

Annual Quality Assurance Report (AQAR) of the IQAC

Submitted to

**NATIONAL ASSESSMENT AND ACCREDITATION
COUNCIL, UNIVERSITY GRANTS COMMISSION**

By

**MIMS COLLEGE OF NURSING
PUTHUKODE**

Year of Report: 2014-15

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

MIMS COLLEGE OF NURSING

1.2 Address Line 1

PUTHUKODE PO

Address Line 2

VADAKKEDATHUPARAMBA,
VAZHAYOOR

City/Town

MALAPPURAM

State

KERALA

Pin Code

673633

Institution e-mail address

mimsnurs2003@gmail.com

Contact Nos.

0483- 2832992

Name of the Head of the Institution:

Dr. ASSUMA BEEVI TM

Tel. No. with STD Code:

0483- 2833032

Mobile:

09895780859

Name of the IQAC Co-ordinator:

Mrs. REENA GEORGE

Mobile:

9745156700

IQAC e-mail address:

iqac@mimscon.com

1.3 NAAC Track ID

KLACOGN15089

1.4 NAAC Executive Committee No. & Date:

EC/66/A&A/061

1.5 Website address:

www.mimscon.com

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.8	2013-14	Valid up to February, 2019
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

24/03/2014

1.8 AQAR for the year

2014-15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ NA _____ (DD/MM/YYYY)4
- ii. AQAR _____ NA _____ (DD/MM/YYYY)
- iii. AQAR _____ NA _____ (DD/MM/YYYY)
- iv. AQAR _____ NA _____ (DD/MM/YYYY)

1.10 Institutional Status

University

State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College

Yes ☒ No ☐

Constituent College

☐ Yes ☐ No ☒

Autonomous college of UGC

Yes ☐ No ☒

Regulatory Agency approved Institution

Yes ☒ No ☐

(eg. AICTE, BCI, MCI, PCI, INC)

Type of Institution

Co-education ☒ Men ☐ Women ☐

Urban

☐ Rural ☒ Tribal ☐

Financial Status

Grant-in-aid ☐ UGC 2(f) ☐ UGC 12B ☐

Grant-in-aid + Self Financing ☐

Totally Self-financing ☒

1.11 Type of Faculty/Programme

Arts	<input type="checkbox"/>	Science	<input type="checkbox"/>	Comme	<input type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<input type="text"/>								

1.12 Name of the Affiliating University (*for the Colleges*)

KERALA UNIVERSITY OF HEALTH
SCIENCES, MG KAVU, TRISSUR

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

NIL

University with Potential for Excellence

NIL

UGC-CPE

NIL

DST Star Scheme

NIL

UGC-CE

NIL

UGC-Special Assistance Programme

NIL

DST

NIL

UGC-Innovative PG programmes

NIL

Any other (*Specify*)

NIL

UGC-COP Programmes

NIL

2. IQAC Composition and Activities

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.

Non-Teaching Staff Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Level Total Nos. International National State Institution

(ii) Themes

Corporate governance in nursing education and practice
Research methodology

2.14 Significant Activities and contributions made by IQAC

- Initiated the program “monthly principal meeting with the students”
- Student feedback and PTA feedback were conducted
- Encouraged the faculty members to pursue research in their respective field of study
- Conducted remedial coaching for slow learners to enhance their learning capability
- Facilitated the practice of innovative teaching learning activities such as clinical microteaching, clinical written exams, OSCE and peer teaching
- Wi- fi made available in the campus
- Established the biometric attendance system for employees
- Conducted career guidance programme and campus selection for the students of final year
- Conducted the national conference on corporate governance in nursing education and practice
- Felicitated the teaching staff with ‘best teacher of the year’ award.
- Felicitated the non-teaching staff with ‘Best Performance’ Award of the year
- Felicitated the outgoing PTA president
- Felicitated the hostel warden with ‘Best Performance’ Award
- Funds were allocated for the beautification of the campus
- Funds were allocated for new rain water harvesting system through canals and check dams with purification facilities
- Renovated the college auditorium
- Two national level conferences and one institutional level workshop were organized
- Started NSS unit in the college on 24/09/14

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Organize at least one national conference	Conducted national conference on the theme “Corporate governance in nursing education and practice” on Jan 10 and 11.

Organize workshop for faculty	Organized workshop on “research methodology” for faculty
Celebrate the days of national importance	Celebrated the national days of importance in the college
Initiate the NSS unit in the institute	Started NSS unit in the college on 24/09/14 and the activities are in progress
Renovate the auditorium	Established the console in the auditorium
Institute remedial classes	Remedial classes were conducted to help the slow learners improve their academic performance
Conduct an academic audit of Departments	Academic Audit was conducted
Encourage various departments for research activity	Different departments started the departmental research
Encourage the students to participate in the college, university, state and national level arts, sports and games events.	Students actively participated in the college, university, state and national level arts, sports and games events and bagged several medals and awards
Rejuvenate various clubs of the college to conduct activities with considerable participation from the students	Various clubs of the college conducted numerous activities with maximum participation from the students

Introduce the Biometric attendance	To ensure the attendance of staff at correct time biometric punching has introduced
Motivate employees to participate in annual day celebrations	Employees participated in the sports and arts competition. And presented...as a part of employees welfare program, fund was allocated for this by the management

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The AQAR was presented by the principal in the management meeting. It was discussed with the management and got the approval from their side.

Part – B
Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-			
PG	1(MSc Nursing)		1	
UG	1 BSc Nursing)		1	
PG Diploma	Nil			
Advanced Diploma	Nil			
Diploma	3 Post Basic Diploma in -Critical Care Nursing - Oncology Nursing - Emergency and Disaster Nursing		3	
Certificate		-	-	
Others	-			-Soft skill training - Language development training - personality development -Career guidance - Academic counselling
Total	5		5	
Interdisciplinary	Nil			
Innovative	Nil			

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	3

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

All the programmes are on the basis of INC & KUHS syllabus

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
25	5	4	1	15

2.2 No. of permanent faculty with Ph.D.

1

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	0	0	0	0	4	0	4	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

20

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	24	24
Presented papers	0	1	0
Resource Persons	1	3	1

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Teachers are going to implement Portfolio to inspire students for better learning. PBL as a teaching strategy is used in all postgraduate level courses.

2.7 Total No. of actual teaching days during this academic year

220

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Clinical written examinations, MCQs, OSCE etc are the highlights of evaluation process. Final exam is conducted by the university using bar coding and double valuation

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

4

2.10 Average percentage of attendance of students

92-98

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
I M.Sc (N)	19	0	100	-	-	53
IIM.Sc (N)	18	0	100	-	-	100
I B.Sc (N)	58	0	55	45	-	69
II B.Sc (N)	54	0	52	48	-	79
IIIB. Sc (N)	57	0	82	18	-	79
IV B. Sc (N)	49	0	34	67	-	93.4

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC monitors performance of teachers through self-evaluation of teachers, peer evaluation, student's evaluation and evaluation of head of the Institution.

Gets feedback and suggestions from students in the beginning of academic year as well as at the end of academic year.

