

**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

- | | | | |
|-----|-----------------------|---|---|
| (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 Priya Sharma | - | Associate Professor
(Faculty Member, ACN) |
| (d) | Mrs Baljeet Kaur | - | Associate Professor
(Faculty Member, ACN) |
| (e) | Mrs Varinderpal Kaur | - | Assistant Professor
(Faculty Member, ACN) |
| (f) | Ms Gagan Sharma | - | Assistant Professor
(Faculty Member, ACN) |
| (g) | Ms Riya Sharma | - | Clinical Instructor
(Faculty Member, ACN) |

Maheshwary

- (h) Dr Saksham Singh - Principal, Army Public School,
Jalandhar Cantt
(Nominee Local Society)
- (i) 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.

Ranadive

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

Basit

		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 *Barlotte*

Signature of IQAC Chairperson *[Signature]*
Principal
Army College of Nursing
Jalandhar Cantt

Barlotte

Principal
Army College of Nursing
Jalandhar Cantt

**MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING
OF ARMY COLLEGE OF NURSING HELD ON 04 Feb. 2022**

1. The IQAC meeting of Army College of Nursing, Jalandhar Cantt was held on 04 th Feb. 2022 from 11:00 AM to 2:30 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 Priya Sharma | - | Associate Professor
(Faculty Member, ACN) |
| (d) | Mrs Baljeet Kaur | - | Associate 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
- (i) Ms Muskan Joshi - Alumni Rep (2017-2021)
Attended online
- (j) Ms Renu - Alumni Rep (2017-2021)
Attended online
- (k) Ms Jyoti - Student Rep (2018-22)
- (l) Ms Shruti Rana - Student Rep (2019-23)
- (m) 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.

Charlotte

S.No	AGENDA	DISCUSSION	ACTION
3.	Feedback of IMC meeting (08.01.22)	Consequent to prequalification for NAAC, the college has paid an amount of Rs. 3, 982, 50/- on 22 Nov. 2021. The visit of Peer Team has been planned tentatively from Jan-Mar 2022.	IMC meeting (08.01.22)
4.	List of committee for Peer Visit	The IQAC coordinator presented the list of committees for the peer team visit approved by the IQAC chairperson.	IQAC chairperson
5.	Revision of the team for SSR	The IQAC coordinator presented the revised team for SSR for the purpose of Peer Team Visit approved by the IQAC chairperson.	IQAC chairperson
6.	Criteria wise feedback and review	Criteria wise feedback was given by all the approvers and Coders and it was decided to:- To standardize the hardcopies of all the box files of each criterion such as cover page, index, flags etc. for which format will be given by Mr. Suneel Kumar, Office Suptd. To include all the DVV clarifications along with all the supporting documents and label it appropriately so as to identify it easily at the time of PTV interaction. To make ppt. presentation for each criteria to facilitate discussion during PTV interaction.	Mr. Suneel Kumar
7.	Discussion on sample peer visit schedule	The sample peer team visit schedule was discussed by Col. H. S. Phagura, the registrar. He gave a criteria wise feedback emphasising the important aspects to be examined by the PTV members. He also highlighted the areas where improvements were needed, also asked to plan alternative ideas so as to minimise the loss which can occur in the grading process. He also shared the detailed feedback in writing with the group.	All coders and approvers to do the needful.

Signature of IQAC Coordinator _____

Signature of IQAC Chairperson _____

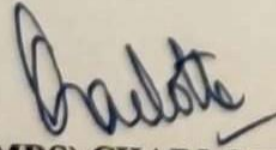
Principal
Principal
Army College of Nursing
Jalandhar Cantt

Principal
Principal
Army College of Nursing
Jalandhar Cantt

**ARMY COLLEGE OF NURSING, JALANDHAR CANTT
REVISED TEAM FOR INTERNAL QUALITY ASSURANCE CELL**

IQAC CHAIRPERSON: PROF.(MRS) M. MAHESWARY
IQAC CO-ORDINATOR: PROF.(MRS) CHARLOTTE RANADIVE

TASK	APPROVER	SIGNATURE	CODER	SIGNATURE	Team Members	SIGNATURE
PART -A						
DATA OF THE INSTITUTION	MS. PRIYA SHARMA		HONY CAPT. HARJINDER SINGH		MS. KHUSHNASIB MS. PARNEET	
PART-B						
CRITERION -I: CURRICULAR ASPECTS	PROF (MRS.) M. MAHESWARY		MS. JASLEEN KAUR		MS. KHUSHNASIB	
CRITERION -II: TEACHING,LEARNING AND EVALUATION	MS. BALJEET KAUR		MS NANDINI		MS. KALINDI MS MEENAKSHI	
CRITERION -III: RESEARCH ,INNOVATION AND EXTENSION	MS. GAGAN SHARMA		MS. AMANJEET KAUR		MS. VIDYAWANTI	
CITERION-IV: INFRASTRUCTURE AND LEARNING RESOURCES	COL. H.S .PHAGURA		MR. SUNEEL KUMAR		MS ANJALI MS LAKHWINDER KAUR	
CRITERION - V: STUDENT SUPPORT AND PROGRESSION	MS. PRIYA SHARMA		MS. APSRA		MS. RITU RANA	
CRITERION -VI: GOVERNANCE ,LEADERSHIP AND MANAGEMENT	PROF (MRS.) M. MAHESWARY		MS. SARIKA ARORA		MS.GAGAN SHARMA	
CRITERION - VII: INSTITUTIONAL VALUES AND BEST PRACTICES	PROF(MRS.) CHARLOTTE RANADIVE		MRS. RASHMI SHARMA		MS. ELIZA MS. PRIYANKA	
CRITERION-VIII: PART -B3 - NURSING COLLEGES	PROF(MRS.) CHARLOTTE RANADIVE		MS. RIYA SHARMA		MS. NAVRINDER KAUR	


