

## DECLARATION OF NAAC RESULT.

- 11<sup>th</sup> JULY, 2016.

The result of the Assessment method conducted by the peer team of NAAC on 16-18 June, 2016 was declared on July 11<sup>th</sup> 2016.

Bishop Benziger College of Nursing secured the CGPA of 2.77 on 4 point scale at B grade, valid upto July 10; 2021.

Soon after the declaration of results a core team meeting was conducted to appreciate the members and to discuss regarding the celebration of NAAC Accreditation B3CON - Excelsior, 2016. It was finalised to celebrate on 30<sup>th</sup> October, 2016 at the college Auditorium.

Signature of IQAC Secretary

*[Signature]*  
11/7/2016



*[Signature]*  
11/7/2016

REPORT ON BBCON EXCELSIOR -30<sup>th</sup> OCTOBER, 2016.

Declaration of NAAC accreditation and Quality Assurance Initiatives, "BBCON EXCELSIOR" was conducted on 30<sup>th</sup> October 2016 at Bishop Benziger College Auditorium from 3:30 pm to 5:30 pm.

The official programme began at 3:30 pm with reception to guest and procession. Prayer song ~~was~~ by the college choir was followed by welcome speech by Prof. Anoop K.R (Principal BBCON), Dr. S. Kevin, Former Pro.V.C, University of Kerala announced the report highlights given by NAAC peer team.

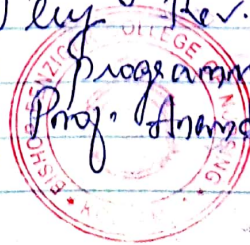
Most Rev. Dr. Stanley Roman, Bishop of Anitola rendered the Presidential Address followed by official inauguration by Shri. N.K. Premachandran, M.P., Kollam. Formal declaration of NAAC was announced by Dr. A. Nalinaksham, Pro.V.C KUIS.

The launch of Quality Assurance Initiatives was done by Prof. Prasanna Kumar Sivith SNE, Kerala and felicitation was rendered by Rev. Fr. Saju Nedunickal, President, AMCSFNCR. Very Rev. Msgr. Ferdinand Peles felicitated the gathering and Acknowledgement was done by Rev. Fr. Joseph John, Manager BBCON. The programme ended with a vote of thanks by Prof. Anand S (Vice Principal BBCON).

IGAC  
Secretary

2/11/2016

S. Anand



IQAC MEETING — 3<sup>rd</sup> FEBRUARY, 2017

As a part of quality improvement IQAC meeting was held on 3<sup>rd</sup> February, 2017 at 2pm, Bishop Benziger College of Nursing IQAC office.

AGENDA

- \* Preparation & Submission of AQAR
- \* Regarding External Audit
- \* Discussion of Recommendations by NAAC Team
- \* Strengthening various facilities of College.
- \* Any other issues.

MEMBERS PRESENT.

- \* Prof. ANOOPA . K . R
- \* Prof. Angelina
- \* Mrs. Binutha . V . P
- \* Mrs. Sheeja
- \* Mrs. Salima
- \* Mrs. Antony
- \* Mrs. Athula
- \* Mrs. Joyce.
- \* Mrs. Nisha
- \* Ms. Jeeva

| AGENDA                                 | MATTER   | REMARKS.                              |
|--|--|---------------------------------------|
| 1. Preparation and Submission of AQAR. | <p>The team had discussion on preparation of AQAR.</p> <p>The Principal informed the team on submission of AQAR by July 11<sup>th</sup> 2017, as one of completion after receiving NAAC accreditation.</p> <p>Madam said the report should be a progressive report with sufficient supporting evidences.</p> <p>Also a suggestion on release of news letter regarding Research Activities was put forward.</p> | The team agreed for the same.         |
| 2. Regarding External Audit            | <p>An external audit has to be conducted at the college to review the progress after accreditation. Discussion was made on the persons to be called for this purpose. Various suggestions came but not finalised.</p> <p>A team of faculty was asked to attend MMS conference to understand their pattern/program.</p>   | The team suggested various personnel. |

| AGENDA                   | MATTER  | REMARKS.  |
|--------------------------|---|---|
| 3. IQAC Activities 2017. | <p>Various recommendations comes forward for improving college facilities and discussions on recommendations given by NAAC team were also explained by Prof. Anoop.K.R</p> <p>→ Madam asked to check and modify the evaluation criteria in each specialty.</p> <p>→ Discussed on Lab strengthening → materials need to be purchased.</p> <p>→ Informed on the upcoming Green Audit</p> <p>→ Library strengthening was also one suggestion by NAAC</p> <p>→ Mam, asked for year plans in each department.</p> <p>→ Also, discussed on Subject Clinics functioning to make it a <sup>best practice</sup> innovation of college.</p> <p>→ Consumer Protection club was also added in the best practice list.</p> | <p>one team agreed for modifying the evaluation criteria of students.</p> <p>→ Clarifications were done by various members on these topics.</p> |
| 4.                       | No other issues Reported.   |   |

Meeting adjourned at 4 pm.

