

## **IQAC MEETING 7/01/2015**

As a part of quality improvement, a core team meeting at college level was held on 7/1/2015 at the conference hall of Bishop Benziger college of nursing from 2pm.

### **AGENDA**

1. Formation of an Internal Quality Assurance Committee at college level.
2. Formulation of aims, objectives and policies of IQAC
3. Plan for 2<sup>nd</sup> meeting of IQAC.

### **MEMBERS PRESENT**

Prof. Anoop K.R	-	Principal, BBCON
Mr. Anand .S	-	Vice Principal, BBCON
Mr. D. Solomen	-	Administrative officer, BBCON
Prof. Bhasura Chandrachood	-	HOD, Child Health Nursing
Mrs. Annal Angeline	-	HOD, Obstetrics and Gynaecologic Nursing
Mrs. Binutha V.P	-	HOD, Medical Surgical Nursing
Mrs. Summith	-	HOD incharge, Community nursing
Mrs. Alpha. G	-	Asst.Prof. Obstetrics and Gynaecologic Nursing
Mrs. Nisha	-	Dept. of Medical Surgical Nursing
Mrs. Aneesha	-	(Alumni) Lecturer, Holy Cross College of Nursing
Ms. Saritha Mohanan	-	1 <sup>st</sup> Msc Nursing
Ms. Jinumol Joseph	-	3 <sup>rd</sup> Bsc Nursing

AGENDA	MATTER	REMARKS
<p>1. Formation of IQAC at college level.</p>	<p>Core team of the college decided to form an efficient IQAC at the college level as a part of quality improvement procedures.</p> <p>As per the decisions of the team the following persons were selected as committee members.</p> <p><b>IQAC MEMBERS</b></p> <p><b>Chair person</b> Prof. Anoop K.R - Principal, BBCON</p> <p><b>Senior Administrative officers</b> Very Rev. Msgr. Ferdinand Peter – Director, BBH Rev. Fr. Joseph John – Manager, BBCON</p> <p><b>Management Members</b> Dr. John Zachariah David – Medical superintendent, BBH Sr. Perpetua Mary – Nursing superintendent, BBH</p> <p><b>Teachers</b> Mr. Anand .S -Vice Principal, BBCON Prof. Bhasura Chandrachood-HOD, Child Health Nursing Mrs. Binutha V.P -HOD, Medical Surgical Nursing Mrs. Summith - HOD incharge, Community nursing Mrs. Alpha. G - Asst.Prof. Obstetrics &amp; Gynaecologic Nursing</p> <p><b>Nominees from local society</b> Prof. Dr. Stanley John – HOD, Dept. of History, Fathima Matha National College Kollam Prof. Suresh K.N – Principal N.S College of nursing, Kollam</p> <p><b>Alumni Member</b> Mrs. Aneesha -(Alumni) Lecturer, Holy Cross College of Nursing</p> <p><b>Student representatives</b> Ms. Saritha Mohanan - 1<sup>st</sup> Msc Nursing</p>	<p>All members agreed to take up the new responsibilities.</p>

