

JUBILEE MISSION COLLEGE OF NURSING, KACHERY, THRISSUR

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023-24



EXTERNAL AUDIT REPPORT 2023

Name of the Auditors:

1. Dr. Divya George,
IQAC Coordinator,
St. Thomas College, Thrissur
2. Dr. Sr. Alphonsa Mathew,
Vice Principal,
St. Thomas College, Thrissur

Date: 26.03.2024

Venue: Conference Hall, JMCON.

REPORT OF EXTERNAL AUDIT 2024

JUBILEE MISSION COLLEGE OF NURSING, THRISSUR

DATE: 26.03.2024

External auditors:

1. Dr. Divya George, IQAC Coordinator, St. Thomas College, Thrissur.
2. Dr. Sr. Alphonsa Mathew, Vice Principal, St. Thomas College, Thrissur.

The External Academic and Administrative Audit commenced at 8:30 am with a moment of silent prayer. Dr. Angela Gnanadurai, the Principal, extended a warm welcome. Sr. Godwin, the IQAC coordinator, provided a brief introduction and outlined the scheduled activities for the External Audit. The presentation based on criteria commenced at 9:00 am.

Criteria 1: Curricular Aspects

Criteria I was presented by Sr. Sumy Paul, After the presentation the following suggestions were given

Observations

- JMCON is organizing 44 Interdepartmental courses and Training Programmes.
- Action taken reports not included College Council Minutes

Suggestions

- It was suggested to start a course, based on Research as per peer teams suggestion
- It would be good to increase the number of value added courses and add on courses
- Value added courses can be outsourced and provided to students, the number of students undergone to the course can be recorded
- Feedback from stakeholders need to be addressed in the College council meeting and the highlighted minutes need to be uploaded
- Course completion certificate should be given for all courses.

Criteria 2: Teaching Learning and Evaluation:

Criteria II was presented by Ms. Anila James, The following were the suggestions given by the auditors

Observations

- No enrollments from other states.
- Number of applications received is missing.
- Mismatch in dates of issuing circulars and circulating the same.

Suggestions

- Its was suggested to prepare e course/ e content by the faculty as they are trained for the development of e-course and content
- Using the MOU with St. Thomas college, Thrissur, The faculty members can use the studio facility to record the e content developed and deliver the e-course
- Its necessary to monitor users of the course which need to be shown for the NAAC assessment.
- All circulars should be updated with dated signature
- OBE can be made effective with the training of the teachers
- ICT enabled classroom need to be enabled as per peer team suggestions
- Demand Ratio need to maintain.

Criteria 3: Research, Innovation and Extension

Criteria 3 was presented by Mrs. Seeja Jacob

Observations:

- The JMCON offers Ph.D programme approved by KUHS and has 2 Ph.D Guides and 4 PG Guides.
- There are Six teachers received financial support for their research activities.
- JMCON has undertaken four non-governmental research projects over the past two years.
- Fifteen workshops/seminars on IPR (Intellectual Property Rights), Research Methodology, etc., were conducted over the past two years.

- Every year, a significant number of extension and outreach activities are conducted, reflecting the institution's commitment to social responsibility.
- JMCON has established 8 MoUs, and nearly 15 to 16 collaborative research activities are conducted each year.

Suggestions:

- Its suggested to get NSIG and other grants for faculty going for conferences
- Since there is sufficient content for research publication, consider collaborating with others to publish papers in reputed journals.
- Institution can also apply for various grants to enhance research.
- The institution can establish seed money to foster active research on campus.
- Ensure that the Memoranda of Understanding (MoUs) are operational and utilize them for active research collaboration.
- Utilize alumni networks for research funding

Criteria 4: Infrastructure and Learning resources

Criteria 3 was presented by Mrs. Sheeja Sebastian

Observations:

- The Institution has adequate facilities for teaching learning.
- Class rooms are ICT enabled
- The institution has a parent hospital Jubilee Mission Hospital which serves as efficient clinical learning centre.

