



# 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@sscnvapi.org](mailto:info@sscnvapi.org)

## IQAC MEETING CIRCULAR 2024-25

Date: 29<sup>th</sup> Nov2024

SSCN/IQAC/2024

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

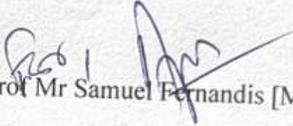
- Date: 10<sup>th</sup> Dec 2024
- Time: 10am
- Venue: Conference Hall, SSCN

### Agenda:

- Updation in Teaching Learning and evaluation.

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

  
Mrs Sheba Joverse  
Secretary, IQAC  
SSCN, Vapi

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



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## IQAC MEETING MINUTES 2024-25

**Date of Meeting:** 10<sup>th</sup> 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 29<sup>th</sup> July**

**Action taken:**

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

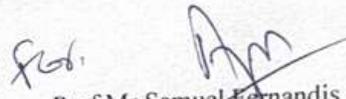
SOPs for admission and student feedback to be prepared.

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 Fernandez  
IQAC Chairperson  
Principal  
Sandra Shroff College of Nursing



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## IQAC MEETING CIRCULAR 2024-25

Date: 10<sup>th</sup> June 2025

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

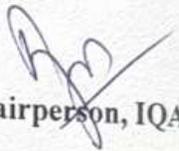
- Date: 25<sup>th</sup> June 2025
- Time: 11am
- Venue: Conference Hall, SSCN

### 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:** 25<sup>th</sup> 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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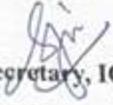
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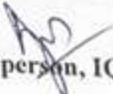
## COMPOSITION

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 <sup>st</sup> 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