

Maharshi Karve Stree Shikshan Samstha's  
Smt. Bakul Tambat Institute of Nursing Education,  
Karvenagar, Pune – 411052

**CURRICULUM  
COMMITTEE MEETING  
MINUTES  
(2016-2021)**

**CLASS COORDINATORS MEETING  
MINUTES FOR  
ACADEMIC YEAR 2016-2017**

## MINUTES OF CLASS COORDINATORS MEETING

**Date:** 26<sup>th</sup> July 2016.

**Time:** 2-3pm

**Venue:** Multipurpose hall

On 27<sup>th</sup> July 2016 class coordinators meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. Course evaluation, Parent, teacher and Student evaluation.
2. Planning for next academic year 2016-17
3. Permissions for clinical postings for 2016-17.
4. Planning of visits and internal exams.
5. Planning for fresher's party, college week, NSS camp etc.
6. Any other issues.

Planning for next academic year 2016-17.

- √ Planning for next academic year 2016-17: Dr Ponkshe once again told all the coordinators that all the rotation plans should be discussed with her along with aims and objectives of the postings. She further told that there will be surprise rounds by her in the clinical areas.
- √ Mrs Shailaja told all the coordinators that soft copy of the rotation plan should be submitted on 15<sup>th</sup> of every month to her as it will be send by email to Deenanath Mangeshkar Hospital. Will prepare over all rotation plan for all batches after discussion of postings in the meeting.
- √ Planning for all the posting for midwifery and obstetrical nursing at Kamala Nehru Hospital, chaytanya mental rehabilitation center, kothrud dispensary and karvenagar dispensary, RPH posting at paud and kamshet.
- √ Planning for paid posting for midwifery and obstetrical nursing at Kamala Nehru Hospital was discussed with 3<sup>rd</sup> year RGNM, 3<sup>rd</sup> year Basic BSc , 4<sup>th</sup> year Basic BSc ,1<sup>st</sup> year PB BSc , 1<sup>st</sup> and 2<sup>nd</sup> year RANM and 1<sup>st</sup> and 2<sup>nd</sup> year MSc nursing coordinators.
- √ Mrs Dipali, Mrs Avantika was given responsibility to prepare letter and take permission from the pune municipal corporation for the postings. Month of October, November 2016 and December 2016 and February 2017 were decided.

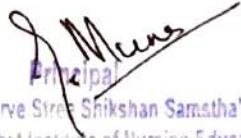


- √ October 2016: 4<sup>th</sup> year BSc & 2<sup>nd</sup> year RANM
- √ November 2016 : 3<sup>rd</sup> yr RGNM , 1<sup>st</sup> PBBSc, and 2<sup>nd</sup> MSc
- √ December 2016 : 3<sup>rd</sup> year RGNM & 1<sup>st</sup> ANM, 1<sup>st</sup> & 2<sup>nd</sup> MSc.
- √ February 2017 : 3<sup>rd</sup> year B BSc & 1<sup>st</sup> & 2<sup>nd</sup> MSc.
- √ Planning for paid posting for Mental health nursing at chytanya rehabilitation center at katraj and kondwa was discussed with 2<sup>rd</sup> year RGNM, 3<sup>rd</sup> year Basic BSc , 4<sup>th</sup> year Basic BSc Internship, 2<sup>nd</sup> year PB B Sc , 1<sup>st</sup> & 2<sup>nd</sup> year MSc and RGNM internship.
- √ Mrs Minakshi, Mrs Jyoti, Ms Smita was given responsibility to prepare letter and take permission for the postings. Month of October 2015, November December and January 2016 were tentatively decided.
- √ October 2016 : 2<sup>nd</sup> yr RGNM
- √ November 2016: Msc (N) & 2<sup>nd</sup> yr RGNM
- √ December 2016: 4<sup>th</sup> yr B BSc & RGNM internship
- √ January 2017 : 3<sup>rd</sup> year B BSc & 2<sup>nd</sup> year PBBSc.
- √ Planning for community health nursing posting at laxminagar, wadarvasti and gosavivasti for UPH and paud and kamshet for RPH was discussed with 4<sup>th</sup> year Basic BSc , 2<sup>nd</sup> yr B BSc, 2<sup>nd</sup> year PB B Sc , 1<sup>st</sup> yr RGNM, 3<sup>rd</sup> yr RGNM, RGNM internship and 1<sup>st</sup> & 2<sup>nd</sup> yr RANM .
- √ Mrs Dipali, Ms Raveena, Mrs Mahajan was given responsibility to prepare letter and take permission for the postings. Month of September 2016, October, December and January 2017, March 2017 were tentatively decided for RPH postings. UPH postings will be planned throughout the year in batches.
- √ September 2016: 4<sup>th</sup> yr B BSc & 2<sup>nd</sup> year PB B Sc , Msc (N)
- √ October 2016 : 3<sup>rd</sup> yr RGNM
- √ December 2016: 1<sup>st</sup> & 2<sup>nd</sup> yr RANM
- √ March 2017 : 2<sup>nd</sup> yr B BSc and 1<sup>st</sup> & 2<sup>nd</sup> yr RANM
- √ Planning for postings for medical surgical nursing, paediatric nursing, ward management, foundations of nursing at Deenanath Mangeshkar Hospital and Mai Mangeshkar Hospital was discussed and planned for all the batches.

- √ Mrs Shailaja told that RGNM internship students will be posted from 22nd August 2016 for internship posting. 2<sup>nd</sup> yr MSc, 2<sup>nd</sup> yr BSc, 2<sup>nd</sup> yr RGNM will start the clinical posting from 22<sup>nd</sup> August 2016 at DMH and all other batches have theory block.
  - √ Planning for theory days in the college was done. Few batches on Monday and remaining batches on Saturday will come for theory days.
  - √ Various common visits were planned with 1<sup>st</sup> yr, 2<sup>nd</sup> yr, 3<sup>rd</sup> yr and 4<sup>th</sup> yr departments.
  - √ Midterm and pre final exams were tentatively planned. Midterm in the month of November 2016 and Prefinal in the month of April 2017.
  - √ Ms Smita told that tentative plan for college week will be in 2<sup>nd</sup> week of January 2016.
  - √ Mrs Pratibha told that tentative plan for freshers party will be in last week of October 2016.
  - √ Mrs Rupali told that tentative plan for NSS camp will be in 14<sup>th</sup> -19<sup>th</sup> November 2016 and she will plan for it.
  - √ Diwali vacation was also planned from 24<sup>th</sup> October to 06th November 2016.
  - √ Discussed and planned regarding readmission form to be filled by students and counseling sessions to be conducted for students and parent teacher meetings to be completed by end of August
- As there were no points for discussion, the meeting was adjourned at 4pm.

**Minutes recorded by:** Mrs Shailaja M J Mathews 



  
Principal  
Maharshi Karve Street Shikshan Samstha's  
Smt. Bakul Tambat Institute of Nursing Education  
Karvenagar, Pune - 411 052.

## MINUTES OF CLASS COORDINATORS MEETING

**Date: 02<sup>nd</sup> August 2016**

**Time: 2-3pm**

**Venue: Conference room**

On 02<sup>nd</sup> August 2015 class coordinators meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. Planning clinical postings for September 2016.
2. Any other issues.

Dr Ponkshe once again told all the coordinators that all the rotation plans should be discussed with her along with aims and objectives of the postings. She further told that there will be surprise rounds by her in the clinical areas.