Signature of minutes Secretary.

*[Signature]*

*[Signature]*



| AGENDA | MATTER   | REMARKS |
|--------|--|---------|
|        | <p>On 22<sup>nd</sup> February, 2017,<br/>The IQAC members of<br/>BSCON met at IQAC<br/>office at 2pm.</p>   |         |
|        | <p><u>Members Present</u></p>  |         |
|        | <ul style="list-style-type: none"> <li>× Prof. Anand S</li> <li>× Prof. Anjal Angelnie</li> <li>× Mrs. Binutha V.P</li> <li>^ Mrs. Sheeja</li> <li>^ Mrs. Salima</li> <li>^ Mr. Antony</li> <li>^ Mrs. Nisha</li> <li>^ Mrs. Athula</li> </ul> |         |
|        | <p><u>AGENDA</u></p>   |         |
|        | <ul style="list-style-type: none"> <li>× Discuss on Upcoming audits</li> <li>× Clarifications on AQAR.</li> <li>× Any other Issues.</li> </ul>   |         |

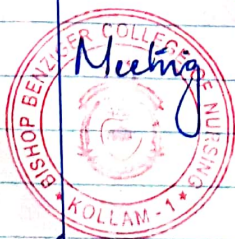
| AGENDA                                  | MATTER   | REMARKS  |
|---|--|--|
| * To discuss about the upcoming Audits. | In the IQAC meeting Prof. Anand S declared the date for <u>internal audit</u> - 28/2/2017.   | All members agreed for the same.   |
| Internal Audit                          | The auditors are Prof. Anand, Prof. Anand Anghine, Mr.incy.<br>- All members were asked to submit their documents of these days at Conference hall on 27/2/2017.         | Some confusion came regarding core attendance                            |
| External Audit                          | The 'EXTERNAL AUDIT' was planned for 18 <sup>th</sup> March, 17 at College Campus.<br>Prof. Suresh K.N, Principal Si-Met College of Nursing will be the external Auditor | But decision was to attend the Audit by allowing junior faculty for core |
|   | * All were asked to submit documents by 17 <sup>th</sup> March, 17.  |  |
| Green Audit                             | Ms. Antony Thomas, MSN dept presented the accreditation criteria prepared for green Audit.<br>Criteria was circulated among team to gain suggestions if any.             | All members verified and agreed with the selected points.                |

| AGENDA                    | MATTER   | REMARKS   |
|---------------------------|--|---|
|                           | Prof. Anand-S instructed to give clear informations on Green Audit to students and class coordinators to make them aware of this and to gain cooperation from the teams for audit.                                       | Members agreed.   |
| 2. Clarifications on AQAR | Members were invited for clarifying their doubts on AQAR format filing. Members asked about their doubts and instructions were given. Members were asked to add only the plans which can be implemented within one year. | Members were satisfied with the suggestions put forward in the meeting. |
| 3. Any other issues       | No other issues were reported.   | Meeting adjourned at 3:15 pm.   |

Minuti's Secretary.

Amal  
23/2/17

S. Anand  
23/2/17





## INTERNAL AUDIT 2017-18

28/2/17 - 29/2/17.

An internal audit was conducted on 28/2/2017 and 29/2/17. The internal audit committee was formulated and the members were :-

- ① Prof. G. Anand, Vice Principal.
- ② Prof. Anna Angeline, HOD, ORG dept.
- ③ Mrs. Emily Gerald, Clinical Instructor.

Audit started at 9am. All records, registers and files were assembled in the conference hall for documentation verification. The committee went through all the documents and suggested ~~any~~ updations in required areas to the respective depts.

All team leaders and class coordinators along with other faculty cooperated well.

Prin.  
2/3/17.

## EXTERNAL AUDIT 2017

18/3/2017

Signature of  
Michelle Secord

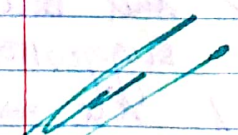

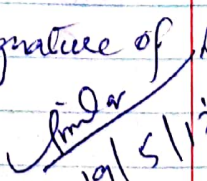
An external audit was conducted on 18/3/17 in accordance with NACC reaccreditation process and continuing quality assurance in nursing education. The process started with a meeting among external auditor, Principal, NACC coordinator, external team leaders and faculty in conference room. Various committees' action heads presented their future plans. A brief review of records was also done. Various suggestions were received to strengthen certain areas.

Signature of  
Michelle Secord  
19/3/17.