Suggestions:

- Classrooms could be upgraded with smart class room including lecture capturing
- Lab could be strengthened, modernized for incorporating simulation into the Teaching Learning process. Moderate fidelity simulators can be included
- Teachers can also use the E-Content created by Swayam, ePG Pathasala
- Audited Financial statement according to the criteria headings need to be maintained
- Library user rate need to be increased for faculty members and students

- There should be adequate facility for Sanitary pad dispenser and incinerator in the campus

Criteria 5: Student Support and Progression

Observations

- 7 categories of capability enhancement and development schemes were employed by JMCOM.
- Grievance Redressal is maintaining only in Offline mode.

Suggestions

- Audit list should contain the alumni contribution which is specific for NAAC second cycle
- International placement cell have to become more functional and show evidence of letter stating their placements
- Try to improve the number of free ships for the students
- Alumni contributions to be increased and used to improve the infrastructure and teaching methods
- Policy and regulation for institutional endowment and other alumni contribution.
- Grievance Redressal system need to be incorporated in website for staff, students and non-teaching staff.

Criteria 6: Governance, Leadership and Management

Observations

- Strategic Plan for 5 years only
- Partial Performance Appraisal.

Suggestions

- Implement administrative Training programme for non-teaching staff once in 3 months. Plan to conduct internal training programe.
- Improve the financial facility for faculty for attending conferences and courses which need to show with evidence

- Strategic planning needs to be revised every year.
- Strategic Plan need to be maintained for 15-20 years and need to be revised systematically as per the changes in the education sector.
- Sanction letters from the non-government agencies and philanthropist need to be maintained.

Criteria 7: Institutional values and best practices

This criteria is presented by Mrs. Justy Joy

Observations:

- The institution ensures gender equality through infrastructure facilities created for women and separate facility for boys with ample space.
- The waste management system on campus is operating efficiently
- Major Festivals and other important days are observed properly
- The institution adheres to both academic and non academic programmes

Suggestions:

- To enhance the disabled-friendly environment, we can implement screen reading software and encourage students to create content such as audio books.
- Establish tactile paths to create an accessible environment for the disabled
- Braille software can be used , 1 or 2 teachers can be trained
- If possible organize annual awareness programme for Parents
- Instead of adhering to best practices in the binary method of assessment, the institution should prioritize its uniqueness and evolve from within.
- Unique area of JMCON can be identified after having a group discussion

Criteria 8: Nursing College

Criteria 8 was presented by Sr. Daisy Maria

Observation:

- JMCON has well qualified teachers.
- Students are getting proper training in their field

- College has undertaken many community oriented activities which is commendable.

Suggestions:

- Lab policy manual to be prepared
- Department wise can do the ISO certifications, also 2 or 3 departments can do it together so that it can be shown for the Accreditation
- There should be supportive documents for 8.1.6 and 8.1.7

Other Suggestions:

- The next three-year Self Study Report (SSR) for 2025, 2026, and 2027 is crucial for the upcoming NAAC accreditation.
- Geotagged photographs are highly important for the upcoming accreditation cycle.
- It is not necessary to have separate MOUs with individual departments; instead, an institutional MOU can suffice.
- Institutional website need to be updated regularly as it shows the image of the institution
- More welfare measures to be provided to the faculty

Overall Evaluation

Introduction: The following report presents the comprehensive evaluation of Jubilee Nursing College conducted by external experts against the seven criteria set by NAAC (National Assessment and Accreditation Council). The evaluation aimed to assess the college's performance in various domains including Curricular Aspects, Teaching Learning and Evaluation, Research, Innovation and Extension, Infrastructure and Learning resources, Student Support and Progression, Governance, Leadership and Management, and Institutional values and best practices. The assessment was conducted with a focus on identifying strengths and areas of improvement, with the ultimate goal of fostering excellence in nursing education.

Curricular Aspects: The nursing college exhibits a well-structured curriculum that is aligned with contemporary healthcare demands and regulatory standards. The curriculum emphasizes holistic nursing care, incorporating theoretical knowledge with practical skills effectively. Integration of inter-professional education and experiential learning opportunities enhances the

overall educational experience, ensuring students are well-prepared to meet the challenges of the healthcare industry.

Teaching Learning and Evaluation: The College demonstrates a commendable commitment to innovative teaching methodologies and learner-centered approaches. Faculty members exhibit expertise in their respective fields and employ diverse pedagogical techniques to engage students actively. Continuous assessment strategies foster a culture of learning and self-improvement among students. The evaluation process is transparent, fair, and provides constructive feedback to facilitate academic growth.

