MINUTESOF 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

Discussion Summary:

	Action/Discussion Points	Responsibility	Timeline
1	**Data entry software training** 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 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 .	All faculty members	6th Nov
2	**AQAR 19-20 re-submission** 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 .	Principal QA head IQAC Coordinator	20th October
3	**Faculty registration on data entry portal** 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	All faculty members	6 th November
4	**Any other matters** Principal informed all faculty to enter the faculty profile and details in the portal as soon as possible . The meeting adjourned with the thank you note by the IQAC coordinator .		

Prof.Devi Nanjappan
Principal

Date : 13.10.2021

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

Date &Time : 22 .1 .2022   **Reference No: iqac/01 /2022**
Location : Online –MS teams
Duration **:** 1 hour
Agenda :-
1. AQAR 20-21 status
2. NIRF
3. Student feedbacks
4. Faculty orientation
5. Any other matter with the permission of chair person

Members present:

Sl. No	Representative's Designation	Name
1	**Principal -Chairperson**	**Prof.Devi Nanjappan**
2	Member	Mrs.Manjula.T
3	Member	Mrs.Elaiyarasi
4	Member	Mrs.Gincy Samuel
5	Faculty representative	Mrs.Kapu Manjula
6	Faculty representative	Mrs.Nirmala
7	Faculty representative	Mrs.Nagammal
8	Faculty representative	Mrs.Snehalatha
9	Faculty representative	Mr.Syam Mohanlal
10	Faculty representative	Mrs.Keerthi Sudha
11	Faculty representative	Ms.Geeta
12	Faculty representative	Ms.Ashitha
13	Faculty representative	Ms.Basalingava
14	Faculty representative	Ms.Ashitha
15	Faculty representative	Ms.Anjana Rizwal
16	Faculty representative	Ms.Tejaswni
17	Faculty representative	Ms.Deepti
18	Faculty representative	Ms.Adelarisa Mitri
19	IQAC Co-ordinator	Mrs.Mercy Deva Priya

Members Absent: Dr.Justin Jaya Amudha , Mr.Sandeep

Discussion Summary:

	Action/Discussion Points	Responsibility	Timeline
1	**AQAR 20-21 status** IQAC coordinator informed that AQAR 20-21 online entries have be done and the documents and data templates have been sent to Principal and QA office for final approval .	Principal IQAC Coordinator & all Faculty members	28.1.2022
2	**NIRF** The NIRF registration is done on 8.12.2021.for the first time and Mr.Syam has be appointed has the NIRF Coordinator .An online workshop NIRF 2022 organised by Institute of Academic Excellence was attended by Mrs.Mercy and Mr.Syam on 5th & 6th of January 2022. The DCS of NIRF work is on going .	Principal NIRF Coordinator	
3	**Student feedbacks** The student feedback on curriculum is been circulated to all the students .Analysis and action taken done	IQAC Coordinator All faculty members	
4	**Faculty orientation** The new faculty members were given orientation on the quality initiatives and on epathasala portal for entry of the data for AQAR and NAAC .	IQAC Coordinator All faculty members	
5	Meeting adjourned with a word of thanks by the Principal		

Prof.Devi Nanjappan   Principal
Signature of the Chairperson / Designation   Date : 22.1.22

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

Date &Time   : 12.3.2022   **Reference No: iqac /12 /3/2022**

Location   : Auditorium, SNCON
Duration   **:** 1 hour
Agenda :-
1. Reading the previous minutes
2. AQAR submission for the academic year 2020-21
3. NIRF DCS Submission
4. Epathsala data uploading
5. Any other matter with the permission of chairperson.

Members present: 7/7

SI. No	Representative's Designation	Name
1	**Principal -Chairperson**	**Prof.Devi Nanjappan**
2	Member	Dr. Justin
3	Member	Mrs. Snehalatha
4	Member	Mrs. Nirmala
5	Member	Mr. Sandeep
5	Faculty representative	Mrs. Nagammal M.S
6	Faculty representative	Mrs. Keerthi Sudha
7	Faculty representative	Ms. Geeta
8	Faculty representative	Ms. Bhagya
9	Faculty representative	Ms. Ashitha
10	Faculty representative	Ms. Adelarisa
11	Faculty representative	Ms. Anjana Rizwal
12	Faculty representative	Ms. Tejaswni
13	Faculty representative	Ms. Deepti
14	Faculty representative	Ms. Payel
15	Faculty representative	Ms. Pravalika
16	Faculty representative	Ms. Jenisha
17	IQAC Co-ordinator	Mr. Syam Mohanlal

