



**SMT. SUNANDA PRAVIN GAMBHIRCHAND
COLLEGE OF NURSING
338, R.A. Kidwai road, Matunga 400019**

MINUTES OF THE IQC MEETING HELD ON 4th March 2020

TIME: 2.30 pm

VENUE: President room, ground floor, M.M.P shah college, Matunga east Mumbai -400019.

MEMBERS PRESENT:

1. Dr. Shilpa Charankar (Management Member)	11. Ms. Reshma Giri (IQAC Member)
2. Ms. Jyotsna Pandit (Advisor Nsg. Dept)	12. Ms. Nikhita Logade (IQAC Member)
3. Ms. Anjali Katdare (Principal)	13. Ms. Steffi Thomas (IQAC Member)
4. Ms. Shilpa Shettigar (Vice Principal)	14. Ms. Jyoti Pandey (Clinical Instructor)
5. Ms. Delphina Gurav (IQAC Member)	15. Ms. Deepika Dass (Clinical Instructor)
6. Ms. Namrata Kubal (IQAC Member)	16. Ms. Sona Somasundaram (Clinical Instructor)
7. Ms. Tejasvi Dhadse (IQAC Member)	17. Ms. Swati More (Clinical Instructor)
8. Ms. Diana Fernandes (IQAC Member)	18. Ms. Pallavi Jadhav (Clinical Instructor)
9. Mr. Prashant Tambe (IQAC Member)	19. Ms. Aboli Lanjerwar (Clinical Instructor)
10. Ms. Shweta Singh (IQAC Member)	20. Ms. Harshali Bhagwat (Clinical Instructor)

AGENDA:

1. Confirmation of minutes of meeting held on 27th January 2020
2. Matter arising out of the minutes of the last meeting.
3. Discussion on various criterions
4. Futuristic plans
5. Any other matter by the permission of the chair

DISCUSSIONS:

- **Agenda Item 1: Confirmation of minutes of meeting held on 27th January 2020**
The minutes of the previous meeting, held on 27th January 2020, were circulated and taken as read and were signed.
- **Matters arising from the previous minutes**
 - **Value -added courses:** to confirm whether value added courses need to be more than 15 hours
 - **Research and project funds:** Deadline need to be mentioned for submission of research proposal
 - **Add on Courses:** Analysis of Add on courses to be completed and documented.
 - **SWOC analysis:** To be worked on regularly and documented
- **Discussion on various criterions and action taken status:**
 - National Anthem:** National anthem to be sung daily in college. Mandatory as per Government circular
 - College Name Display:** It is mandatory to display the college name in Marathi (Regional language)



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Accounts related: Charankar madam mentioned that amount needed for any college programme have to be in clear format and each staff should be aware about documentation of the accounts. The sponsors amount should be maintained through SMES account only.

Leave related: Duty leave should be availed in case of attending Seminars, Workshop or Conferences.

Official Duty Leave should be marked in case of MUHS examination, MNC examination or any other matter pertaining to office work.

Staff development: Any staff attending any workshop or conference should disseminate the information with all the staff.

Health activities: It was suggested by madam Charankar to conduct health activity in college Campus, so that students, teachers and support staff are benefited from it.

NAAC Activities: It was suggested by madam Charankar to exchange the criterions of NAAC amongst staff and have some deadline for the same. The staff were instructed to thoroughly go through the criterion report prepared by the previous group and critically analyze and modify the same by adding more in it.

