



SANDRA SHROFF COLLEGE OF NURSING

Recognized by INC, GNC & affiliated to Veer Narmad South Gujarat University-Surat
Plot No. 334, 335, 336 & 338, Near Haria L.G. Rotary Hospital Campus, GIDC, Vapi - 396195. Gujarat, India
Mobile No: +91-6357647901, +91-6357647902 E. info@sscnavapi.org

6.5.1 - Institution has a streamlined Internal Quality Assurance Mechanism.

(Minutes of the IQAC meetings)

Year 2024-25

**Principal
Sandra Shroff College of Nursing**



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IQAC MEETING CIRCULAR 2024-25

SSCN/11/2024

Date: 29th Nov 2024

All IQAC members are hereby informed that a meeting of the Internal Quality Assurance Cell (IQAC) is scheduled as per the following details:

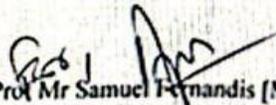
- Date: 10th Dec 2024
- Time: 10am
- Venue: Conference Hall, SSCN

Agenda:

- Updation in Teaching Learning and evaluation.

You are requested to make it convenient to attend the meeting.


Mrs Sheba Jorverse
Secretary, IQAC
SSCN, Vapi


Prof Mr Samuel Fernandes [MSc.N]
Chairperson, IQAC
SSCN, Vapi
Principal
Sandra Shroff College of Nursing



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IQAC MEETING MINUTES 2024-25

Date of Meeting: 10th Dec 2024

Time: 10am

Venue: Conference Hall, SSCN

Chairperson: Prof Mr Samuel Fernandis

Members Present:

Dr Anita Nawale 

Prof Mrs J M Silja

Mrs Sheba Joverse 

Mrs Divya Pancholi 

Agenda:

- Review of Previous Minutes on Faculty Development in Research Activities.
- Updation in Teaching Learning and Evaluation

The meeting was headed by the chairperson, Prof Mr Samuel Fernandis, Principal SSCN, Vapi.

Chairperson welcomed members and stated the meeting agenda: focusing on review of previous minutes and teaching-learning enhancements, evaluation reforms, and action steps.

Review of Previous Minutes on Faculty Development in Research Activities on 29th July

Action taken:

Every department had to submit one departmental research proposal. The presentation of the same is scheduled on 20th December.

Faculty members to document student guidance and submit to Research Cell. Each faculty are assigned with a group of B.Sc and GNM students for guiding the research project. The faculty play an important role from the identification of problem to dissemination of the findings.



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IQAC MEETING MINUTES 2024-25

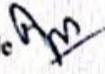
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Chairperson: Prof Mr Samuel Fernandis

Members Present:

Dr Anita Nawale 

Prof Mrs J M Silja

Mrs Sheba Joverse 

Mrs Divya Pancholi 

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The faculty will be organising a webinar on practical aspects of research focusing on the need of graduate and post graduate students by May-June 2025.

Updation in Teaching Learning and Evaluation

Assess the learning level of the students and identify advance and slow learners. Prepare criteria for identifying advance and slow learners. Provide activities for both groups, prepare a register for documentation. Prepare SOPs for advance and slow learners.

Need to use new methods of teaching like story-telling, case scenario, simulations, virtual reality.

Presentation of internal and external marks in graphical format.

Preparation of google form for subject, course and teacher evaluation and student satisfaction survey.

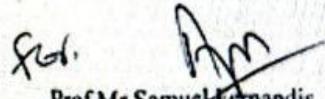
SOPs for admission and student feedback to be prepared.

Class wise mentor mentee list to be prepared.

Each batchwise course evaluation to be prepared.

The meeting concluded with a vote of thanks to the chairperson and all members. Meeting minutes were recorded by the secretary.


Mrs. Sheba Joverse
IQAC Secretary


Prof. Mr. Samuel Fernandes
IQAC Chairperson
Principal
Sandra Shroff College of Nursing



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IQAC MEETING CIRCULAR 2024-25

Date: 10th June 2025

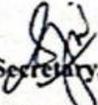
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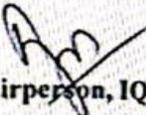
- Date: 25th June 2025
- Time: 11am
- Venue: Conference Hall, SSCN

Agenda:

- Formation of new IQAC committee for academic year 2024-25

You are requested to make it convenient to attend the meeting.


Secretary, IQAC
SSCN, Vapi


Chairperson, IQAC
SSCN, Vapi



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IQAC MEETING MINUTES-2

2024-25

Date of Meeting: 25th June 2025

Time: 11am

Venue: Principal office, SSCN

Chairperson: Dr Anita Nawale

Members Present:

Mrs Mayuri Patel

Mrs Sheba Joverse

Mrs Divya Pancholi

Agenda: Formation of new IQAC committee for academic year 2024-25

Discussion:

The Chairperson informed the members that the existing IQAC committee requires reconstitution for the academic year 2024-25 as per NAAC guidelines due to following reasons:

- Some members have resigned or been transferred/relieved from the institution.
- A few members are unable to regularly attend meetings and actively participate due to professional or personal constraints.
- Need to ensure active participation, improved coordination, and effective implementation of quality enhancement measures, a new team is to be formed.