PROF.(MRS) CHARLOTTE RANADIVE
IQAC CO-ORDINATOR:


PROF.(MRS) M. MAHESWARY
IQAC CHAIRPERSON

ARMY COLLEGE OF NURSING

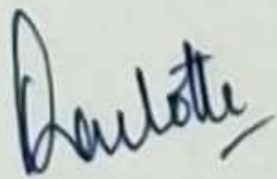
NAAC PEER VISIT SCHEDULED ON 8TH AND 9 MARCH 2022

COMMITTEE LIST AND ROLES AND RESPONSIBILITIES

Ser No	Committee	Name of Faculty	Roles and Responsibilities
1.	a) Presentation by the Head of Institution b) Photo Gallery, Best Practices	Prof. Mrs. M. Maheswary Col. H.S. Phagura Prof. Mrs. Charlotte Ranadive Mr Suneel Kumar	<ul style="list-style-type: none">To prepare the framework for the presentation and including all the necessary and relevant information in the presentation.
2.	Budget Committee	Prof. Mrs. Charlotte Ranadive Mr. Paramjit	<ul style="list-style-type: none">To prepare the tentative budget in consultation with all the committeesClosing of budget
3.	Invitation Committee	Col. H.S. Phagura Mr Suneel Kumar	<ul style="list-style-type: none">To prepare the list of inviteesPrepare the invitation cardDistribution of invitation cardDistribution of the Programme Schedule as received by NAAC
4.	Accommodation and Transport	Col. H.S. Phagura Mr Suneel Kumar Sub. Maj Bupinder Singh	<ul style="list-style-type: none">To book the Hotel for the peer visit team for stayArrange transport for the peer visit team
5.	Reception	Col. H.S. Phagura Rashmi Ms. Amanjeet Kaur	<ul style="list-style-type: none">To make the necessary arrangements to welcome the peer visit team including the preparation of Rangoli, bouquet, chocolates etc.

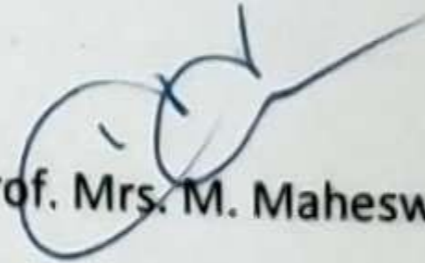
6.	Physical Facilities Round	College Ms. Gagan Sharma Ms Anjali All Lab incharges Sub. Maj Bupinder Singh Hony Nb Sub Surjeet Kumar Hostel Ms. Kuldeep Kaur Ms. Eliza (Sports)	<ul style="list-style-type: none"> To prepare the Physical Facilities of the college and hostel for the rounds by the peer visit team To place place the signboards as needed
7.	Refreshment& Catering committee	Mrs. Baljit Kaur Ms. Riya Ms. Parneet Kaur Sub. Maj Bupinder Singh	<ul style="list-style-type: none"> To make arrangements for the Refreshment and unch during the college hours
8.	Cultural Committee	Mrs. Apsra Mrs. Nandini	<ul style="list-style-type: none"> To prepare the students for a cultural programme to showcase the talent of the students.
9.	Purchase Committee	Mrs. Kushnaseeb Mrs Lakhwinder Kaur	<ul style="list-style-type: none"> To do all the purchase of items needed by all the committies with appropriate bills To purchase the gifts etc.
10.	Hall arrangement	Ms. Gagan Sharma Mrs. Navrinder Kaur Mrs Sarika Arora	<ul style="list-style-type: none"> To prepare the conference hall for the presentation. MP hall for the cultural programme /intraction with the students
11.	Almuni Corner	Mrs. Baljeet Kaur Mrs. Ritu Rana SNA Vice President	<ul style="list-style-type: none"> To prepare and display the ACN heritage wall with all the relevant pictures of previous session and details of Alumni.
12.	Photography,Videography	Mrs Sarika Arora Mrs. Jasleen	<ul style="list-style-type: none"> To arrange for the photographer to keep a record of the event To prepare a report of the

13.	Record management	Prof. Mrs. Charlotte Ranadive Sub. Maj. Ashwani Kumar Sharma Coders of All Criteria	event for filing <ul style="list-style-type: none"> To make sure all needed records are readily available during the visit.
-----	-------------------	---	---



