



SADHU VASWANI MISSION'S

SADHU VASWANI COLLEGE OF NURSING  
Founder- Sadhu T L Vaswani

10-10/1, Koregaon Park, Pune – 411001  
Tel No: 02066099960 Email: principal@svcon.ac.in



Principal  
Dr. Sripriya Gopalkrishnan

## CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.5 Internal Quality Assurance System

#### 6.5.1. Institution has a streamlined Internal Quality Assurance Mechanism

Affiliated to Maharashtra University of Health Sciences,  
Maharashtra Nursing Council Mumbai, Indian Nursing Council  
Recognized by State Government of Maharashtra

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## SADHU VASWANI COLLEGE OF NURSING

### IQAC Meeting

5.1.2023

#### Agenda :

1. Post NAAC Report
2. Revision of IQAC Executive body
3. Quality initiatives to be implemented based on NAAC 2022
4. Any other points

**Venue:** Conference Hall

**Time:** 2:45 pm

Members present

Sr No	Name	Designation
1	Dr Sripriya Gopalkrishnan	Chairperson
2	Dr (Brig) C H Gidvani	Director Academics (absent)
3	Mr. Harish Bhatia	Administrative officer
4	Dr Samruddhi Bhakre	IQAC Coordinator
5	Dr Manisha Kadam	Member
6	Mrs. Jaya John Varghese	Member
7	Mrs. Namita Pathak	Member
8	Mrs. Ujjwala Murkute	Member
9	Mrs. Jasmine Jessy	Member
10	Dr Madhavi Ghorpade	IQAC Secretary

Following were the proceedings of meeting

The Chairperson welcomed all the members for IQAC Meeting.

The previous minutes of the meeting were read by Secretary and seconded by Mrs. Jaya and Dr Manisha Kadam

### **Agenda: NAAC Performance Analysis Report**

Suggestions by NAAC Peer team were reviewed and following decision were taken for further actions.

#### **Decisions**

1. Criteria wise teams will remain same and will continue to function till next cycle. Duties and responsibilities to be strengthened.
2. Performance of faculty will be based on criteria strengthening
3. Wellness clinic in charge will be Mrs Anita K for staff and students
4. Internal complaints committee to be created as per UGC guidelines
5. Departmental research and Faculty research to be strengthened. Every faculty should do 2 research in year and publish
6. Mrs. Nandita will collect Feedback from stakeholders , do analysis and action taken report to be prepared
7. Faculty to undergo E-content course in order to develop that to undergo training program
8. Mrs. Prema will be Value added course Coordinator.
9. Examination cell to be created for conducting exams smoothly in college
10. ALUMNI connect – the association should conduct one activity per year. It can be conducted online or offline
11. Marketing Manager for the courses will be Mrs.Jaya John Varghese.
12. Mrs. Ujjwala Murkute and Mrs Cristina Tekwani to collect modules from Ministry of health and family welfare for student and teachers
13. The library should have full automation
14. Placement cell incharge will be Mrs Jasmine Jessy need to increase the Alumni activity and strengthen the placement cell work.
15. Teachers to strengthen the teaching learning activity more and also to keep report along with student reflective learning
16. Educational tours to be initiated, especially for passing out batches and also picnics to be planned for students.

#### **Agenda 1: Reinitiate the composition of IQAC**

##### **Decision:**

1. The active functioning of IQAC was initiated from Jan 2022. During NAAC Inspection preparation the composition of NAAC as per UGC guidelines was studied in detail. On the basis of UGC guidelines, the recomposing of IQAC was done. The composition of new IQAC members are as follows

**IQAC, SVCON 2023-24**

Sr No	Name	Designation
1	<b>Chairperson Head of Institution</b>	
	Dr Sripriya Gopalkrishnan	Chairperson
2	<b>Teachers to represent all Levels (departments)</b>	
	Dr Manisha Kadam	Member
	Mrs. Jaya John Varghese	Member
	Mrs. Anita Khandagale	Member
	Mrs. Namita Pathak	Member
	Mrs. Ujjwala Murkute	Member
3	<b>One member from Management</b>	
	Dr (Brig) C H Gidvani	
4	<b>Senior administrative officer</b>	
	Mr. Harish Bhatia	Administrative officer
	Mrs. Shubhada Awate	Librarian
5	<b>One nominee each from the Local Society/Trust, Students and Alumni</b>	
	Vacant	
	Ms. Ansumol George	Student representative
	Mrs. Sarika Nigade	Alumni representative
6	<b>One nominee each from the Employer/Industrialists/Stakeholders</b>	
	Vacant	External member (college)
	Vacant	External member (Hospital)
7	<b>One of the senior teachers as the Coordinator of the IQAC</b>	
	Dr Madhavi Ghorpade	IQAC Coordinator
	Dr Samruddhi Bhakare	IQAC Secretary

### **Quality initiatives**

**Decision:** Value added courses to be conducted by each batch ie B.Sc Nsg 4 courses, and P B BSc +M.Sc Nsg -2 courses, so total 6 courses to be conducted in a academic year.

All labs to be updated with new models and equipments as an when required.

