MINUTES OF THE 2nd IQAC MEETING HELD ON 30th APRIL 2022

TIME: 10.30am- 11.30pm
MODE: Online google meet platform.

MEMBERS PRESENT:

NAME	DESIGNATION	POST HELD IN THE COMMITTEE
Mrs. Shilpa Shettigar	Principal, SMES, SSPG CON	Chairperson
Mrs. Delphina Gurav	Vice-Principal, SMES, SSPG CON	IQAC Co-ordinator
Dr. Vaijayanti V. Ranade	Retired Vice-Principal, G.N Khalsa College	External Expert, (Quality Management)
Dr. Dilip R. Trivedi	President, Seva Mandal Education Society	Nominee from SMES Trust
Mr. Ravindra Mhaske	Member, Vishwavani (Vishwaas sangati) NGO	Nominee from local area (NGO)/ Parent
Ms. Kavita Karapurkar	Asst. Professor, IQAC Coordinator BMN college	Invitee
Ms. Nikhita Logade	Lecturer, SMES, SSPG CON	Teacher representative, HOD -criterion I
Ms. Diana Fernandes	Clinical instructor, SMES, SSPG CON	Teacher representative, HOD-criterion II
Ms. Sona Somasundaram	Clinical instructor, SMES, SSPG CON	Teacher representative HOD -criterion III
Mr. Prashant Tambe	Lecturer, SMES, SSPG CON	Teacher representative HOD-criterion IV
Mrs. Namrata Kubal	Associate Professor, SMES, SSPG CON	Teacher representative HOD criterion V
Ms. Greeshma Minesh	Clinical instructor, SMES, SSPG CON	Teacher representative HOD criterion VII
Ms. Jyoti Bhosale	Senior Clerk, SMES, SSPG CON	Administrative representative
Ms. Divya Chiplunkar	Alumni, SMES, SSPG CON	Alumni Representative
Ms. Ruda Mhaske	Alumni, SMES, SSPG CON	Alumni Representative
Apology conveyed by:		
Dr. Shilpa P. Charankar	Executive Secretary, Seva Mandal Education Society	Management Member
Dr. Manjubala N. Dash	HOD of OBGY, Mother Theresa Post Graduate & Research Institute of Health Sciences	Nominee from hospital industry (Nursing College)
Dr. Bharat M. Pathak	Hon. Secretary, Seva Mandal Education Society	Nominee from SMES Trust
Shri. Pravin G. Shah	Hon. Secretary. Seva Mandal Education Society	Nominee from SMES Trust
Dr. Vatsala Trivedi	President NDTN, Founder TCC	Invitee
Dr. Samina S. Shirke	Chief Nursing Officer, S.L. Raheja Hospital	Nominee from Employer
Ms. Preena Gala	Matron, S.R. Mehta hospital	Invitee

AGENDA:

1. Agenda No.1: To confirm the minutes passed in the 1st Internal Quality Assurance cell (IQAC) meeting held on 22nd January 2022.
2. Agenda No.2: To consider the acceptance of action taken report on the minutes passed in the meeting held on 22nd January 2022.
3. Agenda No. 3: To update the IQAC about the NAAC notification and progress of College, post submission of DVV Clarification
4. Agenda No. 4. Any other matter arising, with the permission of the chair

The IQAC Co-ordinator, Ms. Delphina Gurav, welcomed all the members to the IQAC meeting.

DISCUSSIONS:

The agenda items were taken up for discussions

Agenda Item 1:
To confirm the minutes passed in the 1st Internal Quality Assurance cell IQAC) meeting held on 22nd January 2022.

Resolved to confirm and approve the minutes of the second Internal Quality Assurance cell (IQAC) meeting held on 22nd January 2022, of the A.Y.2020-21

Agenda Item 2: To consider the acceptance of action taken report on the minutes passed in the meeting held on 22nd January 2022.

IQAC Coordinator, presented the action taken report of the previous meeting and the activities carried out since last three months in each criterion.

IQAC PLAN OF ACTION AND OUTCOME

POINTS OF DISCUSSION	ACTION TAKEN/ ACHIEVEMENT
Correction in the timeline of IQAC meeting as per the academic year	• Timeline of IQAC meeting rescheduled as per the academic year
Implementation of LGBTQIA (lesbian, gay, bisexual, transgender, queer, intersexual and asexual) terminologies and guidelines for dealing with this community in B.B.Sc curriculum.	• A state level webinar was arranged on10th March 2022, in collaboration with The Trained Nurses Association of India, Maharashtra State Branch on the theme: LGBTQIA: Understanding facts & need for amendment in CBME Curriculum. Following were the speakers for the same. 1. Adv. Akshay Shukla, Advocate, Bombay High Court, Mumbai 2. P.S.I Dipak Dummalwad (Police Sub Inspector, Kurla) 3. Dr. Indrajit Khandekar (Professor, Forensic Medicine & Toxicology MGIMS) 4. Dr. Bhooshan Shukla (Psychiatrist at Trimiti Clinic) Child Psychiatrists at Shrimati Kashibai Navale Medical College. The speakers were very much impactful and they sensitized the participants of the webinar on the issue.
Regarding new initiative of Donation of Rs. 10,000/- (Repaying of gratitude) by scholarship beneficiaries upon job placement.	• This practice has already been implemented from the year 2022. ANM students who have passed out and started the Job, have sponsored the needy students. So far 70,000/- amount has been donated by these beneficiaries. We are in process of having a structured documentation of the same.
Regarding Student performance and Learning outcome, Data analysis of the effectiveness of the strategies used for improving the performance of students to be shared in IQAC	• The research project is still ongoing. The findings will be shared in the IQAC once finalised.