Head of the department of each department of the college monitors teaching skill of faculty and performance of students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	12
UGC – Faculty Improvement Programme	0
HRD programmes	2
Orientation programmes	4
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	5
Others	20

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	6	03	1	0
Technical Staff	6	0	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- College has a research committee
- Fund for providing seed money and grants for research activities

- Adequate number of books, journal and lab facilities to facilitate research activities
- Staff development programmes on research and biostatistics
- Journal clubs
- Faculty and departmental research activities
- Organizes workshops and conferences
- Participates students in minor research
- Faculty Interaction with experts

3.2 Details regarding major projects

	Completed	On going	Sanctioned	Submitted
Number	1	2		
Outlay in Rs. Lakhs	1	2.2	1	

3.3 Details regarding minor projects

	Completed	On going	Sanctioned	Submitted
Number	2	3	2	
Outlay in Rs. Lakhs	0.4	0.6	0.4	

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals		1	
e-Journals			
Conference proceedings		3	

3.5 Details on Impact factor of publications: NIL

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	1 year	MIMS Research Foundation, Kozhikode	3.20 lakh	1 lakh
Minor Projects	6 months	MIMS Academy MIMS College of Nursing		
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects				

(other than compulsory by the University)				
Any other(Specify)				
Total			3.2 lakhs	1 lakh

3.7 No. of books published i) With ISBN No. 978-81-317-

Chapters in Edited Books

1

ii) Without ISBN No.

NIL

3.8 No. of University Departments receiving funds from

UGC-SAP

NIL

CAS

NIL

DST-FIST

NIL

DPE

NIL

DBT Scheme/funds

NIL

3.9 For colleges

Autonomy

NIL

CPE

NIL

DBT Star Scheme

NIL

INSPIRE

NIL

CE

NIL

Any Other (specify)

NIL

3.10 Revenue generated through consultancy

Nil

3.11 No. of conferences

Organized by the
Institution

Level	International	National	State	University	College
Number		1	1		1
Sponsoring agencies	NIL				

3.12 No. of faculty served as experts, chairpersons or resource persons

9

3.13 No. of collaborations

International

2

National

5

Any other

28

3.14 No. of linkages created during this year

7

3.15 Total budget for research for current year in lakhs :

From Funding agency

NIL

From Management of University/College

4.6lakhs

Total

4.6 lakhs

3.16 No. of patents received this year: NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
NIL						

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

1

5

3.19 No. of Ph.D. awarded by faculty from the Institution

NIL

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

SRF

Project Fellows

1

Any other

3.21 No. of students Participated in NSS events:

University level

141

State level

Nil

National level

Nil

International level

Nil

3.22 No. of students participated in NCC events:

University level

Nil

State level

Nil

National level

Nil

International level

Nil

3.23 No. of Awards won in NSS:

University level

Nil

State level

Nil

National level

Nil

International level

Nil

3.24 No. of Awards won in NCC:

University level

Nil

State level

Nil

National level

Nil

International level

Nil

3.25 No. of Extension activities organized

University forum

Nil

College forum

19

NCC

Nil

NSS

2

Any other

Nil

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- school health programs, under five assessment, nutritional programs with cooking demonstrations, health screening programs, need assessment survey, health education programs, role plays, puppet shows, involvement in college neighborhood activities like cleaning activities, street plays, participation in festivals and various local club activities

- **Criterion – IV**

- **4. Infrastructure and Learning Resources**

- 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	38 Acre	0		38 acre
Class rooms	19	0		19
Laboratories	7	1		8
Seminar Halls	2	0		2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0	0		0
Value of the equipment purchased during the year (Rs. in Lakhs)	0	0		0
Others	0	0		0

- 4.2 Computerization of administration and library

Completed Office automation with Nursing Campus Solution (NCS) software, Software for HR Management has been installed for MIMS Academy, Biometric Attendance facility has been introduced.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2904		70		2904	
Reference Books	483		73		556	
e-Books	0		0		0	
Journals	31		5		36	
e-Journals	52		0		52	
Digital Database	0		0		0	
CD & Video	112		6		118	
Others (specify)	0		0		0	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	30	1	3	0	0	5	6	
Added	4	0	0	0	0	0	0	
Total	34	1	3	0	0	5	6	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

All systems are monitored and upgradation is done if required. All users are given training based on the type of technical update undergone.

4.6 Amount spent on maintenance in lakhs : 3.9

i) ICT

1.1 Lakhs

ii) Campus Infrastructure and facilities

2 Lakhs

iii) Equipments

0.8 lakhs

iv) Others

Nil

Total :

3.9 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Assures quality based approach in student welfare programmes.
- Provides valuable suggestions and instructions in all academic and non-academic activities of the students.
- College organises orientation program for both first year B.Sc. & M.Sc. (n) students regarding the course, college, rules and regulations of university and institution and role of students in various programmes.
- Student general body meets twice in a year and also as per need.
- SNA unit of the college meets regularly to discuss the student support activities.
- Updated prospectus and handbooks are given at the beginning of the year to disseminate information to students.
- IQAC obtains formal feedback from students, teachers, parents, employer, employee, alumni and stakeholders.
- The students can redress their grievances through appointment, representatives, academic advisers, or they can post their grievances through suggestion boxes which are kept on each floor of the college.
- Financial assistance to economically weaker students are given.
- Soft skill training during orientation programme is given.
- Scholarships, stipend and fee instalment facilities are given for PG courses.
- Newsletters, college magazines, and periodical media advertisements are provided.
- Students are given representations in various academic and administrative bodies such as curriculum committee, anti ragging committee and library committee.
- Faculty provide academic and personal guidance and counselling for students.
- Maintains student health through periodical health checkups.
- Disseminate information to students and parents through notice boards, PTA meetings, ALUMNI meeting and GB.

5.2 Efforts made by the institution for tracking the progression

- Continuous evaluation systems.
- Student and staff feedback.
- Annual result analysis.
- Yearly alumni meetings.
- Automated office software to analyse student progression.
- Periodic formative and summative evaluation.
- Report of students' academic progress is sent to parents before each PTA meeting.
- E-books and e-journals are made available in the computer lab which is provided with easy and free access to internet.
- Educational trips are arranged each year.
- Revision classes on a regular basis.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
229	34	nil	Post Basic Diploma Course- 3

(b) No. of students outside the state

nil

(c) No. of international students

nil

Men

No	%
17	6.6

Women

No	%
240	93.4

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
149	14	3	97	nil	263	143	9	3	90	nil	256

Dropout % 0.01

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Topics of relevance are given more focus and are discussed during regular class hours.
- Tips for appearing competitive exams are taught accordingly.

No. of students beneficiaries

>100

5.5 No. of students qualified in these examinations

NET

NIL

SET/SLET

NIL

GATE

NIL

CAT

NIL

IAS/IPS etc

NIL

State PSC

5(2012- 2013)

UPSC

4 (2012-2013)

Others

Bank exam-
1(2012-2013)

5.6 Details of student counselling and career guidance

- All students are given counselling as per need despite periodical academic advising scheduled at the beginning of academic year.
- Final year students are given right path identification sessions, training on CV preparation and mock interview sessions every year.

No. of students benefitted

all

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	12	6	44

5.8 Details of gender sensitization programmes

Awareness meetings in hostels regarding women safety issues.

PTA meetings to make them aware of the safety.

Women's day celebration by NSS unit of the college

Seminar on welfare of minorities

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

10(KUHS)
1(SNA)

 National level

Nil

 International level

nil

No. of students participated in cultural events

State/ University level

nil

 National level

nil

 International level

nil

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level

3(KUHS)
3(SNA)

 National level

1

 International level

nil

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	10	Rs.310000/-
Financial support from government	17	Rs. 18,62,200/-
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	nil	nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

- New NSS unit started functioning in 2014.
- Yearly medical camps are organised by students with help of community department.
- Awareness programmes for the community on international health days are carried out.
- Fund for pain and palliative services is raised by students by the end of community posting.
- Participate in Campus cleaning programmes and pulse polio immunisation programmes.

