



BISHOP BENZIGER COLLEGE OF NURSING

(Accredited by NAAC with B grade)



IQAC MEETING JANUARY 13TH, 2020

Venue: IQAC Office

Time: 2.00 pm to 3.00 pm

Members present	Criteria chairperson	Signature
Dr. Anoop K.R	Principal BBCON	
Prof.S. Anand	Criteria - VI	
Prof. Annal Angeline	Criteria - II	
Mrs Sheeja .S	Criteria - V	
Mrs.Binutha.V.P	Criteria -III	
Mrs Joyce	Criteria - I	
Mrs Sherin Sebastian	Criteria - VII	
Mrs Febi Fulgen	Criteria - IV	
Mrs Sindhu Ambika	-	

AGENDA:

- Minutes of the previous meeting
- Action taken report
- Plan for Internal Academic Audit
- Plan for External Academic Audit.
- Any other matters.



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AGENDA	MATTER	REMARKS
1. Minutes of the previous meeting	<ul style="list-style-type: none">➤ Minutes read by IQAC secretary, Mrs. Sindhu Ambika	The committee accepted the minutes.
2. Action taken report	<ul style="list-style-type: none">➤ Orientation of S.S.R and AQAR forms to all faculty members.➤ New faculty members were allotted with various criteria.➤ All faculty members attended the KUHS & QAS orientation programme.	The committee accepted the new selection.
3. Plan for Internal Academic Audit.	<ul style="list-style-type: none">➤ Discussed regarding the conduction of Internal Academic Audit for the year 2019-2020.➤ <u>Persons appointed as Internal Auditors:</u><ul style="list-style-type: none"><u>Audit Co- Ordinator</u><ol style="list-style-type: none">1. Prof.S. Anand (Vice-Principal)<u>Audit Members</u><ol style="list-style-type: none">2. Dr. Sindha. H. Mendez (Academic consultant)3. Mrs. Joyce (Asst. Professor)4. Mrs. Lincy (Clinical Instructor)➤ Chairpersons were instructed to submit the documents by 27th & 28th of January by 4pm.➤ Objectives & schedule of the auditing was discussed.➤ Plan for conducting	All members accepted the plan.



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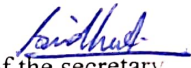
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	review meeting of Internal Audit on FEB 5 th , 2020	
4. Plan for External Academic Audit.	<ul style="list-style-type: none">➤ Planned to conduct from, 12/3/2020 to 14/3/2020.➤ Criteria chairpersons were requested to prepare PPT presentations of the current academic year activities.➤ All were instructed to update the documents for verification.	All members accepted the plan.
5. Any other issues	<ul style="list-style-type: none">➤ No other matter aroused	Meeting adjourned by 3pm.


Signature of the Principal


Signature of the secretary



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IQAC MEETING JUNE 2nd, 2019

Venue: IQAC office

Time: 2.00 pm to 3.00 pm

Members present	Criteria chairpersons	Signature
Dr. Anoop K.R	Principal BBCON	
Prof.S. Anand	Criteria - VI	
Prof. Annal Angeline	Criteria - II	
Mrs Sheeja. S	Criteria - V	
Mrs. Binutha. V.P	Criteria - III	
Mrs Joyce	Criteria - I	
Mrs Sherin Sebastian	Criteria - VII	
Mrs Feby Fulgen	Criteria - IV	
Mrs Sindhu Ambika	SECRETARY	

AGENDA:

- Orientation to new S.S.R and AQAR
- Allotment of faculty members for NAAC criteria
- Orientation of KUHS, QAS



