



Shri Vitthalrao Joshi Charities Trust's
SAMARTH NURSING COLLEGE

(NAAC ACCREDITED GRADE 'B')

Kasarwadi, Post Sawarde, Tal. - Chiplun, Dist. - Ratnagiri 415 606

Phone : 02355-264149 / 137, 8379972264 Fax : 02355-264181

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Website : www.svjctsamarthnursing.com

(Recognised by Indian Nursing Council, Maharashtra Nursing Council & Maharashtra University of Health Sciences, Nashik and MSBNPE Board, Mumbai)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2024-2025) – 1st

IQAC Meeting (No. 18)

Date: 02/07/2024

Time: 03:00 pm to 05:00 pm

Venue: Meeting Hall

Agenda:

1. Planning for the Academic Year 2024-2025, subject distribution and appointment of class coordinators.
2. Planning for Annual Sports Day and finalization of dates.
3. Planning for Lamp Lighting Ceremony for new batches.
4. Review of AQAR.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2024-2025) – 1st

IQAC Meeting (No. 18)

Date: 02/07/2024

Time: 03:00 pm to 05:00 pm

Venue: Meeting Hall

The IQAC meeting for A. Y. 2024-2025 was conducted on 02/07/2024. The following members attended the meeting

Sr. No.	Name of Member	Designation
1.	Prof. Babasaheb Bhutkar	Chairperson
2.	Prof. Tejal Surve	IQAC Coordinator
3.	Ms. Jessey Jacob	IQAC Secretary
4.	Mrs. Vaishali Dalvi	Member
5.	Mr. Jeevan Deshmukh	Member
6.	Ms. Varsha Khambe	Member

IQAC coordinator Prof. Tejal Surve welcomed the members and Ms. Jessey Jacob, IQAC secretary read the previous minutes of meeting which was held on 15/06/2024



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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.	Find out the grievances of the semester pattern batches	<p>Discussion:</p> <p>During the previous IQAC meeting, the committee discussed the need to identify and address the grievances faced by students following the semester pattern. Emphasis was laid on understanding academic, examination- related, and infrastructural concerns to improve the teaching- learning process.</p> <p>Action- taken:</p> <p>It was observed that no grievances were reported by the students regarding the semester pattern.</p> <p>The committee notes satisfactory adaptation of students to the semester system.</p>
2.	AQAR follow- up for A. Y. 2023-2024	<p>Discussion:</p> <p>The committee reviewed the status of AQAR for the academic year 2024-2025 and discussed follow-up actions to ensure compliance with NAAC guidelines.</p> <p>Action- taken:</p> <p>Departments submitted the required AQAR- related data and supporting documents.</p> <p>IQAC reviewed and verified the information received.</p> <p>Follow-up actions were initiated to strengthen documentation and ensure timely completion of AQAR.</p>



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Agenda 1: Planning for the Academic Year 2024-2025.

The IQAC coordinator welcomed the members and initiated discussion on academic planning for the year 2024-2025. Subject distribution was discussed in detail, ensuring equitable workload among faculty members and alignment with university regulations. It was also decided to appoint class coordinators for each academic year to ensure smooth academic and administrative functioning.

Resolution:

- Subject allocation will be finalized and communicated to faculty members before the commencement of the academic year.
- Class coordinators will be appointed for each class and their responsibilities will be clearly defined.

Agenda 2: Planning for Annual Sports Day and finalization of dates.

The committee discussed the organization of the Annual Sports Day. It was proposed and unanimously agreed that the sports day will be conducted for one full week this year to encourage maximum student participation.

Resolution:

- Annual Sports Day will be conducted from 21/10/2024 to 26/10/2024.
- Sports Committee will oversee planning, coordination and execution of events.



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Agenda 3: Planning of Lamp Lighting Ceremony

The committee discussed arrangements for the Lamp Lighting Ceremony for newly admitted batches. The importance of the ceremony in instilling professional values and institutional culture was emphasized.

Resolution:

- The Lamp Lighting Ceremony will be organized in the month of December for the new batches.
- The organizing committee will finalize the date, chief guest and program schedule.

Agenda 4: Review of AQAR

The IQAC members reviewed the status of the AQAR. The progress made, data collection, and documentation were discussed.