5.13 Major grievances of students (if any) redressed:

Following grievances were redressed during the year 2014:

- Water shortage is redressed by buying water.
- Restriction on usage of electricity was tackled by fixing meters in every floor of the ladies hostel.
- Classes are scheduled accordingly to provide revision hours during exam time.
- New classes are built in the fourth floor of hospital for nursing students.
- Revision hours during exam time.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION: To be among the leading nursing colleges in the country with highest standards of nursing education, practice and research

MISSION: To prepare compassionate nurses for a caring profession

6.2 Does the Institution has a management Information System

The administrative works of the office is completely automated. The accounting, student admission, academic and student affairs are done with the software. The software- HRMS is used for the HR management of the institute.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

MIMS College of Nursing is under the Kerala University of Health Sciences. The college implements the curriculum of the university in strict accordance with the existing rules and norms

6.3.2 Teaching and Learning

- **Preparation of academic calendar-** the Academic Council of the College prepares the academic calendar for the year in advance. The activities, sessional exams and the holidays are shown in this calendar. The teaching and learning activities of the college are planned according to this. Along with this the value added services like personality development classes, currier guidance and language development classes are provided.
- **ICT-enabled teaching-learning process-** ICT enabled teaching–learning, smart class rooms; e-resources, power point presentation, and online correction of assignments have made the use of technology as an inseparable part of the education process in the campus. Using the intra net facility faculty and the students

can retrieve the data related to their academics. Every class room is enabled with wall mounted LCDs and OHP projectors.

- **Peer learning-** peer learning is encouraged among the students. This is one of the methods adopted for the weaker students. In this the each of the weak students are assigned to a student who showed better performance in the exams.
- **Remedial teaching-** special tutoring is arranged for the slow learners with mentorship with a teacher.
- **Problem based learning-** PBL is encouraged in classroom teaching and in clinical teaching
- **Enquiry based learning-** community survey, projects, and PBL sessions are practiced in the academics.
- **Feedback system:** There is a student feedback form in the institute and the students use to give comment about the different aspects of their learning environment. Periodically these feedbacks are collected from the students.
- **Innovative practices in teaching** such as debate, PBL, projects, clinical microteaching and clinical written examinations are encouraged
- **Submitting and following teaching plans-** prior to the start of the academic year the teachers plan all the teaching learning activities and submit it to the HOD and the HOI.

6.3.3 Examination and Evaluation

- **Sessional exams and university exams:** college conducts sessional exams and university exams as per university regulations. It is mandatory to conduct internal Examinations as per the academic calendar of the college.
- **Transparency of exams-** students are evaluated based on the cumulative Clinical Evaluation Performa. This includes Rating scales, structured evaluation checklists for clinical performance and wide variety of evaluation criteria according to the nature of assignments.
- **Analysis of exams-** after every internal exam and university exam the analysis of the class is done. The Principal and the Heads of Department monitor the performance of the students and the discussion regarding the result is done.

- **Answer Key:** After the theory examination, answer papers are assessed, according to the answer key. The result of the exams are announced within 5 days of exam.

6.3.4 Research and Development

The following are the strategies adopted by the IQAC for research development

- Monitor the Guidance of the students to conduct research projects as per their syllabus.
- Monitoring of the functioning of scientific research committee
- Ensure the functions of institutional journal club
- Encourage research of social commitments
- Encourage faculty for higher studies- institute is supporting teachers with study leaves for higher studies. One of the faculty is sent for Ph.D on study leave.
- Motivating teachers to take research projects and to write in national and international journals- department wise studies are going on each department

6.3.5 Library, ICT and physical infrastructure / instrumentation

- **Library committee:** a well-functioning library committee is working in the college. New books were added to the collection of library as a part of library updating.
- **Library automation-** library is fully automated. Book barcoding system is undertaken.
- Laboratories and ICT based instruments and computers are updated
- **Internet-** 24 x 7 Internet facility with Wi-Fi is enabled in the campus.

6.3.6 Human Resource Management

As a part of the human resource management the following measures are taken in the college

- Staff orientation program: At the time of appointment each staff gets orientation regarding the different aspects of the institute and a health check-up.

- Work assignment of the faculty: For every faculty, the work assignments for the next academic year, is assigned at least 3 months before the starting of the program.
- Infrastructure and resources: The management provides all the resources needed for the effective teaching learning activities.
- Library facility: There is an updated library which is open from 8am to 9pm, with the availability of internet in the college. Teachers are permitted to take the books and to use the other facilities of library.
- Feed back to the faculty: The head of the institution use to monitor the faculty performance through different strategies; university results, clinical performance of students, peer evaluation, evaluation by specialty head, feedback from students and parents. Based on the feedback received through such measures, the performance of faculty are decided. These are again used for the best teacher awards. if any lacunae are noted through these evaluations, the faculty are provided with feedback and prompt remedial measures are advised.
- Increments and monetary benefits to the faculty: After the period of probation the faculty gets the increment in their salary. Based on the different feedbacks (exceptional) the faculties get special monetary benefits.
- Staff development programs: The institute conducts conferences and other professional activities. And the management provides financial assistance for the conduction of these activities. The teaching faculty of the institute carryout the staff development programs for the clinical staff regularly.
- Regular faculty meetings: Through regular staff meetings the new decision taken by the management or any change in previous ones are communicated to staff. The faculties are encouraged to give suggestions regarding the decisions. The institutional decision making is done in a democratic pattern. Each faculty is encouraged to give suggestions during this meeting.
- Departmental meetings: There are specialty wise meetings in every month under the specialty head. The report of the specialty meetings will be submitted to the head of the institution.

- There is MIMS day celebration for the entire employees of the corporate in every year. All employees are given chances to perform their artistic and academic talents through competitions and stage performances. This event is a celebration where the top level management interacts with all employees and rewards are given for best workers. All employees and their families are invited for dinner in this function. Best worker award- Every year the management provides best worker and chairman's award to the best employee of the MIMS corporate

6.3.7 Faculty and Staff recruitment

- The recruitment of the faculty and non-teaching staff is done on the basis of type of post created, strictly by following the rules and regulations laid down by the government, university. The recruitment team of the college consists of the Principal, HOD of the concerned department, management nominee and a subject expert. There is a well formulated recruitment policy for the recruitment of the teaching and non-teaching staff that includes a three tier process of written examination, OSCE, oral presentation and personal interview. The faculty who is not getting a cumulative score less than 70% will not be appointed as faculty to the college.

6.3.8 Industry Interaction / Collaboration

Institute is providing opportunity for the students to visit different types of industries like Steel Authority of India Ltd. It is enabling the students to understand the different aspects of occupational health.

6.3.9 Admission of Students

Admission of the students is conducted as per the University norms and government orders. Admission for the government quota students of both UG and PG is done by the LBS. Admission to Management seats are also done as per the University and government norms. Strict transparency and admission rules are adhered to by the College.

6.4 Welfare schemes for

**6.5 Total
corpus fund
generated**

**6.6
Whether
annual
financial
audit has
been done**

Teaching	NIL	<ul style="list-style-type: none"> National Health insurance for the employees ESI benefits Holidays are given as per the Government rule. Casual leaves and medical leaves are given as per corporate policies. Advance salary <input checked="" type="checkbox"/> Contingen <input type="checkbox"/> re provided There are annual increments for every staff based on performance appraisal and special increment for outstanding performances. Hostel for the staff if required Sabbatical leave for those completing five years Leave and registration fee for attending conferences for permanent employees All teaching and non teaching staffs with salary below Rs 15000 are benefitted from ESI scheme Best worker award for outstanding performances Staff Tour: A Teaching and non- teaching staff tour is sponsored by the Management every year.
Non teaching		
Students		<ul style="list-style-type: none"> Endowments from stakeholders for the best performers Fee concession for the economically backward students College day celebration Graduation ceremony Book banking Language development programs

Yes

No

	<ul style="list-style-type: none"> • Different clubs- arts club, nature club, music club, sports club • Celebration of festivals
--	--

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		YES	Principal and IQAC
Administrative	YES	Varma and Varma group of Chartered Accounts	YES	IQAC

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Institute has well-functioning Alumni. Institute involves the alumni in its activities whenever possible, by inviting them for the special programs of the college. Alumni meetings are conducted in the college regularly. Alumni extends whole hearted support to all the proposals put forwarded by the college management meant for the development of the institution.

