



**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 6.5–Internal Quality Assurance System

**Metric No. 6.5.3** The Institution adopts several Quality Assurance initiatives The Institution has implemented the following QA initiatives:

**SUBMITTED TO**



**National Assessment and Accreditation Council**



# Amala COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar, Thrissur – 680 555, Kerala

First Nursing College accredited by NAAC with A grade in the first cycle (RAF)

Affiliated to Kerala University of Health Sciences and recognized by Kerala Nurses and Midwives Council & Indian Nursing Council  
(Certificate No. 18-16/2893-INC)

## MINUTES OF THE Q1 IQAC MEETING HELD ON 4<sup>TH</sup> JUNE 2024

The IQAC meeting was held on 4<sup>TH</sup> JUNE 2024 at the Conference Hall, Amala College of Nursing.

The meeting commenced at 11 am with a silent prayer in the presence of the following members.

Name of the member	Designation in IQAC
Rev Fr Julious Arakkal CMI, Director, AIMS	Management Representative
Rev. Fr Deljo Puthoor CMI, Associate Director AIMS	Management Representative
Rev Fr Antony Mannummel CMI, Associate Director, AIMS	Management Representative
Prof Dr Rajee Reghunath, Principal, Amala College of Nursing	Chairperson
Mrs. Rema Devi, Associate Professor, Government College of Nursing, Thrissur	External Expert (Absent)
Mr Saiju Edakklathoor ,COO, AIMS	Administrative officer
Mr CA Shabu P T, CFO, AIMS	Administrative officer
Mr Piljo Varghese, HR Manager, AIMS	Administrative officer
Sr Litha Lizbeth, Vice Principal AIMS	Teachers representing various levels
Mrs Lakshmi G, IQAC Co-ordinator	
Rev. Dr. Sr. Merly John, Additional Professor	
Rev.Sr. Jyothish CSC, Professor	
Mr Don Jose K, Associate Professor	
Ms. Alina Mannanal Gigi, Final Year B.Sc Student	SQAC Co-ordinator (Absent)




The following agenda was discussed.

Agenda no	Agenda item	Points discussed	Remarks
IQAC24 Q2.01	IQAC Minutes	IQAC's previous minutes were chalked out by IQAC Coordinator Mr. Don Jose k.	Members enquired about the pending targets and passed the minutes
IQAC24 Q2.02	IQAC Q2 action plan	The IQAC action Plan for Q 2 was chalked out and discussed by IQAC Co-ordinator, Prof Lakshmi G. The action plan consists of: <ol style="list-style-type: none"> <li>1. QAS surveillance audit</li> <li>2. Commencement of AQAR 2</li> <li>3. Best Practice Initiation</li> <li>4. New MoU's</li> <li>5. Research enhancement strategies</li> <li>6. Workshops</li> </ol>	<ol style="list-style-type: none"> <li>1. QAS surveillance audit conducted in the first week of July 2024. In charge was Dr Asha and Prof Lakshmi.</li> <li>2. AQAR 2 activities schedule is prepared by Prof Lakshmi G. The planned activities will be carried out from June 24, 2024.</li> <li>3. Best Practice Initiation – Discussed among the members. Decision yet to be made.</li> <li>4. The members give the new MoU's suggestion</li> <li>5. Research enhancement strategies – Members informed the availability of help from the central library</li> <li>6. Planning of workshop – in progress</li> </ol>
IQAC24 Q2.03	Result analysis way forward	The IQAC coordinator chalked out the targets. Target 100 percentage 25% distinctions minimum University rank Advanced learner molding program	In Progress
IQAC24 Q2.04	New Best Practices for IQAC	Suggested best practices: <ol style="list-style-type: none"> <li>1. Clinical integration through tier 1 and tier 2 integration</li> <li>2. Preceptorship program standardization</li> <li>3. Selection of preceptors based on their years of experience - min 5</li> <li>4. Conversion of more preceptors as qualifiers</li> <li>5. Certification program</li> </ol>	Pending Approval
IQAC24 Q2.05	Infrastructure augmentation	Discussed about new facilities in college	Pending Approval
IQAC24 Q2.06	Audit schedule	Green audit should be conducted	Planned in the first week of July 2024



Agenda no	Agenda item	Points discussed	Remarks
IQAC24 Q2.07	Quality training schedule Q2	Training to faculty should arranged	The schedule yet to prepare
IQAC24 Q1.08	SQAC action plan Q2	SQAC student leader Ms Alina Mannanal Gigi pointed out the ways to improve their contribution.	The members appreciated and provided their suggestions

The meeting concluded at 1pm.

