

**6.5.1 Institution has a streamlined Internal Quality Assurance Mechanism**

## Indira College of Nursing

(Approved by INC & Tamilnadu Nurses & Midwives Council) (Affiliated to the Tamilnadu Dr. M.G.R. Medical University)

02/08/23

### CIRCULAR

There will be a IQAC meeting regarding to discuss the curricular aspects of the academic programs and suggest improvements criteria and to assign duties and responsibilities to the respected IQAC committee members. All the criteria incharge are requested to attend the meeting.

**DATE:** 04/08/23

**TIME:** 2:00-3:15 pm

**VENUE:** PRINCIPAL ROOM


#### AGENDA


- To allocate IQAC committee members.
- To assign duties and responsibilities
- To discuss the curricular aspects of the academic programs
- Suggestion to improvements in criteria.
- Any other points with permission of the chair

#### COPY TO

- ✧ Chairman office
- ✧ MD office
- ✧ All the Departments



  
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Managed by Indira Educational and Charitable Trust

## MINUTES OF NAAC-IQAC COMMITTEE MEETING

DATE: 04/8/23

TIME: 2:00-3:15 pm

VENUE: PRINCIPAL ROOM

### MEMBERS PRESENT IN MEETING

S. NO	NAME OF THE FACULTY	DESIGNATION
1.	DR. Zealous Mary	Dean
2.	Mrs Kavitha	Principal
3.	Mrs Narmatha	Vice principal
4.	Mrs Abirami	Professor
5.	Mrs Beula juliet	Professor
6.	Mrs. Kalavathi	Associate Professor
7.	Mrs Anbarasi	Assistant professor
8.	Mrs Shantha Sheela	Tutor
9.	Ms MaryTeresa	Tutor
10.	Mr Felix kalaivannan	Tutor
11.	Ms Prasana	Tutor
12.	Ms Jennifer lisi	Tutor
13.	Ms Gayathri	Clinical instructor

### Points Discussed


- To allocate IQAC committee members.
- To assign duties and responsibilities to the respected IQAC committee members.
- To discuss the curricular aspects of the academic programs and suggest improvements criteria.

Meeting was started at 2:00 pm and ended by 3:15pm. Minutes was passed by Principal and seconded by Mrs Narmatha, Vice principal. Meeting was started with welcome speech which was given by Mrs Abirami Professor.

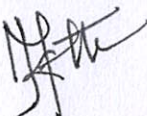
Meeting was based on NAAC criteria and the key indicators of 1<sup>st</sup> criteria Curricular aspects. Principal discussed and allotted committee members and informed to respected members.

Principal discussed about the first level of criterion which consist of 4 key indicators and assigned to 4 groups of faculties, each group consist of 2 members of faculty.

Meeting ended with vote of thanks

  
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## INDIRA COLLEGE OF NURSING

V.G.R Nagar, Pandur, Thiruvallur – 631203

### NAAC Work Allotment Schedule

CRITERIA	SUB CRITERIA	FACULTY INCHARGE	SIGN
Criteria – 1 Curricular Aspects	1.1 (U) Curricular Design & Development (A) Curricular Planning & Implementation	Ms. Mary Teresa Ms. Jenifer	<i>[Signatures]</i>
	1.2 Academic Flexibility	Mrs. Narmadha Mrs. Abirami	<i>[Signatures]</i>
	1.3 Curriculum Enrichment	Mrs. Beula Juliet Mrs. Kalavathy	<i>[Signatures]</i>
	1.4 Feedback System	Ms. Prasana Mr. Felix	<i>[Signatures]</i>
Criteria – 2 Teaching Learning and Evaluation	2.1 Student Enrolment and profile	Ms. Prasana Mr. Felix	<i>[Signatures]</i>
	2.2 Catering to student Diversity	Ms. Gayathiri Ms. Lavanya	<i>[Signatures]</i>
	2.3 Teaching – Learning Process	Mrs. Abirami Ms. Abinaya Ms. Bhuvaneswari	<i>[Signatures]</i>
	2.4 Teacher Profile and quality	Mrs. Narmadha Ms. Mary Teresa Ms. Jenifer	<i>[Signatures]</i>
	2.5 Evaluation Process and Reforms	Mrs. Beula Juliet Mrs. Kalavathy	<i>[Signatures]</i>
	2.6 Student Performance and Learning outcomes	Mrs. Shantha Sheela Ms. Sangeetha	<i>[Signatures]</i>
	2.7 Student Satisfaction survey	Ms. Gayathiri Ms. Iraiয়ারasi	<i>[Signatures]</i>

