

MINUTES OF MEETING –IQAC
Smt. NAGARATHNAMMA COLLEGE OF NURSING
ACHARYA INSTITUTES
BANGALORE.



Date & Time : 13.10.2021

Reference No: iqac/04 /4/2021

Location : Principal office

Duration : 1 hour

Agenda:-

1. Data entry software training
2. AQAR 19-20 re-submission
3. Faculty registration on data entry portal
4. Any other matters

Members present:

Sl. No	Representative's Designation	Name
1	Principal -Chairperson	Prof.Devi Nanjappan
2	Member	Mrs.Amba
3	Member	Dr.Bheemaraju
4	Member	Mrs.Manjula.T
5	Member	Mrs.Elaiyarasi
6	Member	Mrs.Gincy Samuel
7	Faculty representative	Mrs.Kapu Manjula
8	Faculty representative	Mrs.Nagammal
9	Faculty representative	Dr.Justin Jaya Amudha
10	IQAC Co-ordinator	Mrs.Mercy Deva Priya

Members Absent:

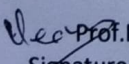
Sl.No.	Designation	Name	Reason
1	Faculty representative	Mrs.Nirmala	Personal

MINUTES OF MEETING –IQAC
Smt. NAGARATHNAMMA COLLEGE OF NURSING
ACHARYA INSTITUTES
BANGALORE.



Discussion Summary:

	Action/Discussion Points	Responsibility	Timeline
1	<p>Data entry software training</p> <p>The quality assurance office introduced the data entry training in the software portal. All faculty are given training on software entry portal. This was conducted both online and offline mode for all the faculty and criterion in-charge faculty</p> <p>All the faculty were informed to enter their profile and data in the portal. To start from latest to previous years data to be entered.</p>	All faculty members	6 th Nov
2	<p>AQAR 19-20 re-submission</p> <p>On 6th of October the NAAC office gave the corrections and inputs on the AQAR 19-20 which was submitted on 30th of August. The main inputs were about the Institutional website and also few other corrections. All the necessary inputs were taken and discussed with the QA office and Principal and the necessary action were taken. The AQAR was re-submitted after successfully on 20th of October.</p>	Principal QA head IQAC Coordinator	20 th October
3	<p>Faculty registration on data entry portal</p> <p>All the faculty were informed to register in the data entry portal for the purpose of entering the data related to faculty profile and also criteria related information. Training sessions were carried out for the same</p>	All faculty members	6 th November
4	<p>Any other matters</p> <p>Principal informed all faculty to enter the faculty profile and details in the portal as soon as possible.</p> <p>The meeting adjourned with the thank you note by the IQAC coordinator.</p>		


 Prof. Devi Nanjappa ^{Recd} Principal
 Signature of the ~~Coordinator~~ ^{Principal}
 IQAC Coordinator
 Smt. NAGARATHNAMMA COLLEGE OF NURSING
 Shivvanahalli, Hosaraghatta Main Road,
 BANGALORE-560 107.

Date : 13.10.2021

MINUTES OF MEETING –IQAC
Smt.NAGARATHNAMMA COLLEGE OF NURSING
ACHARYA INSTITUTES
BANGALORE.



Date & Time : 22.5.2021

Reference No: iqac/02 /2021

Location : Online –MS teams

Duration : 1 hour

Agenda :-

1. AQAR 19-20
2. Programme outcomes and course outcomes finalization
3. Faculty credentials in G drive
4. Any other matter with the permission of chair person

Members present: 14

Sl. No	Representative's Designation	Name
1	Principal -Chairperson	Prof.Devi Nanjappan
2	Member	Mrs.Amba
3	Member	Dr.Bheemaraju
4	Member	Mrs.Manjula.T
5	Member	Mrs.Elaiyarasi
6	Member	Mrs.Gincy Samuel
7	Faculty representative	Mrs.Nirmala
8	Faculty representative	Mrs.Nagammal
9	Faculty representative	Dr.Justin Jaya Amudha
10	Faculty representative	Mrs.Kapu Manjula
11	Faculty representative	Mr.Sandeep
12	Faculty representative	Mrs.Sabi
13	Faculty representative	Mrs.Lavanya
14	IQAC Co-ordinator	Mrs.Mercy Deva Priya

Members Absent: nil

MINUTES OF MEETING –IQAC
Smt.NAGARATHNAMMA COLLEGE OF NURSING
ACHARYA INSTITUTES
BANGALORE.



