



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		Maharshi karve Stree Shikshan Samsthas Smt Bakul Tambat Institute of Nursing Education, Karvenagar, Pune-52
• Name of the Head of the institution		Dr. Meena Ganapathy
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone No. of the Principal		02025477557
• Alternate phone No.		02025475020
• Mobile No. (Principal)		9860407994
• Registered e-mail ID (Principal)		meena.ganapathy@mksssbtine.ac.in
• Alternate Email ID		btine03@gmail.com, btine@maharshikarve.org
• Address		MKSSS Campus, Karvenagar
• City/Town		Pune
• State/UT		Maharashtra
• Pin Code		411052
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges		Affiliated
• Type of Institution		Women

• Location	Urban				
• Financial Status	Private				
• Name of the Affiliating University	Maharashtra University of Health Sciences, Nashik				
• Name of the IQAC Co-ordinator/Director	Mrs Nupoor Bhambid				
• Phone No.	02025475020				
• Alternate phone No.(IQAC)					
• Mobile No:	9158617275				
• IQAC e-mail ID	iqac@mksssbtime.in				
• Alternate e-mail address (IQAC)					
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="http://mksssbtime.ac.in/index.php/aqar-2019-20/">http://mksssbtime.ac.in/index.php/aqar-2019-20/</a>				
4.Was the Academic Calendar prepared for that year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:					
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	2.76	2016	15/09/2016	14/09/2021
6.Date of Establishment of IQAC			01/08/2015		
7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNMNTT etc.					
Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	00	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>5</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• (Please upload, minutes of meetings and action taken report)</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	<b>Nil</b>
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
Establishment and implementation of National Innovation and startup policy.	
Discussion on National Nursing and Midwifery draft bill 2020.	
Prepared COVID-19 care and prevention protocols during the pandemic.	
Establishment of MoU with Bharati Vidyapeeth College of nursing and D.Y. Patil College of Nursing.	
Organized faculty and students exchange program.	
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year (web link may be provided).</b>	
<div></div>	

Plan of Action	Achievements/Outcomes
To encourage qualitative research by faculty and to promote them for presentation in conferences and workshops publications in journals.	Various studies presented and published by faculty.
To prepare for MUHS impact assessment Grade-A+ for 2020-21.	The institute has achieved A+grade by MUHS in impact assessment.
Establishment of MoU with Bharati Vidyapeeth College of nursing and D.Y. Patil College of Nursing.	Establishment of MoU with Bharati Vidyapeeth College of nursing and D.Y. Patil College of Nursing.
Soft skill training with certification for all students.	All students were benefited with the soft skill training sessions.
Feedback from all stakeholders, students, parents collected, analysed and used for improvements.	Taken, discussed and analysed in the monthly meeting. Necessary actions implemented.
Initiation of incubation cell.	Initiated and pre placement activities implemented.
First Aid training and certification for first year students.	First Aid training conducted with skill work stations
Faculty performance appraisal	All Faculty performance appraisal analysed
Conducting mentor mentee meetings	Mentor mentee meeting conducted as per each year plan.
To avail scholarships for students	Many students got benefit of scholarship
Implementation of activity based and innovative teaching learning methodologies	Implemented activity based and innovation in teaching methodologies
Conduct Anti ragging awareness class to students, teaching and non-teaching faculty	Anti-ragging awareness class was conducted for the students, teaching and non-teaching faculty

Prepare COVID-19 care and prevention protocols during pandemic.	Prepared COVID-19 care and prevention protocols during pandemic.				
Organize faculty and students exchange program.	Organized faculty and students exchange program.				
Observance of all health days	National health days celebrated				
Alumni meet	Alumni meet organized				
NSS activities	NSS activities conducted as per plan				
Extension activities	Various extension activities conducted				
Internal and external audit	MSBNPE inspection completed				
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <tr> <td>Name</td><td>Date of meeting(s)</td></tr> <tr> <td>Local Managing Committee</td><td>10/08/2021</td></tr> </table>		Name	Date of meeting(s)	Local Managing Committee	10/08/2021
Name	Date of meeting(s)				
Local Managing Committee	10/08/2021				
<b>14. Does the Institution have Management Information System?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>If yes, give a brief description and a list of modules currently operational</li> </ul>					
<p>Management Information System is in place to meet the needs of the students and faculty regarding academic and administrative aspects of the institution.</p> <ul style="list-style-type: none"> <li>Institution Management System is functioning in the institute and helps students to progress in academic activities.</li> <li>Admission software and student data for eligibility are used.</li> <li>Fee collection is done through online methods.</li> <li>Library management system is fully automated.</li> </ul>					

- Google classroom is used for teaching-learning.
- Institution has a G suite facility where all modules, teaching-learning e-resources are available.
- Samajkalyan data is uploaded and updated through the Maha DBT portal.
- Saral pack is used, inter-unit and intra unit communication is done through the email addresses given by the institute to the students and faculty.
- The institute has two domains where detailed information is uploaded periodically. The domains are [www.mksssbttine.in](http://www.mksssbttine.in) and [www.mksssbttine.ac.in](http://www.mksssbttine.ac.in).
- Whatsapp groups, Facebook pages, emails, and SMS are used to communicate with the students, notify the students, faculty, and parents.
- Communication of the Head of the Department meeting, Faculty Meeting Agenda, and Minutes are sent to the faculty members through emails.
- Installation of OPAC and library automation are available for better library utilization.
- Wi-fi Campus to enhance e-learning by the students and faculty members.
- Logistics support for students' projects and research activities on the campus through Management Information System
- Various teaching-learning methods like zoom, goggle meet, google classrooms, and Microsoft teams are used by the students and the faculty members in the teaching-learning activities.
- All Classrooms are facilitated with LCD Projectors for enhancing teaching-learning activities.
- Online Videos are used by the faculty members on the concerned topics periodical maintenance of all the systems is done by trained staff.
- Staff meetings, department meetings, meetings of class coordinators' and curriculum committee meetings are conducted every

month with the Principal. Decisions taken at a higher level are communicated and discussed and most of the decisions pertaining to academic matters are taken at these meetings.

- The institute is committed to providing quality nursing education by appointing competent faculty, providing adequate infrastructure for the smooth conduct of the teaching-learning process, and providing modern teaching aids including a library, with online sources.

- Significant best practices in Governance and Leadership carried out by the institute are a good number of committees with a clear mandate for decision making, well-defined job descriptions, and open upward and downward communication channels.

- There is a well-organized management information system in the institute.

The list of Modules in the institute is as follows:

- Admission • Recruitment
- Purchase
- Laboratories
- All committees such as discipline, anti-ragging, SNA, NSS, etc.
- All administrative records are computerized. • Ongoing library computerization and automation are functioning.
- Separate website for college is functioning.
- Modules of Soft Skills course
- Modules of first Aid course
- Modules of GFATM course
- Modules of BLS and ACLS course
- Modules of AV Aids.
- Nursing Theories

### Extended Profile

<b>2.Student</b>	
2.1	262
Total number of students during the year:	
File Description	Documents
Data Template	<a href="#">View File</a>
2.2	58
Number of outgoing / final year students during the year:	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	87
Number of first year students admitted during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	7522300.11
Total expenditure, excluding salary, during the year (INR in Lakhs):	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>5.Teacher</b>	
5.1	30
Number of full-time teachers during the year:	
File Description	Documents
Data Template	<a href="#">View File</a>
5.2	1
Number of sanctioned posts for the year:	



File Description	Documents
Data Template	<a href="#">View File</a>

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum planning, delivery and evaluation through a well defined process as prescribed by the respective regulatory councils and the affiliating University.

The Nursing Syllabus was developed by the apex body, that is Indian Nursing Council, New Delhi (INC), and it is reviewed and implemented by the Maharashtra University of Health Sciences, Nashik (MUHS). The institute follows these mechanisms for effective delivery and documentation of curriculum.

1. Internal Quality Assurance Cell (IQAC): Being the overall quality assurance body for the institution it deals with policymaking and monitoring the activities of various committees, departments, and cells of the institution related to curriculum.

2. The curriculum committee: The curriculum committee is headed by the Principal and senior faculty members draw up a detailed academic plan weekly, monthly, and annually, for smooth conduct of the program.

3. A well-planned academic calendar: It includes the planning of theory classes, clinical postings, related visits and examinations, other curricular activities as well as extracurricular activities planned as per the syllabus requirement is done at the beginning of each academic year.

4. Representations in University Curriculum Committees: The Principal was the Chairman of PG BOS at MUHS and was a member of the Research Committee of MUHS. She and the Vice Principal are the BOS members for the University now for five years terms. The Principal and Vice-Principal are in the Ethical Committee, Faculty, and BOS of other Universities too. Several faculty members are examiners of MUHS and other Universities.

5. Course Planning: A well-planned master plan, course plan, and unit plans are prepared by the class coordinators annually. The students are provided with the course and unit plans and explained about them. Theory lectures and distributions are done as per the

specialization and experience of faculty members.

6. The examination committee: This committee ensures smooth conduct of examinations and central assessment of answer papers. These committee members are also part of the Internal Assessment Grievance Committee.

7. Class Coordinator's and staff meetings: The class coordinators and staff meetings are held once in a month. Here coordinators and staff discuss the implementation of their curriculum and difficulties if any are discussed and solved on time.

8. Ensuring adequate infrastructure, library, and ICT facilities: The institute has a well-maintained library with the latest books, e-books. Innovative methods like PowerPoint presentations, videos, simulations, different e-contents, and e-resources are used. Each classroom is having an LCD, facility. Students are motivated to use available technologies for their assignments and study.

9. Formative assessments: Students' formative assessment is done by periodical examinations and assignments. Student progression monitoring, mentoring are done for all students with a ratio of 1:10. During mentoring slow and advanced learners are identified. Students are guided with techniques to effectively answer in the examinations.

10. Enrichment of Curriculum: For curriculum enrichment, need-based courses such as add-on courses, value-added courses, conferences, seminars, workshops are arranged regularly. The faculty is motivated to participate in all these events.

11. Ongoing Feedback: Institute has an online feedback system. The feedback collected is analyzed and the findings for improvements are made. After discussion with concerned members, the action plan is prepared and discussed for the next academic year.

File Description	Documents
Minutes of the meeting of the college curriculum committee	<a href="http://mksssbtime.ac.in/wp-content/uploads/2022/03/1.1.1-minutes-of-Curriculum-committee-meeting_removed.pdf">http://mksssbtime.ac.in/wp-content/uploads/2022/03/1.1.1-minutes-of-Curriculum-committee-meeting_removed.pdf</a>
Any other relevant information.	<a href="http://mksssbtime.ac.in/wp-content/uploads/2022/03/1.1.1-any-other-relevant-information.pdf">http://mksssbtime.ac.in/wp-content/uploads/2022/03/1.1.1-any-other-relevant-information.pdf</a>

**1.1.2 - Number of fulltime teachers participating in BoS /Academic Council of Universities during the year. (Restrict data to BoS /Academic Council only)**

02

File Description	Documents
Details of participation of teachers in various bodies(Data Template)	<a href="#">View File</a>
Scanned copies of the letters supporting the participation of teachers	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**1.2 - Academic Flexibility**

**1.2.1 - Number of inter-disciplinary / inter-departmental courses /training across all the Programmes offered by the College during the year**

**1.2.1.1 - Number of courses offered across all programmes during the year**

35

File Description	Documents
List of Interdisciplinary /interdepartmental courses /training across all the programmes offered by the College during the year	<a href="#">View File</a>
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**1.2.2 - Number of students enrolled in subject-related Certificate/ Diploma / Add-on courses as against the total number of students during the year**

03

File Description	Documents
Details of the students enrolled in subject-related	<a href="#">View File</a>
Certificate/Diploma/Add-on courses	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - The Institution integrates cross-cutting issues relevant to gender, environment and sustainability, human values, health determinants, Right to Health and emerging demographic issues and Professional Ethics into the Curriculum as prescribed by the University / respective regulative councils

The institute ensures that the curriculum developed has a thrust on promoting value-based education, women empowerment, gender sensitization, skill development, competency in communication skills, personality development, and conscientising the students on professional ethics. The curriculum caters to the needs of society and has relevance to the local and national developmental requirements through the concentrated efforts of all the departments and committees.

**Gender:** The gender-related concepts and gender sensitization issues are taught as per syllabus requirements. Additionally, seminars, workshops, conferences, debate competitions are arranged on the topics of gender issues and women's health. Students are guided and motivated to participate and perform different awareness programs on gender equality, girls' education, women's empowerment, and women and child issues.

**Environment and Sustainability:** The institute has well-developed environment safety projects. Students are also motivated to organize and conduct various awareness programs on Plastic Mukta Bharat, go green, safe water, tree plantation, etc. The Samstha has biogas plants. All Kitchen wet waste is sorted and used in these plants. Through these plants, daily 23 to 25 kg of biogas is generated. This gas is used for cooking in hostel kitchens. By this project, we are saving the cost of 48 LPG cylinders. To overcome water issues Samstha has started rainwater harvesting in 2006. Samstha has 17 bore wells. Collected rainwater is released in these bore wells. All NSS volunteers of MKSSS Smt. Bakul Tambat Institute of Nursing Education has organized a tree plantation program at Kamshet Aashramshala and also conducted a rally on environmental sanitation in the Karvenagar area. They had also arranged health talks on

environmental sanitation.

**Human Values:** The values of human beings are an integral part of the curriculum. The mission and vision of the institute are value-oriented.

**Health determinants, right to health, and emerging demographic issues:** Students are made aware of the topics on health determinants, right to health, emerging demographic issues, patients' rights, ethical issues, during their clinical, urban, and rural postings. Health determinants such as biological, physical, socio-economic and, environments, health habits are part of the curriculum in Sociology, Psychology, Medical-Surgical, and Community Nursing. The right to health as equality is incorporated in the Code of Ethics and the International Council of Nurse's oath is taken by all the students. In addition, students are guided and motivated to conduct awareness programs in the community as well as in the hospital on right to health, health determinants, patients' rights, emerging demographic issues, etc. The institute has arranged free mammograms, cervical smear testing, and hemoglobin testing for all class four women employees of Samstha free of cost. During community, postings students are posted in urban-rural health centers and are assigned families/Houses for health care and maintain family folders. It helps in understanding socioeconomic, environmental and cultural aspects of healthcare and gives the opportunity to develop empathy, communication skills, holistic approach to health & disease.

**Professional ethics:** The nursing syllabus of all programs has its well-developed professional ethics and code of conduct. Hence the focus is given to teaching the students about professional responsibilities, duties, and ethics.

File Description	Documents
List of courses with their descriptions	<a href="http://mksssbtime.ac.in/naac/Criteria%201/1.3.1/1.3.1%20List%20of%20courses%20with%20descriptions.pdf">http://mksssbtime.ac.in/naac/Criteria%201/1.3.1/1.3.1%20List%20of%20courses%20with%20descriptions.pdf</a>
Any other relevant information	Nil

**1.3.2 - Number of value-added courses offered during the year that impart transferable and life skills**

05

File Description	Documents
Number of value-added courses offered during the year that impart transferable and life sk	<a href="#">View File</a>
List of-value added courses (Data template)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 1.3.3 - Number of students enrolled in the value-added courses during the year

279

File Description	Documents
List of students enrolled in value-added courses (Data template)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 1.3.4 - Number of students undertaking field visits/Clinical / industry internships/research projects/industry visits/community postings (data for the academic year)

257

File Description	Documents
Any other relevant information	<a href="#">View File</a>
List of programmes and number of students undertaking field visits/internships/research projects/industry visits/community postings (Data template)	<a href="#">View File</a>
Total number of students in the Institution	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Mechanism is in place for obtaining structured feedback on curricula/syllabi from various stakeholders Students Teachers Employers Alumni Professionals**

**A. All 4 of the above**



File Description	Documents
Stakeholder feedback reports as stated in the minutes of meetings of the College Council /IQAC/ Curriculum Committee	<a href="#">View File</a>
URL for feedback report	<a href="http://mksssbttine.ac.in/wp-content/uploads/2021/11/Action-plan-Feedback.pdf">http://mksssbttine.ac.in/wp-content/uploads/2021/11/Action-plan-Feedback.pdf</a>
Data template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**1.4.2 - Feedback on curricula and syllabi obtained from stakeholders is processed in terms of: Options (Opt any one that is applicable): Feedback collected, analyzed and action taken on feedback besides such documents made available on the institutional website Feedback collected, analyzed and action has been taken Feedback collected unanalyzed Feedback collected E. Feedback not collected**

**A. All of the Above**

File Description	Documents
URL for stakeholder feedback report	<a href="http://mksssbttine.ac.in/index.php/feedback/">http://mksssbttine.ac.in/index.php/feedback/</a>
Action taken report of the Institution on the feedback report as stated in the minutes of meetings of the College Council/IQAC	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## **TEACHING-LEARNING AND EVALUATION**

### **2.1 - Student Enrollment and Profile**

**2.1.1 - Due consideration is given to equity and inclusiveness by providing reservation of seats to all categories during the admission process.**

**2.1.1.1 - Number of seats filled against seats reserved for various categories as per applicable reservation policy during the year**

**16**

File Description	Documents
Copy of letter issued by State Govt. or and Central Government (which-ever applicable) Indicating there served categories to be considered as per the GO rule (translated in English)	<a href="#">View File</a>
Final admission list published by the HEI	<a href="#">View File</a>
Admission extract submitted to the state OBC, SC and ST cell every year.	<a href="#">View File</a>
Annual Report/ BOM report/ Admission report duly certified by the Head of the Institution	<a href="#">View File</a>
Information as per data template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 2.1.2 - Number of seats filled in for the various programmes as against the approved intake

File Description	Documents
Relevant details certified by the Head of the Institution clearly mentioning the programs that are not covered under CET and the number of applications received for the same	<a href="#">View File</a>
Any other relevant information	No File Uploaded
Data template	<a href="#">View File</a>

### 2.1.3 - Number of Students enrolled demonstrates a national spread and includes students from other states

#### 2.1.3.1 - Number of students from other states; during the year

02



File Description	Documents
Total number of students enrolled in th	<a href="#">View File</a>
E-copies of admission letters of the students enrolled from other states	<a href="#">View File</a>
Institutional data in prescribed format (Data template)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

**2.2.1 - The Institution assesses the learning levels of the students, after admission and organizes special Programmes for advanced learners and slow performers The Institution: Follows measurable criteria to identify slow performers Follows measurable criteria to identify advanced learners Organizes special programmes for slow performers Follows protocol to measure student achievement**

**A. All of the Above**

File Description	Documents
Any other relevant information	<a href="#">View File</a>
Criteria to identify slow performers and advanced learners and assessment methodology	<a href="#">View File</a>
Details of special programmes for slow performers and advanced Learners	<a href="#">View File</a>
Student participation details and outcome records	<a href="#">View File</a>

### 2.2.2 - Student - Fulltime teacher ratio (data for the academic year)

Number of Students	Number of Full Time Teachers
<b>262</b>	<b>30</b>

File Description	Documents
List of students enrolled in the preceding academic year	<a href="#">View File</a>
List of full time teachers in the preceding academic year in the college	<a href="#">View File</a>
Institutional data in prescribed format (data templates)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

2.2.3 - Institution facilitates building and sustenance of innate talent /aptitude of individual students (extramural activities/beyond the classroom activities such as student clubs, cultural societies, etc)

The main focus of the institution is on academics, but equal importance is given to extramural activities, such as cultural, indoor, and outdoor sports. The institute has cultural, sports, and student nurses association (SNA) which ensures that the students of the institute participate in academics, sports, and cultural inter-university, intercollegiate and collegiate competitions.

1. Aptitude to Health through Sports and Yoga: All the students are given sports periods once a week and the institute organizes sports day, institute week, sports competitions regularly. Samstha's Tejaswini health club organizes a walkathon for faculty and students, physical live sessions of yoga, every year, and students perform yoga on a regular weekly basis. The Institute celebrates 'Yoga day' on 21st June of every year.

2. Extra-Curricular Exposures: Our institute promotes students to participate in intercollegiate youth talent programs such as Spandan, Damini, and "EMBLAZE. Students are encouraged to participate in the SNA biennial state and national conferences. Students are encouraged to participate in MUHS organized Krida Mohtasav annually at various venues such as AFMC, Kolhapur, Shewgaon, Nashik, Nagpur, and Nanded. Institute celebrates institute week where students participate in various cultural competitions like dance, singing, painting, salad dressings, and sports (Indoor, outdoor). By these competitions, the student talents are identified and these students are promoted for specialized coaching for individualized talents. The institute provides regular training to the students to develop business communication and soft skills to make them employable. The Institute has an alumni cell that looks into the placement of passed-out students in different medical organizations and the health sectors. Institute encourages students

for taking jobs initiated by University (MUHS) under the earn and learn scheme.

3. Innovative and Creative Thinking: The institute actively promotes innovative thinking through the Maharashtra University research competition "Avishkar", students, as well as faculty, participate in this.

4. Societal Contribution: Institute sensitizes the students for their social responsibilities by enrolling 50 students every year to volunteer NSS activities namely; Swachhata Abhiyan, winter camp at rural areas, blood donation drives in collaboration with Jana Kalyan blood bank, health checkup for Samstha's school and college students. Our students helped with the prevention of road traffic accidents by regulating road traffic. Our Principal Dr. Meena Ganapathy received a 'Community Leader Award' through these social activities.

