



# AMALA COLLEGE OF NURSING AQAR (2022-2023)



## CRITERION 1 – CURRICULAR ASPECTS

### Key Indicator 1.4– Feedback System

**Metric No. 1.4.1.Mechanism is in place to obtain structure feedback on curricula/syllabi from various stake holders**

**SUBMITTED TO**



**National Assessment and Accreditation Council**

# **COLLEGE COUNCIL MINUTES**



This is to certify that this ruled  
register contains pages serially marked  
from 1 to 240.



*Regd*

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



## Report of first college council meeting for the year 2022 on 1-1-2022

First meeting of reconstituted college council on 31/12/21 is conducted on 1-1-2022 with the following agenda:

- 1.1. NAAC IIQA filing
- 1.2. Academic evaluation.
- 1.3. Preparation for third wave of covid.
- 1.4. Disciplinary issues of college.

The following members were present for the meeting

1. Dr. Rajee Reghunathan  
Principal & chairperson Rajee
2. Sr. Latha Libbelle  
Vice principal & Secretary Latha
3. Prof. Lakshmi G.  
HOD & IQAC co-ordinator Lakshmi
4. Dr. Sr. Melly John, HOD Melly
5. Mrs. Binay A.P., HOD Binay
6. Mrs. Elsy, Physical education Absent
7. Sr. Jayalish, Teacher rep. Jayalish
8. Mrs. Chantlin Chacko, Teacher rep. Chantlin
9. Mr. Leo Jacob, Sp. Rep. Leo
10. Mrs. Maria Thomas, PTA president Absent
11. Ms. Anisha Paulkhan, Student union Anisha

The meeting commenced at 12 noon at Principal's office with a silent prayer. Chairman Dr. Dr. Rajee Reghunathan, Principal welcomed the gathering and introduced the agenda of the meeting. All members except Mrs. Elsy & Mrs. Maria Thomas attended meeting. They have informed

Prepared by  
KMS inculcator  
11/1/2022

By  
KMS inculcator  
11/1/22



their inability to attend the meeting.

Secretary Sr. dittra diabetta Read out the previous meeting minutes.

### Action Taken Report-

1. Launch of new Website - 18/08/2021
2. Committee meetings
  - IQAC (15<sup>th</sup>) - 24/08/2021
  - Management committee meeting (3<sup>rd</sup>) - 14/09/21
  - Maintenance, house keeping & write off committee meeting (4<sup>th</sup>) (08/11/21)
  - In house Alumae meeting - 11-11-21
  - Finance & Auditing committee meeting (3<sup>rd</sup>) 15/11/21
  - PTA meetings
    - Bsc Nsg - 2020 batch - 24/8/21
    - Bsc Nursing - 2019 batch - 25/8/21
    - Bsc Nursing - 2018 batch - 26/8/21
    - Bsc Nursing 2017 batch - 27/8/21
  - PTA Executive meeting on 31/8/2021  
end 20/11/2021
3. Webinars/ workshop
  - Webinar on women empowerment - 10/9/21
  - Workshop on Neonatal Resuscitation Programme - 25/9/21
  - Webinar on mentor mentor programme - 27/9/21
4. Various programmes
  - Nurse led Geriatric Clinic - Homeopathy for healthy aging - 27/8/21
  - FDP on Administrative & Academic



Audit - 24/9/21

- Administrative Training Programme - Creation & Enhancement of loyalty and trust in the workplace - 28/10/21
- Administrative Training Programme - Conflict Resolution & management - 30/10/21
- Training on professional ethics - 12/11/21
- Pre departure orientation programme by NORKA - 15/11/21
- Cancer awareness talk - 13/11/21
- Quality Audit & Training Programme - 19/11/21
- Value added course on BLS & ACLS - 24/11/21
- Faculty exchange programme - 20/11/21
- Students exchange programme - 1/12/21
- FDP on writing for Research Grants - 3/12/21
- Yoga class - 18/12/21
- FDP on Research Methodology - 18/12/21
- FDP on IPR - 16/12/21

