



Amala
COLLEGE OF NURSING
ACCREDITED BY NAAC WITH A GRADE

AMALA COLLEGE OF NURSING

AQAR (2023-2024)



CRITERION 6 – Governance, Leadership and Management

Key Indicator 6.1 – Institutional Vision and Leadership

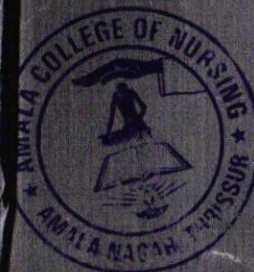
Metric No. 6.1.2 Effective leadership is reflected in various Institutional practices such as decentralization and participative management.

SUBMITTED TO



National Assessment and Accreditation Council

PG Co-ordination committee Register



[Signature]
Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555

PGCC 06-03 : Evaluation of Theory class.

Chairman informed about the PG class theory hour. As the classes have started for second year M.Sc., the class teacher should update the no. of theory hours completed each week. 1st year M.Sc. classes will be starting only after the completion of 1st year B.Sc. Nursing initiation.

PGCC 06-04 : Discussion on College Council

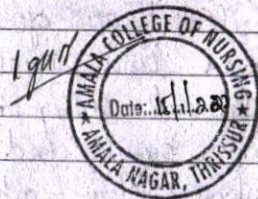
Chairman informed regarding the academic decision taken by the college council. Instructed the class teacher to follow it properly because it is as important to improve the standards of the college.

Action Taken Report

Evaluation of theory class.	: 2nd M.Sc. Nursing. On going, specially class.
Clinical postings	: Starting posting from second week of February.
NAAC Activities	: Started NAAC activity seriously.

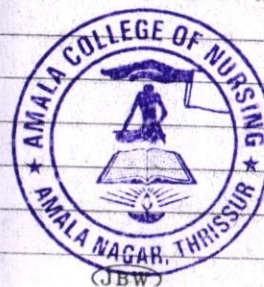
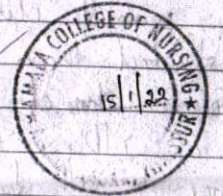
Passed by : Molly Thomas

Seconded by : Dinkur J



The following members were present in the 6th Meeting

1. Dr. Rajee Reghunath, Chairman
2. Sr. Linda Elizabeth, Vice Principal
3. Mrs. Lakshmi G. P, Programme Co-ordinator
4. Dr. S. Mary John, 1st M.Sc. Class co-ordinator
5. Sr. Donna, 2nd M.Sc. class co-ordinator
6. Mrs. Chandra Chacko, HOD, C.N.S.
7. Ms. Doreen K, Secretary



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MINUTES OF 7th P.G. COORDINATION COMMITTEE MEETING.

With the blessings of God Almighty PG co-ordination meeting was conducted on 5/3/22 at 12.30pm under the guidance of Principal cum chairperson Prof. Dr. Rajee Reghunathan.

The main agenda of the meeting:

Point 07-01 : Evaluation of Samvad Manchika.

Chairman directed regarding the status of journal club "Samvad Manchika". It is instructed that each month each faculty or PG student should present an innovative topic in the journal club. The date and time should be informed prior to all faculty and students. It is also decided to conduct the same in offline mode.

Point 07-02 : Updation of teaching learning and student centre methods.

Chairperson and IQAC coordinator informed to monitor and record the student centre teaching learning methods in the attendance register. All teachers should prepare a personal file including all teaching learning methods which are implemented in PG students. Also informed to update the ICT tools implemented and should be properly recorded and filed.

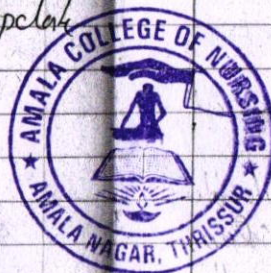
The following members were present for the meeting.

1. Dr. Prof. Rajee Reghunathan, Chairman
2. Sr. Linda Lizbeth, Vice Principal. *AM*
3. Prof. Lakshmi G, PG programme coordinator
4. Dr. Sr. Mary John, Ist M.Sc. co-ordinator *Sum*
5. Sr. Dona, 2nd M.Sc. coordinator. *da*
6. Mr. Charles Charles, HOD, child health NIP.
7. Mr. Don Jose K, Secretary. *Don*

ACTION TAKEN REPORT

1. Evaluation of Samvad Manchika.	The date for next journal club meeting is on 8 th march 2022 and 10 th may 2022.
2. Student centre teaching learning methods.	Teachers prepared the schedule of innovative teaching learning methods.

Dated : Charles Charles.
 Secretary : Prof. Lakshmi G.



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MINUTES OF PG COORDINATION COMMITTEE MEETING (GIRI)

With the blessing of God Almighty PG co-ordination meeting was commenced on 4/6/2022 at 12.30 pm under the guidance of Principal cum chairman, Prof. Dr. Rajee Raghunath.