#### 5. Development of Leadership Qualities:

For leadership development among students, the institute encourages students to actively represent in academic and administrative bodies through the student nurses association (SNA) All programs have class committees for each course that comprises student members representing meritorious as well as weak students and committees.

6. Self Governance through SNA: The institute has a Students Nurses Association (SNA) where students develop a sense of responsibility and authority. Institute also organizes fundraising activities that develop communication skills and leadership among students.

7. Holistic Development: The development of a student as a whole is one of the principles of the institution and entire academics, extramural, sports enable one to attain holistic dimensions of personal, social, intellectual, emotional, physical, and psychological development.

File Description	Documents
Appropriate documentary evidence	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/2.2.3-Appropriate-documentary-evidence.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/2.2.3-Appropriate-documentary-evidence.pdf</a>
Any other relevant information	Nil

## 2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods are used for enhancing learning experiences by: Experiential learning Integrated/inter disciplinary learning Participatory learning Problem solving methodologies Self-directed learning Patient-Centric and Evidence-Based Learning Learning in the Humanities Project-based learning Role play

1. **Experiential Learning:** Being a nursing institute, experiential learning is an important methodology within faculty. Here in the method, more emphasis is given to the integration of theory into practice in terms of patient care. In nursing education, it is called as; learning through experience is called "hands-on" learning, or learning by doing. The training consists of practical applications and patient-centric learning experiences through live case presentations, history taking, physical examination, evidence-based discussions on diagnosis and management.

2. **Integrated Learning:** Students conduct health surveys in the community area for the identification of specific community health problems. Students demonstrate role-plays to make the community aware of health problems and to maintain a healthy life. Students participate with the government to organize vaccination drives.

3. **Participative Learning:** The faculty members foster participative learning by teaching through demonstration and re-demonstration, teaching by using visual aids such as 3D models and specimens, low fidelity simulators, periodical field visits, organizing exhibitions on specific days such as breastfeeding day, mental health days, presenting research papers, analyzing case studies with the presentation. Participating in and conducting bedside clinics, clinical rounds, and incidental teaching at the bedside.

4.. **Problem-solving methods:** Problem-solving methodologies are implemented for research and survey projects by forming student teams working jointly to complete a given task/project.

5. **Self-Directed Learning:** The institute believes that there are individual differences in terms of learning; each student has a different style of learning. Hence, it provides a wide variety of learning experiences that enhance student participation and students to become active learners. Student-centric teaching-learning activities used by the institute are namely project work, self-studies, assignments.

6. **Cooperative Learning:** During community, nursing curricular activities, students learn to coordinate and cooperate with others

to achieve shared goals. The faculty members utilize self-directed learning and blended coaching in the clinical practice. Students take project activities such as preparation of educational material and A. V. aids. Through this method, students understand that the process is more important than the product. During the project preparation, students learn to express heightened interest and develop a spirit of cooperation.

7. **Mastery/Outcome-based Learning:** The faculty members use the mastery-learning approach, outcome-based learning to meet the learning need of individual students considering there are individual differences. The strategy of teaching through mastery learning and outcome-based learning is done through OSCE/ OSPE. It emphasizes what individuals must know and be able to do. Competencies are higher-level skills, including clinical judgment, critical reasoning, evidence-based practices, and relationship-centered care.

8. **Evidenced Based Learning:** The faculty members employ the case study method of teaching. In the case study method, students learn about patients' diagnosis, signs and symptoms, associated complications, and required nursing care. Student performs reflective observation, abstract conceptualization occurs when the students comprehend the pathophysiology, clinical manifestations, and required nursing care. Reflection and comprehension allow the students to relate the concepts learned during the case study to what they are experiencing with the patient in the clinical setting.

New teaching-learning methods like Peer-assisted learning, Think-Pair-Share, scientific projects, research discussions are in regular practice.

File Description	Documents
Learning environment facilities with geo tagged photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.3.2 - Institution facilitates the use of Clinical Skills Laboratory / Simulation Based Learning**  
**The Institution: Has Basic Clinical Skills / Simulation Training Models and Trainers for skills in the relevant disciplines. Has advanced simulators for simulation-based training Has structured programs for training and assessment of students in Clinical Skills Lab /**

**A. All of the Above**

**Simulation based learning. Conducts training programs for the faculty in the use of clinical skills lab and simulation methods of teaching-learning**

File Description	Documents
List of clinical skills models	<a href="#">View File</a>
Geo tagged photographs of clinical skills lab and simulation centre	<a href="#">View File</a>
List of training programmes conducted in the facilities during the year	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

2.3.3 - Teachers use ICT-enabled tools for effective teaching and learning process including online e-resources

ICTs is potent tool which used appropriately can promote the shift to a learner-centered environment. The use of ICT in the classroom teaching-learning provide opportunities for faculty and students to operate, store and retrieve information, encourage independent and active learning and selfresponsibility for learning. It enables the teachers to plan and prepare lessons and design materials such as course content delivery, sharing of resources, expertise and advice. These tools have the capability not only of engaging students in instructional activities to increase their learning, but also of helping them to solve complex problems to enhance their cognitive skills.

#### 1. Use of Educational Technology:

- Faculty use locally available teaching simulation models, mannequins, and anatomical models for teaching. Faculty use ICT tools in Simulation-based learning to create real patient scenario/ environment. This enhances the learner's motivation and engagement by facilitating the acquisition of basic skills.
- For computer-assisted learning, faculty is trained to prepare prerecorded audiovisual lecture PowerPoint presentations. Individual faculty have prepared prerecorded PowerPoint presentation according to their needs.
- The Institute is equipped with laptops, LCD Projector, overhead projector, flannel board facilities to support the



teaching-learning process. Institute has ITC tools in all classrooms, besides that it, has multifunction printers are available at all prominent places.

- Faculty have also attended workshops for instance "Creating Tech-Savvy Teachers for Future Classrooms", "Evidence-based practices in Obstetrics" and Intellectual Property Rights and Research Ethics.
- The faculty use the Google classroom learning management system (LMS) extensively. Faculty communicate, collaborate, organize, and manage assignments through the platform of Google classroom.
- The faculty has maintained class attendance and student tracking. Performance appraisal is done through Google forms, as well as students feedback system is developed on G-suit.

### 3.E Resources:

- The institute has a web portal where educational material, university question papers, and prerecorded lectures are uploaded so that any students can access the teaching material as and when required.
- We are equipped with a digital library, online search engines, and websites to prepare effective presentations.
- Faculty is encouraged to record their lectures that were made available to students for long-term learning and future referencing.
- The institute library provides remote access to e-resources to both faculty and students. The list is as follows:

#### All type of resources

1. DELNET (Paid)
2. National digital library
3. Vikaspedia
4. OALAB (Open access library)
5. Swayam
6. EPG Pathshala
7. MUHS digital library

#### Books

1. Directory of open access books

2. Freebooks4doctors

3. Z library

4. Library genesis

5. PDF drive

6. IGNOU Gyankosh

7. Project Gutenberg

8. Book boon

9. Medico times

10. Freebookcentre

#### Journals

1. Directory of open access journals

2. Cochrane library

3. PUBMED

4. MEDLINE

5. OMICS International

6. CORE

7. Google scholar

8. Dove Press

#### Thesis and Dissertations

1. Shodhganga

2. Yale Medicine thesis digital library

3. EBESCO open dissertations



## Slides videos

### 1. Slide share

### 2. Medscape Videos

Institute has organized various online competitions (poster presentations, project presentations, debates paper presentations, etc.) for students with the help of various information communication tools.

File Description	Documents
Details of ICT-enabled tools used for teaching and learning	<a href="http://mksssbtine.ac.in/naac/Criteria%202/2.3.3/2.3.3%20ICT%20enabled%20tools%20used%20for%20teaching%20and%20learning%20.pdf">http://mksssbtine.ac.in/naac/Criteria%202/2.3.3/2.3.3%20ICT%20enabled%20tools%20used%20for%20teaching%20and%20learning%20.pdf</a>
List of teachers using ICT-enabled tools (including LMS)	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/2.3.3-list-of-teachers-and-details-of-ICT.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/2.3.3-list-of-teachers-and-details-of-ICT.pdf</a>
Webpage describing the “LMS/ Academic Management System”	<a href="http://mksssbtine.ac.in/index.php/teaching-learning-activities/">http://mksssbtine.ac.in/index.php/teaching-learning-activities/</a>
Any other relevant information	Nil

### 2.3.4 - Student :Mentor Ratio (preceding academic year)

Number of Mentors	Number of Students
1	10

File Description	Documents
Details of fulltime teachers/other recognized mentors and students	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

2.3.5 - The teaching learning process of the institution nurtures creativity, analytical skills and innovation among students

1. Nurturing Creative and Critical Thinking: Nursing critical thinking skills drive the decision-making process and impact the quality of care provided," hence the purpose of nursing education is

not just to make a student literate but also to add rationale thinking, knowledge, and self-sufficiency. The faculty members of this institute create learning environments that lead students to go beyond just memorizing terms and apply an analytical mindset to understanding course material. Faculty members implement innovative teaching strategies such as mind mapping/concept mapping that help to infuse critical thinking skills. Teachers make creative scenarios to check on the analytical capacity of the students and to find their problem-solving abilities. The feedback is taken from the students after learning each skill and the faculty provides them with suggestions for improving their skills.

2. Analytical-based learning and Inquiry-based learning are carried out in the clinical setting which helps the students to have more analytical experiences. Analytical skills are important because it allows students to find solutions to common problems and make decisions about what actions to be taken. Students also organize and participate in symposiums, Panel discussions, Inter-collegiate events, which help to bring out the analytical potential in the students. Postgraduate students plan and organize in-service education for staff nurses at the parent hospital as a part of their curriculum. This method of learning enhances their in-depth knowledge, skill, cooperation among the group members.

3. Structured Practical Examination (OSPE) & OSCE is used for the students during the model practical examination as a method of evaluation. The faculty conduct the OSPE & OSCE for students and the knowledge and skills for various procedures are assessed critically and remarks and evaluation is communicated to the students and respective teaching faculty to improve the skills.

4. Innovation through research projects: Innovation is the act of constructive thinking, grouping knowledge, skills, and attitude into new, original, & rational ideas. At the undergraduate level, we have introduced our students' participation in research. The Maharashtra University of Health Sciences; Nashik organizes "AVISHKAR", a research project competition, every academic year. Faculty members encourage students to decide the problem statement (Title) for the research project and inspire students to participate. Each guide trains the students with analytical skills to answer the research problem. During this process, students develop problem-solving abilities. The research reports developed by students under the guidance are further presented in the "AVISHKAR" competition. Thus, the "AVISHKAR" competition provides a platform for the student to groom their creativity, innovation, analytical, and presentation skills.

5. Journal club is conducted by faculty and postgraduate students once a month and here new research done by others published in Journals is presented and they are critiqued for their techniques and contents. This gives the faculty and post-graduate students a forum to discuss the recent updates in nursing research and apply the findings in the clinical.

File Description	Documents
Appropriate documentary evidence	<a href="http://mksssbtime.ac.in/wp-content/uploads/2022/03/2.3.5%20appropriate%20documentary%20evidences%20(2).pdf">http://mksssbtime.ac.in/wp-content/uploads/2022/03/2.3.5%20appropriate%20documentary%20evidences%20(2).pdf</a>
Any other relevant information	Nil

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of fulltime teachers against sanctioned posts during the year

01

File Description	Documents
Any other relevant information	<a href="#">View File</a>
List of fulltime teachers and sanctioned posts for year certified by the Head of the Institution (Data template)	<a href="#">View File</a>
Sanction letters indicating number of posts (including Management sanctioned posts) by competent authority (in English/ translated in English)	<a href="#">View File</a>

### 2.4.2 - Number of fulltime teachers with Ph.D./D.Sc./D.Lit./ DM/M Ch/DNB in super specialities /other PG degrees (like MD/ MS/ MDS etc.,) in Health Sciences for recognition as Ph.D guides as per the eligibility criteria stipulated by the Regulatory Councils during the year

#### 2.4.2.1 - Number of fulltime teachers with Ph.D/ D.Sc./ D.Lit./DM/ M Ch/ DNB in super specialities / other PG degrees in Health Sciences (like MD/ MS/ MDS etc.,) for recognition as Ph.D guides as per the eligibility criteria stipulated by the Regulatory Councils. During the year data to be entered

04

File Description	Documents
List of fulltime teachers with Ph.D/D.Sc./D.Lit./DM/MCh/DNB in super specialities / other PG degrees in Health Sciences (like MD/ MS/ MDS etc.,) for recognition as Ph.D guides as per the eligibility criteria stipulated by the Regulatory Councils /Affiliating Universities and the number of fulltime teachers for the year	<a href="#">View File</a>
Copies of Guide-ship letters or authorization of research guide provided by the university	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 2.4.3 - Total Teaching experience of fulltime teachers in number of years (data for the academic year)

307.5

File Description	Documents
List of teachers including their designation, qualifications, department and number of years of teaching experience (Data Template)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 2.4.4 - Number of teachers trained for development and delivery of e-content / e-courses during the year

30

File Description	Documents
Reports of the e-training programmes	<a href="#">View File</a>
e-contents / e-courses developed	<a href="#">View File</a>
Year –wise list of full time teachers trained during the year	<a href="#">View File</a>
Certificate of completion of training for development of and delivery of econtents / e-courses / Video lectures / demonstrations	<a href="#">View File</a>
Web-link to the contents delivered by the faculty hosted in the HEI's website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.4.5 - Number of fulltime teachers who received awards and recognitions for excellence in teaching, student mentoring, scholarships, professional achievements and academic leadership at State, National, International levels from Government / Government-recognized agencies / registered professional associations / academies during the year**

00

File Description	Documents
Institutional data in the prescribed format/ Data template	<a href="#">View File</a>
e-copies of award letters (scanned or softcopy)	No File Uploaded
Any other relevant information	No File Uploaded

## 2.5 - Evaluation Process and Reforms

2.5.1 - The Institution adheres to the academic calendar for the conduct of Continuous Internal Evaluation and ensures that it is robust and transparent

The institution's internal academic calendar closely follows the one prescribed by the Maharashtra University of Health Sciences. The academic calendar is prepared by the institute for undergraduate as well as postgraduate courses before the commencement of every year. The Principal of the institute holds the meeting with the class coordinators and discusses academic activities, master rotation, clinical rotation, classwork schedule, internal-external examination schedule, holidays, and other co-curricular activities of the year well in advance before the commencement of the academic year.

The class coordinators prepare a tentative outline of the academic calendar and the approval of the academic calendar is done at the HOD and staff meetings in the presence of the Principal.

The academic calendar is discussed with the students during the admission of each academic year and is also incorporated in the master rotation plan and clinical rotation plan. This drafted planning of each course at the beginning of the session also earmarks the tentative schedule of internal evaluations of different types, so that the evaluation happens in a calibrated and coordinated manner.

The class coordinators and other faculty strictly follow the academic calendar in the planning and implementation phases. A copy of the master rotation plan of each class is made available to the student by displaying it on the class notice board. The academic calendar is communicated to parents and other stakeholders, and external faculty.

1. Formative evaluation: Internal evaluations are carried out both in theory and practical based on predetermined criteria using a blueprint formed by the class coordinator. The notice regarding the periodical examinations is displayed on the student notice board and informed in their Whatsapp groups. These examinations are carried out as per the master rotation plan as per the academic calendar. Periodical examination papers are handed over to the students for a check and then the marks are displayed on the student notice board after the countersign from the students.

The results of each periodical examination are communicated to parents through a progress report which is sent by post and for those who are performing low in consecutive two examinations, their parents are called to the institute to discuss with the class coordinator and teachers regarding attendance/ marks issues. Other than periodical examinations there are evaluations such as unit tests, assignments, projects, on which the students are evaluated. To assure transparency, at the end of the academic year the students are allowed to check their final internal marks allotted to them in their internal assessment, followed by the signature of the student. Then the HOD of the respective departments and Principal signature is taken and then the Internal Assessment is uploaded in University online format.

2. Summative evaluation is carried out by University of Health Sciences guidelines and the results are announced by the University on the website and officially communicated to the institute by the



university. University conducts the examinations in centers allocated by it and it is invigilated and assessed by the CAP centers delegated.

File Description	Documents
Academic calendar	<a href="http://mksssbtine.ac.in/wp-content/uploads/2021/11/20-21-Academic-Calendar.pdf">http://mksssbtine.ac.in/wp-content/uploads/2021/11/20-21-Academic-Calendar.pdf</a>
Dates of conduct of internal assessment examinations	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/2.5.1%20Date%20of%20conduct%20of%20internal%20assessment.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/2.5.1%20Date%20of%20conduct%20of%20internal%20assessment.pdf</a>
Any other relevant information	Nil

2.5.2 - Mechanism to deal with examination-related grievances is transparent, time-bound and efficient. Provide a description on Grievance redressal mechanism with reference to continuous internal evaluation, matters relating to University examination for submission of appeals, providing access to answer scripts, provision of re-totaling and provision for reassessment within 100 - 200 words

In our institution, a mechanism to deal with examination-related grievances is transparent, time-bound, and efficient. Faculty members of the institute are involved in the various activities related to examinations such as checking the exam schedule as per the academic calendar, display of the same, noting students' grievances and dealing with them effectively, guiding students in various exam-related tasks, etc. are performed systematically, in time and efficiently.

The institute has an examination committee and exam grievance redressal committee. An examination committee, comprised of a principal, professor, associate professors, lecturers, and senior faculty as conveners and other teaching and non-teaching staff as members, is constituted to handle the issues of confidentiality of question papers and the preparation for smooth conduct of examinations.

Institute has an exam grievance redressal committee; this committee consists of a principal, professor, associate professor, lecturers, and senior faculty. The objective of the grievance committee is to develop a responsive and accountable attitude among all the faculty and students regarding the conduct and evaluation of examinations. This committee looks into the complaints lodged by any student and judges their merit. The grievance redressal committee is also

empowered to look into matters of harassment during an examination.

The grievance redressal committee helps the students to solve grievances related to university exam form: Main grievances such as not finding subjects belonging while filling online exams, spelling errors in the name of a student. The committee guides the students about oral and theory exam schedules and patterns. Other grievances related to university question papers like out of syllabus, repeated questions, and improper split of marks, marks missed, wrong question number during semester exams are addressed to the principal, after making an analysis of day by day university question papers by the subject handling faculties with the head of the department.

If the student has a grievance regarding the difficulty level of the university question paper, review on the question papers are made by faculties to find out the percentage of toughness in the question paper and the feedback is given to the head of the department. The principal (chairperson of grievance committee) in turn precedes the same grievances to the university immediately.

Faculty members in the grievance committee guide the students about the procedure/schedule of rechecking and re-evaluation process. University decision or information after resolving the grievances is intimated immediately to the concerned departments, once it is obtained through the principal. It is also conveyed to the students through class coordinators and subject handling faculties. As per the University system in case of grievance related discrepancy in marks only recounting (totaling) of the mark is done and if students wanted to see the answer book it is applied

Due to COVID break out in 2019-2020 university timetable got delayed that is timely informed to institute via circulars that are conveyed immediately to students and parents.

File Description	Documents
Details of University examinations / Continuous Internal Evaluations (CIE) conducted during the last year	<a href="#">View File</a>
Number of grievances regarding University examinations/ Internal Evaluation	<a href="#">View File</a>
Any other relevant information	No File Uploaded



2.5.3 - Reforms in the process and procedure in the conduct of evaluation/examination; including the automation of the examination system. Describe the reforms implemented in internal evaluation/ examinations with reference to the following within 100 - 200 words Examination procedures Processes integrating IT Continuous internal assessment system Competency-based assessment Workplace-based assessment Self assessment OSCE/OSPE

Examinations are means of assessing not only the academic standards attained by students but also of evaluating the quality of the teaching imparted to them. Instructions and assessment are two stages in the same process. The institute faculty conduct the internal theory exams through written examinations and practical exams by implementing OSCE/OSPE examination and feedback system to students and from the students are taken.

1. Continuous internal evaluation: This evaluation follows every academic year. Continuous internal evaluation are planned ahead of time in the academic calendar and course calendar of events. It is communicated to the students during the orientation of the particular academic year. Unit-wise class tests are conducted and the answers scripts are evaluated and distributed to the students within the stipulated time with individualized student feedback on their performance. While giving feedback faculty evaluate the student based on individual student's previous performance with present performance. During this feedback, the session student has the freedom to share her experiences during the exam and her views about her performance improvement. Two sessional exams are conducted like that of the university examination system and the progress of the students is communicated to the parents periodically by conducting parents teachers meetings. The consolidated marks of the written test, seminars, assignments, and presentation are taken as internal marks and sent to the university after verification and countersign by the student.

2. Summative or final examination: The Maharashtra University of Health Sciences (MUHS) has released standard operating procedures (SOP) for the conduct of exams.

On-line paper setting and moderation

Prevention of unfair means by students: CCTV cameras installed in and around examination premises, CAP centers for continuous monitoring through CCTV. Appointment of Squads for monitoring mass copying. Question papers and answer sheets in strong room. Appointment of Center Observer.

