



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

UG Co-ordination committee Register



1998
Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 559

MINUTES OF VC COORDINATION MEETING : SIXTH

With the blessings of God Almighty
VC coordination meeting was commenced on
15/11/2022 at 12.00 pm under the guidance
of Principal cum chairperson Prof Dr Rajee
Raghunath

The main agenda of the meeting was

- USCC 06:01: Time schedule for NAAC activities
- USCC 06:02: Precautions for covid spread at college
- USCC 06:03: Evaluation of classes (Theory hours)
- USCC 06:04: Discussion on college council

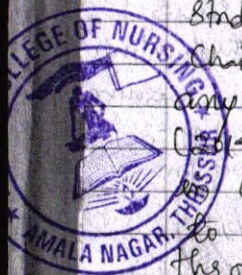
USCC 06:01: chairman discussed the need
to spend more time for naac activities

The teachers can utilize 4-5 time for
NAAC activities and it can be taken as
compensation hours later. Chairman informed
all criteria heads to decide the work schedule as
The final audit is scheduled in January last week.

USCC 06:02: Precautions for covid and covid
protocol.

Chairman discussed regarding the
covid protocol to be followed in the college
for the prevention of spread of covid among
students and to prevent cluster formation.

Chairman informed that students having
any symptoms of covid should be sent home
(2019 & 2020 batches). Students who are posted
in clinical area are not supposed to come
to college. Also told to conduct all meetings
through online.



USCC 06:03: Evaluation of classes.

Chairman informed about the initiation of
new academic year to be planned. All class
teachers to be planned about the completion
of classes & practicals of present academic
year. Also chairman informed that class room
will be closed, it will be opened for theory
classes only. Chairman informed about the
formation of whatsapp group for parents
in order to inform the absentees in the
group. Chairman discussed about the endowment
for students & staff. The management is planning
to give a cash award of Rs 10000 for best outgoing
student every year and Rs 25000/year for
staff research activities (best researcher).

USCC 06:04: Discussion on college council.
Chairman informed the responsibilities and
decision of college council. The policies regarding
compensation duty, leave, internal exams
for ^{students} with ^{less average}, improvement etc will be
decided by the college council.

ACTION TAKEN REPORT

Evaluation of theory classes	Completed the Theory hours (2019 2018 batches)
Clinical posting of 2019 & 2020	Planned OSCE & clinical posting started near activities extensively

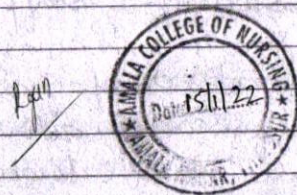
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(TRV)

Seconded by: Kalashini B

The following members were present for the meeting.

1. Prof Dr Rajee Reghunath, chairperson
2. Sr Latha Elizabeth Viceprincipal.
3. Mrs. Lakshmi, PG programme coordinator.
4. Dr Sr Merly I MSc Class coordinator
5. Mrs. Charan Chacko, IV year class coordinator
6. Sr Jyothish, I year class coordinator.
7. Mrs. Anandha V.B, Secretary.
8. Mrs. Meera, III year class coordinator
9. Mrs. Binoy, II year class coordinator



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MINUTES OF UG COORDINATION COMMITTEE MEETING - SEVENTH.

With the blessings of God Almighty UG coordination meeting was conducted on 5/3/2022 at 12.00 pm under the guidance of Principal cum chairperson Prof Dr Rajee Reghunath.

The main agenda of the meeting.

- UGC 07:01 : Evaluation of revision classes and university exam preparations
- UGC 07:02 : Updation of teaching learning student centric methods
- UGC 07:03 : Result analysis

UGC 07:01 : Evaluation of revision classes and university exam.
Chairperson discussed about the revision plan of all batches and the preparation for the university examination. Informed all teachers to follow strict revision plan schedule, revising the question papers and conducting class tests according to unit wise and subject wise in all BSc(N) batches. Proper instructions should be given to all students about the university exams. Model

- UGC 07:02 Updation of teaching learning and student centric methods.
Chairperson and UGC coordinator informed to monitor and record the

Student centric teaching learning methods in the attendance register. All teachers should prepare a personal file including all teaching learning methods which were implemented for BSc (N) students. Also informed to update the ICT tools implemented and should be properly recorded and filed.

UNC 07:03 Result analysis.

