

Few suggestions were put forward by the external auditor with regard to various criteria.

- Feed back system modification
- Faculty to see resource persons
- Include WABA membership in Presentation
- Some modifications in Power Point Presentation (were few among the suggestion)

The overall comment was good enhancement in quality of educational and research activities and good team work.

Signature of Principal

Dr. ANOOPA, K.R. Ph.D (N)
PRINCIPAL
BISHOP BENZIGER COLLEGE OF NURSING
KOLLAM - 1, KERALA



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IRAC MEETING ON NATIONAL CONFERENCE.

- 10 - 8 - 2018.

On 10th August 2018, IRAC members of Bishop Benziger College of Nursing met at NAAC office at 2pm. The main agenda was to discuss on the organization of a National Conference by the month of November.

Agenda

- Organization of National conference.

Members Present

- * Dr. Anoop. K.R.
- * Prof. Anand. S
- * Prof. Anna Angelina
- * Mrs. Sheeja. S
- * Mrs. Binukha. VP
- * Mrs. Betty
- * Mrs. Anila
- * Mrs. Nisha
- * Mrs. Joyce.

AGENDA

MATTER

REMARK

- | <u>AGENDA</u> | <u>MATTER</u> | <u>REMARK</u> |
|--|---|--|
| * Organization of National Conference. | <ul style="list-style-type: none"> * Principal greeted the faculty members. * Dr. Anoop. K.R introduced regarding the plan of organizing a National Conference. * Suggestions invited for the Theme of National Conference. * Final Theme selected was "Best Practices in Nursing". | <ul style="list-style-type: none"> * Different opinions were given by faculty |

AGENDA

MATTER

REMARKS

- Discussions on selection of committee members were done.

Committee members were selected during the meeting.

Organizing chair Person

- Dr. Anoop. K.R

Organizing Secretary

- Prof. Anand Angelina

Treasurers

- Prof. Anand. S

Invitation / Reception

- Mrs. Binutha. V.P

- Mr. Jesim

- Mrs. Resmi

- Mrs. Anita.

Registration

- Mr. Lovelin,

- Mrs. Jyee

- Mrs. Vinay

- Mrs. Sheela

- Mrs. Sony.

Scientific Committee

- Mr. Betej

- Mrs. Solly

- Mrs. Akula.

Program committee

- Mrs. Feby

- Mrs. Angel

- Mrs. Ann

- Mrs. Safarina.

AGENDA

MATTER

REMARKS

Transportation and Accommodation / Stage Decoration.

- Mrs. Jyothi Lakshmi
- Mrs. Nisha
- Mrs. Asha Francis
- Mrs. Sajini Raju

Refreshment Committee.

- Mrs. Sneha . V.P.
- Mrs. Nisha
- Mrs. Joyce
- Mrs. Sony

Stage

The meeting ended at 4 pm.

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 PRINCIPAL
 BISHOP BEZIGER COLLEGE OF NURSING
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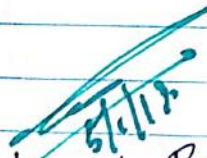
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13/11/18.

REPORT ON NATIONAL CONFERENCE

National Conference on "Best Practices in Nursing" was held on November 30th - December 1st 2018 at Bishop Benziger College of Nursing. The registration for conference was from 15/11/18 to 10/12/18. A total of 182 members (Nursing faculty - 34 (Outside) + 23 BBCON, PG students 31 (Outside) + 13 BBCON, 22 staff Nurses, 47 UG students and 12 Resource Persons attended the conference. Sessions on both day was done by 12 eminent personalities from different aspects of nursing. All committee members participated actively throughout the conference. Scientific paper and poster presentations was also included in the conference. The conference successfully ended by 4:30pm on 1st December 2018.