Feed-back Analysis from external examiners: Continuously improve our

teaching-learning activities and evaluation mechanism.

Evaluation by two examiners separately and taking the highest marks for final results.

Provision of re-totalling in place as per UGC advisory.

### 3. IT Automation:

#### 1. Automated Examination Management System (EMS) in Place:

Payment of examination fees through centralized payment gate-way, online feeding of attendance by colleges. Hall- Tickets are downloadable by students after scrutiny by the institute. Bar-coding answer books for capturing marks awarded at CAP centers, using sensor- based software directly to university server for result analysis by dedicated software.

#### 2.Digital entry of marks at Centralized Paper Assessment Centre:

Answer papers evaluated at CAP centers, using unique software to automatically digitize and upload marks directly from answer books to University server online.

3.Checking Plagiarism: URKUND software is in place at both campuses to screen PhD dissertations and research papers after submission.

#### 4. Continuous Internal Assessment and their correlation in Summative assessments:

Formative (Internal) examinations are conducted by respective institutes under the supervision of the institutional heads. Summative assessment marks are digitally fed by Head of departments which are transmitted directly to university from Principal /Dean's office.

5. Competency Based Assessment: Clinical / practical skills training methods using OSCE, and OSEP.

File Description	Documents
Information on examination reforms	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/2.5.3-information-on-exam-reform.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/2.5.3-information-on-exam-reform.pdf</a>
Any other relevant information	Nil

<b>2.5.4 - The Institution provides opportunities to students for midcourse improvement of performance through specific interventions. Opportunities provided to students for midcourse improvement of performance through: Timely administration of CIE On time assessment and feedback Makeup assignments /tests Remedial teaching/ support</b>	<b>A. All of the Above</b>
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File Description	Documents
List of opportunities provided for the students for midcourse improvement of performance in the examinations	<a href="#">View File</a>
Information as per Data template	<a href="#">View File</a>
Policy document of midcourse improvement of performance of students	<a href="#">View File</a>
Re-test and Answer sheets	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - The Institution has stated the learning outcomes (generic and programme-specific) and graduate attributes as per the provisions of the Regulatory bodies and the University; which are communicated to the students and teachers through the website and other documents

**1. Indian Nursing Council: INC states that the outcome of the degree program is to prepare graduates to assume responsibilities as professionals, competent nurses and midwives in providing promotive, preventive, curative, and rehabilitative services, Prepare nurses who can make independent decisions in nursing situations, protect the rights of and facilitate individuals and groups in pursuit of health, functions in the hospital, community nursing services, and conduct research studies in the areas of nursing practice. They are also expected to assume the role of teacher, supervisor, and manager in a clinical / public health settings.**

**2. Affilating University: The Maharashtra University of Health Sciences Nashik believes the outcome of degree program in nursing is same as the apex council, with the practice of nursing is based upon the application of basic concepts and principles derived from the physical, biological, and behavioral sciences, medicine, and nursing.**

Undergraduate, the nursing education program prepares its graduates to become exemplary citizens by adhering to a code of ethics and professional conduct at all times in fulfilling personal, social, and professional obligations to respond to national aspirations. The institute follows the same aims and objectives while implementing a curriculum.

3. At the Institute: The institute communicates the learning outcomes to the faculty and students by circulating a copy of the syllabus to the student. Copy of the syllabi is available in each respective department of the course for ready reference for students and faculty. Based on core objectives, the faculty prepares specific learning outcomes for the lecture or topic they are teaching and clinical posting objectives. The course outcomes (COs) for each course and program outcomes (POs) along with program-specific outcomes (PSOs) for each program are defined in line with the regulatory body. These learning outcomes are stated using Bloom's Taxonomy and expressed in the lesson plan that clearly describes the knowledge skills and competency expected from the students to acquire as a result of completing their course/program of study. Learning outcomes of the programs and courses are discussed with students at the start and end of each topic of the study by the faculty leading to which technical applications. The importance of the learning outcomes has been communicated to the faculty in every IQAC meeting and institution committee meeting.

The following criteria are also taken care of while assessing the achievement of learning outcomes:

Performance of students in the periodical exams

Performance of students in theory and practical assignments

Performance in summative assessments (University Examination)

Involvement and leadership of students in curricular and extracurricular activities throughout the year.

Comprehensive student feedback is collected at the end of every year. It covers Curriculum related feedback, CO and PO related feedback, faculty evaluation and feedback on other aspects

Verbal Feedback is collected by the Principal directly from the students selected on a random basis.

Feedback from stakeholders: Regular feedbacks are taken from

agencies where the alumni are employed. Feed backs are taken from alumni, external faculty. Feedback from parents is also collected formally in a prescribed formats.

File Description	Documents
Relevant documents pertaining to learning outcomes and graduate attributes	<a href="http://mksssbtine.ac.in/wp-content/uploads/2020/11/course-outcome-PROGRAM-OUTCOME.pdf">http://mksssbtine.ac.in/wp-content/uploads/2020/11/course-outcome-PROGRAM-OUTCOME.pdf</a>
Methods of the assessment of learning outcomes and graduate attributes	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/2.6.1-method-of-assessment-of-learning-outcome..pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/2.6.1-method-of-assessment-of-learning-outcome..pdf</a>
Upload Course Outcomes for all courses (exemplars from Glossary)	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/2.6.1-course-outcome-for-all-course.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/2.6.1-course-outcome-for-all-course.pdf</a>
Any other relevant information	<u>Nil</u>

## 2.6.2 - Incremental performance in Pass percentage of final year students in the year

File Description	Documents
List of Programmes and the number of students passed and appeared in the final year examination for the year	<a href="#">View File</a>
Link for the annual report of examination results as placed before BoM/ Syndicate/ Governing Council for the year.	<a href="#">View File</a>
Reports from Controller of Exam (COE) office/ Registrar evaluation mentioning the relevant details and the result analysis performed by the institution duly attested by the Head of the Institution	<a href="#">View File</a>
Trend analysis for the last year in graphical form	<a href="#">View File</a>
Data template	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>



2.6.3 - The teaching learning and assessment processes of the Institution are aligned with the stated learning outcomes. Provide details on how teaching learning and assessment processes are mapped to achieve the generic and program-specific learning outcomes (for each program) within 100 – 200 words

The teaching-learning activities of the college are designed in such a way that the students achieve the learning outcomes. The majority of the faculty in the institute are postgraduates equipped with the knowledge to train the students appropriately. The institute has the following mechanisms by which it ensures the teaching-learning outcomes are achieved.

1. IQAC and Curriculum Committee: The institute checks the fulfillment of stated objectives through conducting formative and summative assessments. The feedback on teaching-learning aspects is collected from students through Google sheets. The obtained feedback is analyzed and communicated in curriculum committee meetings, staff meetings, and IQAC meetings, and actions are taken for improving the teaching-learning experiences of students. Students are informed about the objectives of any new program/ activity conducted involving them and are explained how the program will be beneficial for them in fulfilling the POs and COs. Slow performers are provided with remedial coaching and support, whereas the advanced learners are given opportunities to be student teachers and to attend conferences/ special programs related to teaching and learning methods. There is a mentoring system in the college along with the provision for counseling by qualified counselors.

2. The Examination Committee: The institute has an examination committee, to handle the issues regarding the conduct of internal assessment in a fair and transparent manner. The Institute follows strictly the guidelines and rules issued by the affiliating university while conducting internals and end examinations.

The paper setting for internal midterm and prefinal test question papers are prepared based on the blueprint and the objective that is stated according to Bloom's taxonomy. Time table is prepared well in advance for internal examinations and communicated to the students earlier and displayed on the class notice board.

3. Examination Grievance Committee: After evaluation of internal assessment answer papers, the answer sheets are given to students to have an idea of their performance in the test. If they come across any doubts, clarification is given which enables them to fare better in the future. After examination, the assessments report is prepared and it is shown to the students, if any grievances are there they

can be resolved immediately and communicated by the concerned faculty to the departmental head. Before the summative examination by the affiliated university, according to rules and notification, an internal assessment is uploaded on the university portal with the consent of individual students that is duly signed by the Principal of the institute and head of the department.

The candidate has to pass the theory and practical exams separately in each of the papers. If a candidate fails in either theory or practical papers, she has to reappear for both papers (theory and practical) in the subsequent examination. The maximum period to complete the course successfully should not exceed 8 years from the date of admission.

The final course evaluation is analyzed and communicated in curriculum committee meetings, staff meetings, and IQAC meetings, and Grievance committee meetings and required corrective actions are taken in a time-bound manner.

File Description	Documents
Programme-specific learning outcomes	<a href="https://www.muhs.ac.in/showpdf.aspx?src1=https://intranet.muhs.ac.in/syllabus.aspx">https://www.muhs.ac.in/showpdf.aspx?src1=https://intranet.muhs.ac.in/syllabus.aspx</a>
Any other relevant information	<a href="https://www.muhs.ac.in/showpdf.aspx?src1=https://intranet.muhs.ac.in/syllabus.aspx">https://www.muhs.ac.in/showpdf.aspx?src1=https://intranet.muhs.ac.in/syllabus.aspx</a>

2.6.4 - Presence and periodicity of parent-teachers meetings, remedial measures undertaken and outcome analysis. Describe structured mechanism for parent-teachers meetings, follow-up action taken and outcome analysis within 100 - 200 words

**1. Mentor and Mentee ratio:** In our institution, the mentoring system has been introduced for establishing a better and more effective relationship between students and faculty and also continuously monitored, counseled, and guide students in educational and personal issues. Mentors are in charge of the students of that class. All faculty work as mentors for students is allotted to them. The students are made to feel confident to confide in their mentors. The mentor-mentee ratio is 1:10. The mentors are provided access to the profile of the students and also to their contact details. Generally, the mentors provide encouragement, motivation, and counseling support. This is a continuous process till the end of the academic career of the student. These interactions are recorded on the personal file of each student.

Goal setting by mentee and mentor is done. The goal of student mentorship is 1. To enhance the faculty-student relationship. 2. To enhance students' academic performance and attendance. 3. To minimize the student dropout ratio. 4. To monitor the student's regularity and discipline. 5. To enable the parents to know about the performance of regularity of wards.

2. Mentor and Parent meetings: The periodical meetings are conducted by the mentors with parents and reports are maintained and verified by the head of the institution. Mentors are available on all working days of the institute. The mentors are entrusted with the responsibility of monitoring their mentee's academic, co-curricular activities, attendance, and completion of requirements and the result of all test papers and exams. The mentors along with the class coordinator arrange two formal PTA meetings and numerous informal meetings with parents based on issues.

The objectives of these meetings are:

1. To facilitate the interpersonal relationship and communication among the mentors, students and parents, and class coordinators.
2. To provide a platform for the parents to discuss the academic and non-academic difficulties of the student and family with the mentor and class coordinator.
3. To promote the understanding of mentors the socio-economic background of the family.
4. To collect feedback from parents once a year and analyze it.
5. Based on the student's and parents' feedback, necessary actions are taken.

3. Ongoing interactions to solve personal problems faced by the students:

The students have the liberty to talk to / open up with the mentor regarding various problems such as academic, personal, family issues and their anxiety, fears, etc... as and when needed. The final year students are given guidance regarding start-ups, higher studies, and employment/ placement.

The institute encourages the students by involving and exposing them to a wide variety of health education, workshops, and conferences. In addition to classroom interaction, the purpose of academic



mentoring is to support the professional development of students in their careers and to promote excellence in teaching, learning, research, and academic leadership. The students of undergraduate level are encouraged to carry out action research projects to get exposure to problem-solving. Mentors implement the teaching techniques like flipped classrooms and peer tutoring to improve the academic performance of weak students and it enhances the critical thinking skill of students.

File Description	Documents
Proceedings of parent –teachers meetings held during the year	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/2.6.4-proceeding-of-PTA_removed.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/2.6.4-proceeding-of-PTA_removed.pdf</a>
Follow up reports on the action taken and outcome analysis.	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/2.6.4-Followup-reports-on-action-taken-and-out-come-analysis..pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/2.6.4-Followup-reports-on-action-taken-and-out-come-analysis..pdf</a>
Any other relevant information	<a href="#">Nil</a>

## 2.7 - Student Satisfaction Survey

### 2.7.1 - Online student satisfaction survey regarding teaching learning process

[262](#)

File Description	Documents
Any other relevant information	<a href="#">View File</a>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Number of teachers recognized as PG/ Ph.D research guides by the respective University during the year

03

File Description	Documents
Copies of Guide-ship letters or authorization of research guide provide by the university	<a href="#">View File</a>
Information as per Data template	<a href="#">View File</a>
Any other relevant information	No File Uploaded
List of full time teachers recognized as PG/ Ph.D guides during the year.	<a href="#">View File</a>
List of full time teacher during the year.	<a href="#">View File</a>

### 3.1.2 - Number of teachers awarded national /international fellowships / financial support for advanced studies/collaborative research and participation in conferences during the year

30

File Description	Documents
Fellowship award letter / grant letter from the funding agency	<a href="#">View File</a>
List of teachers and their national/international fellowship details (Data templates)	<a href="#">View File</a>
E-copies of the award letters of the teachers	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 3.1.3 - Number of research projects/clinical trials funded by government, industries and non-governmental agencies during the year

Number of Research Projects	Amount / Funds Received
NIL	NIL

File Description	Documents
List of research projects and funding details during the year (Data template)	No File Uploaded
List of research projects and funding details during the year (Data template)	<a href="#">View File</a>
Link for funding agencies websites	<a href="#">Nil</a>
Any other relevant information	No File Uploaded

### 3.2 - Innovation Ecosystem

3.2.1 - The Institution has created an ecosystem for innovations including Incubation Centre and other initiatives for creation and transfer of knowledge. Describe the available Incubation Centre and evidence of its functioning (activities) within 100 - 200 words

Institute has started the Innovation and Incubation Centre (IIC), which is recognized by MHRD and aims to be a stepping-stone for its thriving incubates who are driven by a passion to bring change and be the change-makers of today and tomorrow. The student nurses association (SNA) had conducted various innovative activities related scope of employment every year and had given a valuable message to the students to obtain ideas for innovation. In the institute, various activities for innovation are developed including encouraging students for showcasing business ventures ideas by arranging activities like stall arrangements at the institute.

The Institute has the National Innovation and Startup Policy cell. The aim of this cell is to develop an entrepreneurial ecosystem at the student and faculty level. The main objectives are to inculcate entrepreneurial culture among the students and faculty, innovations from research and development, Innovations in curriculum, orient students to work on their innovative ideas, and develop their skills using the resources available, and arrange interactive sessions with successful entrepreneurs and to organize industrial visits, etc.

The institute has established a 'Start-Up Cell' which works under the direct supervision and administrative headship of the Principal and in coordination with the Institution Innovation Cell. A senior faculty is appointed as the NISP coordinator of the Institute. The NISP coordinator is responsible for the adoption, implementation, monitoring, and evaluation of the Start-up and Entrepreneurial activities inside the institute and maintains the record of

conducted meetings. NISP help the institute to foster state, national and international collaborations to boost the growth of the start-up ecosystem. The institute plays the role in establishing strong linkages between the startups and the well-renowned industries. Special infrastructure like cloud, internet, etc. is made available through service providers. A multi-disciplinary approach at the institute is fostered towards startups for the students and faculty members. In association with leading incubators and co-working spaces, the institute has organized workshops for students/faculty aspiring to being incubator managers. The institute ensures greater access to professional advice by partnering with mentor networks and industry associations to institute a mentorship program for startups. The Institute has arranged Job Fairs for last three years for the final year students. Campus Interview for final year students is done at the parent hospital Deenanath Mangeshkar Hospital. Faculty is encouraged to do courses on innovation, entrepreneurship management, and venture development. Spreading awareness among students/faculty about the value of entrepreneurship and its role in career development or employability is a part of the institutional entrepreneurial agenda.

Students are encouraged to develop an entrepreneurial mindset through experiential learning by exposing them to training in cognitive skills. Initiatives like idea and innovation competitions, workshops, seminars, conferences, exhibitions, mentoring by academic and industry personnel, throwing real-life challenges, awards and recognition will be routinely organized by the institution. To prepare the students for creating the start-up through education, integration of educational activities with enterprise-related activities will be done in the institution.

File Description	Documents
Details of the facilities and innovations made	<a href="http://mksssbttine.ac.in/index.php/nisp/">http://mksssbttine.ac.in/index.php/nisp/</a>
Any other relevant information	<a href="#">Nil</a>

**3.2.2 - Number of workshops/seminars conducted on Intellectual Property Rights (IPR) Research methodology, Good Clinical, Laboratory, Pharmacy and Collection practices, writing for Research Grants and Industry-Academia Collaborations during the year**

1

File Description	Documents
List of workshops/seminars during the year(Data template)	<a href="#">View File</a>
Reports of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 3.3 - Research Publications and Awards

<b>3.3.1 - The Institution ensures implementation of its stated Code of Ethics for research. The Institution has a stated Code of Ethics for research, the implementation of which is ensured by the following: There is an Institutional ethics committee which oversees the implementation of all research projects All the projects including student project work are subjected to the Institutional ethics committee clearance The Institution has plagiarism check software based on the Institutional policy Norms and guidelines for research ethics and publication guidelines are followed</b>	<b>A. All of the Above</b>
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File Description	Documents
Institutional Code of Ethics document	<a href="#">View File</a>
Minutes of meetings of the committees with reference to the code of ethics	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 3.3.2 - Number of Ph.D/ DM/ M Ch/ PG Degree in the respective disciplines received per recognized PG teachers\* of the Institution during the year

#### 3.3.2.1 - Number of Ph.D.s /DM/M Ch/PG degrees in the respective disciplines received per recognized PG teachers\* of the Institution during the year

00

File Description	Documents
Any other relevant information	No File Uploaded
List of Ph.D.s /DM/MCh/PG degrees in the respective disciplines received during the year	<a href="#">View File</a>
List of teachers recognized as guides during the year	<a href="#">View File</a>
Information as per Data template	<a href="#">View File</a>
Letter of PG guide recognition from competent authority	<a href="#">View File</a>

### 3.3.3 - Number of papers published per teacher in the Journals notified on UGC -CARE list in the UGC website/Scopus/ Web of Science/ PubMed during the year

#### 3.3.3.1 - Number of research papers published per teacher in the Journals notified on UGC website/Scopus/ Web of Science/ PubMed during the year

0

File Description	Documents
Number of research papers published per teacher in the Journals notified on UGC website/Scopus/ Web of Science/ PubMed during t	<a href="#">View File</a>
Web-link provided by institution in the template which redirects to the journal webpage published in UGC notified list	No File Uploaded
Information as per Data template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 3.3.4 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings indexed in UGCCARE list on the UGC website/ Scopus/ Web of Science/ PubMed/ during the year

1

File Description	Documents
List of books and chapters in edited volumes/books published with ISBN and ISSN number and papers in national/ international conference proceedings during the year	<a href="#">View File</a>
Information as per Data template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 3.4 - Extension Activities

#### 3.4.1 - Number of extension and outreach activities carried out in collaboration with National and International agencies, Industry, the community, Government and NonGovernment organized bodies through NSS/NCC during the year

4

File Description	Documents
List of extension and outreach activities during the year (Data Template)	<a href="#">View File</a>
List of students in NSS/NCC involved in the extension and outreach activities during the year	<a href="#">View File</a>
Detailed program report for each extension and outreach program should be made available, with specific mention of number of students and collaborating agency participated	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 3.4.2 - Number of students participating in extension and outreach activities during the year

38



File Description	Documents
Reports of the events organized	<a href="#">View File</a>
List of extension and outreach activities conducted with industry, community etc for the last year (Data template)	<a href="#">View File</a>
List of students who participated in extension activities during the year	<a href="#">View File</a>
Geotagged photographs of extension activities	<a href="#">View File</a>

3.4.3 - Number of awards and recognitions received for extension and outreach activities from Government / other recognised bodies during the year. Describe the nature and basis of awards /recognitions received for extension and outreach activities of the Institutions from Government /other recognised bodies during the year within 100 - 200 words

**1. Street plays, Rallies and Vaccination drives:** In our institute, various extension and outreach activities are conducted. These activities are recognized by the government and other bodies. In the last five years we have conducted rallies and street plays on prevention of accidents, organ donation, Beti Bachao Beti Padhao, Swachhata Abhiyan, and mental health. All these activities are based on the needs identified in the community and selected and presented in front of the community. These rallies were actively appreciated by the community. The institute's faculty and students took an active part in annual Pulse Polio and Covid vaccinations in the parent and corporation hospitals.

**2. Active NSS unit:** Our institute has a very active NSS cell. Every year special winter camps are organized by the NSS unit. Various activities are conducted throughout the years like cancer day, breastfeeding week celebration, world heart day and tuberculosis prevention day, mental health day under the NSS banner. All these extension activities are conducted under the health awareness campaign.

**3. Road Safety, and Health Checkups:** Among the community activities, road safety activity was conducted by the institute and got appreciated and awarded by PWD of Government of Maharashtra and MMVD Government of Maharashtra, CSR Diary and CASI, and an appreciation award as "CASI Community Leader was given to the Principal. Besides these health checkup programs are organized for Cummins engineering students and schoolchildren. It had also arranged various programs

arranged for small children like health education on dental care, personal hygiene, health habits at home and school, and these activities are appreciated and awarded by the colleges and schools.