Members Absent: nil

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

Discussion Summary:

	Action/Discussion Points	Responsibility	Timeline
1	**AQAR 20-21 status** IQAC coordinator informed that AQAR 20-21 online entries have be done and the documents and data templates have been sent to QA office for final approval .	Principal IQAC Coordinator & all Faculty members	28.1.2022
2	**NIRF** The NIRF DCS final submission has been done on 17/02/2022 and final submitted PDF has been sent to QA Head and Principal.	Principal QA Head	
4	**Presentation on NAAC:** The Faculty members were given orientation on 26/02/2022 about NAAC Accreditation Process and Epathsala data uploading.	IQAC Coordinator & All faculty members	
5	**Interaction with Campus Canvas Team:** All Criterion In charges interacted with Campus Canvas team & Dr Anil B Malali with regard to Epathsala data uploading on 04.03.2022, followed by a QA session.	IQAC Coordinator & All Criterion Incharges	
5	**Epathsala Data Uploading:** Data Uploading in Epathsala by Criterion Incharges ongoing.		
5	Meeting adjourned with a word of thanks by the Principal		

Prof.Devi Nanjappan   Principal
Signature of the Chairperson / Designation   Date : 25.3.22

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

Date &Time   : 09.4.2022   **Reference No: iqac /09 /4/2022**
Location   : Auditorium, SNCON
Duration   **:** 1 hour
Agenda :-
1. Reading the previous minutes
2. AQAR submission for the academic year 2020-21
3. Epathsala data uploading
4. Interaction with Campus Canvas Team
5. Any other matter with the permission of chairperson.

Members present: 7/7

Sl. No	Representative's Designation	Name
1	**Principal -Chairperson**	**Prof.Devi Nanjappan**
2	Member	Dr. Justin
3	Member	Mrs. Snehalatha
4	Member	Mrs. Nirmala
5	Member	Mr. Sandeep
5	Faculty representative	Mrs. Nagammal M.S
6	Faculty representative	Mrs. Keerthi Sudha
7	Faculty representative	Ms. Geeta
8	Faculty representative	Ms. Bhagya
9	Faculty representative	Ms. Ashitha
10	Faculty representative	Ms. Adelarisa
11	Faculty representative	Ms. Anjana Rizwal
12	Faculty representative	Ms. Tejaswni
13	Faculty representative	Ms. Deepti
14	Faculty representative	Ms. Payel
15	Faculty representative	Ms. Pravalika
16	Faculty representative	Ms. Jenisha
17	IQAC Co-ordinator	Mr. Syam Mohanlal

Members Absent: nil

Discussion Summary:

	Action/Discussion Points	Responsibility	Timeline
1	**AQAR 20-21 status** AQAR submission for 2020-21 has been extendend till May 15 2022. Data uploading has been done to an extend of 90% . Waiting for Campus Canvas team for their clarifications for further proceedings.	Principal IQAC Coordinator & all Faculty members	28.1.2022
2	**Interaction with Campus Canvas Team:** All Criterion In charges interacted with Campus Canvas team with regard to Epathsala data uploading on 30.04.2022, followed by a QA session.	IQAC Coordinator & All Criterion Incharges	
3	**Epathsala Data Uploading:** Data Uploading in Epathsala by Criterion Incharges done.		
4	Meeting adjourned with a word of thanks by Dr Justin Jeya Amutha Madam		

Prof.Devi Nanjappan
    Principal
Signature of the Chairperson / Designation   Date : 18.4.22

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

Date &Time   : 14.5.2022   **Reference No: iqac /30 /5/2022**

Location   : Principals' office, SNCON

Duration   **:** 1 hour

Agenda :-

1. Reading the previous minutes
2. AQAR submission for the academic year 2020-21
3. Epathsala data uploading
4. Financial assistance from NAAC for organizing Workshop
5. IQAC Workshop internal
6. Any other matter with the permission of chairperson.