IOAC MEETING - 19/05/2017.

| AGENDA | MATTER  | REMARKS |
|--------|---|---------|
|        | <p>On 19/5/2017, the members of IOAC (BMCOW), met at the IOAC office at 10:30 am. The meeting was mainly to instruct upon AQAR Submission.</p>  |         |
|        | <p><u>Members Present</u></p> <ul style="list-style-type: none"> <li>• Prof. Anoop K.R</li> <li>• Prof. Anand S</li> <li>• Prof. Anna Angelin</li> <li>• Mrs. Binutha V.P</li> <li>• Mrs. Sheeja</li> <li>• Mrs. Salima</li> <li>• Mr. Antony</li> <li>• Mrs. Teby</li> <li>• Mrs. Arula</li> </ul> |         |
|        | <p><u>AGENDA:</u></p> <ol style="list-style-type: none"> <li>1. Minutes of Submission of AQAR</li> <li>2. File updations → Supplementary exams</li> <li>3. Issues in various circles</li> <li>4. Departmental updations</li> <li>5. New members (alumni) for IOAC.</li> </ol>                       |         |

| AGENDA                                    | MATTER  | REMARKS.  |
|---|---|---|
| 1. Submission of AQAR                     | <p>Prof. Anmol Arselin (SOAC coordinator) instructed regarding the submission deadlines of AQAR report.</p> <ul style="list-style-type: none"> <li>• May 29/17 - Typed copy</li> <li>• June 20/17 - Uploading</li> <li>• July 1/17 - Hard copy to SOAC</li> </ul> <p>Madam also showed a sample AQAR to the team to have an outline of the same. All departments were asked to start with the reports preparations at the earliest.</p> | <p>Some members had clarification of the form, details to be filled etc. Doubts were clarified.</p> |
| 2. File submissions → supplement any exam | <p>All coordinators were asked to complete the Permanent records and other registers.</p>   | <p>All members agreed to the same.</p>  |
| 3. Issues in various criteria             | <p>No special issues were reported. Infrastructure &amp; physical faculty had a suggestion to improve the physical content of computer lab.</p>   | <p>The SOAC accepted it and said the suggestion will be considered.</p>                             |

| AGENDA   | MATTER  | REMARKS  |
|--|---|--|
| 4. Departmental updates.   | <p>Mental health Nursing department has brought into notice that the 2 faculty members have not attended any staff development programmes.</p> <p>Community Health Nursing department has put forward the option of starting a new cnc instead of pallithottam cnc. Sites were discussed in the meeting. Final decisions will be taken by the management.</p> | <p>Team members agreed to make arrangements.</p> <p>Members agreed to the same.</p>                      |
| 5. New IQAC alumni members.  | <p>Team discussed on the selection of new IQAC (alumni) members as Mrs. Anesha is moving from govt. avoid commitments.</p>  | <p>Various names were suggested by the team.</p>   |
|  | <p>The final selection <sup>will</sup> be done <del>in</del> soon.</p>  |  |
|  | <p>Meeting adjourned at 12pm.</p>   |  |
| <p><br/>Signature of Principal.</p> |   | <p>Signature of <del>Minister</del> Secretary</p>  |
| <p>Dr. ANGOPI K.R. Ph.D (N)<br/>PRINCIPAL<br/>BISHOP BENZIGER COLLEGE OF NURSING<br/>KOLLAM - 1, KERALA</p>            |    | <p><br/>19/5/17</p> |

## IQAC MEETING - 29/05/2017

The IQAC meeting was held on 29/05/2017 from 3pm to 4:30pm at the Nutrition Lab.

Members Present,

- \* Prof. Anoop K.R
- \* Prof. Anand S
- \* Prof. Anna Angeline
- \* Mrs. Binutha
- \* Mrs. Sheeja
- \* Mrs. Salima.
- \* Mrs. Antony
- \* Mrs. Betsy
- \* Mrs. Ashula.

AGENDA

- \* Discuss on Progress of AQAR submission.
- \* Give Modifications of prepared Reports (AQAR).

| AGENDA                                     | MATTER   | REMARKS.                              |
|--|--|---------------------------------------|
| Discuss on the progress of AQAR submission | Group members were ready with the preliminary copy of AQAR prepared. | The members listen the reports and    |
| By Modifications of the prepared reports   | The head of each criteria were asked to present their reports.       | gave valuable suggestions as required |

## The Suggestions given were-

### \* Criteria I

- Regarding the PQA feedback form -  
addition of positives and suggestions.
- Do the analysis of alumni & employees feedback

### \* Criteria II

- Continue and add on to the documents.

### \* Criteria III

- Suggestions came on research publications -  
should be done in International journals with  
impact factor.
- Addition of new/external members in Ethics Committee

### \* Criteria IV

- Continue with the documents.

### \* Criteria V

- Add on the SWA/ NSS details.
- Add the future plans of department.

### \* Criteria VI

- Reports were fine with few corrections.

### \* Criteria VII

- Addition of digital display boards
- Modification of the best practices.