



BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



IQAC MEETING: October 25. 10.24

Venue: IQAC Office.

Time: 10.30 AM to 12 AM

Members	Designation	Signature
Sr. Dr. Terese SIC	Principal BBCON	
Prof. Binutha.V.P	CRITERION HEAD -III/Vice Principal, BBCON	
Sr. Jaisy Sebastian	IQAC Coordinator	
Prof. Sheeja .S	CRITERION HEAD- V /HOD Community Health Nursing Department	
Mrs. Nisha John	CRITERION HEAD IV/ HOD OBG Nursing Department	
Mrs. Betsy .K.Jayims	CRITERION HEAD- I HOD Child Health Nursing Department	
Prof. Sudha A	HOD Mental Health Nursing Department	
Mr Jerin James	IQAC Secretary CRITERION HEAD- VI/ Logistic Support	
Mrs. Jyothilekhami J	CRITERION HEAD -II/NSS Program Officer	
Mrs. Neethu M	CRITERION HEAD-VII	
Mrs. Amala L	CRITERION HEAD-VIII	
Mrs. P V Greeshma	KUHS QAS Co coordinator	

AGENDA:

- Review of the previous meeting minutes
- Feedback of Internal academic auditing
- Plan for External academic auditing
- New printer installation and regulations
- Examination and evaluation procedures
- New journal initiation
- Examination hall modification
- Any other issues. • New QAS Coordinator Selection.

Signature of the Secretary



Signature of the Principal

M.Sc., Ph.D
PRINCIPAL
BISHOP BENZIGER COLLEGE OF NURSING
KOLLAM - 691001

Recognized by INC& KNMC and Affiliated to Kerala University of Health Sciences.



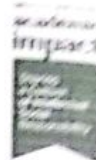
BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



MINUTES OF THE IQAC MEETING HELD ON 25. 10. 2024

Venue: IQAC Office.

Time: 11.30 AM to 1.30 PM

Members present	Designation	Signature
Sr. Dr. Terese SIC	Principal BBCON	
Prof. Binutha.V.P	CRITERION HEAD -III/Vice Principal, BBCON	
Sr. Jaisy Sebastian	IQAC Coordinator	
Prof. Sheeja .S	CRITERION HEAD- V /HOD Community Health Nursing Department	
Mrs. Nisha John	CRITERION HEAD IV/ HOD OBG Nursing Department	
Mrs. Betsy .K.Jayims	CRITERION HEAD- I HOD Child Health Nursing Department	
Mrs. Sudha A	HOD Mental Health Nursing Department	
Mrs. Jyothilekshmi J	CRITERION HEAD -II/NSS Program Officer	
Mrs. Neethu M	CRITERION HEAD-VII	
Mrs. Amala L	CRITERION HEAD-VIII	
Mr Jerin James	IQAC Secretary, CRITERION HEAD- VI/ Logistic Support	

AGENDA:

- Review of the previous meeting minutes.
- Feedback of Internal academic audit.
- Plan for External academic audit.
- New printer installation and regulations.
- Examination and evaluation procedures.

Recognized by INC& KNMC and Affiliated to Kerala University of Health Sciences.



BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



- Examination hall modification.
- New journal initiation.
- New KUHS – QAS Coordinator selection.
- Any other matters.

AGENDA	MATTER	Remarks
1. Review of the previous meeting's minutes	<ul style="list-style-type: none"> • The minutes of the previous meeting were read aloud by the Secretary. • The Principal provided the necessary corrections to the minutes. • Mrs. Sheeja S., Head of Community Health Nursing, proposed the approval of the minutes. • Seconded by: Mrs. Nisha John, Head of the OBG Department. 	
2. Feedback on Internal academic auditing	<ul style="list-style-type: none"> • The internal academic audit was conducted from October 8th to 10th. • Rectification was completed by 14th of October. • Final report submitted to the Principal on October 19th. • Mrs. Sindha H. Mendez, Research Consultant, Prof. Sheeja S, HOD, Community Health Nursing Department and Mrs. Nisha John, Head of the OBG Nursing Department, were the Internal Auditors for the year 2024. 	The report presented in meeting by the IQAC Coordinator
3. Plan for External academic audit.	<ul style="list-style-type: none"> • The external audit is scheduled to be conducted after November 25th, based on the auditor's availability. The manager has recommended Dr. Anooopa K.R. and the IQAC Coordinator from Karmala Rani Training College, Kollam, as the external auditors for 2024. 	The committee accepted the plan

Recognized by INC& KNMC and Affiliated to Kerala University of Health Sciences.



BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



4. New printer installation and regulations.	<ul style="list-style-type: none"> • A new EPSON printer has been installed in the IQAC office. • The printer is designated exclusively for IQAC and official document printing purposes. • Personal or non-official use is strictly prohibited. • All printing activities must comply with established organizational printing policies. • Users are expected to follow best practices for efficient and secure printing. • A register must be maintained to log all printing activities. • The register should include details of the user, purpose of print, and date/time to ensure accountability. 	IQAC department has taken charge.
5. Examination and evaluation procedures.	<ul style="list-style-type: none"> • Students must be given a 15-day notice prior to sessional exams to ensure adequate preparation time. • A blueprint of the question paper should be prepared in advance to align with syllabus objectives and exam standards. • Exam results must be published within 7 days of the exam. • Internal marks should be calculated as the average of two sessional exams. • If a student does not meet eligibility criteria, a retest should be offered. • Students must secure minimum passing marks in the theory component. • Continuous assessment marks should be calculated separately from theory scores. • These guidelines, including the minimum score requirements and assessment criteria, must be clearly 	The committee accepted the decision.

Recognized by INC& KNMC and Affiliated to Kerala University of Health Sciences.



BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



	communicated to students.	
6. Examination hall modification.	<ul style="list-style-type: none"> The current exam setup does not meet the minimum standards required by KUHS. To address this, the stage portion in the exam hall will be demolished to accommodate two additional rows of seating. Extra tables will be placed outside the exam hall during examinations. These tables should be removed promptly after the exams conclude to maintain a tidy environment. Chairs should be arranged to avoid placement near windows and door openings. This arrangement will help minimize distractions and ensure a conducive exam environment. 	The committee accepted the decision.
7. New journal initiation.	<ul style="list-style-type: none"> The primary aim of the journal is to promote research, disseminate knowledge, and provide a platform for academic discourse in the Nursing field. Rev. Dr. Joseph John has been appointed as the Managing Editor. Suggestions for additional Editorial Board members are currently under discussion. A quotation for the creation of the journal's website is in progress. The journal will be categorized as an indexed journal to enhance visibility and accessibility. Mr. Jerin and Mrs. Jyothilekshmi are responsible for the initial groundwork and preparations for the journal. The suggested name for the journal is BJNEER (Benziger Journal of Extension Education and Research). 	Principal summarized the proceedings

Recognized by INC& KNMC and Affiliated to Kerala University of Health Sciences.



BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001


(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

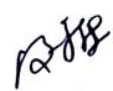
Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



	<ul style="list-style-type: none">• Printing will be carried out by Catholic Press, Kollam.	
8. New KUHS – QAS Coordinator selection.	<ul style="list-style-type: none">• Former KUHS QAS Coordinator, Mrs. PV Greeshma, has been appointed as the I Semester Coordinator. However, due to her inability to manage both responsibilities, she has requested to be relieved from her position as KUHS QAS Coordinator.• Effective November 1, 2024, Mrs. Niha John, Head of the OBG Department, will assume the role of KUHS QAS Coordinator for the next three years.	The committee accepted decision.
9. Any other matters.	<ul style="list-style-type: none">• Meetings for the Student Council and College Council should be conducted, and registers must be updated accordingly.• I Semester classes are set to commence on November 4, 2024.• The IQAC catalog has been prepared and was presented during the meeting.• Suggestions were gathered for the formulation of various new committees and the allocation of members.	Meeting adjourned by 01.30 pm


Signature of the Secretary


Signature of the Principal

Recognized by INC& KNMC and Affiliated to Kerala University of Health Sciences.

BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)



Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582

Action taken report – 08.08.2024

1. Internal Academic Audit

- The internal academic audit was conducted from October 8th to 10th.
- Rectifications were completed by October 14th.
- The final report was submitted to the Principal on October 19th.

2. External Audit

- The external audit is scheduled to take place after November 25th, depending on the auditor's availability.

3. Criteria Revision Class


- A criteria revision class was conducted on August 30, 2024.
- The resource person for the session was Mrs. Betsy K. Jayims.

4. Faculty Division

- The division of KUHS and NAAC criteria has been completed and communicated to the relevant parties.

5. Graduation and College Day Celebrations

- Graduation Day was celebrated on August 18th, followed by College Day on August 19th.


Signature of the Secretary


Signature of the Principal 01/11/24



BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



MINUTES OF THE IQAC MEETING HELD ON 08. 08. 2024

Venue: IQAC Office.

Time: 10.30 AM to 12 AM

Members present	Designation	Signature
Sr. Dr. Terese Kochuvilayil SIC	Principal BBCON	
Prof. Binutha.V.P	CRITERION HEAD -III/Vice Principal, BBCON	
Sr. Jaisy Sebastian	IQAC Coordinator	
Prof. Sheeja .S	CRITERION HEAD- V /HOD Community Health Nursing Department	
Mrs. Nisha John	CRITERION HEAD IV/ HOD OBG Nursing Department	
Mrs. Betsy .K.Jayims	CRITERION HEAD- I HOD Child Health Nursing Department	
Mrs. Sudha A	HOD Mental Health Nursing Department	
Mr Jerin James	CRITERION HEAD- VI/ Logistic Support	
Mrs. Jyothilekhmi J	CRITERION HEAD -II/NSS Program Officer	
Mrs. Neethu M	CRITERION HEAD-VII	
Mrs. Amala L	CRITERION HEAD-VIII	
Mrs. LakshmiPriya	IQAC Secretary	
Mr. Prince Christopher	College Union Coordinator	
Sr. Medona	SSGP Coordinator	

Recognized by INC& KNMC and Affiliated to Kerala University of Health Sciences.



BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



AGENDA:

- Review of the previous meeting minutes
- Internal academic auditing
- External academic auditing
- Criteria revision class
- Faculty division of KUHS AND NAAC criteria
- Examination and evaluation procedures
- Commencement of 6th Sem classes
- Admission of new batch
- Any other issues.

AGENDA	MATTER	Remarks
1. Review of the previous meeting's minutes	<ul style="list-style-type: none">• The minutes of the previous meeting were read aloud by the secretary.• The necessary corrections were provided by the Principal.• Mrs. Sheeja S, Head of the Community Health Nursing Department, proposed the approval of the minutes, which was seconded by Amala L, from the same department.	
2. Internal academic auditing	<ul style="list-style-type: none">• The internal academic audit is scheduled to take place from October 8th to 10th.• The report should be completed and submitted by October 15th.• Any necessary rectifications must be made by October 19th.• Mrs. Sindha H. Mendez, Research Consultant; Mrs. Binutha V.P.,	The committee accepted the plan

Recognized by INC& KNMC and Affiliated to Kerala University of Health Sciences.



BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



	Vice Principal; and Mrs. Sudha A, Head of the Mental Health Nursing Department, have been appointed as Internal Auditors for the year 2024.	
3. External academic auditing	<ul style="list-style-type: none"> The external audit can be scheduled for November 5th, if feasible. Dr. Anoop K.R. and Dr. Sijin K.S. from Fatima Mata National College could be selected as the external auditors. 	The committee accepted the plan
4. Criteria revision class	<ul style="list-style-type: none"> It is essential to provide faculty with an orientation on the revised NAAC criteria. Since Mrs. Betsy attended an online workshop, she will be able to lead the orientation program. Therefore, an FDP has been scheduled by the IQAC department for August 30th. 	IQAC department has taken charge.
5. Faculty division of KUHS AND NAAC criteria	<ul style="list-style-type: none"> Due to the revision, the number of NAAC criteria has increased. Considering the similarities between KUHS and NAAC criteria, the faculty members have been reassigned, and the updated list of criterion heads and members is attached. 	The committee accepted the decision.
6. Examination and evaluation procedures	<ul style="list-style-type: none"> The fifth-semester university exams will start on 12th August, and the students are currently on study leave. The results for the first, third, and fourth-semester university exams have been published, and the analysis 	The committee accepted the decision.

Recognized by INC& KNMC and Affiliated to Kerala University of Health Sciences.



BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001


(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



	indicates the need for improvement. Faculty members need to take remedial measures.	
7. Commencement of classes for 6 th Sem students	<ul style="list-style-type: none">The sixth semester classes are expected to begin after the practical exams, likely after August 25th.	6 th semester, faculty took the charge
8. Admission of new batch	<ul style="list-style-type: none">NRI admissions have been completed, and the Management and LBS allotment process is ongoing. Classes are expected to start by October, with Mrs. P. V. Greeshma as the class coordinator and Mrs. Anupama as the assistant coordinator.	
9. Any other matter.	<ul style="list-style-type: none">Graduation and College Day celebrations are scheduled.The dates have been finalized for August 18th and 19th, with committees formed.Each committee has provided updates on their completed work.	Meeting adjourned by 12.30 pm


Signature of the Secretary


Signature of the Principal



Dr. Sr. TERESE KOCHUVILAYIL S.J.C
M.Sc., Ph.D (N)
PRINCIPAL
BISHOP BENZIGER COLLEGE OF NURSING
KOLLAM - 1, KERALA

Recognized by INC & KNMC and Affiliated to Kerala University of Health Sciences.



BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



IQAC MEETING: ^{MAY}~~April~~ 03.05.24

Venue: IQAC Office.

Time: 9.30 am to 10.30 am

Members present	Designation	Signature
Prof..Dr.Annal Angeline	Principal BBCON	
Sr. Dr. Terese SIC	Research Centre Co-ordinator	
Prof. Binutha.V.P	CRITERION HEAD –III/Vice Principal, BBCON	
Sr. Jaisy Sebastian	IQAC Coordinator	
Prof. Sheeja .S	CRITERION HEAD- V /HOD Community Health Nursing Department	
Mrs. Nisha John	CRITERION HEAD IV/ HOD OBG Nursing Department	
Mrs. Betsy .K.Jayims	CRITERION HEAD- 1 HOD Child Health Nursing Department	
Mrs. Shinola R	HOD Mental Health Nursing Department	
Mr Jerin James	CRITERION HEAD- VI/ Logistic Support	
Mrs. Jyothilekhami J	CRITERION HEAD –II/NSS Program Officer	
Mrs. Neethu M	CRITERION HEAD-VII	
Mrs. Amala L	CRITERION HEAD-VIII	
Mrs. P V Greeshma	QAS Co-ordinator	
Mrs. Lakshmipriya	IQAC Secretary	

AGENDA:

- Review of the previous meeting's minutes
- KNMC Inspection
- Internal academic auditing
- External academic auditing
- Departmental Research
- Fire and safety awareness programme
- Examination and evaluation procedures
- Commencement of classes for 2nd sem and 4th sem students
- Admission of new batch
- Any other issues raised by members

Recognized by INC& KNMC and Affiliated to Kerala University of Health Sciences.

BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



AGENDA	MATTER	Remarks
1. Review of the previous meeting's minutes	<ul style="list-style-type: none">The meeting commenced with a silent prayer.The IQAC Secretary warmly welcomed the Principal and all participants.The IQAC Coordinator outlined the agenda for the meeting.The secretary read out the minutes of the previous meeting.The Principal provided necessary corrections.The minutes of the previous meeting were proposed by Mrs. Nisha John, HOD of OBG Nursing Department, and seconded by Amala L. from the Community Health Nursing Department.	
2. Progress report on implementation of previous decisions and action points	<ul style="list-style-type: none">The feedback analysis report has been placed in the IQAC file.Next month, a Continuing Nursing Education (CNE) session on Registered IEC will be conducted by the Vice Principal to provide orientation to all faculty members regarding IEC processing..	<i>Internal Ethics Committee</i>
3.KNMC Inspection	<ul style="list-style-type: none">Most of the arrangements for the KNMC inspection have been completed.	The committee accepted the plan

Recognized by INC& KNMC and Affiliated to Kerala University of Health Sciences.

BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



	<ul style="list-style-type: none">HODs, class coordinators, subject in-charges, and lab in-charges have been tasked with further arrangements.The Clinical Coordinator will be responsible for updating all the documents from the parent hospital.	
4. Internal academic audit- 2024	<ul style="list-style-type: none">Internal academic audit is planned to be conducted in the month of September.	The IQAC coordinator tasked the responsibility.
5. External academic audit 2024	<ul style="list-style-type: none">An external audit is scheduled to be conducted in the month of October.	The IQAC coordinator tasked the responsibility.
6. Department Research <i>on going</i>	<ul style="list-style-type: none">The presentation of research proposals for departmental research for the years 2023 and 2024 should be completed promptly.	The committee accepted the plan
7. Fire and safety awareness programme.	<ul style="list-style-type: none">Planned to conduct on 6th May 2024	The Coordinator Mrs. Amala has been entrusted with the responsibility.
8. Examination and evaluation procedures	<ul style="list-style-type: none">All faculty members need to follow the guidelines introduced by the examination cell, for theory and practical examinations.	The committee accepted the plan
9. Commencement of classes for 2 nd and 4 th Sem students	<ul style="list-style-type: none">Second semester classes started on 29th April and 4th semester	2 nd semester, faculty took the charge

Recognized by INC& KNMC and Affiliated to Kerala University of Health Sciences.

BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



	classes will be commenced on 27th May 2024.	
10. Admission of new batch	<ul style="list-style-type: none">Admission process will be completed by the month of August.	
11. Any other matter.	<ul style="list-style-type: none">Exhibiting documents to other institutions during training visits has resulted in the loss of many of our original documents. We need to take serious measures to address this issue..A curriculum workshop and faculty development program need to be planned for the academic year. Additionally, the annual workshop for MSc. students must also be organized.Principal Dr. Annal Angeline, along with all criterion heads and other committee coordinators, provided a detailed orientation to the future principal, Dr. Sr. Therese.	<p>The IQAC Coordinator expressed her heartfelt gratitude to Principal Dr. Annal Angeline for her selfless dedication to the institution, serving as the IQAC Coordinator, HOD, and, above all, as the Principal for more than a decade.</p> <p>The meeting adjourned by 10:30 am.</p>

Signature of the Secretary

Signature of the Principal

Recognized by INC& KNMC and Affiliated to Kerala University of Health Sciences.

BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



Estd: 2004

Action taken report – 03. 05. 2024

- KNMC affiliation letter obtained
- Inspection team for Internal academic audit- 2024 & External academic audit 2024 should be selected.
- All faculty members are strictly following the examination and evaluation procedures. Result analysis register is maintained.
- Fire and safety awareness programs still need to be conducted.
- Second semester classes started on 29 th April and 4th semester classes commenced on 27th May 2024.



BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



IQAC MEETING MARCH 16.03.24

Venue: IQAC Office .