Research, Innovation and Extension: The nursing college actively promotes a culture of research and innovation among faculty and students. Research initiatives contribute significantly to advancing nursing knowledge and addressing pertinent healthcare issues. Collaboration with healthcare institutions and community outreach programs underscore the college's commitment to societal engagement and the application of research findings to improve healthcare outcomes. Management need to give more seed money assistance to improvise the area of research in JMCON.

Infrastructure and Learning Resources: The College boasts state-of-the-art infrastructure and learning resources conducive to academic excellence. Well-equipped laboratories, simulation centres, and libraries provide students with ample opportunities for hands-on learning and research. The technologically advanced facilities enhance the overall learning experience and prepare students for real-world healthcare settings.

Student Support and Progression: The College prioritizes student support services aimed at facilitating holistic development and academic success. Mentorship programs, counselling services, and career guidance initiatives empower students to overcome challenges and achieve their full potential. Robust mechanisms for monitoring student progression ensure timely intervention and support for those in need, fostering a nurturing learning environment.

Governance, Leadership and Management: Effective governance structures and visionary leadership characterize the functioning of the nursing college. Transparent decision-making processes and participatory management practices promote accountability and stakeholder engagement. The leadership fosters a culture of innovation and continuous improvement, driving the college towards excellence in nursing education.

Institutional Values and Best Practices: The nursing college upholds a set of core values that

underpin its academic endeavours and institutional ethos. Ethical conduct, professionalism, and respect for diversity are deeply ingrained within the college community. Best practices in nursing education are embraced and disseminated, ensuring adherence to high standards of quality and integrity. Management support need to be ensured in developing a unique practice for the college. Continuous discussions and brainstorming sessions need to be organised to develop a well-structured unique practice for the College.

Conclusion: In conclusion, the evaluation findings reflect positively on the overall performance of Jubilee Nursing College. The college exhibits strengths across various domains, including curriculum design, teaching-learning practices, research endeavours, infrastructure, student support mechanisms, governance, and adherence to institutional values. The commendable efforts of the college in fostering excellence in nursing education are evident, positioning it as a distinguished institution committed to shaping competent and compassionate nursing professionals. The recommendations provided aim to further enhance the college's strengths and address areas for improvement, ultimately advancing its mission of excellence in nursing education.

1. **Dr. Divya George, IQAC Coordinator**



Dr. DIVYA GEORGE
M.COM, MBA, M.SC (PSYC), M.SC (IT)
IQAC COORDINATOR
ASSISTANT PROFESSOR
RESEARCH DEPARTMENT OF COMMERCE
ST. THOMAS COLLEGE (AUTONOMOUS) THRISSUR

2. **Dr. Sr. Alphonsa Mathew, Vice Principal**



DR. SR. ALPHONSA MATHEW MSMI
VICE PRINCIPAL & RESEARCH GUIDE
DEPARTMENT OF MATHEMATICS
ST. THOMAS COLLEGE (AUTONOMOUS), THRISSUR-1

INTERNAL AUDIT REPORT 2023-24

Name of the Auditors:

SI NO	Department	Date	Auditors
1.	Child Health Nursing	13/09/2023	Prof.Reena Vincent Sr. Dhanya
2.	Obstetrics and Gynaecologic Nursing	13/09/2023	Dr. Sr Philoresmi Ms.Sheeja Sebastian
3	Mental Health Nursing	14/09/23	Sr. Godwin Ms. Anusha
4	Community Health Nursing	14/09/23	Dr. Sr. Tresa Anto Ms. Justy Joy
5	Medical Surgical Nursing	16/09/2023	Ms. Seeja Jacob Ms.Jaicyn John



INTERNAL AUDIT REPORT

ACADEMIC YEAR: 2023-2024

Academic Audit is a systematic way of reviewing the quality of education of the institution. It is aimed towards quality assurance and in bringing improvements in the education system of the college.

