



**KMCT**  
COLLEGE OF NURSING

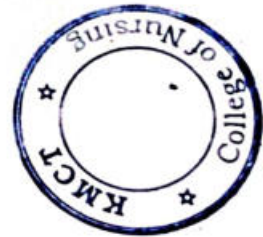
Recognized by Indian Nursing Council & Kerala Nurses and  
Midwives Council & affiliated to Kerala University of Health Sciences

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that the information given in the attached documents are verified by me and is true to the best of my knowledge.

*Mabeen*

**Prof.R.Mageswari.**  
**Principal**  
**KMCT college of nursing**  
**Manassery,Mukkam,Kozhikode.**



*Mabeen*

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**KMCT Medical College Campus,Manassery,Mukkom,Kozhikode-673602,Kerala**

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## 6.5.1

### Minutes of IQAC meetings

*Mahesh*





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**KMCT**  
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**IQAC MEETING MINUTES**

**( 2018-2019 TO 2021-2022)**

*Haleem*



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## MINUTES OF MEETING

Name of meeting : IQAC meeting

Date : 7/3/2018

Venue : Principal's office

### Members present

Sl No.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	
2	Dr .Aysha nazreen	Management	-
3.	Mrs.Jasna	Director /IQAC coordinator	
4.	Mr.Vineesh .V.P	Senior administrative officer	
5.	Mrs . Steffy John	Secretary, IQAC	
6.	Mr.Raldin George	Assistant professor	
7.	Mr. Akhil	Assistant professor	
8.	Mr.Deepak M	Assistant professor	
9.	Mrs.Nasheeda	Assistant professor	
10	Mrs. Meethu Skaria	Assistant professor	
11.	Mr. Raman .E	Nominee from local society	
12.	Ms. Athulya N (2015)	Nominee from students	
13.	Mr. Nithin	Nominee from alumni	-
14.	Mr. John, F/O Akshara John	Nominee from parent	-
15.	Mrs.Greeshma Nair Mrs.Rubiya Mrs. Reshmi Mrs. Reshmi R Nair	Faculty members	 

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## AGENDAS OF MEETING

Sl..No	Agenda
1	IQAC inauguration
2	IQAC council member selection
3	IQAC functioning guidelines
4	Relevant health days observed by the relevant department

The IQAC was declared officially inaugurated by principal prof. Mrs. R. Mageswari KMCT College of Nursing and presided the meeting

Sl no.	Minutes of meeting
1	IQAC shall be headed by Mrs. Jesna shall co ordinate the activities of the cell. HOD of each department is the members of the IQAC
2	IQAC aims at improving the overall quality of every department of KMCT college of nursing with respect to, academic activities, administration, housekeeping, etc.
3	IQAC functioning guidelines were discussed and decided to follow quality improvement steps.
4	All the Department HODs agreed to observe various health related days and other commemorative days.
5	IQAC Meetings to be held on the 1st Thursday of every month.

IQAC CO-ORDINATOR

Jasna T

PRINCIPAL

COPY TO,

1. DIRECTOR
2. ALL HOD
3. ADMINISTRATIVE DEPT



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## MINUTES OF MEETING

Name of meeting : IQAC meeting  
Date : 05/04/2018  
Venue : Principal's office

### Members present

Sl No.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	
2.	Mrs.Jasna	Director /IQAC coordinator	
3.	Mrs . Steffy John	Secretary, IQAC	
4.	Mr.Vineesh .V.P	Senior administrative officer	
5.	Mr.Raldin George	Assistant professor	
6.	Mr. Akhil	Assistant professor	
7.	Mr.Deepak M	Assistant professor	
8.	Mrs.Nasheeda	Assistant professor	
9.	Mrs. Dona Prince	Assistant professor	
10.	Mrs. Meethu Scaria	Assistant professor	
11.	Ms. Athulya N (2015)	Nominee from students	
12.	Mrs.Reshmi R Nair Mrs. Candis Mrs. Shamna	Faculty members	 

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## MINUTES OF MEETING

Name of meeting : IQAC meeting  
Date : 03/05/ 2018  
Venue : principal's office

### Members present

Sl No.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	
2.	Mrs.Jasna	Director /IQAC coordinator	
3.	Mrs . Steffy John	Secretary, IQAC	
4.	Mr.Vineesh .V.P	Senior administrative officer	
5.	Mrs. Rakhi Seban	Associate Professor	
7.	Mr. Akhil	Assistant professor	
8.	Mr.Deepak M	Assistant professor	
9.	Mrs.Nasheeda	Assistant professor	
11.	Mrs. Dona Prince	Assistant professor	
12.	Mrs. Meethu Scaria	Assistant professor	
16.	Ms. Hasna (2016)	Nominee from students	
17.	Mrs. Candis Mrs. Shamna	Faculty members	



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## AGENDAS OF MEETING

Sl.No	Agenda
1	Interdisciplinary / Interdepartmental courses
2	Add on Courses and Value added courses
3	To discuss regarding NAAC accreditation work.
4	Formation of academic calendar
5	Conduct training programs

Sl no.	Minutes of meeting
1	It has been decided that the subjects for interdisciplinary and interdepartmental courses to be taken by the faculty from the respective fields.
2	To start with the plan of add on and value added courses for students
3	IQAC suggested to make Criteria wise leaders to coordinate the works of NAAC. Duties were assigned to the following faculties in framing and implementing the criteria a. Curricular Aspects – Mrs. Jasna b. Teaching Learning and Evaluation – Mr. Deepak c. Research Innovation and Extension – Mr. Raldin George d. Infrastructure Facilities – Mrs. Rakhi Seban e. Student Support and Progression – Mrs. Steffy John f. Leadership, Governance and Management – Mrs. Dona Prince g. Institutional Values and Best Practices – Mrs. Meethu Scaria h. Nursing Part-Mr. Akhil
4	Curriculum committee is entrusted to prepare academic calendar
5	Conduct CNE, workshop Seminars for the next academic year schedule of programs to be planned by next month

IQAC CO-ORDINATOR

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## AGENDAS OF MEETING

Sl.no	Agenda
1	Strategic plan
2	NAAC Progress
3	Feed back system

### Meeting minutes

Sl no.	Minutes
1.	Discussed the strategic plan for NAAC accreditation and directed the principal to ensure the proper operation of the plan. Discussions were made on the continuous process with a specific focus on accomplishing institutional goals. Many agreed that strategic plans should be based on the analysis of current obstacles and future opportunities and envisages the direction towards which the organization should move to achieve its goals and objectives.
2.	The NAAC work is under progress and the documentation of each programme done regularly. The NAAC criteria heads are aware of the NAAC proceedings and working relentlessly
3	It was decided to have transparent and fair feedback system analyzing the evaluation parameters and implementation of best practice system.

IQAC CO-ORDINATOR

COPY TO,

- JASNA T*
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*Habani*  
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## MINUTES OF MEETING

Name of meeting : IQAC meeting  
Date : 06/09/ 2018  
Venue : Principal's office

### Members present

Sl no.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	
2.	Mrs.Jasna	Director /IQAC coordinator	
3.	Mrs . Steffy John	Secretary, IQAC	
4.	Mr.Vineesh .V.P	Senior administrative officer	
5.	Mr.Raldin George	Assistant professor	
6.	Mr.Deepak M	Assistant professor	
7.	Mrs.Nasheeda	Assistant professor	
8.	Mrs. Meethu Scaria	Assistant professor	
9.	Mrs.Greeshma Nair	Lecturer	
10	Ms. Hasna (2016)	Nominee from students	
11.	Mrs.Rubiya Mrs. Reshmi Mrs. Deepa Ann Scaria Mrs. Shilpa KC	Faculty members	



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## AGENDAS OF MEETING

Sl.no	Agenda
1	Review of the previous meeting
2	Action taken on decision of previous meeting
3	Coaching under career Guidance cell for students
4	Conduct seminars, workshops, CNEs, training programmes etc

### Meeting minutes

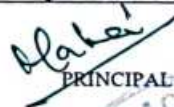
Sl no.	Minutes
	IQAC Coordinator Mrs.Jasna read the minutes that were approved by IQAC. It included the decisions and the actions made. It followed a transparent and fair feedback system analyzing the evaluation parameters and implementation of best practice system.
1	All criteria leaders presented the documentation works for NAAC accreditation. IQAC reviewed the documents and appreciated the works. Being the first step towards accreditation, the enthusiastic faculty members brought out the possible detailed strategies and plans.
	Implementation of the Strategic plan for NAAC accreditation was discussed in detail. The meeting discussed the progress of NAAC works in detail and suggested its submission in 2020. The progress of strategy shall be measured from time to time. It was said that the principal along with academic council and the other team members will be the custodians for strategic plan and its deployment.
2	Advised the Career Guidance cell and Placement Cell to conduct more coaching for new students. It also helped in framing quality among the students.
3.	IQAC suggested to conduct National and International Webinars in various departments. It emphasized on the enrollment of students in maximum numbers of seminars, thus establishing a continuous internal assurance in them. It also noticed that the need of attending such seminars would encourage the students in research and development work.

IQAC CO-ORDINATOR

COPY TO.

  
JASNA T

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## MINUTES OF MEETING

Name of meeting : IQAC meeting  
Date : 01/11/ 2018  
Venue : Principal's office  
Members present

Sl no.	Faculty name	Designation	
1	Mrs. R. Mageswari	Principal	
2.	Mr. Ansari	Management representee	-
3.	Mrs.Jasna	Director /IQAC coordinator	
4.	Mr.Vineesh .V.P	Senior administrative officer	
5.	Mrs. Rakhi Seban	Associate Professor	
6.	Mr.Raldin George	Assistant professor	
7.	Mrs.Nasheeda	Assistant professor	
8.	Mrs. Meethu scaria	Assistant professor	
9.	Ms. Hasna (2016)	Nominee from students	
10.	Mr. John, F/O Akshara John	Nominee from parent	-
11.	Mrs. Renjitha Mrs.Rubiya Mrs. Reshmi Mrs. Deepa Ann Scaria	Faculty members	



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### AGENDAS OF MEETING

Sl.no	Agenda
1	2018-2019 admission, promotion and farewell
2	CNE and Faculty development program
3	Class on anti ragging

### Meeting minutes

Sl no.	Minutes
1	2018-19 admission and other students promotion, farewell party to IV year students, academic preparation for the year 2018-19 etc. expecting co-operation from all the faculty
2	CNEs and faculty development programme to be conducted in institutional level principal instructed faculty to plan for at least 2-3 workshops/conference in this academic year. Vice principal and all the HODs are instructed to supervise the classes of faculty
3.	The anti ragging class by circle inspectors Koduvally police station tentatively scheduled on 15.11.2018.

IQAC CO-ORDINATOR

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## MINUTES OF MEETING

Name of meeting : IQAC meeting  
Date : 07/02/2019  
Venue : Principal's office

### Members present

Sl no.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	
2.	Mrs.Jasna	Director /IQAC coordinator	
3.	Mr.Vineesh .V.P	Senior administrative officer	
4.	Mrs .Steffy John	Secretary, IQAC	
5.	Mrs.Raldin George	Assistant professor	
6.	Mr.Deepak M	Assistant professor	
7.	Mrs.Reshmi R Nair	Assistant professor	
8.	Mrs. Candis BE	Assistant professor	
9.	Ms. Hasna (2016)	Nominee from students	
10.	Mrs. Shilpa KC MrsShamna K Mrs. Smitha Mathew Mrs. Shincy Susan	Faculty members	

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## AGENDAS OF MEETING

Sl.no	Agenda
1	Review of previous meeting
2	Action taken on decision of the previous meeting
3	Annual committee report
4	Annual planning for the upcoming year

## MEETING MINUTES

1	IQAC Coordinator Mrs.Jasna read the minutes that were approved by IQAC. It included the decisions and the actions made. Principal appreciated the faculties for conducting CNE, Seminars for the last year
2	Annual committee minutes report of year 2018-19
3	Information about composition of IQAC for the year 2019-20
4	Annual planning for the year 2019-20
5	Decide the various committee drafts (rules, regulation, planning and policy) for the year 2019-20
6	Discussion regarding all program and class wise curricular planning

IQAC CO-ORDINATOR

COPY TO.

- Jasna T*
1. DIRECTOR
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PRINCIPAL



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## MINUTES OF MEETING

Name of meeting : IQAC meeting  
Date : 04/07/2019  
Venue : Principal's office  
Members present

Sl no.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	
2.	Mrs.Jasna	Director /IQAC coordinator	
3.	Mr.Vineesh .V.P	Senior administrative officer	
4.	Mr.Raldin George	Assistant professor	
5.	Mr.Deepak M	Assistant professor	
6.	Mrs. Lijina	Assistant professor	
7.	Mrs. Dona Prince	Assistant professor	
8.	Mrs.Reshmi R Nair	Lecturer	
9.	Mrs. Candis BE	Lecturer	
10.	Ms. Hasna (2016)	Nominee from students	
11.	Mrs. Shamna K Mrs. Smitha Mathew Mrs. Shincy Susan Mrs. Shilpa KC	Faculty members	



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## AGENDAS OF THE MEETING

Sl.no	Agenda
1	Anti-ragging class
2	Evaluation of revision classes
3	Duties and responsibilities of the class co-ordinator
4	Lamp Lighting ceremony

### Meeting minutes

1	An awareness programme regarding ragging and its consequences will be planned on 27 <sup>th</sup> September 2019.
2	Principal evaluated the revision classes of fourth year and third year. Classes are scheduled from 8.00 Am to 5.00PM..
3	Rotation plan should be uploaded and send to the management along with teachers rotation, students rotation.
4.	1 <sup>st</sup> year lamp lighting ceremony planned on 19/12/2019.

IQAC CO-ORDINATOR

COPY TO.

JASNA T

4. DIRECTOR
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6. ADMINISTRATIVE DEPT

  
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## AGENDAS OF THE MEETING

Sl.no	Agenda
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3	Rotation plan should be uploaded and send to the management along with teachers rotation, students rotation.
4.	1 <sup>st</sup> year lamp lighting ceremony planned on 19/12/2019.

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## MINUTES OF MEETING

Name of meeting : IQAC meeting  
Date : 05/09/2019  
Venue : Principal's office

### Members present

Sl no.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	
2.	Mrs.Jasna	Director /IQAC coordinator	
3.	Mrs. Steffy John	Secretary, IQAC	
4.	Mrs. Rakhi Seban	Associate Professor	
5.	Mr.Vineesh .V.P	Senior administrative officer	
6.	Mrs.Dona Prince	Assistant professor	
7.	Mr.Deepak M	Assistant professor	
8.	Mrs. Ranjitha P	Lecturer	
9.	Mrs.Reshmi r nair	Lecturer	
10.	Mrs. Candis BE	Lecturer	
11.	Ms. Hasna (2016)	Nominee from students	
12.	Mrs. Shamna K Mrs. Smitha Mathew Mrs. Shincy Susan Mrs. Reshmi R Nair	Faculty members	

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## AGENDAS OF THE MEETING

Sl.no	Agenda
1	Review of the previous meeting
2	Action taken on decision of previous meeting
3	SNA programmes
4	Mentor- mentee programme

### Meeting minutes

1	SNA advisor post given to Mr. Radlin .KMCT College of Nursing conducted the SNA North West zonal competitions
2	Mentorship list for all year planned and submitted to principal.
3	Value added courses reviewed and decision was taken
4.	Academic calendar to be made and circulated among students and website.

IQAC CO-ORDINATOR

COPY TO.

- Jasna T*
1. DIRECTOR
  2. ALL HOD
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*[Signature]*  
PRINCIPAL



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## MINUTES OF MEETING

Name of meeting : IQAC meeting

Date : 03/10/2019

Venue : Principal's office

### Members present

Sl no.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	
2.	Mrs.Jasna	Director /IQAC coordinator	
3.	Mrs. Steffy John	Secretary, IQAC	
4.	Mr.Vineesh .V.P	Senior administrative officer	
5.	Mrs. Rakhi Seban	Associate Professor	
6.	Mrs.Dona Prince	Assistant professor	
7.	Mr.Deepak M	Assistant professor	
8.	Mrs. Reshma Ramdas	Lecturer	
9.	Mrs.Reshmi R nair	lecturer	
10.	Mrs. Candis BE	lecturer	
11.	Ms. Hasna (2016)	Nominee from students	
12.	Mrs. Shamna K Mrs. Smitha Mathew Mrs. Shincy Susan Mrs. Reshmi R Nair	Faculty members	

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## AGENDAS OF THE MEETING

Sl.no	Agenda
1	Review of the previous meeting
2	Action taken on decision of previous meeting
3	NAAC work Progress
4	Updation of website

### Meeting minutes

1	The meeting discussed the progress of NAAC works in detail and suggested its submission in 2023. The progress of strategy shall be measured from time to time. It was said that the principal along with academic council and the other team members will be the custodians for strategic plan and its deployment.
2	IQAC suggested to allot Criteria members to coordinate the works of NAAC. Duties were assigned to the following faculties in framing and implementing the criteria a. Curricular Aspects – Mrs. Jasna, Shincy Susan b. Teaching Learning and Evaluation – Mr. Deepak, Neenu c. Research Innovation and Extension – Mr. Raldin George, Shamna d. Infrastructure Facilities – Mrs. Rakhi Seban, Reshmi R nair e. Student Support and Progression – Mrs. Steffy John, Shilpa KC f. Leadership, Governance and Management – Mrs. Dona Prince, Reshma Das g. Institutional Values and Best Practices – Mrs. Meethu Scaria, Reshmi M h. Nursing Part-Mrs. Candis BE, Smitha Mathew
3	Mrs. Neenu shall take a follow up from IT persons regarding updating website.

IQAC CO-ORDINATOR

COPY TO:

Jasna T

1. DIRECTOR
2. ALL HOD
3. ADMINISTRATIVE DEPT

PRINCIPAL



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# KMCT COLLEGE OF NURSING

Recognized by Indian Nursing Council & Kerala Nurses and  
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## MINUTES OF MEETING

Name of meeting : IQAC meeting  
Date : 07/11/2019  
Venue : Principal's office

### Members present

Sl no.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	
2.	Mrs.Jasna	Director /IQAC coordinator	
3.	Mrs .Steffy John	Secretary, IQAC	
4.	Mr.Vineesh .V.P	Senior administrative officer	
5.	Mrs.Rakhi Seban	Professor	
6.	Mrs. Lijina	Associate professor	
7.	Mr.Raldin George	Assistant professor	
8.	Mr.Deepak M	Assistant professor	
9.	Mrs.Dona Prince	Assistant professor	
10.	Mrs. Ranjitha P Jose	Assistant professor	
11.	Ms. Hasna (2016)	Nominee from students	
12.	Mr. John, F/O Akshara John	Nominee from parent	-
13.	Mrs. Reshmi R. Nair	Faculty member	
14.	Mrs. Dona Mohan	Faculty member	

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### AGENDAS OF THE MEETING

Sl.no	Agenda
1	Review of the previous meeting
2	Action taken on decision of previous meeting
3	
4	

### Meeting minutes

1	IQAC Coordinator Mrs.Jasna read the minutes that were approved by IQAC. It included the decisions and the actions made. It followed a transparent and fair feedback system analyzing the evaluation parameters and implementation of best practice system.
2	IQAC appreciated the Webinars/Seminars conducted by the departments of OBG nursing, Medical Surgical Nursing, Community Health Nursing and suggested continuing the academic activities in the upcoming academic year. It also ensured the maximum participation of students.
3	
4.	

IQAC CO-ORDINATOR

COPY TO.

1. DIRECTOR
2. ALL HOD
3. ADMINISTRATIVE DEPT

*Makew*  
PRINCIPAL



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## MINUTES OF MEETING

Name of meeting : IQAC meeting  
Date : 06/02/2020  
Venue : Principal's office

### MEMEBERS PRESENT

Sl no.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	
2.	Mrs.Jasna	Director /IQAC coordinator	
3.	Mrs .Steffy John	Secretary, IQAC	
4.	Mr.Vineesh .V.P	Senior administrative officer	
5.	Mrs.Rakhi Seban	Professor	
6.	Mr.Raldin George	Assistant professor	
7.	Mrs.Dona Prince	Assistant professor	
8.	Mrs. Akhila Sandeep	Lecturer	
9.	Ms. Hasna (2016)	Nominee from students	
10.	Mr. John, F/O Akshara John (2016)	Nominee from parent	-
11.	Mrs. Sivaprabha (2014)	Nominee from alumni	
12.	Mrs. Neenu PK	Faculty member	
13.	Mrs. Archana TM	Faculty member	
14.	Mrs. Rasna PK	Faculty member	
15	Vidhya Deepak	Faculty member	

Mageswari

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## AGENDAS OF THE MEETING

Sl.no	Agenda
1	Review of the previous meeting
2	Action taken on decision of previous meeting
3	Annual plan 2020-21
4	Curricular plan 2020-21

### Meeting minutes

1	IQAC Coordinator Mrs.Jasna read the minutes that were approved by IQAC. It included the decisions and the actions made.
2	Annual committee minutes report of year 2019-20
3	Annual planning for the year 2020-21
4	Discussion regarding class wise curricular planning
5	Principal encouraged faculties to go for PhD, MPhill programmes

IQAC CO-ORDINATOR

COPY TO.

- Jasna T*
1. DIRECTOR
  2. ALL HOD
  3. ADMINISTRATIVE DEPT

*Malal*  
PRINCIPAL



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# KMCT COLLEGE OF NURSING

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## MINUTES OF MEETING

Name of meeting : IQAC meeting  
Date : 11/06/2020  
Venue : Principal's office

### Members present

Sl no.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	Online
2.	Mr. Ansari	Management representee	Online
3.	Mrs.Jasna	Director /IQAC coordinator	Online
4.	Mrs .Steffy John	Secretary, IQAC	Online
5.	Mr.Vineesh .V.P	Senior administrative officer	Online
6.	Mrs.Rakhi Seban	Professor	Online
7.	Mr.Raldin George	Assistant professor	Online
8.	Mrs.Dona Prince	Assistant professor	Online
9.	Mrs. Akhila Sandeep	Lecturer	Online
10.	Ms. Hasna (2016)	Nominee from students	Online
11.	Mr. John, F/O Akshara John (2016)	Nominee from parent	Online
12.	Mrs. Sivaprabha (2014)	Nominee from alumni	Online
13.	Mrs. Neenu PK	Faculty member	Online
14.	Mrs. Archana TM	Faculty member	Online
15	Mrs. Rasna PK	Faculty member	Online
16	Vidhya Deepak	Faculty member	Online

*Haleem*

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### AGENDAS OF THE MEETING

Sl.no	Agenda
1	Review of the previous meeting
2	Action taken on decision of previous meeting
3	Commencement of online classes
4	Conduct seminars on how to prepare for online classes

#### Meeting minutes

1	IQAC meeting conducted through google meet. IQAC Coordinator Mrs.Jasna read the minutes that were approved by IQAC. It included the decisions and the actions made.
2	IQAC directed all faculty to complete their portions and conduct classes through online mode. With the online learning the way to go, college also ensures the security of students as well as the staffs.
3	The meeting suggested to the principal to give the provision to take the online classes in different LMS mode, such as Google Classroom, Google Meet, Zoom etc. All faculties are advised to attend the workshops on LMS and Online Teaching.

IQAC CO-ORDINATOR

COPY TO.

- Jasna T*
1. DIRECTOR
  2. ALL HOD
  3. ADMINISTRATIVE DEPT

*Alabert*  
PRINCIPAL



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## MINUTES OF MEETING

Name of meeting : IQAC meeting

Date : 04/02/2021

Venue : Principal's office

### Members present

Sl no.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	
2.	Mrs.Ambika C	Director /IQAC coordinator	
3.	Mrs .Steffy John	Secretary, IQAC	
4.	Mr.Vineesh .V.P	Senior administrative officer	
5.	Mrs.Rakhi Seban	Professor	
6.	Mrs. Lijina NP	Associate Professor	
7.	Mr.Raldin George	Assistant professor	
8.	Mrs.Dona Prince	Assistant professor	
9.	Mrs. Akhila Sandeep	Lecturer	
10	Mrs. Neenu PK	Lecturer	
11.	Ms. Hasna (2016)	Nominee from students	
12.	Mrs. Archana TM	Faculty member	
13	Ms. Dimmya P	Faculty member	
14	Shari VPI	Faculty member	
15	Kukkumol S	Faculty member	
16	Vaishnavi	Faculty member	



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### AGENDAS OF THE MEETING

Sl.no	Agenda
1	IQAC coordinator Mrs.Ambika C
2	NAAC work progress
3	Introducing new faculty members
4	Information about composition of IQAC for the year 2020-21
5	Department wise programmes

#### Meeting minutes

1	Conducted online orientation programme (2020-24batch) through zoom meeting on 07.01.2021 classes going on through online platform
2	Principal introduced new Vice Principal Mrs. Ambika C to the IQAC team. She will be the IQAC coordinator since Mrs. Jasna relieved from the institution.
2	IQAC suggested allotting criteria for the new faculties to coordinate the works of NAAC. Duties were assigned to the following faculties in framing and implementing the criteria a. Curricular Aspects – Mrs. Ambika C, Ms. Soumyasree b. Teaching Learning and Evaluation – Mr. Lijna, Mrs. Neenu c. Research Innovation and Extension – Mr. Akhila Sandheep, Mrs. Vaishnavi d. Infrastructure Facilities – Mrs. Rakhi Seban, Mrs. Dona Mohan e. Student Support and Progression – Mrs. Steffy John, Mrs. Kukkulomol f. Leadership, Governance and Management – Mrs. Dona Prince, Shari VP g. Institutional Values and Best Practices – Ms. Dimmya P, Mrs. Shilpa KC h. Nursing Part- Mrs. Anjitha C, Archana TM
3.	Principal welcomed all new faculty members to the IQAC team
4	IQAC aims at improving the overall quality of every department of KMCT college of nursing with respect to, academic activities, administration, house keeping, etc. IQAC functioning guidelines were discussed and decided to follow quality improvement steps.
5.	All the Department HODs agreed to observe various health related days and other commemorative days.

IQAC CO-ORDINATOR

COPY TO,

- Ambika C*  
AMBIKA C
1. DIRECTOR
  2. ALL HOD
  3. ADMINISTRATIVE DEPT

*Rakhi Seban*  
PRINCIPAL



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## MINUTES OF MEETING

Name of meeting : IQAC meeting  
Date : 08/04/2021  
Venue : Principal's office

### Members present

Sl no.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	Online
2.	Mr.Ansari	Management representee	Online
3.	Mrs.Ambika C	Director /IQAC coordinator	Online
4.	Mrs .Steffy John	Secretary, IQAC	Online
5.	Mr.Vineesh .V.P	Senior administrative officer	Online
6.	Mrs.Rakhi Seban	Professor	Online
7.	Mr.Raldin George	Assistant professor	Online
8.	Mrs. Akhila Sandeep	Lecturer	Online
9.	Ms. Amrutha Saji (2017)	Nominee from students	Online
10.	Mrs. Jayasree, M/O Mahima MS (2019)	Nominee from parent	Online
11.	Mrs. Sivaprabha (2014)	Nominee from alumni	Online
12.	Mrs. Neenu PK	Faculty member	Online
13.	Mrs. Archana TM	Faculty member	Online
14.	Mrs. Rasna PK	Faculty member	Online
15	Vidhya Deepak	Faculty member	Online

*Mahant*

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## MINUTES OF MEETING

Name of meeting : IQAC meeting  
Date : 01/07/2021  
Venue : Principal's office

### Members present

Sl no.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	
2.	Mrs.Ambika C	Director /IQAC coordinator	
3.	Mrs .Steffy John	Secretary, IQAC	
4.	Mr.Vineesh .V.P	Senior administrative officer	
5.	Mrs.Rakhi Seban	Professor	
6.	Mrs. Jeena Mathew	Associate Professor	
7.	Mrs. Neethu Merin George	Assistant professor	
8.	Mrs.Akhila SB	Assistant professor	
9.	Mrs. Akhila Sandeep	Lecturer	
10.	Ms. Hanan (2018)	Nominee from students	
13.	Mrs. Neenu PK	Faculty member	
14.	Mrs. Archana TM	Faculty member	
15	Mrs. Anjitha C	Faculty member	
16	Kukkumol S	Faculty member	
17	Shari VP	Faculty member	
18	Sruthi Krishna	Faculty member	

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## AGENDAS OF THE MEETING

Sl.no	Agenda
1	Review of the previous meeting
2	Action taken on decision of previous meeting
3	Preparation for classes
4	Online classes
5	Conduct online training program

## Meeting minutes

1	IQAC meeting conducted through google meet. IQAC Coordinator Mrs.Ambika C read the minutes that were approved by IQAC. The decisions and the actions made also discussed.
2	IQAC directed all faculty to conduct classes through online mode. Faculties can come to college and prepare for online classes with limited number of teachers because of COVID 19 pandemic. Also instructed to follow COVID 19 Protocol
4	The meeting suggested to the principal to continue to take the online classes in different LMS mode, such as Google Classroom, Google Meet, Zoom etc.
5	Conduct CNE, workshop webinars for the next academic year schedule of programs to be planned and circular to be maid and program to conducted through online mode.

IQAC CO-ORDINATOR

COPY TO ,

1. DIRECTOR
2. ALL HOD
3. ADMINISTRATIVE DEPT

*Mabeen*  
PRINCIPAL



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## AGENDAS OF THE MEETING

Sl.no	Agenda
1	Starting of regular classes with COVID 19 Protocol
2	NAAC work Progress
3	Start with MOODLE classes

### Meeting minutes

1	Regular classes started from July first week. Students and teachers are instructed to follow COVID-19 Protocol. All teachers were instructed to follow the COVID 19 protocol All teachers were instructed to take classes and clinical hours separately for day scholars and hostlers. Students were instructed to bring antigen test when they come back to college
2	The NAAC work is under progress and the documentation of each programme done regularly. The NAAC criteria heads are aware of the NAAC proceedings and working relentlessly
3	Plan towards MOODLE platform. One co-ordinator will be selected from college of nursing who will be trained by IT personnel and he will train others in Nursing College

IQAC CO-ORDINATOR

COPY TO,

- Ambika C*  
AMBIKAC
1. DIRECTOR
  2. ALL HOD
  3. ADMINISTRATIVE DEPT

*Principals*  
PRINCIPAL



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## MINUTES OF MEETING

Name of meeting : IQAC meeting  
Date : 07/10/2021  
Venue : Principal's office

### Members present

Sl no.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	
2.	Mrs.Ambika C	Director /IQAC coordinator	
3.	Mrs. Shine Thomas	Secretary, IQAC	
4.	Mr.Vineesh .V.P	Senior administrative officer	
5.	Mrs .Steffy John	Professor	
6.	Mrs.Rakhi Seban	Professor	
7.	Mr. Manu Joseph	Professor	
8.	Mrs. Jeena Mathew	Associate Professor	
9.	Mrs. Soumya PB	Associate Professor	
10.	Mr. Prasanth	Assistant Professor	
11	Mrs. Neethu Merin George	Assistant professor	
12	Mrs.Akhila SB	Assistant professor	
13.	Mrs. Sruthi TP	Assistant professor	
14	Ms. Hanan (2018)	Nominee from students	
15	Mrs. Neenu PK	Faculty member	
16	Mrs. Archana TM	Faculty member	
17	Mrs. Anjitha C	Faculty member	
18	Kukkumol S	Faculty member	
19	Shari VP	Faculty member	
18	Sruthi Krishna	Faculty member	

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# KMCT COLLEGE OF NURSING

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## AGENDAS OF THE MEETING

Sl.no	Agenda
1	Review of the previous meeting
2	Action taken on decision of previous meeting
3	IQAC selection of new criteria members and heads
4	IQAC functioning guidelines
5	MOODLE training program
6	Student evaluation

### Meeting minutes

1	IQAC Coordinator Mrs.Ambika C read the minutes that were approved by IQAC. The decisions and the actions made also discussed.
2	IQAC suggested allotting criteria for the new faculties to coordinate the works of NAAC. Duties were assigned to the following faculties in framing and implementing the criteria a. Curricular Aspects – Mrs. Ambika C, ,Mrs. Shine Thomas, Ms. Neethu Merin Vargheese b. Teaching Learning and Evaluation – Mr. Manu Joseph, Mr.Lijna, Mrs. Neenu c. Research Innovation and Extension – Mrs. Akhila SB, Mrs. Vaishnavi d. Infrastructure Facilities – Mrs. Rakhi Seban, Mr. Prasanth, Shilpa KC e. Student Support and Progression – Mrs. Steffy John, Mrs. Kukkumol f. Leadership, Governance and Management – Mrs. Sruthi TP, Shari VP g. Institutional Values and Best Practices – Mrs. Shibili, Ms. Athira PM h. Nursing Part- Mrs. Archana TM, Mrs. Soumya PB, Shilpa PV
3.	Principal welcomed all new faculty members to the IQAC team
4	IQAC aims at improving the overall quality of every department of KMCT college of nursing with respect to, academic activities, administration, house keeping, etc. IQAC functioning guidelines were discussed and decided to follow quality improvement steps.
5.	Mr. Manu Joseph selected as MOODLE co-ordinator from college of nursing. Principal instructed to follow the training from IT personnel
6	A thorough assessment of the student is to be done based on sessional marks and bright students are to be given extra work, dull students should be given extra classes to achieve 100% results

IQAC CO-ORDINATOR

COPY TO.

- Ambika C*  
AMBIKA C
1. DIRECTOR
  2. ALL HOD
  3. ADMINISTRATIVE DEPT

*Helen*  
PRINCIPAL

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## MINUTES OF MEETING

Name of meeting : IQAC meeting  
Date : 02/12/2021  
Venue : Principal's office

### Members present

Sl no.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	
2.	Mrs.Ambika C	Director /IQAC coordinator	
3.	Mrs. Shine Thomas	Secretary, IQAC	
4.	Mr.Vineesh .V.P	Senior administrative officer	
5.	Mrs .Steffy John	Professor	
6.	Mrs.Rakhi Seban	Professor	
8.	Mrs. Jeena Mathew	Associate Professor	
9.	Mrs. Soumya PB	Associate Professor	
10.	Mr. Prasanth	Assistant Professor	
11	Mrs. Neethu Merin George	Assistant professor	
12	Mrs.Akhila SB	Assistant professor	
13.	Mrs. Sruthi TP	Assistant professor	
14	Mrs. Dona Prince	Assistant professor	
15	Ms. Hanan (2018)	Nominee from students	
16	Mrs. Neenu PK	Faculty member	
17	Mrs. Archana TM	Faculty member	
18	Athira PM	Faculty member	
19	Kukkumol S	Faculty member	
20	Shincy Susan Alias	Faculty member	

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## AGENDAS OF THE MEETING

Sl.no	Agenda
1	Action taken on decision of previous meeting
2	NAAC progress
3	Academic quality improvement
4	Conduct CNEs, Seminars, Workshops under Faculty development programmes
5	Software updation

### Meeting minutes

1	IQAC Coordinator Mrs. Ambika C read the minutes that were approved by IQAC. It included the decisions and the actions made
2	The NAAC work is under progress and the documentation of each programme done regularly. The NAAC criteria heads are aware of the NAAC proceedings and working relentlessly
3	Management instructed to improve the academic quality by implementing methods like preparation of notes by every faculty which is supervised by Principal. Vice principal and all the HODs are instructed to supervise the classes of faculty
4	CNEs and faculty development programme to be conducted in institutional level principal instructed faculty to plan for at least 2-3 workshops/conference in coming academic year.
4.	Management instructed to follow software updation as early as possible. Class coordinators make sure the attendance marked correctly and on right time.
	It followed a transparent and fair feedback system analyzing the evaluation parameters and implementation of best practice system.

IQAC CO-ORDINATOR

COPY TO,

1. DIRECTOR
2. ALL HOD
3. ADMINISTRATIVE DEPT

  
AMBIKA C

  
PRINCIPAL



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# KMCT COLLEGE OF NURSING

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## MINUTES OF MEETING

Name of meeting : IQAC meeting  
Date : 03/02/2022  
Venue : Principal's office

### Members present

Sl no.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	
2.	Mrs.Ambika C	Director /IQAC coordinator	
3.	Mrs. Shine Thomas	Secretary, IQAC	
4.	Mr.Vineesh .V.P	Senior administrative officer	
5.	Mrs .Steffy John	Professor	
6.	Mr. Manu Joseph	Professor	
7.	Mrs. Santhamma Kurian	Professor	
8.	Mrs. Jeena Mathew	Associate Professor	
9.	Mrs. Soumya PB	Associate Professor	
10.	Mrs. Dona Prince	Assistant Professor	
11	Mrs. Neethu Merin George	Assistant professor	
12	Mrs. Sruthi TP	Assistant professor	
13	Ms. Hanan (2018)	Nominee from students	
14	Mrs. Neenu PK	Faculty member	
15	Mrs. Archana TM	Faculty member	
16	Mrs. Anjitha C	Faculty member	
17	Kukkumol S	Faculty member	
18	Shari VP	Faculty member	



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### AGENDAS OF THE MEETING

Sl.no	Agenda
1	Action taken on decision of previous meeting
2	NAAC progress
3	MOODLE training program
4	Feed back system

#### Meeting minutes

1	IQAC Coordinator Mrs. Ambika C read the minutes that were approved by IQAC. It included the decisions and the actions made
2	Mrs. Shine Thomas discussed about the percentage of NAAC criteria work done. It was instructed to complete the pending works as soon as possible.
3	Principal instructed Mr. Manu Joseph to conduct CNE on MOODLE training to all faculties. It is planned on 14.02.2022
4	It followed a transparent and fair feedback system analyzing the evaluation parameters and implementation of best practice system.

IQAC CO-ORDINATOR

COPY TO,

- Ambika C*  
AMBIKA C
1. DIRECTOR
  2. ALL HOD
  3. ADMINISTRATIVE DEPT

*Malay*  
PRINCIPAL



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## MINUTES OF MEETING

Name of meeting : IQAC meeting  
Date : 03/03/2022  
Venue : Principal's office

### Members present

Sl no.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	
2.	Mrs. Ambika C	Director /IQAC coordinator	
3.	Mrs. Shine Thomas	Secretary, IQAC	
4.	Mr. Vineesh .V.P	Senior administrative officer	
5.	Mrs .Steffy John	Professor	
6.	Mr. Manu Joseph	Professor	
7.	Mrs. Santhamma Kurian	Professor	
8.	Mrs. Jeena Mathew	Associate Professor	
9.	Mrs. Soumya PB	Associate Professor	
10.	Mrs. Lijina	Assistant professor	
11	Mrs. Dona Prince	Assistant Professor	
12	Mrs. Neethu Merin George	Assistant professor	
13	Mrs. Sruthi TP	Assistant professor	
14	Ms. Hanan (2018)	Nominee from students	
15	Mrs. Neenu PK	Faculty member	
16	Mrs. Archana TM	Faculty member	
17	Mrs. Anjitha C	Faculty member	
18	Kukkumol S	Faculty member	
19	Shari VP	Faculty member	

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### AGENDAS OF THE MEETING

Sl.no	Agenda
1	NAAC Progress report
2	College day on 27.03.2022
3	IEDC programme
4	Code of conduct for newly joined faculties

#### Meeting minutes

1	The meeting discussed the progress of NAAC works in detail and suggested its submission in 2023. A faculty profile is created by the IQAC team. Folders for each criterion is created in the IQAC office computer. Mrs. Shine Thomas was discussed about the NAAC progress report
2	It was decided to conduct college day programme on 27.03.2022 Sunday 9am-5pm. The chief guest was Malayalam rapper Mr. Fejo and all batches was requested to participate with different events
3	IEDC- KERALA START UP MISSION- encourage students for idea pitching
4	The meeting suggested to conduct a session for the newly appointed faculties on Code of conduct of the college.

IQAC CO-ORDINATOR

COPY TO,

AMBIKA C

1. DIRECTOR
2. ALL HOD
3. ADMINISTRATIVE DEPT

  
PRINCIPAL

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## MINUTES OF MEETING

Name of meeting : IQAC meeting  
Date : 07/04/2022  
Venue : Principal's office

### Members present

Sl no.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	
2.	Mrs.Ambika C	Director /IQAC coordinator	
3.	Mrs. Shine Thomas	Secretary, IQAC	
4.	Mr.Vineesh .V.P	Senior administrative officer	
5.	Mrs .Steffy John	Professor	
6.	Mr. Manu Joseph	Professor	
7.	Mrs. Santhamma Kurian	Professor	
8.	Mrs. Jeena Mathew	Associate Professor	
9.	Mrs. Soumya PB	Associate Professor	
10.	Mrs. Lijina	Assistant professor	
11	Mrs. Dona Prince	Assistant Professor	
12	Mrs. Neethu Merin George	Assistant professor	
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17	Mrs. Anjitha C	Faculty member	
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## AGENDAS OF THE MEETING

Sl.no	Agenda
1	Strategic plan
2	Formation of core committee
3	First semester examinations
4	Software updation

### Meeting minutes

1	Discussions were made on the continuous process with a specific focus on accomplishing institutional goals. Many agreed that strategic plans should be based on the analysis of current obstacles and future opportunities and envisages the direction towards which the organization should move to achieve its goals and objectives.
2	Core committee members are Mrs. Shibili, Mrs. Neethu, Mrs. Neenu PK
3	Preparation of first semester examination. Prepare multiple choice questions from all the subjects for the semester students
4.	Instructed to follow software updation

IQAC CO-ORDINATOR

COPY TO.

- Ambika C*  
AMBIKA C
1. DIRECTOR
  2. ALL HOD
  3. ADMINISTRATIVE DEPT

*Malavi*  
PRINCIPAL



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## MINUTES OF MEETING

Name of meeting : IQAC meeting  
Date : 01/12/2022  
Venue : Principal's office

### Members present

Sl no.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	
2.	Mrs.Ambika C	Director /IQAC coordinator	
3.	Mrs. Shine Thomas	Secretary, IQAC	
4.	Mr.Vineesh .V.P	Senior administrative officer	
5.	Dr. Manjula S	Professor	
6.	Mrs .Steffy John	Professor	
7.	Mr. Rakhi Seban	Professor	
8.	Mrs. Jeena Mathew	Associate Professor	
9.	Mrs. Lijina	Assistant professor	
10.	Mrs. Dona Prince	Assistant Professor	
11	Mrs. Shibili	Assistant Professor	
12	Mrs. Neethu Merin George	Assistant professor	
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## AGENDAS OF THE MEETING

Sl.no	Agenda
1	Introducing new IQAC coordinator Dr. Manjula S
2	Discussion of previous IQAC meeting
3	Introducing NAAC criteria Members and Core team Members
4	Infrastructure enhancement

### Meeting minutes

1	Meeting was successful in introducing new IQAC coordinator Dr. Manjula S in the college and provided the guidelines they need to follow while working here
2	Previous IQAC Coordinator Mrs. Ambika C elucidated the NAAC accreditation works. A blueprint was drawn up of how each faculty member should work for the accreditation and its further procedures were also discussed
3	Core committee members are Mrs. Shibili, Mrs. Neethu, Mrs. Neenu PK Criteria Heads Criteria I- Mrs. Neethu Merin Criteria II- Mrs. Lijna NP Criteria III- Mrs. Aghila SB Criteria IV- Mrs. Rakhi Seban Criteria V- Mrs. Steffy John Criteria VI- Mrs. Dona prince Criteria VII- Mrs. Shibili Criteria VIII- Mrs- Archana
4	Principal requested management for establishment of digital library

IQAC CO-ORDINATOR,

COPY TO,

1. DIRECTOR
2. ALL HOD
3. ADMINISTRATIVE DEPT

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PRINCIPAL



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## MINUTES OF MEETING

Name of meeting : IQAC meeting  
Date : 05/01/2023  
Venue : Principal's office

### Members present

Sl no.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	
2.	Dr. Manjula S	Director /IQAC coordinator	
3.	Mrs. Shine Thomas	Secretary, IQAC	
4.	Mr.Vineesh .V.P	Senior administrative officer	
5.	Mrs .Steffy John	Professor	
6.	Mrs. Lijina	Associate professor	
7.	Mrs. Dona Prince	Associate Professor	
8.	Sruthi TP	Assistant professor	
9	Mrs. Neethu Merin George	Assistant professor	
10	Mrs. Aghila SB	Assistant professor	
11	Ms.Riya devassy (2019)	Nominee from students	
12	Mrs.Arundhathi Babu (2016)	Nominee from alumni	-
13	Mr. Muneer .K, F/O Farhan Muneer (2022)	Nominee from parent	-
14	Mrs. Neenu PK	Faculty member	
15	Mrs. Archana TM	Faculty member	
16	Mrs. Shincy Susan	Faculty member	
17	Kukkumol S	Faculty member	



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## AGENDAS OF THE MEETING

Sl no.	Agendas
1.	Review of the previous meeting
2.	Action taken on decision of previous meeting
3.	Discussion about NAAC work Done

### Meeting minutes

1	IQAC Coordinator Dr. Manjula S read the minutes that were approved by IQAC. It included the decisions and the actions made
2	Mrs. Shine Thomas discussed about the percentage of NAAC criteria work done. It was instructed to complete the pending works as soon as possible.

IQAC CO-ORDINATOR

COPY TO,

MANJULA S

1. DIRECTOR
2. ALL HOD
3. ADMINISTRATIVE DEPT

  
PRINCIPAL



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## MINUTES OF MEETING

Name of meeting : IQAC meeting

Date : 09/03/2023

Venue : Principal's office

### Members present

Sl no.	Faculty name	Designation	Signature
1	Mrs. R. Mageswari	Principal	
2.	Dr. Manjula S	Director /IQAC coordinator	
3.	Mrs. Shine Thomas	Secretary, IQAC	
4.	Mr.Vineesh .V.P	Senior administrative officer	
5.	Mrs .Steffy John	Professor	
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## AGENDAS OF THE MEETING

Sl no.	Agendas
1.	Review of the previous meeting
2.	Action taken on decision of previous meeting
3	Value added and certificate courses
4	Website updation

### Meeting minutes

1	IQAC Coordinator Dr. Manjula S read the minutes that were approved by IQAC. It included the decisions and the actions made
2	Discussed and decided to select separate faculties exclusively for the allocation of NAAC work relieving from other responsibilities
3.	In the meeting IQAC suggested all HoD's to prepare to conduct more certificate courses for students and the responsibilities were assigned to different teachers.
4.	Instructed to complete the updation of Website as soon as possible

IQAC CO-ORDINATOR

COPY TO,

MANJULA S

1. DIRECTOR
2. ALL HOD
3. ADMINISTRATIVE DEPT

PRINCIPAL



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