



Inspired By Shri Santram Maharaj

Dinsha Patel College of Nursing, Nadiad

Managed by Mahagujarat Medical Society, Nadiad

Internal Quality Assurance Cell (IQAC)

Year 2020-21

Meeting no: 7



Circular For Meeting



Inspired by Shree Santram Maharaj
DINSHA PATEL COLLEGE OF NURSING

Managed by: MAHAGUJARAT MEDICAL SOCIETY, NADIAD
College Road, NADIAD - 387 001. (Gujarat)
Phone : (0268) 2521500 | Email : dpcninfo@yahoo.com | www.dpcn.org.in



IQAC CIRCULAR

DPCN/IQAC/2020-21/7th Meeting/1808

DATE: 25/09/2020

With due respect, we would like to invite members of IQAC- DPCN in 7th meeting of Internal quality assurance cell (IQAC) on 06-10-2020, Time: 11.00 am onwards at 1ST FLOOR Seminar Room, Dinsha Patel College of Nursing, Nadiad.

Mr. Virendra Jain
Chairperson

Internal Quality Assurance Cell
Dinsha Patel College of Nursing



Mrs. Arpita Vaidya
IQAC Coordinator
NAAC

Dinsha Patel College of Nursing

Sl. no.	Particular	Designation	Nadiad Name
1.	Advisor	Director	Dr. B.H.Shelat
2	Chairperson	Principal	Mr. Virendra Jain
3	A few senior administrative officers	Accounting Officer	Mr. Romesh Joshi
		Admin officer	Mr. Atit A. Shah
4	Member from the Management	Secretary	Shri. Anup Desai
5	Teachers (Nominee members from each department)	Department of Community Health Nursing	Mr. Kailash nagar
		Department of Medical Surgical Nursing	Mr. Nicksan Das
		Department of Child Health Nursing	Mrs. Dhara Vyas
		Department of Mental Health Nursing	Ms. Kiran Dolia
		Department of Obstetrics And Gynecological Nursing	Mrs. Paras Savalia
		Department of Information Technology	Mr. Chinmaybhai Joshi
		Department of Fundamental of Nursing including Nutrition	Ms. Sanjana Bhatiya
12	Nominee from Students for SNA	General Secretary	Ms. Janki Patel (T Y GNM)
		Vice President	Ms. Nidhi Patel (4 th Yr Bsc)
13	Nominee from Students Alumni	Alumni	Ms. Khusbhu Patel
14	Nominees from Employers /Industrialists/stakeholders	Quality Management External Expert	Dr. Anil Sharma
15	Coordinator IQAC	Associate Professor	Mrs. Arpita Vaidya



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**Internal quality assurance cell (IQAC): Meeting -7
2020-21**

Date: 06-10-2020, Time: 11.00 AM.

Venue: 1st Floor Seminar room, DPCN Campus

Agenda

- | | |
|---------|---|
| IQAC 1 | Welcoming of the member by the IQAC coordinator |
| IQAC 2 | Minutes of last meeting of Date: 14/07/2020 |
| IQAC 3 | Reporting about collection and compilation of data by all criteria head |
| IQAC 3 | Internal & External Academic and administrative audit (AAA)
Of the academic year: 2019-20 |
| IQAC 4 | Internal & external Financial audit of the academic year: 2019-20 |
| IQAC 5 | Annual committee minutes report of year 2019-20 |
| IQAC 6 | Information about composition of IQAC for the year 2020-21 |
| IQAC 7 | Annual planning for the year 2020-21 :
a) Annual Calendar
b) Academic calendar
c) Department calendar
d) Faculty co-ordinatorship and class allotment
e) Details of head of department and their team members
f) Laboratory in charge
g) Various committee in charge
h) Seating arrangements
i) IQAC: Criteria head and their team |
| IQAC 8 | Decide the various committee drafts (rules, regulation, planning and policy) for the year 2020-21 |
| IQAC 9 | Discussion regarding all program and class wise curricular planning: Micro planning, master rotation plan, clinical rotation plan, syllabus distribution and internal evaluation plan for the academic year: 2020-21 |
| IQAC 9 | Discussion about preparation for NAAC peer team visit |
| IQAC 10 | Any other matter with the permission of the chair |

AGENDA NOTES OF THE INTERNAL QUALITY ASSURANCE CELL

MEETIN NO: 7 (2020-21)
VENUE: 1st Floor, Seminar room
DATE: 06-10-2020
TIME: 11.00 A.M.

IQAC 1 Welcoming of the member by the IQAC coordinator

Mrs. Arpita K.Vaidya (IQAC - Coordinator) extended a hearty welcome to all the members of the Internal Quality Assurance Cell for its meeting.

The minutes brought forward as per agenda were taken for discussion and deliberation.