The dynamics of higher education require an Academic Audit in order to attain and sustain academic excellence. A system for managing academic quality across the entire institute has been established by the office of the Internal Quality Assurance Cell. Its goal is to compile data based on evidence on the caliber of academic programs. The Academic Audit promotes a mindset that ongoing assessment, quality enhancement, and maintenance of the various academic programs' best practices

Objectives:

1. To understand the existing system and assess the strengths and weakness of the Departments and Administrative units and to suggest the methods for improvement and for overcoming the weakness.
2. To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc
3. To evaluate the optimum utilization of financial and other resources
4. To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies
5. To make suggestions for improvement to the Departments for necessary changes

The purpose of the audit is to:

- ✓ Offer a faculty-driven method for a continuous improvement process
- ✓ Encourage communication between administrators, professors, and students
- ✓ Offer self-assessment based on quality principles
- ✓ Encourage integration across programs and disciplines

Jubilee Mission college of Nursing conducts academic audit once in a year. It is carried out department wise and was conducted based on the criterion of the NAAC covering all academic activities of the College.

The Internal Audit based on each criteria is mentioned below

Criteria	Internal Audit Report
<p><u>CRITERIA: I.</u></p> <p>CURRICULAR PLANNING AND IMPLEMENTATION</p>	<ul style="list-style-type: none"> • The department works in par with the department calendar and take significant decisions in formal meetings • All the courses offered in the department are as per the guidelines of the regulatory Bodies • The department participate and conduct courses in collaboration with other Departments • Course feedback and redressal is done by the department every year after completion of the course • Curriculum implementation is carried out by following the syllabus which is prescribed by Indian Nursing Council and Kerala University of Health Sciences. • Course plan. Unit plan. Lesson plan, is prepared for smooth implementation of curriculum • Master rotation and clinical rotation is prepared by the respective faculty and get it approved in the curriculum meeting • Regular curriculum meeting is conducted for the better planning of curriculum • Department Calendar is prepared by the HOD and it is followed • Inputs to students are through: • Lectures cum discussion

	<ul style="list-style-type: none"> • Power Point Presentation • Seminars, workshops • Case Study, Care analysis, Clinical profile • Different student centric teaching learning methods • Role Play, simulation, Group discussion • Field visits • Clinical experience • Demonstration etc • Add on courses and value-added courses are offered to the students which helps the students to meet the increased demand of the profession and also to improve the employability skill
<p><u>CRITERIA II:</u></p> <p>TEACHING LEARNING AND EVALUATION</p>	<ul style="list-style-type: none"> • Department identifies the advanced and slow learners after the first sessional examination by using the prescribed criteria and provide programmes for slow performers and advanced learners • The departments follow an appropriate Teaching methodology to achieve the learning outcome and maintains teaching methodology file • The departments assist the students in developing clinical skills and provide training on simulation • The departments have all updated faculty details and maintain the faculty profile • The departments ensure the examination system is followed as per the policy guidelines and adhere to the academic calendar for conducting the examination • Examination cell has the responsibility in conducting the examination robust and timely • Department observe and measure the learning outcomes systematically. Prepares the course outcome, Programme outcome and programme specific outcome. It is intimated to the students and incorporate in the teaching learning method • The department helps in organizing the mentor mentee program regularly and maintains mentor mentee record • Department monitors student progression by analyzing the results • Clinical Skill Laboratory and Simulation based Learning helps the students to improve the clinical skills <p>Department maintains</p>

