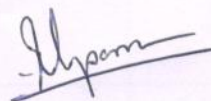


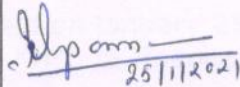
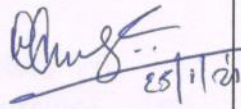
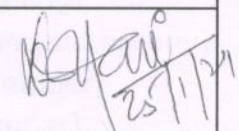
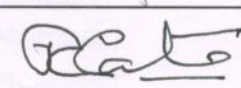
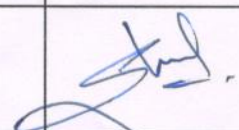
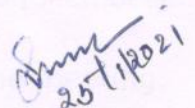
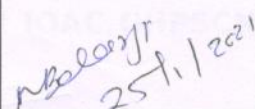
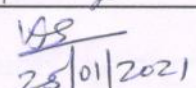
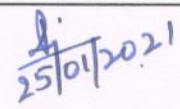
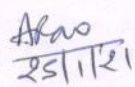
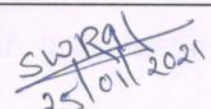
IQAC-GHPSCN

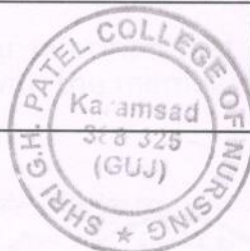
Agenda for 2nd Meeting, January 25th, 2021.

Sr. No.	Agenda item
20.02.01	To approve minutes of 1 st Meeting of IQAC-GHPSCN held on July 30, 2020.
20.02.02	To review action taken report following 1 st meeting as above.
20.02.03	To consider for approval the representatives from Kadambari Alumni Association and students body as members of IQAC-GHPSCN.
20.02.04	To consider for approval of restructuring of nursing institute committee.
20.02.05	To consider for approval of mechanism for identified Best Student among the pass out batch.
20.02.06	To take a note of items put up in a capital budget for the Financial Year 2021-2022, view to enhance the classroom facilities.
20.02.07	To take a note for approval of department creation as per Indian Nursing Council norm.
20.02.08	To approve course of action for academic year 2020-2021.
20.02.09	Any other item with the permission of the Chair.



Attendance Sheet - IQAC-GHPSCN

Sr. No.	Name	Role	Signature
1	Mrs Raksha G. Parmar Principal	Chairperson	 25/11/2021
2	Mr Kartik Pandya General Manager – Personnel & Administration, Bhaikaka Univetrsty	Senior Administrative Official	 25/11/21
3	Dr Harihar Prakash Principal, KM Patel Institute of Physiothray, Bhaikaka University	External expert on quality management/ industry	 25/11/21
4	Mr Jayeshbhai Patel Principal, N.K High School, Petlad	External expert on local community	
5	Mr Shailesh G. Panchal Professor	Coordinator	
6	Mrs Shany Thomas Professor	Member	 25/11/2021
7	Mrs Nila B. Darji Assistant Professor	Member	 25/11/2021
8	Ms. Vandana D. Shrimali Assistant Professor	Member	 25/01/2021
9	Mrs. Princey Mol Assistant Professor	Member	 25/01/2021
10	Mrs. Anna D. Rao Tutor	Member	 25/11/21
11	Ms. Sharon W. Raj Tutor	Member	 25/01/2021



BU/ IQAC/ Nursing/ 02/ 2021

Date: 25/01/2021

Internal Quality Assurance Cell- (GHPSCN)
Minutes of Meeting

The 2nd meeting of the IQAC – GHPSCN, Bhaikaka University was held on January 25, 2021 - Monday from 11 am onwards in the Board Room of Shree Krishna Hospital, Karamsad.

Present members:

- | | |
|--------------------------|---|
| 1. Mrs Raksha Parmar | Principal [Chairperson, IQAC – Nursing] |
| 2. Mr Shailesh G Panchal | Professor [Cordinator- IQAC, Nursing] |
| 3. Dr Harihar Prakash | Principal [K.M Patel Institute of Physiotherapy] |
| 4. Mrs Shany Thomas | Associate Professor- Nursing [Member] |
| 5. Mrs Nila H Darji | Assistant Professor-Nursing [Member] |
| 6. Ms Vandana D Shrimali | Assistant Professor- Nursing[Member] |
| 7. Mrs Princy Raju | Assistant Professor- Nursing[Member] |
| 8. Mr. Kartik Pandya | General Manager – [Personnel and |
| Administration] | |
| 9. Mrs Anna Rao | Tutor- Nursing[Member] |
| 10. Ms Sharon Raj | Tutor- Nursing[Member] |
| 11. Mr. Jayeshbhai Patel | Principal, NK High School, Petlad [Member] |

Mrs. Raksha Parmar, Chairperson welcomed all the members for the meeting.