4. First Aid Training and Menstrual Health Lectures: First aid lectures and prevention of accidents street play was performed for all school van drivers of Pune city. The Institute conducted first aid lectures for the faculty of Bhanuben Nanavati College of Architecture by the institute and the institute was awarded an appreciation letter. Institute had arranged First aid lectures for Wadia Arts and Commerce College. Health and Menstrual health classes were taken for Siddhi Vinayak Arts, Science and Commerce College, Manilal Nanavati Vocational Institute students and MBA students of Hirabhen Nanavati Management studies students. The institute was awarded letters for arranging these activities.

5. Rural Community awareness programs on women's health: Institute has organized various activities on women's health like rallies and street play on female feticide, in Kamshet ashram shala, and various health activities at Kamshet. Institute received the appreciation letters from the local government and various private bodies for these extension activities

6. Breast Feeding and Mental Health Week: The department of Obstetrics and Gynecology, and Psychiatry of the institute organized a program annually as a part of world breastfeeding week and Mental Health Week. They involved all nursing specialty departments, NSS Unit, UG, PG Nursing Students, the District Health Office, Women Child Development Society, & Mental Health Department. The program beneficiaries were students, mothers, and their family members. All together within one week, more than 500 people had benefited from these programs.

File Description	Documents
List of awards for extension activities in the year	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/3.4.3-List-of-award.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/3.4.3-List-of-award.pdf</a>
e-copies of the award letters	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/3.4.3-e-copies-of-the-award-letters.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/3.4.3-e-copies-of-the-award-letters.pdf</a>
Any other relevant information	<a href="#">Nil</a>

3.4.4 - Institutional social responsibility activities in the neighbourhood community in terms of education, environmental issues like Swachh Bharath, health and hygiene awareness and socio-economic development issues carried out by the students and staff during the year. Describe the impact of extension activities in sensitizing students to social issues and holistic development within 100 - 200 words

The institute's NSS unit is working on various extension activities that focus on social development through creating education awareness in surrounding neighborhood areas. Activities like drug addiction awareness, health awareness, body analysis, and health check-ups, blood donation camps were organized. Such health checkups impact society by providing a tool for the prevention of diseases like Hypertension, Diabetes Mellitus, etc.

In the institute, blood donation camps are organized in regular intervals along with Janakalyan blood bank (MoU), in which both our faculty and students donated blood as volunteers. Activities like spirituality and meditation were also organized with the involvement of NSS volunteers and faculty members at the institute. Activities like rally and street play on "Prevention of Accidents" and "Swachhata Abhiyan" were organized by our students and faculty for sensitizing the people in the community on environmental cleanliness and prevention of road traffic accidents along with traffic police officers. Rally on "Organ Donation" was organized to sensitize the importance of saving lives and on how the community can contribute through awareness about organ donation to encourage society to become organ donors. Along with a rally, a street plays were performed for the public on "Beti Bachao Beti Padhao."

Institute has adopted Kamshet village as rural community for clinical experience. During these domiciliary postings various activities are organized. NSS winter special camp was organized at Kamshet, Pune and various social activities like rally and street play on dengue fever, swine flu, diabetes mellitus, female feticide, and on plastic Mukta Abhiyan was conducted.

In the institute, faculty, and students took part in the cashless India movement. Faculty had taken an active part as a voting poll officers in the voting centers where they attended training organized by the Maharashtra electoral unit and worked for verification of voting slip, ID proof, etc. of the voters in Pune district. Faculty and students have taken an active part in the vaccination drive of Covid-19 in collaboration with Deenanath Mangeshkar Hospital, BMCC, and Bal Shikshan during the Covid pandemic.

Our four teachers were awarded the Nation Builder Award by Uttar Bharat Sangh for their contributions in teaching. Our one teacher was awarded Best Teacher by TNAI Pune branch in 2020.

For the financial support faculty and students take an active part in fund collection for privileged girl students. Financially poor students are provided financial supports in the institute and various earn and learn schemes help them to continue their study and pay for their boarding

Various other national and international days like World health day, AIDS day awareness, Mental Health day, breastfeeding week, etc. are celebrated in the institute. Faculty and students had received appreciation letters for their contribution from Kamala Nehru Hospital, Sutar health center, etc.

Faculty and students work in a rural community in Paud and urban areas like Lakshminagar, Gosavi-wasti, Wadarwasti, and Shivane goanthan, Pune where they work actively by organizing school health programs, home visits, surveys, street play, and health education to the masses. The institute, its faculty, and students are committed to providing services and conducting various extension activities in the future too.

File Description	Documents
Details of Institutional social responsibility activities in the neighbourhood community during the year	<a href="http://mksssbtine.ac.in/wp-content/uploads/2021/11/Institutional-social-activities.pdf">http://mksssbtine.ac.in/wp-content/uploads/2021/11/Institutional-social-activities.pdf</a>
Any other relevant information	<a href="http://mksssbtine.ac.in/wp-content/uploads/2021/11/Institutional-social-activities-photos.pdf">http://mksssbtine.ac.in/wp-content/uploads/2021/11/Institutional-social-activities-photos.pdf</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, faculty exchange, student exchange/ Industry-internship etc. per year for the year

4

File Description	Documents
Certified copies of collaboration documents and exchange visits	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
List of collaborative activities for research, faculty/student exchange etc. (Data template)	<a href="#">View File</a>
Detailed program report for each extension and outreach program should be made available, with specific mention of number of students and collaborating agency participated and amount generated	<a href="#">View File</a>

### 3.5.2 - Total number of Functional MoUs with Institutions/ Industries in India and abroad for academic, clinical training / internship, on-the job training, project work, student / faculty exchange, collaborative research programmes etc. during the year

14

File Description	Documents
List of functional MoUs for the year (Data Template)	<a href="#">View File</a>
E-copies of the MoU's with institution/ industry/corporate house, Indicating the start date and completion date	<a href="#">View File</a>
List of partnering Institutions/ Industries /research labs with contact details	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc. Describe the adequacy of facilities for teaching-learning viz., classrooms, ICT-enabled classrooms, seminar halls, facilities for clinical learning, learning in the community, Teleconferences, AYUSH-related learning cum therapy centre, well-equipped laboratories, skills labs etc. as stipulated by the appropriate Regulatory bodies within 100 - 200words

The institute has the adequate physical infrastructure needed to run



all the programs. The building of the institute occupies an area of 25,838 sq. ft. it is located in a multi-storied building situated in the heart of Pune city, where the city is known as "Vidhyeche Maherghar". At present, the institute has adequate facilities for teaching-learning resources like classrooms each batch has its separate classroom.

1. Classrooms: There are a total of 13 classrooms in the institute; classrooms have a seating capacity of 80, 50, 30 seats respectively. The classrooms are well furnished and well equipped with A.V.aids, LCD, OHP projectors, blackboards, notice boards, models & charts, etc. for a high-quality teaching-learning experience for the students. In addition to this, the institute has a room for paper evaluation, six laboratories, an audiovisual room, a multipurpose hall, and a library.

2. Auditorium/ Multi-Purpose Hall: An auditorium with a capacity of 400 seats is available for a seminar presentation, to conduct workshops, and for other multipurpose work.

3. Laboratories: Institute has six laboratories i.e. foundation lab., maternal and child health lab community lab, anatomy lab, museum, demonstration/simulation lab. They are well equipped with the required articles for performing procedures and setting for simulation as per guidelines given by statutory bodies like INC, MNC, and University. Regular maintenance and up-gradation of laboratories and museums are done. All the articles and equipment in different laboratories are properly labeled. Independent faculty member 'in-charge' is assigned for each lab. This faculty member is responsible for regular inventory checking, maintenance of articles, purchasing new articles as per need through the proper channel including condemnation of articles. Internal and external auditing is done by the institute for all the labs. Descriptive catalogs are available in the museum. A computer laboratory is available at the vocational training center on the campus adjacent to the institute. The institute is equipped with an administrative room, two offices, a conference hall, a counseling room, four faculty rooms, and a principal room.

4. Parent Hospital: Institute has 1000 bedded super specialty parent hospital (Deenanath Mangeshkar Hospital and Research Center), Mai Mangeshkar Hospital for clinical practice, and other affiliated hospitals like Kamala Nehru hospital, Sutika Seva Maternity hospital, and Sonawane hospital for maternal health nursing, Chaitanya institute of mental health for practice in mental health nursing.

5. Urban and Rural Community: Students are given exposure in urban community settings at Gosavi Vasti, Wadar Vasti, Laxmi Nagar, and UPH centers such as Sutar Hospital (Urban Health Center) and dispensaries. For rural community experience, students are posted in Kamshet and Paud. Various health camps have been organized in collaboration with rural hospitals and primary health centers.

G- Suit platforms are used for teleconferencing, online classes, and discussion with students.

File Description	Documents
List of available teaching-learning facilities such as Class rooms, Laboratories, ICT enabled facilities including Teleconference facilities etc., mentioned above	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/4.1.1-List-of-availability-of-Teacghing-learning-facilities.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/4.1.1-List-of-availability-of-Teacghing-learning-facilities.pdf</a> , <a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/4.1.1-%20College-inventory-final.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/4.1.1-%20College-inventory-final.pdf</a>
Geo tagged photographs	<a href="http://mksssbtine.ac.in/index.php/facilities/college-facilities/">http://mksssbtine.ac.in/index.php/facilities/college-facilities/</a>
Any other relevant information	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/4.1.1-%20College-inventory-final.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/4.1.1-%20College-inventory-final.pdf</a>

4.1.2 - The Institution has adequate facilities to support physical and recreational requirements of students and staff - sports, games (indoor, outdoor), gymnasium, auditorium, yoga centre, etc.) and for cultural activities. Describe the adequacy of facilities for sports, games and cultural activities including specification about area/size, year of establishment and user rate within 100 - 200 words

#### **Sports activities:**

The institute has extensive sports facilities available to the students. The sports activities are under the care of a faculty member with a good record in sports who is designated as 'sports in charge' and are assisted by other faculty members. A well-maintained sports ground (size 96,000 square feet for outdoor games) is available on the campus since the inception of the Samstha. The institute and Samstha organize various sports activities i.e. Virangula for faculty, Damini, intercollegiate competition, college week for students. The sports/physical facilities available are cricket, volleyball, basketball, handball and football, disc throw, javelin throw, shot-put, kho-kho, 100 and 400 meters running, long jump, etc. A separate basketball (6,350 square feet) ground is available in front of the nursing institute. Institute has hosted TNAI and SNA state-level cultural and sports activities for last



three years. Institute has a multipurpose hall (MPH) of 2,700 square feet for the indoor game. Chess, carom, table tennis, etc. are organized in MPH. The institute organizes various indoor and outdoor sports competitions every year, as a part of college week and a maximum number of students have participated and have received awards. The students are encouraged to take an active part in various intercollegiate as well as inter-university sports competitions. In the institute, every class coordinator gives sports hours regularly to all the students.

**Cultural activities:** For cultural activities MPH (multipurpose hall of 2,700 square feet and in campus Ichalkaranji hall, 5,365 square feet, established in 1934) are available. The institute has a functional and active cultural committee. The cultural events are under the care of a faculty member who organizes various events and guides the students for various cultural activities. She is designated as 'in charge' for the cultural committee and is assisted by a faculty as an assistant and student representatives from each class.

The institute organizes a college week where maximum students take part in different cultural competitions like group dance, solo dance, solo singing, role play, elocution, one-act play, fashion show, salad decoration, hairstyle, Mehendi, rangoli, etc. The students are trained and encouraged to take an active part in all the cultural competitions at the intercollegiate and inter-university levels. The institute organizes separate musical events by providing them with various instruments as per the need of the students and the event.

Through NSS activity, various cultural programs are being implemented for the rural and urban communities. Popular national leaders, sports, cultural celebrities are invited regularly by the MKSSS Samstha to inspire the students during occasions like Independence Day, Damini event, Baya Karve Puraskar, Annanchi lek, and Bhaubeej Nidhi programs, etc.

**Gymnasium:** Tejaswini health club (exclusively for women), size is 3,400 square feet, established in the year 2003, is a fully equipped modern gymnasium for women with the latest equipment such as fixed exercise stations, moveable weights, treadmills, etc. with coaching facilities are available. The club provides regular yoga classes and a gymnasium at discounted prices for all the faculty and students.

**Auditorium:** Samstha has five auditoriums and conference halls; Ichalkaranji hall, MBA hall, BNCA auditorium, Cummins Engineering

open auditorium, and Mechanical engineering auditorium for organizing conferences and workshops.

File Description	Documents
List of available sports and cultural facilities	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/4.1.2-List-of-available-of-sports-and-cultural-facilities.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/4.1.2-List-of-available-of-sports-and-cultural-facilities.pdf</a>
Geo tagged photographs	<a href="http://mksssbtine.ac.in/index.php/facilities/campus-facilities/">http://mksssbtine.ac.in/index.php/facilities/campus-facilities/</a>
Any other relevant information	<a href="#">Nil</a>

4.1.3 - Availability and adequacy of general campus facilities and overall ambience: Describe the availability and adequacy of campus facilities such as hostels, medical facilities, toilets, canteen, post office, bank, roads and signage, greenery, alternate sources of energy, STP, water purification plant, etc. (within 100 - 200 words)

**1. The Campus:** The campus is meticulously planned and all buildings are constructed as per plans to provide all basic amenities required for an effective teaching-learning process, health care, and research. On the campus, the parent organization is running various educational units. In addition, there are hostels for school children and college girls; three big auditoriums, a big sports ground, a badminton court, a bank, dispensary, museum, post office, canteens, bakery, crèche, and a gymnasium, etc. All the educational units are meant only for girls.

**2. Hostels:** The institute has a separate building for a hostel (Sir Sassoon David which is 26,226 square feet and established in the year 1944) with mess facilities. Each room accommodates four students with 12 toilets and 12 bathrooms on each floor. The hostel canteen is on the ground floor with a dining capacity of around 180 students. There are in-house OPD and IPD medical facilities under the nursing institute are available for health care. Other than the hostel and mess, there are 3 canteens and a bakery for faculty and students inside the MKSSS campus. Solar panels are installed for water heating on the roof of the hostel.

One post office, two banks are available on the MKSSS campus. Security facilities at all the gates are available and all the COVID protocols such as checking temperature, hand sensitization, and handwashing area are maintained at all the main gates of the campus.

3. Internal Roads: The roads inside the campus are made of concrete and made with easy access for inter-college connectivity. An ample area for vehicle parking is available. Wherever ins necessary signages are used e.g. parking area, dustbins, etc. An adequate number of fire extinguishers at the vantage point are available.

4. The Garden: The institute is housed in a green campus with lawns, trees, and plants. Every year tree plantation drive is encouraged. Sprinklers and drip irrigations are used for watering plants to prevent wastage of water. Vermicomposting and vermin-culture pits are on campus; wet garbage is segregated and used for vermin-compost.

5. Rainwater Harvesting: Rainwater harvesting is done in the building and rainwater is directed to replenish the bore well area. On the campus, there is a water recycling plants, recycled water is used for watering plants and for toilet facilities.

6. The Institute's design: The institute is well ventilated and well lit. The use of electricity is minimized by using LED lights. The institute was awarded the best architectural design award in 2002. The used papers are pulped and paper cups are prepared and used. Human effluence is disposed of through a proper sanitary system. Provision for a Wi-Fi facility on the campus for the use of the e-learning process is available. UV filtered Purified drinking water available on the campus. CCTVs cameras are installed in the institute and campus.

7. E-waste management: All the old CDs, old computers, electronic equipment are sent as scrap to the estate management department. These scraps are auctioned and disposed of, according to the recent e-waste management protocols.

File Description	Documents
Photographs/ Geo tagging of Campus facilities	<a href="http://mksssbtine.ac.in/index.php/facilities/campus-facilities/">http://mksssbtine.ac.in/index.php/facilities/campus-facilities/</a>
Any other relevant information	<a href="#">Nil</a>

**4.1.4 - Number of expenditure incurred, excluding salary, for infrastructure development and augmentation during the year**

**21.92**

File Description	Documents
Audited utilization statements (highlight relevant items)	<a href="#">View File</a>
Details of budget allocation, excluding salary during the year (Data template)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 4.2 - Clinical, Equipment and Laboratory Learning Resources

4.2.1 - Teaching Hospital, equipment, clinical teaching-learning and laboratory facilities as stipulated by the respective Regulatory Bodies. Describe the adequacy of the Teaching Hospital, equipment, clinical teaching-learning and laboratory facilities as stipulated by the respective Regulatory Bodies within 100 - 200 words

1. **The Parent Hospital:** The institute has a MoU with Lata Mangeshkar Foundation (LMF) for 99 years. LMF runs Deenanath Mangeshkar Hospital and Research Center and Mai Mangeshkar Hospital. Both the hospital is at a distance of 2 km from the institute. Deenanath Mangeshkar Hospital and Research Center is a 1000 bedded multispecialty hospital (Phase I - 400, Phase II - 600). All the basic specialty services are available e.g. cardiology, nephrology, medicine, surgery, pediatric, gynecology, eye, ENT, skin, diagnostic laboratory, blood bank, pharmacy, etc. and super specialty services are transplant unit, oncology, spine clinic, cardiac and thoracic surgery, endoscopy, intensive care units, NICU, breast milk bank, neurovascular, etc. Both the hospitals provide maximum clinical facilities to our students.

### 2. Other affiliated hospitals:

They are as follows:

- Kamala Nehru Hospital, Sutika Seva Maternity hospital, and Sonawane hospital - These are the hospitals owned by Municipal Corporation and students get experience in the specialty of midwifery and obstetrics nursing, community health nursing, medical-surgical nursing, and pediatric nursing.
- Kothrud and Karvenagar Dispensary - for urban health posting, the students are posted in the above dispensaries.
- For rural health experience, Paud and Kamshet villages have been adopted by the institute. Students are posted at PHCs, sub-centers, and rural hospitals.
- Chaitanya institute of mental health - for psychiatry experience.

Students get the opportunity to learn various types of disease conditions and close supervision is provided for all the students. Incidental teaching, bedside teaching, CNE, workshops, seminars are the various methods used for clinical teaching-learning by the faculty and staff nurses. Adequate equipment and articles are available for performing various procedures are provided by the institute. All the above-affiliated hospitals have adequate IPD and OPD patients for students to practice in respective specialties and get good experience in a different environment and patients with different disease conditions. In all clinical areas, the 1:10 teacher-students ratio is maintained throughout the year for good supervision, clinical teaching, and mentoring of the students.

Specific features for clinical learning are as under.

3. Clinical Teaching and Learning: Case presentation, nursing care plan case study, drug study, case method, comprehensive care, demonstration of procedures by faculty, posting evaluation, procedure evaluation are done periodically. The clinical posting and posting objectives are planned and informed to staff and students regularly. The students attend and organize various conferences, workshops, CNE in the hospital.

4. Community Teaching and Learning: Surveys, health talks, family care analysis, street plays, visits, exhibitions, puppet shows, participation in the celebration of various health days, and national health programs are done regularly.

5. Infrastructure for teaching and Learning: Institute has various laboratories such as foundation lab, maternal and child health lab, community lab, anatomy lab, museum, and demonstration/simulation lab are well equipped with all the required articles for performing and setting for simulation as per guidelines given by statutory bodies Indian Nursing Council, Maharashtra Nursing Council and Maharashtra University of Health Sciences.

File Description	Documents
The facilities as per the stipulations of the respective Regulatory Bodies with Geo tagging	<a href="http://mksssbtine.ac.in/index.php/facilities/hospitals/">http://mksssbtine.ac.in/index.php/facilities/hospitals/</a>
The list of facilities available for patient care, teaching-learning and research	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/4.2.1-Hospital-facilities.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/4.2.1-Hospital-facilities.pdf</a>
Any other relevant information	Nil

#### 4.2.2 - Number of patients per year treated as outpatients and inpatients in the teaching hospital for the year

##### 4.2.2.1 - Number of patients treated as outpatients in the teaching hospital during the year

345702

File Description	Documents
Any other relevant information	<a href="#">View File</a>
Details of the teaching hospitals (attached hospital or shared hospitals after due approval by the Regulatory Council/ University) where the students receive their clinical training.	<a href="#">View File</a>
Outpatient and inpatient statistics for the year	<a href="#">View File</a>
Link to hospital records/ Hospital Management Information System	<a href="https://ahis.dmhospital.org/his/Jsp/Core_Common/index.jsp">https://ahis.dmhospital.org/his/Jsp/Core_Common/index.jsp,</a> <a href="https://phr.dmhospital.org/PatientPortal/">https://phr.dmhospital.org/PatientPortal/</a>

#### 4.2.3 - Number of students exposed to learning resource such as Laboratories, Animal House & Herbal Garden (in house OR hired) during the year

##### 4.2.3.1 - Number of UG students exposed to learning resource such as Laboratories, Animal House & Herbal Garden (in house OR hired) during the year

247



File Description	Documents
Detailed report of activities and list of students benefitted due to exposure to learning resource	<a href="#">View File</a>
Details of the Laboratories, Animal House & Herbal Garden	<a href="#">View File</a>
Number of UG, PG students exposed to Laboratories, Animal House & Herbal Garden (in house OR hired) per year based on time-table and attendance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**4.2.4 - Availability of infrastructure for community based learning. Institution has: Attached Satellite Primary Health Center/s Attached Rural Health Center/s other than College teaching hospital available for training of students Residential facility for students / trainees at the above peripheral health centers /hospitals Mobile clinical service facilities to reach remote rural locations**

**A. All of the Above**

File Description	Documents
Description of community-based Teaching Learning activities (Data Template)	<a href="#">View File</a>
Details of Rural and Urban Health Centers involved in Teaching Learning activities and student participation in such activities	<a href="#">View File</a>
Government Order on allotment/assignment of PHC to the institution	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### **4.3 - Library as a Learning Resource**

4.3.1 - Library is automated using Integrated Library Management System (ILMS). Describe the Management System of the Library within 100 - 200 words

**1. Library Automation: Smt Bakul Tambat Institute of Nursing**



Education introduced library automation in the year 2009. Formally, the library was automated with libsuite software and then with SLIM 21 since 2016. In the year 2020 software is upgraded with 3.7 version of SLIM 21.

