



NARAYANA COLLEGE OF NURSING

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Ref: NCON/IQAC/2024-25/CIR-01

14.06.2024

CIRCULAR

This is to inform you that, the IQAC Meeting will be held on 22.06.2024 at 11 am in IQAC hall, Narayana college of Nursing. All IQAC Members are invited to attend the meeting without fail.

Agenda

- Academic Activities
- Observation of Health Days
- Faculty Development Programs (FDP)
- Gender Sensitizing Programs
- Institution's Innovation Council (IIC) Activities
- IQAC Initiative Programs
- Feedback analysis
- Any other.

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Notice board

All IQAC members.


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Minutes of the IQAC Meeting

Date-22/06/2024

Time-11.00 am

Members Present

Name	Position	Signature	Name	Position	Signature
Dr.B.Vanajakumari	Chairman		Ms.N.Subashini	Member	
Dr. Latha. A	Co ordinator		Ms.T.Chandana	Member	
Dr. Kumari.V	Member		Mr.J.Kishore	Member	
Dr.Prabhakar	Member		Ms.R.T.Girija Rani	Member	
Ms.P.Shanmugavadivu	Member		Ms.S.Sucithra	Member	
Dr. Anjani devi. N	Member		Ms.M.Sireesha	Member	
Ms.G.Thejovathi	Member		Ms.Sudha	Member	
Ms.G.Pavithra	Member		Ms.P.Swapna	Member	
Ms.T.Lalithakumari	Member		Ms.Aksa Elizabeth Thomas	Member	

Dr. A.latha , IQAC coordinator welcomed the members to the meeting.

Discussion:

1. Academic Activities

- The IQAC discussed the need to enhance the academic calendar with more interdisciplinary lectures and bridge courses.
- It was decided to encourage departments to conduct at least one guest lecturer and one seminar per semester.
- Plans for internal academic audit were also reviewed and scheduled for the end of the semester.

2. Observance of Health Days

- It was proposed to celebrate significant health-related observances such as World population day, International Yoga Day etc.
- The NSS and SNA will collaborate for awareness campaigns and health check-up camps.

3. Faculty Development Programs (FDP)

- The IQAC approved the schedule for 3 FDPs. Departments were asked to submit proposals for specialized FDPs in their domains.

4. Gender Sensitizing Program

- A workshop on gender sensitivity and inclusivity will be conducted in association with the Women Empowerment Cell.
- Plans were made to invite experts from NGOs and academic fields for awareness sessions.

5. IIC Activity

- The IIC Coordinator briefed on the upcoming innovation and entrepreneurship initiatives.
- A Hackathon and an Ideathon were planned for the semester, with active student participation encouraged.
- Mentoring sessions and startup awareness drives were also included in the agenda.

6. IQAC Initiative Program

Monthly Quality Initiative Programs:

The IQAC proposed implementing a *Monthly Quality Initiative Program* for faculty to ensure continual professional development and knowledge enhancement. IQAC will organize at least one session per month on relevant academic, administrative, or student-centric topics

7. Revised Feedback Mechanisms:

The existing feedback system was reviewed and improved to ensure actionable and meaningful insights are obtained from students, parents, and alumni. The feedback will be analyzed regularly, and reports will be shared with respective departments for implementation of necessary improvements.

RESOLUTIONS PASSED:

- All agenda items were approved by the members.
- Committees were formed to ensure timely execution of the above-mentioned activities.
- The next meeting was tentatively scheduled for 12.09.2024

The meeting adjourned at 12.30 Pm

Minutes Prepared by: Dr.Latha.A, Coordinator,IQAC

Approved by:Dr.B.Vanajakumari,Chairperson

IQAC Coordinator
IQAC COORDINATOR
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Ref: NCON/IQAC/2024-25/CIR-02

02.09.2024

CIRCULAR

This is to inform you that, the IQAC Meeting will be held on 12.09.2024 at 11 am in seminar hall, Narayana college of Nursing. All IQAC Members are invited to attend the meeting without fail.

Agenda

- Review the Previous minutes of meeting
- Professional Development Program-Teaching and non teaching
- Health days mentor mentee program
- Internal examination
- Alumni meet
- Journal club presentation- M.Sc (N) students.
- Research and IQAC work shop and seminar

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Minutes of the IQAC Meeting

Date-12/09/2024

Time-11.00 am

Members Present

Name	Position	Signature	Name	Position	Signature
Dr.B.Vanajakumari	Chairman		Ms.N.Subashini	Member	
Dr. Latha. A	Co ordinator		Ms.T.Chandana	Member	
Dr. Kumari.V	Member		Mr.J.Kishore	Member	
Dr.Prabhakar	Member		Ms.R.T.Girija Rani	Member	
Ms.P.Shanmugavadivu	Member		Ms.S.Sucithra	Member	
Dr. Anjani devi. N	Member		Ms.M.Sireesha	Member	
Ms.G.Thejovathi	Member		Ms.Sudha	Member	
Ms.G.Pavithra	Member		Ms.P.Swapna	Member	
Ms.T.Lalithakumari	Member		Ms.Aksa Elizabeth Thomas	Member	

Dr. A. Latha , IQAC coordinator welcomed the members to the meeting.