Chairperson discussed about the result of university exam of 2017 batch. ~~Majority~~ Students achieved and scored good marks. Two students failed in 2 subjects. Also discussed to focus more on slow learners and to conduct improvement test and to maintain the system for slow and advanced learners.

ACTION TAKEN REPORT.

- | | |
|--|---|
| 1. Evaluation of revision classes | Revision class schedule planned for all batches. |
| 2. Student centric teaching learning methods | Teachers prepared the schedule of innovative teaching learning methods. |

Presented : charlie chacko
 Seeded : Lakshmi G



The following members were present for the meeting.

1. Prof. Dr. Rajee Reghunath, Chairman *19/11*
2. Sr. Lita Elizabeth, Vice Principal
3. Mrs. Lakshmi G, PG Programme Coordinator
4. Dr. Mesly John I, BSc Class Coordinator *19/11*
5. Mrs. Charlin Chacko, IV year class Coordinator *Charlin*
6. Sr. Jyothish, I year class Coordinator *Jyothish*
7. Mrs. Anesha V B, Secretary *Anesha*
8. Mrs. Mevina Teresa, II year class Coordinator
9. Mrs. Binny, III year class Coordinator



(JBW)

19/11
 Prof. Dr. RAJEE REGHUNATH
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MINUTES OF VN COORDINATION COMMITTEE MEETING -

EIGHTH

With the blessings of God Almighty
VN coordination meeting was commenced on
4/6/2022 at 12:00 pm under the guidance of
Principal cum chairperson, Prof. Dr. Rajee Raghunath.

The main agenda of the meeting was

- VNC 08:01 Evaluation of theory class of all VN programmes
- VNC 08:02 Time schedule for NAAC activities
- VNC 08:03 Clinical simulation plan
- VNC 08:04 ^{Student} Preparation for NAAC

The following members were present:

1. Dr. Rajee Raghunath, Chairperson
2. Dr. Latha Lizbeth, Vice Principal & HOD OBB
3. Dr. Sr. Mesly, I year BSc(N) Coordinator
4. Mrs. Lakshmi,
5. Dr. Jyothish, I year BSc(N) class coordinator
6. Mrs. Chamlin Chacko, II year BSc(N) class coordinator
7. Mrs. Binny, III year class coordinator
8. Mrs. Anesha V.B., Secretary
9. Mrs. Meen Tesere, II year class coordinator.

VNC 08:01: Evaluation of theory classes of all VN programmes.

Chairman discussed about the evaluation of the block of all VN programmes. Class teachers gave a detailed evaluation of

all batches in subject wise. Total hours completion of each subjects were explained in the respective batches. Evaluation about the external classes were also discussed and also regarding maintaining theory, internal & external registers. according to the student centric teaching learning methods.

VNC 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 compensatory time can be recorded in the register. Criteria wise NAAC work should be updated and monitored accordingly by all the criteria heads & teachers.

VNC 08:03 Clinical Simulation plan
VNC coordinator discussed the importance of planning the simulation timetable during the clinical posting schedule. A particular day in week can be taken by the departments separately. The time schedule should be prepared and recorded along with the clinical posting schedule. Also mentioned to take the geotagged photos of each activity which is prepared and demonstrated in the simulation labs.

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VNC 08:04 Student's preparation for NAAC
The coordinator informed that the students should be prepared well for the NAAC visit.

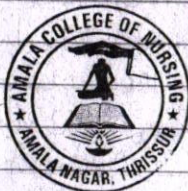


Orientation to the students through classes should be prepared batch wise and should be recorded. Chairman informed that a plan should be prepared for the student preparation mainly includes the feedback, surveys and NAAC orientation.

ACTION TAKEN REPORT

Evaluation of theory classes	Completed the theory hours of 2017 batch, All other batches classes are planned.
Time schedule for NAAC	Prepared various schedules of NAAC activities for teachers and students.
Clinical Simulation Schedule	Started recording the clinical simulation classes according to subject wise in the simulation lab.

Passed: Lakshmi G
Seconded: Chander Chacko *Chintha*



MINUTES OF VGS COORDINATION COMMITTEE MEETING - NINTH

With the blessings of God Almighty VGS coordination committee meeting was commenced on 3/9/2022 under the guidance of Prof Dr Rajee Raghunath, Principal cum chairperson at 12.00 pm in conference hall.

The main agenda of the meeting was

- VGC 09:01 : Evaluation of clinical posting and preceptorship.
- VGC 09:02 : updation of departmental add on courses
- VGC 09:03 : Scheduling of Arts and Sports day.

