

| SEVA MANDAL EDUCATION SOCIETY'S
**SMT. SUNANDA PRAVIN GAMBHIRCHAND INSTITUTE OF NURSING
 & PARAMEDICAL SCIENCES**



SMT. SUNANDA PRAVIN GAMBHIRCHAND COLLEGE OF NURSING,
 GNM SCHOOL OF NURSING (Proposed) & ANM SCHOOL OF NURSING
 Affiliated to: Maharashtra University of Health Sciences, Nashik.
 Maharashtra State Board of Nursing and Paramedical Education
 Recognised by: Indian Nursing Council, Maharashtra Nursing Council
 MUHS IMPACT ASSESSMENT A+ GRADE (2018-2019)

MINUTES OF THE IQAC MEETING HELD ON 15th APRIL 2023

TIME: 10.00am- 11.00am

MODE: Hybrid

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. Vijayanti V. Ranade	Retired Vice-Principal, G.N Khalsa College	External Expert, (Quality Management)
Dr. Manjubala N. Dash	HOD of OBGY, Mother Theresa Post Graduate & Research Institute of Health Sciences	Nominee from hospital industry (Nursing College)
Dr. Dilip R. Trivedi	President, Seva Mandal Education Society	Nominee from SMES Trust
Dr. Bharat M. Pathak	Hon. Secretary, Seva Mandal Education Society	Nominee from SMES Trust
Dr. Shilpa P. Charankar	Exe. Secretary, Seva Mandal Education Society	Management Member
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
Apology conveyed by:		
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
Ms. Divya Chiplunkar	Alumni, SMES, SSPG CON	Alumni Representative
Ms. Ruda Mhaske	Alumni, SMES, SSPG CON	Alumni Representative
Ms. Kavita Karapurkar	Asst. Professor, IQAC Coordinator BMN college	Invitee

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AGENDA:

Agenda No.1: To confirm the minutes passed in the 4th IQAC meeting held on 3rd Dec. 2022.

Agenda No.2: To consider the acceptance of action taken report of the last meeting

Agenda No. 3: To sum up the progress and initiatives of IQAC during the year 2022-23

Agenda No. 4: To invite contribution of views from the committee members

Agenda No. 5. 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:

Agenda Item 1:

Agenda No.1: To confirm and pass the minutes of 4th IQAC meeting held on 3rd December 2022

Resolved to confirm and approve the minutes of 4th Internal Quality Assurance cell (IQAC) meeting held on 3rd December 2022.

Agenda Item 2: To consider the acceptance of action taken report of last meeting.

IQAC Coordinator, circulated the action taken report of the previous meeting and the activities carried out since last meeting.

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 3RD DECEMBER 2022

IQAC PLAN OF ACTION AND OUTCOME	
POINTS OF DISCUSSION	ACTION TAKEN/ ACHIEVEMENT
Previous meeting minutes to be re-circulated three days prior to next meeting	The Minutes of meeting are shared three days after the meeting is over and will be recirculated along with meeting notice and agenda.
Regarding paper publication, it was decided that the proposal to be placed in managing committee for the review for obtaining financial assistance staff as well as for students	The staff and students have been intimated for submitting the proposals for publishing it in the UGC listed journals. We are in process of finalizing the studies that would be published in these journals.
Reporting the IQAC members about the progress of the college must be a continuous process	<ul style="list-style-type: none"> • IQAC has begun the process of updating the members, the proceedings since last meeting. The progress report is being sent to all the members on bi-monthly basis.

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POINTS OF DISCUSSION	ACTION TAKEN/ ACHIEVEMENT
Signing a MOU for research collaboration with Dr. BMN college and M.M.P. Shah college	We already have MOU with both the college. Clause of Research is being added now as an extension to the existing terms and conditions. Amendment in the MOU is being processed.
Clubbing of collaborative activities for projecting as best practice of the college	The collaborative activities are being clubbed to be focussed as best practices of the College. These include, College services to the orphanage, old age home, School, Police station and services to campus through Nurse Led Clinic.
Fixing of a fixed day for meeting	The day will be fixed in consultation with the members agreement on the day of next meeting.
SWOC Analysis to be presented in each report for better prospects and growth of college	IQAC has taken the note of the same. SWOC analysis has been included in the presentation.
Feedback report of external experts	The report obtained from the external expert and shared with madam Ranade for further comprehension.

Resolved to accept the action taken on the point of discussion of IQAC meeting held on, 03.12.2022

Agenda No. 3: To sum up the progress and initiatives of IQAC during the year 2022-23

- The IQAC co-ordinator presented the report for the year 2022-23 and the activities carried out post accreditation.

The IQAC took the information about activities on record.

