

MIMS

MIMS COLLEGE OF NURSING, PUTHUKODE

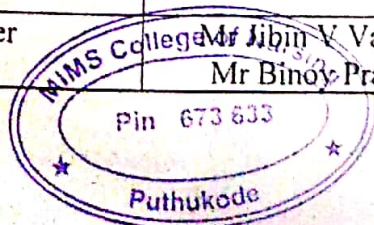
IQAC MEETING MINUTES AND ATR ON 17.06.19

Time: 2.30-4.30 pm

Venue: Seminar hall

Meeting chaired by: Dr. Assuma Beevi T.M., Chairperson, IQAC

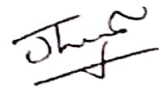
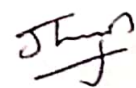

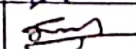
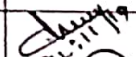
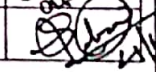
AGENDA	RECOMMENDATION MADE		ACTION TAKEN
NAAC accreditation	<p>The SOP for each criterion has been available. Read the SOP of the respective criteria and make necessary changes in the documents.</p> <p>Files to be prepared for the following aspects by the respective faculty, it should be verified by the IQAC team and submitted to the principal on 24/06/19. Each file should be given office number.</p> <p>IQAC coordinator should verify all the documents before giving NOC.</p>		All the files are prepared and submitted.
	Sl No	Committee / Cell	Faculty In Charge
	1.	Curriculum committee	Ms Alphilin Jose
	2.	Academic monitoring committee	Dr Shejila CH
	3.	Executive committee	Dr Sheeja CV
	4.	Finance committee	Mr Jibin V Varkey
	5.	IQAC	Ms Shine Thomas
	6.	PG Coordinator	Dr Shejila CH
	7.	UG Coordinator	Ms Shine Thomas
	8.	SNA/ College Union/Student Council	Dr Sheeja CV
	9.	NSS/Extension activities	Mr Jibin V Varkey
	10.	Library Committee	Dr Shejila CH
	11.	Research Cell / IRB/SRC	Dr Shejila CH
	12.	Policy Committee	Ms Habeeba K P
	13.	College alumni committee	Ms Meenu Peter
	14.	PTA	Ms Shine Thomas
	15.	MOU / Collaboration	Mr Binoy Prasad
	16.	Anti- Ragging Committee	Mr Binoy Prasad
	17.	Anti- Women Harassment Committee	Dr Sheeja CV
	18.	Question Bank Committee	Ms Soumya PB
	19.	Grievance Redressal Committee.	Ms Arathy
	20.	Examination committee/ Exam Scrutiny Cell	Ms Habeeba K P
	21.	Training placement and career	Mr Jibin V Varkey Mr Binoy Prasad

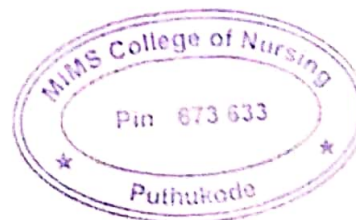


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IQAC MEETING MINUTES

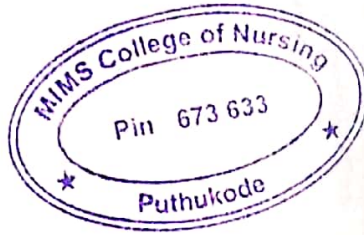
ACTION TAKEN REPORT

AGENDA	RECOMMENDATION MADE	ACTION TAKEN	SIGNATURE
National conference	<ul style="list-style-type: none"> Confirm the resource persons and take their consent 	Dr Shejila CH Met each resource person personally and asked their willingness and took the consent on 29.10.2019	
	<ul style="list-style-type: none"> Committee duty and responsibilities to be sent in the faculty mail 	Dr Shejila CH prepared a list of committee members with their duties and responsibilities and sent it to the faculty mail on 23.10.2019	
Academic audit	Internal Academic audit of the college of Nursing has to be completed by 26.10.2019 and External Audit by 30.10.2019	<ul style="list-style-type: none"> Internal audit of all the departments was completed by respective auditors on 26.10.2019 External audit in progress. Audit of Medical surgical nursing and Nursing foundation department is completed. 	Internal Auditor
			Prof. Isha S
			Ms Alphilin Jose 
			Dr Shejila CH 
			Ms Shine Thomas
			Dr Sheeja CV 
			Mr Jibin V Varkey 



<p>External Auditors:</p> <ol style="list-style-type: none">1. Mr Shanajlal - Vice Principal MIMS COAHS2. Ms Swathy – Senior Lecturer MIMS COAHS <p>Meeting adjourned at 10 am</p>	
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Minute taker
Alphilin Jose



Assuma Beevi

Dr Assuma Beevi TM
Principal, MIMSCON
Principal
MIMS COLLEGE OF NURSING
PUTHUKODE - 673 633
MALAPPURAM