



(FORMERLY NEHRU COLLEGE OF NURSING)

6.5.1 Institution has a streamlined Internal Quality Assurance Mechanism

Academic Year	Description	Page No/ Web link
	Structure and Mechanism of IQAC <ul style="list-style-type: none">✓ Vision and Mission✓ Objectives✓ Goals✓ Functions✓ Composition of IQAC - 2019	http://pkdascollegeofnursing.com/naac/ssr/criteria-6/structure%20and%20mechanism%20of%20iqac.pdf
2022-2023	<ul style="list-style-type: none">✓ Composition of IQAC✓ Minutes of Meeting✓ Action Taken Report	1
2021-2022	<ul style="list-style-type: none">✓ Composition of IQAC✓ Minutes of Meeting✓ Action Taken Report	19
2020-2021	<ul style="list-style-type: none">✓ Composition of IQAC✓ Minutes of Meeting✓ Action Taken Report	37
2019-2020	<ul style="list-style-type: none">✓ Composition of IQAC✓ Minutes of Meeting✓ Action Taken Report	55

P. K. DAS COLLEGE

PANAYIRIPOLA ANYSNIKULAM, PALAKKAD - 679522

Approved by Indian Nursing Council, Kerala Nurses & Midwives Council & Kerala Government
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(FORMERLY NEHRU COLLEGE OF NURSING)

ACADEMIC YEAR

2022-2023



NEHRU COLLEGE of NURSING



PANAYUR (P.O), VANIYAMKULAM, PALAKKAD - 679 522

(Approved by Indian Nursing Council, Kerala Nurses & Midwives Council & Kerala Government
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COMPOSITION OF IQAC

The following members are nominated as IQAC representatives of the institution for the academic year 2022-2023. The IQAC is responsible for the smooth conduction of academic and administrative activities of the institution.

S.NO	NAME OF THE FACULTY MEMBER	DESIGNATION	POSITION IN THE COMMITTEE
1	Prof.Dr. Kavitha Mole .PJ	Principal	Chairperson
2	Prof. A. Priya Mary Stella	Vice Principal	IQAC Coordinator
3	Ms Sumitha Krishnadas	Management Representative	Management Representative
4	Ms. Jincy Ealias	Assistant Professor	Co-Coordinator
5	Dr. Binu	Head of the Department Department of Medical Surgical Nursing	Member
6	Lt.Col.Regina P F	Head of the Department Department of Obstetrics and Gynecology	Member
7	Mr .Abdul Nisthar T.A	Head of the Department Department of Child Health Nursing	Member
8	Ms .Zaina Elizabeth Jose	Head of the Department Department of Community Health Nursing	Member
9	Ms.Anusweena Thomas	Head of the Department Department of Mental Health Nursing	Member
10	Mr. Karthikeyan T.P	Office Superintendent	Member
11	Ms .Sindhu.V	Nominee From Local Society	Member
12	Mr. Thoma K S	Parent Representative	Member
13	Ms. Aparna S Anil Kumar	Students Representative	Member
14	Mr. Prakash Babu	Member From Industry	Member
15	Mr.Anshid Rahman	Alumni Representative	Member




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NCN/IQAC/01CIRC/01/2022

09.05.2022

CIRCULAR

IQAC MEETING REGARDING

The meeting with IQAC members is scheduled on May 23, 2022 in the IQAC Office at 10.00am.

All members are requested to attend the meeting.

Thanking you

PRINCIPAL

To
IQAC coordinator
Head of Departments – For information and compliance
CC:
The Chairman and Managing Trustee, NGI
The Correspondent, NCN
Administrative Manager, NCN
HR, Manager, NGIK




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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

VENUE IQAC OFFICE	ACADEMIC YEAR 2022-2023	DATE 23/5/23	TIME 10.00am	Order of the Meeting 07
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Agenda-

- Affiliation
- Academic calendar
- Curriculum meeting
- Committee meetings
- Academics
- Result analysis
- Academic performance
- Clinical posting
- Co- curricular activities
- Commemorate Days
- Faculty Development Programs
- Funded Programs
- Publications
- Accreditation
- Internal audit
- Workshops, seminar and conferences
- Suggestions from members
- Any other matter with the permission of the chair



G.S.N.
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IQAC MEMBERS

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2	Prof. A. Priya Mary Stella	Vice Principal	Coordinator
3	Ms Sumitha Krishnadas	Management Representative	Management Representative
4	Ms. Jincy Ealias	Assistant Professor	Co-Coordinator
5	Dr. Binu	Head of the Department Department of Medical Surgical Nursing	Member
	Lt.Col.Regina P F	Head of the Department Department of Obstetrics and Gynecology	Member
	Mr .Abdul Nisthar T.A	Head of the Department Department of Child Health Nursing	Member
	Ms .Zaina Elizabeth Jose	Head of the Department Department of Community Health Nursing	Member
	Ms.Anusweena Thomas	Head of the Department Department of Mental Health Nursing	Member
	Mr. Karthikeyan T.P	Office Superintendent	Member
	Ms .Sindhu.V	Nominee From Local Society	Member
	Mr. Thoma K S	Parent Representative	
	Ms. Aparna S Anil Kumar	Students Representative	Member
	Mr. Prakash Babu	Member From Industry	Member
	Mr.Anshid Rahman	Alumni Representative	Member



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The meeting began at 10.00 am. The Principal welcomed all the members of IQAC and madam directed Lt. Col. Regina PF coordinator IQAC to go ahead with the proceedings

The IQAC coordinator started the presentation by listing the Action Taken Report (ATR) of the previous meeting. The minutes and ATR of the previous meeting was passed. New members were introduced. IQAC action plan for this academic year was presented and discussion was done on the proposed action plan.

Sl.no	Item	Action by	Target date
1	The members were informed regarding the upcoming continuation of affiliation inspection and to prepare the necessary documents	All departments	As needed
2	Academic calendar for academic Year to be finalized	Curriculum Committee	Within 2 weeks
3	Curriculum committee meeting to be conducted by May 2020.	Curriculum Committee	30/5/2020
4	All committee meetings to be scheduled and updated	Committee in charges	2 nd week of June
5	The syllabus to be divided among faculty and hours to be allotted for each faculty	Head of departments	1 st week of June
6	The master rotation plan and clinical rotation plan to be prepared	Head of departments and class coordinators	3 rd week of June
7	Sessional exams to be planned and conducted as per the regulations	Class coordinators & Exam Scrutiny Cell	4 th week of June
8	The answer scripts should be evaluated and results to be published within a week	Subject coordinators	As needed
9	Result analysis should be done within two days after publication of sessional exam results	Subject coordinators	As needed
10	Remedial classes to be planned and executed for slow learners	Subject coordinators	As needed
11	Clinical postings throughout the academic year to be planned	Clinical coordinator	1 st week of June
12	Syllabus to be completed and revision classes to be planned to improve the academic performance of the students	Class coordinator	As needed
13	All Commemorate Days to be observed in the academic year are to be listed and organized.	Head of the departments	1 st week of June




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14	Co-curricular activities like college day, arts day and sports day to be fixed	IQAC	1 st week of June
15	FDP'S to be planned, organized and attended.	IQAC	As needed
16	To identify funded projects from various sources and to conduct projects	Head of the departments	As needed
17	Timely updating of all accreditation process like NIRF, KIRF, AISHE, QAS (KUHS)	IQAC	As needed
18	Plan internal audit for lab, library, committee registers and class registers	IQAC	As needed
19	Automation of Library	IQAC	As needed
20	Update library with e-resources	IQAC	As needed
21	Plan and organize workshops, seminars and conferences	Head of the departments	As needed
22	university result analysis to be done immediately after publication of the results	class coordinators	As needed
23	The next IQAC Meeting to be conducted in the month of December 2022	IQAC	Third week of December

Meeting concluded with the vote of thanks by the IQAC coordinator

IQAC COORDINATOR

PRINCIPAL



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ACTION TAKEN REPORT

(APPROVED IN THE MEETING HELD 19th DECEMBER 2022)

