	Workshops to be planned	
3.3.3	Average number of papers published per teacher in the Journals notified on UGC - CARE list in the UGC website/Scopus/ Web of Science/ Pub Med during the last five years	Needs improvement	
3.3.4	Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings indexed in UGC-CARE list on the UGC website/Scopus/Web of Science/PubMed/ during the last five years	Needs improvement	
3.4.1	Total number of extension and outreach activities carried out in collaboration with National and International agencies, Industry, the community, Government and Non-Government organizations engaging NSS/NCC/Red Cross/YRC/Institutional clubs etc. during the last five years.	NCC red cross / YRC not started	
3.5.1	Average number of Collaborative activities for research, faculty exchange, student exchange/ Industry-internship etc. per year	Not available	

	for the last five years		
4	Infrastructure and Learning Resources		
4.1.4	Average percentage of expenditure incurred, excluding salary, for infrastructure development and augmentation during the last five years	Needs guidance	
4.3.3	Does the Institution have an e-Library with membership / registration for the following:	Membership in E-ShodhSindhu Shodhganga SWAYAM	
4.3.4	Average annual expenditure for the purchase of books and journals including e-journals during the last five years	Needs guidance	
4.3.6	E-content resources used by teachers:	NMEICT/NPTEL other MOOCs platforms SWAYAM e-PG-Pathshala	
4.4.1	Percentage of classrooms, seminar halls and demonstration rooms linked with internet /Wi-Fi enabled ICT facilities (data for the preceding academic year)	All classroom images to be taken g tagged	
4.5.1	Average expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component as a percentage during the last five years	To be talked with the heads	
5	Student Support and Progression		
5.1.2	Capability enhancement and development schemes employed by the Institution for students: Analytical Skill	All 7 types programs are going on	Documentation to follow standards
5.1.3	Average percentage of students provided training and guidance for competitive examinations and career counseling offered by the Institution during the last five years	To be collected	
6	Governance, Leadership and Management		
6.2.2	Implementation of e-governance in areas of operation	1. Academic Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5. Examination	
6.3.3	Average number of professional development	To be collected and organised as	

	/ administrative training programmes organized by the Institution for teaching and non-teaching/technical staff during the last five years	per documentation guidelines	
6.3.4	Average percentage of teachers undergoing Faculty Development Programmes (FDP) including online programmes during the last five years (Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)	To be collected and organised as per documentation guidelines	
6.4.2	Institution conducts internal and external financial audits regularly	To be collected and organised as per documentation guidelines	
6.4.3	Funds / Grants received from government/non government bodies, individuals, philanthropists (INR in Lakhs) during the last five years (not covered in Criterion III)	To be collected and organised as per documentation guidelines	
7	Institutional Values and Best Practices		
7.1.1	Total number of gender equity sensitization programmes organized by the Institution during the last five years	To be collected and organised as per documentation guidelines	
7.2.1	Describe two Institutional Best Practices as per the NAAC format provided in the Manual (Respond within 1000 words)	Follow NAAC guidelines in formatting	
7.3.1	Portray the performance of the Institution in one area distinctive to its priority and thrust within 500 words	Follow NAAC guidelines in formatting	

The sessions concluded at 5 30 pm and faculty provided good feedback of the sessions, majority rated workshop as highly useful and practical oriented



Lakshmi
IQAC coordinator

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



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REPORT OF SHRESHTA SERIES WORKSHOPS ORGANISED BY IQAC **ON 27TH AND 28TH APRIL 2022**

Topics : Pearls in Criteria wise NAAC Documentation, A Live Interactive Audit Workshop

Venue : Conference Hall

Resource Persons: Dr. Sony Kuriakose, IQAC Coordinator, Nirmala College Muvattupuzha
Mr. N K Nikhil, Assistant Professor, Rajagiri College of Social Sciences

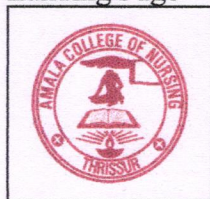
A hands on training workshop was organized for two days in March 2022 on 27th and 28th October 2022 on the final Pearls while documenting in the SSR

The first day was an interactive session on how to organize the data in the website backend. After a general orientation each criteria team was called separately and the major metric wise documentation was clarified

