

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

MEETING MINUTES OF COLLEGE COUNCIL



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
Smt. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION,
KARVENAGAR PUNE – 52.

Staff meeting minutes

MEETING MINUTES NO.: 178

Staff meeting was arranged under the chairperson of Dr. Meena Ganapathy on 24/08/2020 at 12:00 noon.

Member present were:

Sr. No.	Name of Member	Designation	Sr. No.	Name of Member	Designation
1	Dr. Shubhda Ponkshe	Assoc. Prof.	9	Ms. Anuradha I.	Clinical Instructor
2	Mrs. Bijayalakshmi L.	Assoc. Prof.	10	Ms. Gargi Kulkarni	Clinical Instructor
3	Mrs. Ujwala J.	Lecturer	11	Ms. Avantika A.	Clinical Instructor
4	Mrs. Nupoor B.	Lecturer	12	Ms. Akshata T.	Clinical Instructor
5	Mrs. Jyoti K.	Clinical Instructor	13	Mrs. Priti P.	Clinical Instructor
6	Ms. Smita L.	Lecturer	14	Ms. Reshma Rode	Clinical Instructor
7	Mrs. Mangal T.	Clinical Instructor	15	Ms. Amruta P.	Clinical Instructor
8	Mrs. Dipali A.	Clinical Instructor	16	Ms. Ashwini Sutar	Clinical Instructor

Principal Madam had discussed the following points with all the staff:

- **Regarding online class:** All the faculties has discuss the positive and negative points on taking online class, point were:-
 - All the staff was very positive about online lectures, they are learning new method of teaching, using new apps, become technically competent.
 - 2nd year Basic. B.Sc. and 2nd year Post Basic B.Sc. external faculty Mrs. Sumati Unkula is taking online sociology classes.



- Difficulties faced their lack of eyes to eye contact with the student and network connectivity issues because of poor internet facilities of student and absenteeism issue of student.
- Regarding MUHS exam for 1st year M.Sc. and 2nd year M.Sc. students. Discussed on how to conduct practical examination. On conclusion everyone has agreed on conducting practical exam using OSPE method.
- She also added that on September month there is 2nd year Post B.Sc. Nursing and 4th year Basic B.Sc. Nursing, MUHS final examination as per time table and during the exam there should not effect on online classes. So regular class has to be planned during examination for student who doesn't have examination.
- Principal Madam had remained all the staff to collect college fees from the student as early as possible.
- She also announced that minimum percentage amount from the total salary will be differ from all the staff.

As there were no point for the discussion the meeting was adjourned at 02:00 p.m.

Minutes recorded by:

Ms. Smita Lisham



Action taken report

Date: 14/09/2021

Sr. No.	Department	Agenda	Action taken
1	MUHS exam	Practical examination	Final practical exam conducted at simulation lab. using OSPE.
2	All programmes	Regular class has to be planned during examination for student who doesn't have examination.	Regular online class conducted.



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KARVENAGAR PUNE – 52.

Staff meeting minutes

MEETING MINUTES NO.: 181

Staff meeting was arranged under the chairperson of Dr.Meena Ganapathy on 27/07/2021 at 02:00 pm.

Member present were:

Sr. No.	Name of Member	Designation	Sr. No.	Name of Member	Designation
1	Dr. Shubhda Ponkshe	Assoc. Prof.	11	Ms.Vaishali	Clinical Instructor
2	Mrs.Bijayalakshmi L.	Assoc. Prof.	12	Mrs.Ashwini B.	Clinical Instructor
3	Mrs. Rupali Dhume	Clinical Instructor	13	Mrs.Ruth	Clinical Instructor
4	Mrs.Ujwala J.	Lecturer	14	Ms.Nutan W.	Clinical Instructor
5	Mrs.Nupoor B.	Lecturer	15	Mrs.Priti P.	Clinical Instructor
6	Mrs.Jyoti K.	Clinical Instructor	16	Ms.Aditi	Clinical Instructor
7	Ms. Smita L.	Lecturer	17	Ms.Amruta P.	Clinical Instructor
8	Mrs. Mangal T.	Clinical Instructor	18	Ms.Amruta G.	Clinical Instructor
9	Mrs.Samina K.	Clinical Instructor	19	Mrs.Shivkanya	Clinical Instructor
10	Mrs.Dipali A.	Clinical Instructor	20	Ms.Anuja J.	Clinical Instructor

1stAGENDA: CLASS REPORT

1ST Year Basic BSC (N): Mrs.Bijayalakshmi read the class report.