Resolution:

- All criteria heads were instructed to submit pending data at the earliest.
- The IQAC Coordinator will ensure timely completion and submission of AQAR as per NAAC guidelines.

The meeting concluded with a vote of thanks to the Chair. The members appreciated the constructive discussions and committed to implementing the resolutions effectively.

Signature: 

IQAC Coordinator:

Date: 03/07/2024





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2024-2025) – 2nd

IQAC Meeting (No. 19)

Date: 04/12/2024

Time: 11:00 am to 01:00 pm

Venue: Meeting Hall

Agenda:

1. Follow- up of Lamp Lighting Ceremony.
2. Organizing Guest Lecture on Career Guidance.
3. Planning for Food Mania.
4. Planning Annual Cultural Program.
5. Planning various days' celebration, Inter- College Run Marathon and Felicitation of Cancer Survivor patients.
6. AQAR Review and uploading of weblink document.
7. Syllabus completion and examination form filling.
8. Planning for Ethical Committee Meeting- Approval of MSc Nursing Students' Research Problem Statements.
9. Planning to organize a Workshop (apart from Basic Research Methodology).



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2024-2025) – 2nd IQAC Meeting (No. 19)

Date: 04/12/2024

Time: 11:00 am to 01:00 pm

Venue: Meeting Hall

The IQAC meeting for A. Y. 2024-2025 was conducted on 04/12/2024. The following members attended the meeting

Sr. No.	Name of Member	Designation
1.	Prof. Babasaheb Bhutkar	Chairperson
2.	Prof. Tejal Surve	IQAC Coordinator
3.	Ms. Jessey Jacob	IQAC Secretary
4.	Mrs. Vaishali Dalvi	Member
5.	Ms. Sneha Kolekar	Member
6.	Mr. Vinayak Dhange	Member

IQAC coordinator Prof. Tejal Surve welcomed the members read the previous minutes of meeting which was held on 02/07/2024.



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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 the Academic Year 2024-2025	<p>Discussion:</p> <p>Academic planning for the year 2024-2025 was discussed with emphasis on equitable subject distribution and the appointment of class coordinators for effective academic monitoring and coordination.</p> <p>Action- taken:</p> <p>Subject distribution was finalized and communicated to faculty members.</p> <p>Class coordinators were appointed for each class and their responsibilities were clearly assigned.</p>
2.	Planning for Annual Sports Day and finalization of dates.	<p>Discussion:</p> <p>The committee discussed organizing Annual Sports Day to promote physical fitness and student participation. It was proposed to conduct the event for one full week.</p> <p>Action- taken:</p> <p>Annual Sports Day was conducted from 21/10/2025 to 26/10/2025.</p>
3.	Planning for Lamp Lighting Ceremony for new batches.	<p>Discussion:</p> <p>The significance of the Lamp Lighting Ceremony in welcoming new batches and inculcating professional values was discussed.</p>



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		<p>Action- taken: Lamp Lighting Ceremony was conducted successfully as per the approved plan. The program was organized smoothly with effective coordination among faculty members and students. Photographs and the event report were documented.</p>
4.	Review of AQAR	<p>Discussion: The status of Annual Quality Assurance Report (AQAR) was reviewed, with emphasis on timely completion and compliance with NAAC guidelines.</p> <p>Action- taken: AQAR- related data and documents were collected from Criteria heads, reviewed by IQAC, and follow- up actions was initiated to strengthen documentation.</p>



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Agenda 1: Follow- up of Lamp Lighting Ceremony.

The committee reviewed the arrangements and progress related to the Lamp Lighting Ceremony conducted for the newly admitted batches. The overall execution, student participation, and coordination among organizing members were discussed.

Agenda 2: Organizing Guest Lecture on Career Guidance.

The committee discussed the importance of career guidance for students to enhance awareness of career opportunities and higher education pathways. It was proposed to organize a guest lecture in the month of December. It was also decided to form a committee to identify suitable resource persons and finalize the schedule.

Agenda 3: Planning for Food Mania.

The committee discussed conducting a Food Mania event as an SNA fundraising activity to encourage student participation and develop leadership skills.

Agenda 4: Planning Annual Cultural Program.

The importance of cultural activities for holistic student development was discussed. The committee emphasized promoting creativity, talent and teamwork among students.