Reviewed the Previous minutes of meeting and confirmed the action taken report.

1. Professional Development Program – Teaching and Non-Teaching Staff

To support continuous professional growth, separate development programs were organized:

Teaching Staff: A Faculty Development Program (FDP) focusing on pedagogical innovations and outcome-based education was conducted.

Non-Teaching Staff: A training session on digital tools, office management, and communication skills was arranged. Both programs witnessed active participation and positive feedback.

2. Health Days & Mentor-Mentee Program

Important health days including World Heart Day, World Diabetic Day, and World AIDS Days were observed with activities like guest lectures, awareness drives, and wellness sessions.

The Mentor-Mentee Program continued effectively. Regular mentor meetings were held, addressing students' academic and emotional well-being. Mentors submitted periodic reports.

3. Internal Examination

Internal examinations were successfully conducted as per the academic calendar. Evaluation and moderation processes were streamlined. A post-exam analysis was undertaken to identify slow learners, who were then offered remedial support.

4. Alumni Meet

An Alumni Meet was organized with enthusiastic participation from former students. Alumni shared experiences and offered guidance to current students, with a few volunteering for guest lectures and career counseling initiatives.

5. Journal Club Presentations – M.Sc (N) Students

The *Journal Club* for M.Sc (N) students was successfully initiated. Students presented and critically reviewed contemporary research articles under faculty supervision, enhancing their research orientation and academic discourse.

Workshops and Seminars

Topics included Research and quality initiatives such as IPR, Patent Writing, and NEP-2020

The events were well-received and contributed significantly to academic enrichment.

RESOLUTIONS PASSED:

All agenda items were approved by the members. The next meeting was tentatively scheduled for 30.12.2024.

The meeting adjourned at 12.30 Pm

Minutes Prepared by: Dr.Latha.A, Coordinator, IQAC

Approved by: Dr. B. Vanajakumari, Chairperson



IQAC Coordinator
IQAC COORDINATOR
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Ref: NCON/IQAC/2024-25/CIR-03

21.12.24

CIRCULAR

This is to inform you that, the IQAC Meeting will be held on 30.12.2024 at 11 am in seminar hall, Narayana college of Nursing. All IQAC Members are invited to attend the meeting without fail.

Agenda

- Infrastructure Maintenance
- Preparation for the Peer Team Visit (PTV)
- Planning for the National Conference.
- Any other.

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B. Chinnai
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Minutes of the IQAC Meeting

Date-30/12/2024

Time-11.00 am

Members Present

Name	Position	Signature	Name	Position	Signature
Dr.B.Vanajakumari	Chairman		Ms.N.Subashini	Member	
Dr. Latha. A	Co ordinator		Ms.T.Chandana	Member	
Dr. Kumari.V	Member		Mr.J.Kishore	Member	
Dr.Prabhakar	Member		Ms.R.T.Girija Rani	Member	
Ms.P.Shanmugavadivu	Member		Ms.S.Sucithra	Member	
Dr. Anjani devi .N	Member		Ms.M.Sireesha	Member	
Ms.G.Thejovathi	Member		Ms.Sudha	Member	
Ms.G.Pavithra	Member		Ms.P.Swapna	Member	
Ms.T.Lalithakumari	Member		Ms.Aksa Elizabeth Thomas	Member	

Dr. A.latha , IQAC coordinator welcomed the members to the meeting.

Reviewed the Previous minutes of meeting and confirmed the action taken report.,

Discussion:

1. Infrastructure Maintenance

Classrooms and Lecture Halls, Laboratories and Workshops, Library, Hostels and Amenities, Digital Infrastructure- Campus Network and Wi-Fi:, ERP and LMS System, Digital Resource Maintenance Support Systems- Green Campus Initiatives:, Accessibility and Inclusivity, Safety and Emergency Measures.

2. Preparation for the Peer Team Visit (PTV)

Documentation Preparation, Infrastructure Readiness, Key Areas of Focus-Curricular Aspects, Teaching-Learning aspects, Research, Innovation, and Extension, Student Support Governance and Leadership.

Interaction Readiness-Faculty Interaction, Student Interaction, Parent Interaction Alumni Interaction, Rehearsals and Mock Visits, Hospitality and Logistics, Best Practices and Innovations, Presentation and Communication, Feedback Mechanism.