Further class coordinator of 2<sup>nd</sup> yr RGNM, 2<sup>nd</sup> yr Basic BSc , RGNM internship and 2<sup>nd</sup> yr MSc explained and planned there clinical postings as per the course and objectives of each postings and discussed in the meeting.

It was told to the coordinators that, as in DMH there are two phases as it is multispecialty hospital, students should be posted in both the phases.

Batch wise rotation and number of students in each area was discussed and common overall rotation plan was prepared for the month of September by Mrs Shailaja Mathews.


Discussed regarding readmission form to be filled by students and counseling sessions to students and parent teacher meetings to be completed by end of August.

Mrs Shailaja told that next meeting will be 1<sup>st</sup> wk of September 2015.

As there were no points for discussion, the meeting was adjourned at 3:00 pm.

**Minutes recorded by: Mrs Shailaja M J Mathews** 



  
Principal  
Maharshi Karve Stree Shikshan Samstha's  
Smt. Bakul Tambat Institute of Nursing Education  
Karvenagar, Pune - 411 052.

**MKSSS BTINE Class coordinators meeting minutes**

**CLASS COORDINATORS MEETING  
MINUTES FOR  
ACADEMIC YEAR 2017-18**

## MINUTES OF CLASS COORDINATORS MEETING

**Date:** 13/6/17

**Time:** 2-3pm

**Venue:** Multipurpose hall

Class coordinators meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. Course evaluation, Parent, teacher and Student evaluation.
2. Planning for next academic year 2017-18
3. Permissions for clinical postings for 2017-18.
4. Planning of visits and internal exams.
5. Planning for fresher's party, college week, NSS camp etc.
6. Any other issues.

Planning for next academic year 2017-18.

- √ Planning for next academic year 2017-18: Dr Ponkshe once again told all the coordinators that all the rotation plans should be discussed with her along with aims and objectives of the postings. She further told that there will be surprise rounds by her in the clinical areas.
- √ Mrs Shailaja told all the coordinators that soft copy of the rotation plan should be submitted on 15<sup>th</sup> of every month to her as it will be send by email to Deenanath Mangeshkar Hospital. Will prepare over all rotation plan for all batches after discussion of postings in the meeting.
- √ Planning for all the posting for midwifery and obstetrical nursing at Kamala Nehru Hospital, chaytanya mental rehabilitation center, kothrud dispensary and karvenagar dispensary, RPH posting at paud and kamshet.
- √ Planning for paid posting for midwifery and obstetrical nursing at Kamala Nehru Hospital and Sonawane Hospital was discussed with 3<sup>rd</sup> year RGNM, 3<sup>rd</sup> year Basic BSc , 4<sup>th</sup> year Basic BSc ,1<sup>st</sup> year PB BSc , 1<sup>st</sup> and 2<sup>nd</sup> year RANM and 1<sup>st</sup> and 2<sup>nd</sup> year MSc nursing coordinators.
- √ Mrs Dipali, Mrs Avantika was given responsibility to prepare letter and take permission from the pune municipal corporation for the postings in Sutar Dispensary, Karvenagar Dispensary, Kamala Nehru and Sonawane





Hospitals. Month of September, October, November 2017 and December 2017 and February 2018 were decided.

- √ September 2017: 4<sup>th</sup> year BSc & 2<sup>nd</sup> MSc
- √ October 2017: 2<sup>nd</sup> year RANM
- √ November 2017 : 3<sup>rd</sup> yr RGNM , 1<sup>st</sup> PBBSc, and 2<sup>nd</sup> MSc
- √ December 2017: 3<sup>rd</sup> year RGNM & 1<sup>st</sup> ANM, 1<sup>st</sup> & 2<sup>nd</sup> MSc.
- √ February 2018 : 3<sup>rd</sup> year B BSc & 1<sup>st</sup> MSc.
- √ Planning for paid posting for Mental health nursing at chytanya rehabilitation center at katraj and kondwa was discussed with 2<sup>nd</sup> year RGNM, 3<sup>rd</sup> year Basic BSc , 4<sup>th</sup> year Basic BSc Internship, 2<sup>nd</sup> year PB B Sc , 1<sup>st</sup> & 2<sup>nd</sup> year MSc and RGNM internship.
- √ Mrs Minakshi, Mrs Jyoti, Ms Smita was given responsibility to prepare letter and take permission for the postings. Month of October 2017, November, December 17 and January 2018 were tentatively decided.
- √ October 2017 : 2<sup>nd</sup> yr RGNM
- √ November 2017 : Msc (N) & 2<sup>nd</sup> yr RGNM
- √ December 2017 : 4<sup>th</sup> yr B BSc & RGNM internship
- √ January 2018 : 3<sup>rd</sup> year B BSc & 2<sup>nd</sup> year PBBSc.
- √ Planning for community health nursing posting at Laxminagar, Wadarvasti and Gosavivasti for UPH and Paud and Kamshet for RPH was discussed with 4<sup>th</sup> year Basic BSc , 2<sup>nd</sup> yr B BSc, 2<sup>nd</sup> year PB B Sc , 1<sup>st</sup> yr RGNM, 3<sup>rd</sup> yr RGNM, RGNM internship and 1<sup>st</sup> & 2<sup>nd</sup> yr RANM .
- √ Mrs Dipali, Ms Rau, Mrs Mahajan was given responsibility to prepare letter and take permission for the postings. Month of September 2017, October, December and January 2018, March 2018 were tentatively decided for RPH postings. UPH postings will be planned throughout the year in batches.
- √ September 2017: 4<sup>th</sup> yr B BSc & 2<sup>nd</sup> year PB B Sc , Msc (N)
- √ October 2017 : 3<sup>rd</sup> yr RGNM
- √ December 2017: 1<sup>st</sup> & 2<sup>nd</sup> yr RANM
- √ March 2018 : 2<sup>nd</sup> yr B BSc and 1<sup>st</sup> & 2<sup>nd</sup> yr RANM
- √ Planning for postings for medical surgical nursing, paediatric nursing, ward management, foundations of nursing at Deenanath Mangeshkar



Hospital and Mai Mangeshkar Hospital was discussed and planned for all the batches.


- √ Mrs Shailaja told that BSc, GNM and ANM Nursing students will be posted from 2<sup>nd</sup> week of January 2018 for internship posting.
- √ 2<sup>nd</sup> yr MSc, 2<sup>nd</sup> yr BSc, 2<sup>nd</sup> yr GNM will start the clinical posting from 22<sup>nd</sup> August 2016 at DMH and all other batches have theory block.
- √ Planning for theory days in the college was done. Few batches on Monday and remaining batches on Saturday will come for theory days.
- √ Various common visits were planned with 1<sup>st</sup> yr, 2<sup>nd</sup> yr, 3<sup>rd</sup> yr and 4<sup>th</sup> yr departments.
- √ Midterm and pre final exams were tentatively planned. Midterm in the month of November 2017 and Prefinal in the month of April 2018.
- √ Mrs Bijaya told that tentative plan for college week will be in 2<sup>nd</sup> week of January 2018.
- √ Mrs Bijaya told that tentative plan for freshers party will be in last week of October 2017.
- √ Mrs Samina and Mrs Avantika told that tentative plan for NSS camp will be in November 2017 and she will plan for it.
- √ Diwali vacation was also planned from 4<sup>th</sup> November to 17<sup>th</sup> November 2017.
- √ Discussed and planned regarding readmission form to be filled by students and counseling sessions to be conducted for students and parent teacher meetings to be completed by end of August.
- √ Mrs Nupoor discussed about the conference and planned tentative dates in the month of March/April.