VENUE IQAC OFFICE	ACADEMIC YEAR 2022-2023	TIME 10.00am	ATR of Order of the Meeting 07
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S.NO	ITEM	ACTION BY	ACTION TAKEN	REMARKS
1	The members were informed regarding the upcoming continuation of affiliation inspection and to prepare the necessary documents	All departments	Documents prepared	Completed
2	Academic calendar for academic Year to be finalized	Curriculum Committee	prepared	Completed
3	Curriculum committee meeting to be conducted by May 2023.	Curriculum Committee	conducted	Conducted
4	All committee meetings to be scheduled and updated	Committee in charges	Conducted and updated	In progress
5	The syllabus to be divided among faculty and hours to be allotted for each faculty	Head of departments	Hours allocation done	Completed
6	The master rotation plan and clinical rotation plan to be prepared	Head of departments and class coordinators	Master rotation plan and clinical rotation plan prepared	Completed
7	Sessional exams to be planned and conducted as per the regulations	Class coordinators & Exam Scrutiny Cell	Tentative timetables prepared	In progress



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8	The answer scripts should be evaluated and results to be published within a week	Subject coordinators	Evaluated and result published	In progress
9	Result analysis should be done within two days after publication of sessional exam results	Subject coordinators	Result analyzed	In progress
10	Remedial classes to be planned and executed for slow learners	Subject coordinators	Remedial classes planned	In progress
11	Clinical postings throughout the academic year to be planned	Clinical coordinator	Clinical Postings planned as per CRP	In progress
12	Syllabus to be completed and revision classes to be planned to improve the academic performance of the students	Class coordinator	Action plan laid by all departments	In progress
11	All Commemorate Days to be observed in the academic year are to be listed and organized.	Head of the departments	Observed till date	On progress
12	Co-curricular activities like college day, arts day and sports day to be fixed	IQAC	Dates for activities decided	In progress
13	FDP'S to be planned , organized and attended.	IQAC	planned	conducted FDP 1.28/1/22- Research Excellence 2.14/3/22- Meraki
14	To identify funded projects from various sources and to conduct projects	Head of the departments	In progress	In progress with IEDC and UBA



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15	Timely updating of all accreditation processes like NIRF, KIRF, AISHE QAS (KUHS).	IQAC	In progress	In progress Accredited with A+ by KUHS on 26/7/22
16	Plan internal audit for lab, library, committee registers and class registers	IQAC	Internal audit done	Audited form 24/10/22 to 29/10/22
17	Update library with e-resources	IQAC	Delnet (May 2022), K Hub (April 2022, J gate (March 2022) subscribed	completed
18	Automation of Library	IQAC	KOHA Software installed and updated.	Library partially automated
19	Plan and organize workshops, seminars and conferences	Head of the departments	Action plan laid by departments	In progress


IQAC COORDINATOR


PRINCIPAL




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05.12.2022

CIRCULAR

IQAC MEETING REGARDING

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All members are requested to attend the meeting.

Thanking you

PRINCIPAL

To
IQAC coordinator
Head of Departments – For information and compliance
CC:

The Chairman and Managing Trustee, NGI
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Administrative Manager, NCN
HR, Manager, NGIK



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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

VENUE IQAC OFFICE	ACADEMIC YEAR 2022-2023	DATE 19/12/22	TIME 10.00am	Order of the Meeting 08
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Agenda-

- Committee meetings
- Academics
- Result analysis
- Academic performance
- Co- curricular activities
- Commemorate Days
- Faculty Development Programs
- Funded Programs
- Publications
- Accreditation
- Internal audit
- Workshops, seminar and conferences
- Suggestions from members
- Any other matter with the permission of the chair



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11	Ms .Sindhu.V	Nominee From Local Society	Member
12	Mr. Thoma K S	Parent Representative	Member
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The meeting began at 10.00 am. The Principal welcomed all the members of IQAC and madam directed Lt. Col. Regina PF coordinator IQAC to go ahead with the proceedings
The IQAC coordinator started the presentation by listing the Action Taken Report (ATR) of the previous meeting. The minutes and ATR of the previous meeting was passed.

Sl.no	Item	Action by	Target date
1	All committee meetings to be scheduled and updated	Committee in charges	2 nd week of March
2	Sessional exams to be planned and conducted as per the regulations	Class coordinators & Exam Scrutiny Cell	4 th week of March
3	The answer scripts should be evaluated and results to be published within a week	Subject coordinators	As needed
4	Result analysis should be done within two days after publication of sessional exam results	Subject coordinators	As needed
5	Remedial classes to be planned and executed for slow learners	Subject coordinators	As needed
6	Syllabus to be completed and revision classes to be planned to improve the academic performance of the students	Class coordinator	As needed
7	All Commemorate Days to be observed in the academic year are to be listed and organized.	Head of the departments	1 st week of May
8	Co-curricular activities like college day, arts day and sports day to be fixed	IQAC	By third week of November
9	FDP'S to be planned, organized and attended.	IQAC	As needed
10	To identify funded projects from various sources and to conduct projects	Head of the departments	As needed
11	Timely updating of all accreditation process like NIRF, KIRF, AISHE, QAS (KUHS)	IQAC	As needed
12	Plan internal audit for lab, library, committee registers and class registers	IQAC	As needed
13	Plan and organize workshops, seminars and conferences	Head of the departments	As needed
14	university result analysis to be done immediately after publication of the results	class coordinators	As needed



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15	Obtain feedback on curriculum from various stakeholders such as students, teachers, employers, Alumni has to be analyzed, action has to be taken and ATR to be prepared.	IQAC	second week of May
16	The next IQAC Meeting is to be conducted in the month of May 2023.	IQAC	Third week of May

Meeting concluded with the vote of thanks by the IQAC coordinator

IQAC COORDINATOR

PRINCIPAL



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ACTION TAKEN REPORT OF THE IQAC MEETING

(APPROVED IN THE MEETING HELD ON 22ND MAY 2023)

VENUE IQAC OFFICE	ACADEMIC YEAR 2022-2023	TIME 10.00am	ATR of Order of the Meeting 08
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S.N O	ITEM	ACTION BY	ACTION TAKEN	REMARKS
1	All committee meetings to be scheduled and updated	Committee in charges	Conducted and updated	Completed
2	Sessional exams to be planned and conducted as per the regulations	Class coordinators & Exam Scrutiny Cell	Tentative timetables prepared	In progress
3	The answer scripts should be evaluated and results to be published within a week	Subject coordinators	Evaluated and result published	In progress
4	Result analysis should be done within two days after publication of sessional exam results	Subject coordinators	Result analyzed	In progress
5	Remedial classes to be planned and executed for slow learners	Subject coordinators	Remedial classes planned	In progress
6	Syllabus to be completed and revision classes to be planned to improve the academic performance of the students	Class coordinator	Action plan laid by all departments	In progress
7	All Commemorate Days to be observed	Head of the departments	Observed till date	On progress
8	Co-curricular activities like college day, arts day and sports day to be fixed	IQAC	Dates for activities decided	Conducted on Sports Day-26/11/2022 Arts Day-3/9/2022



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			and conducted	college Day-22/10/2022
9	FDP'S to be planned, organized and attended.	IQAC	planned	Conducted FDP on Leadership on 20/9/22
10	To identify funded projects from various sources and to conduct projects	Head of the departments	In progress	In progress
11	Timely updating of all accreditation process like NIRF, KIRF, AISHE QAS(KUHS).	IQAC	In progress	In progress QAS(KUHS)-A+
12	Plan internal audit for lab, library, committee registers and class registers	IQAC	Internal audit done	Audited on 17/4/23-22/4/23
13	Plan and organize workshops, seminars and conferences	Head of the departments	Action plan laid by department s	In progress
14	University result analysis	class coordinators	done	B.Sc Nursing I Semester-81.22% 11 Semester-96.63% 11 Year-87.93% 111 Year-85% IV year-93.22%
15	Obtain feedback on curriculum from various stakeholders, students, teachers, employers, Alumni has to be analyzed, action has to be taken and ATR to be prepared.	IQAC	Completed	Obtained Feedback analyzed and ATR submitted



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16	Meeting also decided to hold the next IQAC meeting in the month May 2023	IQAC	Meeting conducted in September	Conducted on 22/5/2023
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IQAC COORDINATOR

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(FORMERLY NEHRU COLLEGE OF NURSING)

ACADEMIC YEAR

2021-2022



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COMPOSITION OF IQAC

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3	Ms Sumitha Krishnadas	Management Representative	Management Representative
4	Mr. Vishnu R	Lecturer	Co-Coordinator
5	Ms. Saritha.K	Head of the Department Department of Medical Surgical Nursing	Member
6	Ms.Sheeba	Head of the Department Department of Obstetrics and Gynecology	Member
7	Mr .Abdul Nisthar T.A	Head of the Department Department of Child Health Nursing	Member
8	Ms.Shincy .k	Head of the Department Department of Community Health Nursing	Member
9	Ms.Anusweena Thomas	Head of the Department Department of Mental Health Nursing	Member
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NCN/IQAC/02/CIRC/01/2021

10.05.2021

CIRCULAR

IQAC MEETING REGARDING

The meeting with IQAC members is scheduled on May 24, 2021 in the IQAC Office at 10.00am.

