



Shri Vithalrao Joshi Charities Trust's
SAMARTH NURSING COLLEGE
ISO 9001 : 2015 Certified
Kasarwadi, Post Sawarde, Tal. - Chiplun, Dist. - Ratnagiri 415 606
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2022-23-1st IQAC Meeting)

Date- 27 /06/2022

Time- 3Pm

Venue- Conference Hall

AGENDA:

1. Planning for the academic year 2022-2023.
2. Allotment of class-coordinators for new batches.
3. Preparation and update NAAC documents.
4. Discussion to organize annual sports day and annual cultural day.
5. Any other point with due permission from the chair.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2022-23-1st IQAC Meeting)

Date- 27 /06/2022

Time- 3Pm

Venue- Conference Hall

The first IQAC meeting for AY 2022-23 was conducted on 27 /06/2022. The following members attended the meeting.

Sl.No	Name of the Member	Designation
1	Mr. Babasaheb Bhutkar Principal	Chairperson
2	Mrs. Tejal Vilas Surve. Vice-Principal	IQAC Co-ordinator
3	Ms. Jessey J. Jacob Asso. Prof	IQAC Secretary
4	Mrs. Vaishali dalvi Asso. Prof	Member
5	Mrs. Sujata Pawar Asso. Prof	Member
6	Mr.Jeevan Deshmukh Assistant Professor	Member
7	Mrs. Shweta Kshirsagar	Representative of Non-teaching staff

The chairperson Prof. Babasaheb Bhutkar welcomed the members and Prof. Tejal Surve IQAC Coordinator read the previous minutes of meeting.



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Agenda 1: Planning for the academic year 2022-2023.

Resolution:

It was discussed that all the class coordinators should prepare the academic calendar, master rotation plan and clinical rotation plan well in advance.

Agenda 2: Allotment of class-coordinators for new batches.

Resolution:

Class Coordinators were allotted for all the new batches. And instructed to new class Coordinators to prepare academic calendar, master rotation plan and clinical rotation plan.

Agenda 3: Preparation and update NAAC documents.

Resolution:

It was discussed to prepare and update NAAC documents by all criterion head and planned the necessary activity which is required for quality improvement.

Agenda 4: Discussion to organize annual sports day and annual cultural day.

Resolution:

It was discussed to organize Annual Sports day in the month of December 2022 and annual cultural day is planned to be conducted in the month of January 2023.



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Agenda 4: Any other point with due permission from the chair.

Resolution:

For cultural programme screening is mandatory and responsibility given to cultural committee members and then the events and sports will be finalized.

Proposed By: Prof. Tejal Surve

Seconded By: Ms. Jessy Jacob

Meeting adjourned by 4.15 pm with the vote of thanks by Prof. Tejal Surve, IQAC Coordinator.

Prof. Tejal Surve

IQAC Coordinator

Prof. Babasaheb Bhutkar

Principal

Principal
Samarth Nursing College
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2022-23) – 2nd IQAC Meeting (No. 12)

Date: 05.06.2023

Time: 10:00 am to 12:00 N

Venue: Conference Hall

Agenda:

1. Review of 2022-2023 academics.
2. Preparation for NAAC peer team visit.
3. Any other point with due permission from the chair.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2022-23) – 2nd IQAC Meeting (No. 12)

Date: 05.06.2023

Time: 10:00 am to 12:00 N

Venue: Conference Hall

The following members attended the meeting.

SR. NO.	NAME OF MEMBER	DESIGNATION
1.	Prof. Babasaheb Bhutkar Principal	Chairperson
2.	Prof. Tejal Surve Vice-Principal	IQAC Coordinator
3.	Ms. Jessey Jacob Asso. Prof	IQAC Secretary
4.	Mrs. Vaishali Dalvi Asso. Prof	Member
5.	Mr. Jeevan Deshmukh Assistant Professor	Member
6.	Mrs. Shweta Kshirsagar	Representative of Non- teaching staff

The Chairperson Prof. Babasaheb Bhutkar welcomed the members and Prof. Tejal Surve IQAC coordinator read the minutes of the previous meeting.



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Agenda 1: Review of 2022-2023 academics.

Resolution:

Discussed about syllabus completion for the academic year 2022-2023. Subject teachers gave an affirmation of syllabus completion. The students were also informed that strict action will be taken against those who fail to submit clinical requirement file. Internal assessment marks were verified with all the students and signatures were taken from them. Special instructions were given to orient the students about the rules of MUHS exam especially for the new batches. Class coordinators were instructed to find out if the students were having any grievances related to subjects, clinical posting and examination.