As there were no points for discussion, the meeting was adjourned at 4pm.



Minutes recorded by: Mrs Shailaja M J Mathews



  
Principal  
Maharshi Karve Stree Shikshan samstha's  
Smt. Bakul Tambat Institute of Nursing Education  
Karvenagar, Pune - 411 052.

## MINUTES OF CLASS COORDINATORS MEETING

**Date:** 6/9/2017

**Time:** 1-2pm

**Venue:** Conference room

Class coordinators meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. Planning clinical postings for September 2017.
2. Any other issues.

Dr Ponkshe once again told all the coordinators that all the rotation plans should be discussed with her along with aims and objectives of the postings. She further told that there will be surprise rounds by her in the clinical areas.

Further class coordinator of 2<sup>nd</sup> yr RGNM, 2<sup>nd</sup> yr Basic BSc, RGNM internship and 2<sup>nd</sup> yr MSc explained and planned their clinical postings as per the course and objectives of each postings and discussed in the meeting.

It was told to the coordinators that, as in DMH there are two phases as it is multispecialty hospital, students should be posted in both the phases.

Batch wise rotation and number of students in each area was discussed and common overall rotation plan was prepared for the month of September by Mrs Shailaja Mathews.

Discussed regarding readmission form to be filled by students and counseling sessions to students and parent teacher meetings to be completed by end of August.

As there were no points for discussion, the meeting was adjourned at 2:00 pm.

**Minutes recorded by:** Mrs Shailaja M J Mathews



*M. Meena*  
Principal  
Mahar. 57 Manve Street Shikshanika  
Smt. Bakul Tamil Institute of Nursing  
Karvenagar, Pune - 411 004

**MKSSS BTINE Class coordinators meeting minutes**

## MINUTES OF CLASS COORDINATORS MEETING

**Date:** 10/10/2017

**Time:** 1-2pm

**Venue:** Conference room

Class coordinators meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. Planning clinical postings
2. Any other issues.

Dr Ponshe told that, she had a surprise supervisory round in DMH. She told about the round. Had given advised to talk with particular in charge staff and tell about our rules regarding posting and communicate the objectives of posting to the head nurses.

Teacher Shital Petkar was found in the clinical area for supervision for 2nd year GNM. She has problem of supervision as the one staff was on leave. Hence have given advised to make small changes in rotation (by putting one group in OPD rotation where a student requires less supervision).

Further each class coordinator explained and planned there clinical postings as per the course and objectives of each postings and discussed in the meeting. Kamala Nehru Hospital, kothrud sutar dispensary rotations, RPH rotation were discussed.

Mrs Rau, Ms Smita and Mrs Shailaja discussed regarding the stay at kamshet for rural community health posting in batches. Common instructions for the students were discussed. Topics for street play and exhibition were decided.

Batch wise rotation and number of students in each area was discussed and common overall rotation plan was prepared for the next month by Mrs Shailaja.

As there were no points for discussion, the meeting was adjourned at 2:00 pm.

**Minutes recorded by:** Mrs Shailaja M J Mathews

MKSSS BTINÉ Class coordinators meeting minutes



A handwritten signature in black ink, appearing to read "Dr. Meena".

## MINUTES OF CLASS COORDINATORS MEETING

**Date:** 14/11/2017

**Time:** 1-2pm

**Venue:** Conference room

Class coordinators meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. Planning clinical postings for next month
2. Any other issues.

Dr Ponkshe gave the feedback of the supervisory round on at D.M.H, Kamla Nehru Hospital and Sutar Dawakhana.

She told that Fourth year B.Sc. nursing students and ANM student were posted for clinical experience. Ms. Dipali was advised to change the duration of posting. ANM students posted in the Sutar Dawakhana they were conducting health talk and posted in the OPD. She told that postings are going on comfortably.

Further each class coordinator explained and planned there clinical postings as per the course and objectives of each postings and discussed in the meeting. Diwali vacation dates were reminded from 4<sup>th</sup> October to 18<sup>th</sup> November 2017, joining will be on 19<sup>th</sup>. Mrs Minakshi reminded about IQAC reports for the year 2016-17 to be updated and submitted.

Mrs Ujwala told all coordinators to collect the pamphlets and letters to give to students before vacation. Further she told to check teacher list for college career guidance in nursing to 12<sup>th</sup> std students in and around junior colleges in pune.

Batch wise rotation and number of students in each area was discussed and common overall rotation plan was prepared for the next month by Mrs Shailaja.

As there were no points for discussion, the meeting was adjourned at 2.10 pm.

**Minutes recorded by:** Mrs Shailaja M J Mathews



*J. Meena*  
Principal

**MKSSS BTINE Class coordinators meeting minutes**

## MINUTES OF CLASS COORDINATORS MEETING

**Date:** 19/12/2017

**Time:** 1-2pm

**Venue:** Multipurpose hall

Class coordinators meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. Planning clinical postings
2. Any other issues.

Dr Ponkshe gave the feedback of the supervisory round at D.M.H & Kamala Nehru Hospital. Students were posted according to their clinical assignment.

Further each class coordinator explained and planned there clinical postings as per the course and objectives of each postings and discussed in the meeting. Mrs. Rau discussed the rotation at KNH along with PBBSc and ANM. Community postings were discussed for laxshminagar, gosavivasti and wadar vasti.

Ms Smita reminded to collect Bhabij books and money and submit to Mrs Sujata in the office. Further she told that inform students to pay fees by cheque or RTGS.

Mrs Nupoor told about the Avishkar MUHS research competition participation of students and teachers research.


Mrs Bijaya told regarding affidavit of antiragging to be given to students and to be submitted after parents and students sign.

Batch wise rotation and number of students in each area was discussed and common overall rotation plan was prepared for the next month by Mrs Shailaja.

As there were no points for discussion, the meeting was adjourned at 2:05 pm.

**Minutes recorded by:** Mrs Shailaja M J Mathews



  
Principal  
Maharshi Karve Stree Shiksha  
Smt. Bakul Tambat Institute of  
Karvenagar, Pune - 411004.

## MINUTES OF CLASS COORDINATORS MEETING

**Date:** 16/1/18

**Time:** 1-2pm

**Venue:** Multipurpose hall

Class coordinators meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. Planning clinical postings.
2. Any other issues.

Dr Ponkshe gave the feedback of the supervisory round.

Rotation plan for posting and posting objectives were discussed and checked for month of December. Most of the students such as ANM, 3<sup>rd</sup> year B.Sc. were placed for community posting and psychiatric posting.

First year students were posted for basic clinical posting. 1<sup>st</sup> year G.N.M, have UPH posting at Sutar Dawakhana. On observation it was found that, in the presence of teacher students were delivering health talk. No issues observed.

2<sup>nd</sup> Year G.N.M, have started community clinical posting. Has no problem in providing clinical supervision.

Second year B.Sc. have started their posting in the new building. No any issues related to the group.

Supervisory visit to Kamala Nehru hospital 3<sup>rd</sup> year B.Sc. and ANM students with teachers were found in the clinical area. ANM students were standing and watching the normal delivery.

Mrs Shailaja discussed about rotation of fourth year BBSc from 16<sup>th</sup> January. Mrs Mangal informed about damini competitions and GNM intern students as volunteers for Damini in first week of January.