<p>2. Formulation of aims, objectives and policies of IQAC.</p>	<p>Ms. Jinumol Joseph - 3<sup>rd</sup> Bsc Nursing</p> <p><b>Nominee from employer</b> Mr. D. Solomen - Administrative officer, BBCON</p> <p><b>IQAC Coordinator</b> Mrs. Annal Angeline - HOD, Obstetrics and Gynaecologic Nursing</p> <p><b>IQAC Secretary</b> Mrs. Nisha - Dept. of Medical Surgical Nursing</p> <p><b>AIMS OF IQAC</b></p> <ul style="list-style-type: none"> <li>• To develop a system of conscious and consistent action to improve the academic and administrative performance of institution.</li> <li>• To establish quality assurance through internalisation of quality culture and best practices.</li> </ul> <p><b>GOALS</b></p> <ul style="list-style-type: none"> <li>• To promote research and scientific publications by the faculty</li> <li>• To motivate faculty for continuing education by attending conference, workshops, short term courses.</li> <li>• To depute faculty to attend short term courses appropriate to their professional knowledge, skill development.</li> <li>• To promote and assist in acquiring higher education of faculty.</li> </ul> <p><b>POLICIES</b></p> <ul style="list-style-type: none"> <li>• The composition of IQAC depends on the size and complexity of the institution.</li> <li>• The membership of members will be for a period of two years.</li> <li>• IQAC should meet at least once in every quarter.</li> <li>• IQAC members should shoulder the</li> </ul>	
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<p>3. Plan for 2<sup>nd</sup> meeting of IQAC.</p>	<p>responsibilities and devote time for working out the procedural details.</p> <p>Prof. Anoop K.R, Principal BBCCON and IQAC chair person announced to prepare an annual action plan for 2015-16 which has to be presented in the next IQAC meeting to be held on April first week.</p> <p>Prof. Anoop K.R, Principal BBCCON asked the committee regarding any other matters to be discussed. The meeting adjourned at 4 pm.</p>	<p>Team members accepted the same.</p>
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## **IQAC MEETING 8/04/2015**

Second IQAC meeting was held on 8/4/2015 at the conference hall of Bishop Benziger college of Nursing from 2pm.

### **AGENDA**

1. Minutes of previous meeting
2. Matter arising from previous meeting
3. Discussion of action plan
4. Submission of LOI
5. Plan for 3<sup>rd</sup> meeting
6. Any other issues

### **MEMBERS PRESENT**

Prof. Anoop K.R	-	Principal, BBCON
Mr. Anand .S	-	Vice Principal, BBCON
Mr. D. Solomen	-	Administrative officer, BBCON
Prof. Bhasura Chandrachood	-	HOD, Child Health Nursing
Mrs. Annal Angeline	-	HOD, Obstetrics and Gynaecologic Nursing
Mrs. Binutha V.P	-	HOD, Medical Surgical Nursing
Mrs. Summith	-	HOD incharge, Community nursing
Mrs. Alpha. G	-	Asst.Prof. Obstetrics and Gynaecologic Nursing
Mrs. Nisha	-	Dept. of Medical Surgical Nursing
Mrs. Aneesha	-	(Alumni) Lecturer, Holy Cross College of Nursing
Ms. Saritha Mohanan	-	1 <sup>st</sup> Msc Nursing
Ms. Jinumol Joseph	-	3 <sup>rd</sup> Bsc Nursing

AGENDA	MATTER	REMARKS
1. Minutes of previous meeting	Minutes of previous meeting was read by Mrs. Nisha, IQAC secretary.	The committee accepted the minutes
2. Matter arising from previous meeting	Committee discussed on the selection of a new management member for IQAC as Sr. Perpetua Mary was transferred. Sr. Ancy , Nursing superintendent, BBH was selected.	
3. Discussion of action plan	As per the order, an action plan 2015-16 was prepared and was discussed. <ul style="list-style-type: none"> <li>➤ State level workshop by M.Sc Nursing students</li> <li>➤ Work schedule preparation and auditing</li> <li>➤ National level symposium by the college</li> <li>➤ Planning for NAAC</li> </ul>	
4. Submission of LOI	According to the plan, LOI was uploaded on 13/03/2015.	
5. Plan for 3 <sup>rd</sup> meeting	Next meeting of IQAC is planned for second week of July, 2015.  Principal asked about any other issues to be addressed. The meeting adjourned at 4 pm.	Committee accepted the same.

## **IQAC MEETING 15/06/2015**

Next IQAC meeting was held on 15/06/2015 at the conference hall of Bishop Benziger college of Nursing from 2pm. Meeting started with a silent prayer.