Website: needs to be updated timely. NAAC tab has to be created on website

Examination: examination committee has to be prepared

ACTION STATUS

ACTIVITY	ACTION STATUS
National Anthem reciting mandate	✓ Quotation for fixing the central mic and speakers in all classes have been ordered.
College Name Display	✓ We have spoken to Benson Printing for getting the College board in Marathi
Accounts	✓ All staff have been made aware about the procedure of documenting accounts related matters. ✓ We have made certain formats that would bring in uniformity in documenting accounts claims ✓ All staff have been communicated about any donor amount to be deposited in SMES account
Leave related	✓ All staff have been communicated about the specification about the duty leave and official duty leave and acknowledgement have been received from the staff
Staff Development	✓ The Staff have been made aware of sharing their experience and knowledge gained at the workshop/ conference with the fellow colleagues in office. ✓ Already we have developed a practice of sharing the new learning


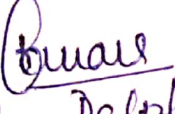


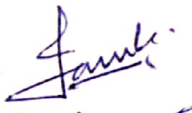
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	during monthly staff meetings.
Health activities	✓ Health Camp pertaining to Hypertension, Diabetes and Cancer assessment has been planned on 22 nd March 2020
NAAC Activities	✓ The criterions have been exchanged and the deadline for bringing up the suggestions and additions have been set for 2 nd April 2020
Website	✓ The website is updated timely. The request for creating a tab for NAAC has been placed already to Mr. Vasaikar
Examination Committee	✓ Examination committee has already been formed and is functioning smoothly.

➤ **Futuristic plans:**

- SSR to be ready by June
- SWOC Analysis to be carried on after each activity and corrective and preventive action to be documented

Minutes Passed by: 
Tejashvi Dhadse

Mrs. Delphina M. Ganai
IQAC Co-ordinator

Seconded by: 
Mr. Prashant Tambe


Anjali
Principal
04.03.2020
College of Nursing
Seva Mandal Education Society,
338, R.A. Kidwai Road, Matunga
Mumbai-400 019





**SMT. SUNANDA PRAVIN GAMBHIRCHAND
COLLEGE OF NURSING
338, R.A. Kidwai road, Matunga 400019**

MINUTES OF THE QIC MEETING HELD ON 27TH JANUARY 2020

TIME: 2.30 pm

VENUE: President room, ground floor, M.M.P shah college, Matunga east Mumbai -400019.

MEMBERS PRESENT:

21. Dr. Shilpa Charankar (Management Member)	29. Ms. Nikhita Logade (IQAC Member)
22. Ms. Jyotsna Pandit (Advisor Nsg. Dept)	30. Ms. Jyoti Pandey (Clinical Instructor)
23. Ms. Anjali Katdare (Principal)	31. Ms. Deepika Dass (Clinical Instructor)
24. Ms. Shilpa Shettigar (Vice Principal)	32. Ms. Sona Somasundaram (Clinical Instructor)
25. Ms. Delphina Gurav (IQAC Member)	33. Ms. Swati More (Clinical Instructor)
26. Ms. Tejasvi Dhadse (IQAC Member)	34. Ms. Pallavi Jadhav (Clinical Instructor)
27. Ms. Diana Fernandes (IQAC Member)	35. Ms. Aboli Lanjerwar (Clinical Instructor)
28. Mr. Prashant Tambe (IQAC Member)	36. Ms. Harshali Bhagwat (Clinical Instructor)

AGENDA:

6. Confirmation of minutes of meeting held on 18th December 2019
7. Matter arising out of the minutes of the last meeting.
8. Discussion on various criterions
9. Futuristic plans
10. Any other matter by the permission of the chair

DISCUSSIONS:

➤ **Agenda Item 1: Confirmation of minutes of meeting held on 18th December 2019**

The minutes of the previous meeting, held on 18th January, 2020, were circulated and taken as read; after a few corrections, the minutes were signed.

➤ **Matters arising from the previous minutes**

Value -added courses:

- Mention detail plan of the value -added courses
- Documentation need to be precise by projecting what actually is done. The changes in the NAAC format need to be considered and data need to be updated as per the new format

Health checkup:

- Collaboration with Nutrition department of BMN college to share plans for catering to the nutritional needs of students, who are diagnosed as anemic post health checkup

Scholarship and sponsorship:

- Scholarship details and its beneficiary data need to be projected in Governing Council

Gender equity:

- To meet Mr. Rajesh Kardak from Law college for arrangement of speakers for Gender equity.