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PRINCIPAL
BISHOP BENZIGER COLLEGE OF NURSING
KOLLAM-1, KERALA

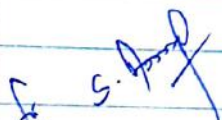

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IQAC MEETING — 05/01/2019


On 5th January all members of IQAC (BBCON) meet at IQAC office at 2.30pm. Members present :- Dr. Anoop K.R (Principal BBCON), Criterion chairpersons, and all faculty members. The agenda of the meeting was to discuss the ~~the~~ regarding the pilot study on Manual of Health Sciences and to submit the final report to NAAC before 15th January 2019. Dr. Anoop K.R, Principal BBCON, gave instructions about the pilot study and announced that Bishop Benziger College of Nursing is selected for the Pilot study by NAAC. All criterion heads were informed to submit the respective criterion reports before 11-01-2019. All office staffs and computer operator were also given information and orientation regarding the new manual of Health Sciences.

The meeting ended at 4.30pm.


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INTERNAL AUDIT - FEBRUARY - 2019

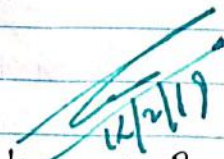
An internal audit for the academic year 2018 - 2019 was conducted on 5th and 6th of January 2019, from 9 am to 4 pm. Audit members were decided by the administration. They were:

Mrs. Sindha Mendez.

Mrs. Nisha John.

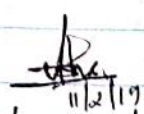
As per the prior information all documents for audit was kept ready at conference hall. On 5th January all documents of criteria I and criteria II were verified and the remaining documents of other criterias was verified on 6th January by the internal academic auditors. All files, registers and reports were verified by the team and rectifications were informed to the heads of each department.

All team leaders, faculty and non teaching staffs co-operated well for the internal audit.


Signature of Principal

Dr. ANOOPA. K.R. Ph.D (N)
PRINCIPAL
BISHOP BENZIGER COLLEGE OF NURSING
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secretary

REVIEW MEETING [INTERNAL AUDIT]

FEBRUARY - 2019

A review meeting after internal audit was conducted on 11-2-2019 at the NAAC room. All the criterion heads along with the internal auditors attended the meeting. The criterion heads submitted the corrected documents.

Some common instructions were:-

- Conduct of mentor mentee meetings & documentation.
- Conduct of tutorial classes for all batches and to maintain separate file for each batch.
- RNE file should be separated of state, national and international conferences.

During the review meeting the external audit date was announced to be on 5th & 6th of March, 2019.

12/2/19

Signature of Principal

Dr. ANOOPA, K.R. Ph.D (N)
PRINCIPAL
BISHOP BENZIGER COLLEGE OF NURSING
KOLLAM - 1, KERALA



11/2/19

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EXTERNAL AUDIT - MARCH 2019

An external audit was conducted on 9 March 2016 at BBCON as a part of Internal Quality Assurance activity.

Mr. Abid Faheem, Associate Professor, MIMS College of Nursing, Calicut was the external auditor.

The audit started by 8:30am following a meeting with Principal and other faculty. The chairperson of each criteria presented their report with the help of power point presentation followed by the Departmental presentations. A criterion based evaluation of all 7 criteria of NAAC was done on a prescribed check list. All submitted documents was also verified by the auditor.

Few suggestions put forward by the auditor with regard to various criterias were:-

Criteria- I :- To include sub plan and master plan for faster evaluation.

Criteria- II :- To conduct one International / National conference once yearly and 2-3 state level conferences in between along with the souvenirs.

- Include hands on training on conferences so that the number of resource persons could be increased.
- Include e-course and to implement e-trainings.

Criteria III : To increase the number of collaborative and interdepartmental researches. To publish research articles on UGC / Scopus indexed journal. To have MOU with other universities.

Criteria IV : Budget allocation from management for development of infrastructure of college to be represented in percentage

Criteria V : To include date, name of programme, number of students and beneficiaries in student support programmes.

Criteria VI :- Add all women empowerment programmes under the heading of Gender Equity.