Discussion Summary:

	Action/Discussion Points	Responsibility	Timeline
1	<p>AQAR 19-20 Following were the updates given by the IQAC coordinator on the status of AQAR :</p> <p>10.4.21 –criteria wise forms submitted by all faculty members to IQAC 30.4.21-AQAR status updated to the Principals and QA office. 30.4.21-website documents for AQAR submitted to QA office and principal .like AC ,action plan ,ATR, best practices ,institutional distinctiveness ,IQAC MoM ,IQAC composition ,AQAR draft copy and SSS 11.5.21- Nursing final PO/CO submitted to principal and QA office 12.5.21 –observations received from QA office regarding finalization of PO after college level academic advisory committee is conducted. 20.5.21 – observations on NAAC AQAR 19-20 received from QA office . 21.5.21 - observations on NAAC AQAR 19-20 received from QA office is circulated to all in charge faculty of all criteria with a note to make the corrections and submit by 30.5.21.</p> <p>I was notified in the meeting that NAAC AQAR online submission date is extended by NAAC to August 31st. But we will not wait till the last moment ,to proceed to work on PO /CO which is the only work pending .</p>	<p>Principal</p> <p>IQAC Coordinator & all Faculty members</p>	15.6.2021
2	<p>Programme outcomes and course outcomes finalization: As per the direction from the QA office nursing college PO/CO need to be finalized by conducting a academic advisory committee . Principal agreed to call faculty from nursing colleges which are NAAC accredited like Yenopoyya college of nursing , Manipal college , Vinayaka mission etc . Date and details yet to be finalized .</p>	Principal	30 .6.21
3	<p>Faculty credentials in G drive IQAC coordinator informed all faculty members to upload and update the faculty credentials in the G drive on monthly basis .</p>	<p>IQAC Coordinator All faculty members</p>	30.6.2021

MINUTES OF MEETING –IQAC
Smt.NAGARATHNAMMA COLLEGE OF NURSING
ACHARYA INSTITUTES
BANGALORE.



4	Meeting adjourned with a word of thanks by the Principal		
---	--	--	--

Devi

Devi

Prof. Devi Nanjappa **Principal**
Signature of the Chairperson Designation

Date : 22.5.21

Smt. NAGARATHNAMMA COLLEGE OF NURSING
Solvandahalli, Hesaraghatta Main Road,
BENGALURU-560 107.

MINUTES OF MEETING –IQAC
Smt.NAGARATHNAMMA COLLEGE OF NURSING
ACHARYA INSTITUTES
BANGALORE.



Date & Time : 20.2.2021
Location : Principal Office
Duration : 1 hour
Agenda :-

Reference No: iqac /02/2021

1. SOP s of Nursing college
2. AQAR -2019-20
3. 2017-2020 college activities report
4. DMU & FARM

Members present: 7/7

Sl. No	Representative's Designation	Name
1	Principal -Chairperson	Prof.Devi Nanjappan
2	Member	Mrs.Amba
3	Member	Dr.Bheemaraju
4	Member	Mrs.Manjula.T
5	Member	Mrs.Elaiyarasi
6	Member	Mrs.Gincy Samuel
7	Faculty representative	Mrs.Nirmala
8	Faculty representative	Mrs.Nagammal
9	Faculty representative	Dr.Justin Jaya Amudha
10	IQAC Co-ordinator	Mrs.Mercy Deva Priya

Members Absent: nil

Sl.No.	Designation	Name	Reason
1	Faculty representative	Mr.Sandeep	Personal
2	Faculty representative	Mrs.Kapu Manjula	Personal
3			

MINUTES OF MEETING –IQAC
Smt.NAGARATHNAMMA COLLEGE OF NURSING
ACHARYA INSTITUTES
BANGALORE.



Discussion Summary:

	Action/Discussion Points	Responsibility	Timeline																					
1	<p>SOP s of Nursing college The SOPs of the nursing college is being developed and the phase 3 drafting process is ongoing .The corrections for the SOP documents are been given which is to be discussed with the respective faculty in-charge of the SOP .The last date for completion of this work is 10.2.21 which is communicated to all the faculty through email.</p>	IQAC Coordinator & Faculty & staff	10.2.2021																					
2	<p>AQAR 2019-20 The AQAR 2019-20 documents to be prepared by the IQAC team .The roles of the faculty are formulated by the Principal and are as follows :</p> <p style="text-align: center;">Faculty In-charge for submission documents of AQAR 2019-20</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Criteria</th> <th>Contents</th> <th>Faculty</th> </tr> </thead> <tbody> <tr> <td>Part –A</td> <td>Institutional data</td> <td>Mrs. Mercy Deva Priya</td> </tr> <tr> <td>Part -B</td> <td></td> <td></td> </tr> <tr> <td>Criterion -I</td> <td>Curricular Aspects</td> <td>Mrs.Amba & Mrs.Nagammal</td> </tr> <tr> <td>Criterion -II</td> <td>Teaching –Learning and Evaluation</td> <td>Mrs.Manjula & Mrs.Lavanya</td> </tr> <tr> <td>Criterion -III</td> <td>Research , Innovations and Extension</td> <td>Dr.Bheemaraju</td> </tr> <tr> <td>Criterion -IV</td> <td>Infrastructure and Learning Resources</td> <td>Mrs.Elaiyarasi & Ms.Sushmita</td> </tr> </tbody> </table>	Criteria	Contents	Faculty	Part –A	Institutional data	Mrs. Mercy Deva Priya	Part -B			Criterion -I	Curricular Aspects	Mrs.Amba & Mrs.Nagammal	Criterion -II	Teaching –Learning and Evaluation	Mrs.Manjula & Mrs.Lavanya	Criterion -III	Research , Innovations and Extension	Dr.Bheemaraju	Criterion -IV	Infrastructure and Learning Resources	Mrs.Elaiyarasi & Ms.Sushmita	IQAC Coordinator & Faculty	27.3.2021
Criteria	Contents	Faculty																						
Part –A	Institutional data	Mrs. Mercy Deva Priya																						
Part -B																								
Criterion -I	Curricular Aspects	Mrs.Amba & Mrs.Nagammal																						
Criterion -II	Teaching –Learning and Evaluation	Mrs.Manjula & Mrs.Lavanya																						
Criterion -III	Research , Innovations and Extension	Dr.Bheemaraju																						
Criterion -IV	Infrastructure and Learning Resources	Mrs.Elaiyarasi & Ms.Sushmita																						