Prof. Mrs. Charlotte Ranadive

IQAC Coordinator



Prof. Mrs. M. Maheswary

IQAC Chairperson

**MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING
OF ARMY COLLEGE OF NURSING HELD ON 18 FEB 2022**

1. The IQAC meeting of Army College of Nursing, Jalandhar Cantt was held on 18th Feb 2022 from 9:30 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

- | | | | |
|-------|-----------------------|---|---|
| (a) ✓ | Col HS Phagura (Retd) | - | Registrar & Head of Administration
(Sr Adm Officer). |
| (b) | Col RN Karkhanis | - | Commanding Officer, — Mr. Sunil
4011 Fd Hospital
(Management Rep) |
| (c) ✓ | Mrs Priya Sharma | - | Associate Professor
(Faculty Member, ACN) |
| (d) ✓ | Mrs Baljeet Kaur | - | Associate 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 |

Sakshi

- (h) Nb Sub Dharmendra Dubey - (Nominee Local Society)
Community Rep /Stakeholder (parent one each form classes)
- (i) Ms Muskan Joshi - Alumni Rep (2017-2021)
Attended online
- (j) Ms Renu - Alumni Rep (2017-2021)
Attended online
- (k) Ms Jyoti - Student Rep (2018-22)
- (l) Ms Shruti Rana - Student Rep (2019-23) - IV, (4 st.) one each.
- (m) Prof (Mrs) Charlotte Ranadive - Vice Principal, ACN
(IQAC Coordinator)

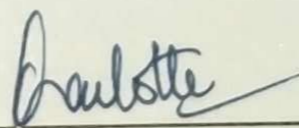
2. At the outset the IQAC Coordinator extended a warm welcome to all the members of IQAC and thanked them for sparing their valuable time for the meeting.

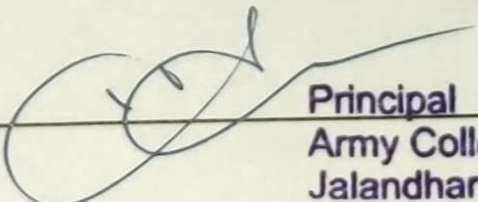
Ranadive

No	AGENDA	DISCUSSION	ACTION
	Discussion on Peer Team Visit schedule	<p>The IQAC Coordinator informed all the members of IQAC cell that the Accreditation (1st Cycle) of our institution by NAAC, the Peer Team will visit our institution on 8th - 9th March 2022. The peer team visit schedule sent by NAAC was discussed with the members and is enclosed with all the attachments.</p> <p>IQAC coordinator also presented day wise preparation schedule and a tentative Peer Visit Schedule for approval and smooth functioning and completion of activities in the college.</p> <p>A visit to ASHA School was done by the Principal, Registrar and Vice Principal of ACN to start the clinical posting of B.Sc. (N) 3rd year for the subject of Mental Health Nursing and Child Health Nursing on 9th of Feb.2022. The Registrar and Vice Principal of ACN also visited the unit 4011CO Field Hospital in this regard.</p> <p>A visit to by the Principal, Registrar and Vice Principal of ACN was also done on the 17.02.2022 to Chitkara University, Rajpura, and Army College of Law, Mohali with a view to observe and seek guidance from the Principals of respective colleges to prepare for the forthcoming Peer Team Visit at our College. This visit was highly beneficial to plan and prepare PTV at our college.</p> <p>An orientation session for all faculties was also arranged to Military Hospital Jalandhar Cantt. On the 19.02.2022.</p>	Peer Team committee members
4.	Activities to be Planned	<p>It was also decided to organise the following activities to showcase the talents of students during the Peer Team Visit.</p> <ul style="list-style-type: none"> • A nutrition practical and preparation of Lunch for the Peer Team members by students of 4th year • An exhibition on COVID -19 using various types A.V.AIDS 	Peer Team committee members

Basit

		<p>by 2nd years.</p> <ul style="list-style-type: none"> • Role play on Gender equality for sustainable tomorrow by 4th Years in the Community setup • A Cultural evening by students involving all classes • Clinical Postings for students during the period of Peer Team Visit is as per plan. <p>I. 1st Year – Theory Block II. 2nd Year- Full Clinical Block III. 3rd Year- Full Clinical Block IV. 4th Year- Full Community Posting</p>	
5.	Activities to be Planned	<p>Criteria wise feedback was given by all the approvers and Coders that the:-</p> <ul style="list-style-type: none"> • Standardize format for the hardcopies for all the box files of each criterion was given by Mr. Suneel Kumar, Office Suptd. to all the approvers and coders to follow and the criterion wise folders were ready. • All the approvers and coders had included all the DVV clarifications along with all the supporting documents and labelled them. • Ppt. presentation as per format for each criterion is also prepared to facilitate discussion during PTV interaction. 	Approvers and Coders

Signature of IQAC Coordinator 

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



Principal
Army College of Nursing
Jalandhar Cantt