All members are requested to attend the meeting.

Thanking you

PRINCIPAL

To

IQAC coordinator

Head of Departments – For information and compliance

CC:

The Chairman and Managing Trustee, NGI

The Correspondent, NCN

Administrative Manager, NCN

HR, Manager, NGIK



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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

VENUE IQAC OFFICE	ACADEMIC YEAR 2021-2022	DATE 24/5/21	TIME 10.00am	Order of the Meeting 05
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Agenda-

- Affiliation
- Academic calendar
- Curriculum meeting
- Committee meetings
- Academics
- Result analysis
- Academic performance
- Clinical posting
- Co- curricular activities
- Commemorate Days
- Faculty Development Programs
- Funded Programs
- Publications
- Accreditation
- Internal audit
- Workshops, seminar and conferences
- Suggestions from members

Any other matter with the permission of the chair



G.Su
PRINCIPAL
PK DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522



NEHRU COLLEGE of NURSING



PANAYUR (P O), VANIYAMKULAM, PALAKKAD - 679 522

(Approved by Indian Nursing Council, Kerala Nurses & Midwives Council & Kerala Government
Affiliated to Kerala University of Health Sciences)

IQAC MEMBERS

S.NO	NAME OF THE FACULTY	DESIGNATION	POSITION IN THE COMMITTEE
1	Prof.Dr. Kavitha Mole .P.J	Principal	Chairperson
2	Lt.Col.Regina PF	Assistant Professor	Coordinator
3	Ms Sumitha Krishnadas	Management Representative	Management Representative
4	Mr. Vishnu R	Lecturer	Co-Coordinator
5	Ms. Saritha.K	Head of the Department Department of Medical Surgical Nursing	Member
6	Ms.Sheeba	Head of the Department Department of Obstetrics and Gynecology	Member
7	Mr .Abdul Nisthar T.A	Head of the Department Department of Child Health Nursing	Member
8	Ms.Shincy .k	Head of the Department Department of Community Health Nursing	Member
9	Ms.Anusweena Thomas	Head of the Department Department of Mental Health Nursing	Member
10	Mr. Gopinathan	Office Superintendent	Member
11	Ms .Sindhu.V	Nominee From Local Society	Member
12	Mr. Varkey George	Parent Representative	
13	Ms. Aparna S Anil Kumar	Students Representative	Member
14	Mr.Seby Paulose	Mr.Seby Paulose	Member
15	Ms Merina Mathew	Alumni Representative	Member



P.K. Das
PRINCIPAL
P.K DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYAMKULAM
PALAKKAD DT
679522



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PANAYUR (P O), VANIYAMKULAM, PALAKKAD - 679 522

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The meeting began at 10.00 am. The Principal welcomed all the members of IQAC and madam directed Lt. Col. Regina PF coordinator IQAC to go ahead with the proceedings

The IQAC coordinator started the presentation by listing the Action Taken Report (ATR) of the previous meeting. The minutes and ATR of the previous meeting was passed. New members were introduced. IQAC action plan for this academic year was presented and discussion was done on the proposed action plan.

Sl.no	Item	Action by	Target date
1	The members were informed regarding the upcoming continuation of affiliation inspection and to prepare the necessary documents	All departments	As needed
2	Academic calendar for academic Year to be finalized	Curriculum Committee	Within 2 weeks
3	Curriculum committee meeting to be conducted by May 2020.	Curriculum Committee	30/5/2020
4	All committee meetings to be scheduled and updated	Committee in charges	2 nd week of June
5	The syllabus to be divided among faculty and hours to be allotted for each faculty	Head of departments	1 st week of June
6	The master rotation plan and clinical rotation plan to be prepared	Head of departments and class coordinators	3 rd week of June
7	Sessional exams to be planned and conducted as per the regulations	Class coordinators & Exam Scrutiny Cell	4 th week of June
8	The answer scripts should be evaluated and results to be published within a week	Subject coordinators	As needed
9	Result analysis should be done within two days after publication of sessional exam results	Subject coordinators	As needed
10	Remedial classes to be planned and executed for slow learners	Subject coordinators	As needed
11	Clinical postings throughout the academic year to be planned	Clinical coordinator	1 st week of June
12	Syllabus to be completed and revision classes to be planned to improve the academic performance of the students	Class coordinator	As needed
11	All Commemorate Days to be observed in the academic year are to be listed and organized.	Head of the departments	1 st week of June



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12	Co-curricular activities like college day, arts day and sports day to be fixed	IQAC	1 st week of June
13	FDP'S to be planned , organized and attended.	IQAC	As needed
14	To identify funded projects from various sources and to conduct projects	Head of the departments	As needed
15	Timely updating of all accreditation process like NIRF, KIRF, QAS (KUHS)	IQAC	As needed
16	Plan internal audit for lab, library, committee registers and class registers	IQAC	As needed
17	Update library with e- resources	IQAC	As needed
18	Automation of Library	IQAC	As needed
19	Plan and organize workshops, seminars and conferences	Head of the departments	As needed
20	university result analysis to be done immediately after publication of the results	class coordinators	As needed
21	The next IQAC Meeting to be conducted in the month of December	IQAC	Third week of December

Meeting concluded with the vote of thanks by the IQAC coordinator

IQAC COORDINATOR

PRINCIPAL



PRINCIPAL
P K DAS COLLEGE OF NURSING
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ACTION TAKEN REPORT (APPROVED IN THE MEETING HELD ON 20th DECEMBER 2021)

VENUE IQAC OFFICE	ACADEMIC YEAR 2021-2022	TIME 10.00am	ATR of Order of the Meeting 05
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S.NO	ITEM	ACTION BY	ACTION TAKEN	REMARKS
1	The members were informed regarding the upcoming continuation of affiliation inspection and to prepare the necessary documents	All departments	Documents prepared	Completed
2	Academic calendar for academic Year to be finalized	Curriculum Committee	prepared	Completed
3	Curriculum committee meeting to be conducted by May 2020.	Curriculum Committee	conducted	Conducted on 28/5/2021
4	All committee meetings to be scheduled and updated	Committee in charges	Conducted and updated	In progress
5	The syllabus to be divided among faculty and hours to be allotted for each faculty	Head of departments	Hours allocation done	Completed
6	The master rotation plan and clinical rotation plan to be prepared	Head of departments and class coordinators	Master rotation plan and clinical rotation plan prepared	Completed
7	Sessional exams to be planned and conducted as per the regulations	Class coordinators & Exam Scrutiny Cell	Tentative timetables prepared	In progress
8	The answer scripts should be evaluated and results to be published within a week	Subject coordinators	Evaluated and result published	In progress



G. S. S. S.
PRINCIPAL
PK DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYAMKULAM
PALAKKAD DT



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9	Result analysis should be done within two days after publication of sessional exam results	Subject coordinators	Result analyzed	In progress
10	Remedial classes to be planned and executed for slow learners	Subject coordinators	Remedial classes planned	In progress
11	Clinical postings throughout the academic year to be planned	Clinical coordinator	Clinical Postings planned as per CRP	In progress
12	Syllabus to be completed and revision classes to be planned to improve the academic performance of the students	Class coordinator	Action plan laid by all departments	In progress
11	All Commemorate Days to be observed in the academic year are to be listed and organized.	Head of the departments	Observed till date	In progress
12	Co-curricular activities like college day, arts day and sports day to be fixed	IQAC	Dates for activities decided	In progress
13	FDP'S to be planned , organized and attended.	IQAC	planned	In progress
14	To identify funded projects from various sources and to conduct projects	Head of the departments	In progress	In progress IEDC
15	Timely updating of all accreditation process like NIRF,KIRF,KIRF,AISHE QAS(KUHS)	IQAC	In progress	In progress
16	Plan internal audit for lab, library, committee registers and class registers	IQAC	Internal audit done	Audited from 25/10/21 to 30/10/21



G. S. S. S.
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17	Plan and organize workshops, seminars and conferences	Head of the departments	Action plan laid by departments	In progress
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IQAC COORDINATOR

PRINCIPAL



PRINCIPAL
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OTTAPALAM, PALAKKAD DT
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NCN/IQAC/02/CIRC/02/2021

06.12.2021

CIRCULAR

IQAC MEETING REGARDING

The meeting with IQAC members is scheduled on December 20, 2021 in the IQAC Office at 10.00am.