6.12 Activities and support from the Parent – Teacher Association

Regular PTA meetings are held in the college. PTA meeting schedules for the academic year for each class is prepared in advance. And it is intimated to the parents through post cards from the college. Feedback focused on improvement area of students is taken at the time of the PTA meetings. Parent-Teacher Meetings help to communicate the academic progress of children to the parents.

6.13 Development programmes for support staff

National Health insurance for the employees

Holidays are given as per the Government rule.

Casual leaves and medical leaves are given as per corporate policies.

Advance salary for contingencies are provided

There are annual increments for every staff based on performance appraisal and special increment for outstanding performances.

All teaching and non teaching staffs with salary below Rs 15000 are benefitted from ESI scheme

Best worker award for outstanding performances

6.14 Initiatives taken by the institution to make the campus eco-friendly

College is located in the hilly area naturally crowded with variety of trees and vegetation. The properly landscaped hill adds to the beauty of the campus. The college has covered open land in the campus with mini gardens, having lush of plants and grass.

Waste is disposed of properly. Natural compost pit is used for management of decaying items.

The Mango trees inside the campus adding the value in the Green Audit System. With all zest college celebrates the environmental day. This includes campus cleaning, environmental awareness programmes, planting plants & trees and setting up gardens, plastic search and disposal.

MIMS CON is having policy for energy savings. Lights and fans are switched off when not in use. Posters for energy conservations are displayed in offices and staff and students are taught on this matter.

Generator use is minimized to contingencies and summer to conserve energy in times of power cuts.

Use of LAN helps paper less environment and reduces printing in office. Almost all in-house communications are done through e- mails.

MIMS CON is minimizing the use of electricity by putting off all electrical gadgets when not at work. And separate electricity meters are introduced in the hostel with a view to avoid the over usage of electricity.

A functional Rain water harvesting system is present in the campus which preserves water for the draught season.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Biometric Attendance system
- National conference on Corporate Governance in Nursing Education and Practice conducted on 10.01.2014 and 11.01.2014
- Freshly introduced NSS scheme under KUHS
- National conference on Neuroscience Nursing to be conducted in January 2015
- Introduction of Separate meters in Hostel to monitor EB Consumption
- Check dams to collect water sources
- Natural compost pit
- Separate resting room for Drivers

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Biometric Punching:

- 1) To ensure the reporting of staff to duty on stipulated time.
- 2) To eliminate the attendance related issues of signing on register (conventional mode).
- 3) For the easy retrieval of data.

- 4) Eliminate the manipulation of cumulative data due to the inaccessibility to all staff.

National Conference on corporate Governance:

- 1) Familiarize the various aspects of governance to practicing nurses and students.
- 2) Improve the organizing skill of Teaching and Non-Teaching staff.
- 3) Awareness to administrative staff about the implication of Corporate Governance in application level.

NSS:

- 1) Now NSS scheme was under KUHS and introduced freshly.
- 2) Improve the social concern on societal wellbeing.
- 3) To make aware the significance of Team work and leader ship qualities in Student life.

Introduction of Separate meters in Hostel to monitor EB Consumption:

- 1) Prevent students in wasting the nonrenewable energy like Electricity.
- 2) Training students for consuming the energy wisely.
- 3) Prepare students to consume energy as a lifelong practice.

Check dams to collect water sources:

- 1) Collecting rain water from the hill side of college by the provision of a check dam which reroute the water to rain water harvesting pond.
- 2) Prevention of water flow to cause soil erosion by channelizing the water flow to check dam.

Natural compost pit:

- 1) Preparation of Natural compost by the degradation of leaves and foliage's in a pit.
Proper waste management by collecting decaying items to the pit.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- | |
|--|
| <ul style="list-style-type: none">• Clinical written examination• Clinical microteaching• Master timetables for each subject and prepared lesson plans for each topic• Work Book of Faculty maintained in the classroom |
|--|

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- Environmental day celebration- biofencing
- Campus cleaning by students and staff, as a part of NSS day programme

- Cleaning drive in the college premises, observing the Swachh Bharat Mission
- Planted 42 mango saplings in the campus
- Check dams to collect water sources
- Natural compost pit

7.5 Whether environmental audit was conducted? Yes ☒ No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Academic SWOT Analysis

Strength

PhD faculty

- The Head of the department of the Child Health Nursing department is PhD holder and is the Principal of MIMS College of Nursing, Joint director of MIMS academy and approved guide by INC PhD consortium..
- The Head of the department of the medical surgical department is currently pursuing PhD in Manipal College of Nursing.
- ✓ Well furnished and fully functional laboratories – FON lab, advanced nursing lab, community health nursing lab, MCH lab, Pediatric lab with adequate number of simulator mannequins and articles,
- ✓ High class clinical facilities –
 - MIMS is the first multi specialty hospital accredited by National Accreditation Board for Hospitals and Health Care Providers (NABH).
 - It has state of art super specialty areas which serves as an asset as well as learning for its learners
- ✓ PG programme:
 - Conducting PG programme under all five specialities
 - Ongoing PG research studies
- ✓ BSS and Post Basic diploma courses
- ✓ Updated files, faculty handbook, pre-planned academics, work plan, NCS software.
- ✓ Multiple Evaluation strategies
- ✓ Undertaking microteaching and conducting clinical written examination
- ✓ Conducting academic counselling, identification of slow learners and peer teaching activities
- ✓ Strict adherence to the master time table and subject plan
- ✓ Periodically organised PTA meetings for keeping the parents well informed regarding the student's status, in addition to the sending of progress report
- ✓ Faculty regularly attending CNE programs
- ✓ Observes national days of importance related to concerned speciality
- ✓ Conduct regular department meetings, faculty meetings and journal clubs

- ✓ Organising revision classes for the students before attending the university examination
- ✓ College and hospital library have adequate number of books in all specialities.
- ✓ Access to journals (including online journals) through college and hospital library.
- **Weakness:**
 - ✓ Very less number of research articles and publications
 - ✓ Number of faculty pursuing PhD is just few
 - ✓ Less number of completed faculty research activities
 - ✓ Shortage of faculty in some of the departments- Mental Health Nursing and OBG nursing
 - ✓ Difficulty in arranging partial blocks due to the long distance between college and Hospital. This will reduce the continuity in learning activity
 - ✓ Lot of time is consumed during travel to Hospital
 - ✓ At present, none of the faculty is pursuing higher education (M Phil or PhD).
- **Opportunities:**
 - ✓ Ample opportunities for attending and organising conference, training courses and thereby progress towards career development
 - ✓ Patient assignments are given according to the level of student.
 - ✓ Integration between theory and practice
 - ✓ Fund is being provided by the institution for conducting departmental researches.
 - ✓ Institution encourages faculty for attending professional conferences and scientific paper presentation.
 - ✓ More of hands on experience in clinical labs with OSCE
 - ✓ PhD study leave
- **Threats**
 - ✓ Decreasing number of PG admissions.
 - ✓ Other private nursing colleges
 - ✓ Turnover of teaching faculty
 - ✓ Lack of proper communication
 - ✓ Increased challenges and demands from society

Administrative SWOT Analysis:

Strength:

- 1) Easy retrieval of Files by systematic arrangement of files with Identification.
- 2) Introduction of ECS for data updation and retrieval.
- 3) Security out pass for restricting the flow of vehicles and visitors.
- 4) Introduction of Hostel visitors ID card for restricting the flow of visitors to Hostel.
- 5) Maintenance register for updating the maintenance work carried out.
- 6) Introduction of Biometric system for tracking the employee's attendance.

