



## INTERNAL QUALITY ASSURANCE CELL (IQAC) ANNUAL REPORT - ACADEMIC YEAR: 2023-2024

The Internal Quality Assurance Cell (IQAC) of Bishop Benziger College of Nursing, Kollam has consistently worked towards institutionalizing quality assurance and enhancement practices. This report summarizes the activities and initiatives undertaken by IQAC during the academic year 2023-2024, in alignment with the institution's mission and vision.

### MAJOR INITIATIVES AND ACHIEVEMENTS

#### 1. Quality Assurance Activities

##### ● QAS Surveillance Visit

The institution successfully underwent the Quality Assurance System (QAS) surveillance visit, reaffirming our commitment to continuous quality improvement.

##### ● Submission of AQAR

The Annual Quality Assurance Report (AQAR) for the year 2022-2023 was prepared and submitted to NAAC, highlighting various quality initiatives and institutional achievements.

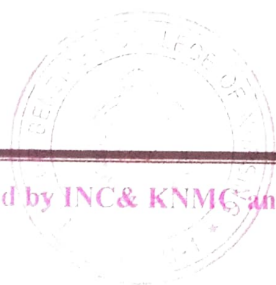
##### ● Academic and Administrative Audits

Comprehensive \*\*Academic Auditing\*\* and \*\*Administrative Auditing\*\* were conducted to evaluate and improve academic and operational efficiency.

#### 2. Training and Development Programs

##### ● Faculty Development Programs (FDPs)

IQAC organized multiple FDPs on topics such as Quality Assurance, NAAC Criteria Revision, and the use of quality tools for teaching and research.



Dr. Sr. TERESE KOCHUVILAYIL S.C.  
M.Sc., Ph.D.

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

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## ● International Workshop and Training Programs

An International Workshop on "Mixed Methods Research" has been conducted along with Scientific paper presentation.

## ● Orientation and Awareness Programs

Orientation sessions were held for newly admitted students, focusing on quality assurance and institutional policies. Additionally, anti-ragging awareness and disaster management training programs were organized.

## 3. Research and Innovation

### ● Departmental and Student Research Projects

Various departments undertook research projects, contributing to academic innovation. Students were encouraged to work on quality-centric projects, integrating academic learning with practical applications.

### ● Social Extension Activities

IQAC facilitated social outreach programs, including health camps, awareness drives, and community development projects, promoting a sense of social responsibility among students.

## INSTITUTIONAL EVENTS AND CELEBRATIONS

### ● Lamp Lighting Ceremony

The annual Lamp Lighting Ceremony marked the initiation of our budding nurses into the noble profession of nursing. This year, 60 students participated in the event, symbolizing their commitment to providing compassionate care. The ceremony was graced by His Excellency Rt. Rev. Dr. Paul Antony Mullassery, who delivered an inspiring address on the significance of nursing in healthcare.

### ● Graduation Ceremony

The Graduation Ceremony celebrated the academic achievements of our students. This year, the graduation ceremony was held for BSc Nursing students from the 16<sup>th</sup> Batch

(2017-2024) and the 15th Batch (2016-2022), as well as MSc Nursing students from the 12th Batch (2022-2024). A total of 53 students graduated this year, with degrees conferred by Dr Simon Philipose MS, MCh. Surgeon & Faculty, Dept. of Cardiac Surgery, Sree Chitra Thirunal Institute of Medical Science and Technology, TVM. The event featured a valedictory speech by Ms. Lakshmi Sankar Das, the best outgoing student, highlighting their journey and future aspirations.

### ● Awards and Recognition

As part of our commitment to excellence, the institution recognized outstanding performances in various categories:

**Best Faculty Award:** Mr. Prince Christopher, for exceptional teaching and contribution to student success.

**Best Outgoing Student:** Ms. Ligi P John, for academic excellence and extracurricular contributions

**College Toppers:** Ms. Pillai Ravija – MSc. Nursing

Ms. Diya Susan Thomas – BSc. Nursing

**Best Reader Award:** Mrs. Vidya, for highest library engagement.

These awards aim to motivate and uphold a culture of merit and dedication.

### ● College Day Celebration

The College Day Celebration "Ragam 2k24" was a vibrant event that brought together students and faculty. The theme for this year was "Embracing Diversity and Excellence". Cultural performances, keynote speeches, and student showcases highlighted the institution's achievements and future goals.

### ● Book Exhibition and Reading Week Celebration

A week-long celebration was organized, featuring a 'Book Exhibition' and engaging activities to promote reading habits among students and faculty.





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## ● Health Day Observances

The institution observed World Health Day, Breast feeding week, Mental Health Awareness Week, and other health-related events to encourage a healthy lifestyle. Various programs including Exhibitions, Rally, Awareness classes, Role plays, Health educations...etc, were conducted as part of every health day celebrations.

## ● Mentor-Mentee Meetings

Regular mentor-mentee meetings provided a structured framework for academic and personal guidance, enhancing student support systems.

## IQAC ADMINISTRATIVE ACTIVITIES

### ● Regular IQAC and HOD Meetings

IQAC convened periodic meetings to review ongoing activities, assess outcomes, and plan future initiatives. Regular HOD meetings ensured the seamless implementation of quality initiatives across departments.

### ● Continuous Nursing Education (CNE)

Specialized CNE programs were organized to keep nursing faculty and students updated with the latest trends and practices in healthcare education.

## Conclusion

The IQAC at Bishop Benziger College of Nursing Kollam, remains dedicated to promoting a culture of quality and excellence. The activities and initiatives carried out during the academic year 2023-2024 have strengthened the institution's core processes, fostering academic growth and operational efficiency. Moving forward, IQAC aims to introduce innovative strategies to enhance the teaching-learning process, research outcomes, and community engagement.

**Signature of the IQAC Coordinator**

**Signature of the Principal**

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Dr. Sr. TERESA KOCHUVILAY, STC  
M.Sc., PhD (N)

PRINCIPAL

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KOLLAM - 1, KERALA



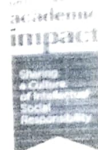
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IQAC MEETING: October 25. 10.24

Time: 10.30 AM to 12 AM

Venue: IQAC Office.

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. Betej .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. Jyothilekhmi 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

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## 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. Betey .K.Jayims	CRITERION HEAD- I HOD Child Health Nursing Department	
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Mr Jerin James	IQAC Secretary, CRITERION HEAD- VI/ Logistic Support	

### AGENDA:

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- Plan for External academic audit.
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- Examination and evaluation procedures.



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





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



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communicated to students

6. Examination hall modification.

- 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.

- 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).

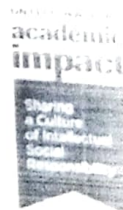
Principal summarized the proceedings

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	<ul style="list-style-type: none"><li>• Printing will be carried out by Catholic Press, Kollam.</li></ul>	
8. New KUHS – QAS Coordinator selection.	<ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li></ul>	The committee accepted decision.
9. Any other matters.	<ul style="list-style-type: none"><li>• Meetings for the Student Council and College Council should be conducted, and registers must be updated accordingly.</li><li>• I Semester classes are set to commence on November 4, 2024.</li><li>• The IQAC catalog has been prepared and was presented during the meeting.</li><li>• Suggestions were gathered for the formulation of various new committees and the allocation of members.</li></ul>	Meeting adjourned by 01.30 pm

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## 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. Betey 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