MINUTES OF MEETING – IQAC
Smt. NAGARATHNAMMA COLLEGE OF NURSING
ACHARYA INSTITUTES
BANGALORE.



	Criterion -V	Student Support & Progression	Mrs.Gincy & Mrs.Nirmala		
	Criterion -VI	Governance Leadership & Management	Dr.Justin & Mrs.Sabi		
	Criterion -VII	Institutional Values and Best Practices	Mrs.Kapu Manjula & Mr.Sandeep		
3	2017-2020 college activities report As per the QA office all the college activities report from 2017-2020 to be uploaded in the google drive and and shared .			IQAC Coordinator	30.1.2021
4	DMU & FARM document All faculty are to fill the FARM document and to be submitted to Principal by 25 th of every month .			All faculty	25 th of every month .

Devi
 Prof. Devi Nanjappa **Principal** Principal

Signature of the Chairperson / Designation
SMT NAGARATHNAMMA COLLEGE OF NURSING
 Soldevanahalli, Hesaraghatta Main Road,
 BENGALURU-560 107.

Date : 20.2.2021

MINUTES OF MEETING –IQAC
Smt.NAGARATHNAMMA COLLEGE OF NURSING
ACHARYA INSTITUTES
BANGALORE.



Date & Time : 19.6.2021

Reference No: iqac/3 /2021

Location : Online –MS teams

Duration : 1 hour 2.30pm -3.30 pm

- **Agenda** :- NAAC Gap analysis action plan –Gantt chart
 - To discuss and plan for the progress of work
 - To discuss on the dead –lines for the assigned work by all faculty members and to get the confirmation from all.

Members present: 14

Sl. No	Representative's Designation	Name
1	Principal -Chairperson	Prof.Devi Nanjappan
2	Member	Mrs.Amba
3	Member	Dr.Bheemaraju
4	Member	Mrs.Manjula.T
5	Member	Mrs.Elaiyarasi
6	Member	Mrs.Gincy Samuel
7	Faculty representative	Mrs.Nirmala
8	Faculty representative	Mrs.Nagammal
9	Faculty representative	Dr.Justin Jaya Amudha
10	Faculty representative	Mrs.Kapu Manjula
11	Faculty representative	Mr.Sandeep
12	Faculty representative	Mrs.Sabi
13	Faculty representative	Mrs.Lavanya
14	IQAC Co-ordinator	Mrs.Mercy Deva Priya

Members Absent: nil

MINUTES OF MEETING –IQAC
Smt.NAGARATHNAMMA COLLEGE OF NURSING
ACHARYA INSTITUTES
BANGALORE.



Discussion Summary:

	Action/Discussion Points	Responsibility	Timeline
1	NAAC Gap analysis action plan –Gantt chart To discuss and plan for the progress of work Discussed with all faculty members regarding the NAAC Gap analysis action plan in Gantt chart. All 8 criterion progress of work is discussed . File is attached at the end of the file	Principal IQAC Coordinator & all Faculty members	15.6.2021
2	To discuss on the dead –lines for the assigned work by all faculty members and to get the confirmation from all. All the criterion related documents time line is discussed and also received confirmation about the dates to all criterion in - charge .	Principal	30 .6.21

Devi
Prof.Devi Nanjappa Principal
Signature of the Chairperson / Designation

Date : 19.6.2021

Soldevanahalli, Heeraghatta Main Road,
BENGALURU-560 107.

Mrs.Mercy Deva Priya *Mercy*

IQAC Coordinator