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.

3. **AGENDA OF DISCUSSION**

a) Feedback of IMC meeting (08.01.22)
b) List of committee for Peer Visit
c) Revision of the team for SSR
d) Criteria wise feedback and review
e) Discussion on sample peer visit schedule

4 **FEEDBACK OF IMC MEETING (08.01.22)**

Consequent to prequalification for NAAC, the college has paid an amount of Rs. 3, 982, 50/- on22 Nov.2021.The visit of Peer Team has been planned tentatively from Jan-Mar 2022.

5. **LIST OF COMMITTEE FOR PEER VISIT**

The IQAC coordinator presented the list of committees for the peer team visit approved by the IQAC chairperson.

6. **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.

7. **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.

8. **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 were 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.

Signature of IQAC Coordinator_____

Signature of IQAC Chairperson_____

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 Gallary,Best Practices	Prof. Mrs. M. Maheswary Col. H.S. Phagura Prof. Mrs. Charlotte Ranadive Mr Suneel Kumar	• To prepare the framew ork for the presentation and including all the necessary and relavant information in the presentation.
2.	Budget Committee	Prof. Mrs. Charlotte Ranadive Mr. Paramjit	• To prepare the tentative budget in consultation with all the commities • Closing of budget
3.	Invitation Committee	Col. H.S. Phagura Mr Suneel Kumar	• To prepare the list of invitees • Prepare the invitation card • Distribution of invitation card • Distribution of the Programme Schedule as received by NAAC
4.	Accomodation and Transport	Col. H.S. Phagura Mr Suneel Kumar Sub. Maj Bupinder Singh	• To book the Hotel for the peer visit team for stay • Arrange transport for the peer visit team
5.	Reception	Col. H.S. Phagura Rashmi Ms. Amanjeet Kaur	• 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)	• 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	• To make arrangements for the Refreshment and unch during the college hours
8.	Cultural Committee	Mrs. Apsra Mrs. Nandini	• To prepare the students for a cultural programme to showcase the talent of the students.
9.	Purchase Committee	Mrs. Kushnaseeb Mrs Lakhwinder Kaur	• 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	• 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	• 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	• To arrange for the photographer to keep a record of the event • To prepare a report of the

			event for filing
13.	Record management	Prof. Mrs. Charlotte Ranadive Sub. Maj. Ashwani Kumar Sharma Coders of All Criteria	• To make sure all needed records are readily available during the visit.

Prof. Mrs. Charlotte Ranadive

IQAC Coordinator

Prof. Mrs. M. Maheswary

IQAC Chairperson