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Research and project funds:

- Lecture series to be arranged for research
- To enquire with MMP Shah and BMN college to share projects of BQUET

Staff development:

- Inhouse lectures for ICT can be arranged by contacting Nitin sir (BCA)
- For E-Content development., Resource person to contact Ms. Vinaya from BMN college
- Staff to submit their proposals for Intercollegiate Conferences.
- Proposals to be submitted for ethical clearance by March.
- Proposals to be raised after pilot study for funding from management.
- Co-ordinate with MMP Shah and BMN college to share projects done under BQUET.

Environmental sustainability:

- Arranging environmental sustainability lectures in association with NGO

➤ **Discussion on various criterions and action taken status**

ACTIVITY	ACTION STATUS
Value added courses	Following value added courses conducted in month of February 2020: ✓ BLS -Basic life support. ACLS- Advanced cardiac life support ✓ First aid/ emergency certificate ✓ Colostomy care course
Infrastructure	✓ Smart Classroom Proposal processed in phase I and Phase II ✓ 5 computers placed in HOD rooms ✓ 1 scanner installed in administrative department
Committee Meetings	The plan of schedule of various committees has been done and periodical meetings are held
Extension Activities	✓ 2020-Year of Midwives and Nurses celebrated in collaboration with TNAI Mumbai City Branch ✓ Inservice education for Anganwadi workers and ASHAs ✓ Gender sensitization Roleplay and exhibition in communities of Virar and Vangani ✓ Participation in Pulse Polio Drive ✓ School Health Programme ✓ Visit to old age Home
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



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➤ **Futuristic plans:**

- Exchange of NAAC Criteria between staff to be done by 3rd week of February 2020
- AQAR to be ready by June
- SWOC Analysis to be carried on after each activity and corrective and preventive action to be documented

➤ **Other Matters by the Permission of the Chair**

- Committee meetings to be scheduled for the year 2020
- Every activity should have an evidence that is documented
- Review meetings need to be periodically held
- Qualification upgrading of teachers to be done
- Quality development initiatives to be undertaken
- Academic plan for the year 2021 to be made ready

Minutes compiled by: *Delphina* Mrs. Delphina Mahesh Gurav

Minutes Passed by: *Bhakti* Ms. Bhakti Kadam

Minutes Seconded by: *Delphina* Ms. Delphina Mahesh Gurav

Delphina (Mrs. Delphina M. Gurav)
IQAC coordinator

Anjali
Principal 27th Jan 2020
College of Nursing
Seva Mandal Education Society,
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Mumbai 400 019





**SMT. SUNANDA PRAVIN GAMBHIRCHAND
COLLEGE OF NURSING
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MINUTES OF THE QIC MEETING HELD ON 18TH DECEMBER 2019

TIME: 2.30 pm

VENUE: Presidential room, ground floor, M.M.P shah college, Matunga east Mumbai -400019.

MEMBERS PRESENT:

1. Dr. Shilpa Charankar (Exe. Secretary)	8. Ms. Nikhita Logade (IQAC Member)
2. Ms. Jyotsna Pandit (Advisor Nsg. Dept)	9. Ms. Reshma Giri (Clinical Instructor)
3. Ms. Delphina Gurav (IQAC Member)	10. Ms. Shweta Singh (Clinical Instructor)
4. Ms. Namrata A. Kubal (IQAC Member)	11. Ms. Sona Somasundaram (Clinical Instructor)
5. Ms. Tejasvi Dhadse (IQAC Member)	12. Ms. Swati More (Clinical Instructor)
6. Ms. Diana Fernandes (IQAC Member)	13. Ms. Pallavi Jadhav (Clinical Instructor)
7. Mr. Prashant Tambe (IQAC Member)	14. Ms. Aboli Larjewar (Clinical Instructor)

AGENDA:

- I. Confirmation of previous minutes of meeting
- II. Matter arising out of the minutes of the last meeting.
- III. Discussion on various criterions
- IV. Futuristic plans

DISCUSSIONS:

Agenda Item 1:

The minutes of the previous meeting, held on 25th October, 2019, were circulated and taken as read; after a few corrections, the minutes were signed.