Further each class coordinator explained and planned there clinical postings as per the course and objectives of each postings and discussed in the meeting. Mrs Mangal discussed the rotation at KNH along with PBBSc and ANM. Community postings were discussed for laxminagar, gosavivasti and wadar vasti.

**MKSSS BTINE Class coordinators meeting minutes**





Mrs Nupoor informed about workshop on simulation Batch wise rotation and number of students in each area was discussed and common overall rotation plan was prepared for the next month by Mrs Shailaja.

As there were no points for discussion, the meeting was adjourned at 2:15 pm.

**Minutes recorded by:** Mrs Shailaja M J Mathews



*M. Mathews*  
Principal  
Maharshi Karve Stree Shiksha Samstha's  
Smt. Bakul Tambat Institute of Nursing Education  
Karvenagar, Pune - 411 052.



## **MINUTES OF CLASS COORDINATORS MEETING**

**Date:** 17/4/18

**Time:** 1-2pm

**Venue:** Multipurpose hall

On 8<sup>th</sup> February 2017 class coordinators meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. Planning clinical postings.
2. Any other issues.

Dr Ponkshe gave the feedback of the supervisory round. ANM students posted in the Sutar Dawakhana they were conducting health talk and posted in the OPD were administrating immunization under teacher supervision of teacher Dipali Khaire.

Rotation plan for posting and posting objectives were discussed and checked.

Further each class coordinator explained and planned there clinical postings as per the course and objectives of each postings and discussed in the meeting.

Kamshet posting was discussed by Mrs Kanchan for RANM 1<sup>st</sup> and 2<sup>nd</sup> year students and visit of MSc 1<sup>st</sup> year students at kamshet was discussed.

Batch wise rotation and number of students in each area was discussed and common overall rotation plan was prepared for the month of March by Mrs Shailaja.

- Dr Ponkshe informed that equal distribution of students should be done. 1<sup>st</sup> yr, 2<sup>nd</sup> yr GNM, BSc can post the students on 8<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup> floor.
- She told the coordinators that many teachers are coming late so told to warn the subordinates.
- Further told that mobile use of many teachers is more in clinics, it should be reduced, no chatting on phone and discussions on 6<sup>th</sup> floor, class coordinators should give warning.
- If any staff is on leave during clinical inform Dr Ponkshe so that substitute can be arranged.
- She further informed that assignment correction should not be done on 6<sup>th</sup> floor, can be done bedside in the given area.

Mrs Shailaja and Minakshi discussed about MUHS circular for the university exam assignments.



After discussion following names were finalized:

**Center Incharge:** Mrs Bijaya, Mrs Ujwala, Mrs Dipali, Mrs Jyoti.

**Center Observer:** Mrs Nupoor, Ms Smita, Mrs Shital Patil, Mrs Shital Padalkar.

**Flying Squad:** Dr Ponkshe, Mrs Minakshi

**IVS:** Ms Ashwini L, Mrs Shital Padalkar

**Cap Custodian:** Mrs Jyoti, Mrs Nupoor, Mrs Shailaja

Mrs Nupoor discussed about the conference topic and applying for MUHS funds.

Tentative vacations were planned as follows:

ANM/GNM all batches vacation on -15<sup>th</sup> May-4<sup>th</sup> June 2018


BSc/PBBSc/MSc all batches vacation on-17<sup>th</sup> -6<sup>th</sup> August 2018

Ms Ashwini discussed about various scholarships which students have received.

As there were no points for discussion, the meeting was adjourned at 2:30 pm.

**Minutes recorded by:** Mrs Shailaja M J Mathews



  
Principal  
Maharshi Karve Sree Shiksha Samatha's  
Smt. Bakul Tambat Institute of Nursing Education  
Karvenagar, Pune - 411 062.

## MINUTES OF CLASS COORDINATORS MEETING

**Date:** 29/3/18

**Time:** 1-2pm

**Venue:** Multipurpose hall

Class coordinators meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. Planning clinical postings.
2. Internal Assessment
3. Any other issues.

Rotation plan for posting and posting objectives were discussed and checked.

Further each class coordinator explained and planned their clinical postings as per the course and objectives of each postings and discussed in the meeting.


- √ Mrs Ujwala told that MNC has asked uph posting completion letter for GNM and BSc. She will prepare the letter for the same.
- √ 2<sup>nd</sup> year B BSc, 1<sup>st</sup> & 2<sup>nd</sup> year PB BSc have completed their clinical postings and have theory.
- √ Mrs Shailaja, Mrs Avantika and Mrs Shital Petkar discussed and planned shift duties and night duties for 4<sup>th</sup> yr Bsc, 3<sup>rd</sup> yr GNM and 2<sup>nd</sup> yr GNM.
- √ Mrs Bijaya told the dates for TNAI competitions at our college and interuniversity competitions.

Batch wise rotation and number of students in each area was discussed and common overall rotation plan was prepared for the next month by Mrs Shailaja.

- Feedback of conference was given by Mrs Nupoor
- Internal assessment- Ms Smita told to submit internals in office by 3<sup>rd</sup> week April.

As there were no points for discussion, the meeting was adjourned at 2:30 pm.

**Minutes recorded by:** Mrs Shailaja M J Mathews

  
Principal  
Maharshi Karve School of Health Sciences  
Smt. Bakul Tambat Institute of Health Sciences  
Karvenagar, P. O. - 411 052, Maharashtra  
18  
Education

**CLASS COORDINATORS MEETING**

**MINUTES FOR**

**ACADEMIC YEAR 2018-19**

## MINUTES OF CLASS COORDINATORS MEETING

**Date: 14/8/18**

**Time: 2-3pm**

**Venue: Multipurpose hall**

Class coordinators meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. Course evaluation, Parent, teacher and Student evaluation.
2. Planning for next academic year 2018-19
3. Permissions for clinical postings for 2018-19.
4. Planning of visits and internal exams.
5. Planning for fresher's party, college week, NSS camp etc.
6. NSS activities
7. Any other issues.

Planning for next academic year 2018-19.

- √ Mrs Shailaja told all the coordinators that soft copy of the rotation plan should be submitted on 15<sup>th</sup> of every month to her as it will be send by email to Deenanath Mangeshkar Hospital. Will prepare over all rotation plan for all batches after discussion of postings in the meeting.
- √ Planning for all the posting for midwifery and obstetrical nursing at Kamala Nehru Hospital, chaytanya mental rehabilitation center, kothrud dispensary and karvenagar dispensary, RPH posting at paud and kamshet.
- √ Planning for paid posting for midwifery and obstetrical nursing at Kamala Nehru Hospital and Sonawane Hospital was discussed with 3<sup>rd</sup> year RGNM, 3<sup>rd</sup> year Basic BSc , 4<sup>th</sup> year Basic BSc ,1<sup>st</sup> year PB BSc , 1<sup>st</sup> and 2<sup>nd</sup> year RANM and 1<sup>st</sup> and 2<sup>nd</sup> year MSc nursing coordinators.
- √ Mrs Dipali, Mrs Avantika was given responsibility to prepare letter and take permission from the pune municipal corporation for the postings in Sutar Dispensary, Karvenagar Dispensary, Kamala Nehru and Sonawane Hospitals. Month of September, October, November 2018 and December 2018 and February 2019 were decided.