Agenda 2: To be prepared for NAAC peer team visit.

Resolution:

All departments have to be ready for the NAAC peer team visit. Peer team visit is expected in the month of August 2023.



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Agenda 3: Any other point with due permission from the chair.

Resolution:

Discussion was made with criteria 1 head about the feedback taken from the students, alumni, professionals, employees and parents.

The above points were proposed by Prof. Babasaheb Bhutkar and were seconded by Ms. Jessey Jacob.

Meeting adjourned by 12:30 pm with vote of thanks by Prof. Tejal Surve, IQAC Coordinator.

Prof. Tejal Surve
IQAC Coordinator

Prof. Babasaheb Bhutkar
Principal



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2023-24) – 1st IQAC Meeting (No. 13)

Date: 26.06.2023

Time: 10:00 am to 12:00 N

Venue: Conference Hall

Agenda:

1. Planning for the academic year 2023-2024.
2. Allotment and assignment of faculty for NAAC peer team visit.
3. Discussion to organize annual sports day and annual cultural day.
4. Planning to host International Conference (Hybrid Mode).
5. Any other point with due permission from the chair.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2023-24) – 1st IQAC Meeting (No. 13)

Date: 26.06.2023

Time: 10:00 am to 12:00 N

Venue: Conference Hall

The first IQAC meeting for AY 2023-24 was conducted on 26/06/2023. The following members attended the meeting.

SR. NO.	NAME OF MEMBER	DESIGNATION
1.	Prof. Babasaheb Bhutkar Principal	Chairperson
2.	Prof. Tejal Surve Vice-Principal	IQAC Coordinator
3.	Ms. Jessey Jacob Asso. Prof	IQAC Secretary
4.	Mrs. Sujata Pawar Asso. Prof	Member
5.	Mrs. Vaishali Dalvi Asso. Prof	Member
6.	Mr. Jeevan Deshmukh Assistant Professor	Member
7.	Mrs. Varsha Khambe Assistant Professor	Member
8.	Mrs. Sneha Kolekar Clinical Instructor	Member

The Chairperson Prof. Babasaheb Bhutkar welcomed the members and Prof. Tejal Surve IQAC Coordinator read the previous minutes of meeting which was held on 05/06/2023.



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Review of minutes of Previous IQAC Meeting and subsequent action taken

Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1.	Syllabus completion and submission of requirements.	<p>Discussion: As the academics are ended all the class co-ordinators affirmed that the syllabus is completed and the student's requirements are submitted to the respective subject teachers. Few students of 4th year Basic Bsc batch were pending to submit Midwifery Clinical file.</p> <p>Action taken: The subject teacher was informed to collect the requirements of those students before they proceed for the final exam. As per the instruction given the pending students file were completed and submitted to the concerned subject teacher.</p>
2.	Orient the exam going students about MUHS examination rules and exam centre.	<p>Discussion: It was significant to make aware of the rules and regulations of MUHS to the students especially for the new batches.</p> <p>Action Taken: Exam going batches were called and Prof. Tejal Surve, Vice-Principal discussed the rules of MUHS for the students. Better clarity was given to the first semester students, since they were new for MUHS exam pattern.</p>
3.	Finding out the grievances of exam going students	<p>Discussion: Respective class coordinators were informed to find out if the students are having any grievances towards the subjects, college and clinical postings. Class coordinators found out that the students were demanding for study block before their actual exam dates.</p> <p>Action taken: Study block of 08 days was already scheduled as per MRP.</p>



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Agenda 1: Planning for the academic year 2023-2024.

Resolution:

Class coordinators were allotted for all the batches. It was discussed that all the class coordinators should prepare the academic calendar, master rotation plan and clinical rotation plan well in advance. Arrange Ethical committee meeting for the 1st year Msc (N) students.

Agenda 2: Allotting assignment for the faculty for NAAC Peer Team visit.

Resolution:

As NAAC Peer Team visit is scheduled in the month of August 2023 various responsibilities were allotted to the faculty members.

It was discussed to prepare committees and accordingly work should be delegated. Class coordinators were informed to arrange students, alumni and parents meeting on the day of inspection.

Agenda 3: Discussion to organize Annual Sports Day and Annual Cultural Day.

Resolution:

It was discussed to organize Annual Sports Day in the month of December 2023. And for sports day students should wear T- shirts which are given to them representing their respective house. Annual cultural day is planned to be conducted in the month of January 2024.



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Agenda 4: Planning to host International Conference (Hybrid Mode).

