

BHARATI VIDYAPEETH DEEMED UNIVERSITY
COLLEGE OF NURSING, NAVI MUMBAI

INTERNAL QUALITY ASSURANCE CELL
CIRCULAR

Date: 18th June 2017

Day: Saturday

Venue: Seminar Room

Time: 3 pm. – 4 pm.

This is to inform the entire staff members that, there will be First IQAC meeting at seminar hall on following agenda –




Agenda of the First meeting

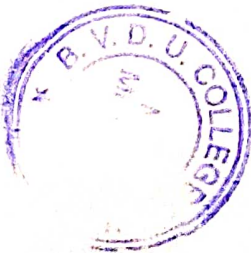
1. ICT upload of master plans and academic calendar
2. Institutional syllabus plan
3. Staff development activities
4. Pure-study upload of sessions and control by admin
5. Planning of National and International level workshop/conference.
6. Plan and Implementation of finishing school activity for internship students.



Signature of Secretary


Signature of Chairperson

S. No.	Name	Sign	S. No.	Name	Sign
1.	Prof. Vaishali Jadhav		6.	Mrs. Sheryl Cornelio	sheryl
2.	Mr. Dhanraj Babu M		7.	Dr. D. Y. Patil	D.Y. Patil
3.	Mrs. Sudersha Lal		8.	Mr. Joseph Chamkalayil	Joseph
4.	Mrs. Pratibha Jadhav	P. Jadhav	9.	Ms. Neetu Paniker	Neetu
5.	Mr. Vishal Powar	V. Powar			
6.	Ms. Rajashree Pednekar	R. Pednekar			



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C.B.D., Sector-7, Opp. Kharghar Rly. Stn.
Navi Mumbai - 400 814.

First IQAC Meeting Minutes 2017-2018

First IQAC meeting was held on 18th June 2017 at 3.00 PM in the seminar room. As per the agenda of the meeting, the points discussed were:

Passing of previous minutes:

The IQAC dept has implemented all the activities planned for previous academic year, The suggestions given by the academic auditor/ expert were incorporated and accordingly changes are made. The compliance report is submitted. Pamphlets about nursing course in the news paper were distributed to promote RGNM staff for PBBSc nursing course. Planning for the coming academic year was submitted by all the class coordinators in month of May before going for vacation.

1. Review action plan of 2016-17 and accomplishment of goals.

Action plan of last year was discussed like preparation for UGC Visit and NAAC Visit to the constituent unit for quality assurance, review of course curriculum at the end of the term, collaboration with private hospitals to depute interns for working experience and develop skills and report of conducted activities, ICT related uploads and activity.

2. Planning of activities of 2017-18

CRITERION – I - CURRICULAR ASPECTS

Particulars	Action plan
Knowledge enrichment practices	<ul style="list-style-type: none">Continue with Knowledge enrichment practices as planned in unit plan
Feed back	<ul style="list-style-type: none">Continuation of Yearwise course evaluation

CRITERION – II - TEACHING, LEARNING AND EVALUATION

Particulars	Action plan
Innovational teaching methods	<ul style="list-style-type: none">As per plan Teaching methods to be implemented and report to be submitted to the staff secretary
Innovational evaluation	<ul style="list-style-type: none">E. g. Quiz, Open book

methods	<ul style="list-style-type: none"> • 2 tests subjectwise to be implemented either in theory and practical. Subject Incharges to be submit the plan by 21st July.
Video assisted teaching	<ul style="list-style-type: none"> • Submit the Soft copy and plan as per the subjects to the IQAC Secretary.
Evaluation for specific posting	<ul style="list-style-type: none"> • E. g. Wadia
Active learning method	<ul style="list-style-type: none"> • For weaker and advanced learners
Lab utilization plan	<ul style="list-style-type: none"> • Labs utilization plan to be submitted by 15th Aug 2016.
Dietetic lab plan	<ul style="list-style-type: none"> • Obstetrics 2/7/2016 • Child Health Nursing 16/07/2016 • Community Health nursing 30/7/2016 • Medical Surgical Nursing 13/8/2016
Tutorial topic list	<ul style="list-style-type: none"> • For difficult topics for Anatomy, Physiology, Biochemistry, Biophysics to and microbiology be submitted by 25th July by subject incharge teachers.
Use of labs	<ul style="list-style-type: none"> • Lab registers to maintained

CRITERION – III - RESEARCH, CONSULTANCY AND EXTENSION

Particulars	Action plan
Research thrust areas	<ul style="list-style-type: none"> • Quality of Nursing care in hospital and community • Social accpetance for nursing profession • Nutritional disorders like anaemia, PEM • Alternative Treatment and Therapies • Communicable diseases like HIV/AIDS, Tuberculosis, • Mental and psychological disorders
Publication of research articles	<ul style="list-style-type: none"> • Publication of research paper and review articles in national and international journal with peer review and high impact factor. • For professors - 2 before December and 2 before may • Asso. professors and Asst professors - 1 before December and 1 before may • Clinical Instructors – 1 in a year