Agenda Item 2:

Matter arising from the Minutes:

Madam Charankar pointed out the following points from the previous minutes.

- **Value added courses:** There has to be a proper stated policy for value added courses, with proper nomenclature including the date, time, duration, content, target group, objectives, methodology, credits, outcome. Feasibility and consider- ability of these courses has to be looked into. If these courses have some fees, it has to be approved in the governing council.
- **Regarding Smart classroom,** proposals hasn't been received in the meeting of governing council. Hence there has to be a proper discussion and approval to be taken for the same in the GC meeting. Signature of infrastructure development in charge, Shri Vasant sir is mandatory
- **Personality development** classes conducted by Mr. Sanghvi need to have a structured course outline retained by the college before the conduction of classes. Also, the lectures cannot be taken at a stretch of 7 hours per day. It can be taken over a period of time, not more than 3 hours in a day. Mrs. Jyutika from beauty culture can be involved for grooming classes for the students



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- **Workshop for parents** can be arranged on the topic "Scholarships schemes and its proceedings"
- **Statutory committees** need to be displayed in the classrooms. Students need to be made aware of all the committees.
- All the **notices** need to be in bold and in bullet form
- Paper presentation to be done related to the findings of **blood camp** arranged and the action taken
- **Health camp** to be done for non-teaching staff. Any exhibition planned should be done on the ground floor or at the entrance of the college
- Regarding **Research**, Mrs. Shilpa Shettigar assured that 4 proposals from nursing faculties will be finalized and initiated before June 2020.
- Staff development workshop will be held in the month of January. Ms. Jaya Kuruvilla will be one of the speakers.
- Madam Charankar, corrected that Ms. Bhakti Parab is the internal auditor and not Ms. Khurshid
- To meet Ms. Vinaya and Ms. Vidya in regards to online courses
- Regarding remedial teaching, madam Shilpa Charankar suggested having different teachers catering to the students' needs. However, Ms. Shilpa Shettigar requested to consider the students plea of having same teachers, as they are not comfortable with the methodology of different teachers.

Agenda Item 3: Doubts raised from various criterion heads.

- Ms. Namrata Kubal head of Criterion 5 raised the query related to campus placement and concern regarding inviting external resources for recruitment presentations as a need of NAAC clause.
Madam Charankar expressed her views on this that any external resources before inviting for placements/ recruitment need to be taken prior approval for the governing meeting.
- Ms. Tejasvi Dhadse expressed her concern about obtaining alumni data and difficulty faced in survey responses from the stake holders.
It was jointly discussed that teachers would meet the employers or communicate personally to obtain the feedback
- Ms. Shilpa Shettigar raised a query as to define the head of funds under which, extra expenses or funds, which are apart from regular ones need to be mentioned.
It was discussed that the funds received from MUHS and others need to be mentioned under "extra" heading

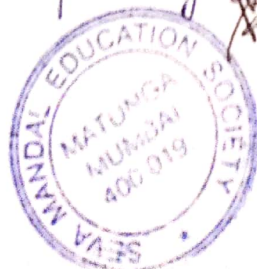
Agenda Item 3: Futuristic plans

- Feedback to be obtain from students regarding the website in order to understand the user friendliness from students' point of view

Minutes compiled by: Mrs. Delphina Mahesh Gurav

Passed by: Ms. Shilpa Shettigar

Seconded by: Ms. Soua Somnanda



Principal (IPAC co-ordinator)
12-12-2019
College of Nursing
Seva Mandal Education Society
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Mumbai 400 019



**SMT. SUNANDA PRAVIN GAMBHIRCHAND
COLLEGE OF NURSING
338, R.A. Kidwai road, Matunga 400019**

MINUTES OF THE QIC MEETING HELD ON 25TH NOVEMBER 2019

TIME: 2.30 pm

VENUE: Presidential room, ground floor, M.M.P shah college, Matunga east Mumbai -400019.