- She reported that at present theory classes are going on.
- Total 47 students are there in 1st yr. B.BSc. Nsg.

1STYear RGNM: Mrs.Ujwala J. read the class report.

- She reported that students had joined College, theory classes and simulation of procedures is going on.



- 1st Basic posting has started from today at DMH.

1st Year ANM: In absence of Mrs. Shital Chrike, Mrs. Shivkanya read the class report.

- She reported that at present revision classes are going on, the entire theory syllabus are completed.
- With revision classes simultaneously 1st unit test has started and will complete on 30th July
- Regarding clinical posting: UPH posting are over, students were posted at Wadar vasti. And starting from 2nd August students will be posted in KNH and Sutar Hospital in 2 divided groups for 6 weeks.
- She further added on pending college fees of 10-15 students, they will pay the fees in 1st week of Aug.

2nd year Basic BSc. (N): Ms. Smita read the class report.

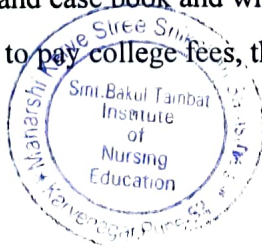
- She reported that theory syllabus and clinical posting all the hour are completed.
- Exam form are filled and submitted to office.
- The batch will be handed over to 3rd year department from coming Thursday.
- Internal assessment marks will be ready by 30th July.
- She further added regarding absenteeism of the students: students remain absent in clinical areas for several days. On this principal ma'am had advised the class-coordinator that students should complete the make-up duty and sent them to 3rd year B. BSc. Department.

2nd year GNM: Mrs. Mangal read the class report.

- She reported that all the syllabus and practical hours are completed.
- File completion and procedure book signing is going on.
- Students are in college for completion of assignment files.
- The batch will be handed over to 3rd year RGNM from 2nd August 2021.

2nd Year ANM: Mrs. Shivkanya read the class report in absence of Mrs. Shital patil.

- She reported that all the syllabus and clinical posting are completed.
- Internal assessment marks entering and calculation has been started, students are submitting their assignment and case book and will be complete till 31st July.
- Total 3 students are pending to pay college fees, they will pay in first week of Aug.



3rd Year Basic BSc.(N): Mrs. Ruth read the class report in absence of Mrs. Ashwini Sutar.
3rd yr 2020-21 batch.

- She reported that all the syllabus and practical hours are completed.
- At present students are working on preparation for breast feeding weeks A.V. aids for exhibition and MUHS question paper solving.

B batch- She reported for B batch students.

- MUHS exam are over and batch is handed over to 4th year B.B.Sc.

For current A batch students, they all had paid the college fees.

- Exam form has filled and submitted to office.
- On 30th July the batch will be handed over to 4th year B.BSc. department.

She further reported for the 3rd year coming batch i.e. 2021-22 batch.

- The new batch will be taking over from 2nd year B.BSc. department on 29th July.
- 1st week will be theory block and from 2nd week onward students will be posted in Chaitanya Mental Health Institute DMH in 3 divided groups.
- Total 48 students will be in 3rd year (44 A batch and 4 B batch students)
- At present teachers are working on internal assessment marks calculation and department work.

3rd Year RGNM: Mrs. Mangal read the class report in absence of Mrs. Dipali Khaire.

- She reported that the entire syllabus are completed and at present students has joined DMH as a trainee staff.
- And new batch will take over from 2nd year GNM on 2nd of August.
- In month of August theory block has been planned and Sept. and Oct. students will be posted at KNH.
- December, student will be posted in urban community.

4th Year Basic BSc.(N): In absence of Mrs. Shailaja M., Ms. Vaishali read the class report.

- First she reported for 4th year B.BSc. A batch 2020-21.
 - All the students has completed internship hours
 - 33 students has joined as trainee staff in DMH
 - 2 sstudents has given ATKT exam.
 - 1 student will complete make up duty on 31st July.
 - MUHS final exam is scheduled from 21st Sept. 2021.