5. Graduation ceremony - 30/09/21

6. NAAC Criteria Based Audit - 11/10/21

7. NAAC Criteria Based Audit - 23/10/21

8. Action courses on

- Gerontology - 23/11/21
- Biodiversity & its conservation - 24/11/21
- Guidance and counselling - 25/11/21
- Human Population and the Environment - 26/11/21
- Environment & population - 27/11/21
- Gender equality and women empowerment - 28/11/21
- Scholastic Guidance - 15/12/21

9. QAS consultation for carleas college of Nursing - Kottayam (Online) - 29/11/21



## Discussion of Agenda

### 1.1 NAAC NDA Filing:

Chairman informed that NAAC has introduced NCP and since it has to be incorporated NDA filing will be done by March 31<sup>st</sup> 2022 after internal audits.

Deficiency in infrastructure facilities such as provision for common room, NDA room, student union/sports room need to be fixed and the recommendations will be send to the management for approval.

### 1.2 Academic evaluation

#### Implementation of Semester/Credit system

- College council approved the implementation of new university syllabus for BSc Nsc 2020 batch.
- Internal and external clinical posting of students shall be scheduled as per requirements for the next academic year.
- College council has decided to implement the rules and regulations of KHS&INC regarding internal assessment, attendance and compensation duty of students strictly with immediate effect.
- 80% attendance is compulsory for theory and practical of each subject.



to appear for university examination. Those students who have less than 80% attendance will not be allowed to appear for regular examination.

They have to compensate the lost hours along with junior batch of students to make it 80% and can appear in supplementary examination only.

- A total of 3 sessional examinations will be conducted with prior time table for all subjects. The average of all examinations is taken for calculating internal assessment. Failed students will not be allowed to write university examination. Improvement test will be conducted only in exceptional cases with the permission of College Council.

- Mrs. Binay AP - HOD (Mental Health Nursing) suggested SH Hospital Dainikdurg for M.H. Nursing external posting of 2024 batch. College Council approved the suggestion.

- University examination protocol will be followed for the smooth and transparent conduction of sessional examinations.

Sessional examinations will be conducted in examination hall. Booklets with minimum number of pages with sign and seal will be provided and extra answer sheets will be issued on request. Only transparent pouch will be permitted in the examination hall.



### 1.3. Preparation of third wave of covid-19

As the third wave of covid-19 persists, students will be instructed to use PPE & all covid appropriate behaviour during clinical postings. Also decided to follow all Government directions and special precautions against covid-19.

### 1.4. Disciplinary issues of college

Anti ragging protocol will be strictly followed as the new batch is going to join soon.

The meeting was adjourned by 1:30pm.

Dr. Rajee Reghumaith  
Chairman

Sr. Lina Elizabeth  
Secretary





Minutes of college council meeting which was held on 18/07/2022

### Agenda:

- 2.1 Academic progress
- 2.2 Parent-Feedback analysis
- 2.3 NAAC Peer Team visit preparation
- 2.4 Add-on course approval
- 2.5 Capability enhancement programme
- 2.6 Club activities
- 2.7 Any other item.

The following members were present for the meeting.

1. Dr. Rajeev Raghunatha  
Principal & Chairperson
2. Sr. Dittu Elizabeth  
Vice Principal & Secretary
3. Prof. Lalitha G.  
HOD & IQAC coordinator
4. Dr. Sr. Mary John - HOD
5. Mrs. Binny AP - HOD
6. Sr. Gylkish CSC Teacher Rep
7. Mrs. Chankin Charles Teacher Rep
8. Mr. Antony Joseph Office rep
9. Ms. Siya Joy Student Union

The meeting commenced at 12 noon in the Conference Room with a silent prayer. Chairperson Dr. Rajeev Raghunatha welcomed the gathering and introduced the agenda of the meeting.



Secretary S. S. Dittar read out the previous meeting minutes.

### Action taken report-

#### 1.1 XI/AAC 110A Filing

After 2 internal audit 110A was filed on 29/03/2022

#### 1.2 Academic evaluation:

Semester/Credit system as in Bsc Nursing Degree course was implemented and the classes of first batch commenced on 08/03/2022

#### 1.3 Preparation for third wave of Covid-19

Students were instructed to follow use PPE and to follow covid appropriate behaviour in the college, hostel and during clinicals, and the situation was managed well

#### 1.4 Disciplinary issues of college.

Anti ragging protocol was strictly followed during commencement of the new academic batch and no incidence of ragging was reported in the campus.