- √ September 2018: 4<sup>th</sup> year BSc & 2<sup>nd</sup> MSc
- √ October 2018: 2<sup>nd</sup> year RANM
- √ November 2018 : 3<sup>rd</sup> yr RGNM , 1<sup>st</sup> PBBSc, and 2<sup>nd</sup> MSc
- √ December 2018: 3<sup>rd</sup> year RGNM & 1<sup>st</sup> ANM, 1<sup>st</sup> & 2<sup>nd</sup> MSc.
- √ February 2019 : 3<sup>rd</sup> year B BSc & 1<sup>st</sup> MSc.
- √ Planning for paid posting for Mental health nursing at chytanya rehabilitation center at katraj and kondwa was discussed with 2<sup>rd</sup> year RGNM, 3<sup>rd</sup> year Basic BSc , 4<sup>th</sup> year Basic BSc Internship, 2<sup>nd</sup> year PB B Sc , 1<sup>st</sup> & 2<sup>nd</sup> year MSc and RGNM internship.
- √ Mrs Minakshi, Mrs Jyoti, Ms Smita was given responsibility to prepare letter and take permission for the postings. Month of October 2018, November, December 18 and January 2019 were tentatively decided.
- √ October 2018 : 2<sup>nd</sup> yr RGNM
- √ November 2018 : Msc (N) & 2<sup>nd</sup> yr RGNM
- √ December 2018 : 4<sup>th</sup> yr B BSc & RGNM internship
- √ January 2019 : 3<sup>rd</sup> year B BSc & 2<sup>nd</sup> year PBBSc.
- √ Planning for community health nursing posting at Laxminagar, Wadarvasti and Gosavivasti for UPH and Paud and Kamshet for RPH was discussed with 4<sup>th</sup> year Basic BSc , 2<sup>nd</sup> yr B BSc, 2<sup>nd</sup> year PB B Sc , 1<sup>st</sup> yr RGNM, 3<sup>rd</sup> yr RGNM, RGNM internship and 1<sup>st</sup> & 2<sup>nd</sup> yr RANM .
- √ Mrs Dipali, Ms Rau, Mrs Mahajan was given responsibility to prepare letter and take permission for the postings. Month of September 2018, October, December and January 2019, March 2019 were tentatively decided for RPH postings. UPH postings will be planned throughout the year in batches.
- √ September 2018: 4<sup>th</sup> yr B BSc & 2<sup>nd</sup> year PB B Sc , Msc (N)
- √ October 2018 : 3<sup>rd</sup> yr RGNM
- √ December 2018: 1<sup>st</sup> & 2<sup>nd</sup> yr RANM
- √ March 2019 : 2<sup>nd</sup> yr B BSc and 1<sup>st</sup> & 2<sup>nd</sup> yr RANM
- √ Planning for postings for medical surgical nursing, paediatric nursing, ward management, foundations of nursing at Deenanath Mangeshkar Hospital and Mai Mangeshkar Hospital was discussed and planned for all the batches.
- √ Mrs Shailaja told that BSc, GNM and ANM Nursing students will be posted from 3<sup>rd</sup> week of January 2018 for internship posting.



- √ 2<sup>nd</sup> yr MSc, 2<sup>nd</sup> yr BSc, 2<sup>nd</sup> yr GNM will start the clinical posting from 20<sup>th</sup> August 2018 at DMH and all other batches have theory block.
- √ Planning for theory days in the college was done. Few batches on Monday and remaining batches on Saturday will come for theory days.
- √ Various common visits were planned with 1<sup>st</sup> yr, 2<sup>nd</sup> yr, 3<sup>rd</sup> yr and 4<sup>th</sup> yr departments.
- √ Midterm and pre final exams were tentatively planned. Midterm in the month of November 2018 and Prefinal in the month of April 2019.
- √ Mrs Bijaya told that tentative plan for college week will be in last week of January 2019 (28<sup>th</sup> Jan-2<sup>nd</sup> Feb 19).
- √ Mrs Bijaya told that tentative plan for freshers party will be in second week of October 2018.
- √ Mrs Samina and Mrs Avantika told that tentative plan for NSS camp will be in November 2018 and she will plan for it.
- √ Diwali vacation was also planned from 4<sup>th</sup> November to 17<sup>th</sup> November 2018.
- √ Discussed and planned regarding readmission form to be filled by students and counseling sessions to be conducted for students and parent teacher meetings to be completed by end of August.
- √ Mrs Nupoor discussed about the conference and planned tentative dates in the month of April/ May on Redefining Nursing.

As there were no points for discussion, the meeting was adjourned at 4pm.

**Minutes recorded by:** Mrs Shailaja M J Mathews

  
Principal  
Maharshi Karve Sree Shikshan samstha's  
Smt. Bhoori Tambat Institute of Nursing Education  
Karvenagar, Pune - 411 052.

## MINUTES OF CLASS COORDINATORS MEETING

**Date:** 11/9/2018

**Time:** 1-2pm

**Venue:** Conference room

Class coordinators meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. Planning clinical postings
2. Any other issues.

Dr Ponkshe discussed the rotation plans with each coordinator and aims and objectives of the postings. Further class coordinator of 2<sup>nd</sup> yr RGNM, 2<sup>nd</sup> yr Basic BSc, RGNM internship and 2<sup>nd</sup> yr MSc explained and planned their clinical postings as per the course and objectives of each postings and discussed in the meeting.

It was told to the coordinators that, as in DMH there are two phases as it is multispecialty hospital, students should be posted in both the phases.


Batch wise rotation and number of students in each area was discussed and common overall rotation plan was prepared by Mrs Shailaja Mathews.

Discussed regarding readmission form to be filled by students and counseling sessions to students and parent teacher meetings to be completed by end of August.

As there were no points for discussion, the meeting was adjourned at 2:00 pm.

**Minutes recorded by:** Mrs Shailaja M J Mathews



  
Principal  
Maharshi Karve Group of Institutions  
Smt. Bakul Tambat Institute of Education  
Karvenagar, Pune - 411 004.

## MINUTES OF CLASS COORDINATORS MEETING

**Date: 16/10/2018**

**Time: 1-2pm**

**Venue: Conference room**

Class coordinators meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. Planning clinical postings
2. Any other issues.

Dr Ponshe told that, she had a surprise supervisory round in DMH. She told about the round. Had given advised to talk with particular in charge staff and tell about our rules regarding posting and communicate the objectives of posting to the head nurses.

Further each class coordinator explained and planned there clinical postings as per the course and objectives of each postings and discussed in the meeting. Kamala Nehru Hospital, kothrud sutar dispensary rotations, RPH rotation were discussed.

Mrs Rau, Ms Smita and Mrs Shailaja discussed regarding the stay at kamshet for rural community health posting in batches. Common instructions for the students were discussed. Topics for street play and exhibition were decided.

Batch wise rotation and number of students in each area was discussed and common overall rotation plan was prepared for the next month by Mrs Shailaja.

As there were no points for discussion, the meeting was adjourned at 2:00 pm.

**Minutes recorded by: Mrs Shailaja M J Mathews**

  
Principal  
Maharshi Karve Stree Shikshan  
Tambhat Institute of Nursing  
Karvenagar, Pune - 411 052.

## MINUTES OF CLASS COORDINATORS MEETING

**Date: 14/11/2017**

**Time: 1-2pm**

**Venue: Conference room**

Class coordinators meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. Planning clinical postings for next month
2. Any other issues.

Dr Ponshe gave the feedback of the supervisory round on at D.M.H, Kamla Nehru Hospital and Sutar Dawakhana.

She told that Fourth year B.Sc. nursing students and ANM student were posted for clinical experience. Ms. Dipali was advised to change the duration of posting. ANM students posted in the Sutar Dawakhana they were conducting health talk and posted in the OPD. She told that postings are going on comfortably.