The NAAC composition guidelines for IQAC were reviewed, and it was agreed to ensure representation from:

- Chairperson – Head of Institution (Principal/In-charge Principal)
- Senior administrative officers
- Faculty from different departments and specializations
- Management representative
- Nominees from local society, alumni, or industry
- External expert from academia/industry
- IQAC Coordinator
- Student representative



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COMPOSITION

SR NO	NAME	DESIGNATION
1	Dr Anita Nawale	IQAC Chairperson In-charge Principal, SSCN
2	Mrs Sheba Joverse	IQAC Co-ordinator/ Secretary Associate Professor & HOD Dept of MSN, SSCN
3	Dr Nancy Fernandis	External Academic Expert
4	Mr Rishi Pathania	Management representative, SSCN
5	Mrs Nililma Christian	Local community representative Nursing Superintendent Haria L.G Rotary Hospital, Vapi
6	Mrs Mayuri Patel	Alumni & Senior faculty Associate Professor & HOD Dept of OBG, SSCN
7	Mrs Suparna Chakraborty	Departmental Senior faculty Associate Professor Dept of CHN, SSCN
8	Mrs Divya Pancholi	Departmental Senior faculty Associate Professor & HOD Dept of MHN, SSCN
9	Mrs Alka Desai	Senior Administrative officer, SSCN
10	Mr Preetam B Rinjad	Student Representative MSc 1 st Yr

Resolution:

The committee unanimously approved the formation of a new IQAC committee for the academic year 2024-25 with the following members:


Secretary, IQAC
SSCN, Vapi


Chairperson, IQAC
SSCN, Vapi

IN CHARGE PRINCIPAL
SANDRA SHROFF COLLEGE OF NURSING, VAPI



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Year 2023-24

Meeting no: 1

21/03/2023

CIRCULAR-1st IQAC Meeting

This is for your kind information that IQAC meeting is schedules on 28th march 2023 at 2 PM in Multi-Purpose Hall, SSRCN to discuss about academic planning.

Sr. No.	Particular	Name	Designation
1.	Chairperson	Prof. Samuel Fernadis	Principal, SSRCN
2.	Secretary	Mrs. Sheba Joverse	Associate Professor
3.	Members	Dr. S.S. Singh	Chief Physician & Director of Medical Service
		Mrs. Achala Joshi	Principal, Gyan Dham School
		Dr. Priykanth Ved	Principal, ROFEL BBA
		Mrs. J.M. Silja	Professor
		Mrs. Mayuri Patel,	Associate Professor
		Mrs. Divya Pancholi	Assistant Professor



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Internal Quality assurance cell (IQAC):Meeting No: 1

2023-2024

Date:23/03/2023

Time:2 PM

Agenda:

- Students' Academic Performance
- Planning for Faculty Development Program

SANDRA SHROFF ROFEL COLLEGE OF NURSING, VAPI

Date: 21/03/2023

CIRCULAR- 1st IQAC Meeting

This is for your kind information that IQAC meeting is scheduled on 28th March, 2023 at 2PM in Multi-Purpose Hall, SSRCN to discuss about academic planning.

Agenda:

- Students' Academic Performance
- Planning for Faculty Development Program.

Venue: Multi-Purpose Hall

Date: 28th March, 2023

Time: 2pm

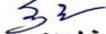

IQAC Secretary


Principal

Principal
Sandra Shroff ROFEL College of Nursing

Copy to:

IQAC members

Dr. S S Singh 
Mrs Achala Joshi 
Dr Priyakant Ved 
Prof Mrs J M Silja 
Mrs Mayuri Patel 
Mrs Divya Pancholi 



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MINUTES OF IQAC MEETING

MARCH 28 / 2023

AGENDA :

- (1) Improvement of academics
- (2) Family development program
- (3) planning.

Details :

The meeting was headed by the chairperson, Prof. Mr. Samuel Hernandez Principal of SSN in multi-purpose hall at 2 pm.

The following points were discussed and agreed by all the members:-

1) Improvement of academics:-

- Extra coaching classes for all the students after college hours, by college faculty in rotation.
- Preparation of different types of questions, unit-wise of all subjects by respective HODs and subject in-charges and thereby circulate it to the students to solve them.
- Demonstration of all procedures in the labs. and to develop the skill of the students
- Prepare checklists of all procedures + evaluate the skills of the students
- Parents-Teacher meeting after every sessional exams.



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(2) Faculty development programme plan:-

- All faculty to attend national and international workshops, seminars and conferences.
- High fidelity and scenario based simulation training for all faculty

Finally, the meeting was adjourned at 3:30 pm.

Members present:-

Prof. Mrs. J. M. Silja

Mrs. Achala Joshi

Mrs. Mayuri Patel

Dr. Priyanka Vaidya

Mrs. Sheba Jwarse

Dr. S. S. Singh

Mrs. Dnyes Raneishi

Mrs. Sheba Jwarse
(Secretary)

Prof. Mr. Samuel Fernando
Chairperson
Principal
Sandra Shroff College of Nursing



Dr. Anita Nawale
I/C. Principal
S.S.C.N. VAPI