The Library has implemented an OPAC that is an online public access catalog, which helps users in locating the library resources of choice and their membership details. All library resources are barcoded which helps smooth functioning and saves time for users. Our library is fully automated.

Sr. No.

Name of ILMS

Nature of Automation

Version

Year

1

SLIM 21

Fully

3.7

2020

2

OPAC

Fully

3.7

2020

Benefits of library software:

- Helps in organizing library data at one location systematically
- Increase accessibility
- Save the time of users and staff
- Ease all library processes
- Control human errors

2. SLIM 21 Version 3.7 software has the following modules:

**Circulation:** This module handles circulation activities like issuing, returning, and renewing a book, reservation, fine collection. Barcode and spine label printing are possible. Reports and statistics related to transactions like overdue, daily weekly monthly transactions, changing bulk due date, design yearly calendar. Stock verification with a combination of reports. To search for highly effective users and maximum used books. It gives detailed statistics of all functions.

**Acquisition:** This module handles data-related book purchases. Proposals, purchase orders, and budget data are maintained. Bill entries are maintained in this module. Acquisition status can be checked.

**Serial:** This module maintains records of periodicals, Issue returns activity, bill entry, and budget data. Periodical lists in different formats like alphabetical, subject-wise, currency-wise, etc.

**Cataloging:** Changes can be done in bibliographic format. New items can be added. Checking accession registers, defining roles and subjects. Taking principle reports, a list of distinct titles is available.

**File:** Here necessary preferences like location code, countries, collection, item type, suppliers; departments, currency, password, etc. can be set. Word index is created here. A proxy credential can be created. Software operators' reports can be drawn.

**Statistics:** This module gives a tabular and graphical presentation of the transaction by borrowers and of books.

3. OPAC: This is an important tool for users to access library resources. It is available on LAN. Users can check their status of transactions under my info. They can search books author title subject wise. Journal list with issue details and media list is available, new arrivals are also shown. Advanced search is also possible. It also shows expected books and reference books

separately.

4. Caliber: Our library is also using open access eBooks software called caliber. It helps in storing and searching eBooks. Besides this, recently we have started using an institutional learning management system that is Google Workspace to share electronic resources like eBooks, e-journals, question papers, PPTs, and other library resources.

File Description	Documents
Geo tagged photographs of library facilities	<a href="http://mksssbtime.ac.in/wp-content/uploads/2022/03/4.3.1-geotag-photos-library-facility.pdf">http://mksssbtime.ac.in/wp-content/uploads/2022/03/4.3.1-geotag-photos-library-facility.pdf</a>
Any other relevant information	<a href="http://mksssbtime.ac.in/wp-content/uploads/2022/03/4.3.1%20software%20details.pdf">http://mksssbtime.ac.in/wp-content/uploads/2022/03/4.3.1%20software%20details.pdf</a>

4.3.2 - Total number of textbooks, reference volumes, journals, collection of rare books, manuscripts, Digitalized traditional manuscripts, Discipline-specific learning resources from ancient Indian languages, special reports or any other knowledge resource for library enrichment

Our library has a combination of both traditional and modern modes of collection and dissemination of information. It plays an important role in implementing Samstha's vision. It is a storehouse of print resources like books, journals, bound volumes, newspapers thesis, dissertation, undergraduate projects, reports, institutional publications, psychology tests, question papers, and community publications. Besides this considering present-day needs libraries also provide e-books, e-journals, CD-ROMs, electronic project reports, databases, scanned question papers, PPTs, and videos.

#### Library Committee

The library committee has the following members:

Chairperson: Dr.Meena Ganapathy

Faculty In-charge: Mrs. Ujwala Jadhav

Library in Charge: Ms.ManjiriAgarkar

Library Clerk: Ms. Shital Nikalje

Students: 2 representatives from each class.

## Technology

The library is technically competitive and saves time for users by using library software SLIM 21 and electronic catalog OPAC. Library resources are barcoded for easy functioning. Open-source software is used for storing e-Books caliber. Computers with internet facilities are available. A scanning and printing facility is available. Recently, we have had an LMS system that is used to share digital resources with all students. Excel database of a journal article is maintained since 2009.

## Services

Our library believes in open access which is why books are not under lock and keys. Library users get sufficient books to issue additional to book bank facilities. International editions are available in the reference section. The reading room is clean and ventilated with good light having a capacity of 100 users. Every yearbook exhibition cum sale is organized. Each class is given library orientation. Reference queries are satisfied by using reference tools. New arrival displays and content pages of journals are circulated. Newspaper clippings, health day themes research publications are displayed regularly. Faculty publications are maintained.

## Security

As a safety measure library has CCTV and fire extinguishers. Stock verification is carried out every year to check library stock.

## Resources

**Textbooks:** Every year separate budget is kept for library books by the institute. New editions and required copies of books are purchased. Presently library is having a total of 9556 books. Besides this, we also have 858 donated books from various stakeholders like our alumni, faculty, etc.

**Reference books:** library possesses 670 reference books.

**Special Collection:** The library possesses a special collection on Bharat Ratna Maharshi Dhondo Keshav Karve.

**Periodicals:** The library is subscribing to national and international journals every year. General reading magazines are also purchased monthly. Presently, we have 12 International and 13

national journals.

**Databases:** The library is a member of the National Digital library and all students' faculties are enrolled in it. In the year 2017/18 and 2019 J gate nursing database was subscribed and training was provided. In the year 2021, we have subscribed DELNET database which provides eBooks, rare books, e-journals, thesis, and dissertations. It also provides interlibrary loan services.

**CD-ROM:** 386 CD Roms are available.

**Projects:** we have 216 MSc dissertations and 92 UG projects.

**Others:** Library also maintains publications useful to members like brochures, pamphlets, posters, annual reports, syllabus, bound volumes of previous issues, and institutional projects.

File Description	Documents
Data on acquisition of books / journals /Manuscripts /ancient books etc., in the library	<a href="http://mksssbtime.ac.in/wp-content/uploads/2022/03/4.3.2-Accession-register-2020-2021.pdf">http://mksssbtime.ac.in/wp-content/uploads/2022/03/4.3.2-Accession-register-2020-2021.pdf</a> , <a href="http://mksssbtime.ac.in/wp-content/uploads/2022/03/4.3.2-Journal-list.pdf">http://mksssbtime.ac.in/wp-content/uploads/2022/03/4.3.2-Journal-list.pdf</a>
Geotagged photographs of library ambience	<a href="http://mksssbtime.ac.in/wp-content/uploads/2022/03/4.3.2-library-ambience-geotag-photos.pdf">http://mksssbtime.ac.in/wp-content/uploads/2022/03/4.3.2-library-ambience-geotag-photos.pdf</a>
Any other relevant information	<a href="http://mksssbtime.ac.in/wp-content/uploads/2022/03/4.3.2-Details-of-all-library-resources.pdf">http://mksssbtime.ac.in/wp-content/uploads/2022/03/4.3.2-Details-of-all-library-resources.pdf</a>

**4.3.3 - Does the Institution have an e-Library with membership / registration for the following: 1 e – journals / e-books consortia E-Shodh Sindhu Shodh ganga SWAYAM Discipline-specific Databases**

**A. All of the Above**

File Description	Documents
Details of subscriptions like e-journals, e-Shodh Sindhu, Shodh ganga Membership etc. (Data template)	<a href="#">View File</a>
E-copy of subscription letter/member ship letter or related document with the mention of year to be submitted	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 4.3.4 - Annual expenditure for the purchase of books and journals including e- journals during the year (INR in Lakhs)

1.844

File Description	Documents
Audited Statement highlighting the expenditure for purchase of books and journal / library resources	<a href="#">View File</a>
Details of annual expenditure for the purchase of books and journals including e-journals during the year (Data template)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

4.3.5 - In-person and remote access usage of library and the learner sessions/library usage programmes organized for the teachers and students (data for the academic year) Describe in-person and remote access usage of library and the learner sessions/library usage programmes organized for the teachers and students data for the preceding academic year within 100 - 200 words

- 1. Resources:** Smt Bakul Tambat Institute of Nursing Education library possesses various print and electronic resources. Our users access resources by visiting the library in person and remotely through mobiles and laptops.
- 2. Timings:** The library is open between 9 am to 6 pm for in-person access. We provide open access and students can visit the library at their convenient time. We have a separate lending policy schedule according to which students and faculty can borrow books. We also have a guest membership facility.
- 3. Accession Registers:** The library maintains usage records both



physically and electronically. We maintain a student and teachers and guest's attendance register at the entry. We also maintain usage records of the internet, book borrowing, and other resources in a separate register. A separate register for reference queries is also maintained. Library hours are planned by faculty as per their academic schedule.

We have implemented remote access with OPAC available on the local area network since 2016. Every year a nursing database is subscribed which can be accessed with the help of a user id and password. We organize class-wise library orientation in which library demonstration of accessing e-resources is shown.

Training programs were conducted on the J GATE nursing database by Informatics resource person during the subscription period between 2017 to 2020. In the last academic year 2020-21, we have subscribed Del-net database and oriented students about its functioning through mailing a detailed document including user id and password and list of journals.

Other than this, we conduct book exhibitions cum sales of nursing books regularly, new arrival displays, and health day theme displays. Newspaper clippings are displayed on the notice board to keep students updated. The best library user award is given to 2 students from each class every year to encourage them to utilize the library effectively.

4. Central Library: There is a Central Library at the parent hospital which has rich collections, facilities, and services. The sessions covered are an orientation to the freshers and user awareness programs on various subscribed e-resources. During the Orientation session, the librarian brief them on how to use the library, infrastructural facilities available, services provided, how to use the e-resources through remote access, guidelines to borrow books, rules and regulations of the library, etc.,

Before purchasing books and e-resources the publisher is contacted to give a demo of the product. The feedback is collected from the faculty and students. If satisfied, the librarian places an order for the same. There is an accession register that is maintained for the books and an attendance register for students coming and going out of the library. Every year inventory of the library is done. The missing books are replaced and the outdated books and magazines are removed and soled.

File Description	Documents
Details of library usage by teachers and students	<a href="http://mksssbtine.ac.in/naac/Criteria%204/4.3.5/4.3.5.%20Details%20of%20library%20usage%20by%20teachers%20and%20students..pdf">http://mksssbtine.ac.in/naac/Criteria%204/4.3.5/4.3.5.%20Details%20of%20library%20usage%20by%20teachers%20and%20students..pdf</a>
Details of library usage by teachers and students	<a href="http://mksssbtine.ac.in/naac/Criteria%204/4.3.5/4.3.5.%20Details%20of%20library%20usage%20by%20teachers%20and%20students..pdf">http://mksssbtine.ac.in/naac/Criteria%204/4.3.5/4.3.5.%20Details%20of%20library%20usage%20by%20teachers%20and%20students..pdf</a>
Any other relevant information	<a href="http://mksssbtine.ac.in/naac/Criteria%204/4.3.5/4.3.5%20other%20relevant%20Best%20Libaray%20User%20Awards%202020-2021.pdf">http://mksssbtine.ac.in/naac/Criteria%204/4.3.5/4.3.5%20other%20relevant%20Best%20Libaray%20User%20Awards%202020-2021.pdf</a>

**4.3.6 - E-content resources used by teachers: MOOCs platforms SWAYAM Institutional LMS e-PG-Pathshala Any other**

**C. Any 3 of the Above**

File Description	Documents
Links to documents of e-contents used	<a href="#">View File</a>
Data template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### **4.4 - IT Infrastructure**

**4.4.1 - Number of classrooms, seminar halls and demonstration rooms linked with internet /Wi-Fi-enabled ICT facilities (data for the academic year)**

**13**

File Description	Documents
Number of classrooms and seminar halls and demonstration rooms linked with internet /Wi-Fi-enabled ICT facilities (Data Template)	<a href="#">View File</a>
Geo-tagged photos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**4.4.2 - Institution frequently updates its IT facilities and computer availability for students including**

Wi-Fi . Describe computer availability for students and IT facilities including Wi-Fi with the date(s) and nature of updation within 100 - 200 words

**Total Computers:100**

- Laptop: 04
- Wi-Fi Connection: Yes, Digisol, Dongal- Airtel
- The institute has an adequate facility of computers for faculty and students for computer training and other IT activities.
- In the institute, the library has 4 computers with internet facilities available for students and faculty.
- Adequate funds are used to maintain computers in the college as per the institute budget.
- Computer maintenance: Samstha has appointed a full-time IT technical person for computer and laptop maintenance. IT committee is active in the institute.
- Maintenance is done regularly as per Samstha's guidelines and circulars from time to time
- Non-repairable systems are rechecked by the vendor, if repairable appropriate action is taken. If not repairable such parts are disposed of or condemnation is done.
- Printers, cartilages, refilling as per Samstha's purchase department. Rates are decided by the Samstha's purchase committee and LMC.
- Internet facilities: from connection with Nanavati College and Wi-Fi own
- Annual charges paid by the institute.
- Antivirus was purchased from Samstha's vendor. Rates and other technical details are finalized by Samstha.
- LCD projectors interfaced with computers have been installed in all the Lecture Halls/Class Rooms to undertake Computer-Aided Teaching/Learning as well as for presentations.
- The theory/practical evaluation process is automated.
- The Biometric Attendance system is maintained.
- The library and information services activities have been made fully automated using SILMS-21 with an integrated In/Out system.
- The Web Committee is responsible for the regular maintenance of the Dynamic Website of the Institute as well as its administration.
- The Institution deploys and upgrades the IT infrastructure and associated facilities whenever required. There is a designated IT department in the Samsthas. The IT Department maintains the record of requirements received from Heads of Departments for

implementation according to the budgetary allocations. After seeking the financial approval, quotations are invited followed by their scrutiny based on the configurations, cost, service, etc. The order for procurement is finalized and approved.

- Routine maintenance of computers, peripherals, network devices, servers, etc. are carried out by the technician of the department of IT.

File Description	Documents
Documents related to updation of IT and Wi-Fi facilities	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/4.4.-Documents-fo-updation-of-IT-and-Wi-Fi-facilities.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/4.4.-Documents-fo-updation-of-IT-and-Wi-Fi-facilities.pdf</a>
Any other relevant information	Nil

**4.4.3 - Available bandwidth of internet connection in the Institution (Leased line) Opt any one:**

**E. < 50 MBPS**

File Description	Documents
Details of available bandwidth of internet connection in the Institution(Data Template)	<a href="#">View File</a>
Bills for any one month of the last completed academic year indicating internet connection plan, speed and bandwidth	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## **4.5 - Maintenance of Campus Infrastructure**

**4.5.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)**

**30.22**

File Description	Documents
Audited statements of accounts on maintenance of physical facilities and academic support facilities duly certified by Chartered Accountant / Finance Officer	<a href="#">View File</a>
Details about approved budget and expenditure on physical and academic support facilities (Data templates)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

4.5.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports facilities, computers, classrooms etc. Describe policy details of systems and procedures for maintaining and utilizing physical and academic support facilities within a maximum of 100 -200 words.

The Institute ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose. Each lab committee has faculty and student in charge of maintaining the labs. SOPs and policies are in place. Inventory utility registers are maintained.

1. Maintenance of Physical Facilities: Estate maintenance department is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels, etc. Maintenance of water pumping plants, sewage, and drainage are undertaken by support staff.

2. Maintenance of Classrooms, Multipurpose hall & Furniture: Classrooms with furniture and teaching aids are maintained periodically. Classrooms are cleaned at the end of the day by the peons after being utilized by students. Inventory of the item of each classroom is available and maintained by the monitor. Furniture is repaired and condemned as when required. Multi-purpose halls are cleaned on daily basis and before and after every event is conducted.

3. Laboratories: The record of the maintenance account is maintained by the lab in-charge and supervised by class coordinators of the concerned departments. The articles and equipment are regularly cleaned and maintained by the concerned departments and the record of maintenance is maintained by the lab in charge and supervised by

HODs of the concerned departments. The calibration, repairing, and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises

4. Maintenance of Library & Library Resources: The requirement and list of books are taken from the concerned departments and students. The finalized list of required books is duly approved and signed by the Principal. The library staff handles the library documents, including books, etc, particularly during processing, shelving, and cataloging. Each class has a library in charge who works with the library staff. Library committee meetings are done regularly where the library-related policies are reviewed and reframed, if necessary. Other issues such as removing old books, schedule of issue/ return of books, etc. are chalked out / resolved by the library committee.

5. Suggestion box is installed inside the reading room to take the user's feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.

6. Security: The proper account of visitors (students and faculty) on daily basis is maintained at the gate by security. The visitors are given a visiting pass which is signed by the concerned department and on leaving the campus the visitor needs to surrender the pass.

7. Sports: Regarding the maintenance of indoor and outdoor games in the institute sports in charge takes care of.

8. AMC of IT products: The institute has an adequate facility of computers for faculty and students. Adequate funds are used to maintain computers in the college. Computer maintenance through AMC is done regularly and no repairable systems are disposed of.

9. The Transport: The institute's 55 seater transport is maintained by a full-time driver. All taxes and yearly insurance are done by the driver in consultation with the Principal. The vehicles are serviced periodically.



File Description	Documents
Minutes of the meetings of the Maintenance Committee	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/Minutes-meeting-of-mintenance_removed_organized.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/Minutes-meeting-of-mintenance_removed_organized.pdf</a>
Log book or other records regarding maintenance works	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/Log-book-or-other-records-regarding-maintenance-works_removed.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/Log-book-or-other-records-regarding-maintenance-works_removed.pdf</a>
Any other relevant information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships/ freeships / fee-waivers by Government / Non-Governmental agencies / Institution during the year

209

File Description	Documents
Attested copies of the sanction letters from the sanctioning authorities	<a href="#">View File</a>
List of students who received scholarships/ free ships/fee-waivers	<a href="#">View File</a>
Any other relevant information	No File Uploaded
Data template	<a href="#">View File</a>

**5.1.2 - Capability enhancement and development schemes employed by the Institution for students: Soft skill development Language and communication skill development Yoga and wellness Analytical skill development Human value development Personality and professional development Employability skill development**

**C. Any 3 or 4 of the Above**

File Description	Documents
Any other relevant information	<a href="#">View File</a>
Link to Institutional website	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/5.1.2-Institutional-weblink.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/5.1.2-Institutional-weblink.pdf</a>
Details of capability enhancement and development schemes(Data Template)	<a href="#">View File</a>

### 5.1.3 - Number of students provided training and guidance for competitive examinations and career counseling offered by the Institution during the year

80

File Description	Documents
List of students benefited by guidance for competitive examinations and career counselling during the year (Data template)	<a href="#">View File</a>
Institutional website. Web-link to particular program/scheme mentioned in the metric	<a href="https://maharshikarve.ac.in/sumati-deshmukh-institute-foreign-languages-women/">https://maharshikarve.ac.in/sumati-deshmukh-institute-foreign-languages-women/</a>
Copy of circular/ brochure/report of the event/ activity report Annual report of Pre-Examination Coaching centres	<a href="#">View File</a>
list of students attending each of these schemes signed by competent authority	<a href="#">View File</a>
Any other relevant information	No File Uploaded

5.1.4 - The Institution has an active international student cell to facilitate study in India program etc., Describe the international student cell activities within 100 - 200 words

The international student cell of Maharshi Karve Stree Shikshan Samstha provides opportunities for exposure and experience to students moving in from foreign varsities for the global learning experience. The interactive atmosphere on our campus makes it easy for International Students to mix in Indian culture. The Samstha has an MoU with the University of Hochschule Hannover in Hanover, Germany.

Since the BSC Nursing, PBBSC, and MSc nursing programs need to admit domicile of Maharashtra we do not admit any foreign nationals. However, through the MoU of Samstha, we have collaborated with Hanover University in Germany.