3. Planning for National Conference.

Define the Purpose and Objectives, Assemble a Planning Team, Establish a Budget, Expenses, and Choose a Date and Venue, Develop the Program, Secure Speakers and Partners, Market the Conference, Manage Registrations, Logistics and Operations, Follow-Up and Evaluation.

Any other: Planning for college day celebration.

Principal and HODs are discussed about detailed breakdown for planning New Year Celebration, College Day Celebration, and Women's Day Celebration, considering Committees, Plan Activities, Logistics and Resources, Budget Management, Event Execution, and Post-event Activities.

RESOLUTIONS PASSED:

All agenda items were approved by the members. The next meeting was tentatively scheduled for 20.3.2025

The meeting adjourned at 12.30 Pm

Minutes Prepared by: Dr.Latha.A, Coordinator, IQAC

Approved by: Dr.B.Vanajakumari, Chairperson

IQAC COORDINATOR
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Ref: NCON/IQAC/2024-25/CIR-04

13.03.25

CIRCULAR

This is to inform you that, the IQAC Meeting will be held on 20.3.2025 at 11 am in seminar hall, Narayana college of Nursing. All IQAC Members are invited to attend the meeting without fail.

Agenda

- Preparation for NAAC Inspection-Compliance and readiness.
- Farewell ceremony for outgoing students.
- Confirmation of previous meeting minutes.
- Plan for Academic and Administrative Audit
- Planning for upcoming events and activities.
- MOU Collaborative activities.
- Preparation for National Conference.
- Any other.
- Concluding remarks and next meeting schedule.

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Minutes of the IQAC Meeting

Date-20/03/2025

Time-11.00 am

Members Present

Name	Position	Signature	Name	Position	Signature
Dr.B.Vanajakumari	Chairman		Ms.N.Subashini	Member	
Dr. Latha. A	Co ordinator		Ms.T.Chandana	Member	
Dr. Kumari.V	Member		Mr.J.Kishore	Member	
Dr.Prabhakar	Member		Ms.R.T.Girija Rani	Member	
Ms.P.Shanmugavadivu	Member		Ms.S.Sucithra	Member	
Dr. Anjani devi. N	Member		Ms.M.Sireesha	Member	
Ms.G.Thejovathi	Member		Ms.Sudha	Member	
Ms.G.Pavithra	Member		Ms.P.Swapna	Member	
Ms.T.Lalithakumari	Member		Ms.Aksa Elizabeth Thomas	Member	

Dr. A.latha, IQAC coordinator welcomed the members to the meeting.

Reviewed the Previous minutes of meeting and confirmed the action taken report.

Discussion

Confirmation of the minutes of the previous meeting

The previous meeting was held on 30th December 2024 at 11:00 a.m. in the seminar hall. The meeting focused on several key points, beginning with the discussion on infrastructure maintenance to ensure the campus remains well-equipped and functional. Attention then turned to the preparation for the Peer Team visit, emphasizing the need for thorough readiness and coordination. The committee also discussed planning for the upcoming National Conference, aiming to organize it efficiently and professionally. Lastly, details regarding the College Day celebration scheduled for February 19th, 2025, were shared, with plans to make the event memorable for all participants.

1. Preparation for NAAC Inspection – Compliance and Readiness

Preparation for the NAAC inspection centers on compliance and readiness across all eight NAAC criteria, which include Curricular Aspects, Teaching-Learning, Research, Infrastructure, Student Support, Governance, Institutional Values, and the nursing component. Key steps involve preparing the Self-Study Report (SSR) with supporting evidence, maintaining AQARs, faculty and student records, and administrative documents. Infrastructure and facilities such as classrooms, labs, libraries, and IT resources

are under review. The IQAC remains active in conducting audits and gathering feedback. Faculty and students are being trained on NAAC processes and are prepared for interactions with the peer team. Mock inspections and internal audits assist in identifying gaps, while final preparations focus on logistics, document accessibility, and team readiness.

2. Farewell ceremony for outgoing students.-May2025

The farewell ceremony for outgoing students scheduled for May 2025 is carefully planned to create a memorable and meaningful event. The first step involves selecting a suitable theme and sending formal invitations to students, faculty members, and special guests. A well-decorated hall or suitable outdoor space will be arranged at the venue, ensuring it reflects the spirit of celebration. Special attention will be paid to decorations, including banners, balloons, photo booths, and lighting, to enhance the atmosphere and provide a warm, festive setting for the occasion.