*[Signature]*  
4/18/23

Signature of the Principal

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*[Signature]*  
4/18/23

Signature of the Dean



*[Signature]*  
4/18/23

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## Indira College of Nursing

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25/07/23

### CIRCULAR

There will be a IQAC meeting to discuss regarding NAAC criterion and to welcome Dean Dr. C. Zealous Mary, M.Sc(N), MPhil, Ph.D. All the criteria incharge are requested to attend the meeting.

**TIME:** 2:00-3:15 pm

**DATE:** 31.07.2023

**VENUE:** PRINCIPAL ROOM

### AGENDA

- About Previous meeting action plan
- Curriculum updation
- Value added programmes
- Criteria allocation and assigning incharges



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- ✧ All the Departments

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**MINUTES OF NAAC-IQAC COMMITTEE MEETING**

**DATE:** 31.07.2023

**TIME:** 2:00-3:15 pm

**VENUE:** PRINCIPAL ROOM

**Members present in meeting**

SL NO	NAME OF THE FACULTY	DESIGNATION
1	Mrs Dr. Zealous Mary	Dean
2	Mrs Dr. Kavitha	Principal
3	Mrs Narmatha	Vice principal(admin)
4	Mrs Abirami	Vice principal(academic)
5	Mrs Beula juliet	Professor
6	Mrs Kalavathy	Associate professor
7	Mrs Anbarasi	Assistant professor
8	Mrs Shantha Sheela	Tutor
9	Ms Mary Teresa	Tutor
10	Mr Felix Kalaivannan	Tutor
11	Ms Prasana	Tutor
12	Ms Jennifer lisi	Tutor
13	Ms Gayathri	Clinical instructor

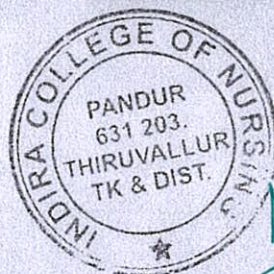
**Points discussed**

- The meeting begins with a welcome address by the Dean
- Discussed the curricular aspects of the academic programs and suggest improvements
- Assigned the duties and responsibilities to the respected faculty members
- Respected coordinator of 3 programmes (M.Sc, B.Sc, ,DGNM) updated their syllabus to be completed and clinical posting.
- The meeting ended with a vote of thanks by the Principal



*[Handwritten Signature]*  
Signature of the Dean

**DEAN**  
INDIRA COLLEGE OF NURSING  
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*[Handwritten Signature]*  
Signature of the Principal

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**NAAC CRITERIA ALLOTMENT SCHEDULE**

CRITERIA	SUB CRITERIA	FACULTY INCHARGE	SIGN
Criteria – 1 Curricular Aspects	1.1 (U) Curricular Design & Development (A) Curricular Planning & Implementation	Mrs. Kalavathi (I/c)	Phulvitha Beula Juliet
	1.2 Academic Flexibility	Mrs. Beula Juliet	
	1.3 Curriculum Enrichment		
	1.4 Feedback System		
Criteria – 2 Teaching Learning and Evaluation	2.1 Student Enrolment and profile	Mrs. Abirami (I/c) Ms. Bhuvaneswari Ms. Gayathiri. K Ms. Sangeetha. B Ms. Shami li	Sangeetha M. S. J.
	2.2 Catering to student Diversity		
	2.3 Teaching – Learning Process		
	2.4 Teacher Profile and quality		
	2.5 Evaluation Process and Reforms		
	2.6 Student Performance and Learning outcomes		
	2.7 Student Satisfaction survey		
Criteria - 3 Research, Innovations and Extension	3.1- Resource Mobilization for Research	Mrs. Narmadha (I/c) Mrs. Anbarasi Ms. Abinaya Mrs. chithra Ms. Keesthana.	P. Shanmuga Anbarasi Abinaya Chithra Keesthana
	3.2 Innovation Ecosystem		
	3.3 Research Publication and Awards		
	3.4 Extension Activities		
	3.5 Collaboration		
Criterion - 4 Infrastructure and Learning Resources	4.1 Physical Facilities	Mrs. Shantha Sheela (I/c) Mrs. Dilli Rani Ms. Evangelin shopia	J. Shantha Dilli Rani Evangelin shopia
	4.2 Library as a learning Resource		
	4.3 IT Infrastructure		
	4.4 Maintenance of Campus Infrastructure		
Criterion – 5 Student Support and Progression	5.1 Student Support	Mr. Felix (I/c) Mrs. Jenifer	Felix Jenifer
	5.2 Student Progression		
	5.3 Student Participation and Activities		
	5.4 Alumni Engagement		
Criterion – 6 Governance, Leadership and Management	6.1 Institutional Vision and Leadership	Ms. Mary Teresa (I/c) Ms. Gayathiri. S Mrs. Lavanya	Mary Teresa Gayathiri Lavanya
	6.2 Strategy Development and Deployment		
	6.3 Faculty Empowerment Strategies		
	6.4 Financial Management and Resource Mobilization		
	6.5 Internal Quality Assurance System		
Criterion – 7 Institutional Values and Best Practices	7.1 Institutional Values and Social Responsibilities	Ms. Prasana (I/c) Ms. Irayarasi	Prasana Irayarasi
	7.2 Best Practices		
	7.3 Institutional Distinctiveness		