### **Faculty development program**

**Decision:** In the next three months Simulation training will be planned and provided by Dr Manisha Kadam, so that all teachers can get updated.

One FDP to be planned on publication in PUBMED, Scopus, and WOS indexed journals to be done in the next three months

One FDP to be conducted on standard module application by teachers which should be another source of learning for students.

Policy for FDP should be prepared

### **Anyother points**

#### **1. Functions of committees**

**Decision-** SOP for all the committees to be prepared with the respective non-teaching staff. SOP Book to be prepared for administrative and academic portfolios  
Handbook for student and staff to be prepared.

- 2. Specialty wise department to be created-** As per the suggestion given by NAAC Team, the college should have department wise functioning, should focus on decentralized pattern of staffing.

**Decision-**Speciality wise departments to be made and each department should have approximate equal number of teachers and fundamental subjects also to be taken equally. Later, after six months SWOT analysis to be done and final decision to be taken. HOD Coordinators and subjects Incharge Responsibilities to be reframed.

#### **3. ECHO-Hub, SVCON**

**Decision-** College is going to Signup MOU with ECHO-India, as this will be online platform for entire Nursing fraternity nationally and internationally. College will appoint ECHO-HUB team for arranging and organizing online certification course. In order to conduct such event at large scale, ECHO-team will train the SVCON faculties for conducting such online course and will also provide resources.

As there were no other points to discuss, meeting adjourned at 4.30 pm



IQAC Coordinator



for IQAC, Chairperson

**Sadhu Vaswani college of nursing**

**IQAC minutes**

Date: 2.5.23

**Agenda :**

1. Review of previous meeting and action taken report
2. Responsibility of each Criteria Heads
3. Policy for value added courses
4. Examination cell
5. Flow of communicating Policy
6. Any other points

**Venue:** Conference Hall

**Time:** 10: 00 am

Members present

Sr No	Name	Designation
1	<b>Chairperson Head of Institution</b>	
	Dr Sripriya Gopalkrishnan	Chairperson
2	<b>Teachers to represent all Levels (departments)</b>	
	Dr Manisha Kadam	Member
	Mrs. Jaya John Varghese	Member
	Mrs. Anita Khandagale	Member
	Mrs. Namita Pathak	Member
	Mrs. Ujjwala Murkute	Member
3	<b>One member from Management</b>	
	Dr (Brig) C H Gidvani	
4	<b>Senior administrative officer</b>	
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7	<b>One of the senior teachers as the Coordinator of the IQAC</b>	
	Dr Madhavi Ghorpade	IQAC Coordinator

Following were the proceedings of meeting

The Chairperson welcomed all the members for IQAC Meeting.

The previous minutes of the meeting were read by Secretary and seconded by Mrs. Jaya and Mrs Anita Khandagle.

#### **1. Agenda 1. Responsibility of Criteria heads**

##### **Decision:**

1. Before having IQAC Meeting Criteria heads to conduct meeting and discuss on any new requirements required and fulfilled.
2. One point of each criteria and progress on it
3. Criterion head must identify the salient changes with relation to criteria that should be implemented.

#### **2. Agenda 2. Feedback from stakeholders**

##### **Decision**

1. Mrs Nandita C to prepare google form and start taking feedback one month before the student start the college leaving process.
2. Feedback from stakeholders to be taken at a duration of every six months.

#### **3. Agenda 4. Performance of faculty**

The performance appraisal of faculty will be based on the publications done in UGC care listed journals.



**4. Agenda 5. E-content**

Decision- First aid module should be certified.

**5. Agenda 6. Value added course:**

**Discussion-** attendance of students is very poor.

Planning failed due to unavailability of students

**Decision-** Policy for Value added course to be made to make attendance compulsory. If student fails to attend minimum 15 hour, then she should attend online or offline course platform from any academy/Institute or Swayam certified course or equivalent of that and submit the certificate before course completion. The certificate course to be submitted before 30<sup>th</sup> September.

**6. Agenda 7. Examination Cell:**

**Discussion:** As per NAAC Performance Analysis, the college should have one examination cell to regulate the college examination process.

**Decision-** College will appoint one Senior Teacher as Controller for SVCON examinations and also she will prepare the policy and protocol for smooth functioning of the examination.

**7. Agenda 8. Library automation:**

Discussion: the college should have advanced automation system

Decision: KOHA software will be installed soon for the library automation.

**8. Agenda 9: Strengthening the teaching learning activity**

**Discussion:** Teachers to apply new teaching strategies.

**Decision:** Teachers to strengthen the reflective learning practices, Gibbs cycle to be followed.

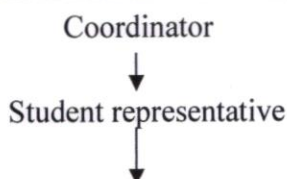
**Educational tour:** the educational tour was planned for students, but they cancelled even after planning by the teacher.