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Agenda No. 4: To invite contribution of views from the committee members

- Dr. Bharat Pathak congratulated the principal and the IQAC co-ordinator along with the entire college staff for their efforts and hard work put in by each member in visibility and progress of the college. He also mentioned special appreciation for successfully hosting the TNAI biennial conference. He suggested to have better arrangement for hybrid meeting as the voice was unclear.
- Dr. Shilpa Charankar congratulated the team for the presentation and the hard work of the college team. However, she expressed to have better arrangements for future hybrid meetings. Madam also suggested to have reports and action taken slides regarding the audits conducted during the year. Madam suggested to give the details of number of participants in the events where awards are received. She also expressed her views of having the awareness programmes to be repeated in the campus so that the students are also benefitted from the same.
- Madam Charankar suggested to have all the appreciations received by the college to be displayed for public visibility.
- External Expert, Dr. Mrs. Manjubala Dash expressed that the college is doing good and she was happy about the progress and activities carried out. She raised a query about functioning of the Nurse Led Clinic, whether it was operated at college level or in hospital setup, upon which the IQAC co-ordinator clarified that it is a setup in the college.
- Madam also suggested to have membership for running the BFHI (Baby Friendly Hospital Initiative Programme) under BPNI (Breastfeeding Promotion Network of India) through this clinic, to extend the services to maternity care.
- She also suggested to have MOU with international agencies for better prospects of the college.
- Madam
- Dr. Dash expressed her thanks for being on the IQAC committee, as this was the last meeting of tenure of the committee and extended her best wishes for the future reforms of the college. The IQAC co-ordinator, thanked madam for her constant guidance and inputs in all the IQAC meetings and expressed the desire to continue her guidance in future.

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- External Expert, Dr. Mrs. Vaijayanti Ranade expressed that reporting the IQAC members about the progress of the college has to be a continuous process in order to get the members involved and contribute their ideas and thoughts. She also said that the Experts
- Madam Shilpa Charankar suggested to draft the grievance letter and get it edited from Prof. Mala Pandurang, Principal Dr. B.M.N. College of home science.
- The President, Dr. Dilip Trivedi and Chairperson, Shri Pravin Shah congratulated the College staff and assured that the management is aware of the hard work put in by the Staff towards NAAC accreditation, hence there is scope for improvement. They too mentioned that even if the appeal is not raised, grievance related to approach of the assessors need to be conveyed to NAAC.

The Principal and the IQAC co-ordinator agreed to the suggestions made and, thanked all the members for their presence.

The meeting adjourned at 11.30 am

Gurav
26/8/2022

Ms. Delphina M. Gurav (IQAC co-ordinator)



Shettigar
Principal
Smt. Sunanda Pravin Gambhirchand
College of Nursing
338, R. A. Kidwai Road,
Matunga, Mumbai - 400 019.

Mrs. Shilpa Shettigar (IQAC Chairperson)

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MINUTES OF THE IQAC MEETING HELD ON 3rd December 2022

TIME: 10.00am- 11.00am

MODE: Hybrid

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. Manjubala N. Dash	HOD of OBGY, Mother Theresa Post Graduate & Research Institute of Health Sciences	Nominee from hospital industry (Nursing College)
Dr. Dilip R. Trivedi	President, Seva Mandal Education Society	Nominee from SMES Trust
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. Shilpa P. Charankar	Exe. Secretary, Seva Mandal Education Society	Management Member
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. Kavita Karapurkar	Asst. Professor, IQAC Coordinator BMN college	Invitee
Apology conveyed by:		
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
Ms. Divya Chiplunkar	Alumni, SMES, SSPG CON	Alumni Representative
Ms. Ruda Mhaske	Alumni, SMES, SSPG CON	Alumni Representative

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AGENDA:

Agenda No.1: To confirm the minutes passed in the 3rd IQAC meeting held on 24th August 2022.

Agenda No.2: To consider the acceptance of action taken report of the last meeting

Agenda No. 3: To update the IQAC about the IQAC report for the year 2021-22 and the AQAR
Status post accreditation

Agenda No. 4: To discuss on the feedback of external experts of the IQAC

Agenda No. 5. 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:

Agenda Item 1:

Agenda No.1: To confirm and pass the minutes of 3rd IQAC meeting held on 24th August 2022

Resolved to confirm and approve the minutes of the third Internal Quality Assurance cell (IQAC) meeting held on 24th August 2022.

- Dr. Bharat Pathak suggested to conduct the meeting in the A.V. room and follow the pattern of getting the minutes approved in advanced and presenting the action taken report after the confirmation of the same. He also requested that the hybrid mode meeting should be discouraged and only physical meeting mode should be followed to have better participation from the stakeholders.
- Dr. Ranade also seconded for having a face-to-face meeting to facilitate fruitful discussion for the progress of the college.