Agenda 21.02.01: To approve minutes of 1st meeting of IQAC GHPSCN held on July 30,2020

Proceedings:

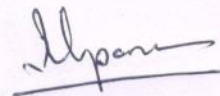
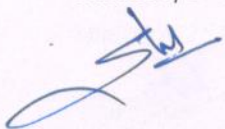
Mr. Shailesh Panchal informed that the first meeting minutes is already circulated through mail to all for perusal and if any suggestions it can be discussed in this meeting.

Resolution 20.01.01:

Minutes of 1st meeting held on July 30, 2020 were approved

Agenda 21.02.02: To review action taken report following 1st meeting as above

Proceedings: Mrs Parmar informed that actions taken report of last meeting had already been shared with the members. It was as follows:





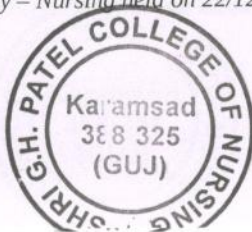
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Bhaikaka
University

BHAIKAKA UNIVERSITY

Karamsad, Anand

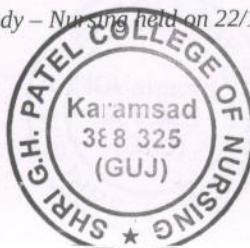
[Established Under the Gujarat Private Universities Act, 2009]

Sr. No.	Agenda	Action taken
1	Agenda No. 20.01.03 To acquaint the members with the existing status of the institute. Resolution No. 20.01.03 The committee members appreciated overall the performance of the institution and suggested to make them updated.	Institute had applied to government for 25 seats for PG nursing programs in five specialities but the permission granted for 15 seats for three specialities. i.e. Medical surgical nursing-5, Child health Nursing5, Obstetric and gynaecology nursing-5 seats. Institution obtained permission for only three specialities of Post Basic Diploma Programme with intake of 15 seats (Cardiothoracic- 5, Critical care Nursing-5 & Neonatal Nursing-5) Admission process for the academic year 2020-2021 is completed. All the seats of DGNM (25) and B.Sc Nursing (40) got filled & M.Sc. and Post Basic Diploma Programme is under process. Farewell program was held for both Nursing internship students on 29th December. Orientation program was held for new admitted students on 9th January.
	Agenda item : 20.01.04 To suggest to overcome the weak points and to improve the overall quality of nursing education. Resolution : 20.01.04 The committee suggested to incorporate the soft skill training in curriculum and review of researches of students by institutional research committee before applying for Institutional Ethical Committee.	To incorporate soft skill training in curriculum is under process. Regarding research project work, the review process of students' research work by institutional research committee is already in place. Apart from institutional research committee, other master faculty also give suggestions to improve the research. To enhance clinical skills of students, students are called in a group for offline simulated lab practice and clinical practice. Institution is in process of preparing institutional manual which will contain the rules, regulation,





		guidelines and standing instructions for conducting each and every activities/ tasks. Mentorship program is regularised by this academic year. The brief of the mentorship programme is attached as annexure. Process of finalizing mentors concern to multi-mentorship.
	Agenda item : 20.01.05 To discuss the best modality and approach to conduct the Student Satisfaction Survey (SSS) for positive and effective responses. Resolution : 20.01.05 The committee suggested to SSS on the basis of routine activities with different stakeholders as per direction of Bhaikaka University direction.	Students' satisfaction survey is under process of revision that will be executed to all the batches in next 15 working days.
	Agenda item : 20.01.06 To suggest the policy of execution of Faculty Development Programme (FDP) in college at regular interval. Resolution : 20.01.06 Committee suggested to conduct FDP on regular interval.	As per the need for the NAAC process, the areas for FDP is decided. i.e. 1. Documentations for committees 2. Documentation of teaching learning activities. Institution has planned to conduct FDP quarterly in two group of faculty.
	Agenda item : 20.01.07 To suggest to merge of Curriculum Committee with IQAC - GHPSCN. Resolution : 20.01.07 The Committee suggested to proceed as per the governing body guidelines.	Curriculum committee was merged with IQAC - GHPSCN which was now renamed as "steering Committee" intend to maintain uniform to other institutions of Bhaikaka University. The members of which will remain the same. They will manage the aspects related to discipline and curriculum.
	Agenda item : 20.01.08 To propose the tentative schedule of next meeting of IQAC - GHPSCN. Resolution : 20.01.08 The committee agreed to have the next meeting, any day	It was not planned as per scheduled due to academic affairs of new and old course and try to follow as per recommendation of Bhaikaka University.





	between 23-28 November, 2020 as per time line suggested by the IQAC-BU.	
	Agenda item : 20.01.09 Any other item with the permission of the Chair. Resolution : 20.01.09 It was suggested that to have frequent meetings with the parents and have a collaborative approach in handling the student matters.	Due to COVID-19 pandemic, Total three virtual parent-teacher meeting was organized respectively for SY B.Sc nursing ,TYB.Sc and Final year B.Sc Nursing aimed to start offline lab practice and their clinics posting. As a result, now students have gradually resumed their academics as per the guidelines of Govt of health. The first year parents' meeting was held as orientation programme. Parents were counselled, the event has been documented as well.