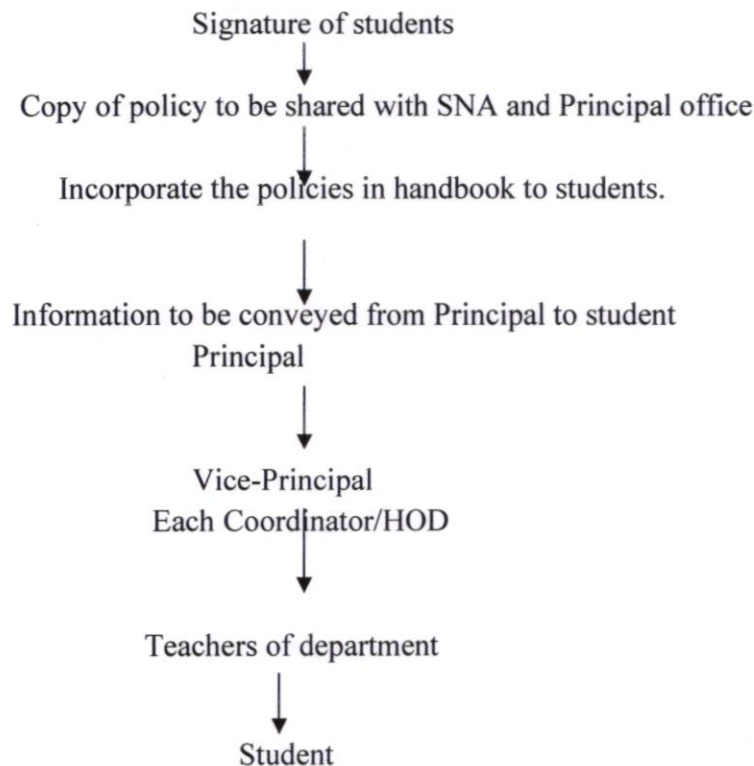
**Decision:** In such case undertaking to be taken from the students and record to be maintained by Mrs Anita K.

**9. Agenda 10: Flow of communication for communicating policy decisions**

**Discussion:** Many a times the information is not communicated completely, or miscommunication happens among the students and teachers.

**Decision:** Flow of communication to be followed such as





**Any other points:**

**4. Alumni connect-**

**Suggestion:** Mrs Supriya Chakre is deputed for MSc. Nursing, Mrs Shobha and Mrs Rupali Shinde are on maternity leave.

**Decision :** Pending

**5. College official domain –**

**Suggestion:** For official communications, college should have official domain.

**Decision-**Zohomail domain will be created and teaching and non teaching faculty will be using this platform for all official work.

**6. Modules:** Certificates to be provided, at the end.

**Suggestion:** Only after completion of the required hours the student should be given either e-certificate or certificate.

**Elective modules:**

**Suggestions:** to be conducted separately and provide certification.


First aid module to be conducted and for that circular to be prepared, brochure to be prepared, list of teachers, list of attendance of students, feedback and reflective learning report to be submitted.

**7. Learning management System**

**Suggestion:** As suggested by NAAC, we should have efficient LMS for college. Earlier PRISM/ TOPSCHOOL was functional, but we need to have LMS which helps to make timetable, lesson plans, assignments, academic reports, attendance and POCO mapping , etc can be managed on one platform, Hence customized LMS will be integrated, which will help in fetching the data as per NAAC requirements.

Decision- Efficient LMS to be incorporated in college, so that lot of work can be streamlined and coordinated.

  
IQAC Coordinator

  
for IQAC, Chairperson

**Sadhu Vaswani college of nursing**  
**IQAC minutes**

Date: 8.1.2024

**Agenda :**

1. Review of previous meeting
2. Registration of Institutional Ethics Committee, SVCON
3. Learning Management system for college
4. Any other points

**Venue:** Conference Hall

**Time:** 10: 00 am

Members present

Sr No	Name	Designation
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	Dr Madhavi Ghorpade	IQAC Coordinator

Following were the proceedings of meeting

The Chairperson welcomed all the members for IQAC Meeting.

**Agenda 1:** The previous minutes of the meeting were read by IQAC Coordinator and seconded by Mrs Namita Pathak and Mrs Anita Khandagle.

**Agenda 2:** Registration of Institutional Ethics Committee, SVCON

**Suggestion :** As the college PhD Center, and conducting UG and PG Courses the college should have Registered Institutional Ethics Committee. The Faculty is also conducting departmental/ individual Research, so that all will follow universal guidelines.

**Decision-** The College will reconstitute the Institutional Ethics Committee as per National Ethics Committee Registry for Biomedical and Health Research, Department of Health Research. The SOP for such to be prepared and approved by the Chairperson and Policy to be outlined at the earliest.

**Agenda 3: Learning Management system**

**Decision:** College has installed Studium, LMS. Teachers to undergo training batch wise so that the system will be incorporated at the earliest.

Any other –

**Suggestions-** College website- to be redesigned or recreated and certain tabs like IQAC, AQAR, commemorative days celebration, SNA events, Faculty, student and PhD Scholars Research, community outreach services to be highlighted on college website.

**Suggestion:** College to organize Seminar or Student Conclave this year. The interdepartmental and intradepartmental discussions or brain storming session to be conducted on topic/ theme and decide the final topic.

As there were no any point to discuss meeting adjourned at 12:30 pm

  
IQAC Coordinator

  
for IQAC, Chairperson