BHAIKAKA UNIVERSITY
Karamsad, Anand
[Established Under the Gujarat Private Universities Act, 2009]

BU/IQAC/Nursing/05/2023 **Date: 18/01/2023**

Internal Quality Assurance Cell - (IQAC- INS)

Minutes of meeting

The 5th meeting of IQAC - INS was held on 18/1/2023 from 4 pm onwards at Conference Room, Academic Centre, Bhaikaka University, Karamsad.

Members present:

1.	Mr. Shailesh Panchal	Principal, Chairperson, IQAC
2.	Mrs. Shany Thomas	Professor, Coordinator, IQAC
3.	Ms.Vandana Shrimali	Assistant Professor, Member
4.	Ms. Rachana Chauhan	Assistant Professor, Member
5.	Ms. Ravina Khristy	Assistant Professor, Member
6.	Ms. Anna Rao	Tutor, Member
7.	Mr. Kartik Pandya	GM (P&A) , Member
8.	Dr. Harihara Prakash	Principal, KMPIP, Member
9.	Mr. Jayeshbhai Patel	Principal, N.K High School, Petlad, Member
10.	Ms. Ansu Varghese	Student representative , INS&GHPSN

Members attended online through zoom platform

1.	Ms. Devangi Prajapati	Alumni

Members absent :

1.	Ms. Princey Raju	Asst. Professor

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Mr. Panchal, the Chairperson, welcomed all the members to the meeting.

Agenda 23.05.01: To approve minutes of 4th meeting of IQAC- INS held on June 13, 2022

Proceedings

Mrs.Thomas informed that the 4th meeting minutes had already been circulated on June 22, 2022 and reported on the highlights of the previous meeting, which included suggestions to strengthen the capacity-building programs for faculty and refine the peer review policy.

Resolution

Minutes of 4th Meeting held on June 13, 2022 is approved by the members.

Agenda 23.05.02: To review & approve the action taken report of the 4th meeting of IQAC-INS held on June 13, 2022 from 4.00 pm to 05.00 pm at Hospital Board Room, Shree Krishna Hospital, Karamsad.

Proceedings

Mrs. Thomas briefed the action taken report.

Sr. No.	Agenda	Action Taken
22.04.02	**To review and approve action taken report following 3rd meeting of IQAC- INS held on February 22, 2022.** **Resolution** It was resolved to strengthen the capacity building of faculty.	The details of FDPs organized are as follows. Annexure-1.1 to 1.3 1. Soft skills for nursing professionals - IQAC-INS 2. Cardiothoracic monitoring and care- Department of Adult Health Nursing 3. OSCE- Department of Obstetrics and Gynaecology Nursing
22.04.04	**To suggest/ approve the**	The SOP for peer review is redrafted as suggested and

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	draft of peer review for faculty. **Resolution** It was resolved draft the SOP for peer review and sensitize the faculty before implementation.	the same is presented and approved at BoS. Faculty are sensitized to the purpose and process of peer review. Annexure-1.4

Mr. Pandya insisted on developing a mechanism to analyze the long-term impact of the faculty development programme, as well as continuing to conduct subsequent programmes and follow-up to ensure internalization and effective utilization of the competencies. Feedback can be collected immediately following faculty development programmes and at regular intervals to determine the effectiveness of such sessions.

Mr. Pandya recommended that the mechanisms of constituent institutes be reviewed and adopted after notifying IQAC.

Dr. Prakash suggested that reviewers- reviewees be assigned at random by a committee, preferably the steering committee, to ensure the mechanism's transparency. He further added that the steering committee could be excluded from the review and that a separate mechanism could be developed to gather feedback on the steering members.

Resolution

The members reviewed and approved the action taken report of the 4th meeting of IQAC-INS held on June 13, 2022.

Agenda 23.05.03: To take note of the proposal for a state-level seminar on Curriculum implementation.

Proceedings

Mrs. Thomas informed about the proposed seminar on the Curriculum implementation based on revised B.Sc Nursing syllabus on 4th February,2023 and briefed the programme schedule.

Mr. Panchal reported that there have been no registrations and that the program may need to be postponed or scheduled virtually if there are fewer takers.

Mr. Pandya proposed sending representatives to nearby institutions for publicity.

Resolution

The panel noted the proposal of the seminar on curriculum implementation and conveyed wishes for success.

Agenda 23.05.04: To take note of the policies for Faculty Development/Continuous professional development programs.

Proceedings

Mrs.Thomas presented the draft of policies for Faculty development programme/Continuous professional development programs.

Mr. Pandya enquired about the need for FDP/CPD guidelines to which Mr. Panchal reported that the FDP/CPD activities would be carried out by the different departments of the institution and thus the guidelines will ensure seamless work.

Mr. Panchal also clarified that the six departments were established in accordance with the guidelines of the Indian Nursing council and are approved in the BoS; approval by BoM is still pending.

Mr. Pandya was of the opinion that BoM will take note of the approved department and that the department can function as it has already been approved by the BoS.

Dr. Prakash suggested modifying the language of the draft.

Resolution

Members took note of the policies for Faculty Development Programme/Continuous Professional Development Programmes and is resolved to implement the suggestions.

Agenda 23.05.05: To review the Value-Added Courses (VAC) proposed by the institution.

Proceedings

Mrs. Thomas presented the VACs Geriatric care and Telehealth proposed by the institution.

Mr. Panchal stated that the VACs are primarily for Bhaikaka University students, and that enrollment is voluntary and beyond the curriculum. He also mentioned that the proposal had already been presented to the BoS and that he had suggestions to include more practical hours.

Mr. Pandya was of the opinion that the courses should be planned based on the need assessment.

Dr. Prakash stated that the topics are timely and that the implementation aspect should be carefully considered.

Resolution

The members reviewed and approved the value added courses proposed by the institute.

Agenda 23.05.06: To review the prospective plans of the institution for the academic year 2022-23.

Proceedings

Mrs. Thomas presented the prospective plans of the institution for the academic year 2022-23 which included strengthening extension and outreach activities, effective utilization of MoUs, fostering good quality research and publication, strengthening CPD and FDP activities, and strengthening alumni engagement.

Mr. Panchal reported that the Kadambari alumni association registration is pending due to legal formalities and that the alumni association's account has been frozen. Mrs. Rao provided an update on the issues with the alumni association account.

Mr. Pandya offered assistance in initiating the account activation process.

Resolution

The members reviewed and approved the prospective plans of the institution. It is resolved to initiate the formalities to activate the account of the alumni association.

Agenda 23.05.07: To review the student feedback for 2021-22 and the action plan.

Proceedings

Mrs. Thomas briefed the report of the annual student feedback where most of the students were not satisfied with the campus facilities.

Dr. Prakash and Mr. Pandya were of the opinion that students need to be explained the purpose of feedback. The feedback results must be evaluated and discussed with the students in order to identify the true issue, which must be reported to the provost. Vague responses should not be entertained.

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Resolution

The feedback report was reviewed by the members. It was decided to hold a discussion with the students in order to identify and report on the actual problems with campus facilities.

Agenda 23.05.08: Any other

As there were no further discussions, the meeting ended with thanks to the panel.

28/1/23
IQAC COORDINATOR

Institute of Nursing Sciences, Bhaikaka University, Shri G.H. Patel School of Nursing, Karamsad

28/1/23.
IQAC CHAIRPERSON