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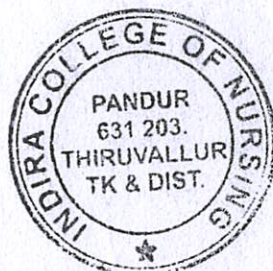
Signature of the Principal

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Signature of the Dean

**DEAN**

**INDIRA COLLEGE OF NURSING**

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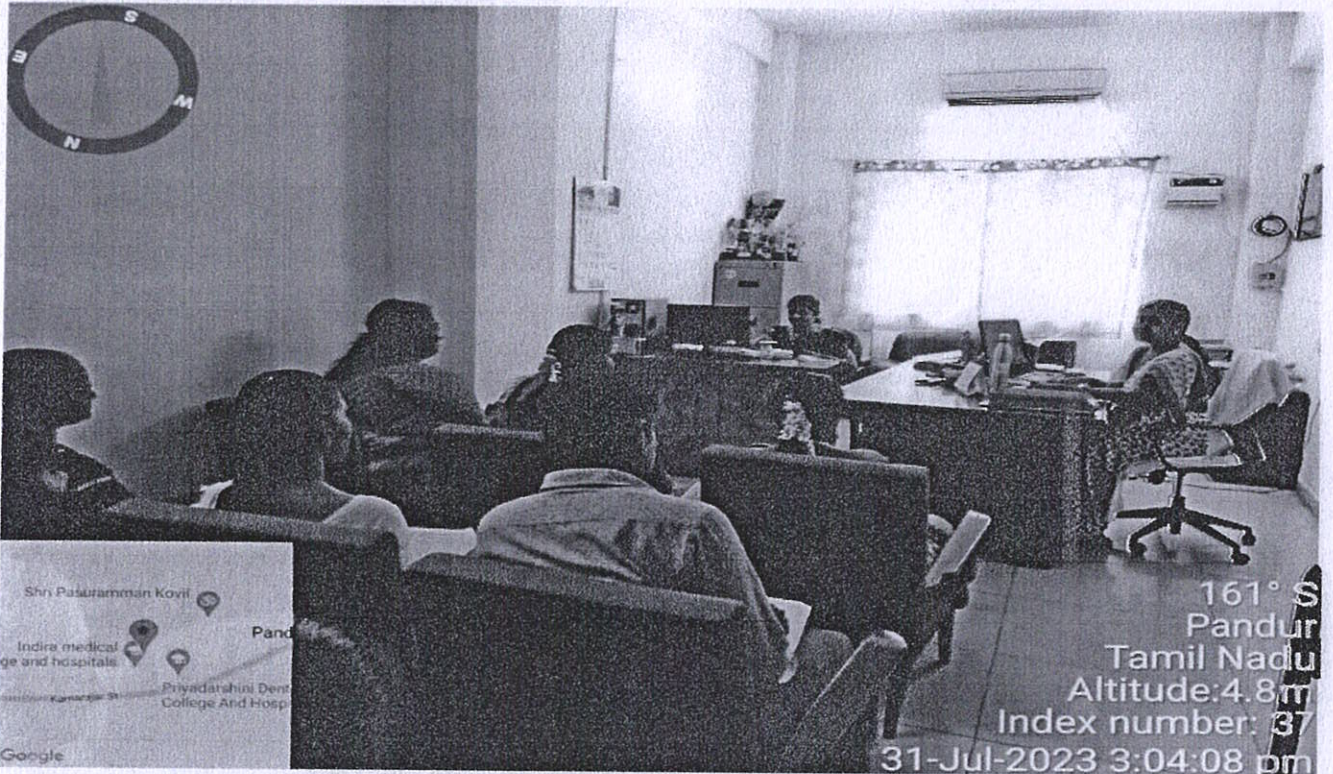
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## Indira College of Nursing