Resolution:

It was suggested to host one International Conference (Hybrid mode). Ms. Jessey Jacob, Asso. Prof was given the responsibility to arrange the International Conference.

Agenda 5: Any other point with due permission from the chair.


Resolution:


For cultural programme screening is mandatory and it should be done by the cultural committee members and then the events will be finalized.

Proposed By: Prof. Tejal Surve

Seconded By: Mrs. Vaishali Dalvi

Meeting adjourned by 12:30 pm with vote of thanks by Prof. Tejal Surve, IQAC Coordinator.


Prof. Tejal Surve
IQAC Coordinator


Prof. Babasaheb Bhutkar
Principal



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2023-24) – 2nd IQAC Meeting (No. 14)

Date: 29.08.2023

Time: 3:00 pm to 5:00 pm

Venue: Conference Hall

The IQAC meeting for AY 2023-24 was conducted on 29/08/2023. The following members attended the meeting.

SR. NO.	NAME OF MEMBER	DESIGNATION
1.	Prof. Babasaheb Bhutkar Principal	Chairperson
2.	Prof. Tejal Surve Vice-Principal	IQAC Coordinator
3.	Ms. Jessey Jacob Asso. Prof	IQAC Secretary
4.	Mrs. Sujata Pawar Asso. Prof	Member
5.	Mrs. Vaishali Dalvi Asso. Prof	Member
6.	Mr. Jeevan Deshmukh Assistant Professor	Member
7.	Mrs. Varsha Khambe Assistant Professor	Member
8.	Mrs. Sneha Kolekar Clinical Instructor	Member

The Chairperson Prof. Babasaheb Bhutkar welcomed the members and Prof. Tejal Surve IQAC Coordinator read the previous minutes of meeting which was held on 26/06/2023.



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Review of minutes of previous IQAC meeting and subsequent action taken.

Sr. No	Recommendation given by IQAC Committee	Action taken for implementation and outcomes.
1.	Planning for academic year 2023-2024	<p>Discussion: Subject distribution among the faculties and allocation of class coordinators. Ethical committee meeting for PG students for approval of research topic.</p> <p>Action taken: Subject distribution and class coordinators were appointed during the IQAC meeting. Ethical committee meeting was planned in the month of February 2024 once student's research problem statements are finalized.</p>
2.	Responsibilities for NAAC peer team visit.	<p>Discussion: NAAC peer team visit is scheduled in the month of August. Committee formation and arranging cultural programme.</p> <p>Action taken: Various committees were formed. Responsibilities were delegated to all the faculties. Cultural programme was planned for 30 mins.</p>
3.	Annual Sports Day and Annual Cultural Day.	<p>Discussion: Like every year this year also Annual sports day and annual cultural day were planned.</p> <p>Action taken: Both these events were planned for the month of December 2023 and January 2024 respectively.</p>



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4.	Organizing International Conference	Discussion: This year the international conference is planned to be organized in Hybrid mode. Action taken: As per the discussion responsibilities were handed to the concerned faculty and conference was planned for February/ March 2024.
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Agenda 1: Post NAAC Peer Team Visit meeting.

Resolution:

A brief NAAC Peer team committee's report is presented in front of all the members of IQAC. A rigorous discussion was made on suggestions and recommendations given by peer team members for over all development of the Institution.

Agenda 2: Organize at least two FDP.

Resolution:

It is planned that the institution should conduct two FDP. After the discussion with members and Director Madam, two topics were selected i.e., Personality Development and Communication Skills. The month of October/ November 2023 was allotted for FDP.

Agenda 3: Discussion to organize Research Methodology Workshop for PG students.

Resolution:

It was discussed to organize Research Methodology Workshop for PG students. Mr. Jeevan Deshmukh, Assistant Lecturer was given the responsibility to do the needful. And the workshop is planned for the month of January 2024.



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Agenda 4: Planning for AQAR Submission of A.Y.2022-23

Resolution:

It is planned to submit the AQAR for AY 2022-23 by December 2023.

Agenda 5: Any other point with permission from the chair.

Resolution:

Principal Sir instructed to carry out the routine curricular and co-curricular activities of the college as per academic calendar event.

The above points were proposed by Prof. Tejal Surve and were seconded by Ms. Jessey J. Jacob, IQAC Secretary.

Meeting adjourned by 5:30 pm with vote of thanks by Ms. Jessey Jacob, Secretary IQAC.

Prof. Tejal Surve
IQAC Coordinator

Prof. Babasaheb Bhutkar
Principal