Weakness:

- 1) Electrical Store room need to be arranged properly.
- 2) Solar lamps need to be corrected after the work of check dam completed.

Opportunity:

- 1) By the support of ECS, data retrieval can be made more efficiently.
- 2) Cultivation of available land may avoid the growth of unwanted plants and weeds inside the campus.

Threats:

Voltage Fluctuation results in equipment failure-solution required.

Annexures

Annexure I: Academic Calendar

Annexure II: Analysis of Feedback

Annexure III: Details Of Best practices

MIMS COLLEGE OF NURSING

ACADEMIC CALENDER

2014-2015

~ January 2014 ~						
December						February
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Annual Sports	4 Annual Sports
5	6	7	8	9	10 Annual Arts	11 Annual Arts
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26 Republic Day Celebrations	27	28	29	30	31	

~ February 2014 ~						
January						March
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Sessional exams	18 Sessional exams	19 Sessional exams	20 Sessional exams	21 Sessional exams	22 Sessional exams
23	24	25	26	27	28	

~ March 2014 ~						
February						April
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8 Women's day Observance
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MIMS COLLEGE OF NURSING

ACADEMIC CALENDER

2014-2015

~ April 2014 ~						
March						May
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 World Health Day Observance	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	Easter Holidays		

~ May 2014 ~						
April						June
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 Nurses week celebrations	17
18	19 sessional exam	20 sessional exam	21 sessional exam	22 sessional exam	23 sessional exam	24 sessional exam
25	26	27	28	29	30	31

~ June 2014 ~						
May						July
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 World environmental day observance	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MIMS COLLEGE OF NURSING

ACADEMIC CALENDER

2014-2015

~ July 2014 ~						
June						August
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Crash courses	22 Crash courses	23 Crash courses	24 Crash courses	25 Crash courses	26 Crash courses
27	28 Crash courses	29 Crash courses	30 Crash courses	31 Crash courses		

~ August 2014 ~						
						September
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Crash courses	2 Crash courses
3	4 Model exams	5 Model exams	6 Model exams	7 Model exams	8 Model exams	9 Model exams
10	11 Model exams	12 Model exams	13 Model exams	14 Model exams	15 Handing Over	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

~ September 2014 ~						
August						October
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 Onam Celebration	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Alzheimer's Day observance	23	24	25	26	27
28	29	30	Onam Holidays			

MIMS COLLEGE OF NURSING

ACADEMIC CALENDER

2014-2015

~ October 2014 ~						
September						November
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10 Mental Health Day observance	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Pooja & Bakrid

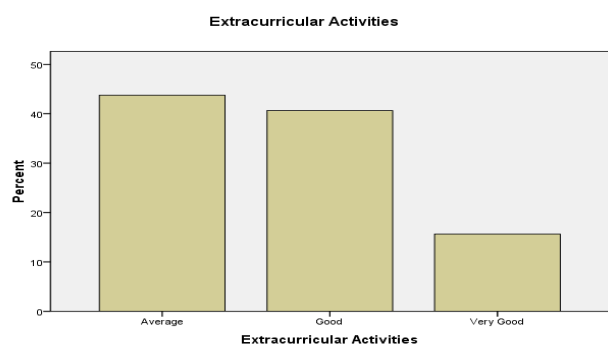
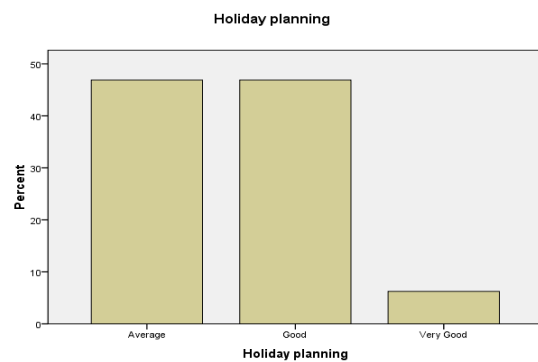
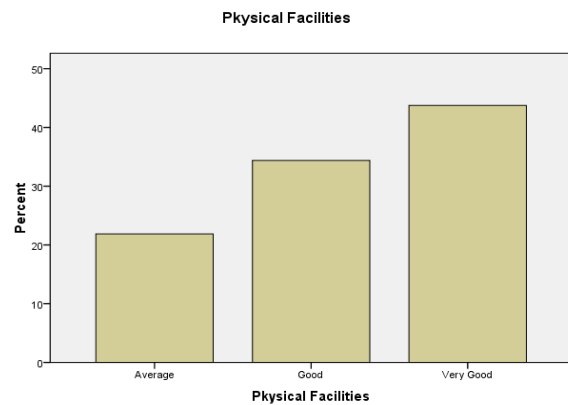
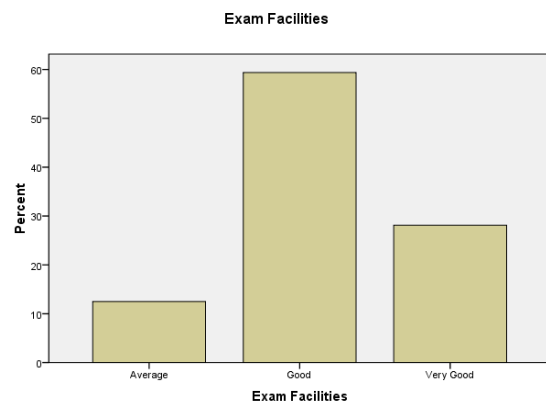
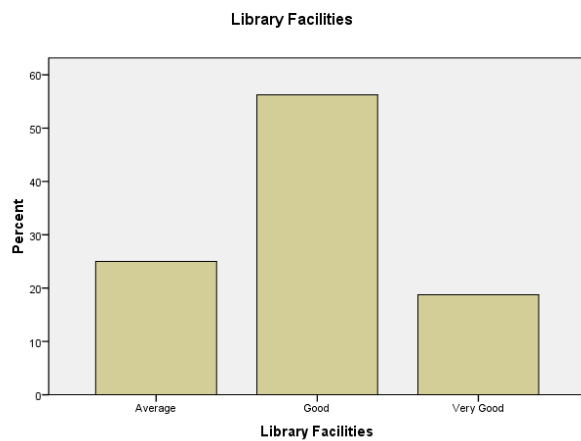
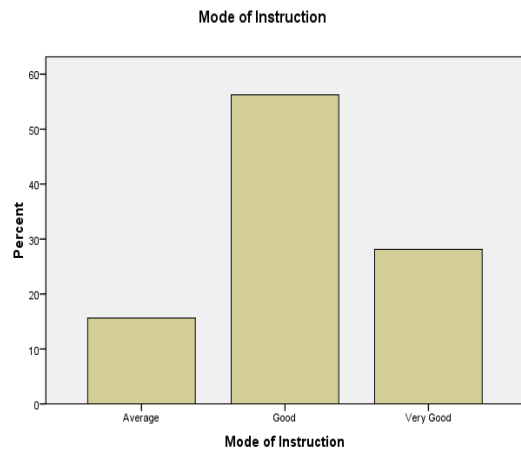
~ November 2014 ~						
October						December
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14 Diabetic Day Observance	15
16	17 Sessional exams	18 Sessional exams	19 Sessional exams	20 Sessional exams	21 Sessional exams	22 Sessional exams
23	24	25	26	27	28	29
30						