Members present: 7/7

SI. No	Representative's Designation	Name
1	**Principal -Chairperson**	**Prof.Devi Nanjappan**
2	Member	Dr. Justin
3	Member	Mrs. Snehalatha
4	Member	Mrs. Nirmala
5	Member	Mr. Sandeep
5	Faculty representative	Mrs. Nagammal M.S
6	Faculty representative	Mrs. Keerthi Sudha
7	Faculty representative	Ms. Geeta
8	Faculty representative	Ms. Bhagya
9	Faculty representative	Ms. Ashitha
10	Faculty representative	Ms. Anjana Rizwal
11	Faculty representative	Ms. Tejaswni
12	Faculty representative	Ms. Deepti
13	Faculty representative	Ms. Payel
14	Faculty representative	Ms. Pravalika
15	Faculty representative	Ms. Jenisha
16	IQAC Co-ordinator	Mr. Syam Mohanlal

Members Absent: nil

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

Discussion Summary:

	Action/Discussion Points	Responsibility	Timeline
1	**AQAR 20-21 status** AQAR submission for 2020-21 has been extendend till June 10 2022. Data uploading has been done to an extend of. Waiting for Campus Canvas team for their clarifications for further proceedings.	Principal IQAC Coordinator & all Faculty members	28.1.2022
2	**IQAC Workshop:** Plan for IQAC Workshop in third week of June by Ms. Bhagya, Ms. Geetha, Mr. Manjunatha (Academic Co-ordinator, AIAHS)		
3	**Financial Assistance from NAAC:** Plan for proposal for Financial Assistance from NAAC to conduct State Level Workshop	IQAC Coordinator & All Criterion Incharges	
4	**Epathsala Data Uploading:** Data Uploading in Epathsala by Criterion Incharges done.		
5	Meeting adjourned with a word of thanks by Prof Devi Nanjappan Madam		

Prof.Devi Nanjappan
    Principal
Signature of the Chairperson / Designation   Date : 30.5.22

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

Date &Time   : 30.06.2022   **Reference No: iqac /30 /5/2022**

Location   : Principals' office, SNCON

Duration   **:** 1 hour

Agenda :-

1. Reading the previous minutes
2. AQAR submission for the academic year 2020-21
3. Epathsala data uploading
4. IIQA SUBMISSION AND cLARIFICATIONS
5. IQAC Workshop internal
6. Any other matter with the permission of chairperson.

Members present: 7/7

SI. No	Representative's Designation	Name
1	**Principal -Chairperson**	**Prof.Devi Nanjappan**
2	Member	Dr. Justin
3	Member	Mrs. Snehalatha
4	Member	Mrs. Nirmala
5	Member	Mr. Sandeep
5	Faculty representative	Mrs. Nagammal M.S
6	Faculty representative	Mrs. Keerthi Sudha
7	Faculty representative	Ms. Geeta
8	Faculty representative	Ms. Bhagya
9	Faculty representative	Ms. Ashitha
10	Faculty representative	Ms. Anjana Rizwal
11	Faculty representative	Ms. Tejaswni
12	Faculty representative	Ms. Deepti
13	Faculty representative	Ms. Payel
14	Faculty representative	Ms. Pravalika
15	Faculty representative	Ms. Jenisha
16	IQAC Co-ordinator	Mr. Syam Mohanlal

Members Absent: nil

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

Discussion Summary:

	Action/Discussion Points	Responsibility	Timeline
1	**AQAR 20-21 status** AQAR submission for 2020-21 has been extendend till July 31 2022. Data uploading has been done to an extend of 90%. Waiting for Campus Canvas team for their clarifications for further proceedings.	Principal IQAC Coordinator & all Faculty members	31.07.2022
2	**IQAC Workshop:** Plan for IQAC Workshop in second week of July by Mr. Manjunatha (Academic Co-ordinator, AIAHS)		
3	**IIQA Submission & Clarifications**: IIQA submitted and received clarifications from NAAC. Submitted response to clarifications on 30-06-2022	IQAC Coordinator & All Criterion Incharges	30.06.2022
4	**Epathsala Data Uploading:** Data Uploading in Epathsala for SSR by Criterion Incharges is on process	IQAC Coordinator & All Criterion Incharges	15.07.2022
5	**SSR Preparation** : SSR entry started in NAAC Portal.	IQAC Coordinator	15.08.2022
5	Meeting adjourned with a word of thanks by Prof Devi Nanjappan Madam		

Prof.Devi Nanjappan
     Principal
Signature of the Chairperson / Designation   Date : 07.7.2022