MEMBERS PRESENT:

1. Dr. Shilpa Charankar (Management Member)	11. Ms. Reshma Giri (Clinical Instructor)
2. Dr. Mrs. Vrushali Dataar (NAAC coordinator- BMN college)	12. Ms. Deepika Dass (Clinical Instructor)
3. Ms. Jyotsna Pandit (Advisor Nsg. Dept)	13. Ms. Shweta Singh (Clinical Instructor)
4. Ms. Anjali Katdare (Chairperson)	14. Ms. Sona Somasundaram (Clinical Instructor)
5. Ms. Delphina Gurav (IQAC Member)	15. Ms. Sayali Tawade (Clinical Instructor)
6. Ms. Namrata A. Kubal (IQAC Member)	16. Ms. Swati More (Clinical Instructor)
7. Ms. Tejasvi Dhadse (IQAC Member)	17. Ms. Bhakti kadam (Clinical Instructor)
8. Ms. Diana Fernandes (IQAC Member)	18. Ms. Pallavi Jadhav (Clinical Instructor)
9. Mr. Prashant Tambe (IQAC Member)	19. Ms. Aboli Larjewar (Clinical Instructor)
10. Ms. Nikhita Logade (IQAC Member)	

AGENDA:

1. Review of points discussed in the previous meeting
2. Presentation of criterion-based report
3. Discussion on action taken status
4. Futuristic plans

DISCUSSIONS:

Following were the discussions held, in the 3rd Quality improvement cell meeting
Meeting began with briefing of following points by madam Charankar.

1. Developing online programmes
2. Research proposals by teachers on relevant topics
3. Tie up with industries, Non -Governmental Organisations
4. Corporate learning centre
5. Focus on life skills
6. Focus on faculty development programmes
7. Starting holistic wellness centre
8. Collaboration with other organization
9. Training programmes for teaching and non-teaching staff
10. Formation of inter disciplinary board
11. All kinds of audits
12. Evaluation reforms
13. Innovative teaching method with integration of ICT



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The next agenda was presentation on criterion 6 by Ms. Swati More (Clinical instructor and Representative of Criterion 6). The suggestions given during the presentations are as follows:

- Value added courses to be planned like ACLS, BLS along with details such as (time, duration, fees, target groups, speakers, agencies handling those)
- Proposal for upgrading of smart classroom every year depending on the number of students.
- Personality development classes can be series of lectures, wherein Mr. Jignesh Sanghvi can be the speaker
- Workshops to be organized for parents on the day of parent teacher meet.
- Periodical meetings of the grievance cell to be conducted irrespective of the grievances present or absent.
- The programme objectives and the course objectives stated need to be checked and reviewed timely for its achievement.
- The subject matter as stated in the academic plan, need to be reviewed for its timely completion. In absence of a particular teacher, stand by plan for execution of her portion completion, as well as to fill in the gap, need to be in place (who, when, how)
- Academic planning and co-curricular planning need not be combined. Research can be merged with academic plan.
- Certain activities like Medical Checkup, blood test need to be an ongoing protocol to be followed mandatorily every year.
- Official introduction of the counsellor to be done to all students. Her timings and working policy need to be made known to all the students so as to make utmost utilization of the service for benefit of students. Details need to be displayed on the notice board.
- Maximum research activities need to be taken up. Teachers who wish to take up research projects can apply for grants from college Management. At least two projects expected from college for this year.
- Status of staff development was discussed. More short-term courses, refresher courses to be attended by the faculty. The duration of the courses acceptable as short term courses need to be confirmed from university.
- The method of appraisal and the plan of execution of performance appraisal, has to be in place. The analysis to be uploaded.
- There has to be assigned people for internal and external financial audit.