All members are requested to attend the meeting.

Thanking you

PRINCIPAL

To
IQAC coordinator
Head of Departments – For information and compliance

CC:

The Chairman and Managing Trustee, NGI

The Correspondent, NCN

Administrative Manager, NCN

HR, Manager, NGIK



G. S. S.
PRINCIPAL
P K DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYAMKULAM
OTTAPALAM, PALAKKAD DT
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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

VENUE	ACADEMIC YEAR	DATE	TIME	Order of the Meeting
IQAC OFFICE	2021-2022	20/12/2021	10.00am	06

Agenda-

- Committee meetings
 - Academics
 - Result analysis
 - Academic performance
 - Co- curricular activities
 - Commemorate Days
 - Faculty Development Programs
 - Funded Programs
 - Publications
 - Accreditation
 - Internal audit
 - Workshops, seminar and conferences
 - Suggestions from members
- Any other matter with the permission of the chair




PRINCIPAL
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PANAYUR (P O), VANIYAMKULAM, PALAKKAD - 679 522

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IQAC MEMBERS

S.NO	NAME OF THE FACULTY	DESIGNATION	POSITION IN THE COMMITTEE
1	Prof.Dr. Kavitha Mole .P.J	Principal	Chairperson
2	Lt.Col.Regina PF	Assistant Professor	Coordinator
3	Ms Sumitha Krishnadas	Management Representative	Management Representative
4	Mr. Vishnu R	Lecturer	Co-Coordinator
5	Ms. Saritha.K	Head of the Department Department of Medical Surgical Nursing	Member
6	Ms.Sheeba	Head of the Department Department of Obstetrics and Gynecology	Member
7	Mr .Abdul Nisthar T.A	Head of the Department Department of Child Health Nursing	Member
8	Ms.Shincy .k	Head of the Department Department of Community Health Nursing	Member
9	Ms.Anusweena Thomas	Head of the Department Department of Mental Health Nursing	Member
10	Mr. Gopinathan	Office Superintendent	Member
11	Ms .Sindhu. V	Nominee From Local Society	Member
12	Mr. Varkey George	Parent Representative	Member
13	Ms. Aparna S Anil Kumar	Students Representative	Member
14	Mr.Seby Paulose	Mr.Seby Paulose	Member
15	Ms Merina Mathew	Alumni Representative	Member



G.P.Sw
PRINCIPAL
P K DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522



NEHRU COLLEGE of NURSING



PANAYUR (P O), VANIYAMKULAM, PALAKKAD - 679 522

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The meeting began at 10.00 am. The Principal welcomed all the members of IQAC and madam directed Lt. Col. Regina PF coordinator IQAC to go ahead with the proceedings

The IQAC coordinator started the presentation by listing the Action Taken Report (ATR) of the previous meeting. The minutes and ATR of the previous meeting was passed.

Sl.no	Item	Action by	Target date
1	All committee meetings to be scheduled and updated	Committee in charges	2 nd week of January
2	Sessional exams to be planned and conducted as per the regulations	Class coordinators & Exam Scrutiny Cell	4 th week of May
3	The answer scripts should be evaluated and results to be published within a week	Subject coordinators	As needed
4	Result analysis should be done within two days after publication of sessional exam results	Subject coordinators	As needed
5	Remedial classes to be planned and executed for slow learners	Subject coordinators	As needed
6	Syllabus to be completed and revision classes to be planned to improve the academic performance of the students	Class coordinator	As needed
7	All Commemorate Days to be observed in the academic year are to be listed and organized.	Head of the departments	1 st week of May
8	Co-curricular activities like college day, arts day and sports day to be fixed	IQAC	1 st week of May
9	FDP'S to be planned , organized and attended.	IQAC	As needed
10	To identify funded projects from various sources and to conduct projects	Head of the departments	As needed
11	Timely updating of all accreditation process like NIRF,KIRF,QAS (KUHS)	IQAC	As needed
12	Plan internal audit for lab, library, committee registers and class registers	IQAC	As needed
13	Update library with e resources	IQAC	As needed
14	Automation of library	IQAC	As needed
15	Plan and organize workshops, seminars and conferences	Head of the departments	As needed
16	university result analysis to be done immediately after publication of the results	class coordinators	As needed



Principal
P.K. DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYAMKULAM
JOTTAPALAM, PALAKKAD DT
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17	Obtain feedback on curriculum from various stakeholders such as students, teachers, employers, Alumni has to be analyzed, action has to be taken and ATR to be prepared.	IQAC	second week of May
18	The next IQAC Meeting to be conducted in the month of May	IQAC	Third week of May

The following concluding remarks were made by the Principal

- The Principal explained the significance of clinical learning and also enumerated that importance should be given to OSCE and OSPE.
- The Principal shared the experience of interacting with the students in the clinical setting.
- The Principal briefed on the preparations made by Institution in view of the possible academic autonomy including curriculum development with the help of heads of the department to add more weightage to clinical teaching.

Meeting concluded with the vote of thanks by the IQAC coordinator

IQAC COORDINATOR

PRINCIPAL



PK Das
PRINCIPAL
P K DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYAMKULAM
- OTTAPALAM, PALAKKAD DT
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NEHRU COLLEGE of NURSING



PANAYUR (P O), VANIYAMKULAM, PALAKKAD - 679 522

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ACTION TAKEN REPORT OF THE IQAC MEETING

(APPROVED IN THE MEETING HELD ON 23TH MAY 2022)

VENUE IQAC OFFICE	ACADEMIC YEAR 2021-2022	TIME 10.00am	ATR of Order of the Meeting 6
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S.NO	ITEM	ACTION BY	ACTION TAKEN	REMARKS
1	All committee meetings to be scheduled and updated	Committee in charges	Conducted and updated	Completed
2	Sessional exams to be planned and conducted as per the regulations	Class coordinators & Exam Scrutiny Cell	Tentative timetables prepared	In progress
3	The answer scripts should be evaluated and results to be published within a week	Subject coordinators	Evaluated and result published	In progress
4	Result analysis should be done within two days after publication of sessional exam results	Subject coordinators	Result analyzed	In progress
5	Remedial classes to be planned and executed for slow learners	Subject coordinators	Remedial classes planned	In progress
6	Syllabus to be completed and revision classes to be planned to improve the academic performance of the students	Class coordinator	Action plan laid by all departments	In progress



Gpcw
PRINCIPAL
P K DAS COLLEGE OF NURSING
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7	All Commemorate Days to be observed in the academic year are to be listed and organized.	Head of the departments	Observed till date	In progress
8	Co-curricular activities like college day, arts day and sports day to be fixed	IQAC	Dates for activities decided	Conducted sports day-26/11/2021 Arts day-24/9/21 college Day-21/10/2021
9	FDP'S to be planned , organized and attended.	IQAC	planned	Conducted FDP or Quality Research Design on 19/1/21
10	To identify funded projects from various sources and to conduct projects	Head of the departments	In progress	In progress
11	Timely updating of all accreditation process like NIRF, KIRF, QAS (KUHS)	IQAC	In progress	In progress
12	Plan internal audit for lab, library, committee registers and class registers	IQAC	Internal audit done	Audited from 18/4/22-23/4/22
13	Plan and organize workshops, seminars and conferences	Head of the departments	Action plan laid by departments	Conducted International webinar On 24/11/21 International workshop on 28/2/22 Health camp or 30/5/22 webinar on 25/1/2022
14	University result analysis	class coordinators	done	B.Sc Nursing I year-60%



G. S. S.
PRINCIPAL
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				11 Year-74.58% 111 Year-96.66% IVyear-94.87%
15	Obtain feedback on curriculum from various stakeholders such as students, teachers, employers, Alumni has to be analyzed, action has to be taken and ATR to be prepared.	IQAC	completed	Obtained Feedback, Analyzed and ATR submitted
16	Meeting also decided to hold the next IQAC meeting in the month May 2020	IQAC	Meeting conducted in September	Conducted on 23/5/2022

IQAC COORDINATOR

PRINCIPAL



PRINCIPAL
P K DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522



P. K. DAS COLLEGE
of **NURSING**

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(FORMERLY NEHRU COLLEGE OF NURSING)

ACADEMIC YEAR

2020-2021



NEHRU COLLEGE of NURSING



PANAYUR (P.O), VANIYAMKULAM, PALAKKAD - 679 522

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COMPOSITION OF IQAC

The following members are nominated as IQAC representatives of the institution for the academic year 2020-2021. The IQAC is responsible for the smooth conduction of academic and administrative activities of the institution.