Agenda Item 2: To consider the acceptance of action taken report of last meeting.

IQAC Coordinator, presented the action taken report of the previous meeting and the activities carried out since last meeting.

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 24th August 2022

POINTS OF DISCUSSION	ACTION TAKEN/ ACHIEVEMENT
The management members and experts suggested raising an appeal/ grievance related to the process of assessment to NAAC, in view of the disappointment pertaining to the failure of Peer team in following the itinerary on the assessment days and the humiliating approach displayed. Also, as there was no document check done.	Grievance was prepared, edited by the experts and sent to NAAC. However, we did not proceed further for an appeal considering that there would not be any change in the grade.

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Resolved to accept the action taken on the point of discussion of IQAC meeting held on, 24.8.2022

Agenda No. 3: To update the IQAC about the IQAC report for the year 2021-22 and the AQAR Status post accreditation

- The IQAC co-ordinator presented the report for the year 2021-22 and the activities carried out post accreditation.

The IQAC took the information about activities on record.

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

- Dr. Bharat Pathak suggested that the minutes of the previous meeting should be re-circulated to the members along with agenda of next meeting to facilitate the members to prepare for the meeting and have their contribution. This was seconded by Dr. Dilip Trivedi and Dr. Ranade and Dr. Manjubala Dash.
- Regarding the paper publication, sir mentioned that the proposal can be placed in managing committee for the review and financial assistance for publication can be provided. He also mentioned that the students should also be encouraged for the undertaking research activities.
- External Expert, Dr. Mrs. Vaijayanti Ranade expressed that reporting the IQAC members about the progress of the college has to be a continuous process in order to get the members involved and contribute their ideas and thoughts. She also said that the Experts
- Madam Shilpa Charankar suggested to draft the grievance letter and get it edited from Prof. Mala Pandurang, Principal Dr. B.M.N. College of home science.
- The President, Dr. Dilip Trivedi and Chairperson, Shri Pravin Shah congratulated the College staff and assured that the management is aware of the hard work put in by the Staff towards NAAC accreditation, hence there is scope for improvement. They too mentioned that even if the appeal is not raised, grievance related to approach of the assessors need to be conveyed to NAAC.

The Principal and the IQAC co-ordinator agreed to the suggestions made and, thanked all the members for their presence.

The meeting adjourned at 11.30 am

Burav
26/8/2022

Ms. Delphina M. Gurav (IQAC co-ordinator)



Shilpa Shettigar
Principal
Smt. Sunanda Pravin Gambhirchand
College of Nursing
338, R. A. Kidwai Road,
Matunga, Mumbai - 400 019.

Mrs. Shilpa Shettigar (IQAC Chairperson)

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MINUTES OF THE IQAC MEETING HELD ON 24th August 2022

TIME: 10.30am- 11.30am

MODE: Hybrid

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. Vijayanti 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
Dr. Bharat M. Pathak	Hon. Secretary, Seva Mandal Education Society	Nominee from SMES Trust
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Ms. Kavita Karapurkar	Asst. Professor, IQAC Coordinator BMN college	Invitee
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
Ms. Divya Chiplunkar	Alumni, SMES, SSPG CON	Alumni Representative

AGENDA:

Agenda No.1: To confirm the minutes passed in the 2nd Internal Quality Assurance cell

(IQAC) meeting held on 30th April 2022.

Agenda No.2: To consider the acceptance of action taken report

Agenda No. 3: To update the IQAC about the NAAC Result

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

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

DISCUSSIONS:

Agenda Item 1:

To confirm the minutes passed in the IQAC meeting held on 30th April 2022

Resolved to confirm and approve the minutes of the second Internal Quality Assurance cell (IQAC) meeting held on 30th April 2022.

Agenda Item 2: To consider the acceptance of action taken report

IQAC Coordinator, presented the action taken report of the previous meeting and the activities carried out since last meeting.