- Exam form has been filled and submitted to office with convocation form & list of students.
- NSS marks sent to MUHS.
- At present teachers are working on internal assessment marks calculation.
- Next month will send letter to DMH to relieve the students for final exam.
- For B batch (10 students)
 - Students have completed internship hours.
 - Mid-term exam has started and after the exam students will be posted in urban community.
 - Ms. Pallavi Garge underwent surgery and is at hometown and is recovering after knee fracture. Took sick leave for 6 weeks.
- She further added for current batch 2021-22 (43 students)
 - 2021-22 batches will join 4th year on 2nd August, orientation and induction programme are planned on 1st day.
 - From 3rd Aug to 5th Sept. 2021 students will be posted in KNH and DMH along with ANM student.
 - Mrs. Ashwini Bhosale will help us in supervision.
 - Theory lectures are scheduled in month of Sept.

1st year P.B. B.Sc. Nsg: Mrs. Jyoti K read the class report.

- She reported that all the syllabus is completed, performance of 7-8 students are poor in mid-term and pre-final exam result.
- Yoga class is going on at present, till now 13 days has completed and it will continue till 4th Aug.
- Students are still submitting their assignment and internal assessment work is going on.
- One student Mrs. Shivkanya Mande is pregnant due to pregnancy she didn't received 2nd dose of COVID vaccination.
- Batch will be handed over to 2nd P.B.BSc. on 9th Aug. 2021.
- She further added that, B batch student Ms. Aishwarya Dani will appear MUHS exam theory paper from 30th July and her practical exam are over.



2nd year P.B.BSc : Mrs. Dipali A. read the class report.

- She reported that syllabus and practical hours are completed and at present revision classes are going on.
- MUHS exam will start from 21st September 2021.
- New batch will join 2nd P.B.B.Sc from 9th August.

1st year MSc. Nursing : Mrs. Nupoor B. read the class report.

- She reported that all the syllabus are completed and at present MUHS question paper solving and revision is going on.
- MUHS theory exam will start from 18th Aug.2021.
- Synopsis has been sent to MUHS for regular and B batch students.

2nd year MSc. Nursing : Dr. Ponkshe S. read the class report.

- She reported that syllabus and clinical postings are completed and at present MUHS question paper solving is going on.
- MUHS theory exam will start from 18th August.
- Preparation for next academic year has started.

PhD in Nursing: Dr. Meena Ganapathy had reported the following points.

- 1st batch - Research chapters are not yet submitted.
- 2nd batch – 1st and 2nd chapters need to be submitted.
- 3rd batch – Offline and online classes has been planned.

2nd AGENDA: Other issue

- Mrs. Jyoti Karande had reported about arrangement of alumni meet in collaboration with CSD department, for 2018-19 and 2019-20 batches has been organized on 29th & 30th July from 10 to 11:30am. She invited all the teachers to join offline or online, which were is possible in alumni meet.
- Mrs. Samina Mulani reported that Savitri Bai Phule and earn and learn scheme proposal has been sent to MUHS.
- Mrs. Ujwala Jadhav, had requested all the staff to submit the list of students and contact number collected during publicity for the purpose of sending admission notification.



- Mrs. Ruth had mentioned that feedback form and course evolution form has been sent to respective class co-ordinator and requested to forward to their students till 31st July.
- Principal ma'am had welcomed all the new teachers and introduced to all the faculty.

As there were no points for further discussion the meeting was adjourned at 04:00 pm.

Minutes recorded by:

Ms. Smita Lisham



Minutes passed by:

Mrs. Bijayalakshmi L.

Mrs. Dipali A.



Action taken report

Date: 20/08/2021

Sr. No.	Department	Agenda	Action taken	
1	1 st Year ANM	Pending college fees of 10-15 students	As per the discussion students has paid the fees.	
2	2 nd Year ANM	3 students are pending to pay college fees	As per the discussion students has paid the fees.	
3	Feedback and course evaluation of students	Feedback form and course evolution form has been sent to respective class co-ordinator and requested to forward to their students till 31 st July.	Recommendations & Suggestions	Action Taken
			Few students have given requirement of wi-fi connection in the college	Institute has installed Wi-Fi connection of DIGISOL.
			Students suggested to increase number of library books on library card	Issuing of number of books increased to 3 books.




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			Few students & parents recommended transportation facility for all clinical posting	Institute has the provision of transport facility for all outside postings as per students' rotation. (Institute is having 60-seater bus with full time driver).
			Few students suggested arranging educational trips for final year.	Due to Covid-19 pandemic is not possible this year.




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