POINTS OF DISCUSSION	ACTION TAKEN/ ACHIEVEMENT
Utilisation of the NAAC budget of 25 lakhs, before NAAC peer team visit.	• With the ongoing Lab renovation, the NAAC budget of Rs. 25 lakhs will be completely utilised.
Mentoring the new teachers	• The new teachers mentoring practice has been implemented successfully. Each HOD/ Subject head, has been allotted the 4 junior teachers for academic and clinical mentoring and evaluation
Replacement of IQAC members	• This agenda was discussed in the OB meeting. Invitation for new members have been sent. We are awaiting their confirmation. Student representatives have been changed

Resolved to accept the action taken on the point of discussion of first IQAC meeting held on, 22.1.2022 of the A.Y.2020-21 with the following suggestions:

- Madam Ranade, suggested to follow the timeline of IQAC meeting as per the academic year. She also mentioned that the next meeting should be considered as concluding meeting, where a detailed report of IQAC activity along with its impact analysis and overall outcome and performance should be presented. Moreover, the external experts also need to provide a closing report of the same. The guidelines for this report will be worked out in consultation with Madam Ranade. The concluding report could either be in the month of July (i.e., the last meeting) or in the month of October (i.e. the first meeting of A.Y. 2022-23).
- Regarding implementation of LGBTQIA topic in curriculum, madam suggested that the output of the programmes need to be projected in the meeting to understand the impact.
- Regarding new initiative of Donation of Rs. 10,000/-, it was suggested by madam to avoid negative phrases such as (Repaying of gratitude), as it projects mandate from the college side. Hence, need to reframe the aim of the initiative.
- Impact of Mentoring the new teachers need to be projected in the next meeting.
- To ensure all the infrastructural requirements are ready before the peer team visit.
- Madam urged that the next meeting should be conducted in physical mode or hybrid mode instead of online mode.

Agenda No. 3: To update the IQAC about the NAAC notification and progress of College, post submission of online Self Study report (SSR)

The IQAC coordinator informed the IQAC about the status of NAAC accreditation of the college.

NAAC STATUS	
Registered on	**15TH OCTOBER 2019**
IIQA (Institutional information for quality assessment)	Submitted, Payment done IIQA acceptance received on 18th June 2021
SSR (self study report)	Submitted on 30th July 2021
SSS (Student satisfaction survey)	Submitted by students online within the stipulated time.
DVV Observations (Data Verification & Validation)	1st clarification on inflibnet, received on 3rd August 2021 2nd clarification on extended profile and other metrics received on 21st January 2022. Responded to the DVV clarifications on 14th February 2022
DVV response for the clarification provided	Criteria wise remarks are being updated. DVV process still on.

The IQAC took the information about IQAC status and the submission of DVV on record.

The IQAC coordinator presented the progress of college, since the last IQAC meeting.

- In the Teaching Learning process criteria, Madam Ranade suggested that, achievement of all the strategies undertaken for improving the performance of the students should be highlighted in the concluding meeting. Madam also enquired whether the lacunae/ gap in this criterion at the time of SSR submission has been fulfilled/met.
- Regarding the new practice that has been started for the beneficiary of scholarship, donating up to Rs. 10,000/-for needy students, upon getting a job after completion of their course, need not be counted in the research innovation but under criteria 5 in student scholarship details.
- Madam Ranade suggested to find out the H-index and the impact factor of the journals, wherein the staff have done their publications and present the same under the third criteria in IQAC meeting.
- Under the extension activities, madam appreciated the number of activities carried out by the college. However, being a nursing college under health care, she suggested to go one

step further and have a common analysis of the all the camps conducted. Based on the findings, new approaches that can help in teaching learning as well as experiential learning can be discovered. Especially regarding the thalassemia camp, study to explore the various thalassemia traits and awareness about the same can be undertaken.

- Pertaining to the skill courses, eligibility criteria for each course to be mentioned. Also, these courses propaganda can be extended to the BSc. students of various colleges in order to facilitate larger number of beneficiaries of the courses, as this is a requirement for them too. Also, the achievement and success of the skill courses should be analysed and presented, was the suggestion given by the expert Madam Ranade.
- Under the student support and progression criteria, madam suggested to provide consolidated report of Alumni contribution towards the college in the concluding IQAC meeting of the year.
- Regarding Best practices of college, in order to have sustainability of the practice, madam Ranade, enquired how the practices are taken forward. Ms. Delphina responded that various community outreach activities are organised to create breast feeding awareness under Lactathon and awareness sessions based on common Covid after effects are being planned to have the practices ongoing. She also mentioned that the students are actively involved in the vaccination centres. Madam Ranade suggested that teachers can participate in research analysis on covid and come up with writing articles on the findings which could be contributed for epidemiological data.

Agenda No. 4: **Any other matter arising, with the permission of the chair**

- External Expert, Mrs. Vaijayanti Ranade emphasized for having one more meeting in the month of May 2022, before the concluding meeting, in the view of experts report about IQAC. IQAC co-ordinator to co-ordinate and do the follow-up for the guidelines.
- She stated that the meeting minutes to be circulated within two days of the meeting and all the members were urged for giving their inputs and suggestions regarding the report.

Ms. Delphina Gurav, IQAC co-ordinator agreed to the suggestions made and, thanked all the members for their presence.

The meeting adjourned at 11.30 am

Minutes compiled by: Gurav 2/5/2022 Ms. Delphina M. Gurav (IQAC co-ordinator)
Passed by:
Seconded by: