

MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING
OF ARMY COLLEGE OF NURSING HELD ON 27 SEP 2020

1. The IQAC meeting of Army College of Nursing, Jalandhar Cantt was held on 27 Sep 2020 from 10:30 AM to 12:30 PM in the Seminar Hall of the college. During the conduct of the meeting, all the norms pertaining to COVID-19 were strictly followed. The meeting was chaired by Prof (Mrs) M. Maheshwary, Principal, Army College of Nursing, IQAC chairperson and attended by the following: -

Members

- | | | | |
|-----|-----------------------|---|---|
| (a) | Col HS Phagura (Retd) | - | Registrar & Head of Administration
(Sr Adm Officer). |
| (b) | Col RN Karkhanis | - | Commanding Officer,
4011 Fd Hospital
(Management Rep) |
| (c) | Mrs Varinderpal Kaur | - | Assistant Professor
(Faculty Member, ACN) |
| (d) | Mrs Baljeet Kaur | - | Assistant Professor
(Faculty Member, ACN) |
| (e) | Ms Gagan Sharma | - | Assistant Professor
(Faculty Member, ACN) |
| (f) | Ms Riya Sharma | - | Clinical Instructor
(Faculty Member, ACN) |
| (g) | Dr. Saksham Singh | | Principal, Army Public School,
Jalandhar Cantt |

(Nominee Local Society)

- (h) Nb Sub Dharmendra Dubey - Community Rep /Stakeholder
- (j) Ms Ragani - Alumni Rep (2016-2020)
Attended online
- (k) Ms Gunjan - Alumni Rep (2016-2020)
Attended online
- (l) Ms Muskan Joshi - Student Rep (2017-21)
- (m) Ms Renu - Student Rep (2017-21)
- (n) Prof (Mrs) Charlotte Ranadive - Vice Principal, ACN
(IQAC Coordinator)

2. At the outset the NAAC Coordinator extended a warm welcome to all the members of IQAC and thanked them for sparing their valuable time for the meeting.

S. No	Agenda	Discussion	Action Taken
3.	NAAC Accreditation process	<ul style="list-style-type: none">• The college has planned the process of NAAC accreditation and hence what's App group has been created by MS Baljit Kaur.• Keeping the above mentioned point, an Online Introductory Webinar was conducted by Dr Manjit Singh, Head of Education Accreditation division on 01/07/2020. A discussion was also done about	<ul style="list-style-type: none">• What's App group- MS Baljit Kaur• Introductory Webinar by Dr Manjit Singh, 01/07/2020

		<p>uploading of documents in INPODS AMS and HEI Portal in the NAAC Website. Faculty was oriented regarding both the systems.</p> <ul style="list-style-type: none"> • Faculty was also assigned to attend a webinar on NAAC Accreditation process in the month of November 2020. • Prof. (Mrs) Charlotte Ranadive was assigned to do a presentation on NAAC Accreditation Process along with Dr Manjit Singh the appointed consultant, as soon as possible. 	<ul style="list-style-type: none"> • To be planned by Prof. (Mrs) Charlotte Ranadive
4.	Delegation of duties to all members	<ul style="list-style-type: none"> • Prof (Mrs) M. Maheshwary, Chairperson, IQAC informed all the members that the delegation of work will be done for the compilation of data for the NAAC Accreditation Process. Hence all the faculty and staff were asked to be prepared for the same. 	<ul style="list-style-type: none"> • Prof. (Mrs) Charlotte Ranadive was assigned to plan the delegation of NAAC Accreditation process

Signature of IQAC Coordinator _____

Signature of IQAC Chairperson _____

Principal
Army College of Nursing
Landhok Cantonment,

**MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING
OF ARMY COLLEGE OF NURSING HELD ON 19 JAN 2021**

1. The IQAC meeting of Army College of Nursing, Jalandhar Cantt was held on 19 JAN 2021 from 11:30 AM to 1:00 PM in the Seminar Hall of the college. During the conduct of the meeting, all the norms pertaining to COVID-19 were strictly followed. The meeting was chaired by Prof (Mrs) M. Maheshwary, Principal, Army College of Nursing, IQAC chairperson and attended by the following: -.

Members

- | | |
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| (a) Col HS Phagura (Retd) | -Registrar & Head of
Administration
(Sr Adm Officer). |
| (b) Col RN Karkhanis | -Commanding Officer,
4011 Fd Hospital
(Management Rep) |
| (c) Mrs Varinderpal Kaur | - Assistant Professor
(Faculty Member, ACN) |
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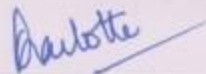
- (e) Ms Gagan Sharma -Assistant Professor
(Faculty Member, ACN)
- (f) Ms Riya Sharma - Clinical Instructor
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- (g) Dr. Saksham Singh -Principal, Army Public School,
Jalandhar Cantt
(Nominee Local Society)
- (h) Nb Sub Dharmendra Dubey - Community Rep /Stakeholder
- (j) Ms Ragani - Alumni Rep (2016-2020)
Attended online
- (k) Ms Gunjan - Alumni Rep (2016-2020)
Attended online
- (l) Ms Muskan Joshi - Student Rep (2017-21)
- (m) Ms Renu - Student Rep (2017-21)
- (n) Prof (Mrs) Charlotte Ranadive - Vice Principal, ACN
(IQAC Coordinator)


2. At the outset the NAAC Coordinator extended a warm welcome to all the members of IQAC and thanked them for sparing their valuable time for the meeting.

S.No	Agenda	Discussion	Action Taken
4.	Payment for NAAC Accreditation	<ul style="list-style-type: none"> The college has hired M/s Triam Systems Private Limited Chandigarh as consultants for NAAC Accreditation and a payment of Rs. 2, 36,000/- is done to the company for assistance in the process. 	<ul style="list-style-type: none"> Payment of Rs. 2, 36,000/- is done to M/s Triam Systems Private Limited Chandigarh by college for NAAC Accreditation.
5.	Composition of IQAC at college level (IMC on 29th Dec.2020)	<ul style="list-style-type: none"> The NAAC Coordinator appraised all the members in the meeting about the composition of the (IQAC) Internal Quality Assurance Cell which was approved by the chairman ACN on 29th Dec, 2020 in the (IMC) institute management committee meeting. 	<ul style="list-style-type: none"> 29th Dec, 2020 in the (IMC)

6.	Training for NAAC Accreditation	<ul style="list-style-type: none"> • A presentation on NAAC accreditation giving out roles and responsibilities of all faculty and staff members was carried out by Prof. (Mrs Charlotte Ranadive) Vice Principal ACN on 12th December, followed by online training by consultant Dr Manjit Singh of M/s Triam Systems Private Limited Chandigarh. The same was attended by all faculty members, NTS and Admin. Staff of the college • List of Coders and Approvers for the practice session was finalized. Online Training session in computer lab for all for IPods AMS scheduled from 4th to 9th of Jan 2021. ID's and Passwords for Coders and Approvers were circulated to all staff. • Ms Sarika and Mr Sunil suggested for on campus training to be arranged for the IPods AMS on campus for all by Dr Manjit. Tentative meeting planned for the 10th of Feb, 2020 in the college campus. 	<ul style="list-style-type: none"> • A presentation on NAAC accreditation was done by Prof. (Mrs Charlotte Ranadive) Vice Principal ACN and online training by Dr Manjit on 12th December, • List of Coders and Approvers and Online Training session scheduled from 4th to 9th of Jan 2022 • Tentative meeting planned for the 10th of Feb, 2020 in the college campus.
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		<ul style="list-style-type: none">Names of the approvers and coders of Criteria III, IV & V were announced by the chairperson. She asked Ms Baljeet to add all coders and approvers to what's app group and asked Ms Sarika to print one full document of NAAC guidelines and give to Ms Gagan Sharma.	<ul style="list-style-type: none">Approvers and coders of Criteria III, IV & V were announced by the chairperson.
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Signature of IQAC Coordinator 

Signature of IQAC Chairperson 
Principal
Army College of Nursing
Jalandhar Cantt

MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING
OF ARMY COLLEGE OF NURSING HELD ON 23 Mar 2021

1. The IQAC meeting of Army College of Nursing, Jalandhar Cantt was held on 23rd March 2021 from 11:00 AM to 1:00 PM in the Seminar Hall of the college. During the conduct of the meeting, all the norms pertaining to COVID-19 were strictly followed. The meeting was chaired by Prof (Mrs) M. Maheshwary, Principal, Army College of Nursing, IQAC chairperson and attended by the following: -

MEMBERS

- | | | | |
|-----|-----------------------|---|---|
| (a) | Col HS Phagura (Retd) | - | Registrar & Head of Administration
(Sr Adm Officer). |
| (b) | Col RN Karkhanis | - | Commanding Officer,
4011 Fd Hospital
(Management Rep) |
| (c) | Mrs Varinderpal Kaur | - | Assistant Professor
(Faculty Member, ACN) |
| (d) | Mrs Baljeet Kaur | - | Assistant Professor
(Faculty Member, ACN) |
| (e) | Ms Gagan Sharma | - | Assistant Professor
(Faculty Member, ACN) |
| (f) | Ms Riya Sharma | - | Clinical Instructor
(Faculty Member, ACN) |
| (g) | Dr Saksham Singh | - | Principal, Army Public School,
Jalandhar Cantt (Nominee Local Society) |

- (h) Nb Sub Dharmendra Dubey - Community Rep /Stakeholder
- (j) Ms Ragani - Alumni Rep (2016-2020)
Attended online
- (k) Ms Gunjan - Alumni Rep (2016-2020)
Attended online
- (l) Ms Muskan Joshi - Student Rep (2017-21)
- (m) Ms Renu - Student Rep (2017-21)
- (n) Prof (Mrs) Charlotte Ranadive - Vice Principal, ACN
(IQAC Coordinator)

2. At the outset the NAAC Coordinator extended a warm welcome to all the members of IQAC and thanked them for sparing their valuable time for the meeting.

S.NO.	AGENDA	DISCUSSION	ACTION
3.	Feedback of IMC meeting	<ul style="list-style-type: none"> The training session of NAAC Accreditation was organized and conducted by consultant. The faculty had carried out hands on practice on the software provided by the consultant hired by the college. The process of filing of SSR will take 60 days. Hence it is important that the required matrices are prepared, uploaded and processed in a timely manner and with due accountability. To ensure the achievement of desired result and a budget of Rs 6.49 lakh is allocated for the same. The Chairman ACN has directed that vigorous efforts be made to achieve the goal of accreditation by the college. 	IMC held on 30.01.21

4.	Feedback on the visit by Dr. Manjit.	<ul style="list-style-type: none"> Visit by Dr Manjit to our college was conducted on the 10th of Feb, 2021: Criteria wise explanation given to coders and approvers. He also visited the college facilities and gave detailed suggestions for things to be prepared keeping in mind the Peer Team Visit. On 12th Feb, 2021 a presentation was done by Prof. (Mrs) Charlotte Ranadive after Dr Manjit Singh's visit to sum up his suggestions and feedback to all the faculty and staff. 	Visit by Dr Manjit was conducted on the 10th of Feb, 2021
5.	Registration (NAAC Portal)	<ul style="list-style-type: none"> On 24th Feb, 2021 registration fee for IIQA (25,000/- + 18% GST) was paid as discussed with Dr Manjit and the registration was accepted by NAAC on the 15th of March 2021. The college had 45 days to file SSR in the NAAC Portal (15th March – 23rd April) along with students satisfaction survey details. 	IQAC Coordinator
6.	List for team members for SSR	<ul style="list-style-type: none"> List of team members to accomplish Self Study Report was also declared on the 24th of Feb.2021. 	IQAC Coordinator

Signature of IQAC Coordinator _____

Charlotte

Signature of IQAC Chairperson _____

[Signature]

Principal
Army College of Nursing
Jalandhar Cantt

**MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING
OF ARMY COLLEGE OF NURSING HELD ON 16 JUNE 2021**

1. The IQAC meeting of Army College of Nursing, Jalandhar Cantt was held on 16th June 2021 from 11:00 AM to 1:00 PM in the Seminar Hall of the college. During the conduct of the meeting, all the norms pertaining to COVID-19 were strictly followed. The meeting was chaired by Prof (Mrs) M. Maheshwary, Principal, Army College of Nursing, IQAC chairperson and attended by the following: -

MEMBERS

- | | | | |
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| (a) | Col HS Phagura (Retd) | - | Registrar & Head of Administration
(Sr Adm Officer). |
| (b) | Col RN Karkhanis | - | Commanding Officer,
4011 Fd Hospital
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| (c) | Mrs Priya Sharma | - | Associate Professor
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- (h) Dr Saksham Singh - Principal, Army Public School,
Jalandhar Cantt
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Attended online
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Attended online
- (l) Ms Muskan Joshi - Student Rep (2017-21)
- (m) Ms Renu - Student Rep (2017-21)
- (n) Prof (Mrs) Charlotte Ranadive - Vice Principal, ACN
(IQAC Coordinator)

2. At the outset the NAAC Coordinator extended a warm welcome to all the members of IQAC and thanked them for sparing their valuable time for the meeting.

S.No	AGENDA	DISCUSSION	Action
3.	Feedback of IMC meeting (06.05.21)	<ul style="list-style-type: none"> The Institutional Information for Quality Assessment (IIQA) has been approved on the 15th of March 2021 and the college has to upload the SSR in the NAAC portal at the earliest. In view of delay for certain supporting documents required from the external sources due to pandemic, an extension of 15 days has been sought by NAAC. Accordingly, the 50% fee i.e. Rs.2, 21,250/- has been deposited out of Grant in Aid (GIA). The balance amount of SSR fee is required to be submitted after the institution is pre-qualified. The Chairman of the IMC directed to submit the SSR at earliest which was done on the 02.06.2021 by the college. Last date for the student satisfaction survey is 02.07.2021 in the NAAC portal. 	IMC meeting (06.05.21)
4.	Orientation to new projects, Procedure and policies	<ul style="list-style-type: none"> Parent teacher meeting to be planned after each term exam College need to procure new simulators for the labs. CNE to be planned as per the requirement of the NAAC List of opportunities provided to the students for midcourse improvement in all subjects to be recorded. To enhance the practical skills of the students/ faculty more workshops and seminars to be planned. Grievances in the external and internal assessment records to be maintained. Extension activities to be planned such as Youth Red Cross, NCC, NSS Faculty exchange and student exchange to be planned for the future More MOU's to be signed with the external agencies for the collaborative activities. The IQAC chairperson suggested planning the clinical postings of the student in at least one NABH accredited hospitals. More research initiatives to be undertaken by the faculties and published in the UGC care list. To improve the utilization of the learning resources in the library Record of all competitive exams with details of student, exam undertaken and results of the exam to be recorded. 	To be planned by Principal, Faculty and Staff

		<ul style="list-style-type: none"> The college should form an Alumni Association registered under the society act along with the necessary details as soon as possible. To plan IQAC meetings quarterly as a regular feature by the Chairperson of the IQAC. More projects on energy conservation such as sensor based taps, kitchen waste management etc. to be undertaken by the college. Implementation of the SOP's of labs, immunization, biomedical waste management, evaluation performs of clinical and the procedure feedback forms to be implemented. 	
5.	Preparation for hard copy of the SSR criteria wise	<ul style="list-style-type: none"> The IQAC Chairperson emphasized that all the coders and approvers should focus on the preparation for printing and producing the hardcopy of each criteria of the SSR and submit it to the IQAC Coordinator on 25.09.2021 	all the coders and approvers
6.	To work on both the DWV clarification received.	<ul style="list-style-type: none"> The IQAC Chairperson directed to finish the DVV clarification received on the NAAC portal as soon as possible. The IQAC Coordinator informed that the 1st DVV was answered on the 11th of June 2021 in the NAAC portal whereas the 2nd DVV was planned to be completed by the 15th of July 2021. 	planned DVV submission on 15th of July 2021.