Mr. Kartik Pandya stressed upon the need for improving communication skills of nursing students as it may improve their confidence level. He also suggested to take help of HR for personality development programmes.

Mr. Harihara Prakash supported the suggestions and shared that the session on communication had been taken by Mr. Kartik Pandya during the Physiotherapy students orientation programme, which was found very effective and students appreciated it.

The panel suggested to have such capacity enhancement programmes for the students from the first year itself.

Mr. Harihara Prakash suggested to have sessions on mentoring for all students before initiating the programme. Mentors need to have regular scheduled one to one meeting with the mentee and a record of the same to be maintained.

Mr. Kartik Pandya and Mr. Harihara Prakash advised to have multi mentors from across the campus. Mr. Kartik Pandya expressed his interest to be a mentor for nursing students.

Mr. Harihara Prakash also added that meeting with multi mentors can be on demand as and when needed.

Mr. Kartik Pandya enquired about any mechanism to have a two way communication among the mentors to which Dr. Prakash suggested to have quarterly meeting with the mentors to share information.

Mrs. Raksha Parmar informed that Curriculum committee is merged with IQAC - GHPSCN which was now renamed as "steering Committee" intend to maintain uniform to other institutions of Bhaikaka University.



On discussion of identifying issues face by students, Mr. Kartik Pandya suggested to have separate parent group without faculty members where parents can openly discuss various issues and it can be represented to the college.

The panel also suggested to have parents meeting once in 6 months with a well framed agenda.

Mrs. Raksha Parmar expressed her concern as most parents doesn't come for the meetings.

Mr. Jayeshbhai suggested to give a call to all the parents for a meeting as they do not receive information either from college of students. This may be one of the reason for less attendance of parents for the meeting.

Agenda 21.02.03: To approve the representatives from Kadambari Alumni Association and students body, as members of IQAC-GHPSCN.

Proceedings

Mr. Shailesh informed that as per NAAC guideline, it is required to have representative from Alumni Association and students' body. Therefore, He introduced 1st year M.Sc Nursing students, Ms. Kreena Patel, and Alumni of Kadambari alumni Association, Ms. Rutvi Patel as members of IQAC.

Resolution 21.02.03:

The panel approved the same and suggested to ensure the new members will be available to attend the meetings.

Agenda 21.02.04: To approve restructuring of nursing institute committee.

Mr. Shailesh Informed that curriculum committee is merged with IQAC and being renamed as steering committee.

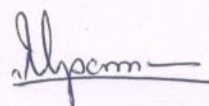
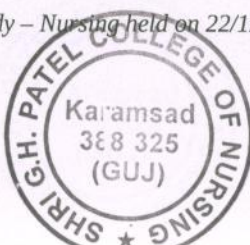
Dr Harihara Prakash emphasized that steering committee not only deals with curricular aspects, it

manages overall activities of the institution. It functions as a primary committee consisting members from the institutional committees.

Mr. Harihara Prakash also added that NAAC subcommittees can take up functioning of various committees. There should be monthly meetings with subcommittees to ensure smooth functioning.

Resolution 21.02.04:

It is resolved that the steering committee of the institution will look after overall functioning of the institution.



Agenda 21.02.05: To approve mechanism for identifying Best Student among the pass out batch.

Proceedings:

Mr. Shailesh shared the mechanism of selection of best students for approval of members. Further he added that criteria such as academic performance, attendance, and teachers' feed back are taken into account for selection of best student.

The panel suggested to include criteria like participation in co-curricular and extracurricular activities, workshops/seminars and other overall performance for evaluation.

Resolution 21.02.05:

It was resolved to restructure the mechanism to select the best outgoing student.

Agenda 21.02.06: To take a note of items put up in a capital budget for the Financial Year 2021-2022, view to enhance the classroom facilities.

Proceedings:

Mr. Shailesh presented the budget for enhancing the college facilities.

Resolution 21.02.06:

The panel noted and appreciated the same.

Agenda 21.02.07: To take a note for approval of department creation as per Indian Nursing Council norm.

Resolution 21.02.07

The panel approved the same and suggested to follow the guidelines of INC.

Agenda 21.02.08: To approve course of action for academic year 2020-2021.

Resolution 21.02.08:

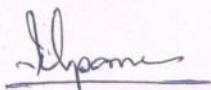
The panel approved the same

Agenda 21.02.09: Any other item with the permission of the Chair.

Resolution 21.02.08:

No further discussion taken place.

Meeting was ended with vote of thanks to the panel.



Raksha Parmar
Chairperson IQAC
GHPSCN



Shailesh Panchal
IQAC Coordinator
GHPSCN

