



MIMS COLLEGE OF NURSING, PUTHUKODE
IQAC MEETING MINUTES

The core members of IQAC met together on 21.06.2014 at 10:00am in the seminar hall of MIMS College Of Nursing.

Members present:

1	Dr Assuma Beevi.T.M, Chairperson	6	Mrs. Reena George, Coordinator
2	Mrs. Isha S	7	Mr Vishnu
3	Mr Madhu, Administrator	8	Mr Bijoy Philip K
4	Mrs. Shyni Saji	9	Mrs Sumitha J
5	Ms. Preetha John	10	Ms. Neethu Jose

Agenda

1. Quality initiatives
2. Work shop
3. Class coordinator responsibilities
4. Academic audit
5. Remedial teaching
6. NSS unit
7. Student support
8. Convocation of 7th Batch

No	Discussion
1.	Minutes of previous meeting is read by Dr Reena George.
2.	Quality Initiatives: Chairperson instructed to prepare the AQAR. She also asked the Steering Committee to continue functioning & work on bringing quality initiatives & preparing yearly report.
3.	Organize a workshop: The IQAC coordinator displayed the theme and topics of the workshop for the discussion. Theme : Research Methodology
4.	Class coordinators responsibilities All the class coordinators should monitor classes, maintain registers and records and submit lesson plans. Document all incidents.
5.	Academic audit of all departments Audit could be conducted once a year and internal departmental audit once a month.
6.	National days observance: Observe all the national days of importance in the college.
7.	Remedial teaching: Conduct remedial classes for the slow learners.
8.	NSS Unit: Initiate the NSS unit in the institute. Dr Assuma Beevi TM nominated as the programme officer.
9.	Student support: Initiate the program "monthly principal meeting with the students"
10.	Convocation: It was decided to conduct convocation of 7 th Batch BSc Nursing students on 14/8/2014. Chief guest will be Ms. Latha R.

The meeting adjourned at 11.30pm

IQAC Chairperson