The second day included a live interactive audit workshop with live corrections to the documents prepared and general guidelines on documentation was given as afternoon session. The following are the salient features discussed in the workshop

- All documents to be standardized and indigenized to Amala format
- A common front page to be designed for all documents
- Website back end design to be formulated
- The documents to be self-speaking, so that DVV can understand the concept clearly
- Geo tagged photos to be merged in a uniformed format for clarity
- All photographs to have a subheading indicating the title
- A common proforma for website back end was suggested as follows

Landing Page



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Self Study Report Cycle 1



1. CURRICULAR ASPECTS

1.1. Curricular planning and implementation







1.1.1 Effective curriculum planning, delivery and evaluation through a well defined process

- Minutes of the meeting of the college curriculum committee

2020-2021	2019-2020	2018-2019	2017-2018	2016-2017

- Any other relevant information

- Academic Calendar

2021	2020	2019	2018	2017	2016
					

- Curriculum Assessment Mapping
- Web link to curriculum
- FDP on curriculum
- Master rotation plans
- Time Table
- Academic Monitoring Cell (AMC)
 - Academic Monitoring Cell Handbook
 - Academic Monitoring Cell minutes and reports
- UG Coordination Committee Minutes
- PG Co-ordination Committee Minutes
- College Council Minutes approving curriculum planning
- IQAC minutes approving curriculum planning

1.1.2 Percentage of fulltime teachers participating in BoS/ Academic Council

- Scanned copies of Nomination Letters
- Details of participation of teachers in various bodies

1.2. Academic Flexibility

1.2.1. Percentage of inter-disciplinary / inter-departmental courses /training across all the programmes

- Minutes of relevant academic council / BoS meetings

All faculty appreciated the workshop as an excellent guidance to the SSR documentation



Leela

IQAC COORDINATOR

COORDINATOR
INTERNAL QUALITY ASSURANCE CELL
AMALA COLLEGE OF NURSING
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REPORT OF UTHRANA-WORKSHOPS ORGANISED BY IQAC ON **30TH APRIL 2022**

TOPIC : SSR Writing Hands On

VENUE : Conference Hall

RESOURCE PERSONS : Mr Anand K , Asst Professor, Dept. of English, Rajagiri College of Social Sciences

A hand on training workshop was organized for improving the writing skills of faculty by IQAC. Mr Anand K , An eminent writer and faculty of English Rajagiri college was the resource person . 15 faculties attended the workshop. The workshop included practical hands on training in writing

The most important step in the process of assessment and accreditation is the preparation of the SSR by the institution. Institutions should follow the guidelines provided by NAAC while preparing the SSR and ensure that it contains the following:

- Evidence of contributing into the core values.
- Evidence of building from the strengths identified by the institution.
- Action taken to rectify the deficiencies recognized by the institution.
- Efforts made by the institution towards quality enhancement.
- Future plans of the institution for enhancing quality

Structure of the SSR to be submitted to NAAC:

- Preface or cover letter from the Head of the Institution
- Executive Summary- The 'Strengths Weaknesses Opportunities and Constraints' (SWOC) analysis of the institution
- Profile of the Institution
- Criteria-wise report –The institution should provide consolidated response for each of the key aspects.
- Inputs from each of the department in the format provided by NAAC. However in smaller colleges where there are no specific departments, the college may use the proforma and provide programme wise details.

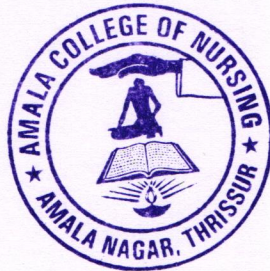
A bulky SSR with too many details and descriptions may result in lack of clarity. Such a report would also lack focus and would generate more information gaps than explanations. Even for a large and complex institution, it is possible to restrict the essential documentation to manageable proportions.

The general instructions for submitting the SSR are;

- The SSR should not exceed 200 pages
- The pages should be of A4 size
- Both sides printing
- Single line space
- Font size 12 of 'Times New Roman' font
- One and half inches margin on each side of the page.

The departmental inputs could be in addition to the above. Institution has to avoid including 'Appendices' into SSR. Appendices can be made available to the Peer Team during the 'On-site visit'.

All faculty appreciated the workshop as an excellent guidance to the SSR documentation.



