

IGAC MEETING - 14/10/2017

IGAC meeting was held on 14/10/2017 from 10-11 pm.
@ Seminar hall.

Members Present

- Prof. Anoop K.R
- Prof. Anand S
- Prof. Anna Angeline
- Mrs. Binukha
- Mrs. Sheeja
- Mrs. Salima
- Mrs. Sherin
- Mrs. Athula

AGENDA:

- Appointing new members (Replacements)
- UNAI membership Announcement
- Document Completions
- Internal Audit Plan

<u>AGENDA</u>	<u>MATTER</u>	<u>REMARKS</u>
1. Replacement of members to the respective criterias-	<p>Prof. Anna Angeline announced the names of new faculty members and alumni to join the IGAC criterias.</p> <p>→ Mrs. Sherin is appointed instead of Mr. Antony, Mrs. Dyomilekshmi instead of Mrs. Elizabeth serin.</p> <p>→ Alumni Member - Mrs. Julie.</p> <p>→ <u>Student representatives</u> Mrs. Mercy and Mrs. Purnya. (^{1st} M.Sc. Ng) (^{II} B.Sc)</p>	<p>The members agreed to the decisions of the committee.</p>

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|----|------------------------------------|---|--|
| 2. | UNAI
membership
announcement | Prof. Anoop K.R announced
in the meeting the acceptance
of membership in UNAI.
Bizon is the 1st medical
professional college from Kerala to
be the member of UNAI. | The
members
appreciated
the achievement
of the
College. |
| 3. | Document
completion | Prof. Anna Angeline discussed
regarding the completion of all
documents like registers & records
of all criteria.
Instructions were given to all
coordinators also, to prepare the
subject details like Clinical Rota,
Calendar of events, subject plan etc. | All
members
agreed to
the same. |
| 4. | Internal
Audit
Plan. | An internal audit is also
planned on 2 nd week of december
It was clarified by
IAC coordinator.
All criteria heads were
asked to add on documents related
to the criteria, as described in
their respective files. | Criteria
heads
examined the
same. |

Meeting adjourned at 11 am.

Signature of Principal

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

Signature of Minutes Secretary

File
20/10/2017



2017 - 2018

45

IQAC - INTERNAL AUDIT. (25/1/2018)

An Internal Audit for the academic year 2017-2018 was conducted on 25th January, 2018 from 9 am to 4 pm. Audit members were decided by the administration. They were :-

Prof. S. Anand (Vice Principal)

Prof. Anna Angeline (HOD OBG Dept)

Mrs. Finny Gerald (Medical Surgical Dept).

As per the prior information, all the documents for audit was kept ready at IQAC room on 24th January, 2018. The Criterion heads ~~was~~ presented ~~with~~ their respective documents to the auditors. All files, registers and reports were verified by the team and rectifications were told to the heads of each Criteria.

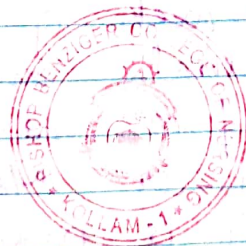
All team leaders, faculty and non teaching staffs cooperated well for the internal Audit.

Signature of Principal

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

Signature of Minutes Secretary

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28/1/2018



REVIEW MEETING (INTERNAL AUDIT)

A review meeting after internal Audit was conducted on 15/02/18 at the NAAC room (20AC). All the criterion heads along with the internal auditor attended the meeting. The criterion heads brought the required documents.

Some common instructions were:

- Conduct of Mentor mentee meetings / documentation
- 2016-17 (Master / clinical Rotations)
- Conduct of Tutorials
- Clinical Evaluation of students
- New file for College Union.

During the review meeting the External Audit date was announced to be on 24th March 2018.

Signature of Principal

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



Signature of Minutes Secretary

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28/2/2018

PLAN FOR EXTERNAL AUDIT (2017-2018)

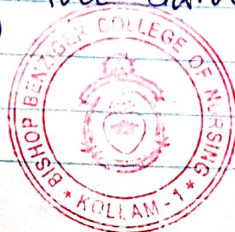
External Audit for 2017-18 is planned to be on last week of March 2018.

Prior to external audit a mock presentation from all criterion heads will be held on 24th March 2018 at 9am.

The information is passed to all faculty members for the same.

Signature of Principal

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KOLLAM - 1, KERALA



Signature of Minutes Secretary

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27/14/3/18

MOCK PRESENTATION - 23.3.2018

As a part of preparation for External Audit a mock presentation of all criteria were presented by criterion heads on 23rd March, 2018 at Bishop Benziger College of Nursing, Seminar Hall from 10:30 am - 1 pm. Rectifications were given by the team for all the criteria to be presented on 10th April, 2018 for the External Audit planned by the ~~adviser~~ IOAC.

Signature of Principal

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



Signature of Minutes Secretary
Ami
23.3.18

EXTERNAL AUDIT REPORT

As a part of NAAC accreditation process and continuing Quality Assurance in Nursing Education, an external audit was done on 17-4-2018. Prof. Bhasura Chandradhad Principal, PRS College of Nursing, Trivandrum was the External Auditor.

Each team leaders presented their criterion progresses after a briefing session by the Principal of the institution Prof. Anooja K.R.

The audit began at 9am with the presentations by criterion heads followed by audit of all the documents submitted.

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

- Feed back system modification
- Faculty to be resource persons
- Include WABA membership in Presentation
- Some modifications in Power Point Presentations (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 BENIGNER COLLEGE OF NURSING
KOLLAM - 1, KERALA



Signature of Minulis Secretary

Minulis