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AGENDA	MATTER	REMARKS
1.Orientation to new S.S.R and AQAR	➤ IQAC coordinator introduced new S.S.R and AQAR and materials will be distributed.	Materials distributed to chairpersons.
2. Allotment of faculty members for NAAC criteria	<p><u>Name of chairpersons & criteria (NAAC)</u></p> <p>1.Mrs Joyce – Criteria I Members: Mrs. Jyothilekshmi, Mrs.Lincy, Mrs.Anulekshmi</p> <p>2.Prof.Annal Angeline – Criteria II Members: Mrs.P.V. Greeshma, Mrs. Anitta, Mrs. Ann Benzily.</p> <p>3. MRs.Binutha. V.P – Criteria III Members: Mrs. Reshma,,Mrs.Sajini</p> <p>4.Mrs Febi Fulgen –Criteria IV Members: Mrs. Nisha John,</p> <p>5. Mrs.Sheeja. S – Criteria V. Members: Mrs. Jyothilekshmi, Mrs. Sindhu Ambika, Mrs.Tincy.J</p> <p>6. Prof.S. Anand – Criteria VI Members: Mr.Jerin .J Mrs Sherin Johnson, Mrs. Anu.SKhosh</p> <p>7.Mrs Sherin Sebastian – Criteria VIII Members: Mrs Manila Mathews</p>	All members accepted the plan.
3. Orientation of KUHS, QAS	<p><u>Name of chairpersons & criteria (KUHS-QAC)</u></p> <p>1. Mrs Nisha John – Key Area I. Members: Mrs.Anulekshmi,Mrs. Subin</p> <p>2. Mrs Sheeja. S – Key Area II. Members: Mrs. Sherin Jhonson, Mrs.Anu. S</p> <p>3.Mrs Joyce - Key Area –III Members: Mrs.Betcy, Mrs Lincy.</p> <p>4. Prof.Annal Angeline – Key Area IV. Members: Mrs Sindhu Ambika.</p> <p>5. Mrs Binutha.V.P. – Key Area V Members: Mrs Reshma.V.S.</p> <p>6. Mrs Jyothileksmi – Key Area VI</p>	All members accepted the plan.



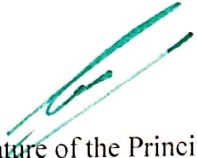
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	<p>Members: Mrs Sajini 7.Mrs. Feby Fulgen – Key Area VII Members: Mrs Ann Benzly. 8. Prof.S. Anand – Key Area VIII Members: Mr Jerin J 9.Mrs Sherin Sebastian – Key Area IX Members: Mrs.Liney 10.Mrs Manila Mathews Key Area –X Members: Mrs.P.V. Greeshma.</p>	
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Signature of the Principal


Signature of the secretary



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IQAC MEETING JUNE 18TH 2020

Venue: seminar hall

Time: 10.30 am to 11.30 am

Members present	Criteria chairperson	Signature
Dr. Anooa K.R	Principal BBCON	
Prof.S.Anand	Criteria - VI	
Prof. Annal Angeline	Criteria -II	
Mrs Sheeja .S	Criteria - V	
Mrs. Binutha. V.P	Criteria -III	
Mrs Betsy K Jayims	Criteria -I	
Mrs Sherin Sebastian	Criteria -VII	
Mrs Feby Fulgen	Criteria -IV	
Mrs Sindhu Ambika	SECRETARY	

AGENDA:

- Plan for academic curriculum workshop.
- Conduction of external audit.
- NIRF
- Re-scheduling criteria members.
- Webinar on revised NAAC framework.
- Uploading AQAR for the year 2019 -20.
- Any other issues.



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AGENDA	MATTER	REMARKS
1. Plan for academic Curriculum workshop	<ul style="list-style-type: none">➤ Planning of co-ordinators and Asst. Co-ordinators for next academic year.➤ Prof.S. Anand oriented regarding the workload schedule for the year 2020-21	All the faculty members accept the new selection and schedule.
2. Conduction of external audit	<ul style="list-style-type: none">➤ Plan to conduct the external audit in the month August 2020.➤ Postponed the planned academic audit to the month of July 2020 due to lockdown.➤ Expert suggested for audit was MR. Shine Thomas (MIMS, CON)	<ul style="list-style-type: none">• Postponed to October 2020.• Expert rescheduled as Mr. Shijin (Associate professor FMNC.)
3. NIRF	<ul style="list-style-type: none">➤ IQAC has planned to apply for NIRF (2019-20) in the month of June 2020.	NIRF postponed to October 2020 due to lockdown effects.
4. Re-scheduling Criteria Members	<p><u>Name of chairpersons & criteria (NAAC)</u></p> <ol style="list-style-type: none">1. Mrs Joyce – Criteria I Members: Mrs Betsy K. Jayims, Mrs. Lincy.2. Prof. Annal Angeline - Criteria II Members: Mrs. P.V. Greeshma, Mrs Sajini Raju.3. Mrs. Binutha. V.P – Criteria III Members: Mrs. Reshma. V.S Mrs. Anulekshmi.4. Mrs Febi Fulgen – Criteria IV Members: Mrs. Nisha John, Mrs. Ann Benzily.5. Mrs. Sheeja. S – Criteria V. Members: Mr. Prince Christoper, Mrs. Anupama, Mrs Sindh Ambika6. Prof.S. Anand – Criteria VI Members: Mr. Jerin. J, Mr. Praveen George, Mrs Sherin Johnson.7. Mrs Sherin Sebastian - Criteria VII Members: Mrs Manila Mathews, Mrs Vidya.	