The following members were present.

1. Dr Rajee Raghunath, Chairperson *Rajee*
2. Sr Latha Elizabeth, Vice Principal, HoD (BSc) *Latha*
3. Dr Sreedhy Iyer MSc (N) Coordinator *Sreedhy*
4. Mrs Lakshmi *Lakshmi*
5. Sr Jyothish, I year BSc (N) class coordinator *Jyothish*
6. Mrs Chander Chacko, II year BSc (N) class coordinator *Chander*
7. Mrs Binu, III year BSc (N) class coordinator *Binu*
8. Mrs Anesha V B, Secretary *Anesha*
9. Mrs Morris Teresa, II year BSc (N) class coordinator *Morris*

VGS 09:01 Evaluation of clinical posting and preceptorship.

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Chairman
The meeting was confirmed to complete all the clinical schedule file and to be kept in
(JBW)

clinical posting areas. Also mentioned to complete and update patient assignment, student register and procedure recording registers. IAC coordinator informed about the activities of preceptors in the ward. All incharges, staff nurses in the posting areas will be doing the preceptorship monitoring. Also informed that teachers also should be doing the dual role in terms of file auditing in the coming months.

Use 09.02 : Updation of departmental add on courses

IAC coordinator informed that the departmental add on courses to be updated and the file, feedback forms from the students should be completed. Each department wise add on topics should be selected and the syllabus of add on courses should be completed.

Use 09.03 : Scheduling of Arts, sports and talents day.

Chairman informed about the scheduling of various cultural programs : Arts day, sports day and talents day of students in the month of December. Also the Christmas program is planned in the same month, also informed about the hospital Christmas day programs. Chairman also informed about the external judges regarding the evaluation of various cultural programs.

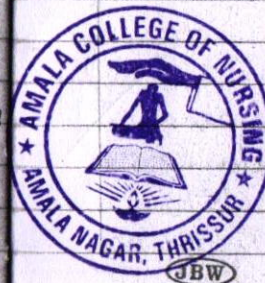
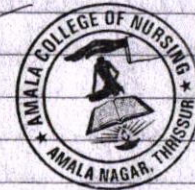
ACTION TAKEN REPORT

- | | |
|---|--|
| 1. Evaluation of clinical posting and preceptorship | Orientation programs for staff nurses on preceptorship were conducted. Planned for auditing the files by the teachers. |
| 2. Arts and sports day | Conducted arts & sports day. |
| 3. Departmental add on courses | Scheduling of new add on courses and syllabus preparation were done. |

Passed : Lakshmi
Seconded : Sr. Jyothish

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MINUTES OF VC (COORDINATION) COMMITTEE
MEETING - TENTH.

With the blessings of God Almighty
VC coordination committee meeting was
commenced on 3/12/2022 at 12:00 pm
under the guidance of Principal cum
Chairperson at conference hall.

The main agenda of the meeting

VC 10:01 : Evaluation of progress of all
VC programmes

VC 10:02 : Discussion of new academic plan

VC 10:03 : Updation of Faculty work book

VC 10:04 : Evaluation of clinical posting
of all VC programmes.

VC 10:01 : Evaluation of progress of all VC
programmes

Chairman informed all class coordinators
regarding the evaluation of theory
block of all BSc (N) batches. All class
teachers gave a detailed report of
theory completion hours, about external
classes and the subjects to be completed
in the year wise. Also informed about
conducting sessional examination, improvement
test according to the ability and marks
obtained by the students.

VC 10:02 : Discussion of new academic
plan and NAC activities.

Chairman informed about the new
academic plan namely about the new

class coordinator, other responsible teachers
in charge of various labs, new innovation cell,
Alumni cell etc. Also discussed about the
progress of NAC activities. VC coordinator
mentioned about the importance of participation
of students in the NAC activities. Students
were divided into various core learning other
committee activities. Chairman informed about
the allotment of money to various NAC
activities.

VC 10:03 Updation of Faculty work book
Chairman informed to complete the faculty
work book. Weekly submissions should be done
by all the teachers. All pages including the
leave, NAC activities should be properly
updated.

VC 10:04 : Evaluation of Clinical posting
of all VC programmes.

Chairperson informed about the schedules of
clinical posting of all BSc (N) batches. Discussed
about the completion of practical hours and
conducting model examination.

ACTION TAKEN REPORT

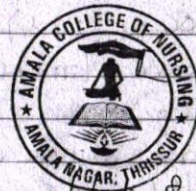
1. Evaluation of all
VC programmes.