	<ul style="list-style-type: none"> ➤ Continuous Internal Assessment criteria ➤ Competency based Assessment ➤ Workplace based Assessment ➤ Self-Assessment ➤ OSCE & OSCE ➤ Midcourse Improvement file ➤ Question paper and Answer key file ➤ Learning Outcome file, mentor mentee record
<p><u>CRITERIA III:</u></p> <p>RESEARCH, INNOVATIONS AND EXTENSION</p>	<ul style="list-style-type: none"> ● The department conduct and participate in seminar /workshop /conference and the faculty is encouraged to attend the workshops/ Seminars conducted outside the institution ● The department have publications in journals (indexed & non indexed) papers published in national/ international conference proceedings ● Encourages the faculty to publish the articles in indexed journals ● The department have research projects of BSc and M.Sc. Nursing students ● The department conduct consultancy services like validation of research tools, resource persons and expert talks in conferences and workshops etc. ● The department conduct and coordinate any kind of extension activities which focuses on the underprivileged ● The department conduct and coordinate in-service educations as per the need of the institution
<p><u>CRITERIA IV:</u></p> <p>INFRASTRUCTURE AND LEARNING RESOURCES</p>	<ul style="list-style-type: none"> ● The department take initiative in providing experience to students in Laboratories, Animal house and Herbal Garden ● Gate entry register is kept in all the labs ● Departmental library is available for the faculty ● Does all classrooms are facilitated with ICT enabled tools for teaching and Learning
<p><u>CRITERIA V:</u></p> <p>STUDENT SUPPORT AND PROGRESSION:</p>	<ul style="list-style-type: none"> ● Majority of the students qualifies the competitive examination after completing the programme ● There is a progression of students to higher education
<p><u>CRITERIA VI:</u></p> <p>GOVERNANCE AND</p>	<ul style="list-style-type: none"> ● Department has stated its Vision, Mission and Objectives and excellence based on the institutional vision, Mission and Objectives ● Department has a proper assignment of various responsivity to faculty ● Department has an organogram in line with the organogram of the institution,

LEADERSHIP	<p>Strategic planning considering the institutional strategic plan, conduct departmental meeting once in a month and maintains minutes of the meeting</p> <ul style="list-style-type: none"> ● Journal presentation helps to add up the research knowledge among the faculty ● SWOC analysis is done every year for the evaluation and better future planning ● The faculty attended any workshop with financial support from institution / professional bodies ● Faculty undergoes regular training on professional development/ administrative training ● Department has a performance appraisal system for the teaching faculty ● Department conduct FDP, Journal club, orientation/ induction programs, refresher course, short term course etc ● Department has any external resource utilization
<u>CRITERIA VII:</u> INSTITUTIONAL VALUES AND BEST PRACTICE	<ul style="list-style-type: none"> ● Department has Health education practice and health education is provided in the hospital and in the community ● Department takes initiative in conducting Post clinical conference
<u>CRITERIA VIII:</u> NURSING PART	<ul style="list-style-type: none"> ● A well-equipped skill lab is available for the students and it is maintained well. Students are exposed to the clinical area for their practical experience. ● Department collects clinical skill lab feedback every year and necessary action is taken based on the feedback

SWOC ANALYSIS

DEPARTMENT: MEDICAL SURGICAL NURSING

Strengths:

- Sufficient faculty members
- PhD Scholars in the department
- Conducting journal clubs

Opportunities:

- Faculty members as external auditors for QAS
- Collaboration activities with JMMC RI

Challenges:

- Handling a greater number of courses

DEPARTMENT: COMMUNITY HEALTH NURSING

Strengths:

- Outreach program with social commitment
- Committed faculty in the department
- Initiation for innovations

Weakness:

- Faculty turnover
- Collaboration facility with other agencies
- Insufficient time and accessibility of family members

Opportunities:

- Funded NSS Unit
- Insufficient time and accessibility of family members
- Team works with local health care authorities
- Involvement of volunteers

Challenges:

- Changing nature of the community
- Expand the service for health Literacy

DEPARTMENT: PSYCHIATRIC NURSING

Strengths:

- Running Youtube channel with recent updates
- Experienced faculty for clinical posting

Weakness:

- Deficiency of department project

Opportunities:

- Provision for counselling services

Challenges:

- Initiate a clinical skill lab

DEPARTMENT: OBSTETRICS AND GYNECOLOGICAL NURSING

Strengths:

- Conducting extension activities

- Departmental meeting and Journal club meetings are organized very regularly

Weakness:

- Skill lab need to be improved
- Deficiency of department project

Opportunities:

- Good clinical resources

Challenges:

- Initiate PG admission

DEPARTMENT: CHILD HEALTH NURSING

Strengths:

- Experienced faculty
- Availability of PhD guide
- Consultancy services, coordinating addon course

Weakness:

- Publication in UGC care list Journal

Opportunities:

- Conducts Interdepartmental activity

Challenges:

- Provide faculty in needful situation

Angelab
8/10/23
Signature of IQAC Coordinator

Angelab
8/10/23
Signature of the Principal

PRINCIPAL
Jubilee Mission College of Nursing
THRISSUR - 680 005