3.Event Flow for the Farewell Ceremony – May 2025

The event will begin with a Welcome Address delivered by the Principal or Head of Department to set the tone for the ceremony. This will be followed by Student Speeches, where outgoing students will share their memorable experiences. The audience will then enjoy a series of Cultural Performances, including dance, music, and fun acts to celebrate the students' journey. Games and Activities such as fun quizzes and memory-sharing sessions will keep the atmosphere lively and engaging. The ceremony will continue with the Felicitation and Awards segment, where certificates will be presented to outstanding students for their achievements. Finally, the event will conclude with Teacher Messages, where faculty members will share their best wishes and advice for the future of the graduates.

4Special Touches to Enhance the Farewell Ceremony

To add a special touch to the farewell ceremony, a Memory Video will be presented, featuring a slideshow that highlights the students' journey, capturing memorable moments and milestones. Additionally, personalized mementoes such as custom photo frames or files will be given to the students, serving as lasting reminders of their time at the institution.

5.Plan for Academic and Administrative Audit

The Academic and Administrative Audit (AAA) is vital for NAAC accreditation, ensuring quality enhancement and institutional excellence. Its objectives include assessing academic and administrative processes, ensuring compliance with the NAAC eight criteria, identifying areas for improvement, and enhancing governance, faculty development, and student learning outcomes.

Pre-audit preparation involves forming an AAA Committee with IQAC members, senior faculty, external auditors, and administrative staff to define the audit's scope, criteria, and objectives. Data compilation and documentation will cover academic aspects (course planning, curriculum, student performance, faculty workload, research, and FDPs), administrative aspects (governance, financial management, infrastructure, IT resources, and compliance with statutory bodies), and best practices (teaching methods, ICT, industry collaborations, and alumni engagement).

The audit process includes internal audits through self-evaluation reports from departments, identifying strengths and weaknesses, external audits involving on-site verification, faculty, student, and staff interactions, and validation of student performance, placements, and research.

Post-audit, an audit report will summarize findings and recommendations, addressing compliance gaps and corrective actions. An action plan for improvement will be developed, with time-bound actions and assigned responsibilities. Follow-up and continuous monitoring will ensure the integration of AAA findings into IQAC's quality enhancement initiatives.

5. Expected Outcomes

The expected outcomes of the AAA include improved academic excellence and governance efficiency, enhanced research, innovation, and student support systems, ultimately leading to a higher NAAC accreditation score and an enhanced institutional reputation.

6. Planning for upcoming events and activities

A variety of Academic and Skill-Based Events are planned to enhance student learning and institutional growth. These include workshops and seminars on advanced nursing practices, critical care, infection control, and telemedicine, with expert speakers. Monthly CNE programs will focus on healthcare trends and certifications like BLS, ACLS, and emergency care. Interdisciplinary conferences and collaborations with medical colleges, hospitals, and NGOs will highlight research and innovations. Simulation-based training using skill labs and VR will enhance clinical skills.

Community outreach programs such as health camps and awareness drives will target rural areas, old-age homes, and schools, focusing on maternal health, nutrition, and disease prevention. Events like World Health Day and National Nursing Week will feature blood donations, poster-making, and infection control awareness.

Student engagement will include nursing quizzes, case presentations, induction and farewell programs, yoga, stress management, and sports activities. Administrative planning will include budgeting, sponsorships, approvals, and team coordination. The expected outcome is improved knowledge, clinical skills, leadership, and industry readiness, along with a stronger institutional reputation and higher NAAC accreditation.

7. MOU Collaborative activities.

As part of the MoU collaborative activities, plans include preparation for the National Conference, collaboratively conducted workshops, seminars, and Faculty Development Programs (FDPs). Additionally, Value-Added Courses (VACs) and Add-on Courses will be conducted to enhance student skills and industry readiness.

8. Preparation for National Conference.

Preparation for the National Conference is underway with the proposed theme, "Navigating the Landscape of Nursing: Challenges and Future Directions." The event is tentatively scheduled for 16th and 17th May 2025 and will be held at the Main Auditorium. A total of nine expert speakers are expected to share insights on emerging trends and issues in nursing. Credit points for participants will be applied for as part of the academic recognition process.

Any other: Planning for ICMR Workshop on 5&6 th may 2025/

9. Closing Statement

As we conclude the IQAC meeting, sincere thanks to all members for their active participation and valuable input. The discussions have highlighted key areas for improvement, and moving ahead, focus will be on implementing action plans related to NAAC compliance, academic quality, student support, and infrastructure development.

RESOLUTIONS PASSED:

All agenda items were approved by the members

Next Meeting Schedule

The next meeting is tentatively scheduled for June 25th, 2025 (Wednesday) from 11:00 AM to 1:00 PM.
The meeting will be held at the Seminar Hall.

The meeting adjourned at 12.30 Pm

Minutes Prepared by: Dr. Latha.A, Coordinator, IQAC

Approved by: Dr.B. Vanajakumari, Chairperson

IQAC COORDINATOR

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