File Description	Documents
For international student cell	<a href="#">Nil</a>
Any other relevant information	<a href="#">Nil</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances / prevention of sexual harassment and prevention of ragging Adoption of guidelines of Regulatory Bodies Presence of the committee and mechanism of receiving student grievances (online/ offline) Periodic meetings of the committee with minutes Record of action taken**

**A. All of the Above**

File Description	Documents
Minutes of the meetings of student Grievance Redressal Committee and Anti-Ragging Committee/Cell	<a href="#">View File</a>
Circular/web-link/ committee report justifying the objective of the metric	<a href="http://mksssbtine.ac.in/naac/Criteria%205/5.1.5/5.1.5%20objectives%2C%20annual%20reports%2C%20committees%2C%20students%20list%20of%20grievance%20redressal%20and%20anti-ragging.pdf">http://mksssbtine.ac.in/naac/Criteria%205/5.1.5/5.1.5%20objectives%2C%20annual%20reports%2C%20committees%2C%20students%20list%20of%20grievance%20redressal%20and%20anti-ragging.pdf</a>
Details of student grievances and action taken (Data template)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## **5.2 - Student Progression**

**5.2.1 - Number of students qualifying in state/ national/ international level examinations during the year (eg:NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations)**

**5.2.1.1 - Number of students qualifying in state/ national/ international level examinations (eg: GATE/ GMAT/ GPAT/ CAT/ NEET/ GRE/ TOEFL/ PLAB/ USMLE/ AYUSH/ Civil Services/**

**Defence/ UPSC/ State government examinations/ AIIMSPGET, JIPMER Entrance Test, PGIMER Entrance Test etc.,) during the year.**

**10**

File Description	Documents
List of students qualifying in state/ national/ international level examinations during the year (Data template)	<a href="#">View File</a>
Pass Certificates of the examination	<a href="#">View File</a>
Copies of the qualifying letters of the candidate	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

### **5.2.2 - Number of outgoing students who got placed / self-employed during the year**

**80**

File Description	Documents
Annual reports of Placement Cell	<a href="#">View File</a>
Self-attested list of students placed /self-employed	<a href="#">View File</a>
Details of student placement / self-employment during the year (Data template)	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

### **5.2.3 - Number of the graduated students of the preceding year, who have progressed to higher education**

**7**

File Description	Documents
Supporting data for students/alumni as per data template	<a href="#">View File</a>
Details of student progression to higher education (Data template)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

6

File Description	Documents
Duly certified e-copies of award letters and certificates	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

5.3.2 - Presence of a Student Council, its activities related to student welfare and student representation in academic & administrative bodies/ committees of the Institution. Describe the Student Council, its activities related to student welfare and student representation in academic & administrative bodies /committees of the Institution within 100 - 200words

Students Council is the committee which is responsible for all the students' activities and its commitment is based on the phrase 'By the students for the students. In our institution, the student council is known as Student Nurses Association (SNA).

1. The SNA: The SNA comprises various committees. Every year a new SNA is formed and the earlier SNA is dissolved. The new committee works from August to July in a year for an academic year and plans for new activities. The SNA unit follows the bylaws of the Trained Nurses Association of India (TNAI). The executive board consists of President (Principal), SNA Advisor (Faculty), Vice President, Programme Co-coordinator, Secretary, Joint Secretary, Treasurer, and 3 class representatives from the student body.

The objectives of SNA are.

1. To uphold the dignity and honor of the nursing profession.
2. To promote participation in student community affairs.
3. To involve the students in intercollegiate sports and cultural activities.
4. To promote collaborative relationships with various health organizations.
5. To bring out the talents and confidence of the students for the upliftment of self and society.

6. To inculcate the value of esprit de corps.
7. To develop leadership abilities among the students.
8. To improve the students' social contacts to enhance professional growth

The activities planned annually are sports events, cultural and academic activities, and competitions throughout the year.

2. Class Committees: All programs have class committees for each course that comprises student members representing meritorious as well as weak students, along with faculty members nominated by the class coordinators. The class committees provide feedback on all aspects of the program and respective courses. Class committee meetings are held regularly.

3. Cultural and Sports committees: Students have strong representations in all cultural and sports committees and help in the organization and management of events. Other committees are the discipline committee, anti-ragging committee, Vishaka committee, project committee, health committee, editorial committee; sports committee, etc. are cordially working for the students.

4. Objectives for representation of students on academic administrative bodies/committees and contribution of the student council in academic administration

1. Coordination in day-to-day academic activities at their level
2. Coordination in communicating the information between students and faculty
3. Organizing and coordinating in conducting special events like college week etc.
4. Organizing and coordinating in organizing cultural events
5. Coordination in organizing sports games for the students
6. Coordination in inviting external guest speakers and organizing the seminar workshops.
7. To meet, discuss and make representation to the central, state, and university authorities on matters concerning the common interest of the students.



8. In organizing the following activities related to students. (a) Debates, discussions, lectures, study circle, essay competition (b) cultural performance and contests (c) Indoor and outdoor games (d) publication of magazines and bulletin (e) trips and tours (f) social service activities (g) fundraising.

Institute provides necessary support to the council members in organizing coordinating the events. It encourages the students to develop their leadership skills through these activities.

File Description	Documents
Reports on the student council activities	<a href="http://mksssbtime.ac.in/wp-content/uploads/2022/03/5.3.2-SNA-Activity-report-2020-2021.pdf">http://mksssbtime.ac.in/wp-content/uploads/2022/03/5.3.2-SNA-Activity-report-2020-2021.pdf</a>
Any other relevant information	<a href="http://mksssbtime.ac.in/wp-content/uploads/2022/03/5.3.2-any-other-information.pdf">http://mksssbtime.ac.in/wp-content/uploads/2022/03/5.3.2-any-other-information.pdf</a>

### 5.3.3 - Number of sports and cultural activities/competitions organised by the Institution during the year

3

File Description	Documents
List of sports and cultural activities / competitions organized during the year (Data Template)	<a href="#">View File</a>
Report of the events with photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 5.4 - Alumni Engagement

5.4.1 - The Alumni Association is registered and holds regular meetings to plan its involvement and developmental activities with the support of the college during the year. Describe the contributions of the Alumni Association to the Institution during the year within 100 – 200 words

Our alumni associations aim to inform, engage and inspire alumni to stay connected to their alma mater, support its vision and contribute to its success. The mission of our nursing alumni association is to ensure quality placement and practice by the alumni and to enhance their educational excellence and contact with passed-out students.

An alumnus of MKSSSBTINE was initiated in the year 2008. The office of the alumni is located at the premises of MKSSSBTINE. The registration of the Alumni Association under the Charity Commissioner is in Process. Every year two meetings are conducted for the alumni. All meeting minutes are documented and budget details are presented by the Treasurer during Executive Committee and General Body Meeting. The Institute has created an alumni directory consisting of alumni list, contact no, addresses, email, workplace place, etc. Institute created various social platforms to connect with alumni through continuing communication like Whatsapp group, & institute Facebook account. The association has started a new what's app group titled MKSSSBTINE ALUMNI GROUP and MKSSSBTINE ALUMNI FOREIGN GROUP.

Our alumni appear for the various examination of government like defense, DMER, DHS, railway, ESIS, etc., and work in state government hospitals as well as a central government hospital. Some alumni also work in multispecialty, super specialty hospitals like Deenanath Mangeshkar Hospital Pune, Hinduja hospital, Nanavati, Lilawati, Bombay hospital Mumbai, Aims hospital Delhi, Apollo hospital Chennai. Proud to share that our alumni hold various posts in government as well as private set up like Nursing director, Matron, Principal, Ph.D. scholars, In charges, supervisors, etc. Few alumni underwent different kinds of courses like fellowship in the neonatal unit, research expertise, and diploma in specialty subjects, to up great knowledge. Our alumni also wrote blogs, stories of their experiences. Some of the alumni work in the US, UK, Canada, Middle East, Australia, New Zealand by giving examinations like TOFEL, IELTS, PLAB, etc.

One of our alumni participated in a central government research project and her work was acknowledged by WHO, UNICEF, and various international agencies. Our alumni have donated books for regular students. The alumni association is releasing an annual alumni newsletter. Alumni also participated in a national and international conference arranged by the institute. At the conference, we also invite alumni to talk on various advanced technological currents topics and sharing of their experiences. As we created alumni feedback forms they also gave their valuable feedback regarding curriculum, extra curriculum, and the overall aspect of the institute. We also provided alumni cards to them.

In the pandemic period (Covid-19) many alumni have worked as Covid warriors and got appreciation from respective hospitals and by Maharashtra Government. Due to the COVID-19 situation, we organized online virtual alumni meet and we felicitated star alumni, many

alumni join with us online. Our institute recruits our alumni-only as clinical instructors. MKSSS BTINE always feels proud of its alumni and is always in touch with alumni.

File Description	Documents
Registration of Alumni association	<a href="#">In process</a>
Details of Alumni Association activities	<a href="http://mksssbtime.ac.in/wp-content/uploads/2022/03/5.4.1-alumni-association-activity-2020-2021.pdf">http://mksssbtime.ac.in/wp-content/uploads/2022/03/5.4.1-alumni-association-activity-2020-2021.pdf</a>
Frequency of meetings of Alumni Association with minutes	<a href="http://mksssbtime.ac.in/wp-content/uploads/2022/03/5.4.1-frequency-of-meetings-of-alumni-activity%202020-2021.pdf">http://mksssbtime.ac.in/wp-content/uploads/2022/03/5.4.1-frequency-of-meetings-of-alumni-activity%202020-2021.pdf</a>
Quantum of financial contribution	<a href="http://mksssbtime.ac.in/wp-content/uploads/2022/03/5.4.2-donation-of-book-by-alumni.pdf">http://mksssbtime.ac.in/wp-content/uploads/2022/03/5.4.2-donation-of-book-by-alumni.pdf</a>
Audited statement of accounts of the Alumni Association	<a href="#">Nil</a>

**5.4.2 - Provide the areas of contribution by the Alumni Association / chapters during the year Financial /kind Donation of books /Journals/volumes Students placement Student exchanges Institutional endowments**

**C. Any 2 or 3 of the Above**

File Description	Documents
List of Alumni contributions made during the year	<a href="#">View File</a>
Extract of Audited statements of highlighting Alumni Association contribution	<a href="#">View File</a>
Certified statement of the contributions by the head of the Institution	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

6.1.1 - The Institution has clearly stated Vision and Mission which are reflected in its academic and administrative governance. Describe the Vision and Mission of the Institution, nature of governance, perspective plans and stakeholders' participation in the decision-making bodies highlighting the activities leading to Institutional excellence.

The vision and mission statements are reflected in the profile of the institution. They are as under.

**Vision:** "Women's empowerment through education".

**Mission:** "To develop conscientious, confident and caring quality nursing professionals of international repute". The institute is committed to this mission. To translate these statements into practice the institute has incorporated these values in both, curricular and extracurricular activities, throughout the academic year. The institute places greater emphasis on the holistic development of the students by incorporating education, sports, value-added courses, and personality development into the curriculum.

The founder of our parent organization Dr. Dhondo Keshav Karve was a visionary who believed in social transformation through women's education. In 1916, he started the first women's university in India now known as 'Srimati Nathibai Thackersey Women's University' (SNDT) at Mumbai. In Pune, in 1896 he started the education for four women students and now it caters to 30000 girls students studying in 62 branches in 6 locations. Our parent institution is known as "Maharshi Karve Stree Shikshan Samstha" (MKSSS).

Our institute "Maharshi Karve Stree Shikshan Samstha's Smt. Bakul Tambat Institute of Nursing Education" (MKSSSBTINE) is one of the branches of the parent organization is "committed to developing conscientious, confident and caring quality nursing professionals of international repute". The mission statement addresses, knowledge, skill, and attitude required for professional education, which is of international quality. This mission is achieved by well-discussed and implemented curriculum and extracurricular activities that include cultural activities, sports, projects, field visits, personality development programs, and lectures from experts from different fields, which are incorporated in the curriculum throughout the year.

The institution follows a democratic policy, provides a better opportunity to all the participating in the decision-making process, the institutes administrative and academic structure is in a manner

to decide by participative management. The principal is the administrative and academic head; class coordinators are the heads of their assigned programs. Overall development of the students is done through values added sessions, intercollegiate inter-university, inter-zonal competitions, cultural, sports events, and personality development sessions. At various levels, the Institute grooms the leadership of its members. The Governing body, management, principal, IQAC Members, steering committee, faculty, non-teaching staff, supporting staff, student's nurses' association, student representatives, stakeholders, Alumni, and various committees jointly are empowered to propose, design, formulate and execute their plans within the framework of governance. A persistent effort and communication with all stakeholders - management, faculty, staff, students, and society at large are being undertaken by the institute to develop and upgrade the curriculum. Quality improvement is planned by listing interventions/strategies to remove deficiencies and enhance quality.

The institute plans to increase the seats in all degree programs and in all postgraduate and Doctorate programs. It also has the plan to start Nurse Practitioners course in Critical Care Nursing and Midwifery.

File Description	Documents
Vision and Mission documents approved by the College bodies	<a href="http://mksssbtine.ac.in/index.php/vision-mission/">http://mksssbtine.ac.in/index.php/vision-mission/</a>
Achievements which led to Institutional excellence	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/6.1.1-Achievements-which-led-to-institutional-excellence.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/6.1.1-Achievements-which-led-to-institutional-excellence.pdf</a>
Any other relevant information	<a href="#">Nil</a>

6.1.2 - Effective leadership is reflected in various Institutional practices such as decentralization and participative management. Describe the organogram of the college management structure and its functioning system highlighting decentralized and participatory management and its outcomes in the Institutional governance within 100 - 200 words

**Organogram:** The institute is managed by the management committee of Maharshi Karve Stree Shikshan Samstha, which is the governing body that takes care of various educational institutions run by the Samstha. Samstha's general body comprises of President, vice



president, trustees, chairman, vice chairman, patrons, and life workers. The General Body is conducted once a year and the members actively participate in the financial plan and academic plans of the Samstha. Samstha's management committee comprises of chairman, vice chairman, trustees, management members, and life workers as its members. Every individual institution under the Samstha has its own Local

Management Committee (LMC), and this comprises of elected chairman, members from Samstha, and the head of the institution. Our institute's LMC consists of a chairman, four elected members from management and four elected members from the parent hospital, the Principal, three Faculty members, and non-teaching staff. The LMC ensures that academic and administration functions are efficiently managed through the departments and various committees constituted for the respective cause. The administration of the institute is the responsibility of the Principal. The professors and lecturers are the head of the department, the class coordinators are responsible to administer the respective department, running the academics as per the academic calendar and plans, conducts curricular and extra-curricular activities for the respective students. At the institute level decision/deciding departments are provided with authority to make their own decisions through department meetings, the decisions are conveyed to the Principal and the final decisions are taken. The implemented decisions are recorded for future reference.

**Forecasting and planning of academic and extracurricular activities:** With the help of the Principal, these activities are planned at the beginning of the academic year by the departments. In this process, vacations, cultural activities, evaluation schemes, etc. are planned along with regular academic planning.

**Decentralized management:** Decentralizing is done for all day-to-day administrative and financial activities: The non-teaching and the administrative officer are given portfolios like accounts, university-related work, student-related work, inward and outward registers, handling of documents, correspondence, etc. The principal, on a day-to-day basis, supervises these activities. Discussion and consultation with local managing committee, human resource development, purchase committee, anti-ragging committee, institutional research committee, internal quality assurance cell, etc. are done regularly. Standard operating procedures as per ISO systems are available.

**Participative management:** The institute promotes a culture of participative management by involving the faculty, students, and non-



teaching staff in various committees and activities to enhance the quality improvement of the institute. Three faculty are members of the Local Managing Committee. Students and parents are representatives of IQAC and committees, such as the Vishaka committee, Parent-Teacher association, and Anti-ragging. Participative management followed at the strategic level, functional level, and operational level. Participative management starts from consumers i.e. the parents, students to the highest top management. The class coordinators meet once a month and formal staff and faculty meetings are conducted once a month under the chairmanship of the Principal.

File Description	Documents
Relevant information /documents	<a href="http://mksssbtime.ac.in/wp-content/uploads/2022/03/6.1.2%20-Effective-leadership-and-participative-mgt.pdf">http://mksssbtime.ac.in/wp-content/uploads/2022/03/6.1.2%20-Effective-leadership-and-participative-mgt.pdf</a>
Any other relevant information	<a href="#">Nil</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The Institutional has well defined organisational structure, Statutory Bodies/committees of the College with relevant rules, norms and guidelines along with Strategic Plan effectively deployed. Provide the write-up within 100 - 200 words

The Local Management Committee and the Principal ensure that the institution forges ahead with all the planning, to consolidate and become one of the premier institutions.

**Strategic Plans:** The principal, class co-coordinators, and staff members are involved in defining the policies and procedures, framing guidelines and rules regulations about admission, placement, discipline, grievance, counseling, training development, and library services, etc., and effectively implementing the same to ensure smooth and systematic functioning of the institute.

**Functional and operational plans:** For the various programs conducted at the institute all the staff members meet, discuss, share their opinion and plan for the event and form various committees involving students and coordinate with others to implement and evaluate the programs.

**Committees of the institute:**

1. The institute has excellent coordination with the parent organization. The Local Managing Committee comprising of the members of the parent organization, advises the Principal on policies and strategies of the institute.
2. For better coordination, Standing Operating Procedures (SOPs) are available on various functional aspects and specific activities of each department.
3. The Internal Quality Assurance Cell (IQAC) is headed by IQAC Coordinator and other members include management representatives, members from local societies, stakeholders, alumni representative, secretary, faculty and student representative. Head of the departments (HOD) hold the departmental meetings regularly where various issues of teaching, students, patient care and requirements are discussed.
4. Staff Meeting is held every month based on the various agenda. Various monthly announcements and information regarding curricular and co-curricular activities of the month are shared.
5. Curriculum committee deals with curricular aspects of the institute, its enrichment and curriculum-related feedback.
6. Staff Development Committee conducts various professional learning programs for the faculty on staff empowerment and organizes and observes social programmes with the faculty.
7. Teaching, Learning & Evaluation Committee monitors teaching, learning and evaluation process of the institute.
8. Infrastructure & Learning Resources Committee deals with infrastructural requirements and resources for learning.
9. Student Support & Progression Committee has sub-committees for the student support.
10. Anti-ragging Committee makes sure that there is zero ragging in the campus.
11. Mentor mentee committee plans the mentoring system and arranges mentor-mentee meetings. Student Nurses Association focuses on the holistic development of students and conducts various co-curricular activities.
12. Student counseling committee guides the needy students for

## counseling

13. Grievance redressal committee addresses the grievances of staff and students Women cell is concerned with women empowerment and protection of women from harassment

14. Examination committee addresses timely examinations and evaluations

15. NSS committee the N.S.S. committee conducts a meeting to decide the place/venue, dates of the NSS camp and that is provided as per the convenience and discussion with the principal. The responsibility rests with the N.S.S. program officer.

16. Periodical inspections are conducted by the affiliating agencies such as the university, apex council, state council, and state government

17. Meeting at affiliating universities, such as BOS, Board of Examination, Faculty meetings are held regularly. Faculty members of the institute, appointed on these bodies, attend these meetings.

18. Meeting with hospital authorities and authorities of other affiliating agencies, are conducted.

File Description	Documents
Minutes of the College Council/ other relevant bodies for deployment/ deliverables of the strategic plan	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/6.2.1-Meeting-minutes-of-college-council.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/6.2.1-Meeting-minutes-of-college-council.pdf</a>
Any other relevant information	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/6.2.1-Additional-(staff%20responsibilities).pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/6.2.1-Additional-(staff%20responsibilities).pdf</a>
Organisational structure	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/Institutional-Hierarchy.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/Institutional-Hierarchy.pdf</a>
Strategic Plan document(s)	<a href="http://mksssbtine.ac.in/wp-content/uploads/2021/11/Strategic-plan-documents.pdf">http://mksssbtine.ac.in/wp-content/uploads/2021/11/Strategic-plan-documents.pdf</a>

### 6.2.2 - Implementation of e-governance in areas of operation Academic Planning and Development Administration Finance and

A. All of the Above

## Accounts Student Admission and Support Examination

File Description	Documents
Data template	<a href="#">View File</a>
Institutional budget statements allocated for the heads of E_governance implementation	<a href="#">View File</a>
e-Governance architecture document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Policy documents	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

**The Institution has the following welfare measures for its teaching and non-teaching staff:**

**Medical Insurance:** The management offers group insurance facilities for staff, faculty, and their dependents to the tune of Rs. one lakh per person.

**Employee Provident Fund, Provident Fund, and Gratuity:** The management also has the EPF, PF scheme, gratuity schemes for permanent staff.

**Pay Scales:** The staff and faculty are paid as per the latest pay commission's recommendations.

**TA & DA:** The institute pays TA, DA, and registration charges to the staff and faculty attending any official work like attending conferences, meetings, etc.

**Study leave for higher studies:** The faculty who wishes to go for higher studies are given study leave with scholarship facilities. Around 28 full-time faculties have taken this benefit to date.

**Free OPD facilities:** Annual medical examinations and free OPD consultations at the parent hospital are provided to faculty and staff.

**The co-operative society scheme:** This is run by the parent organization that has helped the nonteaching and permanent faculty to get loans for financial need on a low-interest basis. .