Time: 2.00 pm to 3.00 pm

Members present	Designation	Signature
Prof..Dr.Annal Angeline	Principal BBCON	
Prof. Binutha.V.P	Vice Principal, BBCON	
Sr. Mariamma KS	IQAC Coordinator	
Prof. Sheeja .S	HOD Community Health Nursing Department	
Mrs. Nisha John	HOD OBG Nursing Department	
Mrs. Betsy .K.Jayims	HOD Child Health Nursing Department	
Mrs. Shinola R	HOD Mental Health Nursing Department	
Mr Jerin James	Asst..Professor.	
Mrs. Jyothilekhmi J	NSS Program Officer	
Mrs. Lakshmipriya	IQAC Secretary	

AGENDA:

- Review of the previous meeting's minutes
- Progress report on implementation of previous decisions and action points
- Updates on accreditation and quality assurance processes
- Discussion on academic program reviews and feedback mechanisms
- Analysis of student and faculty feedback surveys
- Planning for faculty development programs and training sessions
- Initiatives for promoting research and innovation
- Examination and evaluation procedures
- Any other issues raised by members

Recognized by INC& KNMC and Affiliated to Kerala University of Health Sciences.



BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



Agenda	Details	Remarks
1. Review of the previous meeting's minutes	<ul style="list-style-type: none">The minutes of the previous meeting have been read out by the secretaryNecessary corrections were given by the Principal.The minutes of the previous meeting were proposed by Mrs. Nisha John, HOD OBG Nursing Department, and seconded by Prof. Sheeja S, HOD Community Health Nursing Department.	
2. Progress report on implementation of previous decisions and action points	<ul style="list-style-type: none">Workload is divided among all faculty members, and additional responsibilities are also assigned.The lamp lighting ceremony was conducted well and the reports were also finalized.For the registration process of IEC, outside scholars can also apply.New faculty welfare committee formulated.Book exhibition was conducted on 6.3.24, it was a fantastic opportunity for both teachers and students to explore new books and resources and provide valuable feed backOne week NSS UNARVU 2K24 camp was conducted from 07.03.24 to 13.03.24 at Bishop Benziger Ayurvedic	Principal

Recognized by INC& KNMC and Affiliated to Kerala University of Health Sciences.



BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



Agenda	Details	Remarks
	Centre, Needakara.	
3. Updates on accreditation and quality assurance processes	<ul style="list-style-type: none"> • AQAR successfully submitted by December 31, 2023 • All the documents were updated as per the criteria 	Principal appreciated all the criteria members.
4. Discussion on academic program reviews and feedback mechanisms	<ul style="list-style-type: none"> • The university exam results for third-year BSc. Nursing and second-year MSc. Nursing students have been released, showcasing a remarkable achievement with a 100% pass rate. 	Principal appreciated all the faculty members.
5. Analysis of student and faculty feedback surveys	<ul style="list-style-type: none"> ➤ All faculty members have submitted their performance appraisal forms to the office, and now the class coordinators are tasked with collecting course feedback from all batches. ➤ The performance appraisal is scheduled for the last week of March. 	Informed concerned teachers.
6. Planning for faculty development programs and training sessions	<ul style="list-style-type: none"> ➤ Relevant topics from the updated syllabus can be chosen for monthly Continuing Nursing Education (CNE) sessions. ➤ External resource persons can be chosen to provide faculty training 	Informed CNE coordinator.

Recognized by INC& KNMC and Affiliated to Kerala University of Health Sciences.



BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



Agenda	Details	Remarks
	sessions.	
7. Initiatives for promoting research and innovation	➤ All departments have finished their research publications for the period 2021-2022. Now, they must finalize the research activities for 2022-2023 by the end of March and secure financial support from the office.	Accepted by all HODs.
8. Examination and evaluation procedures	<ul style="list-style-type: none">➤ BSc. Nursing I Semester and III Semester exams are scheduled for the months of April and May, respectively.➤ The requirements for the I Semester have been fulfilled, and the uploading of internal marks should be completed.➤ The requirements for the III Semester need to be finalized, and internal marks should be uploaded by April.	Informed concerned Class coordinators.
Any other issues raised by members	➤ No other issues.	Meeting adjourned by 3.15 pm.

Signature of the Secretary

Signature of the Principal

Recognized by INC& KNMC and Affiliated to Kerala University of Health Sciences.



BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



MINUTES OF THE IQAC MEETING HELD ON 14. 02. 2024

Venue: IQAC Office.

Time: 11.30 AM to 12.30 PM

Members present	Designation	Signature
Dr. Annal Angeline	Principal BBCON	
Prof. Binutha.V.P	CRITERION HEAD –III/Vice Principal, BBCON	
Prof. Binutha VP	IQAC Coordinator	
Prof. Sheeja .S	CRITERION HEAD- V /HOD Community Health Nursing Department	
Mrs. Nisha John	CRITERION HEAD IV/ HOD OBG Nursing Department	
Mrs. Betsy .K.Jayims	CRITERION HEAD- 1 HOD Child Health Nursing Department	
Mrs. Jyothilekhmi J	CRITERION HEAD –II/NSS Program Officer	
Mrs. Neethu M	CRITERION HEAD-VII	
Mrs. Amala L	CRITERION HEAD-VIII	
Mr Jerin James	CRITERION HEAD- VI/ Logistic Support	

AGENDA:

- Review of the previous meeting minutes.
- Feed Back of Internal academic audit.
- Feed Back of External academic audit.
- AQAR Uploaded
- Preparation to UG and PG university exam
- Any other matters.

PRINCIPAL
BISHOP BENZIGER COLLEGE OF NURSING
KOLLAM - 1, KERALA

Recognized by INC& KNMC and Affiliated to Kerala University of Health Sciences.

BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



std: 2004

AGENDA	MATTER	Remarks
1. Review of the previous meeting's minutes	<ul style="list-style-type: none">The minutes of the previous meeting were read aloud by the Secretary.The Principal provided the necessary corrections to the minutes.Mrs. Sheeja S. Criterion Head IV, proposed the approval of the minutes.Seconded by: Mrs. Shinola, Head of the Mental Health Nursing Department.	The report presented in meeting by the IQAC Coordinator
2. feedback of Internal academic audit	<ul style="list-style-type: none">Final report submitted to the Principal on 24.11.23.Internal Audit members was planned Mrs. Sindha H. Mendez, Research Consultant, Prof. Binutha VP IQAC Secretary, and Mrs. Nisha John, Head of the OBG Nursing Department.All criterion Heads submitted their most of the documents and some documents need to submit before the external audit.	The committee accepted the plan
3. Feed Back of External academic audit.	<ul style="list-style-type: none">The external audit was conducted 27.11.23. The auditors were satisfied with all documents of AQAR. They instructed to submit all documents with counter signature of head of the institutions.	The committee accepted the plan
4. AQAR Uploading	<ul style="list-style-type: none">IQAC all documents according to the criterion upload on 23.12.2023.	The committee accepted decision.

Recognized by INC& KNMC and Affiliated to Kerala University of Health Sciences.

BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

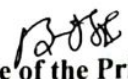
Estd: 2004

Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



AGENDA	MATTER	Remarks
Preparation to UG and PG university exam	<ul style="list-style-type: none">Principal mam informed to concern class coordinator prepare the internal assessment and attendance for uploading the university.	Informed concern teachers
5. Any other matters.	<ul style="list-style-type: none">No other issues raised the meeting adjourned at 12.30pm	Meeting adjourned by 12.30 pm


Signature of the Secretary


Signature of the Principal

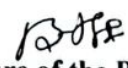
Action taken report – 08.08.2024

PRINCIPAL
BISHOP BENZIGER COLLEGE OF NURSING
KOLLAM - 1, KERALA

1. Feedback of Internal Academic Audit
 - o The internal academic audit report submitted
2. Feedback of External Audit
 - o The external audit also conducted and submitted the report
3. Preparation are going to upload university exam cell


Signature of the Secretary




Signature of the Principal

PRINCIPAL
BISHOP BENZIGER COLLEGE OF NURSING
KOLLAM - 1, KERALA

Recognized by INC& KNMC and Affiliated to Kerala University of Health Sciences.