S.NO	NAME OF THE FACULTY	DESIGNATION	POSITION IN THE COMMITTEE
1	Prof.Ms. Tamil Selvi	Principal	Chairperson
2	Lt.Col.Regina PF	Assistant Professor	IQAC Coordinator
3	Ms Sumitha Krishnadas	Management Representative	Management Representative
4	Mr. Vishnu R	Lecturer	Co-Coordinator
5	Prof. Lavanya	Head of the Department Department of Medical Surgical Nursing	Member
6	Ms. Sheeba	Head of the Department Department of Obstetrics and Gynecology	Member
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9	Mr. Liju James	Head of the Department Department of Mental Health Nursing	Member
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15	Ms Ivin Sona George	Alumni Representative	Member


PRINCIPAL




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NCN/IQAC/02/CIRC/01/2020

11.05.2020

CIRCULAR

IQAC MEETING REGARDING

The meeting with IQAC members is scheduled on May 25, 2020 in the IQAC Office at 10.00am.

All members are requested to attend the meeting

Thanking you


PRINCIPAL

To
IQAC coordinator
Head of Departments – For information and compliance
CC:

The Chairman and Managing Trustee, NGI
The Correspondent, NCN
Administrative Manager, NCN
HR, Manager, NGIK




PRINCIPAL
P K DAS COLLEGE OF NURSING
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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

VENUE	ACADEMIC YEAR	DATE	TIME	Order of the Meeting
IQAC OFFICE	2020-2021	25/5/2020	10.00am	03

Agenda

- Affiliation
- Academic calendar
- Curriculum meeting
- Committee meetings
- Academics
- Result analysis
- Academic performance
- Clinical posting
- Co- curricular activities
- Commemorate Days
- Faculty Development Programs
- Funded Programs
- Publications
- Accreditation
- Internal audit
- Workshops, seminar and conferences
- Suggestions from members
- Any other matter with the permission of the chair




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IQAC MEMBERS

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3	Ms Sumitha Krishnadas	Management Representative	Management Representative
4	Mr. Vishnu R	Lecturer	Co-Coordinator
5	Prof. Lavanya	Head of the Department Department of Medical Surgical Nursing	Member
6	Ms.Sheeba	Head of the Department Department of Obstetrics and Gynecology	Member
7	Mr .Abdul Nisthar T.A	Head of the Department Department of Child Health Nursing	Member
8	Ms.Reeba Babu	Head of the Department Department of Community Health Nursing	Member
9	Mr. Liju James	Head of the Department Department of Mental Health Nursing	Member
10	Mr. Jayakrishnan	Office Superintendent	Member
11	Ms .Sindhu.V	Nominee From Local Society	Member
12	Mr . Muraleedharan	Parent Representative	
13	Ms.Rincy PM	Students Representative	Member
14	Mr.Seby Paulose	Member From Industry	Member
15	Ms Ivin Sona George	Alumni Representative	Member



R.Su
PRINCIPAL
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The meeting began at 10.00 am. The Principal welcomed all the members of IQAC and Madam directed Lt. Col. Regina PF coordinator IQAC to go ahead with the proceedings.

The IQAC coordinator started the presentation by listing the Action Taken Report (ATR) of the previous meeting. The minutes and ATR of the previous meeting was passed. New members were introduced. IQAC action plan for this academic year was presented and discussion was done on the proposed action plan.

Sl.no	Item	Action by	Target date
1	The members were informed regarding the upcoming continuation of affiliation inspection and to prepare the necessary documents	All departments	As needed
2	Academic calendar for academic Year to be finalized	Curriculum Committee	Within 2 weeks
3	Curriculum committee meeting to be conducted in the last week of May	Curriculum Committee	30/5/2020
4	All committee meetings to be scheduled and updated	Committee in charges	2 nd week of June
5	The syllabus to be divided among faculty and hours to be allotted for each faculty	Head of departments	1 st week of June
6	The master rotation plan and clinical rotation plan to be prepared	Head of departments and class coordinators	3 rd week of June
7	Sessional exams to be planned and conducted as per the regulations	Class coordinators & Exam Scrutiny Cell	4 th week of June
8	The answer scripts should be evaluated and results to be published within a week	Subject coordinators	As needed
9	Result analysis should be done within two days after publication of sessional exam results	Subject coordinators	As needed
10	Remedial classes to be planned and executed for slow learners	Subject coordinators	As needed
11	Clinical postings throughout the academic year to be planned	Clinical coordinator	1 st week of June



G.P.N.
PRINCIPAL
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12	Syllabus to be completed and revision classes to be planned to improve the academic performance of the students	Class coordinator	As needed
11	All Commemorate Days to be observed in the academic year are to be listed and organized.	Head of the departments	1 st week of June
12	Co-curricular activities like college day, arts day and sports day to be fixed	IQAC	1 st week of June
13	FDP'S to be planned , organized and attended.	IQAC	As needed
14	To identify funded projects from various sources and to conduct projects	Head of the departments	As needed
15	Timely updating of all accreditation process like NIRF,QAS(KUHS)	IQAC	As needed
16	Plan internal audit for lab, library, committee registers and class registers	IQAC	As needed
17	Update library with e- resources	IQAC	As needed
18	Automation of Library	IQAC	As needed
19	Plan and organize workshops, seminars and conferences	Head of the departments	As needed
20	university result analysis to be done immediately after publication of the results	class coordinators	As needed
21	The next IQAC Meeting to be conducted in the month of December	IQAC	Third week of December

The following concluding remarks were made by the Principal

- o The Principal explained the significance of clinical learning
- o The Principal also explained the importance of clinical teaching and insisted to incorporate theory with practice in the clinical setting.

Meeting concluded with the vote of thanks by the IQAC coordinator

IQAC COORDINATOR

PRINCIPAL



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PANAYUR (P O), VANIYAMKULAM, PALAKKAD - 679 522

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ACTION TAKEN REPORT

APPROVED IN THE MEETING HELD ON 21st DECEMBER 2020

VENUE IQAC OFFICE	ACADEMIC YEAR 2020-2021	TIME 10.00am	ATR of Order of the Meeting 03
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S.NO	ITEM	ACTION BY	ACTION TAKEN	REMARKS
1	The members were informed regarding the upcoming continuation of affiliation inspection and to prepare the necessary documents	All departments	Documents prepared	Completed
2	Academic calendar for academic Year to be finalized	Curriculum Committee	prepared	Completed
3	Curriculum committee meeting to be conducted by end of May	Curriculum Committee	conducted	Conducted on 25/5/2020
4	All committee meetings to be scheduled and updated	Committee in charges	Conducted and updated	In progress
5	The syllabus to be divided among faculty and hours to be allotted for each faculty	Head of departments	Hours allocation done	Completed
6	The master rotation plan and clinical rotation plan to be prepared	Head of departments and class coordinators	Master rotation plan and clinical rotation plan prepared	Completed
7	Sessional exams to be planned and conducted as per the regulations	Class coordinators & Exam Scrutiny Cell	Tentative timetables prepared	In progress
8	The answer scripts should be evaluated and results to be published within a week	Subject coordinators	Evaluated and result published	In progress