The main agenda of the meeting was:

- PGCC 08.01 Evaluation of theory class of all PG programmes.
- PGCC 08.02 Time schedule for NAAC activities.
- PGCC 08.03 Clinical simulation plan.
- PGCC 08.04 Student Preparation for NAAC.
- PGCC 08.05 First Year MSc Nursing Problem presentation.
- PGCC 08.06 Data analysis presentation of Final Msc.

The following members were present:

1. Dr. Rajee Raghunath, Chairman
2. Sr. Lina Lizabeth, Vice Principal
3. Prof. Lakshmi G., PG co-ordinator
4. Dr. Sr. Mary John, 1st Msc co-ordinator
5. Sr. Dona, 2nd Msc co-ordinator
6. Mr. Chandra Chacko, HOD, CNA
7. Mr. Don Jose A., Secretary

PGCC 08.01: Evaluation of theory class of all PG programmes.

Chairman discussed about the evaluation of theory block of all PG programmes. Class teachers gave a detailed evaluation of all batches in subject wise. Total hour

of each subject were explained in the respective batches. Evaluation about the external classes were also discussed and also regarding maintaining theory, internal & external registers.

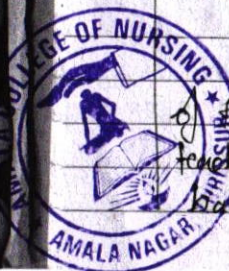
PGCC 08.02: Time schedule for NAAC activities. Chairman informed that additional work can be done by the teachers for the NAAC activities which can be scheduled after 4 pm and compensation time can be recorded in the register. Control over NAAC work should be updated and monitored accordingly by all the external heads & teachers.

PGCC 08.03: Clinical simulation plan.

PGCC coordinator discussed the importance of planning the simulation time table during the clinical posting schedule. A particular day in a week can be taken by the department separately. The time schedule should be prepared and recorded along with the clinical posting schedule. Also mentioned to take the photographs of each activity which is prepared and demonstrated in the simulation lab.

PGCC 08.04: Student Preparation for NAAC.

PGCC coordinator informed that the students should be prepared well for the NAAC visit. Orientation should be prepared batch wise and should be recorded. Chairman informed that a plan should be prepared for the student preparation mainly includes the feedback,



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survey and NAA orientation

Page 08-05 : Ist M.Sc Problem Statement Presentation

The chairman instructed that the problem statement presentation of 2020th batch of MSc nursing should conduct before August 2022. As we are having only one student then he cannot off as early as possible. The class coordinator suggested 15/06/2022 and 15/07/2022 respectively. The chairman informed to provide adequate time for the student.

Page 08-06 : Data analysis presentation of Ist M.Sc Nursing students

As the thesis work of 2019th batch of MSc nursing students are in the verge of completion, Principal Sir requested to complete their data analysis presentation in the same week only. It is decided that the data analysis presentation of the 2nd MSc students will be on 6th of June 2022.

Action Taken Report

Evaluation of theory class

Time schedule for NAA

Almost completed the theory block of both batch, except speciality subject.

prepared various schedule of NAA activities for teachers & students.

Clinical simulation schedule

Problem statement presentation

Data analysis presentation

Started according to the clinical simulation classes according to subjects were in the simulation labs.

The problem statement presentation is carried out on 15/07/2022.

The presentation is carried out on 06/06/22.

Passed : Prof. Lakshmi
Seconded : Chander Chacko



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MINUTES ²² OF PG COORDINATION COMMITTEE MEETING - NINTH.

With the blessings of God Almighty, PG co-ordination committee meeting was commenced on 8/9/2022 under the guidance of Prof. Dr Rajee Reghunathan, Principal as chairman at 12:30 pm in conference hall.

The main agenda of the meeting was.

- Place - 09.01 : Evaluation of clinical postings.
Place - 09.02 : Scheduling of Arts and sports day.

The following members were present.

1. Dr. Rajee Reghunathan, Chairman.
2. Dr. S. Lisha Lizabeth, Vice Principal.
3. Prof. Lakshmi G, PG co-ordinator.
4. Dr. Sr. Mercy John, Ist MSc (N) coordinator.
5. Dr. Sr. Dona, 2nd MSc (N) coordinator.
6. Mr. Don Jose, Secretary.
7. Charan Chacko, HoD, CUN.

Place 09.01 : Evaluation of clinical postings.

Chairman informed to complete all the clinical schedule file and to be kept in clinical posting area. Also mentioned to complete and up date patient assignment, student register and procedure recording registers. PG co-ordinator advised to keep these registers ready in the next week itself.