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17.07.2023

### CIRCULAR

There will be a IQAC meeting to discuss regarding the curricular aspects of the academic programs and suggest improvements criteria and to assign duties and responsibilities to the respected IQAC committee members. All the criteria incharge are requested to attend the meeting.

**DATE:** 18.07.2023

**TIME:** 2:00-3:15 pm

**VENUE:** PRINCIPAL ROOM

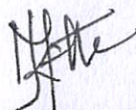
### AGENDA


- To allocate NAAC committee members.
- To assign duties and responsibilities
- To discuss the curricular aspects of the academic programs
- Suggestion to improvements in first level criteria.

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- ✧ Chairman office
- ✧ MD office
- ✧ All the Departments



  
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## MINUTES OF NAAC-IQAC COMMITTEE MEETING

**DATE:** 18/7/23

**TIME:** 2:00-3:15 pm

**VENUE:** PRINCIPAL ROOM

### MEMBERS PRESENT IN MEETING

S. NO	NAME OF THE FACULTY	DESIGNATION
1	Mrs Kavitha	Principal
2	Mrs Narmatha	Vice principal
3	Mrs Abirami	Professor
4	Mrs Beula juliet	Professor
5	Mrs Kalavathy	Associate professor
6	Mrs Anbarasi	Assistant professor
7	Mrs Shantha Sheela	Tutor
8	Ms MaryTeresa	Tutor
9	Mr Felix kalaivannan	Tutor
10	Ms Prasana	Tutor
11	Ms Jennifer lisi	Tutor
12	Ms Gayathri	Clinical instructor

*(Handwritten signatures and initials next to the table rows)*

### Points Discussed

- To allocate IQAC committee members.
- To assign duties and responsibilities to the respected IQAC committee members.
- To discuss the curricular aspects of the academic programs and suggest improvements criteria.

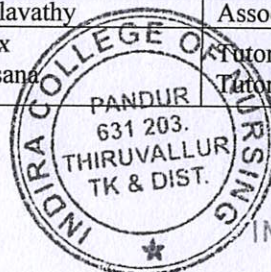
Meeting was started at 2:00 pm and ended by 3:15pm. Minutes was passed by Principal and seconded by Mrs Narmatha, Vice principal. Meeting was started with welcome speech which was given by Mrs Abirami Professor.

Meeting was based on NAAC criteria and the key indicators of 1<sup>st</sup> criteria Curricular aspects. Principal discussed and allotted committee members and informed to respected members.

Principal discussed about the first level of criterion which consist of 4 key indicators and assigned to 4 groups of faculties, each group consist of 2 members of faculty.

Key indicators	Name of the faculty	Designation
Curricular planning and implementation 1.1.2 Number of full-time faculty participating	Mrs Shantha Sheela	Tutor
	Mrs. Mary Teresa	Tutor
	Ms Jennifer lisi	Tutor
	Ms Gayathri	Tutor
Academic flexibility	Mrs Narmatha	Vice Principal
	Mrs Abirami	Professor
Curriculum enrichment	Mrs Beula Juliet	Professor
	Mrs Kalavathy	Associate professor
Feedback system	Mr Felix	Tutor
	Ms Prasana	Tutor

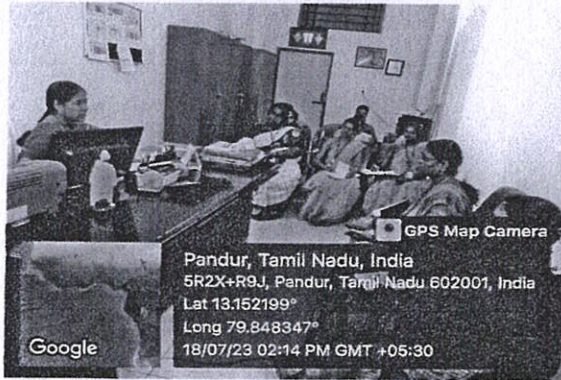
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Principal explained and discussed about the responsibilities to the respected faculties and instructed to be submitted by Wednesday (26/7/2023).