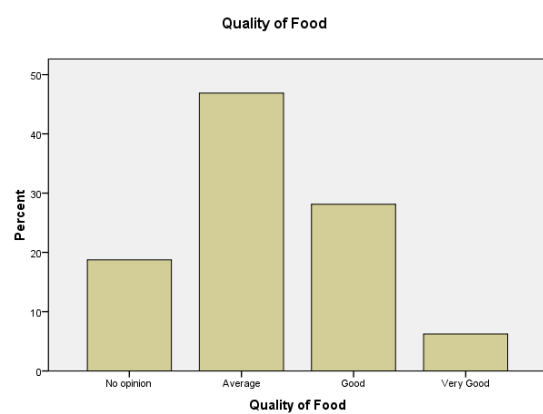
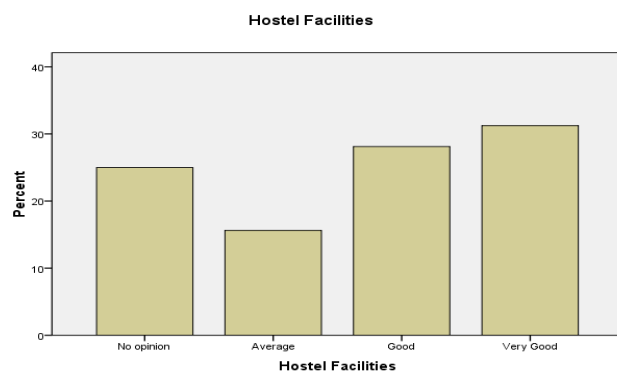
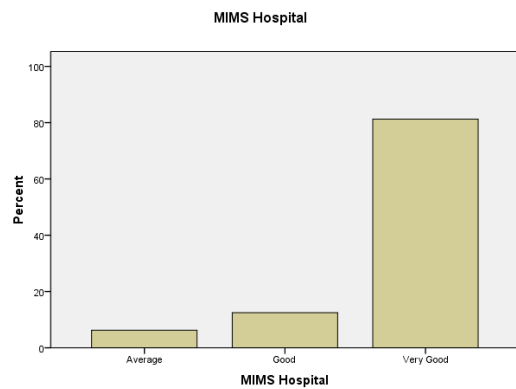
~ December 2014 ~						
November						January
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 AIDS Day observance	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	X Mas		

MIMS COLLEGE OF NURSING, PUTHUKODE

PTA FEEDBACK

2013-2014





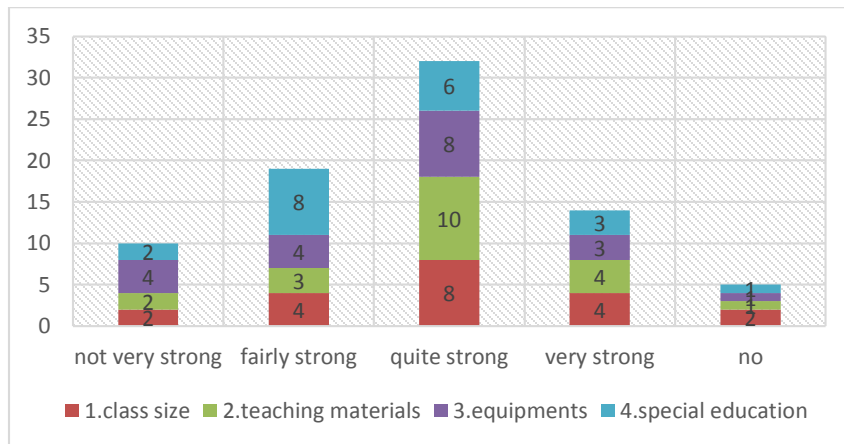
MIMS COLLEGE OF NURSING

STUDENT FEEDBACK

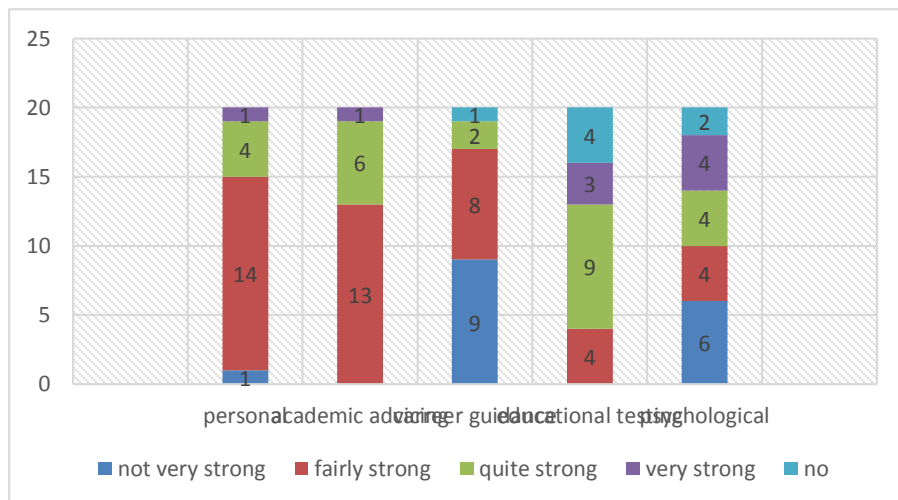
2013-2014

Assessment of program

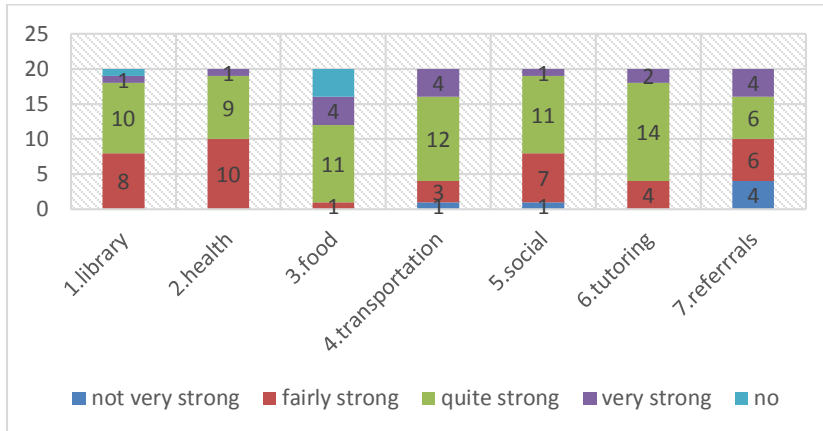
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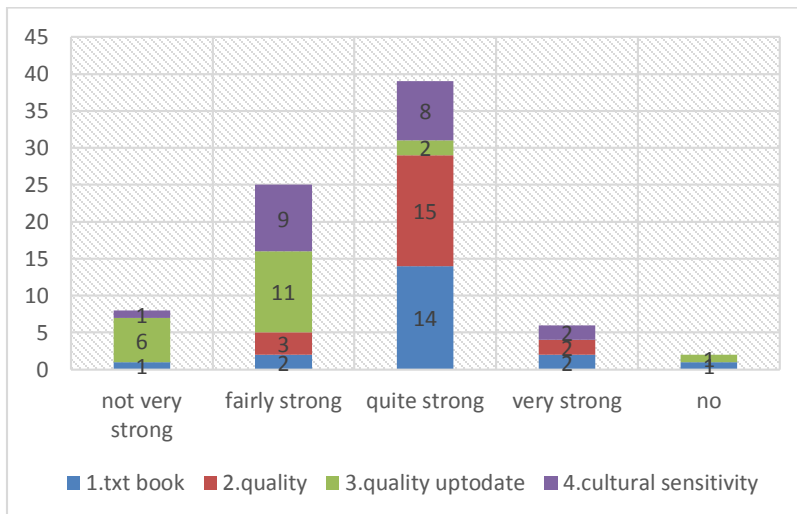
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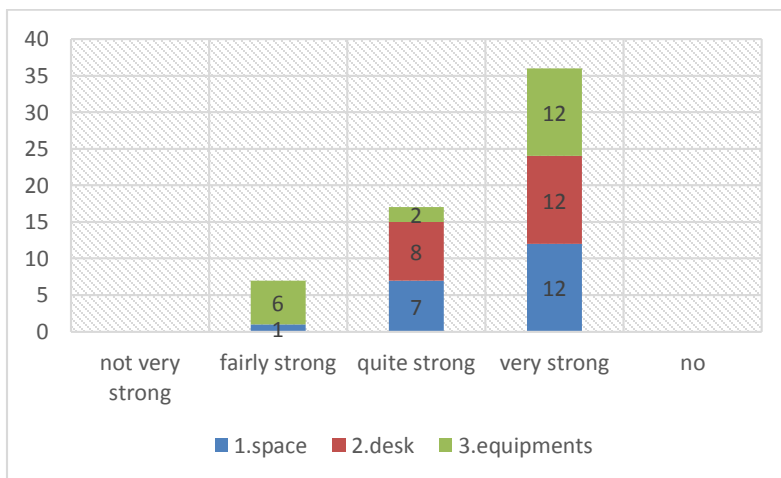
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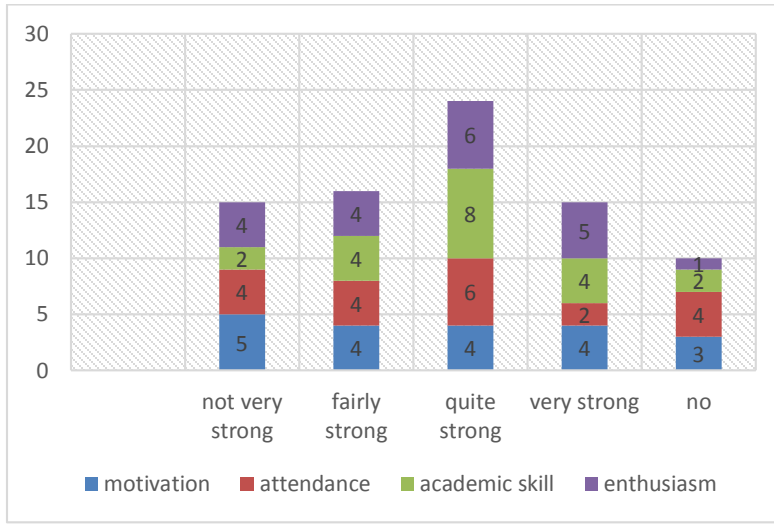
Areas