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 30th April 2022

IQAC PLAN OF ACTION AND OUTCOME	
POINTS OF DISCUSSION	ACTION TAKEN/ ACHIEVEMENT
Detailed report of IQAC activity along with its impact analysis and overall outcome to be submitted	Detail report has been prepared and attached herewith
Reframing the name of the initiative of Rs. 10,000/- donation by the beneficiaries of scholarship	The initiative of paying Rs. 10,000/- by students who have been benefitted from scholarship has been renamed as “ Voluntary Scholarship Beneficiary Payback Scheme. ”
Impact of Mentoring the new teachers need to be projected	A new checklist has been prepared for capturing the skillset of the teachers at the time of orientation and the competencies achieved as an effect of mentoring by HODs after three months period.
Ensuring infrastructural readiness before the peer team visit	Infrastructural changes accomplished in time ahead of the Peer Team Visit. <ul style="list-style-type: none"> ✓ Renovation of labs ✓ Upgradation of classrooms ✓ Creation of Student centric study area ✓ Installation of smart boards ✓ Additional notice boards ✓ College boards fixation for better visibility ✓ Signages

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POINTS OF DISCUSSION	ACTION TAKEN/ ACHIEVEMENT
Strategies undertaken for improving the performance of the students to be highlighted.	Following strategies have been undertaken and introduced for improving the performance of the students <ul style="list-style-type: none"> ✓ Strengthened the teaching methodologies, inclusion of experiential learning techniques ✓ 'Topic Review' system after each topic and unit test after completing revision of the specific unit. ✓ Solving of question bank of university papers as well as the college level questions ✓ Advanced mentoring sessions
Analysis of the all the camps conducted to be highlighted	We have started maintaining the detailed report of the camps along with the analysis. We have also started doing the follow-up of the notifiable cases of the camp.
Achievement and success of the skill courses	The placement of the courses under Pradhan Mantri Kusal Bharat yojana, is looked after by the government agency. Under the College run Skill development Courses, we had total 13 students, out of which, 5 students have finished their exam and three have been placed. Remaining students are yet to finish their final exam. Cath lab student's placement details: <ol style="list-style-type: none"> 1. Ms. Manasi Kamble- S.R. Mehta Hospital 2. Mr. Devanand Anasane- Lion Tarachand Bapa hospital 3. Mr. Santosh Raul- KEM hospital

Resolved to accept the action taken on the point of discussion of first IQAC meeting held on, 30.4.2022

Agenda No. 3: To update the IQAC about the NAAC Result

The IQAC coordinator informed the IQAC about the NAAC accreditation Result.

- NAAC Peer team visited the institute on 8th & 9th August 2022. Result was declared on 10th August 2022. The college received Grade B+ with CGPA of 2.74/4.
- The High Performing and Low Performing Key areas presented based on the Quantitative and Qualitative metrics, are as follows:

Comparison of High Performing Key Indicators and Low Performing Key Indicators			
HPKI	Score	LPKI	Score
Academic Flexibility	4	Curricular Planning	02
Feedback System	4	Student Enrollment	1.5
Catering to Students diversity	3.6	Resource mobilization	0
Evaluation Process	3.44	Innovation Ecosystem	1
Student Performance	3.33	Research Publication	0.65
Student Satisfaction	3.6	Physical Facilities	2
Maintenance of Campus	3.5	Library as a Learning resource	1.3
Student Support	3.49	Alumni Engagement	1
Student Participation	3.8	Faculty Empowerment	1.9
Institutional Values	3.06	Best Practices	2

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The overall analysis presented above shows good grading for the teaching learning and student assessment areas, however, the infrastructure and e governance areas were poorly rated. She also mentioned about the disappointment of the staff on the process of peer team assessment. The peer team members conduct during the entire two days process of assessment was humiliating and pinpointing the mistakes rather than encouraging and having positive approach of conveying the scope for improvement.

- Principal, Mrs. Shilpa Shettigar also added to the treatment received from the assessors and expressed her disappointment related to the failure of peer team in checking single document of the college.

The IQAC took the information about NAAC accreditation status on record.

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

- External Expert, Dr. Mrs. Vaijayanti Ranade emphasized for raising the grievance related to the process of assessment to NAAC, especially pertaining to the conduct of the assessors during the peer team visit. She mentioned that the Peer team has to abide by the itinerary planned and declared by them to the institute.
- Madam Shilpa Charankar suggested to draft the grievance letter and get it edited from Prof. Mala Pandurang, Principal Dr. B.M.N. College of home science.
- Dr. Bharat Pathak suggested that the college can raise the appeal if there is scope for revision in the NAAC grade obtained by the college.
- The President, Dr. Dilip Trivedi and Chairperson, Shri Pravin Shah congratulated the College staff and assured that the management is aware of the hard work put in by the Staff towards NAAC accreditation, hence there is scope for improvement. They too mentioned that even if the appeal is not raised, grievance related to approach of the assessors need to be conveyed to NAAC.

The Principal and the IQAC co-ordinator agreed to the suggestions made and, thanked all the members for their presence.


The meeting adjourned at 11.30 am


26/8/2022

Ms. Delphina M. Gurav (IQAC co-ordinator)



Mrs. Shilpa Shettigar (IQAC Chairperson)


Principal
Smt. Sunanda Pravin Gambhirchand
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