Signature of IQAC Coordinator _____

Signature of IQAC Chairperson _____

Principal
Army College of Nursing
Jalandhar Cantt

**MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING
OF ARMY COLLEGE OF NURSING HELD ON 26 JUNE 2021**

1. The IQAC meeting of Army College of Nursing, Jalandhar Cantt was held on 26th June 2021 from 10:00 AM to 11:00 AM in the Seminar Hall of the college. During the conduct of the meeting, all the norms pertaining to COVID-19 were strictly followed. The meeting was chaired by Prof (Mrs) M. Maheshwary, Principal, Army College of Nursing, IQAC chairperson and attended by the following: -.

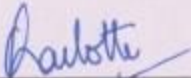
MEMBERS

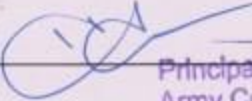
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- (h) Dr Saksham Singh - Principal, Army Public School,
Jalandhar Cantt
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- (m) Ms Renu - Student Rep (2017-21)
- (n) Prof (Mrs) Charlotte Ranadive - Vice Principal, ACN
(IQAC Coordinator)

2. At the outset the NAAC Coordinator extended a warm welcome to all the members of IQAC and thanked them for sparing their valuable time for the meeting.

S.No.	AGENDA	DISCUSSION	ACTION
3.	DVV clarification	The IQAC Coordinator informed that the 1st DVV was answered on the 11th of June 2021 in the NAAC portal whereas the 2nd DVV was planned to be completed by the 15th of July 2021. The DVV Clarification statements received from the NAAC for all the criteria was handed over to all the respective Approvers and Coders. The team was asked to formulate appropriate clarification and to seek approval from the IQAC Chairperson then upload the data in the NAAC portal to answer the Data Verification and Validation process.	Approvers and Coders to complete the task by 15th of July 2021.
4.	Updating of hard copy of the SSR criteria wise	The IQAC Chairperson emphasized that all the coders and approvers should focus on the preparation for printing and producing the hardcopy of each criteria of the SSR including the DVV clarifications and submit to the IQAC Coordinator as soon as possible.	Approvers and Coders
5.	Student Satisfaction Survey	IQAC Coordinator informed that the date for the Student Satisfaction Survey was extended to 20.07.2021 in the NAAC portal due to less response by the students.	Student Satisfaction Survey to close on 20.07.2021

Signature of IQAC Coordinator _____ 

Signature of IQAC Chairperson _____ 
Principal
Army College of Nursing
Jalandhar Cantt

**MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING
OF ARMY COLLEGE OF NURSING HELD ON 07 SEPT 2021**

1. The IQAC meeting of Army College of Nursing, Jalandhar Cantt was held on 07th Sept 2021 from 11:00 AM to 1:30 PM in the Seminar Hall of the college. During the conduct of the meeting, all the norms pertaining to COVID-19 were strictly followed. The meeting was chaired by Prof (Mrs) M. Maheshwary, Principal, Army College of Nursing, IQAC chairperson and attended by the following: -.

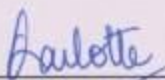
MEMBERS

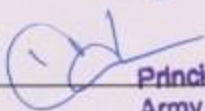
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- (n) Prof (Mrs) Charlotte Ranadive - Vice Principal, ACN
(IQAC Coordinator)

2. At the outset the NAAC Coordinator extended a warm welcome to all the members of IQAC and thanked them for sparing their valuable time for the meeting.

S.No.	AGENDA	DISCUSSION	ACTION
3.	Feedback of IMC meeting (09.07.21)	It was briefed in the IMC meeting of the College that the college has submitted the SSR in the NAAC portal on the 2nd June 2021. The 1st DVV was answered on the 11th of June 2021 in the NAAC portal whereas the 2nd DVV was planned to be completed by the 15th of July 2021. The DVV Clarification statements received from the NAAC for all the criteria was handed over to all the respective Approvers and Coders. The team was asked to formulate appropriate clarification and to seek approval from the IQAC Chairperson then upload the data in the NAAC portal to answer the Data Verification and Validation process. The date for the Student Satisfaction Survey was extended to 20.07.2021 in the NAAC portal due to less response by the students. There were a number of observations made during the process of the filing of SSR and DVV which were presented to the IMC. The Chairman of the IMC directed to take the necessary actions to achieve the best grading for the college.	IMC meeting (09.07.21)
4.	Updating of hard copy of the SSR criteria wise	As the 2nd DVV was completed by the 15th of July 2021 and the Student Satisfaction Survey was closed on 20.07.2021, the IQAC Chairperson emphasized that all the coders and approvers should focus on the preparation for printing and producing the hardcopy of each criteria of the SSR including the DVV clarifications and submit to the IQAC Coordinator by 25.09.21. She also emphasized that all the approvers, coders and committee heads should make sure that all the documents are updated timely.	Hard copy of the SSR criteria wise to be submitted on 25.09.21