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PRINCIPAL

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689 555
JBW

Theory block of two
batches completed.
Student division for NAC
activities were planned.

Secorded by: Chandra Chakko. Chandra



MINUTES OF UG COORDINATION COMMITTEE MEETING - ELEVENTH.

With the blessings of God slightly UG coordination committee meeting was commenced on 21/4/23 at 2.00 pm under the guidance of Principal cum chairperson at conference hall.

The main agenda of the meeting:

- USCC 01: Updation of course outcomes and course plan, unit plan & lesson plan
- USCC 02: Approval of plans for add on and value added courses.
- USCC 03: Curriculum feedback review
- USCC 04: Academic material and class content branding using standardization guidelines
- USCC 05: Incorporation of NEP guidelines
- USCC 06: Promotion of library usage
- USCC 07: Promotion of enrollment to swayam and NPTEL courses.
- USCC 08: Activation of clubs & extracurricular activities.
- USCC 09: Learner level specific curricular activities

USCC 01: Updation of course outcome & course plan, unit plan & lesson plan.

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

USCC 02: Approval of plans for add on & value added courses.

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

USCC 03: Curriculum feedback review.

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

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

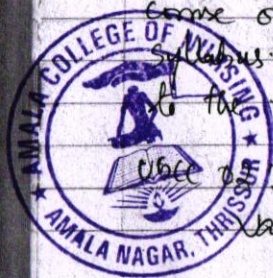
It was informed that a PPT with Amala logo is to be implemented. All teachers should prepare class material / content in the PPT with Amala logo. This is mainly to standardize the academic materials in the whole college.

USCC 05: Incorporation of NEP guidelines.

IQAC coordinator informed about the NEP guidelines & its incorporation into the academic materials & program for excellence.

USCC: Promotion of library usage.

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



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(JBW)

UNCC 07: Promotion of enrollment to Swayam & NPTEL courses.

Chairman discussed about the enrollment of Swayam & NPTEL courses to the teachers.

This is again a requirement in the UAC activities for the proper updation of knowledge.

UNCC 08: Activation of club & extracurricular activities

IQAC coordinator informed about the activation of various clubs including B/m, reading, sports, literary club etc. It is informed to plan activities in each student representative for the proper conduct of the clubs.

UNCC 09: Learner level specific curricular activities

Chairman informed about the course content, learner level curriculum activities to be incorporated in the theory plan & attendance register like jigsaw, experiential learning etc.

ACTION TAKEN REPORT

Planning of add on courses & value added classes

Club activities to be planned

Passed by Lakshmi G.

Department wise add on courses started, & session on value added program about literary club organized extempore, reading competition. Film club organized reel competition.

Seconded by Anesh VB



MINUTES OF UG COORDINATION COMMITTEE MEETING

With the blessings of God Almighty UG coordination committee meeting was commenced on 27/10/23 at under the guidance of Principal cum chairperson at conference hall.

The main agenda of the meeting was

UNCC 01: OBE data compilation of BSc nursing 2019 batch

UNCC 02: Outcome determination and finalization of revised curriculum

UNCC 03: Curriculum feedback collection

UNCC 04: Amala E-Samitha updates

UNCC 05: Academic reviews

UNCC 06: Policy reviews and changes if any.

UNCC 07: Status of Swayam and NPTEL courses

UNCC 08: Monitoring of clubs and extracurricular activities

UNCC 09: Review of learner level specific curricular activities

UNCC 10: Submission and approval of add on curriculum

UNCC 01: OBE data compilation of BSc nursing 2019 batch.

Chairman and IQAC coordinator discussed about the OBE data completion & compilation of 2019 batch. List of subjects to be done and assigned teachers list, to be prepared. Chairman informed to complete the 2019 batch (OBE) immediately in the next week.

USCC 02: Outcome determination and finalization of revised curriculum.

Chairman discussed about the outcome determination of semester curriculum based on the discussions. Semester wise subject allocation made to all teachers. A submission date was also planned. OBE and course outcome ^{preparation} were allocated to teachers.

USCC 03: 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, what all aspects in the curriculum and its implementation.

USCC 04: Amala E Samhitha updates.

IQAC coordinator informed about the preparation of PPTs by all subjects ^{teachers} in year and semester curriculum and sent to the common portal ^{PPT} for easy access in future. It was told to make necessary corrections & update accordingly.