Further each class coordinator explained and planned there clinical postings as per the course and objectives of each postings and discussed in the meeting. Diwali vacation dates were reminded from 4<sup>th</sup> October to 18<sup>th</sup> November 2017, joining will be on 19<sup>th</sup>.

Mrs Minakshi reminded about IQAC reports for the year 2016-17 to be updated and submitted.


Mrs Ujwala told all coordinators to collect the pamphlets and letters to give to students before vacation.

Further she told to check teacher list for college career guidance in nursing to 12<sup>th</sup> std students in and around junior colleges in pune.

Batch wise rotation and number of students in each area was discussed and common overall rotation plan was prepared for the next month by Mrs Shailaja.

As there were no points for discussion, the meeting was adjourned at 2.30pm.

**Minutes recorded by: Mrs Shailaja M J Mathews**

  
Smt. J. Meena  
Smt. B. K. Talwar Institute of Nursing  
Karvenagar, Pune - 411 052.

## MINUTES OF CLASS COORDINATORS MEETING

**Date:** 12/12/2017

**Time:** 1-2pm

**Venue:** Multipurpose hall

Class coordinators meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. Planning clinical postings
2. Damini Sports competition
3. Any other issues.

Dr Ponkshe checked class coordinators plan and explained there clinical postings. Mrs. Rau discussed the rotation at KNH along with PBBSc and ANM. Community postings were discussed for laxshminagar, gosavivasti and wadar vasti, Paud and Kamsheth

Mrs Neha reminded to collect Bhabij books and money and submit to Mrs Neha Datar in the office. Mrs Madhura told that inform students to pay fees by cheque or RTGS.

Mrs Nupoor told about the Avishkar MUHS research competition participation of students and teachers research.

Mrs Bijaya told regarding affidavit of antiragging to be given to students and to be submitted after parents and students sign.

Batch wise rotation and number of students in each area was discussed and common overall rotation plan was prepared for the next month by Mrs Shailaja.

As there were no points for discussion, the meeting was adjourned at 2:00 pm.

**Minutes recorded by:** Mrs Shailaja M J Mathews

  
Principal

Maharshi Karve Stree Shikshan samstha's  
Smt. Laxmi Bai Institute of Nursing Education  
Kamsheth, Pune - 411 052.

## MINUTES OF CLASS COORDINATORS MEETING

**Date:** 16/1/19

**Time:** 1-2pm

**Venue:** Multipurpose hall

Class coordinators meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. Planning clinical postings.
2. Impact Assessment
3. Any other issues.

Dr Ponkshe gave the feedback of the supervisory round.

Rotation plan for posting and posting objectives were discussed and checked for month of December. Most of the students such as ANM, 3<sup>rd</sup> year B.Sc.were placed for community posting and psychiatric posting.

First year students were posted for basic clinical posting. 1<sup>st</sup> year G.N.M, have UPH posting at Sutar Dawakhana. On observation it was found that, in the presence of teacher students were delivering health talk. No issues observed.

2<sup>nd</sup> Year G.N.M, have started community clinical posting. Has no problem in providing clinical supervision.

Second year B.Sc. have started their posting in the new building. No any issues related to the group.

Supervisory visit to Kamala Nehru hospital 3<sup>rd</sup> year B.Sc. and ANM students with teachers were found in the clinical area. ANM students were standing and watching the normal delivery.

Mrs Shailaja discussed about rotation of fourth year BBSc from 16<sup>th</sup> January. Mrs Mangal informed about damini competitions and GNM intern students as volunteers for Damini in first week of January.

Further each class coordinator explained and planned there clinical postings as per the course and objectives of each postings and discussed in the meeting. Mrs Mangal discussed the rotation at KNH

along with PBBSc and ANM. Community postings were discussed for laxminagar, gosavivasti and wadar vasti.


Mrs Nupoor informed about workshop on simulation Batch wise rotation and number of students in each area was discussed and common overall rotation plan was prepared for the next month by Mrs Shailaja.

Mrs Minakshi and Mrs Shailaja discussed and informed all the coordinators about Impact assessment surprise inspection of MUHS. All the delegation of work was distributed and informed.

As there were no points for discussion, the meeting was adjourned at 2:15 pm.

**Minutes recorded by:** Mrs Shailaja M J Mathews



  
Principal  
Maharshi Karve Street Shikshan Prasarak Mandal  
Smt. Bakul Tambat Institute of Health Sciences  
Karvenagar, Pune - 411 102.

## MINUTES OF CLASS COORDINATORS MEETING

**Date:** 12/2/19

**Time:** 1-2pm

**Venue:** Multipurpose hall

Class coordinator meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. Planning clinical postings.
2. Any other issues.

Dr Ponkshe gave the feedback of the supervisory round. Rotation plan for posting and posting objectives were discussed and checked for month of February.

Further each class coordinator explained and planned there clinical postings as per the course and objectives of each postings and discussed in the meeting.

Kamla Nehru posting rotation was discussed with Mrs Minakshi and Mrs Nupoor.

Mrs Minakshi informed that 3<sup>rd</sup> yr B BSc NSS camp is planned.

Batch wise rotation and number of students in each area was discussed and common overall rotation plan was prepared by Mrs Shailaja.

Mrs Bijaya informed about college week in last week of January and lamp lighting on in first week of February. Further she told that all students should participate and should take active part. She told that after the cultural meeting with students the schedule will be given to all the class coordinators.

As there were no points for discussion, the meeting was adjourned at 2:00 pm.

**Minutes recorded by:** Mrs Shailaja M J Mathews



M. Meena  
Smt. Bakul Tambe  
Karver



## MINUTES OF CLASS COORDINATORS MEETING

**Date:** 13/3/19

**Time:** 1-2pm

**Venue:** Multipurpose hall

Class coordinators meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. Planning clinical postings.
2. National Conference
3. Any other issues.

Rotation plan for posting and posting objectives were discussed and checked.

Further each class coordinator explained and planned their clinical postings as per the course and objectives of each postings and discussed in the meeting.

Kamshet posting was discussed by Mrs Kanchan for RANM 1<sup>st</sup> and 2<sup>nd</sup> year students and visit of MSc 1<sup>st</sup> year students at kamshet was discussed.

Batch wise rotation and number of students in each area was discussed and common overall rotation plan was prepared by Mrs Shailaja.

- 1<sup>st</sup> yr, 2<sup>nd</sup> yr GNM, BSc can post the students on 8<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> floor.
- She told the coordinators that many teachers are coming late so told to warn the subordinates.
- Further told that mobile use of many teachers is more in clinics, it should be reduced, no chatting on phone and discussions on 6<sup>th</sup> floor, class coordinators should give warning.
- If any staff is on leave during clinical inform Dr Ponkshe so that substitute can be arranged.
- She further informed that assignment correction should not be done on 6<sup>th</sup> floor, can be done bedside in the given area.

Mrs Nupoor discussed about the conference topic and applying for MUHS funds. The topic decided was Redefining Nursing, the dates were confirmed on 3<sup>rd</sup> and 4<sup>th</sup> May'19

Tentative vacations were planned as follows:

ANM/GNM all batches vacation were discussed

BSc/PBBS/MSc all batches vacation was decided

As there were no points for discussion, the meeting was adjourned at 2:30 pm.

**Minutes recorded by:** Mrs Shailaja M J Mathews



  
Principal  
Maharshi Karve Stree Shiksha  
Smt. Bakul Tambat Institute of  
Karvenagar, Pune - 411 002

**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S  
SMT. BAKUL TAMBAT INSTITUTE OF NURSING  
EDUCATION  
KARVENAGAR, PUNE- 411052**

**CLASS COORDINATORS MEETING  
MINUTES  
ACADEMIC YEAR 2019-2020**

## MINUTES OF CLASS COORDINATORS MEETING

**Date: 27<sup>th</sup> August 2019**

**Time: 2-4pm**

**Venue: Library 1<sup>st</sup> floor**

On 27<sup>th</sup> August 2019 class coordinators meeting was conducted for the following agenda:

1. Planning for virtual teaching for year 2019-20
2. Planning for simulation in college for year 2019-20
3. Permissions for clinical postings for 2019-20.
4. Written application from students and parents.

1. All teachers will take virtual classes for the students by using the Google meet platform for this faculty and students will use college email id. Will maintain attendance on Google attendance sheet.
2. Batch wise all the class coordinators explained their simulation rotation plan. Further each class coordinator explained and planned their simulation rotation as per the course and objectives of each posting. Students need to take parents consent for attending simulation in college.
3. For taking permissions for clinical posting responsibilities are given.

**DMH Hospital** Smt Mahajan and Mrs. Priti, **Mai Mangeshkar hospital** Mrs. Ashwini Bhosale and Mrs. Shital Chirke, **Kamala Nehru hospital** Mrs. Dipali khair, jyoti madam, **Chaitanya Hospital** Mrs. Asha Madam, Mrs. Reshma , Kamshet Mrs. Rau, Mrs. Rajeshree, **Paud** Mrs.Smita Madam, Dipali Awate Madam.

Regarding Chaitanya posting Asha madam called them they told that there is corona positive patient so you will let you know about posting students.

4. Written application from students and parents before joining to college regarding no objection for starting college and clinic.

**Minutes recorded by: Ms. Priti Pimplekar**



## MINUTES OF CLASS COORDINATORS MEETING

**Date: 24th September 2019**

**Time: 2-4pm.**

**Venue: Library 1<sup>st</sup> floor**

On 24<sup>th</sup> September 2019 class coordinators meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. Planning for simulations according to batchwise.
  2. Planning for clinical posting for batch 2019 - 2020
  3. Starting internships.
  4. Hostel permission
1. Planning for simulations according to batchwise. Everyone told their plan to madam and madam did correction in that.
  2. Planning for clinical in October 2019 for 3<sup>rd</sup> year GNM students.
  3. From 1<sup>st</sup> October 2019 will be starting with midwifery posting in Kamala Nehru hospital, Sonawane hospital and Sutika seva mandir.
  3. Hostel permission madam told Ms. Ashwini Lande please discuss today with Tambe madam for hostel permission.

**Minutes recorded by: Ms. Priti Pimplekar**



**Sign of Principal**

**PRINCIPAL**

Maharshi Karve Stree Shikshan Samstha's  
Smt. Bhalu Tambat Institute of  
Nursing Education  
127, Nagar, Pune-411052.

**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S  
SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION  
KARVENAGAR, PUNE- 411052**

**CLASS COORDINATORS  
MEETING  
MINUTES  
ACADEMIC YEAR 2020-2021**

**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S  
SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION  
KARVENAGAR, PUNE- 411052**

**MINUTES OF CLASS COORDINATORS MEETING**

**Date:** 7<sup>th</sup> December 2020

**Time:** 2-4pm

**Venue:** Library 1<sup>st</sup> floor

**Members Present:**

1. Dr. Shubhada Ponkshe
2. Mrs. Nupoor Bhambid
3. Mrs. Shailaja Mathews
4. Mrs. Ujwala Jadhav
5. Mrs. Bijayalakshami Devi
6. Ms. Smita Lisham
7. Mrs. Dipali Awate
8. Mrs. Ashwini Sutar
9. Mrs. Jyoti Karande
10. Mrs. Deepali Khaire
11. Mrs. Mangal Temgire
12. Mrs. Shital Patil
13. Mrs. Priti Pimpalekar

**Agenda:** On 7<sup>th</sup> December 2020 class coordinators meeting was conducted for the following agenda:

1. Planning for simulations in college for academic year 2020-21.
2. Permissions for clinical postings for academic year 2020-21.
3. Planning for midterm exams academic year 2020-2021.
4. Written application from students and parents for starting college and clinical in covid 19 pandemic.
  1. Batch wise all the class coordinators explained their simulation rotation plan. Further each class coordinator explained and planned their simulation rotation as per the course and objectives of each posting.



All first year students will start their simulations in February 2021. And also 4<sup>th</sup> year B.BSC, 1st, 2<sup>nd</sup> year P.B.BSc, 3rd year GNM students will do their simulation in class rooms because they will manage in the classroom. 2<sup>nd</sup> BSc, 2nd GNM, 3rd BSc student's mostly using demo for simulations. All classes are dividing their students in groups for simulation and for other students they arrange online classes and presentations.

2. For taking permissions for clinical posting responsibilities are given.

**DMH Hospital** Mrs. Mangal and Mrs. Priti, **Mai Mangeshkar hospital** Mrs. Ashwini Bhosale and Mrs. Shital Chirke, **Kamala Nehru hospital** Mrs. Dipali Khaire, Jyoti madam, **Chaitanya Hospital** Mrs. Asha Madam, Mrs. Reshma , Kamsheth Mrs. Rau, Mrs. Rajeshree, **Paud** Mrs.Smita Madam, Dipali Awate Madam.

Internship will be started from 18<sup>th</sup> Jan 2021(4<sup>th</sup> BSC, 3rd GNM, and 2nd ANM)

Regarding Chaitanya posting, Asha madam called them and told them that there is a corona positive patient so you will come in the month of feb. So Asha madam will first call in feb then posting will start accordingly.

3. Midterm exams were tentatively planned. Midterm in the month of Jan 2021

Exams planned according to the rotations.

4<sup>TH</sup> B.BSC – 4 To7 Jan

3<sup>RD</sup> B.BSC – 20 to 22 Jan

2<sup>ND</sup> B.BSC – Last Week Jan

2<sup>ND</sup> GNM - 12<sup>TH</sup> Jan to 15<sup>th</sup> Jan

3<sup>RD</sup> GNM – 8 to 10 Jan

2<sup>ND</sup> ANM - 4 and 5<sup>TH</sup> Jan

2<sup>ND</sup> P.B.BSC – 18 to 23 Jan

4. Written application from students and parents before joining college regarding no objection for starting college and clinic.

Minutes recorded by





**Action Taken Report (Date: 7th December 2020)**

<b>Sr. No</b>	<b>Agenda</b>	<b>Action Taken</b>
1	Planning for simulations in college for academic year 2020-21.	According to discussion, the simulation is well organized for all the batches.
2	Permissions for clinical postings for academic year 2020-21.	According to responsibilities teachers taken permissions and follow up for clinical postings of their respective class.
3	Planning for midterm exams academic year 2020-2021.	Rotations of exams for all the batches followed
4	Written application from students and parents. Written application from students and parents for starting college and clinical in covid 19 pandemic.	No objection forms taken from students and parents for starting college and clinical in covid 19 pandemic.



**Sign of Principal**

**PRINCIPAL**  
Maharshi Kavya Devi Shiksha Samstha's  
Smt. Bakul Tambat Institute  
of Nursing Education  
Karvenagar, Pune - 411 052.