CRITERION – IV - INFRASTRUCTURE AND LEARNING RESOURCES

Particulars	Action plan
Updating of ICT portal	<ul style="list-style-type: none"> • By 26th sept, Regular updating of Academic calendar, master rotation plans and other notices • Upload of Handouts • Uploading of PPT subjectwise

Use of library	<ul style="list-style-type: none"> • Optimum use of library
Students sports scholarship	<ul style="list-style-type: none"> • Motivated students to participate in inter college and state level competitions and winners are provided scholarship.
Library incharge	<ul style="list-style-type: none"> • Requirements for the current year to be submitted by 25th July

CRITERION – V - STUDENT SUPPORT AND PROGRESSION

Particulars	Action plan
Student support cell	<ul style="list-style-type: none"> • Activities under student welfare committee • College Week, NSS activities, Community extension activities, TNAI competitions, monitoring by antiragging squad
Placement activities	<ul style="list-style-type: none"> • Better industry options according to market value

CRITERION – VI- GOVERNANCE, LEADERSHIP AND MANAGEMENT

Particulars	Action plan
Clinical register	<ul style="list-style-type: none"> • All clinical teaching methods and topics datewise signed by teacher. • Both planned and incidental teaching to be recorded. • At the end of the every week submit to the curriculum committee incharge.
Answer key	<ul style="list-style-type: none"> • Model answer key and question paper for all the unit test to be ready one week before exam and submit it to the internal assessment incharge.
Question bank	<ul style="list-style-type: none"> • Preparation of MCQ, SAQ and LAQ for third year BSc and Second year PBBSc Nursing students.
Journal club presentation	<ul style="list-style-type: none"> • Presentation related to area of interest from syllabus distribution • For one presentation 5 topics – Timing 15-20 min. • New textbook references, treatment modalities, research articles
Functional ICT portal	<ul style="list-style-type: none"> • ICT login ID and Password are given to all staff and students • Regular update of departmental plans on the portal are checked • ICT based teaching methods
Changes in the Curriculum	<ul style="list-style-type: none"> • Follow up of institutional curriculum

CRITERION – VII - INNOVATIONS AND BEST PRACTICES

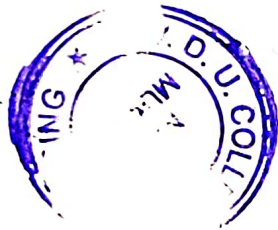
Particulars	Action plan
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Best practices – co curricular activities	Celebration of health days in collaboration with industries for social support services
Implementation of evidence based practice in pt care	<ul style="list-style-type: none"> • e.g. Fever – hydrotherapy • Inflammation (edema /Swelling) – Cold application • Breast engorgement – Cabbage therapy
Mentoring and counseling	<ul style="list-style-type: none"> • Mentorship throughout course

Month wise planning of activities will be displayed soon with the approval of Principal.



Signature of Secretary




Signature of Chairperson

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INTERNAL QUALITY ASSURANCE CELL
Second IQAC meeting

Date: 10th October 2017

Day: Tuesday

Venue: Seminar Room

Time: 3 pm. – 4 pm.

This is to inform the entire staff members that, there will be First IQAC meeting at seminar hall on following agenda –

Agenda of the Second meeting

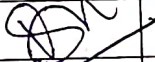
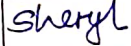

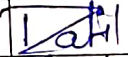


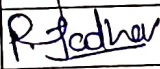
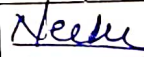
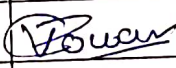
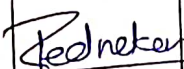
1. **Planning of innovative teaching practices and evaluation methods**
2. **Dietetic labs for the year**
3. **Institutional syllabus plan**
4. **Any other.**



Signature of Secretary



Signature of Chairperson

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1.	Prof. Vaishali Jadhav		6.	Mrs. Sheryl Cornelio	
2.	Mr. Dhanraj Babu M		7.	Dr. D. Y. Patil	
3.	Mrs. Sudershna Lal		8.	Mr. Joseph Chamkalayil	
4.	Mrs. Pratibha Jadhav		9.	Ms. Neetu Paniker	
5.	Mr. Vishal Powar				
6.	Ms. Rajashree Pednekar				



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1. Updating the ICT portal for the current year

ICT Incharge Mrs. Anisha is informed to upload the notices and circulars of current academic year by institutional login id. All the coordinators should update master plan, handouts, assignment list, and student groups of the current year. Syllabus, assignment formats, evaluation formats and guidelines remain the same. And Guide the students to use the web portal by using student log in id. And coordinate with university ICT portal for regular update in ICT. Faculty motivated to start teacher's blog in ICT portal. Subject wise Question bank need to update. Login id and password of batch wise students are asked to display in respective class notice board with instruction 'how to access'. Students enrolled in pure study RED software app so that they can access with continuous assignments and time table with smart mobile.

