

**SEVA MANDAL EDUCATION SOCIETY'S  
COLLEGE OF NURSING**

**QUALITY IMPROVEMENT CELL ACTION TAKEN REPORT 4<sup>TH</sup> MARCH 2020**

<b>ACTIVITY</b>	<b>ACTION STATUS</b>
<b>National Anthem reciting mandate</b>	✓ Quotation for fixing the central mic and speakers in all classes have been ordered.
<b>College Name Display</b>	✓ We have spoken to Benson Printing for getting the College board in Marathi
<b>Accounts</b>	<ul style="list-style-type: none"> <li>✓ All staff have been made aware about the procedure of documenting accounts related matters.</li> <li>✓ We have made certain formats that would bring in uniformity in documenting accounts claims</li> <li>✓ All staff have been communicated about any donor amount to be deposited in SMES account</li> </ul>
<b>Leave related</b>	✓ All staff have been communicated about the specification about the duty leave and official duty leave and acknowledgement have been received from the staff
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>✓ The Staff have been made aware of sharing their experience and knowledge gained at the workshop/ conference with the fellow colleagues in office.</li> <li>✓ Already we have developed a practice of sharing the new learning during monthly staff meetings.</li> </ul>
<b>Health activities</b>	✓ Health Camp pertaining to Hypertension, Diabetes and Cancer assessment has been planned on 22 <sup>nd</sup> March 2020
<b>NAAC Activities</b>	✓ The criterions have been exchanged and the deadline for bringing up the suggestions and additions have been set for 2 <sup>nd</sup> April 2020
<b>Website</b>	✓ The website is updated timely. The request for creating a tab for NAAC has been placed already to Mr. Vasaikar
<b>Examination Committee</b>	✓ Examination committee has already been formed and is functioning smoothly.

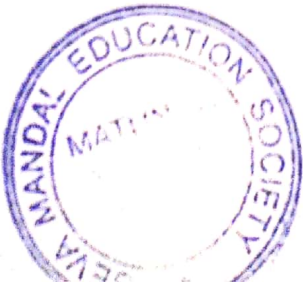
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**QIC ACTION TAKEN REPORT OF 27<sup>TH</sup> JANUARY 2020**

ACTIVITY	ACTION STATUS
Value added courses	Following value added courses conducted in month of February 2020: <ul style="list-style-type: none"> <li>✓ BLS -Basic life support. ACLS- Advanced cardiac life support</li> <li>✓ First aid/ emergency certificate</li> <li>✓ Colostomy care course</li> </ul>
Infrastructure	<ul style="list-style-type: none"> <li>✓ Smart Classroom Proposal processed in phase I and Phase II</li> <li>✓ 5 computers placed in HOD rooms</li> <li>✓ 1 scanner installed in administrative department</li> </ul>
Committee Meetings	The plan of schedule of various committees has been done and periodical meetings are held
Extension Activities	<ul style="list-style-type: none"> <li>✓ 2020-Year of Midwives and Nurses celebrated in collaboration with TNAI Mumbai City Branch</li> <li>✓ Inservice education for Anganwadi workers and ASHAs</li> <li>✓ Gender sensitization Roleplay and exhibition in communities of Virar and Vangani</li> <li>✓ Participation in Pulse Polio Drive</li> <li>✓ School Health Programme</li> <li>✓ Visit to old age Home</li> </ul>
Workshops	Ms. Shilpa Shettigar, Ms. Delphina Gurav, Ms. Namrata Kubal, Ms. Tejasvi Dhadse, Mr. Prashant Tambe and Ms. Nikhita Logade attended an international workshop on Health Care Management- Today and Tomorrow
Website	The website is updated timely. Quotation obtained for increasing space

*Guau*  
Mrs. Delphina M. Guau  
IQAC coordinator

*Anjali AR*  
27.01.2020  
College of Nursing  
Seva Mandal Education Society,  
338, R.A. Kidwai Road, Matunga  
Mumbai 400 319