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9	Result analysis should be done within two days after publication of sessional exam results	Subject coordinators	Result analyzed	In progress
10	Remedial classes to be planned and executed for slow learners	Subject coordinators	Remedial classes planned	In progress
11	Clinical postings throughout the academic year to be planned	Clinical coordinator	Clinical Postings planned as per CRP	In progress
12	Syllabus to be completed and revision classes to be planned to improve the academic performance of the students	Class coordinator	Action plan laid by all departments	In progress
11	All Commemorate Days to be observed in the academic year are to be listed and organized.	Head of the departments	Observed till date	On progress
12	Co-curricular activities like college day, arts day and sports day to be fixed	IQAC	Dates for activities decided	In progress
13	FDP'S to be planned , organized and attended.	IQAC	planned	conducted FDP on Quality Assurance and NAAC on 8/1/2020
14	To identify funded projects from various sources and to conduct projects	Head of the departments	In progress	In progress IEDC
15	Timely updating of all accreditation process like NIRF,QAS(KUHS)	IQAC	In progress	In progress
16	Plan internal audit for lab, library, committee registers and class registers	IQAC	Internal audit done	Audited from 19/4/2020 25/4/2020



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17	Update library with e-resources	IQAC	requested for Subscription	In Progress
18	Automation of Library	IQAC	KOHA Software installed and updated.	Library partially automated
19	Plan and organize workshops, seminars and conferences	Head of the departments	Action plan laid by departments	In progress
20	University Result Analysis for the previous academic year	class coordinator	Action plan laid by departments	In progress
21	To Conduct next IQAC Meeting in the month of December	IQAC	Conducted	Conducted on 21/12/2020

IQAC COORDINATOR

PRINCIPAL



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NCN/IQAC/02/CIRC/02/2020

07.12.2020

CIRCULAR

IQAC MEETING REGARDING

The meeting with IQAC members is scheduled on December 21, 2020 in the IQAC Office at 10.00am.


All members are requested to attend the meeting.

Thanking you

PRINCIPAL

To
IQAC coordinator
Head of Departments – For information and compliance
CC:
The Chairman and Managing Trustee, NGI
The Correspondent, NCN
Administrative Manager, NCN
HR, Manager, NGIK




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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

VENUE	ACADEMIC YEAR	DATE	TIME	Order of the Meeting
IQAC OFFICE	2020-2021	21/12/2020	10.00am	04

Agenda-

- Committee meetings
- Academics
- Result analysis
- Academic performance
- Co- curricular activities
- Commemorate Days
- Faculty Development Programs
- Funded Programs
- Publications
- Accreditation
- Internal audit
- Workshops, seminar and conferences
- Suggestions from members
- Any other matter with the permission of the chair



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IQAC MEMBERS

S.NO	NAME OF THE FACULTY	DESIGNATION	POSITION IN THE COMMITTEE
1	Prof.Ms. Tamil Selvi	Principal	Chairperson
2	Lt.Col.Regina PF	Assistant Professor	Coordinator
3	Ms Sumitha Krishnadas	Management Representative	Management Representative
4	Mr. Vishnu R	Lecturer	Co-Coordinator
5	Prof. Lavanya	Head of the Department Department of Medical Surgical Nursing	Member
6	Ms.Sheeba	Head of the Department Department of Obstetrics and Gynecology	Member
7	Mr .Abdul Nisthar T.A	Head of the Department Department of Child Health Nursing	Member
8	Ms.Reeba Babu	Head of the Department Department of Community Health Nursing	Member
9	Mr. Liju James	Head of the Department Department of Mental Health Nursing	Member
10	Mr. Jayakrishnan	Office Superintendent	Member
11	Ms .Sindhu.V	Nominee From Local Society	Member
12	Mr . Muraleedharan	Parent Representative	
13	Ms.Rincy PM	Students Representative	Member
14	Mr.Seby Paulose	Member From Industry	Member
15	Ms Ivin Sona George	Alumni Representative	Member




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The meeting began at 10.00 am. The Principal welcomed all the members of IQAC and madam directed Lt. Col. Regina PF coordinator IQAC to go ahead with the proceedings.

The IQAC coordinator started the presentation by listing the Action Taken Report (ATR) of the previous meeting. The minutes and ATR of the previous meeting was passed. New members were introduced. IQAC action plan for this academic year was presented and discussion was done on the proposed action plan.

Sl.no	Item	Action by	Target date
1	All committee meetings to be scheduled and updated	Committee in charges	2 nd week of January
2	Sessional exams to be planned and conducted as per the regulations	Class coordinators & Exam Scrutiny Cell	4 th week of January
3	The answer scripts should be evaluated and results to be published within a week	Subject coordinators	As needed
4	Result analysis should be done within two days after publication of sessional exam results	Subject coordinators	As needed
5	Remedial classes to be planned and executed for slow learners	Subject coordinators	As needed
6	Syllabus to be completed and revision classes to be planned to improve the academic performance of the students	Class coordinator	As needed
7	All Commemorate Days to be observed.	Head of the departments	As needed
8	Co-curricular activities like college day, arts day and sports day to be organized.	IQAC	As needed
9	FDP'S to be planned , organized and attended.	IQAC	As needed
10	To identify funded projects from various sources and to conduct projects	Head of the departments	As needed
11	Timely updating of all accreditation process like NIRF,QAS(KUHS)	IQAC	As needed



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12	Execute internal audit for lab, library, committee registers and class registers	IQAC	As needed
13	Update library with e- resources	IQAC	As needed
14	Automation of Library	IQAC	As needed
15	Plan and organize workshops, seminars and conferences	Head of the departments	As needed
16	university result analysis to be done immediately after publication of the results	class coordinators	As needed
17	Obtain feedback on curriculum from various stakeholders such as students, teachers, employers, Alumni has to be analyzed, action has to be taken and ATR to be prepared.	IQAC	second week of May
18	The next IQAC Meeting to be conducted in the month of May 2021	IQAC	Third week of May

The following concluding remarks were made by the Principal

The Principal explained the importance of quality education and essentials of accreditation.

Meeting concluded with the vote of thanks by the IQAC coordinator

IQAC COORDINATOR

PRINCIPAL



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ACTION TAKEN REPORT

(APPROVED IN THE MEETING HELD ON 25th MAY 2021)

VENUE IQAC OFFICE	ACADEMIC YEAR 2020-2021	TIME 10.00am	ATR of Order of the Meeting 04
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S.NO	ITEM	ACTION BY	ACTION TAKEN	REMARKS
1	All committee meetings to be scheduled and updated	Committee in charges	Conducted and updated	Completed
2	Sessional exams to be planned and conducted as per the regulations	Class coordinators & Exam Scrutiny Cell	Tentative timetables prepared	In progress
3	The answer scripts should be evaluated and results to be published within a week	Subject coordinators	Evaluated and result published	In progress
4	Result analysis should be done within two days after publication of sessional exam results	Subject coordinators	Result analyzed	In progress
5	Remedial classes to be planned and executed for slow learners	Subject coordinators	Remedial classes planned	In progress
6	Syllabus to be completed and revision classes to be planned to improve the academic performance of the students	Class coordinator	Action plan laid by all departments	In progress
7	All Commemorate Days to be observed.	Head of the departments	Observed till date	In progress



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8	Co-curricular activities like college day, arts day and sports day to be organized	IQAC	Dates for activities decided	Conducted on Sports Day-7/03/2020 Arts Day-11/3/2020
9	FDP'S to be planned , organized and attended.	IQAC	planned	In progress
10	To identify funded projects from various sources and to conduct projects	Head of the departments	In progress	In progress IEDC
11	Timely updating of all accreditation process like NIRF,QAS(KUHS)	IQAC	In progress	In progress
12	Execute internal audit for lab, library, committee registers and class registers	IQAC	Internal audit done	done from 12/4/21-17/4/21
13	Update library with e-resources	IQAC	requested for Subscription	In Progress
14	Automation of Library	IQAC	KOHA Software installed and updated.	Library partially automated
15	Plan and organize workshops, seminars and conferences	Head of the departments	Action plan laid by departments	In progress International webinar conducted on 21/8/2020
16	University result analysis	class coordinators	done	B.Sc Nursing Iyear-36.6% 11 Year-83.33% 111 Year-77.5% IVyear-97.22%



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17	Obtain feedback on curriculum from various stakeholders such as students, teachers, employers, Alumni has to be analyzed, action has to be taken and ATR to be prepared.	IQAC	completed	Obtained Feedback, analyzed and ATR submitted
18	Meeting also decided to hold the next IQAC meeting in the month May 2020	IQAC	Meeting conducted in September	Conducted on 24/5/2021

IQAC COORDINATOR

PRINCIPAL



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P. K. DAS COLLEGE

PANAYER (POLY) ANIMIKULAM, PALAKKAD - 670522

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(FORMERLY NEHRU COLLEGE OF NURSING)

ACADEMIC YEAR

2019-2020



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COMPOSITION OF IQAC

The following members are nominated as IQAC representatives of the institution for the academic year 2019-2020. The IQAC is responsible for the smooth conduction of academic and administrative activities of the institution.