2. Planning of innovative teaching practices and evaluation methods.

The following teachers have presented their technique of innovative teaching method and also the analysis. Presentation on the implemented innovative teaching methods 2016-2017

Sr. No.	Name of faculty	Department	Subject	Method	Topic
1.	Mrs. Vaishali Jadhav	First year BSC nursing 2016-2017	Nursing care plan	Problem solving method	Nursing process- (last week of dec 2016)
		4 th Year BSc	Administration	Video assisted teaching	Principles of management
2.	Mr. Dhanraj Babu	1 st Year P. B. BSc	Child Health Nursing	Mind mapping	Vitamin A deficiency
3.	Mrs. Sudersha Lal	1 st Year P. B. BSc	Administration	Open book test	Unit 1 and 2
4.	Mr. Vishal Powar	3 rd Year BSc	Mental health nursing	Quiz	Terminologies in psychiatry
5.	Ms. Rajshree S	4 th Year BSc	Obstetrical & gynaecological nursing	Mnemonics	Peuperium
6.	Ms. Arunima. S	1 st Year P. B.	Child health	Creative matrix	Factors affecting

		BSc	Nursing		growth and development
7.	Mrs. Natasha Mahajan	3 rd Year BSc	Medical surgical nursing	Mind mapping	Organization of critical care unit
8.	Sr. Molty Maria George	1 st Year BSc	Nursing foundation	Mind mapping	Bandaging
9.	Mrs. Priyanka Mathew	1 st Year BSc	Nursing foundation	Video assisted teaching	Biomedical Waste management
10.	Mrs. Anisha Arun	2 nd Year BSc	Medical surgical nursing	Interactive multimedia teaching process	Review of operation theatre
11.	Mr. Vaibhav Powar	3 rd Year BSc	Medical surgical nursing	Fish bone	Geriatric nursing
12.	Ms. Nilam Bhawar	2 nd Year BSc	Medical surgical Nursing	Concept mapping	Nephritic syndrome
13.	Mrs. Arti Juttu	1 st Year BSc	Nursing foundation	Simulation	Personel hygiene & physical examination
14.	Mrs. Sisira	2 nd Year BSc	Medical surgical nursing	Concept mapping	Guillain Barre syndrome

3. Dietetic labs for the year 2017-2018.

Dietetic lab for all the departs were planned

Course	Department
Fourth year BSc Nursing	Obstetrics and Gynecology
Third year BSc Nursing	Child Health Nursing
Second year BSc Nursing	Medical Surgical Nursing
Second year PBBS Nursing	Community health Nursing
First year PB BSc Nursing	Nutrition


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INTERNAL QUALITY ASSURANCE CELL
Third IQAC meeting

Date: 25th April 2018

Day: Wednesday

Venue: Seminar Room

Time: 3 pm. – 4 pm.

This is to inform the entire staff members that, there will be First IQAC meeting at seminar hall on following agenda –

Agenda of the First meeting



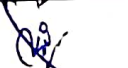

1. Research article publications in national and international journal
2. Faculty development for teaching and non-teaching staff
3. Collaborate with private hospitals to depute interns for working experience and develop skills
4. Planning of National and International level workshop/conference
5. Any other



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3.	Mrs. Sudershna Lal		8.	Mr. Joseph Chamkalayil	Joseph
4.	Mrs. Pratibha Jadhav		9.	Ms. Neetu Paniker	Neetu
5.	Mr. Vishal Powar	Ab.			
6.	Ms. Rajashree Pednekar	Reednekar			



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1. Research article publications in national and international journal

All the faculty members are informed to publish articles in national and international Journals. And also they are informed to present their published articles before the next meeting.

2. Faculty development for teaching and non teaching staff

BVDU College of Nursing, Navi Mumbai has planned to organize faculty development programme on the following

- o E books
- o Pure study software

3. Collaborate with private hospitals to depute interns for working experience and develop skills.

It was discussed to approach the Apollo hospital to depute the interns for enriched clinical experience. The fourth year coordinator Mrs. Rajashree was given the responsibility for the same

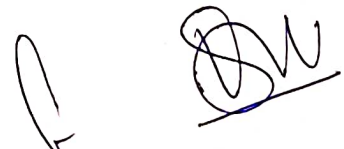
4. Planning of National and International level workshop/conference.

Plan to conduct National conference and responsibility is given to Mrs. Vaishali Jadhav and Mrs. Sudershna Lal.

As there were no points for discussion the meeting is adjourned at 4 pm



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