Agenda 5: Planning various days' celebration, Inter- College Run Marathon and Felicitation of Cancer Survivor patients.

The committee discussed celebrating various important days to promote awareness and social responsibility. It was also proposed to organize marathon and felicitate cancer survivor patients as part of community outreach.



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Agenda 6: AQAR Review and uploading of Weblink Documents.

The IQAC reviewed the progress of AQAR preparation and discussed uploading supporting documents with proper weblinks.

Agenda 7: Syllabus completion and examination form filling.

The committee reviewed the status of syllabus completion and examination related preparations for students appearing in examinations.

Agenda 8: Planning for Ethical Committee Meeting- Approval of MSc Nursing Students' Research Problem Statements

The committee discussed the requirement of obtaining ethical approval for the research problem statements of MSc Nursing students. The importance of conducting an Ethical Committee meeting to review research proposals in accordance with institutional and university's guidelines was emphasized.

Agenda 9: Planning to organize a Workshop (apart from Basic Research Methodology).

The committee discussed the need to organize an additional workshop other than Basic Research Methodology to enhance academic and professional competencies of students and faculty.

The meeting concluded with a vote of thanks to the Chair and all the committee members.


Signature:

IQAC Coordinator

Date: 05/12/2024





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2024-2025) – 3rd

IQAC Meeting (No. 20)

Date: 04/03/2025

Time: 03:00 pm to 05:00 pm

Venue: Meeting Hall

Agenda:

1. Formulation of new IQAC members.
2. Planning for Alumni Meet.
3. Review of Workshop.
4. Planning for Nurses Day celebration.
5. Planning activities for International Midwives Day.
6. Review of Syllabus Completion.
7. Review of Stakeholders Feedback on Curriculum and Syllabus.
8. Any other matter with the permission of the Chair.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2024-2025) – 3rd

IQAC Meeting (No. 20)

Date: 04/03/2025

Time: 03:00 pm to 05:00 pm

Venue: Meeting Hall

The IQAC meeting for A. Y. 2024-2025 was conducted on 04/12/2024. The following members attended the meeting

Sr. No.	Name of Member	Designation
1.	Prof. Tejal Surve	IQAC Coordinator
2.	Ms. Jessey Jacob	IQAC Secretary
3.	Mrs. Vaishali Dalvi	Member
4.	Ms. Sneha Kolekar	Member
5.	Mr. Nikita Gomane	Member

IQAC coordinator Prof. Tejal Surve welcomed the members read the previous minutes of meeting which was held on 04/12/2024.



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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.	Follow- up of Lamp Lighting Ceremony.	<p>Discussion:</p> <p>The committee reviewed the arrangements planned for the Lamp Lighting Ceremony for newly admitted batches.</p> <p>Action- taken:</p> <p>The Lamp Lighting Ceremony was conducted as per the approved plan. All assigned responsibilities were carried out successfully, and the program was completed smoothly.</p>
2.	Organizing Guest Lecture on Career Guidance.	<p>Discussion:</p> <p>The need for career guidance to support students in academic and professional decision- making was discussed.</p> <p>Action- taken:</p> <p>A guest lecture on career guidance was organized in the month of December as planned. Students actively participated, and the objectives of the program were achieved.</p>
3.	Planning for Food Mania.	<p>Discussion:</p> <p>The committee discussed organizing Food Mania as an SNA fund- raising activity to encourage student participation and leadership.</p>



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Sr. No.	Recommendation given by IQAC Committee	Action taken for implementation and outcomes
		Action- taken: Food Mania was conducted successfully as an SNA fund-raising activity. The event was well organized, and the intended fund- raising objectives were met.
4.	Planning Annual Cultural Program.	Discussion: The importance of cultural activities for holistic student development was discussed. Action- taken: The Annual Cultural Program was organized as per the plan, providing a platform for students to showcase their talents and participate actively.
5.	Planning various day's celebration, Inter- College Run Marathon and Felicitation of Cancer Survivor patients.	Discussion: The committee discussed organizing various day celebrations, inter- college run marathon, and felicitation of cancer survivor patients to promote social awareness and community engagement. Action- taken: Various days were celebrated as planned. Run marathon was conducted, and cancer survivor patients were felicitated successfully.