IQAC 2 Minutes of last meeting of Date: 14/07/2020

- Discussed regarding Online classes: Total Hours: 1469 with Average attendance : 95%
between 16-03-2020 to 20-07-2020
- Final model Examination by Institute: 27th July onwards & Internal Marks preparation & University Final Examination
- Activities of academic year: 2019-20 (48 activities)
- Discussed regarding parents feedback
- Upcoming online webinar series 2019-20 (13 webinar)
- API (Annual Performance Indicator) of 2019-20 & its Process

IQAC 3 Reporting about collection and compilation of data and progress on online portal of NAAC

- Compilation of data by all criteria head is on going
- 2nd level payment completed on 17/08/2020 ,

Payment detail:

IIQA Payment:	29,500.00
SSR 1 st Level:	2,21,250.00
SSR 2 nd level:	2,21,250.00
Logistics Payment Details:	1,77,000.00
Total:	6,49,000.00 INR

Proposed Assessment Date for PEER team visit:

- I. 30/11/2020 - 01/12/2020
- II. 07/12/2020 - 08/12/2020
- III. 21/12/2020 - 22/12/2020



**IQAC 4 Internal & External Academic and administrative audit (AAA)
Of the academic year: 2019-20**

- **Internal Audit held on 28th September 2020**
 - Auditor: 1. Mr. Virendra Jain, Principal, DPCN
 - 2. Mrs. Arpita Vaidya, Vice Principal, DPCN
- **External Audit Held on 3rd October 2020**
 - Auditor: 1. Dr. Vidhi Bapna, Professor, JSAM
 - 2. Dr. Seetharam, IQAC coordinator, JSAM
- **Discussed regarding suggestion for improvement given by expert that to increase more number of research project and emphasis on publication of it.**

IQAC 4 Internal & external financial audit of the academic year: 2019-20

Mr. Atitbhai Shah, Office incharge has presented external financial audit report of the financial year 2019-20.

IQAC 5 Annual committee minutes report of year 2019-20

- Total Committees for the academic year 2019-20: 25
- 23 committees annual minutes report prepared and presented in front of committee members: guidance and placement and recruitment/appraisal committee pending due to ongoing process.

Sr. No.	Name of committee
1	Advisory Committee/governing body
2	Admission committee/Admission Cell
3	Anti Ragging Committee
4	Cultural Committee
5	Sports Committee
6	Green Audit Committee
7	Staff devt./ Research Fund allocation committee
8	Infrastructure Maintenance/Inventory Committee
9	Guidance and Placement Cell (Students)
10	Recruitment/appraisal/ Promotion Cell
11	Student Nurse Association
12	National Service Scheme
13	Mentor-Mentee Committee
14	Food, Fire and CCTV Safety committee
15	Curriculum planning /Academic Monitoring Committee
16	Disciplinary Committee/ Grievance committee
17	Women Development Cell W.D.C. Committee
18	Media Cell/IPR Cell
19	Examination & Result/Slow& advanced learner Committee
20	Feedback & Survey Committee
21	Institutional Research Cell/ Research Publication Committee
22	Library committee
23	Scholarship Assistant Committee /SC, ST Cell
24	Certificate Course Committee
25	Institutional Ethical Committee/IPR Cell

IQAC 6 Information about composition of IQAC for the year 2020-21

- Internal Quality assurance cell (IQAC) established on 15/04/2017
- Every year revision of composition of IQAC
- This year today on 6th October 2020, revision of IQAC for academic year:2020-21

Internal quality assurance cell composition for the year 2020-21 discussed and finalized.

Two new students representative added from final year Basic B.SC Nursing: Ms. Nirali Patel and from final year GNM: Ms. Janki patel

IQAC 7 Annual planning for the year 2020-21 :

Discussed and published following details for the new academic year 2020-21

- a) Annual Calendar
- b) Academic calendar
- c) Department calendar
- d) Faculty co-ordinatorship and class allotment
- e) Details of head of department and their team members
- f) Laboratory in charge
- g) Various committee in charge
- h) Seating arrangements
- i) IQAC: Criteria head and their team

IQAC 8 Decide the various committee drafts (rules, regulation, planning and policy) for the year 2020-21

IQAC guided and suggested each committee work, rules, regulation planning and policy. And final draft handover to each committee secretaries for the new academic year.

In new academic year total 19 committees as listed below:

Sr. No.	Name of committee
1	Advisory Committee/governing body
2	Admission committee/Admission Cell
3	Anti Ragging Committee
4	Cultural Committee
5	Green Audit Committee
6	Infrastructure Maintenance/Inventory Committee
7	Sports Committee
8	Research Cell
9	Guidance and Placement Cell (Students)
10	Library committee
11	Curriculum & Feedback Survey (Certificate Course)
12	Mentor-Mentee Committee
13	Examination & Result/Slow & advanced learner Committee
14	Disciplinary Committee/ Grievance committee
15	Scholarship Assistant Committee /SC, ST Cell
16	Student Nurse Association
17	National Service Scheme
18	Food, Fire and CCTV Safety committee
19	Women Development Cell W.D.C. Committee