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- Procedure of academic audit was inquired. To meet Ms. Rakhee Gadawe from law college in context of the same.
- To conduct regular visits to other departments for activity awareness and exchange.
- Developing online programme
 - ✓ Tie up with NGO
 - ✓ Focus on live skills
 - ✓ Industrial /hospitals/ new firm exposure to teachers
 - ✓ Faculty development programme
- To contact Ms. Necti for ICT related things and Ms. Vinaya for Nutrition journal
- Remedial teaching for failures needs to be worked out
- Website to be checked regularly for the state women's commission for arranging of seminar or undertaking research project.
- Next meeting to be planned in the month of December 2019. The action status report will be circulated before the next meeting.

Minutes compiled by: *Delphina* Mrs. Delphina Mahesh Gurav (IPAC co-ordinator)
Minutes Passed by: *Prashant* Mr. Prashant Tambhe
Minutes Seconded by: *Rubal* Ms. Neerata Kumbhar

Anjali
Prin. OPD 24 Nov 2019
College of Nursing
Seva Mandal Education Society
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Mumbai 400 019





**SMT. SUNANDA PRAVIN GAMBHIRCHAND
COLLEGE OF NURSING**
338, R.A. Kidwai road, Matunga 400019

MINUTES OF THE IQAC MEETING HELD ON 4TH NOVEMBER 2019

TIME: 2.30 pm

VENUE: Presidential room, ground floor, M.M.P shah college, Matunga east Mumbai -19.

MEMBERS PRESENT:

1. Dr. Shilpa Charankar (Management Member)	9. Ms. Nikhita Logade (IQAC Member)
2. Ms. Jyotsna Pandit (Advisor Nsg. Dept)	10. Ms. Deepika Dass (Clinical Instructor)
3. Ms. Anjali Katdare (Chairperson)	11. Ms. Shweta Singh (Clinical Instructor)
4. Ms. Shilpa Shettigar (Co-ordinator IQAC)	12. Ms. Sona Somasundaram (Clinical Instructor)
5. Ms. Delphina Gurav (IQAC Member)	13. Ms. Sayali Tawade (Clinical Instructor)
6. Ms. Tejasvi Dhadse (IQAC Member)	14. Ms. Swati More (Clinical Instructor)
7. Ms. Diana Fernandes (IQAC Member)	15. Ms. Pallavi Jadhav (Clinical Instructor)
8. Mr. Prashant Tambe (IQAC Member)	

Agenda:

1. Review of points discussed in the previous meeting
2. Action taken reporting
3. Plan for further proceedings

DISCUSSIONS:

Following were the discussions held, in the 2nd Quality improvement cell meeting

- Seven core values discussion
- IQAC meeting to be conducted once in 3 months
- College development committee need to be established
- Research proposals to be presented in the ethical committee that is free for inhouse staff.
- Maximum research publications to be done
- Visits to be scheduled in the best nursing college for seeking guidance
- Website to be updated from students and parents' point of view
- Activities to be conducted in collaboration with other colleges
- To obtain guidance from Mr. Khan for E-governance
- Best practices soft copy to be prepared
- All faculty to attend workshop on Orientation to NAAC
- Next meeting to be planned in between 18th to 25th November 2019

Minutes compiled by: *Delphina* Mrs. Delphina Mahesh Gurav (IQAC Coordinator)

Minutes Passed By: *Diana* Ms. Diana Fernandes

Minutes Seconded by: *Tejasvi* Ms. Tejasvi Dhadse

Anjali
4th Nov 2019

College of Nursing

Seva Mandal Education Society,
338, R.A. Kidwai Road Matunga
Mumbai 400 019





**SMT. SUNANDA PRAVIN GAMBHIRCHAND
COLLEGE OF NURSING
338, R.A. Kidwai road, Matunga 400019**

MINUTES OF THE QIC MEETING HELD ON 23TH SEPTEMBER 2019

TIME: 2.30 pm

VENUE: Presidential room, ground floor, M.M.P shah college, Matunga east Mumbai -19.