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Sr. No.	Recommendation given by IQAC Committee	Action taken for implementation and outcomes
6.	AQAR Review and uploading of weblink document.	<p>Discussion:</p> <p>The IQAC reviewed the AQAR requirements and the need for uploading supporting documents with proper weblinks.</p> <p>Action- taken:</p> <p>AQAR was reviewed, and the required supporting documents were uploaded with appropriate web links as per NAAC guidelines.</p>
7.	Syllabus completion and examination form filling.	<p>Discussion:</p> <p>The committee reviewed the progress of syllabus completion and examination form filling for students appearing in examinations.</p> <p>Action- taken:</p> <p>The syllabus was completed as per the academic plan. Examination forms of eligible students were filled and submitted within the stipulated time.</p>
8.	Planning for Ethical Committee Meeting- Approval of MSc Nursing Students' Research Problem Statements.	<p>Discussion:</p> <p>The committee discussed the need to obtain ethical approval for the research problem statements of MSc Nursing students.</p> <p>Action- taken:</p> <p>The Ethical committee meeting was conducted as planned. MSc Nursing students presented their research problem statements.</p>



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Sr. No.	Recommendation given by IQAC Committee	Action taken for implementation and outcomes
9.	Planning to organize a Workshop (apart from Basic Research Methodology).	<p>Discussion:</p> <p>The committee discussed the need to organize an additional workshop other than Basic Research Methodology to enhance academic and professional competencies of students and faculty.</p> <p>Action- taken:</p> <p>It was decided to conduct the Basic Research Methodology workshop in this same month. A committee was formed and responsibilities were assigned to the concerned faculty. The IQAC Coordinator wished for smooth conduct of the program and sought cooperation from all.</p> <p>And, simultaneously plan for the date, theme and resource persons for one more workshop.</p>



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Agenda 1: Formulation of new IQAC members.

The IQAC coordinator discussed the need to reconstitute the IQAC committee. The revised IQAC committee structure will be implemented with immediate effect.

Agenda 2: Planning for Alumni Meet

The committee discussed the importance of alumni engagement for institutional development and proposed organizing an alumni meet during the current academic year.

Agenda 3: Conduct of One More Workshop

The need to conduct a workshop on recent trends in Guidance and Counselling was discussed. Possible themes and suitable resource persons were deliberated.

Agenda 4: Planning for Nurses Day Celebration

The committee discussed celebrating International Nurses Day to motivate students and highlight the contribution of nurses to healthcare.

Agenda 5: Planning activities for International Midwives Day

The significance of International Midwives Day was discussed, and the committee proposed conducting awareness and academic activities.

Agenda 6: Review of Syllabus Completion

The status of syllabus completion for all programs was reviewed. Faculty were advised to ensure timely completion.



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Agenda 7: Review of Stakeholders Feedback on Curriculum and Syllabus

Feedback on the curriculum and syllabus was received from stakeholders; however a few stakeholders had not submitted their feedback. The feedback received did not indicate any grievances.

Agenda 8: Any other matter with the permission of the Chair.

No additional matters were raised.

The Principal and the IQAC coordinator appreciated and thanked all the faculty members for their exemplary teamwork in successfully organizing and participating in the inter-college run marathon. They also congratulated all faculties for their dedicated efforts that led to the students' notable achievements in sports and other extracurricular events.

The meeting concluded with a vote of thanks to the Chair and all the committee members.

Signature:

IQAC Coordinator

Date: 04/03/2025





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2024-2025) – 4th

IQAC Meeting (No. 21)

Date: 05/06/2025

Time: 03:00 pm to 05:00 pm

Venue: Meeting Hall

Agenda:

1. Discussion on conducting a FDP.
2. Deliberation on activities to be organized for World Breastfeeding Week.
3. Review of admission process for PB and MSc programmes.
4. Review of activities for advanced learners and remedial measures for slow learners.
5. Discussion on organizing Children's Day programme.
6. Preparation and responsibilities of the institution as an examination centre for upcoming examinations.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2024-2025) – 4th

IQAC Meeting (No. 21)

Date: 05/06/2025

Time: 03:00 pm to 05:00 pm

Venue: Meeting Hall

The IQAC meeting for A. Y. 2024-2025 was conducted on 04/12/2024. The following members attended the meeting

Sr. No.	Name of Member	Designation
1.	Prof. Tejal Surve	Chairperson
2.	Ms. Jessey Jacob	IQAC Coordinator
3.	Mrs. Vaishali Dalvi	IQAC Secretary
4.	Ms. Sneha Kolekar	Member
5.	Ms. Jyoti Dhagale	Member
6.	Mr. Nikita Gomane	Member

IQAC coordinator Ms. Jessey Jacob welcomed the members read the previous minutes of meeting which was held on 04/03/2025.