**Festival Advances:** The management offers Diwali advance, which is deducted on monthly basis for 12 months, which has helped staff to bear the additional expense for Diwali functions.

**Leave Facilities:** Maternity leaves, sick leaves, annual vacations, CL, Paid leaves, are given to staff as per the leave rules

**Monetary Support in Sickness:**For those employees whose family member has sickness and needs financial support, the management circulates a letter through which voluntary donations are collected and given to the employee.

**Tejaswini Health Club:** The Samstha has a health club where aerobics, yoga, and gymnastics are taught to staff and students at concessional rates.

**Women Study Cell:** The organization has its own women's study cell. This cell conducts periodical lectures on various topics on women's issues

**Skill Development Department:** The Samstha has a skill development department that trains faculty, staff, students, and faculty on effective communication, soft skills, life skills, and personality development, etc. through workshops, conferences, seminars, and symposiums conducted by eminent faculty from these areas.

**Health Dispensary:** The Samstha has a health dispensary manned by a qualified full-time doctor and nurses with both OPD & IPD facilities.

**Post Office & Bank Facilities in Campus:** The Samstha has a post office, bank, and crèche on campus.

**Creche:** The Samstha runs a crèche for employees' small children at concessional rates.

**An Annual Faculty & Staff Welfare Program:** Named "Virangula" is conducted for all the teaching and non-teaching staff by the Samstha. All staff members of the Samstha participate in it. It creates Interdisciplinary cultural exchanges.

**Staff Welfare Benefits:** Non-teaching staff after completing 12 years

of their service have a welfare benefit of Kalabaddha Padonnati which leads to rise in salary.

**Incentives:** Incentives in the form of recognition and certificates are issued for the state, national, and international paper presentations, article publishing, and research. Institute provides student development program registration charges and duty leave.

**Staff Developmental Programs:** Regular ongoing education and staff meetings are conducted every month for open and transparent communication, and a comfortable working environment.

File Description	Documents
Policy document on the welfare measures	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/6.3.1-Policy-documents-on-staff-welfare-measures.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/6.3.1-Policy-documents-on-staff-welfare-measures.pdf</a>
List of beneficiaries of welfare measures	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/6.3.1-List-of-beneficiaries-of-welfare-measures.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/6.3.1-List-of-beneficiaries-of-welfare-measures.pdf</a>
Any other relevant document	<a href="#">Nil</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

30

File Description	Documents
Details of teachers provided with financial support to attend conferences, workshops etc. during the year (Data Template)	<a href="#">View File</a>
Policy document on providing financial support to teachers	<a href="#">View File</a>
List of teachers provided membership fee for professional bodies	<a href="#">View File</a>
Receipts to be submitted	<a href="#">View File</a>
Any other relevant information	No File Uploaded



**6.3.3 - Number of professional development / administrative training programmes organized by the University for teaching and non- teaching/technical staff during the year (Continuing education programmes, entrepreneurship development programmes, Professional skill development programmes, Training programmes for administrative staff etc.,)**

6

File Description	Documents
List of professional development / administrative training programmes organized by the Institution during the year and the lists of participants who attended them (Data template)	<a href="#">View File</a>
Reports of Academic Staff College or similar centers Verification of schedules of training programs	<a href="#">View File</a>
Copy of circular/ brochure/ report of training program self conducted program may also be considered	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**6.3.4 - Number of teachers undergoing Faculty Development Programmes (FDP) including online programmes during the year (Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

7

File Description	Documents
Days limits of program/course as prescribed by UGC/ AICTE or Preferably Minimum one day programme conducted by recognised body/academic institution	<a href="#">View File</a>
Any other relevant information	No File Uploaded
Details of teachers who have attended FDPs during the year (Data template)	<a href="#">View File</a>
E-copy of the certificate of the program attended by teacher	<a href="#">View File</a>

6.3.5 - Institution has Performance Appraisal System for teaching and non- teaching staff. Describe the functioning of the Performance Appraisal System for teaching and nonteaching staff within 100 - 200 words

The performance appraisal leads to an increase in motivation and skill development for faculty and non-teaching staff.

Underperformers are counseled in a formal way and reports are documented.

**Faculty Appraisal:** Faculty members are approved by the affiliating university through its staff approval process. They are encouraged to take an active part in the BOS, BOE, and BOR of the University. The performance appraisal is been taken yearly in Four ways appraisal; 1. Self-assessment 2. Assessment by reviewing officer, 3. Peer appraisal, 4. Students' appraisal. The appraisal considers the following points:

1. **Teaching-related activities:** This includes the number of teaching hours in theory, practical supervision of the allotted students in the clinical area. This also includes faculty invited as a resource person for Guest lectures, CNE Programmes, Seminars, Conferences, Symposiums, Workshops, etc.

2. **Publications in indexed journals & conference proceedings:** Details regarding the number of publications done during the current academic year

3. **Presentation at local, state, national or international meetings:**

4. **Details of students undertaking project or thesis work and department research work where the faculty are the research guides**

5. **Collaborative research activities - intradepartmental, university, or institutional funding**

6. **Research awards and honors received during the year:**

7. **Extension and service-related activities-**

8. **Other assigned responsibilities**

9. **Professional society activities**

10. **Participation in co-curricular and curricular activities.**

11. **Any other contributions made by the faculty during the year if**

it is not mentioned as professional or non-professional, but that helps in developing the personality.

12. Results of the final examination of students are reviewed and suitable changes are discussed in detail and implemented in the teaching and learning activities.

13. The student's evaluation of the teaching activities helps in making necessary changes in the teaching-learning strategies

14. The appraisal from management

15. The peer evaluation of faculty has helped the faculty collaborate positively as a healthy team and work towards excellence of the institute's quality. The institute's academic concluding meetings are conducted to analyze the quality improvement strategies implemented by the Institution through course evaluation, feedback, faculty evaluation, individual performance, peer performance appraisal.

#### Performance appraisal systems for non-teaching staff

The non-teaching staff is evaluated for certain points e.g. Arrival & departure punctually, plans work daily, maintains worksheet daily and inform the authority about the plan of work, attend to all details of assigned portfolios, communicate in time about portfolios, work systematically, completes all assigned job effectively in time, evaluates completion of work every day, takes initiatives in understanding other portfolios, assists others in their work in emergency/during need, maintains assigned portfolios files properly, keep documents updated and neatly. The Principal assesses the faculty and non-teaching staff on the following points on an Assessment Check-List. It covers the objective evaluation of dedication to work, punctuality, honesty, confidentiality, the attendance of the staff, the communication aspects, etc. The scoring is done by the Principal and recommended for Training / Extension of Probation / Confirmation / Termination / etc.

File Description	Documents
Performance Appraisal System	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/6.3.5-PA-for-teaching-staff-2020-2021.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/6.3.5-PA-for-teaching-staff-2020-2021.pdf</a>
Any other relevant information	<a href="#">Nil</a>

## 6.4 - Financial Management and Resource Mobilization

### 6.4.1 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Resource mobilization:** The Maharshi Karve Stree Shikshan Samstha is a charitable trust and is a women's education-oriented organization, whose mission is to provide holistic education to girl students. MKSSSBTINE is a unit of MKSSSS. Funds for the institutes are mainly mobilized through fees paid by the students and funding by the parent unit. These funds are utilized for the activities of the department, staff and student welfare, infrastructural development and maintenance, research work, etc. Management has a well-defined structure to monitor the effective and efficient utilization of available financial resources for the development of academic processes and infrastructure development.

The Institutional budget is prepared by the principal and the finance and accounts department every year taking into account the recurring and non-recurring expenditures. The principal is the drawing and disbursing authority.

The institute generates income through tuition fees and development fees fixed by the fee regulating authority (a Government Committee) for regulating fees. The institute also generates scholarships for economically challenged students through scholarships given by NGOs and through the CSR of corporate houses. The institute applies for the scholarship given by the social welfare ministry for the reserved category students. The institute generates income through the sale of a prospectus in the miscellaneous income category.

The parent hospital is a charitable hospital; hence, 30% of the patients are given free treatment. The parent hospital organizes free eye surgeries camps, heart surgery camps, orthopedic surgery camps, etc. for the economically challenged populations. Experts and specialists from other developed countries are invited to perform free surgery for poor patients as a social service contribution. The institute's students take active participation in the conduct of these free surgeries.

**Optimal utilization of resources:**

**Annual budget allocation for various activities.**

- Monthly cash flow summary to monitor the expenditure.
- Local Managing Committee, comprising of the members of the management of parent organization, members of the affiliating

hospital, advise the principal on day-to-day management and sanction the expenditures exceeding the budget if any.

- The purchase committee checks tenders, quotations, meets vendors, bargains, places purchase orders, checks goods received, and check dead stock entries and inventory, twice a year.
- The internal audit takes place twice a year, by the auditors are appointed by the parent organization from a reputed external auditing agency.
- The external audit is done once a year, by a firm, which prepares the balance sheet. Based on the balance sheet, and the proposal sent by the institution the 'Fee regulating authority approves the fees to be charged to students, by the institute.
- These mechanisms keep a check on the effective, efficient, and optimal use of financial resources.
- The parent hospital receives funds from philanthropic organizations towards its building fund and for infrastructure facility, but not towards patient care.
- Hospital is well known for its quality care and charity services. As such, patients from other states and abroad come for treatment.

File Description	Documents
Resource mobilization policy document duly approved by College Council/other administrative bodies	<a href="http://mksssbtime.ac.in/wp-content/uploads/2022/03/6.4.1-Resource-mobilization-policy-documents.pdf">http://mksssbtime.ac.in/wp-content/uploads/2022/03/6.4.1-Resource-mobilization-policy-documents.pdf</a>
Procedures for optimal resource utilization	<a href="http://mksssbtime.ac.in/wp-content/uploads/2022/03/6.4.1-Procedures-for-optimal-Resource-utilization.pdf">http://mksssbtime.ac.in/wp-content/uploads/2022/03/6.4.1-Procedures-for-optimal-Resource-utilization.pdf</a>
Any other relevant information	<u>Nil</u>

6.4.2 - Institution conducts internal and external financial audits regularly. Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling any audit objections within 100 -200 words

Auditing is an important aspect of the functioning of the institution; it guides the institution in various financial aspects. The institution has a centralized Finance and Accounts department which guides each institute on budgets, trial balance, and auditing. Regular Internal Audit is conducted in all the units of MKSSS by an external auditing agency. Student fee collections are done at the

institute level through cheques and bank transfers. Cash transactions above 2000 rupees are done through cheque. Bank reconciliation statements are prepared on a timely basis to ensure the timely collection of revenue. All purchases above Rs. 5000 are done by inviting three quotations. The fee collections and expenditures are also audited by the internal audit team. The other areas covered under internal audit are payments towards the expenditure, verification of capital expenditure, purchase procedures, salary payment to faculty, visiting faculty and staff, tax deduction at source from various payments made, and all other connected financial functions. Any deficiencies noticed during the Internal Audit are reported to the principal and Local Management Committee and corrective action is taken.

The activities of financial management at the institute are as follows:

1. Budgeting and optimum utilization of finance, including mobilization of resources are the issues considered under this key aspect. There are established procedures and processes for the planning and allocation of financial resources.
2. The institution has developed strategies for mobilizing resources and ensuring transparency in the financial management of the institution. Daily, weekly, and monthly financial control is done through cash flow by accountants and principal.
3. The Principal, The Head of LMC, Secretary, and a member of the LMC are the authorized signatory for all payment approvals. Among the four two signatories, one of that of the Principal is mandatory for all cheques.
4. Since there is centralized control over funds and various levels of approval for any expenditure, there is a minimized risk of audit objections.
5. Further, Statutory Auditors conduct an external audit every year. Any queries raised are resolved after discussion with the management and auditors.
6. Statutory Auditors examine the financial statements presented to them, and after a satisfactory note from them, the financial statements are presented to the Governing Board. On approval from the Governing Board, the Auditors certify the financial statements.
7. These audited financial statements are then filed with the



respective statutory bodies including the Income-tax Department.

8. Audit on the proposal about annual tuition fees are submitted by the institute is done by the 'Fee Regulating Authority, appointed by Govt. of Maharashtra.

9. Auditing on the admission procedure carried out at the institute by the 'Admission Regulating Authority (a government body)

10. Academic auditing is done annually, by the affiliating University State and central councils that audit the institute yearly for continuation and affiliation of the courses.

11. The state and central nursing councils audit the academic programs and do renewals of the validity of the programs annually.

File Description	Documents
Documents pertaining to internal and external audits for the last year	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/6.4.2-Internal-and-external-audit-of-year-2020-21.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/6.4.2-Internal-and-external-audit-of-year-2020-21.pdf</a>
Any other relevant information	<a href="#">Nil</a>

**6.4.3 - Total Grants received from government/non-government bodies, individuals, philanthropists during the year (INR in Lakhs)**

Funds/grants received from government bodies (INR in Lakhs)	Funds/grants received from nongovernment bodies (INR in Lakhs)
00	3498675

File Description	Documents
Audited statements of accounts for the year	<a href="#">View File</a>
Copy of letter indicating the grants/ funds received by respective agency as stated in metric	<a href="#">View File</a>
Provide the budget extract of audited statement towards Grants received from Government / non-government bodies, individuals, philanthropist duly certified by chartered accountant/ Finance Officer	<a href="#">View File</a>
Information as per Data template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Institution has a streamlined Internal Quality Assurance Mechanism. Describe the Internal Quality Assurance Mechanism in the Institution and the activities of IQAC within 100 - 200 words

The Internal Quality Assurance Cell (IQAC) was established in August 2015. Since then the IQAC plays a pivotal role in maintaining standards in teaching, learning, extension activities, training and research.

The primary aim of IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. To promote measures for institutional functioning towards quality enhancement through internalization of quality.

**Strategies:**

**IQAC implements the various strategies such as:**

- Ensures timely, efficient and progressive performance of academic, administrative and financial tasks.
- Maintains the relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for various sections of society.

- Optimization and integration of modern methods of teaching and learning.
- Implements the well planned evaluation procedures such as formative and summative.
- Ensuring the adequacy, maintenance and functioning of the support structure and services.
- Encouraging evidenced based research at departmental level.

#### Functions:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

IQAC of MKSSS BTINE has taken above all initiatives to bring in uniformity, transparency and coordination in curricular and extra-curricular activities. We also believe that the IQAC has potential to become a vehicle for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality. To sustain the quality and growth of the institute IQAC regularly meets every three months.

#### IQAC contributions:

- Development and application the action plan of IQAC at the beginning of every academic year.
- Monitor the action plan of various committees of the institute.
- Organize a conference/workshop on quality enhancement for students, faculty and non-teaching.
- Facilitate the student centric environment for quality education.
- Encourage activity based and innovative teaching learning methodologies
- Organize various add on and value added courses for the students.
- Encourage the faculty and students for collection of funds for women's education.
- Deputing faculty for higher education.
- Initiation of incubation cell and implementation of National Innovation Start-up Policy.
- To encourage qualitative research by faculty and to promote them for publications in journals.
- Documentation of the various programmes/activities leading to quality improvement.
- Analyse the feedback collected from the students, parents and stakeholders on quality- related institutional processes.
- MoU with other institutions for extension and collaborative activities,
- Provide inputs for Academic and Administrative Audit.
- Provide inputs for best practices in administration for efficient resource utilization and better services to students and staff.
- Prepare and submit Annual Quality Assurance Report (AQAR).

File Description	Documents
The structure and mechanism for Internal Quality Assurance	<a href="http://mksssbtime.ac.in/wp-content/uploads/2022/03/6.5.1%20Structure%20_%20mechanism%20for%20IQAC.pdf">http://mksssbtime.ac.in/wp-content/uploads/2022/03/6.5.1%20Structure%20_%20mechanism%20for%20IQAC.pdf</a>
Minutes of the IQAC meetings	<a href="http://mksssbtime.ac.in/wp-content/uploads/2022/03/6.5.1-Minutes-of-IQAC-meeting.pdf">http://mksssbtime.ac.in/wp-content/uploads/2022/03/6.5.1-Minutes-of-IQAC-meeting.pdf</a>
Any other relevant information	<a href="#">Nil</a>

**6.5.2 - Number of teachers attending programs/ workshops/ seminars specific to quality improvement in the year (Please exclude participations in Faculty Development Programmes**

**(FDP) mentioned in metric 6.3.4)**

File Description	Documents
Details of programmes/ workshops/ seminars specific to quality improvement attended by teachers during the year	<a href="#">View File</a>
List of teachers who attended programmes/ workshops/ seminars specific to quality improvement during the year	<a href="#">View File</a>
Certificate of completion/participation in programs/ workshops/ seminars specific to quality improvement	<a href="#">View File</a>
Information as per Data template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**6.5.3 - The Institution adopts several Quality Assurance initiatives. The Institution has implemented the following QA initiatives:**  
**Regular meeting of Internal Quality Assurance Cell (IQAC) Feedback from stakeholder collected, analysed and report submitted to college management for improvements**  
**Organization of workshops, seminars, orientation on quality initiatives for teachers and administrative staff. Preparation of documents for accreditation bodies (NAAC, NBA, ISO, NIRF, NABH, NABL etc.,)**

**A. All of the Above**

File Description	Documents
Information as per Data template	<a href="#">View File</a>
Annual report of the College	<a href="#">View File</a>
Minutes of the IQAC meetings	<a href="#">View File</a>
Copies of AQAR	<a href="http://mksssbttne.ac.in/index.php/aqar-2020-21/#">http://mksssbttne.ac.in/index.php/aqar-2020-21/#</a>
Report of the feedback from the stakeholders duly attested by the Board of Management	<a href="#">View File</a>
Report of the workshops, seminars and orientation program	<a href="#">View File</a>
Copies of the documents for accreditation	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Total number of gender equity sensitization programmes organized by the Institution during the year

03

File Description	Documents
List of gender equity sensitization programmes organized by the Institution (Data template)	<a href="#">View File</a>
Copy of circular/brochure/ Report of the program	<a href="#">View File</a>
Extract of Annual report	<a href="#">View File</a>
Geo tagged photographs of the events	<a href="#">View File</a>

7.1.2 - Measures initiated by the Institution for the promotion of gender equity during the year. Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus within 100 - 200 words

**Gender equity & Sensitization: - United Nations International**



Children's Emergency Fund says gender equality "means that women and men, and girls and boys, enjoy the same rights, resources, opportunities, and protections. It does not require that girls and boys, or women and men, be the same, or that they be treated exactly alike." Our Maharshi Karve Stree Shikshan Samstha Smt. Bakul Tambat Institute of Nursing Education, being the women's institute has arranged various programs to create awareness about gender equity such as Beti Bachao Beti Padhao, Women's Day Celebration, Prevention of Sexual Harassment Program, Mahila Melava, and Counseling. Beti Bachao, Beti Padhao is a campaign of the Government of India that aims to generate awareness and improve the efficiency of welfare services intended for girls in India. In a camp organized by MKSSBTINE at Kamshet village, student volunteers and faculty conducted rallies and street play on 'prevention of Female Feticide and Beti Bachao Beti Padhav'. This street play and rally was effective. Student volunteers had made various types of audiovisual aids for this street play and rally. Through this rally and street play our student volunteers had given information about the importance of girl children in the world, and how and why female feticide to be prevented and girl children to be given equal rights and education. Safety and security: For safety and security of our girl students we have 24x7 hours security guards at the entry and exit gates. We have 4 gates for entry and exit at each gate a male and a female security guards work on shift duties. They have an entry and exit register and visitors have to do enter their details in that. In the hostel for student's safety and security, each hostel has a warden and matrons who assist in the smooth stay at hostel facility.

Counseling: The institute follows Mentor and Mentee system for personal counseling of each student. Once a student gets admitted in to the academic course she is assigned a mentor. This mentor does a thorough history taking to understand the need of the student. A whole week is dedicated in the beginning of the course for mentor and mentee interactions. A mentor is assigned 10 students in a year and she periodically does counselling for her mentees. Students feel comfortable with faculty and mentors counsel and guide them according to the need of the student. After the counseling faculty are maintaining records in the counseling form with the signature of the student and faculty.

Common Rooms: We have a common room for students where they can get fresh, sit for a while have fun, do chitchatting, do makeup, etc. The common room is with a toilet facility and also has a mirror and partition.

**Day-care centre for young children:** Maharshi Karve Stree Shikshan Samstha has a facility of a day-care centre for young children where students with young children as well as faculty can enrol their children and can study or work peacefully. The day-care facility for the children has adequate caretakers and they provide care for basic needs of the children and also teach them according to their age group.

**Women Study Centre:** The Samstha has a Women's Study Centre, and this centre organizes periodical workshops on Gender Sensitization. This centre also has professional counselors appointed and students with personal issues that need professional assistance are referred here by their mentors.