Department Criteria:- To avoid duplication of interdepartmental activities during presentation. To include challenges and to concentrate more on research publications.

Others :- To conduct an IQAC meeting to provide information on new format and to sorting of files accordingly. Also suggested to give name to a flagship program.

The auditor congratulates for hosting national conference, conducting large number of research works and for having a smart board and electronic display board.

The overall comment was good enhancement in quality of education & research activities which was acquired through good team work.

New AQR form was introduced to all criteria chairpersons.

Decision was taken to prepare and administer the student Satisfaction Survey form for the year 2018-2019.

~~Signature~~
12/2/19

Signature of the
Principal

Dr. ANOOPA. K.R. Ph.D (N)
PRINCIPAL
BISHOP BENZIGER COLLEGE OF NURSING
KOLLAM - 1, KERALA



~~Signature~~
12/3/19

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Secretary

IQAC MEETING - MAY 24 - 2019

An IQAC meeting was held on 24th May 2019 in Bishop Benziger College of Nursing IQAC room at 2.00 pm. Meeting started with a silent prayer.

The agenda of the meeting is to select new IQAC members.

The new composition of IQAC is :-

1. CHAIRPERSON: HEAD OF INSTITUTION
Dr. Anoopta K.R, Principal.
2. TEACHERS WHO REPRESENT ALL LEVEL
 - Prof. Anand S - Vice Principal
 - Mrs. Binutha V.P - Associate Professor, HOD, Medical Surgical Nursing
 - Mrs. Sheeja S - Assistant Professor, HOD, Community Health Nursing
 - Mrs. Pinky Antony - Assistant Professor, HOD, Child Health Nursing
 - Mrs. Mercy Thomas - Nursing Tutor
 - Ms. Sindhu Ambika - Nursing Tutor, IQAC Secretary
3. MEMBERS FROM THE MANAGEMENT
 - Mr. D. Solomon. Administrative Officer.
 - Rev. Sr. Ancy Mary, Nursing Superintendent
4. SENIOR ADMINISTRATIVE OFFICERS:-
 - Fr. Joseph John - Manager BBCon
 - Fr. Anil Jose - Director, BBH.

5. NOMINEE FROM LOCAL SOCIETY, STUDENTS & ALUMNI:

Local Society :-

Dr. Noeline B Fernandez, Fatima Matha National College.

Students :-

Bincy Thomas (II BSc CN)
Anu Joseph (I MSc CN)

Alumni :-

Lincy Francis, Staff Nurse, BBH.

6. Nominee from Employers / Industrialist / Stake Holders.

Rev. Fr. Manoj. Antony, Ass. Director, BBH.

Industrialist :-

Chevalier, M. J. Philip, Managing Director, Praveen electricals

Stake Holders :-

Mrs. Heike Gracious - PTA Vice President.

7. Prof. Anil Angelina - IQAC Co-ordinator.

The meeting came to an end by 4.00pm.

Members Present :- (Chairpersons of all criteria)

1. Betsy. K. Jayims (Criteria I)

2. Prof. Anil Angelina (Criteria II)

3. Mrs. Binudha V. P (Criteria III)

4. Mrs. Feby Fulgen. (Criteria IV)

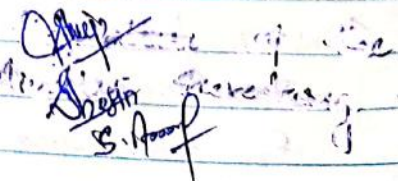
5. Mrs. Sheeja S. (Criteria V)

6. Mrs. Sherin. (Criteria VII)


7. Prof. Anand-S (Criteria VI)




Absent



The meeting came to an end by 4.00 pm.


Signature of the
Principal


Signature of the
minutes secretary.

Dr. ANOORA K.P. Ph.D (N)
Principal
BISHOP BENZIGER COLLEGE OF NURSING
KOLLAM - 1, KERALA