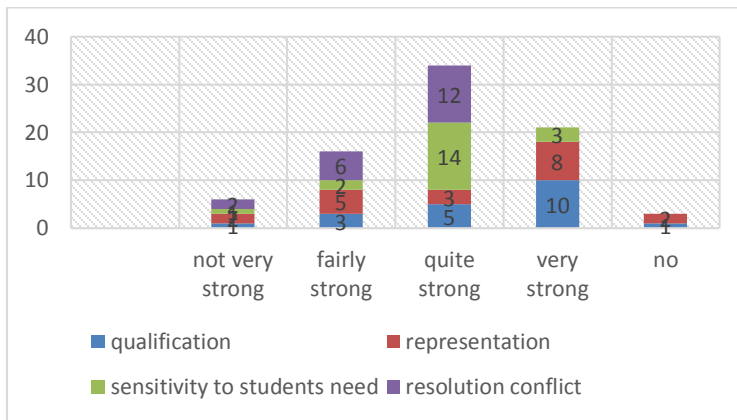
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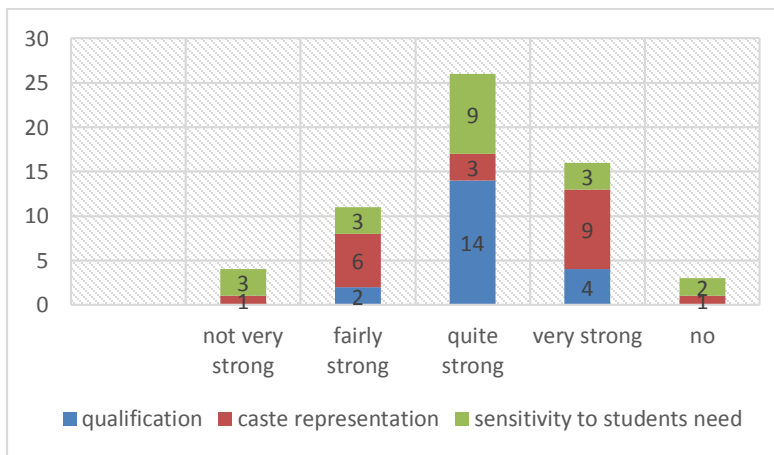
Students



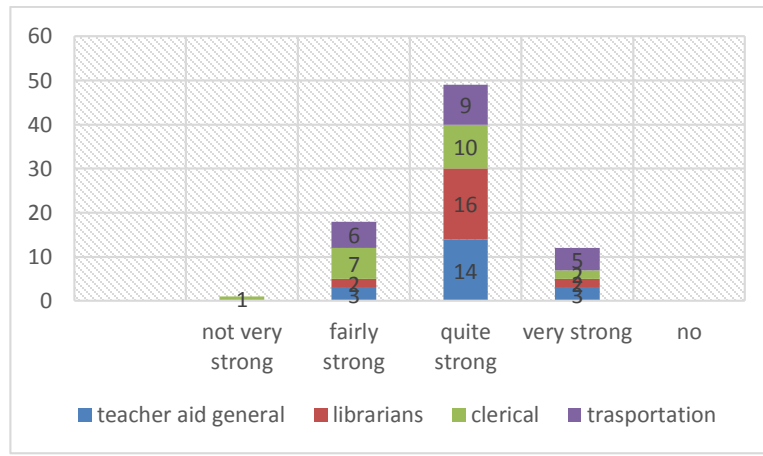
Administrators



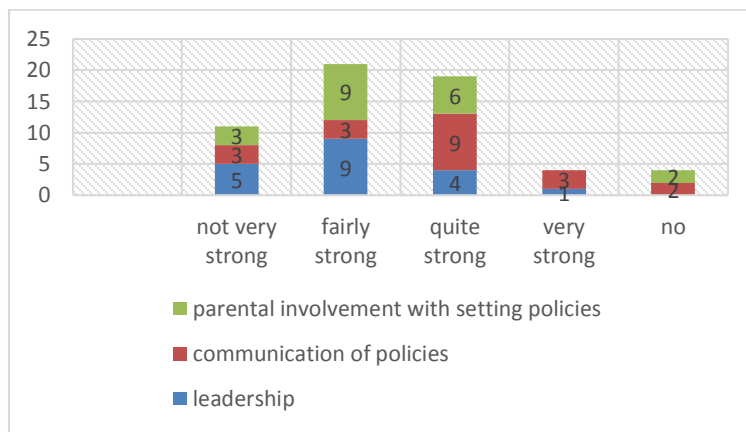
Teachers



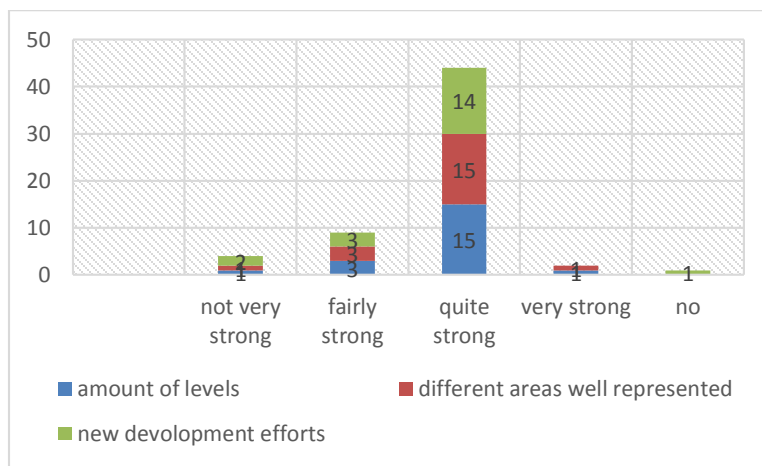
Other personal



Policies



Funding



Part II assessment of attitude

Statement

Question 1: parental involvement with the college is encouraged

Question 2: student contact with community should be part of the curriculum

Question 3: there is a need for curriculum that reflects a more accurate picture of culture and history