Meeting was ended with vote of thanks given by Mrs.T. Beula Juliet, Professor



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## Indira College of Nursing

(Approved by INC & Tamilnadu Nurses & Midwives Council) (Affiliated to the Tamilnadu Dr. M.G.R. Medical University)

30.08.2022

### CIRCULAR

There will be a IQAC NAAC orientation by Mr. Thirumoorthy and team. All Faculty Members are requested to attend.

**Time: 2.00-3.00pm**

**Date: 01.09.2022**


**Venue: Second floor, Lecture Hall, ICON**

### AGENDA:

1. Orientation to NAAC by Mr. Thirumoorthy and team.
2. NAAC accreditation process
3. NAAC criteria overview

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1. Chairman Office
2. M.D office
3. CEO office
4. ICON office
5. All Departments

  
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## IQAC MINUTES OF MEETING

The first IQAC meeting was held on 01.09.2022 at the second floor, lecture hall with the following agendas

### AGENDA:

1. Orientation to NAAC by Mr. Thirumoothy & Team
2. NAAC accreditation.
3. NAAC criteria overview

The following members attended the meeting.

S.NO	NAME	DESIGNATION
1.	Mrs.M.Vatchala Devi, M.Sc (N)	Principal
2.	Mrs.S.Narmatha, M.Sc (N)	Vice Principal
3.	Mrs.T.Beula Juliet, M.Sc (N)	Professor
4.	Mrs.K.Thenmozhi, M.Sc (N)	Professor
5.	Mrs.S.Abirami, M.Sc (N)	Professor
6.	Mrs.B.Uma Maheswari, M.Sc (N)	Associate Professor
7.	Mrs.P.Kalavathi, M.Sc (N)	Associate Professor
8.	Mr.KL.Arun Prakash, M.Sc (N)	Associate Professor
9.	Mrs.S.Geetha Priya, M.Sc (N)	Assistant Professor
10.	Mrs.P.Kalyani, M.Sc (N)	Assistant Professor
11.	Mr.Simon Samuvel, M.Sc (N)	Assistant Professor
12.	Mr.Felix Kalaivanan, M.Sc (N)	Clinical Instructor
13.	Ms.Bharathi, M.Sc (N)	Clinical Instructor
14.	Ms.Mary Teresa, M.Sc (N)	Clinical Instructor
15.	Ms.S.Prasana, M.Sc (N)	Clinical Instructor
16.	Ms.J.Jenifer Lisi, M.Sc (N)	Clinical Instructor
17.	Mrs.S.Priyanka	Clinical Instructor

*M. Vatchala Devi*

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*Jeele*

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## Points Discussed

Meeting started with welcoming the guest by Mrs. Vatchala and introduced the team members.


NAAC accreditation for the college and also the necessity to start working for it. She also nominated Mrs.Vatchala devi IQAC coordinator, in place of Dr.Sudhakar who the IQAC incharge, he is passed away recently. Mr.thirumoorthy and team given orientation on different criteria and metrics for NAAC preparation in the institution.

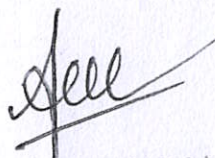
Mrs.Vatchala Devi. chairperson, IQAC stressed the need to prepare a student handbook effective planning in each academic year. She also informed that various criteria heads and members will be assigned and intimated soon.

The Chairperson also suggested the need the reconstitute all the committees and discussed about the SOPs of NAAC.

Chairperson informed to conduct the value-added courses periodically and to update. The process of data collection is planning to have an alumni meet. The chairperson also pointed the importance of creation barrier free environment and planting trees in and around the campus for the purpose of enhancing green environment.



  
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