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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.	Formulation of new IQAC members.	<p>Discussion:</p> <p>It was discussed the need to revise the IQAC committee. The proposed changes in the IQAC composition were presented and deliberated upon by the members.</p> <p>Action- taken:</p> <p>Necessary changes were made in the IQAC committee and the revised list of IQAC members was approved.</p>
2.	Planning for Alumni Meet.	<p>Discussion:</p> <p>The members discussed organizing an Alumni Meet to strengthen alumni association and involvement in academic and institutional development. Suggestions regarding the tentative date, venue and activities were shared.</p> <p>Action- taken:</p> <p>Responsibilities were allotted to the concerned committee members.</p>
	Review of Workshop.	<p>Discussion:</p> <p>The IQAC reviewed the recently conducted workshops. Feedback from participants, resource person performance and learning outcomes were discussed.</p>



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Sr. No.	Recommendation given by IQAC Committee	Action taken for implementation and outcomes
3.		Action- taken: The workshops were found to be successful. Feedback was documented, and suggestions were noted for improvement in future workshops.
4.	Planning for Nurses Day celebration.	Discussion: The committee discussed celebrating International Nurses Day to motivate students and highlight the contribution of nurses to healthcare Action- taken: Nurses Day was celebrated with great zeal and spirit. Various competitions were organized for the students.
5.	Planning activities for International Midwives Day.	Discussion: The significance of International Midwives Day was discussed, and the committee proposed conducting awareness and academic activities. Action- taken: On the occasion of International Midwives Day, quiz competition and seminar was organized. Resource persons were invited and they spoke on the theme. Students actively participated in the quiz competition and the winning team received gifts.



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Sr. No.	Recommendation given by IQAC Committee	Action taken for implementation and outcomes
6.	Review of Syllabus Completion	<p>Discussion:</p> <p>The status of syllabus completion for all programs was reviewed. Faculty were advised to ensure timely completion.</p> <p>Action- taken:</p> <p>Each class coordinators were called and it was confirmed that the syllabus had been completed on time. Students' requirements were also collected and submitted to the respective subject teachers.</p>
7.	Review of Stakeholders Feedback on Curriculum and Syllabus.	<p>Feedback on the curriculum and syllabus was received from stakeholders; however a few stakeholders had not submitted their feedback. The feedback received did not indicate any grievances.</p> <p>Action- taken:</p> <p>The respective criteria heads were informed and instructed to ensure that feedback is collected from all stakeholders.</p>
8.	Any other matter with the permission of the Chair.	No additional matters were raised.



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Agenda 1: Discussion on conducting a FDP.

The committee discussed the need to plan a Faculty Development Programme to enhance faculty skills and academic competencies.

Agenda 2: Deliberation on activities to be organized for World Breastfeeding Week.

The committee deliberated on organizing awareness and academic activities in observance of World Breastfeeding Week.

Agenda 3: Review of admission process for PB and MSc programmes.

The role of the admission committee in overseeing and streamlining the admission process for PB and MSc programmes were discussed.

Agenda 4: Review of activities for advanced learners and remedial measures for slow learners.

The committee reviewed on-going activities for advanced learners and discussed remedial measures and progress of slow learners.

Agenda 5: Discussion on organizing Children's Day programme.

The committee discussed plans for organizing Children's Day celebrations with student participation and outreach activities.

Agenda 6: Preparation and responsibilities of the institution as an examination centre for upcoming examinations.

The committee discussed the responsibilities and preparedness of the institution as an examination centre for the upcoming final examinations.

The meeting concluded with a vote of thanks to the Chair and all the committee members.

Signature:

IQAC Coordinator