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**QUALITY IMPROVEMENT CELL ACTION TAKEN REPORT 4<sup>TH</sup> NOV. 2019**

<b>ACTIVITY</b>	<b>ACTION STATUS</b>
<b>IQAC meeting schedule</b>	It has been agreed that IQAC meeting will be conducted once in 3 months.
<b>College development committee need to be established</b>	College development committee has been established
<b>Research activities</b>	<p>All staff are communicated that Research proposals to be presented in the ethical committee of our college.</p> <p>The staffs are encouraged to participate in research activities and maximum research publications to be done</p> <p>7 staff participated in research poster presentation and Vice principal presented paper in international conference at Bharati Vidyapeeth college of nursing.</p> <p>Ms. Namrata / Shilpa Shettigar received second prize and Ms. Tejasvi Dhadse won third prize for the same</p>
<b>College visits</b>	<p>8 teachers namely, Ms. Anjali Katdare, Ms. Shilpa Shettigar, Ms. Delphina Gurav, MS. Namrata Kubal, Ms. Swati More, Ms. Tejasvi Dhadse, Ms. Nikita Logade and Ms. Jyoti Pandey visited Bharati Vidyapeeth nursing college, on 9<sup>th</sup> November 2019.</p> <p>Ms. Tejasvi Dhadse visited MGM college of nursing on 11<sup>th</sup> November 2019</p> <p>Ms. Nikita Logade visited D.Y. Patil college of nursing on 14<sup>th</sup> November 2019</p>
<b>Website</b>	College website is updated as discussed. Students satisfaction survey have been uploaded.
<b>Collaboration</b>	In process
<b>E-governance</b>	Appointment taken
<b>Best practices</b>	Best practices soft copy is prepared. Best practices from different colleges are obtained.
<b>Staff development</b>	<p>All staff are relieved for different workshops.</p> <p>Following staff attended the workshops in the month of November 2019</p>

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Name of the Faculty	Seminar/Date	Venue
Ms. Anjali Katdare Mrs. Shilpa Shettigar,	28 <sup>th</sup> and 29 <sup>th</sup> October 2019	MES college of nursing
Ms. Anjali Katdare Mrs. Shilpa Shettigar, Ms. Delphina Gurav Ms. Namrata Kubal Ms. Tejasvi Dhadse Nikhita Logade Jyoti Pande	8 <sup>th</sup> and 9 <sup>th</sup> November 2019	Bharati Vidyapeeth college of nursing, Nerul, Navi Mumbai

Guar  
Mrs. Delphina Guar  
IGAC Coordinator

Anjali K  
Prin. GP  
4<sup>th</sup> Nov. 2019  
College of Nursing  
Seva Mandal Education Society  
338, R.A. kidwai Road, Matunga  
Mumbai 400 019



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**Action taken report of discussions in the meeting held on 25<sup>th</sup> November 2019**

ACTIVITY	ACTION STATUS
<b>Value added courses to be planned</b>	<p>Following value added courses are planned for the students for the month of January and February 2020:</p> <ul style="list-style-type: none"> <li>✓ BLS -Basic life support. ACLS- Advanced cardiac life support</li> <li>✓ First aid/ emergency certificate</li> <li>✓ Colostomy care course</li> <li>✓ ET Intubation</li> <li>✓ Venipuncture</li> <li>✓ Ventilator functioning</li> </ul>
<b>Proposal for upgrading of smart classroom</b>	The proposal for upgrading two of our classes to smart classroom has already been placed in the academic budget of the year 2019-20
<b>Personality development classes</b>	We have Mr. Jignesh Sanghvi conducting series of lectures for our students for personality development.
<b>Workshops to be organized for parents</b>	We have planned in our agenda for next parent teacher meeting, to have half day workshop on certain topics. (topic finalization yet to be done)
<b>Periodical meetings of the committees</b>	The plan of schedule of various committees has been done and periodical meetings are held
<b>The programme objectives and the course objectives</b>	<p>The programme outcomes and the course outcome are stated at the start of the course and same are communicated through website.</p> <p>The teachers are instructed to take a review of fulfillment of the programme objective and course objective through unit test, and other formative assessments as quiz, case base discussions etc.</p>
<b>Certain activities like Medical Checkup, blood test need to be an ongoing protocol</b>	<p>Point noted. Next medical checkup is planned in month of January 2020. Hence forth it will be a regular practice to carryon medical checkup at the start of every academic year.</p> <p>The blood test of students for Hemogram has been done in the month of October 2019.</p>
<b>Official introduction of the counsellor</b>	The counsellor's introduction is done for first year batch. Since rest all the students are in clinicals, formal introduction is arranged during the Christmas party meet.