### Discussion of agenda.

#### 2.1 Academic progress.

Academic progress was evaluated and the chairperson suggested the following measures for better outcome.

- compulsory library hours.



- Specific Subject Related assignments.
- For internal assessment examination, include difficulty index questions.
- weightage for external reference.

## 2.2 Parent-Feedback analysis

Feedback of the parents were analysed and the college council suggested a brief introduction to parents before filling the Feedback Form.

## 2.3 NAAC Peer team visit Preparation.

As a preparation for peer team visit, the LOAC coordinator pointed out the need for an internal audit by the external experts.

## 2.4 Add-on course approval.

Chairperson informed that Add-on course for the next academic year need to be approved by the College Council.

## 2.5 Capability enhancement programme

College council decided to arrange various capability enhancement programme for the students by the experts.

## 2.6 Club activities:

Chairperson informed that various club activities need to be done under the leadership of concerned criteria team.



The meeting was adjourned at 1:30pm

~~19th~~  
Dr. Rajee Reghinatha  
Chairperson

~~21th~~  
S. S. dithe  
Secretary




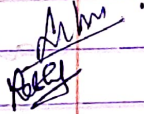
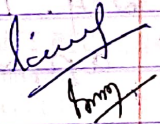
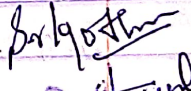
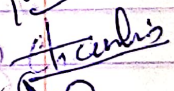




Minutes of college council meeting held  
on 20/12/2022

### Agenda:

- 3.1. Approval of Academic Calendar 2022-2023
- 3.2. Master Rotation plan for new syllabus
- 3.4. Curriculum level back evaluation.

The following members were present

1. Dr. Rajee Raghurath   
Principal cum chairperson
2. Sr. Litta Mizobella  
vice Principal & Secretary 
3. Prof. Lakshmi A  
HOD & IQAC coordinator 
4. Dr. S. Merly Pula - HOD
5. Mrs. Binny AP - HOD
6. Sr. Thyothash CSC - Teacher Rep. 
7. Mrs. Cherlin Chacko - Teacher Rep. 
8. Mr. Ginson - Office supernat. 
9. Sr. Sija Poy - Student Union 

The meeting commenced at 10 am  
in the conference room with a silent  
prayer. Chairperson Dr. Rajee Raghurath  
welcomed the gathering and introduced  
the agenda of the meeting.

Secretary Sr. Litta presented the  
previous meeting minutes.



## Action Taken Report-

2.1. To get better outcome in Academic Progress, Subject related assignments given and weightage for extra reference was announced.

2.2. Introduced the System of briefing out the Feedback analysis for better understanding, before distributing the Feedback forms.

2.3. As a preparation for ALHAC Peer team visit, internal audit was carried out.

2.4. Add on course approval was approved in the college council.

2.5. Various capability enhancement programme was arranged for the students.

2.6. Various club activities was done a marked progress under the leadership of criteria teams.

## Discussion of Agenda.

3.1. The chair person informed that Academic calendar can be approved after slight modifications in the roles and responsibilities of faculty.



3.2. The chairperson pointed out that syllabus for 2023-23 can be discussed and come to a consensus.

3.3. Curriculum Feedback evaluation was discussed in detail and found that-

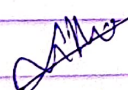
- Inadequacy of reference material
- Lack of clarity in aims and objectives.

The chairperson informed that the faculty need to implement various TQM, include more reference materials in library and orient the students on CO, PO, PSO.

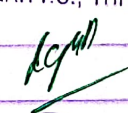
The meeting adjourned at 11am.

Prof. Dr. RAJEE REGHUNATH  
PRINCIPAL

AMALA COLLEGE OF NURSING  
AMALA-NAGAR PO., THRISSUR-680 555

  
S. K. Kitha  
Secretary



  
Dr. Rajee Reghunath  
Chairperson.