

BU/IQAC/Nursing/09/2024

Date: 9/12/2024

Institute of Nursing Sciences
Internal Quality Assurance Cell - (IQAC- INS)

Minutes of meeting

The 9th meeting of IQAC - INS was held on 09/012/2024 from 4 pm onwards at the conference room, H M Patel Academic Centre.

Members present:

Sr. No.	Name	Designation
1	Prof. Shailesh G. Panchal Principal, INS	Chairperson
2	Mr. Suresh Rajagopalan General Manager – HR, Bhaikaka University	Senior Administrative Official
3	Dr. Harihar Prakash Principal, KMPIP, Bhaikaka University	External expert on quality management / industry
4	Mr. Shaileshbhai Macwan	External expert on local community
5	Mrs. Shany Thomas Professor	Coordinator
6	Mrs. Ekta H Patel Assistant Professor	Member
7	Mrs. Praneeta Christian Assistant Professor	Member
8	Ms. Ravina Khristi Assistant Professor	Member
9	Ms. Krina Patel M.Sc. N Tutor	Member



Members absent with prior notification:

1. Mrs. Tejal Virola, Assistant Professor
2. Ms. Ishika Avanishbhai Patel, Alumni Representative
3. Yashkumar Rasikbhai Makwana, Student Representative

Prof. Thomas, welcomed all the members to the meeting.

Agenda 24.09.01: To introduce the members of IQAC-INS for the term June 2024 to May 2026.

Proceedings

Prof. Thomas welcomed and introduced all the newly appointed members of the IQAC-INS for the term June 2024 to May 2026.

Resolution

The newly appointed members formally acknowledged their roles and responsibilities as part of the IQAC-INS from June 2024 to May 2026.

Agenda 24.0.02: To approve minutes of the 8th meeting of IQAC-INS held on 6 June 2024 (Thursday) from 04.00 pm to 05.00 pm at the Conference room, Academic Centre, Bhaikaka University.

Proceedings

Prof. Thomas informed that the 8th meeting minutes had already been circulated on 15th June 2024 through official email and WhatsApp on 8th December 2024 and reported on the highlights of the previous meeting, which included the academic audit report 2022-2023 and mid term student's feedback and subsequent action taken.

Resolution

The members approve the minutes of the 8th Meeting held on 6 June 2024.



Agenda 24.09.03: To review & approve the action taken report of the 8th meeting of IQAC-INS.

Proceedings

Prof. Thomas briefed the action taken report.

Sr. No.	Agenda	Action Taken
24.08.03	To take note of the Academic audit report of the assessment year June 2022- May 2023. Resolution It was resolved to discuss the best practices to be adopted by the institution in the forthcoming steering committee meeting.	Two best practices to be adopted by the institution is identified and will be discussed in agenda no 5 of the 9th IQAC-INS meeting.
24.08.04	To take note of the Midterm student's feedback and action taken Resolution The members reviewed the students' mid-term feedback and the corresponding actions taken. It was resolved to propose various welfare measures for both students and employees. Additionally, it was resolved to sensitize students on the benefits of self-directed learning and to facilitate opportunities for them to engage in such learning.	Physical fitness/activity sessions are scheduled for students weekly. Details will be discussed in agenda no 5 of the 9th IQAC-INS meeting. Students are regularly sensitised on the importance of self-directed learning through mentoring and during the student- principal meet.



Dr. Prakash clarified the SDL opportunity for the students, where, prof. Thomas highlighted the recommendations in the revised syllabus as project work/assignments and presentations to facilitate SDL.

Resolution

The members reviewed and approved the action taken report of the 8th meeting of IQAC-INS

Agenda 24.09.04: To take note of the faculty feedback and action taken for the year 2023-2024.

Proceedings

Prof. Thomas briefed the summary of faculty feedback and closure of the loop report for the year 2023-2024 (Annexure-1).

Regarding the appraisal system, the panel unanimously recognized the need for a more structured and consistent approach. Prof. Panchal suggested implementing separate appraisal systems for teaching and non-teaching staff, tailored to the specific job descriptions of each cadre. Mr. Rajgopal recommended identifying areas for improvement in the current appraisal system and notifying the university to initiate appropriate actions.

Resolution

The members took a note of the faculty feedback and concerned action taken.

Agenda 24.09.05: To discuss and refine the best practices of the institute

Proceedings

Prof. Thomas presented the two practices identified as potential best practices for the institution (Annexure-2):

1. **Felicitation of Nursing Faculty of Gujarat**
2. **Physical Fitness Sessions for Students**

A comprehensive discussion was held regarding the proposal to consider the Felicitation of Nursing Faculty of Gujarat as a best practice. It was noted that this proposal did not yield



significant outcomes for the university and institution in terms of distinctiveness and impact.

In contrast, the proposal for Physical Fitness Sessions for Students was unanimously accepted by all members.

Additionally, Mr. Rajgopal proposed initiating skill training programs for staff nurses, addressing the ongoing challenge of maintaining quality nursing services in many hospitals.

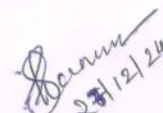
Dr. Prakash supported the suggestion, acknowledging it as a necessary step in the current scenario.

Resolution

It was resolved to revise the proposal for felicitation of nursing faculty in Gujarat and to formulate policy for initiating physical fitness sessions as a best practice by the institution incorporating evidence of its effectiveness and success.

Agenda: 24.09.06 Any other with the permission of the chair

As there was no further discussion, the meeting ended with thanks to the members.


27/12/24
IQAC COORDINATOR




27/12/24
IQAC CHAIRPERSON