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Place 09.02 : Scheduling of Arts, sports and talents day.
Chairman informed about the scheduling of arts and sports day. Arts and sports day are decided to conduct in the month of december. Christmas programme also has to be conducted in the same month. PG co-ordinator informed about participation of faculty and students in the hospital christmas programme.

The meeting adjourned at 1 pm.
Presided by : Charan Chacko.

Seconded by : Lakshmi G.

ACTION TAKEN REPORT.

1. Evaluation of clinical postings	Clinical specialty of MSc Nursing is ongoing.
2. Arts and sports day	Conducted arts and sports in the month of december.

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MINUTES OF 10th PG COORDINATION COMMITTEE MEETING.

With the blessings of God Almighty PG coordination committee meeting was commenced on 8/12/2022 at 12-30 pm under the guidance of principal cum chairperson at conference hall.

The main agenda of the meeting.

- PACE 10.01 : Updation of faculty work book.
 PACE 10.02 : ~~Exams~~ preparation and presentation.
 PACE 10.03 : University exam Preparation.

The following members were present.

1. Dr. Rajee Reghunathan, Chairperson
2. Sr. Lisha Libada, Vice Principal
3. Prof. Lakshmi G, PG co-ordinator
4. Dr. S. Merly John, Ist Msc co-ordinator
5. Sr. Dora, 2nd Msc co-ordinator
6. Chanlin chacko, BOD cum
7. Don Jose A, Secretary

PACE 10.01 : Updation of faculty work book.
 Chairman informed to complete the faculty work book. Faculty submission should be done by all the faculties. All pages including the leave, NAAC activities should be properly updated.

PACE 10.02 : Exam preparation & presentation
 Chairman informed that as the exams of 2nd year is near, proper guidance should be given to students for the presentation of the Dissertation and viva voce.

PACE 10.03 : University Exam preparation.
 Students should be properly guided by the university examiners. Adequate training should be carried out by the examiners.

The meeting adjourned at 1-30 pm
 presided by : chairman chacko
 Searched by : Prof. Lakshmi

Action Taken report

1. Updation of faculty work book	All faculty submit the book on 30 th december.
2. Exam preparation	Model exam conducted in 2nd Msc. Ncy students.
3. University exam preparation	Students provided adequate guidance to students.



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MINUTES OF 11th PG CO-ORDINATION COMMITTEE MEETING

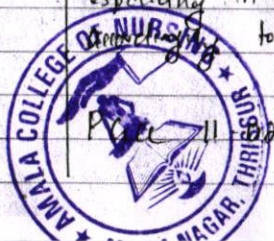
With the blessings of god Almighty, PG coordination committee meeting was commenced on 8/04/2023 at 2.30 pm under the auspicious of Principal as Chairperson at Conference Hall.

The main agenda of the meeting.

- PGCC 11.01 : Updation of course outcomes & course plan, unit plan & lesson plan.
- PGCC 11.02 : Approval of plans for add-on & Value added courses.
- PGCC 11.03 : Curriculum feedback review.
- PGCC 11.04 : Academic material & class content branding using standardization guidelines.
- PGCC 11.05 : Promotion of Research & publications among PG students.
- PGCC 11.06 : Promotion of library usage.
- PGCC 11.07 : Promotion of enrollment to swayam NPTEL courses.
- PGCC 11.08 : Learner level specific curricular activities.

PGCC 11.01 : Updation of course outcomes & course plan, unit plan & Lesson plan.

Chairman discussed about renewing the course outcome especially in the semester syllabus. Each subject was allotted to the teachers.



PGCC 11.02 : Approval of plans for add-on and value added courses.

Chairman mentioned about the indication of add-on courses for each department respectively and also to follow up with the schedule of value added courses.

PGCC 03 : Curriculum feedback review.

Chairman informed about the curriculum feedback according to each batch regarding their exam results, things to be focused for more best results in the college.

PGCC 04 : Academic material & class content branding using standardization guidelines.

It was informed that a PPT with Amala logo has to be implemented. All teachers should prepare class material / content in the PPT with Amala logo. This is to standardize the academic materials in the whole college.

PGCC 05 : Incorporation of NEP guidelines.

PGCC coordinator informed about the NEP guidelines & its incorporation into the academic materials & prepare for excellence.

PGCC 06 : Promotion of library usage.

Chairman informed to utilize library books journals for more quality outcome and improvement in the academic progress and result of core by teachers.

PGCC 07 : Promotion of enrollment to swayam & NPTEL courses.

Chairman discussed about the enrollment of swayam & NPTEL course to the teachers. This is again a requirement.

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(JBW)

in the NANC activities for the proper conduct of the clubs.

Unit 08: Lower level specific curricular activities.

Chairman informed about the coordination between, lower level curricular activities to be incorporated in the theory plan & attendance register like project, or practical learning etc.