S.NO	NAME OF THE FACULTY	DESIGNATION	POSITION IN THE COMMITTEE
1	Prof.Ms. Tamil Selvi	Principal	Chairperson
2	Lt.Col.Regina PF	Assistant Professor	IQAC Coordinator
3	Ms Sumitha Krishnadas	Management Representative	Management Representative
4	Mr. Vishnu R	Lecturer	Co-Coordinator
5	Prof. Lavanya	Head of the Department Department of Medical Surgical Nursing	Member
6	Ms.Sheeba	Head of the Department Department of Obstetrics and Gynecology	Member
7	Mr .Abdul Nisthar T.A	Head of the Department Department of Child Health Nursing	Member
8	Ms.Reeba Babu	Head of the Department Department of Community Health Nursing	Member
9	Mr. Sudhen Sumesh Kumar KA	Head of the Department Department of Mental Health Nursing	Member
10	Mr. Jayakrishnan	Office Superintendent	Member
11	Mr. P. Bhaskaran	Nominee From Local Society	Member
12	Mr .Ramachandran	Parent Representative	Member
13	Ms.Liba Cherian	Students Representative	Member
14	Mr.Seby Paulose	Member From Industry	Member
15	Ms.Adithya.P	Alumni Representative	Member




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NCN/IQAC/02/CIRC/01/2019

08.07.2019

CIRCULAR

IQAC MEETING REGARDING

The meeting with IQAC members is scheduled on July 22, 2019 in the IQAC Office at 10.00am.

All members are requested to attend the meeting.

Thanking you


PRINCIPAL

To
IQAC coordinator
Head of Departments – For information and compliance

CC:

The Chairman and Managing Trustee, NGI

The Correspondent, NCN

Administrative Manager, NCN

HR, Manager, NGIK




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Members Present			
S.No	Name of the Faculty	Designation	Position in the Committee
1	Prof.Ms. Tamil Selvi	Principal	Chair Person
2	Lt.Col.Regina PF	Assistant Professor	Coordinator
3	Ms Sumitha Krishnadas	Management Representative	Management Representative
4	Mr. Vishnu R	Lecturer	Co-Coordinator
5	Prof. Lavanya	Head of the Department Department of Medical Surgical Nursing	Member
6	Ms.Sheeba	Head of the Department Department of Obstetrics and Gynecology	Member
7	Mr .Abdul Nisthar T.A	Head of the Department Department of Child Health Nursing	Member
8	Ms.Reeba Babu	Head of the Department Department of Community Health Nursing	Member
9	Mr. Sudhen Sumesh Kumar KA	Head of the Department Department of Mental Health Nursing	Member
10	Mr. Jayakrishnan	Office Superintendent	Member
11	Ms .Sindhu.V	Nominee From Local Society	Member
12	Mr .Ramachandran	Parent Representative	Member
13	Ms Libia Cherian	Students Representative	
14	Mr.Seby Paulose	Member From Industry	Member
15	Ms Adithya	Alumni Representative	Member




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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

VENUE IQAC OFFICE	ACADEMIC YEAR 2019-2020	DATE 22/7/2019	TIME 10.00am	Order of the Meeting 01
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Agenda-

1. Discussion on composition of IQAC
2. Function of IQAC
3. Discussion of Academic calendar of 2019-20
4. Alumni regarding
5. Suggestions from members

The meeting began at 10.00 AM. Principal welcomed all the members of IQAC. She directed Lt.Col.Regina PF IQAC Coordinator to go ahead with the proceedings.

Coordinator IQAC started the presentation by explaining the composition and functions of IQAC. The members were introduced. IQAC action plan for this academic year was presented and discussion was done on the proposed action plan.


S.No	Item	Action by	Target date
1	The Principal (Chairperson IQAC) suggested identifying alumni from all departments and including them as members of IQAC for the current academic year.	Alumni Committee incharge	Next IQAC meeting
2	The Principal informed that the Institution is waiting for the approval of applications submitted for continuation of affiliation and seat enhancement from KUHS, INC and KNMC	Institution	As needed
3	Plan internal audit for lab, library, committee registers and class registers	IQAC	Third week of April
4	The Principal also said that the Institution is looking forward to acquiring NAAC accreditation status. This will enhance the quality of education hence to concentrate on research work and publications	All Head of Departments	As needed




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5	<p>An elaborate discussion on strengthening the research culture in campus was done and the following suggestions were evolved</p> <p>Principal suggested the following</p> <ul style="list-style-type: none"> • Joint publications by students and faculty based on student projects • Joint publications by faculty of various colleges under NGI • Extending fiscal support for good undergraduate /postgraduate student projects through SEED money from Management 	All Departments	As needed
6	<p>Mr.Seby Paulose (Industry representative)</p> <ul style="list-style-type: none"> • Opened discussion about POs, PSO and PEOs and need for strengthening the alumni interactions to ensure improved attainment of POs, PSO and PEOs • Emphasized on need for faculty to be aware of various academic tools including Reference Management Software, K hub to teach the present generation students • Ensured all support to link with NPTEL and SWAYAM. • Briefed on 'e resources like Delnet can be utilized by students as well as faculty • Suggested Faculty to utilize access to online journals • Interdisciplinary research can be promoted with a faculty team comprising various departments and also joint efforts of faculty from various colleges including Medical, paramedical etc can be promoted. 	Professors and faculty	As needed
7	<p>Prof. Lavanya gave the following general remarks</p> <ul style="list-style-type: none"> • Definition for Quality in education to be more precise and made clear to staff and students • Students lack in self-confidence – need to be improved • Practical knowledge in the subject is more important than theory lectures – more clinical hours to be provided • Leadership quality and decision making ability among students to be improved through workshops and active interaction with faculty members <p>All departments must work in a collaborative way</p>	Institution	As needed




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- o The Principal explained the significance of clinical learning and also explained the importance of OSCE and OSPE.
- o The Principal shared the experience of interacting with the students in the clinical setting.
- o The Principal briefed on the preparations made by the Institution in view of the possible academic autonomy including curriculum development with the help of heads of the department and also to add more weightage to clinical teaching.

Meeting concluded with the vote of thanks by the IQAC coordinator

IQAC COORDINATOR

PRINCIPAL



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ACTION TAKEN REPORT OF THE IQAC MEETING

(APPROVED IN THE MEETING HELD ON 16/12/2019)

VENUE IQAC OFFICE	ACADEMIC YEAR 2019-2020	TIME 10.00am	ATR of Order of the Meeting 01
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S.NO	ITEM	ACTION BY	ACTION TAKEN	REMARKS
1.	Constitution of IQAC Cell.	IQAC	IQAC was constituted with new members representing Industry, alumni.	Constituted on 22/7/2019
2.	Preparation Of Academic Calendar 2019-2020	Curriculum committee	Prepared	Completed
3.	Increase faculty and student publications for getting NIRF scoring	All departments / administration	Action plan laid out by all departments	In progress
4.	Improving the Teaching - Learning process for securing higher ranking in the University examination.	All departments / administration	Action plan laid out by all departments	In progress
5.	Feedback and comments from KUHS, INC and KNMC	IQAC	Minor suggestions addressed and report submitted	Completed
6.	Timely updating of all accreditation processes like NIRF, QAS (KUHS).	IQAC	In progress	In progress
7.	Preparations for international conference, workshops, seminars	All departments	Tentative dates decided	In progress




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8	<p>The following concluding remarks were made by the Principal</p> <ul style="list-style-type: none"> • Explained the significance of clinical learning and also explained that importance should be given to OSCE and OSPE. • She shared her experience she had while interacting with current first year students when he extended guidance to set their vision and mission. • She briefed on the preparations made by the Institution in view of the possible academic autonomy including curriculum development with the help of department heads for the various programs in which added weightage has been given to clinical teaching. The principal remarked it as an Academic Evolution. 	For information	
9	It was decided to conduct the next IQAC Meeting in the month of December	IQAC	Third week of December

MEETING CONCLUDED WITH VOTE OF THANKS BY IQAC COORDINATOR


IQAC COORDINATOR


PRINCIPAL




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NCN/IQAC/02/CIRC/02/2019

02.12.2019

CIRCULAR

IQAC MEETING REGARDING

The meeting with IQAC members is scheduled on December 16, 2019 in the IQAC Office at 10.00am.