USCC 05: Academic reviews

Chairman discussed about the result ^{theory hours} / analysis of previous batches. Academic plan for the upcoming year & semester were also discussed.

USCC 06: Policy reviews and changes if any

Chairman discussed about the need to review any policies available or to implement new policies especially about the uniform code & color, leave application, appearing for university exams.

USCC 07: Status of Swayam and NPTEL courses

IQAC coordinator discussed about the updates of various courses in Swayam & NPTEL. Encouraged staff & students to participate in various E-learning courses which is coming as a part of it. Some of the faculty were already enrolled for different courses in Swayam & NPTEL. Also informed to upload the certificates after the completion of the courses.

USCC 08: Monitoring of club & extracurricular activities

Chairman informed to initiate the club activities and the participation in the extra-curricular activities like sports & arts day.

IQAC coordinator also motivated all staff secretaries of various clubs to actively involve in activities in clubs like film club, reading & library & eco club. Chairman also informed to restart the eco club activities especially gardening, farming etc.

USCC 09: Review of learner level specific curricular activities

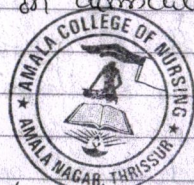
Chairman mentioned about the learner level specific curricular activities to be followed up. Activities related to slow learners, advanced learners should be formulated. Proper discussions & meeting related to slow learner learning outcome also to be planned.

UGCC 10 : Submission and approval of add on curriculum.

Chairman discussed about the initiation and completion of add on courses in various specialities. Also told to submit the syllabus and add on curriculum for the final approval. Each department wise add on curriculum should be submitted as soon as possible.

ACTION TAKEN REPORT

OBE data compilation of 2019 batch.	OBE data ^{compilation} of 2019 batch completed.
Outcome determination and finalization of revised curriculum.	Learning level activities, outcome determination was done, subjects allocated to teachers for outcome evaluation.
Curriculum feedback	It is being collected from various staff & students.
Monitoring of club activities	Students actively participated in competitions of club activities. Short film, reels etc were conducted.
Submission and approval of add on curriculum.	Add on courses started in Obstetrics & gynaecology nursing, paediatric nursing. Syllabus also submitted.



Prof. Dr. RAJEE PESHUNATH
PRINC.

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Passed by: Mrs Lakshmi G. Amala Nagar, Thrissur. Signed by: [Signature] Date: 15/05/2024

MINUTES OF UG COORDINATION MEETING - THIRTEENTH.

With the blessings of God Almighty UG coordination committee meeting was commenced on 8/4/2024 at 12 pm under the guidance of Principal cum Chairperson at Conference hall. The main agenda of the meeting was

UGCC 01 : Academic review.

UGCC 02 : Monitoring of club and extracurricular activities.

UGCC 03 : Curriculum feed back collection

UGCC 04 : Submission and approval of bridge courses.

UGCC 01 : Chairman discussed about the university result & analysis of various subjects. Academic plan of upcoming semester and year wise discussions done. Also mentioned to focus on slow learners & adequate revision classes should be planned. Advanced learners should be given the needed assignments also.

UGCC 02 : Monitoring of club and extra-curricular activities.

Chairman discussed about the continuation of club activities like reading, film & eco club. Respective heads of clubs are given various activities & to be properly documented.

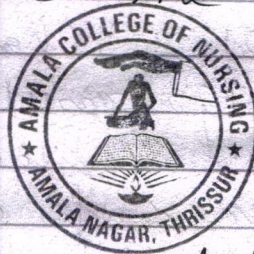
USCC 03 : Curriculum feed back and collection

IQAC coordinator discussed about the curriculum feed back of teachers, students of various batches & to be completed within stipulated time. Also entrusted concerned criteria to collect the feedback from all batches.

USCC 04 : Submission and approval of bridge courses

IQAC coordinator discussed about the initiation of bridge courses and to start collection of syllabus from all batches. Respective criteria people are entrusted with the responsibilities.

ACTION TAKEN REPORT.



[Signature]

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PRINCIPAL

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Academic review

The result analysis of various batches was done & remedial measures planned.

Club & extracurricular activities

Reels competition was done & prizes announced. Yet to plan a selfe contest as part of world camera day.

Approval of bridge courses

Passed by S. L. I. T. A. / *[Signature]*
Seconded by *[Signature]*

Bridge courses planned and one class was conducted for outgoing batch. (2019 batch)
[Signature]
10/12/2019