ACTION TAKEN REPORT

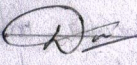
Planning of action items & value added classes

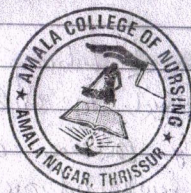
Department wise action on course started, & action on value added programme also.

Club activities to be planned.

Literary club organized extempore, reading competition film club organized video competition.

passed by Krishna G. 

Sanctioned by Don Jose 



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MINUTES OF PG CO-ORDINATION COMMITTEE MEETING. CUth

With the blessing of God Almighty PG Co-ordination Committee meeting was commenced on 27/10/23 at 12:00 under the guidance of Principal cum Chairperson, Dr. Prof. Rajee Reghunath, in conference hall.

The main agenda of the meeting was

PGCC 12.01: OBC date completion of M.Sc Nursing.

PGCC 12.02: Curriculum feedback collection.

PGCC 12.03: Amala E-Sambhitha updates.

PGCC 12.04: Academic reviews.

PGCC 12.05: Policy reviews & changes if any.

PGCC 12.06: Status of swagaram & NPTEL course.

PGCC 12.01: Chairman and IQAC co-ordinator discussed about the OBC date completion of M.Sc Nursing batch. List of subjects and teachers should be assigned.

PGCC 12.02: Curriculum feedback collection.

Chairman insisted that the feedback regarding curriculum should be collected from all students, from all batches respectively. Based on that proper instructions also made in evaluating, about all aspects on the curriculum and its implementation.

PGCC 12.03: Amala E-sambhitha updates.

IQAC co-ordinator informed about the preparation of PPTs by all subject teachers in year and semester. It was told to make necessary correction.

(JBW)

and update accordingly.

Page 11:04 : Academic Reviews.

Chairman discussed about the merit and analysis of theory class of various batches. Action plan for the upcoming year & semester were also discussed.

Page 12:05 : Policy reviews and changes if any. Chairman discussed about the need to review any policies available or to implement new policies especially about the tuition fee & cost, leave application, approving for research exams.

Page 12:06 : Status of Swagun & NPTEL courses. IQAC co-ordinator discussed about the updates of various courses in Swagun & NPTEL. Encouraged staff & students to participate in various 15-leaving course, which is coming as a part of it. Some of the faculty were already enrolled for different courses in Swagun & NPTEL. Also informed to upload the certificate after the completion of the course.

ACTION TAKEN REPORT.

OBE data completion of 2019 batch.

OBE data of completion of 1st batch on govt.

Curriculum feed back.

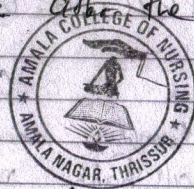
It is being collected from various staff and students.

Academic Review

Passed by : Mr. L. K. K.

The merit analysis is done

Seconded by : Dr. J. K. D.



MINUTES OF PG CO-ORDINATION COMMITTEE MEETING (13th)

With the blessing of God Almighty PG co-ordination committee meeting was commenced on 08/04/2022 at 12:30 pm under the guidance of Principal as chairperson at conference hall.

The main agenda of the meeting was

Page 12:01 : Academic Review

Page 13:02 : External clinical postings

Page 13:03 : Semester Exam.

Page 13:01 : Academic Review

Chairman discussed about the progress of theory and clinical of present First and Second year BSc Nursing course. Both class coordinators given the details of class taken and patients seen taken. Chairman also challenged out the importance of completion of PG Thesis and checking the progression. It is instructed to do the spiral binding of 2nd year PG Thesis.

Page 13:02 : External clinical posting.

HOD's of Mental health nursing and OBG, inform that external posting are arranged in NMMHS and District Hospital Thiruvananthapuram. Teachers will be accompanying the students in present schedule. The schedule and Rotation plan has been submitted to Principal sir.

Page 13:03 : Semester Exam

Principal enquired about the 3rd semester examination of PG students. It is informed that the same should be carried out in the month of July and August 2022.

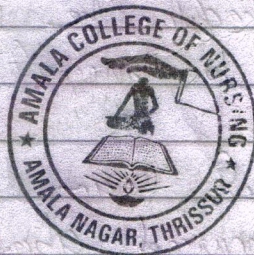
ACTION TAKEN REPORT

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|-----------------------------|---|
| 1. OBE data completion | → OBE data entry is completed (Batch 2020-2022) |
| 2. Curriculum feed back | → Obtained Curriculum feed back from all M-sc students |
| 3. Amala E-sampling | → Updating the E-sampling with the help of office staff Harshita. |
| 4. Academic Review | → Academic plan is prepared and distributed to all faculties. |
| 5. Policy Review/changes | → New Uniform for M-sc students is implemented. |
| 6. Status of Swagyan course | → In progress |

The meeting adjourned at 1 pm

Presided by Lakshmi G. *Lakshmi*

Secorded by Don J. *Don J.*



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10/02/2021