MEMBERS PRESENT:

1. Dr. Shilpa Charankar (Management Member)	11. Ms. Bhakti Kadam (Clinical Instructor)
2. Ms. Jyotsna Pandit (Advisor Nsg. Dept)	12. Ms. Prachi Margaj (Clinical Instructor)
3. Ms. Anjali Katdare (Chairperson)	13. Ms. Deepika Dass (Clinical Instructor)
4. Ms. Shilpa Shettigar (Co-ordinator IQAC)	14. Ms. Shweta Singh (Clinical Instructor)
5. Ms. Delphina Gurav (IQAC Member)	15. Ms. Sona Somasundaram (Clinical Instructor)
6. Ms. Tejasvi Dhadse (IQAC Member)	16. Ms. Steffi Thomas (Clinical Instructor)
7. Ms. Diana Fernandes (IQAC Member)	
8. Mr. Prashant Tambe (IQAC Member)	
9. Ms. Nikhita Logade (IQAC Member)	
10. Ms. Jyoti Pandey (IQAC Member)	

AGENDA:

1. To review activities of the department
2. To devise action plan in consultation with Dr. Shilpa Charankar
3. Discussion on Future plans

DISCUSSIONS:

- The meeting began with introduction of members and nursing college staff
- Dr. Shilpa Charankar discussed about having goal for the college. Until registration, there would be a meeting every month for the review of preparation of NAAC.
- The action taken report based on the previous discussion has to be presented in the next meeting
- Madam also discussed about notices of each programme, meeting and event to be intimated and displayed well in advance.
- Geo tagging needs to be done for all the pictures attached as proofs for the events undertaken



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- NAAC Registration process has to be started
- Members from NGO and other Accredited organisations to be invited as members of IQAC.
- A meeting has to be arranged every month as per the convenience of all
- Formation of various committees to be done and displayed. Periodical meetings of the same to be scheduled and intimated in advance
- Visibility of nursing college needs to be improved by displayed name board at the entrance. Recent and future events also need to be projected
- College development committee need to be formed
- Alumni association of the college need to be formed
- Research publications to be increased and opportunities for
- WhatsApp group of Quality improvement cell to be formed
- Lecture on IQAC to be arranged and Mr. Bhole to be invited for the same
- Faculty development programme to be arranged periodically
- Inservice education for staff to be arranged in coordination with Khan sir & Nitin sir
- Library timings to be made flexible
- NAAC Budget to be made ready
- Staff need to apply for Research grants
- Induction manual need to be prepared
- Next meeting to be planned on the Monday, before Diwali vacation.

The meeting winded up at 5 pm.

(Minute compilation)

Guarav

Ms. Delphina Guarav
IQAC co-ordinator

(Minutes Passed by)

Ms. Bhakti Kadam

Principal
24th Sept. 2019

(Seconded by)

Ms. Shilpa Shetliger

College of Nursing
Seva Mandal Education Society
338, R.A. Kidwai Road, Matunga
Mumbai 400 019





**SMT. SUNANDA PRAVIN GAMBHIRCHAND
COLLEGE OF NURSING
338, R.A. Kidwai road, Matunga 400019**

MINUTES OF THE IQAC MEETING HELD ON 13TH AUGUST 2019

TIME: 2.30 pm

VENUE: Staffroom, Seva Mandal Education society's college of nursing, Matunga(E) Mumbai 19.

MEMBERS PRESENT:

1. Shri Bharat Pathak (Management Member)
2. Ms. Anjali Katdare (Chairperson)
2. Ms. Shilpa Shettigar (Senior IQAC Member)
3. Ms. Delphina Gurav (IQAC Member)
4. Ms. Tejasvi Dhadse (IQAC Member)
5. Ms. Diana Fernandes (IQAC Member)
6. Mr. Prashant Tambe (IQAC Member)

AGENDA:

1. To review activities of the department
2. To chart a plan of action to be followed
3. Discussion on Future plans

DISCUSSIONS:

