



**Indirani College of Nursing**

**DEVOTION DEDICATION DISCIPLINE**

**Ariyur, Puducherry - 605 102**

( Affiliated to Pondicherry University, Puducherry )



## CIRCULAR

11.01.2021

Ref No: ICON/IQAC/2021/01

The IQAC meeting is scheduled on 21.01.2021 at 10.30 am -12.30 pm.  
Kindly make your presence convenient at meeting hall.

### The Objectives of the Meeting

- Review of previous minutes of meeting
- Streamlining of documentation
- Strengthening of online feedback system
- Evidence collection for quantitative metrics
- Preparation of lists of supporting documents
- Validation of research policy
- Formation of IPR cell
- Online grievance redressal system
- PO CO mapping

*[Handwritten signature]*  
11.01.2021

**PRINCIPAL**

COPY TO

All the faculties

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**INDIRANI COLLEGE OF NURSING**  
**SVMCH & RC CAMPUS**  
**ARIYUR PUDUCHERRY**



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## IQAC MEETING – 21.01.2021 MINUTES OF THE MEETING

VENUE: MEETING HALL ICON

TIME: 10.30 AM-12.30 PM

MEMBERS PRESENT:

IQAC committee	Name of the Member	Designation	Signature
Chairperson	Prof.Dr.Malliga M	Principal, Indirani College of Nursing, Ariyur, Puducherry.	
Administrative Officers	1. Mr.Soundararajan.A	General Manager, Ramachandra Educational Trust, Puducherry.	
	2. Mrs.Malarvizhi	Office Superintendent, Indirani College of Nursing, Ariyur, Puducherry.	
Teachers	1. Prof.Sunitha Therese,	HOD (Medical Surgical Nursing)	
	2. Prof.E.Ganesan,	HOD (Mental Health Nursing)	
	3. Prof.JamunaRani.G	HOD (OBG Nursing)	
	4. Dr. Prof..S.Rathidevi.S	HOD (Community Health Nursing)	
	5. Prof.Chandraleka.E,	HOD (Child Health Nursing)	
	6. Prof.Chandralekha.K,	Professor, Dept. of Medical Surgical Nursing	
	7. Mrs.Kavitha,S	Asso Professor, Dept of OBG Nursing	
	8. Mrs.Kalpana.R,	Asso Professor, Dept of Community Health Nursing	
Member from the management	Shri. B. Ramachandiran	Chairman, Sri Venkateswaraa Group of Institutions	



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		Ariyur,Puducherry	
Nominees from local society	Dr.Prema,	Chief Medical Officer, Primary Health Centre,Puducherry	
Nominees from the students	Ms. Sandhiya	M.Sc (N) II Year	
	Ms. Sangavi	B.Sc (N) IV year	
	Ms. Pooja	B.Sc (N) III year	
	Ms. Sowndariya	Post Basic B.Sc II Year	

## The Objectives of the Meeting

- Review of previous minutes of meeting
- Streamlining of documentation
- Strengthening of online feedback system
- Evidence collection for quantitative metrics
- Preparation of lists of supporting documents for NAAC
- Validation of research policy
- Formation of IPR cell
- Online grievance redressal system
- PO CO mapping

The Meeting started with the warm greeting by the Principal, Dr. Prof. Malliga.M. The objectives of the present meeting were stated by the IQAC coordinator. The meeting started at 10.30 am with all coordinators, committee in charges and other faculties. The first agenda is on Review of previous minutes of meeting .The Vice principal cum IQAC coordinator Reviewed about the previous minutes of meeting and its compliance report through PowerPoint presentation. The major highlights are registration with IIC and SWAYAM.



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IQAC coordinator discussed on the Streamlining of documentation to all the members. The experts suggested creating the system to maintain academic and administrative records and to number the files as per the guidelines. The next point was discussed on Strengthening of online feedback system. The experts endorsed that the forms to be validated and checked for the usage of all stakeholders. Then the IQAC coordinator portrayed on the collection of Evidence for quantitative metrics of NAAC. The experts recommended on the safe storage option for collected data and suggested about the Preparation of lists of supporting documents and it should be checked for the appropriateness. Following these, Head of the institution implored for the formation of IPR cell. The experts and members entailed on the formation and sensitized the reinforcement programme on IPR.

The head of the institution interrogated on online grievance redressal portal. The experts endorsed on the formation and recommended to maintain the security and confidentiality in the online grievance redressal portal. Finally IQAC coordinator queried about the PO CO mapping. The experts suggested on training on the same. The same was accepted by all the members. The meeting was ended with warm gratitude by the IQAC coordinator. The meeting ended at 12.30 pm.

*Rajaram*  
22/01/21

**IQAC COORDINATOR**

IQAC CO-ORDINATOR  
INDIRANI COLLEGE OF NURSING  
SVMCH & RC CAMPUS  
ARIYUR, PUDUCHERRY.

*[Signature]*  
22.01.2021

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