Question 4: educational staff should be more aware of student's educational difficulties

Question 5: educational goals are communicated to the staff and students

Question 6: students' needs are assessed every year

Question 7: curriculum represent a positive image of history and culture

Question 8: students need counselling for career and continued education

Question 9: the college provides adequate follow up of drop out students

Question 10: the college provides programme

Question 11: special services for gifted students

Question 12: parent teacher communication could be improved

Question 13: teacher encourage student the concept of self worth and cultural pride

Question 14: extracurricular activities are available equally to the all student

Question 15: parents and students should be told more about their rites

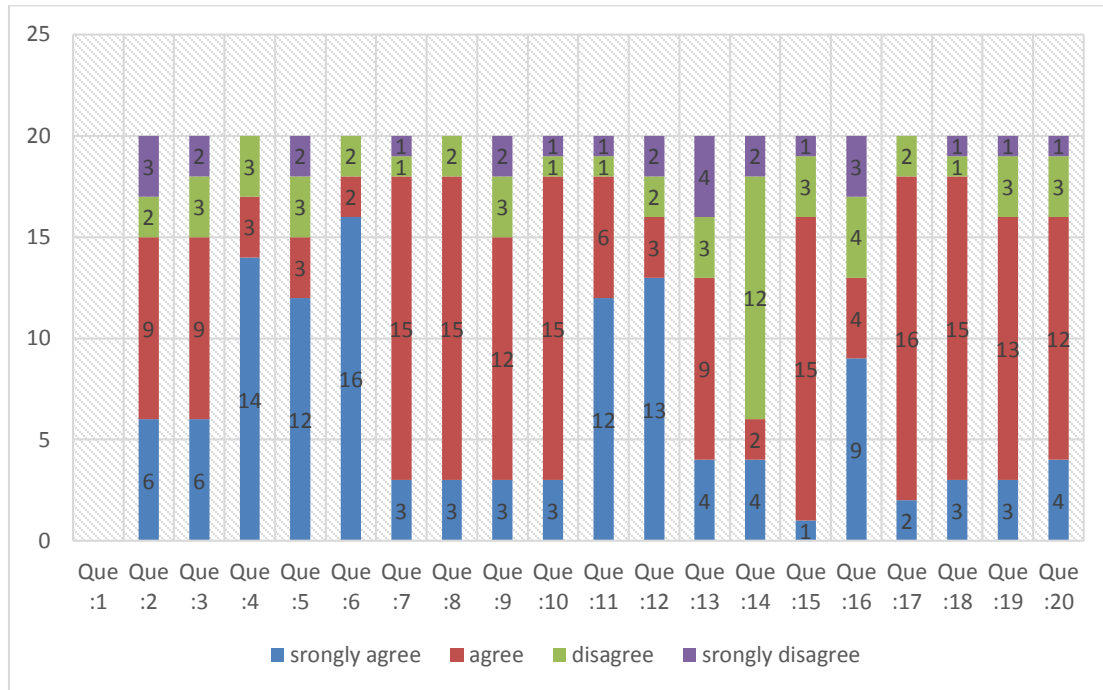
Question 16: students are given to assess the curriculum and teachers

Question 17: the college curriculum is adequately preparing students for leadership within the community

Question 18: the college curriculum is adequately preparing student for skills needed in the dominant society

Question 19: the curriculum is sufficient to meet the development of core competencies laid down by the college for graduates

Question 20: the present curriculum structure is adequate to impart values ethics practice guideline for nurses



Annexure III: Details Of Best practices

a. Clinical Written Examination

The graduates have to appear for competitive examination for getting jobs in reputed hospitals in the country and elsewhere. They have to undergo rigorous testing on all domains after completion of the course. The present theory examination system of the university does not provide them with necessary knowledge and skill for these life skills. So the college provides clinical written examination in each specialty after completing a clinical rotation to aid student's higher level learning namely application, synthesis and evaluation. This examination is purely clinical oriented and situation based.

Objectives

- Augment the application of theoretical concepts in clinical practice
- Identify the knowledge transferability of the students in clinical situation
- Develop graduates as lifelong learners.

Practice

At the end of each clinical rotation, the student will be given a clinical written examination with MCQs of 25 numbers from concerned clinical specialty. The questions are based on clinical skills. The questions are prepared by the faculty (Clinical Instructions) based on the clinical cases exposed to students in the particular period. The questions are pooled and HODs of the department will select 25 questions for each specialty and is administered on the last day of the clinical posting. The scores of this examination are given 15% weightage for their practical internal assessment.

Obstacles faced

During the initial period it was difficult to convince the faculty and students the need for such a venture. Through repeated dialogue, the faculty and students are convinced and the process is going well now. Now students are more cognizant about the need of such examination for their future career development and are taken as a part of teaching learning process.

Impact of the practice

This practice had improved student's clinical knowledge. Before the implementation this practice students used perform clinical procedures without identifying the need for doing the same and the scientific principles behind the activities. Now they can rationalize their

clinical practice well. Students seem more empowered and have more professional dignity.

Resources required

Only resources required were teacher's time and intellectual exercises for preparing situation based MCQS.

b. Clinical Micro Teaching

This programme was introduced to give emphasis on clinical teaching in a practice profession like nursing. It was observed that usual practice of clinical presentation is not providing expected output in clinical learning; hence this innovative strategy is introduced

Objectives

- Promote creative learning in clinical scenario
- Develop critical thinking skills
- Promote reflective learning

Practice

Each department prepares a number of topics of clinical importance. From this list of topics, 5 topics will be assigned to each teacher according to their area of clinical posting. This teacher has to teach these five topics for students coming to him/her in each rotation. Repeating these topics in each rotation helps all the students with equal opportunities to get teaching from same teacher on same topics. At the end of each rotation students are provided with oral examination on their topics.

Obstacles

At the time of introduction, the entire faculty agreed and experienced that this programme is good. But at the implementation phase some of them were not following it. Frequent reminder and checks were needed to maintain continuity of the programme.

Impact

Student's clinical teaching is improved. Unnecessary loitering of the faculty reduced. Effective time utilization of the faculty and improvement faculty knowledge has been noticed. Student's clinical knowledge and knowledge transferability have been noticed. It promoted career development of the faculty.

Resource required

Faculty time and effort

c. Master timetables for each subject and prepared lesson plans for each topic

Master timetables for each subject are scheduled well ahead with reference to the prescribed syllabus, in order to ensure the timely completion and to make certain the appropriate coverage of whole topics within the time frame.

A skeletal form of the lesson plans on each topic is set in advance, for understanding the depth at which each of the topics has to be dealt, in addition to the other advantages of having a lesson plan. This especially becomes useful for the new faculty as they can plan their content accordingly and update/ enrich it well with the newer trends and recent development/ research data.

d. Work Book of Faculty maintained in the classroom

Work Book of Faculty maintained in each classroom to monitor the regularity of the classes and the punctuality of teacher in handling the class.

e. Master Rotation Plan for the college

MIMS COLLEGE OF NURSING

MASTER ROTATION PLAN 2014 -15

[illegible]

Signature of the Principal

2nd year .B.Sc Nursing Master Work Plan 2014-2015

Class coordinator

Mrs. Neethu Jose

Principal

Dr. Assuma Beevi TM