- Mrs. Delphina presented a brief report of the IQAC activities undertaken
- Report of academic audit conducted
- Various committees from the academic year 2019-2020 for better functioning of the department were formed
- Mrs. Shilpa Shettigar, Ms. Delphina Gurav and Ms. Tejasvi Dhadse were assigned to attend the IQAC workshop on 8th August 2019 at Vivekanand college Chembur
- Ms. Diana Fernandes and Mr. Prashant Tambe were assigned to attend the IQAC workshop on 13th August 2019 at Chembur
- New formats for maintaining reports of events were discussed

Delphina
Ms. Delphina Gurav
IQAC Coordinator



Anjali Katdare
Pri. Chd.
13.08.2019
College of Nursing
Seva Mandal Education Society,
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MINUTES OF THE IQAC MEETING HELD ON 10TH FEBRUARY, 2018

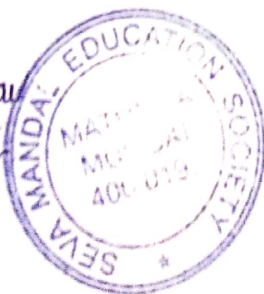
MEMBERS PRESENT:

1. Shilpa Shettigar
2. Delphina Gurav
3. Namrata Kubal

AGENDA

4. To review activities of the department
5. To chart a plan of action to be followed
6. Future plans
 - Mrs. Namrata presented a brief report of the evaluatory process.
 - Mrs. Delphina Gurav pointed the lacunae's in the evaluation by teachers and suggested some points for improvement
 - Decide to conduct the first internal audit on May 24 2018 and everyone agreed the same.
 - Mrs. Shilpa Shettigar suggested for changes in the evaluator pattern and lectures.
 - Regarding future plans decided to form various committees from the academic year 2019-2020 for better functioning of the department.
 - Members suggested for the requirements during the lectures both in college and clinical.
 - Mrs. Delphina Gurav and Mrs. Namrata Kubal were recommended to attend the IQAC workshop on 18 the September 2018 and 10th October 2018.

Delphina
Ms. Delphina Gurav
IQAC co-ordinator



Anjali K.
12.02.2018
Prin. CPD
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MINUTES OF THE QIC MEETING HELD ON 12TH DECEMBER, 2017

AGENDA 1

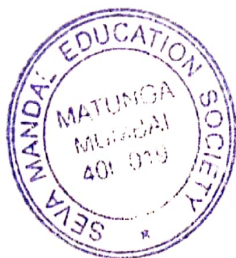
- Evaluation system briefing
 - Mentoring
1. Mrs. Delphina Gurav explained the evaluatory process both for the students and teachers.
 2. Teachers who are there for supervision should submit their evaluatory reports without fail.
 3. Areas of improvement were discussed.
 4. Idea about mentoring was discussed and agreed the same.
 5. Mrs. Delphina Gurav was assigned with preparation of Mentor –Mentee format.
 6. It was decided to conduct the internal audit of academic registers before next MUHS inspection.

AGENDA 2:

- Standardization of question bank
- Planning of preparation answer bank

Question bank file was assessed and scrutinized based on the domains of learning

Praveen Mrs. Delphina M. Gurav .
ICAC co-ordinator



Anjali R.
14.12.2017
Principal
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FORMATION OF INTERNAL QUALITY ASSURANCE CELL

Apart from the agenda Mrs. Shilpa Shettigar (Vice Principal) suggested the necessity for an internal

quality cell for the improvement of academic system.

With the permission of the chair, the IQAC cell was thus created with the permission from management.

Dr. Bharat Pathak, Secretary was nominated to represent the management.

Coordinator-Mrs. Shilpa Shettigar

Senior Members for the audit- Mrs. Delphina Gurav & Mrs. Namrata Kubal

1st to 4th year B.BSc Class Co-Coordinators were nominated for the member panel.

The same panel will be continued for the next 2 academic years.

Buwal (IQAC co-ordinator)
Delphina M. Gurav



Anjali AK
Prit. CPD at 14.12.2017
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