**AHARSHI KARVE STREE SHIKSHAN SAMSTHA'S  
SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION  
KARVENAGAR, PUNE- 411052**

**MINUTES OF CLASS COORDINATORS MEETING**

**Date:** 20th July 2021

**Time:** 2.00-4:00 pm.

**Venue:** Conference Hall

**Members Present:**

1. Dr. Shubhada Ponkshe
2. Mrs. Nupoor Bhambid
3. Mrs. Shailaja Mathews
4. Mrs. Ujwala Jadhav
5. Mrs. Bijayalakshami Devi
6. Ms. Smita Lisham
7. Mrs. Dipali Awate
8. Mrs. Ashwini Sutar
9. Mrs. Jyoti Karande
10. Mrs. Deepali Khaire
11. Mrs. Shital Patil
12. Mrs. Priti Pimpalekar

**Agenda:-**

On 20th July, 2021 class coordinators meeting was conducted for the following agenda: **Next Academic Year 2021-2022.**

In Coordinator meeting we discussed about various postings plan

1. **Kamla Neharu Posting**  
4<sup>th</sup> year –august  
3<sup>rd</sup> GNM/2<sup>nd</sup> MSC –September/October  
2<sup>nd</sup> ANM/P.B.BSC December  
2<sup>nd</sup> BSC /4<sup>th</sup> march
2. **Diwali vacation-1<sup>st</sup>-13<sup>th</sup> November.**
3. **Sutar Hospital**

4<sup>th</sup> year - October 21

3<sup>rd</sup> GNM/2<sup>nd</sup> MSC- December 21

2<sup>nd</sup> ANM/P.B.BSC – Jan 2022

2<sup>nd</sup> BSC /4<sup>th</sup> march – Feb 2022

4. **Chaitanya**

3<sup>rd</sup> year BSC – 3<sup>rd</sup> Week August

2<sup>nd</sup> year P.B.BSC – September

5. **DMH**

1<sup>st</sup> GNM -August

1<sup>st</sup> BSC- August, September, October

MSN – 2<sup>nd</sup> BSC-march, April, May, June.

3<sup>rd</sup> BSC- August, September, November.

CHN - December/January – 3<sup>rd</sup> BSC.

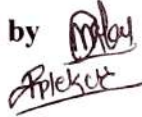
6. **Discussed orientation for all batches.**

7. **Internship-** BSC-GNM-ANM- 10<sup>th</sup> Jan 2022.

8. **College Week-** 3<sup>rd</sup> to 8<sup>th</sup> Jan 2022.

9. **RPH-** 6<sup>th</sup> To 11<sup>th</sup> December 2021( Kamsheth)

Minutes recorded by



**Action Taken Report (Date: 20<sup>th</sup> July 2021)**

Sr. No	Agenda	Action Taken
1	Planning for academic year 2021-2022.	According to discussion action taken.

  
Sign of Principal



**PRINCIPAL**  
Maharshi Karve Shiksha Samstha's  
Smt. Dakul Tambat Institute  
of Nursing Education  
Karvenagar, Pune - 411 052.

**AHARSHI KARVE STREE SHIKSHAN SAMSTHA'S  
SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION  
KARVENAGAR, PUNE- 411052  
MINUTES OF CLASS COORDINATORS MEETING**

**Date:** 17th February. 2021

**Time:** 3.00-5.03 pm.

**Venue:** MPH Hall

**Members Present:**

1. Dr. Shubhada Ponshe
2. Mrs. Nupoor Bhambid
3. Mrs. Shailaja Mathews
4. Mrs. Ujwala Jadhav
5. Mrs. Bijayalakshami Devi
6. Ms. Smita Lisham
7. Mrs. Dipali Awate
8. Mrs. Ashwini Sutar
9. Mrs. Jyoti Karande
10. Mrs. Deepali Khaire
11. Mrs. Mangal Temgire
12. Mrs. Shital Patil
13. Mrs. Priti Pimpalekar

**Agenda:-**

On 17th Feb. 2021 class coordinators meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. To discuss problems facing the clinical area, supervisions, and manpower.

As 3 staffs are selected for CHO so there are supervision problems so madam told that we are having interview for staff selection in march so have to adjust within you for this month supervision so Mrs Jyoti Karande will help 2<sup>nd</sup> year GNM department as there were only 2 staff for 58 students. So Jyoti will supervise paediatric posting as her students are also having paediatric posting.

And first year ANM students are in college so first year GNM Department will supervise 1st ANM students as in ANM department only one staff member is Shital Patil.

2<sup>nd</sup> year B.BSC nursing department they are managing with their 2 teachers as they are having advanced (OT, ICU) posting for 2 weeks.

Minutes recorded by



**Action Taken Report (Date: 17th February. 2021)**

Sr. No	Agenda	Action Taken
1	To discuss problems facing in the clinical area, supervisions, and manpower.	According to discussion staff are managed comfortably.



**Sign of Principal**

**PRINCIPAL**  
Maharshi Karmaveer Chintan Samstha's  
Smt. Shilpa Jambal Institute  
of Nursing Education  
Karvenagar, Pune - 411 052.

**AHARSHI KARVE STREE SHIKSHAN SAMSTHA'S  
SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION  
KARVENAGAR, PUNE- 411052**

**MINUTES OF CLASS COORDINATORS MEETING**

**Date:** 9<sup>th</sup> December, 2020

**Time:** 3.30-5pm.

**Venue:** MPH Hall


**Members Present:**

1. Dr. Shubhada Ponkshe
2. Mrs. Nupoor Bhambid
3. Mrs. Shailaja Mathews
4. Mrs. Ujwala Jadhav
5. Mrs. Bijayalakshami Devi
6. Ms. Smita Lisham
7. Mrs. Dipali Awate
8. Mrs. Ashwini Sutar
9. Mrs. Jyoti Karande
10. Mrs. Deepali Khaire
11. Mrs. Mangal Temgire
12. Mrs. Shital Patil
13. Mrs. Priti Pimpalekar

**Agenda:** On 9<sup>th</sup> Dec. 2020 class coordinators meeting was conducted under the chairperson of Dr Meena Ganapathy for the following agenda:

1. Planning for simulations according to batch wise.
  2. Planning for clinicals in Jan 2021 for academic year 2020-2021
  3. Starting internships for academic year 2020-2021.
  4. Hostel permission regarding admitting students in hostel in pandemic.
1. Planning for simulations according to batch wise. Everyone told their plan to madam and madam did correction in that.
2. Planning for clinicals in Jan 2021 clinics will be started in Jan and also internships will be start in Jan.
3. Hostel permission madam told Ms. Ashwini Lande and Mrs. Mangal Temgire please discuss today with Tambe madam for hostel permission.



Minutes recorded by 



**Action Taken Report (Date: 9th December. 2020)**

Sr. No	Agenda	Action Taken
1	Planning for simulations according to batch wise.	According to discussion, simulations were organized.
2	Planning for clinicals in Jan 2021 for academic year 2020-2021	Internships and clinical started in Jan 2021.
3	Starting internships for academic year 2020-2021.	Internships started in Jan 2021 for the year 2020-2021.
4	Hostel permission regarding admitting students in hostel in pandemic.	Revive of hostel permission taken.



**Sign of Principal**



PRINCIPAL

Maharshi Karva Char Shiksha Samstha's  
Smt. Bakul Tambal Institute  
of Nursing Education  
Karve Nagar, Pune - 411 052.