### **AGENDA**

1. Minutes of previous meeting
2. Issues from previous meeting
3. Report on establishment of IQAC at college
4. Report on Quality assurance in student's clinical learning
5. Report on quality assurance measures taken by college administration
6. Suggestions from experts
7. Plan for next meeting

### **MEMBERS PRESENT**

Prof. Anoop K.R	-	Principal, BBCON
Very Rev. Msgr. Ferdinand Peter	-	Director, BBH
Prof. Dr. Stanley John	-	HOD, Fathima Matha National College, Kollam
Prof. Suresh K.N	-	Principal N.S College of nursing, Kollam
Sr. Ancy	-	Nursing superintendent, BBH
Mr. Anand .S	-	Vice Principal, BBCON
Mr. D. Solomen	-	Administrative officer, BBCON
Prof. Bhasura Chandrachood	-	HOD, Child Health Nursing
Mrs. Annal Angeline	-	HOD, Obstetrics and Gynaecologic Nursing
Mrs. Binutha V.P	-	HOD, Medical Surgical Nursing
Mrs. Summith	-	HOD incharge, Community nursing
Mrs. Alpha. G	-	Asst.Prof. Obstetrics and Gynaecologic Nursing
Mrs. Athula Mary Jacob	-	Dept. of Medical Surgical Nursing
Mrs. Aneesha	-	(Alumni) Lecturer, Holy Cross College of Nursing
Ms. Saritha Mohanan	-	1 <sup>st</sup> Msc Nursing
Ms. Jinumol Joseph	-	3 <sup>rd</sup> Bsc Nursing

AGENDA	MATTER	REMARKS
1. Minutes of previous meeting	Minutes of previous meeting was read by Mrs. Annal Angeline.	The committee accepted the minutes
2. Issues from previous meeting	Committee discussed on the selection of a new IQAC secretary as Mrs. Nisha resigned. Mrs. Athula Mary Jacob was selected.	
3. Report on establishment of IQAC at college	Mrs. Annal Angeline, HOD, OBG Dept. And IQAC coordinator read a brief report on establishment of IQAC at college.	
4. Report on Quality assurance in student's clinical learning	Very. Rev. Msgr. Ferdinand Peter stressed on the quality assurance in students clinical learning. Father promised the full cooperation of the management in the endeavours of the college throughout the NAAC accreditation process. Nursing Superintendent of BBH Sr. Ancy Mary also extended her wishes and support for the same.	
5. Report on quality assurance measures taken by college administration	Mr. D Solomen Administrative officer gave a brief report regarding the activities in the administrative sector towards quality improvement. Sir also promised their support for accreditation process.	
6. Suggestions from experts	<p>Prof. Dr. Stanley John shared his experiences in the process of NAAC accreditation.</p> <p>Suggestions given were:</p> <ul style="list-style-type: none"> <li>• IQAC meetings to be held 4 times a year.</li> <li>• Include more external experts</li> <li>• Include students in sub committees</li> <li>• AQAR preparations on time</li> <li>• Documentation of all events of college.</li> <li>• Proofs should be filed</li> </ul>	



<p>7. Plan for next meeting</p>	<ul style="list-style-type: none"> <li>• Two mock visits before the main visit</li> <li>• Any bridge course for adaptation of students to the course.</li> <li>• Highlight any achievement of students/faculty.</li> <li>• Infrastructure development and maintenance</li> <li>• Improve involvement of Alumni association and PTA.</li> <li>• Suggestions on Innovations and best practices.</li> </ul> <p>A talk was also given by Prof. Suresh K.N, Principal NS college of nursing from his experience with NLN accreditation. His advice was to make all staffs and students aware regarding the accreditation process and get consent from all to have a strong team work.k He also said to analyse the strength and weakness of college.</p> <p>The next meeting has been planned for the month of November.</p> <p>Vote of thanks was rendered by Prof. Bhasura Chandrachood. The meeting adjourned at 4 pm.</p>	<p>Committee agreed with the expert opinions and clarified their doubts.</p> <p>Committee accepted the same.</p>
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## **IQAC MEETING 16/11/2015**

Next IQAC meeting was held on 16/11/2015 at the conference hall of Bishop Benziger college of Nursing from 2pm.Meeting started with a silent prayer.

