

| 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)

INTERNAL QUALITY ASSURANCE CELL COMMITTEE (IQAC)
Structure And Mechanism for Internal Quality Assurance

Terms of Reference

Seva Mandal Education Society's Smt. Sunanda Pravin Gambhirchand Institute of Nursing & Paramedical Sciences is committed to provide quality nursing education. College ensures quality is maintained in moulding the student nurses into sensitive and conscientious nurses. The College strives for continuous improvement and have a Quality Management System which provides a framework for measuring and improving its performance

Purpose

The internal Quality Assurance Cell (IQAC) is formulated by the College Board based on the NAAC guidelines. This committee works towards fulfilling all responsibilities of the IQAC related to accreditation issues and quality improvement.

Term of Membership (IQAC members)

- The IQAC core committee members shall serve for two years
- The IQAC co-ordinator shall serve for four years

Procedures

Selection of the IQAC members

- The IQAC core committee members will be selected in the IQAC- Quality Improvement meeting as their term nears completion
- The IQAC co-ordinator will be selected by the principal in consensus with the Heads of the Departments
- There must be one representative from each department of the College

Meeting Frequency

- The IQAC committee shall meet once in three months for two hours
- The IQAC quality improvement meetings will be attended by the IQAC core committee members once a month

Minutes and Agendas

- The agenda for all IQAC related meetings will be prepared by the IQAC co-ordinator in consultation with the principal.

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- The IQAC coordinator will draft the minutes and circulate it via email to the IQAC members within a week and action taken report one week prior to the next meeting.

Membership

NAME	DESIGNATION	POST HELD IN THE COMMITTEE	CONTACT
Mrs. Shilpa Shettigar	Principal SMES, SSPG CON	Chairperson	ashokasmita@gmail.com Ph: +91 9769864509
Mrs. Delphina Gurav	Vice-Principal SMES, SSPG CON	IQAC Co-ordinator	delphina.gurav4@gmail.com Ph: +91 8850752133
Dr. Dilip R. Trivedi	President Seva Mandal Education Society	Nominee from SMES Trust	drt44@yahoo.com Ph: +91 9821165655
Dr. Bharat M. Pathak	Hon. Secretary Seva Mandal Education Society	Nominee from SMES Trust	pathakbm@gmail.com Ph: +91 9820334281
Shri. Pravin G. Shah	Hon. Secretary. Seva Mandal Education Society	Nominee from SMES Trust	pravinsunanda@gmail.com
Dr. Shilpa P. Charankar	Executive Secretary Seva Mandal Education Society	Management Member	shilpacharankar@rediffmail.com Ph: +91 9869377536
Dr. Sunil Mantri	Director- Lords Universal Education	External Expert (Quality Management)	vajayantiranade@gmail.com Ph: +91 9819935396
Dr. Belinda Sawant	Director of Nursing Services, Saifee hospital	Nominee from Employer (Hospital Industry)	saminashree@gmail.com Ph: +91 981520056
Mr. Ravindra Mhaske	Member, Vishwavani (Vishwaas sangati) NGO	Nominee from local area (NGO)/ Parent member	roodaravi@rediffmail.com Ph: +91 8888067779
Ms. Kavita Dhamapurkar	Asst. Professor, IQAC Coordinator BMN college	Invitee	kavita@bmncollege.com Ph: +91 9324738575
Ms. Nikhita Logade	Lecturer SMES, SSPG CON	Teacher representative Head of criterion I	dianafernandez84@gmail.com Ph: +91 9892462745
Ms. Diana Fernandes	Lecturer SMES, SSPG CON	Teacher representative Head of criterion II	tejasvi21@yahoo.co Ph: +91 9819679522
Ms. Sona Somasundaram	Clinical instructor SMES, SSPG CON	Teacher representative Head of criterion III	nairsona2014@gmail.com Ph: 9769758835
Mr. Prashant Tambe	Lecturer SMES, SSPG CON	Teacher representative Head of criterion IV	prashant.tambe222@gmail.com Ph: +91 9423472509
Mrs. Namrata Kubal	Associate Professor SMES, SSPG CON	Teacher representative Head of criterion V	namrata.chopdekar@yahoo.com Ph: +91 9867377765
Mrs. Sukanya Jangade	Clinical instructor SMES, SSPG CON	Teacher representative Head of criterion VI	swatimane2007@gmail.com Ph: +91 8108928822
Ms. Tejasvi Dhadse	Clinical instructor SMES, SSPG CON	Teacher representative Head of criterion VII	tejasvi21@yahoo.co Ph: +91 9819679522
Ms. Jyoti Bhosale	Senior Clerk SMES, SSPG CON	Administrative representative	jyotibhosale2015@gmail.com Ph: +91 9892752527
Ms. Dhara Bhramabhata	Staff Nurse, Masina Hospital	Alumni Representative	dchiplunkar9@gmail.com Ph: + 8082687306
Ms. Yogeeta Yeram	4 th year B. BSc Student	Student representative	yeramyogeeta@gmail.com Ph: + 7900052110
Ms. Disha Kalekar	3 rd year B. BSc Student	Student representative	dishakalekar1811@gmail.com Ph: + 9156840654

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Decision Making

Decision will be made collectively as IQAC members


Responsibilities

- ✓ Recommend and develop Quality improvement policy, protocol and procedures for the college.
- ✓ Ensure that the recommended Quality improvement policy, protocol and procedures for the college are endorsed by the College board.
- ✓ Develop and enhance operation of continuous quality improvement programs in the college.
- ✓ Keep under review the implementation of quality improvement programs in the college.
- ✓ Keep in touch with the statutory bodies through exchange and sharing of quality enhancement ideas and good practices through the head of college.
- ✓ Conduct periodic hands-on workshops on innovative teaching learning strategies.
- ✓ Design audit/ Assessment tools and obtain approval from college board
- ✓ Encourage quality assessment for continuous quality improvement.
- ✓ Prepare an Annual Quality Assurance Report (AQR) incorporating the SWOC of the college for that year and the way forward.
- ✓ Prepare the college for accreditation from national and international bodies.
- ✓ Contribute to the promotion and enhancement of high-quality education and training in the college through innovative practices.
- ✓ Liaison with national and international nursing education innovators for promoting improvement in college

Deliverables

The terms of reference of IQAC will be reviewed annually.




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



Mrs. Shilpa Shettigar (IQAC Chairperson)

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