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	<p><u>Name of chairpersons & criteria (KUHS-QAC)</u></p> <p>1. Mrs Nisha John – Criteria I. Members: Mr.Prince Christopher, Mrs Anulekshmi.</p> <p>2. Mrs Sheeja. S – Criteria II. Members: Mr Praveen George, Mrs Vidya.</p> <p>3. Mrs Joyce – Criteria III Members: Mrs. Betsy. K. Jaymes, Mrs Sajini Raju, Mrs Lincy.</p> <p>4. Prof. Annal Angeline – Criteria IV. Members: Mrs Sindhu Ambika.</p> <p>5. Mrs Binutha. V.P. – Criteria V Members: Mrs Reshma. V.S.</p> <p>6. Mrs Jyothilekshmi – Criteria VI Members: Mrs Sajini, Mrs Ann Benzly.</p> <p>7. Mrs. Feby Fulgen – Criteria VII Members: Mrs Ann Benzly.</p> <p>8. Prof. S. Anand – Criteria VIII Members: Mr Jerin J, Mr Praveen George.</p> <p>9. Mrs Sherin Sebastian – Criteria IX Members: Mrs. Anupama.</p> <p>10. Mrs Manila Mathews – Criteria X. Members: Mrs ,Greeshma.</p>	
5. Webinar on Revised NAAC framework.	<p>➤ Webinar conducted on 3rd September 2020.</p> <p>➤ Resource persons were :</p> <p>1. Mrs Shiji. P (Associate Professor, Father Muller college of nursing, Mangalore.</p> <p>2. Mrs. Shine Thomas. (Associate Professor, MIMS CON, Calicut)</p>	Conducted on 3/8/2020. Feedback received as excellent sessions.
6. Uploading AQAR for the year 2019-20.	<p>➤ Plan for the month of July.</p> <p>➤ Postponed to October 30th, as per the instruction received from NAAC.</p>	Preparation is going on for submitting AQAR.
7. Any other issues	➤ No other matter aroused	Meeting adjourned by 11.30am

Signature of principal

Signature of secretary



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IQAC MEETING August- 20th 2020

Venue: seminar hall

Time: 10.30 am to 11.30 am

Members present	Criteria chairperson	Signature
Dr. Anoop K.R	Principal BBCON	
Prof.S.Anand	Criteria - VI	
Prof. Annal Angeline	Criteria -II	
Mrs Sheeja .S	Criteria - V	
Mrs. Binutha. V. P	Criteria -III	
Mrs BETCY K. JAYIMS	Criteria -I	
Mrs Sherin Sebastian	Criteria -VII	
Mrs Feby Fulgen	Criteria -IV	
Mrs Sindhu Ambika	SECRETARY	

AGENDA:

- Uploading AQAR for the year 2019 -20.
- External academic audit 2019-2020
- Feedback form, AQAR preparation.
- Student satisfaction survey.
- Academic feedback, course feedback & parents feedback.
- Any other issues.



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AGENDA	MATTER	REMARKS
1. Uploading AQAR for the year 2019 -20	<ul style="list-style-type: none">➤ Postponed to October 30th, as per the instruction received from NAAC.➤ Uploading process started.	Preparation is going on for submitting AQAR.
2. External academic audit 2019-2020	<ul style="list-style-type: none">➤ Decided to conduct through google form.	Revised and analysed.
3. Feedback form, AQAR preparation.	<ul style="list-style-type: none">➤ All criteria chairpersons were requested to submit their completed AQAR forms to IQAC office.	It is on process.
4. Student satisfaction survey.	<ul style="list-style-type: none">➤ Conducted through google forms.➤ Survey was satisfactory.➤ Students gave good feedbacks.	Received all feedbacks on time.
5. Academic feedback ,course feedback & parents' feedback.	<ul style="list-style-type: none">➤ Conducted through google forms.➤ Received all feedbacks in time.	Feedback received was good& satisfactory.
6. Any other issues	<ul style="list-style-type: none">➤ No other matter aroused	Meeting adjourned by 11.30am.


Signature of principal


Signature of secretary