### **AGENDA**

1. Minutes of previous meeting
2. Issues from previous meeting
3. Plan for Internal audit
4. Plan for external audit
5. Plan for Mock inspection
6. Suggestions from members
7. Plan for next meeting

### **MEMBERS PRESENT**

Prof. Anoop K.R	-	Principal, BBCON
Mr. Anand .S	-	Vice Principal, BBCON
Prof. Bhasura Chandrachood	-	HOD, Child Health Nursing
Mrs. Annal Angeline	-	HOD, Obstetrics and Gynaecologic Nursing
Mrs. Binutha V.P	-	HOD, Medical Surgical Nursing
Mrs. Sheeja	-	HOD, Community Health Nursing
Mrs. Athula Mary Jacob	-	Dept. of Medical Surgical Nursing
Mrs. Aneesha	-	(Alumni) Lecturer, Holy Cross College of Nursing
Ms. Saritha Mohanan	-	1 <sup>st</sup> Msc Nursing
Ms. Jinumol Joseph	-	3 <sup>rd</sup> Bsc Nursing

AGENDA	MATTER	REMARKS
1. Minutes of previous meeting	Minutes of previous meeting was read by Mrs.Athula.	The cell accepted the minutes.
2. Issues from previous meeting	The members discussed regarding various suggestions given by the experts and decided for a thorough preparation and go forth with accreditation process.	Members accepted the decisions
3. Plan for Internal audit	Internal audit for NAAC had been planned for 2nd week of January 2016. The selected members were Mr. Anand.S, Mrs.Annal Angeline, Mrs. Tincy. Principal Instructed to inform all staffs to prepare departments with all necessary documents.	All members ensured their full cooperation for internal audit.
4. Plan for external audit	An external audit has been planned in the month of February after rectifying shortcomings noticed in internal audit.	
5. Plan for Mock inspection	As a part of preparation of campus, students and faculty for NAAC inspection, a mock inspection is also planned before real inspection.	
6. Suggestions from members	Suggestions were given by the members regarding internal audit like: <ul style="list-style-type: none"> <li>• Inspection dates should be divided according to criterias</li> <li>• All members should consider it as a supportive process rather than fault finding.</li> </ul>	Members accepted the decisions
7. Plan for next meeting	The next meeting of IQAC has been planned in the month of February.  The meeting adjourned at 4pm.	

### **Internal Audit Review meeting**

Internal Audit Review meeting was held on 21<sup>st</sup> January 2016 at BBCON seminar hall from 2.00pm to 4.00pm. All faculty members attended the meeting and were informed regarding the external audit to be held on first week of February.

### **External Audit- 05.02.2016**

An external audit was conducted on 05.02.2016 at BBCON as a part of NAAC accreditation process. Correction and modifications were suggested to all criteria's and the auditor suggested for a very good team work further.

### **Mock Inspection-12.02.2016-13.02.2016**

Mock Inspection was conducted at BBCON on 12.02.2016-13.02.2016. Team members were Rev. Sr. Jacintha, Principal, Athena College of Nursing, Mangalore and Mrs. Shiji P.J, Asst. Professor, Father Muller College of Nursing, Mangalore.

### **IQAC Meeting May 21<sup>st</sup> 2016**

IQAC meeting was held on May 21<sup>st</sup> 2016 at conference hall of BBCON from 2.00pm. The main agenda was review preparations for NAAC Inspection. Inspection dates were officially announced by the Principal (16.06.2016 to 18.06.2016). Instruction were given to the HODs and criteria heads by the Principal.

### **BBCON Excelsior- 30.10.2016**

Declaration of NAAC Accreditation and Quality Assurance Initiatives "BBCON Excelsior" was conducted on 30.10.2016 at BBCON auditorium from 3.30pm to 5.30pm. The official inauguration and formal declaration of NAAC Accreditation was announced by Sri. N.K Premachandran, M.P, Kollam and Dr.A Nalinakshan. Pro V.C, KUHS respectively.