IQAC 9 Discussion regarding all program and class wise curricular planning:

Course coordinator for academic year: 2020-21:

- | | |
|---------------------------------------|-------------------------|
| ➤ GNM course coordinator: | Ms. Dhara Vyas |
| ➤ Basic B.Sc Course coordinator: | Ms. Neha Parmar |
| ➤ Post Basic B.SC Course Coordinator: | I/C Ms. Bansari Trivedi |
| ➤ M.Sc Nursing Cpourse coordinator: | Mr. Kailash Nagar |

All above course coordinator presented below listed planning for

The academic year: 2020-21:

- Master rotation plan of the program
- Micro planning,
- Master rotation plan (particular class)
- Clinical rotation plan,
- Syllabus distribution
- Internal evaluation plan

IQAC 10 Discussion about preparation for NAAC peer team visit

Discussed regarding NAAC peer team visit and related work distribution for ease for work

- | | |
|--|---------------------|
| ➤ IT requirements FOR NAAC inspection | : Mr. Virendra Jain |
| ➤ Printing Work | : Ms. Sanjana |
| ➤ Furniture requirements/ repairing work | : Ms. Sachi |
| ➤ Infrastructure requirements | : Mr. Nickson |
| ➤ Documents verification & Preparation | : Ms. Dhara |

IQAC 11 Any other matter with the permission of the chair

From the desk for the chairperson suggested increasing number of quality initiative activities to maintain high grade of quality with transparency to achieve our mission and vision of institute

Expert Suggestions:

- Expert suggested to focus on quality work by maintain accurate and complete documentation
- Expert appreciate the effort of faculties for Academic and administrative audit (AAA)work and documentation
- Motivated for hard work without expecting results, good work and enthusiasm will definitely give expected results.
- Given best wishes for NAAC peer team visit inspection.
- Advised to purchase book “Robert rule of order” for library to understand about meeting proceedings and organize one seminar on “Agenda preparation”
- Appoint one more IT personnel /Software engineer in institute
- Mock drill of inspection before NAAC peer team visit to get more idea about preparations and documentation.

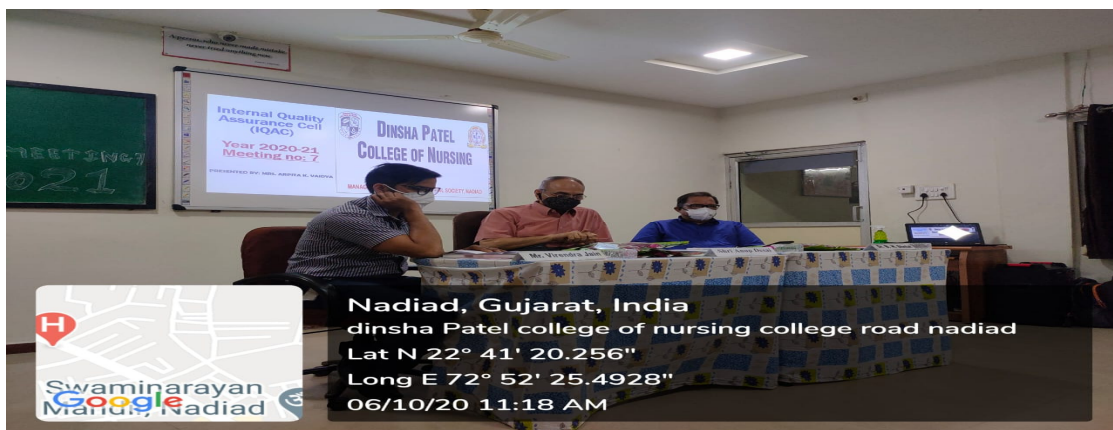
Meeting followed by light refreshment and after short break criteria head presented their work by presentation.



Internal quality assurance cell (IQAC): Meeting -7

Photographs





Meeting attended By



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7th meeting minutes of the Internal Quality Assurance Cell

Date: 06/10/2020, Time: 11.00 A.M

Minutes of the meeting of the **Internal quality assurance cell (IQAC)** for the academic year: 2020-21 held on 06-10-2020, Time: 11.00 am at 1ST FLOOR Seminar Room, Dinsha Patel College of Nursing, Nadiad, is being presented here under.

The following members attended the meeting.

Sr. no.	Particular	Designation	Name	signature
1.	Advisor	Director	Dr. B.H.Shelat	
2	Chairperson	Principal	Mr. Virendra Jain	
3	A few senior administrative officers	Accounting Officer	Mr. Romesh Joshi	
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Mr. Virendra Jain

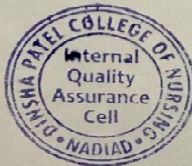
Chairperson

Internal Quality Assurance Cell
Dinsha Patel College of Nursing
Nadiad.

Mrs. Arpita Vaidya

IQAC Coordinator
NAAC

Dinsha Patel College of Nursing
Nadiad.



Mrs. Arpita Vaidya



Mr. Virendra Jain