Signature of IQAC Coordinator 

Signature of IQAC Chairperson 
Principal
Army College of Nursing
Jalandhar Cantt

**MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING
OF ARMY COLLEGE OF NURSING HELD ON 11 DEC. 2021**

1. The IQAC meeting of Army College of Nursing, Jalandhar Cantt was held on 11th Dec 2021 from 11:00 AM to 1:00 PM in the Conference Hall of the college. During the conduct of the meeting, all the norms pertaining to COVID-19 were strictly followed. The meeting was chaired by Prof (Mrs) M. Maheshwary, Principal, Army College of Nursing, IQAC chairperson and attended by the following: -

MEMBERS

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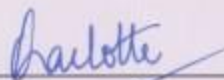
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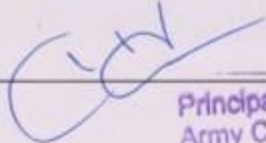
S.No	AGENDA	DISCUSSION	ACTION
3.	Feedback of IMC meeting (06.10.21)	It was briefed in the IMC meeting of the College that the college has submitted the SSR in the NAAC portal on the 2nd June 2021. The 1st DVV was answered on the 11th of June 2021 in the NAAC portal and the 2nd DVV was submitted on the 15th of July 2021. The Student Satisfaction Survey was closed on 20.07.2021 in the NAAC portal. The registrar of the college appraised the house that the points regarding research publication by faculty in the journal of high repute has already been communicated to the entire faculty. The Chairman of the IMC directed to take the necessary actions to achieve the best grading for the college.	IMC meeting (06.10.21)
4.	Payment details for Peer Visit	<p>The Institution had passed Prequalification on 26/09/2021. Hence, we were asked to submit the following documents for the completion of peer team visit:</p> <ul style="list-style-type: none"> • Pay 2nd instalment fee of Rs. 2, 21,250/- for Assessment and Accreditation fee (through portal). • Pay Logistics fee for Rs. 1,77,000/ (through portal) • Give three slots of dates each of 2 days duration for PTV (through portal). • Suggest contact details of 3 good hotels in your neighbourhood for the stay of peer team members (through portal). • Give details of nearest Airport to the college, distance by road and time required to reach (through portal). <p>All the above details of documents for the completion of peer team visit were submitted by the college on the 24.11.2021 in the NAAC portal.</p>	Details for Peer Visit submitted in the portal on 24.11.2021
5.	Feedback of APS Jalandhar visit	<p>The IQAC Coordinator had visited the Army Public School Jalandhar with a view to discuss the sample peer visit schedule with the Principal, Army Public School Jalandhar to get an idea so as to how to organise the peer visit at our college on the 10.12.2021. A detailed feedback of the discussion with the Principal, APS, Jalandhar and the IQAC coordinator, ACN, Jalandhar Cantt. Was reported and discussed during the meeting to sensitise the faculty and staff of the college.</p> <p>The IQAC coordinator also formulated and presented the list of committees for the peer</p>	IQAC Coordinator Presented the details on 11.12.2021

		team visit and submitted the same to the IQAC chairperson for approval.	
6.	Revision of the team for SSR	The IQAC coordinator revised the team for SSR for the purpose of peer team visit as many faculties had left and the new faculty who had joined were assigned the criteria of SSR. The revised list of team members for the same was submitted to the IQAC chairperson for approval.	Revised list for SSR submitted on 11.12.2021

Signature of IQAC Coordinator



Signature of IQAC Chairperson



Principal
Army College of Nursing
Jalandhar Cantt