All members are requested to attend the meeting.

Thanking you

PRINCIPAL

To
IQAC coordinator
Head of Departments – For information and compliance
CC:

The Chairman and Managing Trustee, NGI
The Correspondent, NCN
Administrative Manager, NCN
HR, Manager, NGIK

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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

VENUE IQAC OFFICE	ACADEMIC YEAR 2019-2020	DATE 16/12/2020	TIME 10.00am	Order of the Meeting 02
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Agenda

- Affiliation
- Academic calendar
- Curriculum meeting
- Committee meetings
- Academics
- Result analysis
- Academic performance
- Clinical posting
- Co- curricular activities
- Commemorate Days
- Faculty Development Programs
- Funded Programs
- Publications
- Accreditation
- Internal audit
- Workshops, seminar and conferences
- Suggestions from members

Any other matter with the permission of the chair




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NEHRU COLLEGE of NURSING




PANAYUR (P O), VANIYAMKULAM, PALAKKAD - 679 522

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IQAC MEMBERS

S.NO	NAME OF THE FACULTY	DESIGNATION	POSITION IN THE COMMITTEE
1	Prof.Ms. Tamil Selvi	Principal	Chair Person
2	Lt.Col.Regina PF	Assistant Professor	Coordinator
3	Ms Sumitha Krishnadas	Management Representative	Management Representative
4	Mr. Vishnu R	Lecturer	Co-Coordinator
5	Prof. Lavanya	Head of the Department Department of Medical Surgical Nursing	Member
6	Ms.Sheeba	Head of the Department Department of Obstetrics and Gynecology	Member
7	Mr .Abdul Nisthar T.A	Head of the Department Department of Child Health Nursing	Member
8	Ms.Reeba Babu	Head of the Department Department of Community Health Nursing	Member
9	Mr. Liju James	Head of the Department Department of Mental Health Nursing	Member
10	Mr. Jayakrishnan	Office Superintendent	Member
11	Ms .Sindhu.V	Nominee From Local Society	Member
12	Mr . Muraleedharan	Parent Representative	Member
13	Ms.Rincy PM	Students Representative	Member
14	Mr.Seby Paulose	Member From Industry	Member
15	Ms Ivin Sona George	Alumini Representative	Member




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The meeting began at 10.30 am. The Principal welcomed all the members of IQAC. She directed Lt. Col. Regina PF coordinator IQAC to go ahead with the proceedings

IQAC coordinator started the presentation by listing the Action Taken Report (ATR) of the previous meeting. The minutes and ATR of previous meeting was passed. New members were introduced. IQAC action plan for this academic year was presented and discussion was done on the proposed action plan.

Sl.no	Item	Action by	Target date
1	The members were informed regarding the upcoming continuing of affiliation inspection and to prepare the necessary documents	All departments	As needed
2	Academic calendar for academic Year to be finalized	Curriculum Committee	Within 2 weeks
3	Curriculum committee meeting to be conducted by May 2020.	Curriculum Committee	30/5/2020
4	All committee meetings to be scheduled and updated	Committee in charges	2 nd week of June
5	The syllabus to be divided among faculty and hours to be allotted for each faculty	Head of departments	1 st week of June
6	The master rotation plan and clinical rotation plan to be prepared	Head of departments and class coordinators	3 rd week of June
7	Sessional exams to be planned and conducted as per the regulations	Class coordinators & Exam Scrutiny Cell	4 th week of June
8	The answer scripts should be evaluated and results to be published within a week	Subject coordinators	As needed
9	Result analysis should be done within two days after publication of sessional exam results	Subject coordinators	As needed
10	Remedial classes to be planned and executed for slow learners	Subject coordinators	As needed
11	Clinical postings throughout the academic year to be planned	Clinical coordinator	1 st week of June
12	Syllabus to be completed and revision classes to be planned to improve the academic performance of the students	Class coordinator	As needed
13	All Commemorate Days to be observed in the academic year are to be listed and organized.	Head of the departments	1 st week of June
14	Co-curricular activities like college day, arts day and sports day to be fixed	IQAC	1 st week of June




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15	FDP'S to be planned , organized and attended.	IQAC	As needed
16	To identify funded projects from various sources and to conduct projects	Head of the departments	As needed
17	Timely updating of all accreditation process like NIRF,KIRF	IQAC	As needed
18	Plan internal audit for lab, library, committee registers and class registers	IQAC	As needed
19	Plan and organize workshops, seminars and conferences	Head of the departments	As needed

The following concluding remarks were made by the Principal

- o The Principal explained the significance of clinical learning and also conversed that importance should be given to OSCE and OSPE.
- o The Principal shared the experience of interacting with the students in the clinical setting.
- o The Principal briefed on the preparations made by Institution in view of the possible academic autonomy including curriculum development with the help of heads of the department to add more weightage to clinical teaching.

Meeting concluded with the vote of thanks by the IQAC coordinator

IQAC COORDINATOR

PRINCIPAL



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ACTION TAKEN REPORT (APPROVED IN THE MEETING HELD ON 25/5/2020)

VENUE IQAC OFFICE	ACADEMIC YEAR 2019-2020	TIME 10.00am	ATR of Order of the Meeting 02
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S.NO	ITEM	ACTION BY	ACTION TAKEN	REMARKS
1	The members were informed regarding the upcoming continuation of affiliation inspection and to prepare the necessary documents	All departments	Documents prepared	Completed
2	All committee meetings to be scheduled and updated	Committee in charges	Conducted and updated	In progress
3	The master rotation plan and clinical rotation plan to be prepared	Head of departments and class coordinators	Master rotation plan and clinical rotation plan prepared	Completed
4	Sessional exams to be planned and conducted as per the regulations	Class coordinators & Exam Scrutiny Cell	Tentative timetables prepared	In progress
5	The answer scripts should be evaluated and results to be published within a week	Subject coordinators	Evaluated and result published	In progress
6	Result analysis should be done within two days after publication of sessional exam results	Subject coordinators	Result analyzed	In progress
7	Remedial classes to be planned and executed for slow learners	Subject coordinators	Remedial classes planned	In progress




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8	Clinical postings throughout the academic year to be planned	Clinical coordinator	Clinical Postings planned as per CRP	In progress
9	Syllabus to be completed and revision classes to be planned to improve the academic performance of the students	Class coordinator	Action plan laid by all departments	In progress
10	All Commemorate Days to be observed in the academic year are to be listed and organized.	Head of the departments	Observed till date	On progress
11	Co-curricular activities like college day, arts day and sports day to be fixed	IQAC	Dates for activities decided	College Day-16/11/2019 Sports Day 7/03/2020 Arts Day- 11/02/2020
12	FDP'S to be planned , organized and attended.	IQAC	planned	In progress
13	To identify funded projects from various sources and to conduct projects	Head of the departments	In progress	In progress
14	Timely updating of all accreditation processes like NIRF,QAS(KUHS).	IQAC	In progress	In progress
15	Plan internal audit for lab, library, committee registers and class registers	IQAC	Internal audit done	Audited from 19/4/2020 to 25/4/2020
16	Update library with e-resources	IQAC	requested for Subscription	In Progress
17	Automation of Library	IQAC	I Campus updated	Library partially automated with Icampus




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18	Plan and organize workshops, seminars and conferences	Head of the departments	Action plan laid by departments	In progress
19	University result analysis	class coordinators	done	B.Sc Nursing 1 Year-70% 11 Year-77.5% 111 Year-100% IVyear-88.89%
20	Obtain feedback on curriculum from various stakeholders such as students, teachers, employers, Alumni has to be analyzed, action has to be taken and ATR to be prepared.	IQAC	Completed	Obtained Feedback, Analyzed and ATR submitted
21	Meeting also decided to hold the next IQAC meeting in the month May 2020	IQAC	Meeting conducted in September	Conducted on 11/5/2020

IQAC COORDINATOR

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