  
**Prof Lakshmi G**  
**IQAC Coordinator**





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## MINUTES OF THE Q1 IQAC MEETING HELD ON 15<sup>TH</sup> JANUARY 2024 (For QUARTER 3 FROM JANUARY –APRIL 2024)

The meeting of the quarter 3 of the year 2024, for IQAC was held on 15<sup>TH</sup> January 2024 at the Conference Hall, Amala College of Nursing.

The meeting commenced at 11 am with a silent prayer in the presence of the following members.

Name of the member	Designation in IQAC
Rev Fr Julious Arakkal CMI, Director, AIMS	Management Representative
Rev. Fr Deljo Puthoor CMI, Associate Director AIMS	Management Representative
Rev Fr Antony Mannummel CMI, Associate Director, AIMS	Management Representative
Prof Dr Rajee Reghunath, Principal, Amala College of Nursing	Chairperson
Mrs. Rema Devi, Associate Professor, Government College of Nursing, Thrissur	External Expert (Absent)
Mr Saiju Edakklathoor ,COO, AIMS	Administrative officer
Mr Franco Joseph, CFO, AIMS	Administrative officer
Mr Piljo Varghese, HR Manager, AIMS	Administrative officer
Sr Litha Lizbeth, Vice Principal AIMS	Teachers representing various levels
Mrs Lakshmi G, IQAC Co-ordinator	
Rev. Dr. Sr. Merly John, Additional Professor	
Rev. Sr. Jyothish CSC, Associate Professor	
Mr Don Jose K, Assistant Professor	
Ms. Alina Mannanal Gigi, Final Year B.Sc Student	SQAC Co-ordinator (Absent)




The following agenda was discussed.

Agenda no	Agenda item	Points discussed	Remarks
IQAC24 Q1.01	IQAC report presentation	Criteria wise performance of all 8 criteria for AQAR data assimilation was discussed	To sustain excellent performers and to improve slow performers
IQAC24 Q1.02	IQAC action plan	The IQAC action Plan for Q 1 was chalked out and discussed	The major targets included AQAR completion, KIRF and QAS surveillance audit
IQAC24 Q1.03	Feedback analysis reports	The IQAC coordinator chalked out the feedback analysis reports and	The management representative offered all support
IQAC24 Q1.04	Result analysis way forward	Number of distinctions increased	Approved
IQAC24 Q1.05	Add-on courses for 2024 -2025	Add-on Courses for the upcoming year are planned. Department-wise meetings are arranged for the same. 8 Add-on courses are planned	3 ADD on courses are ready and about to start
IQAC24 Q1.06	Value added courses for 2024-2025	Value added courses – planned for the upcoming year	Started and on progress
IQAC24 Q1.07	New initiatives for IQAC	<ul style="list-style-type: none"> <li>• SOUHARDA</li> <li>• Social media visibility</li> <li>• Gerontology training</li> </ul>	Instagram and Facebook page is already initiated
IQAC24 Q1.08	IQAC external funding	External funding is discussed but no proactive action taken	
IQAC24 Q1.09	Quality Initiatives	SQAC exchange program KIRF orientation QAS orientation	SQAC on going. KIRF-completed QAS-progressing
IQAC24 Q1.10	Collaboration Planning	More Collaboration should be planned	Ongoing to be presented in next meeting
IQAC24 Q1.11	Audit Schedule	IQAC coordinator explains the need to conduct a Gender audit and a Green audit. More green protocol-related implementations should be arranged along with criteria 7 and eco club. Strengthening of best practice is considered as the most priority need in this current meeting. Faculty along with principal should decide the best practice to show cast in the next AQAR.	Gender and Green audit – Planned. Green protocol – implemented Best practice – brainstorming sessions conducted with faculty and action plan developed.



Agenda no	Agenda item	Points discussed	Remarks
IQAC24 Q1.12	Quality Training Schedule	The data for KIRF Ranking should be submitted before March 31 <sup>st</sup> . The nodal officer is Mrs. Linda Varghese. QAS criteria-wise Orientation should be given to criteria heads and criteria teams.	The data for KIRF ranking is submitted on March 24 <sup>th</sup> . QAS criteria-wise Orientation – ongoing and document preparation started. The anticipated date is June 25 <sup>th</sup> to July 10 <sup>th</sup> , 2024. Mrs Lekshmi has participated in medical college KIRF data uploading. Special congratulations to Mrs Linda, Mrs. Lekshmi G and office staff (Mrs Santhi, Mrs Nimmy, and Mr Cletus) for their excellent efforts for KIRF data submission.
IQAC24 Q1.13	SQAC Action Plan	SQAC exchange program has to be planned in the coming months. A new SQAC coordinator appointed to merge the activities with the student council and NSS	Ms. Alina mannanal Gigi has been selected as the new SQAC coordinator

The meeting concluded at 1pm.

  
**Prof Lakshmi G**  
**IQAC Coordinator**