[Signature]
IQAC COORDINATOR

COORDINATOR
INTERNAL QUALITY ASSURANCE CELL
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REPORT OF ABHYASAA SERIES -WORKSHOPS ORGANISED BY IQAC **ON 9TH & 10TH DECEMEBR 2022**

TOPIC : Clinical Oreintation Training And Live Audit

VENUE : Conference Hall

RESOURCE PERSONS : Dr. Anoop KR ,Prinicipal, Bishop Benziger Colleg of Nurisng

A two day live audit and training workshop was organized for preparing the faculty for clinical visit by the NAAC peer team as well as preparation for PTV. Dr Anoop K R, NAAC assessor and Principal, Bishop Benziger College Of Nursing was the resource person. The Peer Team's on-site visit to the Institute includes a significant portion of the NAAC Assessment and Accreditation procedure. Understanding the visit process and the complexities involved was highly pertinent, timely, and appropriate, even as one acknowledged the need to prepare the institution. Dr Anoop KR oriented all faculty for two days for the preparedness for NAAC PTV.

Dr Anoop had spend the second day in the clinical area interacting with the clinical teams on how to prepare for the PTV the possible questions on each metric was also discussed in detail

1. In what way are you ensuring that the curriculum design is aligned with the institutional goals and objectives? Can you provide some examples?
2. Do you have examples to show that the curriculum addresses the current local/regional/national/global needs of stakeholders?
3. Do you have any courses related to gender, environment, sustainability, ethics & values? 4. In what way do you ensure that employability is a significant consideration in developing the curriculum?
5. In what way does the curriculum include value-based education?
6. Are all the department faculty members involved in providing inputs for curriculum development? How is that done? Are there documents to show that the inputs are captured?
7. Do you have a mechanism for formally collecting inputs/feedback on curriculum design & development from industrial employers and academic experts from eminent institutions?
8. The individual and group performance HOD): In what ways do you encourage, motivate, and provide incentives to faculty members for doing research?

9. What are the thrust areas of research?

10. What are the main research facilities belonging to the department?

The faculty expressed satisfaction with the process and expressed that the two day workshop had prepared them for the visit



A handwritten signature in blue ink, appearing to read "Saketh", is written above the printed name.

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COORDINATOR
INTERNAL QUALITY ASSURANCE CELL
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REPORT OF PRAGATI –A WAY FORWARD INTERACTIVE WORKSHOP ORGANISED BY IQAC ON 4TH FEBRUARY 2023

TOPIC : A WAY FORWARD INTERACTIVE WORKSHOP

VENUE : CONFERENCE HALL

RESOURCE PERSONS :

- Dr Fr Anil George Konkoth CMI, Vice principal , St Thomas College, Thissur
- Dr Sr Alphonsa Mathew, Vice Principal, St Thomas College of Nursing
- Dr Sony Kuriakose , IQAC Coordinator, Nirmala College, Muvatupuzha
- Mr NK Nikhil , Assistant Professor, Rajagiri College of Sciences

An appreciation meeting and an interactive workshop for Pragati – for future planning and coordination of NAAC activities was conducted.

The resource persons were from eminent colleges accredited with NAAC at a higher grade. The following were the major areas of discussion

Continuation of metric wise activities - This session was dealt by Dr. Fr. Anil George K, Father highlighted on the need for active IQAC planning and continuing the, momentum of activities. The need for active involvement from SQAC was also emphasized

Dr. Sr Alphonsa Mathew emphasized the need for enhancing research potential through more publications, projects and collaborative research. Collaborative research is a partnership between two or more parties who work together to achieve common goals. When done correctly, collaborative research can lead to groundbreaking discoveries and innovations that benefit everyone involved. It refers to subjects in which several entities -generally of a different nature-share an interest in the execution of a project, the effort to develop it, the risks, and ownership of the results according to their diverse contribution to obtaining them.

Dr Sony Kuriakose emphasized the need of strengthening community and extension activities and grooming up the best practices.


Mr. NK Nikhil highlighted upon the best practices in documentation such as

- Straight forward and to the point
- Templates
- Incorporate visuals
- Link to related documents
- Review, revise and update
- Prioritize and segment
- Involve stakeholders
- Storage and accessibility

- Security and backup
- Utilize documentation tools

The faculty rated the workshop as very productive and useful in guiding them,\




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COORDINATOR
INTERNAL QUALITY ASSURANCE CELL
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