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<b>Research activities</b>	All the teachers are instructed regarding submission of research proposals. All the MSc. Teachers are expected to submit their proposals of mini research studies by mid-week of January 2020.
<b>Staff development</b>	Following programmes are in pipeline for staff development: <ul style="list-style-type: none"> <li>✓ Working towards personal and professional goals</li> <li>✓ Mentoring: skill that every teacher must possess</li> </ul> Also had discussion with Principal Madam Mala Pandurang for tie up with Tata consultancy.
<b>Internal and external financial audit.</b>	Our internal finance auditing is done by Ms. Khurshid and accountant and external audit is done by Ms. Ina Doshi
<b>Performance appraisal</b>	We have a system for performance appraisal. However, we have made necessary changes as suggested in the previous meeting to prepare flow chart of the system of appraisal.
<b>Academic audit</b>	Regarding academic audit, contacted Ms. Shweta Gadhave. She has given book to follow the instructions in conducting academic audit. The next audit will be conducted as per the suggestions and guideline obtained from various colleges as well as from the book.
<b>Regular visits to other departments</b>	Since all the teachers are in clinicals, we have planned to conduct these visits from month of January 2020.
<b>Developing online programme</b>	Development of online programme is pending. We are in process of obtaining guidance from experts in this regard, we shall definitely work towards initiating few online programmes.
<b>Remedial teaching for failures</b>	We have begun with remedial teaching for failure students. The schedule is prepared by the class teachers and communicated to the students. Also, the students are instructed to take help of any teacher available in the staffroom for clearing their doubts.
<b>Website</b>	The website is updated timely.

Signature: IQAC Coordinator

*Ms. Delphina M. Chauhan*

*Ms. Delphina M. Chauhan*



*Ms. Delphina M. Chauhan*  
 25.11.2019  
 College of Nursing  
 Seva Mandal Education Society  
 338, R.A. Kidwai Road, Matunga  
 Mumbai 400 019

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**Activity Progress Status as on 20<sup>th</sup> October 2019**

SR.NO	ACTIVITY	STATUS
1	Formation of Committee	Done
2	Formation of WhatsApp group of committee members	Done
3	Nomination letters to Hinduja, NGO and S.R. Mehta hospital	Done
4	Registration of college for NAAC	Done
5	Planning schedule of meeting of various committees	In Process
6	Nursing college board at the gate	Done
7	Display of committees on hard board	Done
8	Formation of Alumni association	In process
9	Displaying of Notices about every event and upcoming programmes as well as meetings	Started
10	Planning of in-service with IT department	Done
11	Faculty development program	In process
12	Each Criterion based independent reporting	In process
13	NAAC budget preparation	In process
14	Geo tagging for photographs	Started
15	Revised report writing	Improvised
16	Induction manual	Done
17	Research activities	Started
18	Staff development	Ongoing
19	Library timings discussion	Done
20	Feedback graphs of various events	Started

*Bunare*  
Ms. Delphina M.G.  
ISAC Coordinator



*Anjali M*  
Principal 20.10.2019  
College of Nursing  
Seva Mandal Education Society,  
338, R.A. Kidwai Road, Matunga  
Mumbai 400 019