**Anti-ragging and Vishaka Committee:** These two committees meet periodically to sensitize students on ragging and sexual harassments. These committees also have external experts who sensitize students on both the issues. There are booklets on this and it is made available to the students

File Description	Documents
Annual gender sensitization action plan	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.2%20-Annual-gender-sensitization-action-plan(1).pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.2%20-Annual-gender-sensitization-action-plan(1).pdf</a>
Specific facilities provided for women in terms of a. Safety and security b. Counselling c. Common Rooms d. Day care centre for young children	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.2%20-Annual-gender-sensitization-action-plan(2).pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.2%20-Annual-gender-sensitization-action-plan(2).pdf</a>
Any other relevant information	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.2%20-Annual-gender-sensitization-action-plan(3).pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.2%20-Annual-gender-sensitization-action-plan(3).pdf</a>

**7.1.3 - The Institution has facilities for alternate sources of energy and energy conservation devices 1 Solar energy Wheeling to the Grid Sensor based energy conservation Biogas plant Use of LED bulbs/ power efficient equipment**

**B. Any 3 or 4 of the Above**

File Description	Documents
Geotagged Photos	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.3-Geotagged-photos.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.3-Geotagged-photos.pdf</a>
Installation receipts	<a href="#">View File</a>
Facilities for alternate sources of energy and energy conservation measures	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.4 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 100 - 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**Solid waste management:** Waste Management and Recycling support the campus goal to reduce the amount of material entering the waste stream. Maharshi Karve Stree Shikshan Samstha's Smt. Bakul Tambat Institute of Nursing Education follows the same principle and its campus is cleaned by outsourcing housekeeping staff every day. The collected waste is segregated in the segregation area. Plastic waste is given to agencies for recycling. Waste that is not able to be recycled is given to Pune Municipal Corporation, for this Samstha pays Rs 2000 /- per container per month. Every classroom, department, office, and washroom are provided with separate bins in which solid waste is segregated which will be taken away by the group D workers. Paper waste is collected and sold to the vendors for recycling. Solid waste which is generated from Samstha is collected and used for biogas production. Generated biogas is used for hostel mess domestic gas and it is used for cooking.

**Liquid waste management:** - Rainwater from the terrace is attached to a separate pipeline and drains into a designed percolation pit and collected water is used for the gardening purpose with the help of a motor system. This way rainwater harvesting is done. Samstha has 17 bore wells, collected rainwater is released in these bore wells. Liquid waste collected from all the washrooms and washbasins is directed to the STP plant and the water recycling process takes place there. Once water is recycled it is reused for watering plants and toilet flush in hostels and institutes. The toilet water is linked to drainage pipelines further it is drained into the PMC drainage system.

**Biomedical waste management:** - Biomedical waste generated from

Samstha's dispensary including cotton balls, bandages, and dressings, is collected and incinerated. Syringes are separated from the plunger and are shredded; needles are burned in the needle burner after immediate use. Sanitary napkin waste is collected daily and incinerated. Biomedical waste which is generated from our parent Deenanath Mangeshkar hospital segregated according to color coding and collected from each ward and department. Yellow containers for non-plastic soiled cotton, a red container for infectious plastic waste, a white/transparent container for ampoules, vials, metal sharp such as safety pro needles, blades, etc., the pink-colored container for general dry waste like wrappers, covers, etc.

**E-waste management:** - Electronic scrap components such as CPUs contain potentially harmful materials such as lead, cadmium, beryllium, or brominated flame retardants. Recycling and disposal of e-waste may involve significant risks to the health of workers. E-waste or electronic waste is created when an electronic product is discarded after the end of its useful life. Electronic scrap is collected and given to a private company for its disposal.

**Waste recycling system:-**Waste recycle system is active in Samstha. Recyclable waste is given to plastic pickers and non-recyclable waste is given to Pune Municipal Corporation.

**Hazardous chemicals and radioactive waste management:-**

Hazardous chemicals and radioactive waste management in these iron rods, pieces are sold. Bricks pieces, tiles pieces are used for gap filling in construction and repairs and maintenance of buildings.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.4-Relevant-documents-like-agreements-with-approved-agencies.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.4-Relevant-documents-like-agreements-with-approved-agencies.pdf</a>
Geotagged photographs of the facilities	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.4-Geo-tag-photo-of-the-facilities.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.4-Geo-tag-photo-of-the-facilities.pdf</a>
Any other relevant information	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.4%20-Other-relevant-information.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.4%20-Other-relevant-information.pdf</a>

<b>7.1.5 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>A. Any 4 or all of the above</b>										
<table> <tr> <th data-bbox="86 441 550 506">File Description</th><th data-bbox="550 441 1476 506">Documents</th></tr> <tr> <td data-bbox="86 506 550 656">Geotagged photos / videos of the facilities</td><td data-bbox="550 506 1476 656"> <a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.5-Geo-tag-Photos.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.5-Geo-tag-Photos.pdf</a> </td></tr> <tr> <td data-bbox="86 656 550 835">Installation or maintenance reports of Water conservation facilities available in the Institution</td><td data-bbox="550 656 1476 835"> <a href="#">View File</a> </td></tr> <tr> <td data-bbox="86 835 550 902">Any other relevant information</td><td data-bbox="550 835 1476 902"> <a href="#">View File</a> </td></tr> </table>	File Description	Documents	Geotagged photos / videos of the facilities	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.5-Geo-tag-Photos.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.5-Geo-tag-Photos.pdf</a>	Installation or maintenance reports of Water conservation facilities available in the Institution	<a href="#">View File</a>	Any other relevant information	<a href="#">View File</a>			
File Description	Documents										
Geotagged photos / videos of the facilities	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.5-Geo-tag-Photos.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.5-Geo-tag-Photos.pdf</a>										
Installation or maintenance reports of Water conservation facilities available in the Institution	<a href="#">View File</a>										
Any other relevant information	<a href="#">View File</a>										
<b>7.1.6 - Green campus initiatives of the Institution include: Restricted entry of automobiles Battery-powered vehicles Pedestrian-friendly pathways Ban on use of plastics Landscaping with trees and plants</b>	<b>B. Any 4 of the Above</b>										
<table> <tr> <th data-bbox="86 1167 550 1232">File Description</th><th data-bbox="550 1167 1476 1232">Documents</th></tr> <tr> <td data-bbox="86 1232 550 1382">Geotagged photos / videos of the facilities if available</td><td data-bbox="550 1232 1476 1382"> <a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.6-Geo-tag-photo-of-facilities.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.6-Geo-tag-photo-of-facilities.pdf</a> </td></tr> <tr> <td data-bbox="86 1382 550 1518">Geotagged photo Code of conduct or visitor instruction displayed in the institution</td><td data-bbox="550 1382 1476 1518"> <a href="#">View File</a> </td></tr> <tr> <td data-bbox="86 1518 550 1585">Any other relevant information</td><td data-bbox="550 1518 1476 1585"> <a href="#">View File</a> </td></tr> <tr> <td data-bbox="86 1585 550 1682">Reports to be uploaded (Data Template)</td><td data-bbox="550 1585 1476 1682"> <a href="#">View File</a> </td></tr> </table>	File Description	Documents	Geotagged photos / videos of the facilities if available	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.6-Geo-tag-photo-of-facilities.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.6-Geo-tag-photo-of-facilities.pdf</a>	Geotagged photo Code of conduct or visitor instruction displayed in the institution	<a href="#">View File</a>	Any other relevant information	<a href="#">View File</a>	Reports to be uploaded (Data Template)	<a href="#">View File</a>	
File Description	Documents										
Geotagged photos / videos of the facilities if available	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.6-Geo-tag-photo-of-facilities.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.1.6-Geo-tag-photo-of-facilities.pdf</a>										
Geotagged photo Code of conduct or visitor instruction displayed in the institution	<a href="#">View File</a>										
Any other relevant information	<a href="#">View File</a>										
Reports to be uploaded (Data Template)	<a href="#">View File</a>										
<b>7.1.7 - The Institution has Divyangjan friendly, barrier-free environment Built environment with ramps/lifts for easy access to classrooms. Divyangjan friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for Divyangjan to access NAAC for Quality and Excellence in Higher Education</b>	<b>A. All of the Above</b>										

**AQAR format for Health Sciences Universities**  
**Page 68 website, screen-reading software,**  
**mechanized equipment Provision for enquiry**  
**and information: Human assistance, reader,**  
**scribe, soft copies of reading material, screen**  
**reading**

File Description	Documents
Geo tagged photos of the facilities as per the claim of the institution	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
Data template	<a href="#">View File</a>
Relevant documents	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

MKSSSBTINE is located in the heart of Pune city. Students are attracted from various parts of Maharashtra irrespective of caste, creed, and socioeconomic status. All the students and faculty and staff are treated with respect without any discrimination. As per government rules, seats are provided to the reserved category of students. Faculty and students are getting public holidays according to the festivals. Here enrolment of students from economically and socially challenged is encouraged.

**College Week:** The institute organizes a week of extracurricular activities for all the students. Every year this week is given themes. During this week each day, four to five extracurricular activities are arranged. All the students are encouraged to participate in this. All the activities are planned by the SNA along with the SNA advisor. These two days are dedicated to outdoor and indoor sports. Besides this students also organize a fresher party and a farewell party for fresher and final year students.

**Religious Practices:** Each person has the freedom to practice his or her religion. Students of various religious groups i.e. Hindus, Christians, Muslims, etc. study or stay together in the hostel. The festivals of various religious groups are celebrated in the institute with harmony.

**Celebration of National Days and festivals:**



National Days like Nurses Day, teachers Day, WHO Day, and Mental Health Days are celebrated by the students in the Institute and national festivals in the hostel, irrespective of their culture or religion. Students of various batches plan the program together. Some of the activities are celebrated along with the Student Nurses Association.

**Linguistic balance:** Students from various places come and take admission in MKSSSBTINE; they are counseled in comfortable language that is Marathi, Hindi, or English. The teaching and learning language in Bakul Tambat Institute of Nursing Education in English. The faculty of Bakul Tambat Institute of Nursing Education is teaching students in the English language in the classroom. There are slow learner students if they have doubts their concept is cleared in simple language. Students write exams in English. Students from different socio-economical backgrounds get enrolled in Maharshi Karve Stree Shikshan Samstha's Bakul Tambat institute of nursing education, once they get admission students who are not able to pay institute fees are recommended for various scholarships.

**Community Services:** The rural and urban centers adopted by the institution are visited and rendered services by the students along with the faculty. These services are health camps, health education programs, and awareness on various social issues, rallies, and street plays. The institute has conducted several extension activities in the community as well as in the neighborhood to promote health and prevent illness. Whenever field visits are conducted, families are screened, and if there are any problems encountered, the referrals are given to the Urban Health Centre where students are posted.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="http://mksssbttine.ac.in/wp-content/uploads/2022/03/7.1.8-Supporting-documents.pdf">http://mksssbttine.ac.in/wp-content/uploads/2022/03/7.1.8-Supporting-documents.pdf</a>
Any other relevant information/documents	<a href="http://mksssbttine.ac.in/wp-content/uploads/2022/03/7.1.8-Relevant-information.pdf">http://mksssbttine.ac.in/wp-content/uploads/2022/03/7.1.8-Relevant-information.pdf</a>

**7.1.9 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of**

**A. All of the Above**

**Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organized professional ethics programmes for students, teachers, administrators and other staff during the year Annual awareness programmes on Code of Conduct were organized during the year**

File Description	Documents
Information about the committee composition, number of programmes organized etc., in support of the claims	<a href="#">View File</a>
Web link of the code of conduct	<a href="http://mksssbtime.ac.in/index.php/code-of-conduct/">http://mksssbtime.ac.in/index.php/code-of-conduct/</a>
Details of the monitoring committee of the code of conduct	<a href="#">View File</a>
Details of Programs on professional ethics and awareness programs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
Institutional data in Prescribed format (Data Template)	<a href="#">View File</a>

7.1.10 - The Institution celebrates/ organizes national and international commemorative days, events and festivals. Describe the efforts of the Institution in celebrating /organizing National and International commemorative days and events and festivals within 100 - 200 words

A national or international awareness day or observance is a date usually set by a major organization or government to commemorate a public health or ethical cause of importance on the national or international level. This is used to commemorate, promote and mobilize for action. Celebrating events and festivals in colleges have become an integral part of learning and building a strong cultural belief in students.

Every year these days are celebrated not just to remind people of diseases but also to unite people to maintain health. MKSSSBTINE actively participates and creates events to improve and maintain the environment rather than simply taking advantage of it. Our institute students do tree plantation on world environment day. Students take care of the planted trees.

We create awareness among students for blood donation also and periodically arrange blood donation camps on our campus. Along with faculty, our students are also taking participating in blood donation camps and they donate blood. Our students arrange health camps annually for all class IV women employees for the prevention of breast and cervical cancers. Free health checkups are arranged for them with help of NGOs.

## 7.2 - Best Practices

7.2.1 - Describe two Institutional Best Practices as per the NAAC format provided in the Manual (Respond within 100 - 200 words)

### 1-Title of the Practice

Financial support to needy, deserving, and meritorious students.

### Objectives of the Practice

As per the "Vision and Mission" of the Samstha is to impart "education to women for empowerment" "at an affordable cost to all sections of society". It is in the interest of the institute to "educate the girls of the economically challenged sections to become self-sufficient professionals". Besides, the institute is of the firm view that no student should be deprived of education due to want of resources. With this vision and mission in mind, the institute ensures economic support through Government and Private Scholarships.

### The Context

### Implementation of the policy:

1. Determination of criteria for selection of needy and deserving students.
2. Resources of funds to disburse scholarships.

### 2 -Title:

### Mentor and Mentees System

### Objectives of the Practice

In our institute, the mentoring system has been introduced for establishing a better and effective relationship between students and faculty and also continuously monitors, counsel, and guide

students in educational and personal issues. Mentors are in charge of the students of that class. All faculty work as mentors for students is allotted to them. The students are made to feel confident to confide in their mentors. The mentor-mentee ratio is 1:10. The mentors are provided access to the profile of the students and also to their contact details. Generally, the mentors provide encouragement, motivation, and counseling support. This is a continuous process till the student passes out of the institution and takes up an employment. These interactions are recorded on the personal file of each student.

Goal setting by mentee and mentor is done. The goal of student mentorship is 1. To enhance the faculty-student relationship. 2. To enhance student's academic performance and attendance. 3. To minimize the student dropout ratio. 4. To monitor the student's regularity and discipline. 5. To enable the parents to know about the performance of regularity of wards. One of the missions of the College states "to create and provide opportunities for the overall development of students".

File Description	Documents
Best practices page in the Institutional website	<a href="http://mksssbtime.ac.in/wp-content/uploads/2020/11/721-Link-for-best-practices-for-website.pdf">http://mksssbtime.ac.in/wp-content/uploads/2020/11/721-Link-for-best-practices-for-website.pdf</a>
Any other relevant information	<a href="http://mksssbtime.ac.in/wp-content/uploads/2022/03/7.2.1-Relevant-information-of-best-practice.pdf">http://mksssbtime.ac.in/wp-content/uploads/2022/03/7.2.1-Relevant-information-of-best-practice.pdf</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution during the year in one area distinctive to its priority and thrust within 100 - 200 words

The Innovation & Incubation Centre (IIC), at Smt. Bakul Tambat Institute of Nursing Education aims to be a stepping-stone for its thriving incubatees who are driven by the passion to bring change and be the change-makers of today and tomorrow. The IIC seeks to equip our students with resources to surpass economic perils, creative blocks, and lack of mentorship. The centre envisions building a generation of solid minds with a rounded personalities to justify the women entrepreneurs of tomorrow.

**Aim:** The major aim of this centre is to develop an entrepreneurial

ecosystem at the student and faculty level, encouraging interdepartmental activities and innovative activities with predefined guidelines.

MKSSS Smt. Bakul Tambat Institute of Nursing Education has a long tradition of promoting entrepreneurship among its students through the Job Fairs which give visibility and recognition to our students and provides them with an opportunity to network and showcase their talents and ideas. Through our SNA we encourage leadership skills and creative thinking and independent projects, keeping in mind the social contribution.

Our students are being prepared for an independent start-up such as starting their own nursing bureau and having independent practice. We provide needed education and experience through this incubation centre.

#### Incubation and Pre Incubation Support:

- The incubation and pre-incubation facilities for the faculty and students are made available at the campus 24x7 on all days through the Start-up Cell.
- Provision of relevant services and mentoring support like provision of space, infrastructure, mentorship and support and use of facilities at the institution.
- Depending on the infrastructure and other resources utilised, time and the kind of support services are extended.

#### Governance and operation for promoting innovation and entrepreneurship:

- Promoting entrepreneurship through innovation is laid in agreement with the National Innovation and Start-up policy (NISP) framed by AICTE.
- A senior faculty is appointed as the NISP coordinator of the Institute. This faculty is nominated by the Head of the Institute and is responsible for the adoption, implementation, monitoring and evaluation of the Start-up and Entrepreneurial activities inside the institute.
- A NISP committee is framed with 10 experts within MKSSS BTINE, alumni entrepreneurs, start-up founders, members from incubation and pre-incubation unit's representatives from Innovation and Entrepreneur Ecosystem enablers.
- The institute has established a 'Start-up Cell' which works under the direct supervision and administrative headship of the Principal and in coordination with the Institution

Innovation Cell. The Institute coordinates the activities through the Institute Startup Cell. - Ensuring maximum student participation to go through the pre-incubation process - Link and collaborate the Start-up Cell with external agencies and ecosystem enablers to provide network and incubate start-ups

- Encourage student participation in experience sharing, participation in planning competitions and organise competitions/ hackathons
- Recruit faculty with strong entrepreneurial/ industrial experience to foster the Innovation and Entrepreneurship culture.
- Develop academic and non-academic incentive mechanisms for faculty and students actively involved in Start-Up activities.

File Description	Documents
Appropriate web page in the institutional website	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.3.1-Web-page-in-the-institutional-website.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/7.3.1-Web-page-in-the-institutional-website.pdf</a>
Any other relevant information	<a href="#">Nil</a>

## NURSING PART

### 8.1 - Nursing Indicator

8.1.1 - Training in the clinical skills and simulation labs are organized with reference to acquisition and enhancement of skills in basic and advance procedures such as BLS/ALS, Venepuncture, ET intubation/suctioning, central line insertion procedures (PG- as per clinical specialty).

Our institute has a well-equipped nursing foundation lab which is used for enhancing clinical skills to the UG and PG. students before going for their clinical learning in the hospitals. Simulation is the future for the training of nursing graduates & postgraduates as it serves as a bridge between classroom learning and real-life clinical experience. Simulations are organized by each program class coordinator as per the student's needs and objectives of the program. We have a nursing art lab, community health nursing lab, maternal and child health nursing lab, and nutrition lab.

**Nursing Art Lab:** includes basic mannequins for basic nursing skills and CPR mannequins.

#### 1. Full body nursing mannequin:

- Body bath



- Hair coming and washing
- Urinary catheterization and catheter care.
- Care of chest tube, tracheostomy tube.
- Tracheostomy suctioning skill.
- Nasogastric tube insertion and feeding.
- Colostomy care

## 2. Male and female pelvic models for skill practice:

- Urinary catheter insertion and care (Male / Female)
- Enema
- Bladder wash

## 3. IV arms:

- For peripheral IV insertion skill.
- Facility of simulated blood for checking the accuracy of the skill.

## 4. Half and full CPR mannequins:

- Half and full-body CPR mannequins with feedback facility for adequate respiration and correct compression.

Community Health Nursing Lab: It is equipped with community bags with articles that are needed during home visits. Family folders, flashcards, various charts with communicable diseases, and health education information are also available. This lab is used before and during the student community posting and during organizing national health programs.

Maternal and Child Health Nursing Lab: This lab is utilized to train the students for antenatal palpation, normal labour. This lab is equipped with a normal delivery model, pelvis, skull, and articles that are needed during posting.

Nutrition lab: this lab is equipped with all articles and utensils required for a therapeutic diet, this lab is utilized during

teaching therapeutic diet.

All labs inventory is recorded and maintained by the lab in charge. All lab articles, instruments, and solutions are updated as per requirements.

**Simulation center:** In our parent hospital Deenanath Mangeshkar Hospital and Research center have Dr. Indumati Amodkar Simulation center. This Simulation center is situated on the 14th floor-super specialty building. The simulation center has been developed to create a pool of skilled and efficient healthcare providers. This center has an ideal setup for providing training regarding basic skills and advanced skills with Mannequins for basic nursing skills, ICU Simulator for Haemodynamic and Ventilator Monitoring, Airway Management Trainers, CPR Demo Hall, IV Torso for Central Line Insertion, etc. There are 6 skill stations ideal for conducting short group training, skill evaluation, and/or practice. Ideal infrastructures and facilities for conducting meetings, seminars, conferences, and training.

In collaboration with Deenanath Mangeshkar Hospital and the Research center simulation center, we utilize it and plan the rotation of the UG and PG students accordingly.

File Description	Documents
Policy on the use of clinical skills and simulation labs in the acquisition and enhancement of skills in basic and complex procedures such as endoscopic surgery and interventional procedures	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/8.1.1-Policy-on-use-of-clinical-skills-and-simulation-labs.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/8.1.1-Policy-on-use-of-clinical-skills-and-simulation-labs.pdf</a>
Geotagged photographs/videos of the facilities	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/8.1.1-GEOTAGGED-PHOTO-new.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/8.1.1-GEOTAGGED-PHOTO-new.pdf</a>
Student feedback on the effectiveness of the facilities	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/8.1.1-Student-feedback-on-simulation-facility%20(2).pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/8.1.1-Student-feedback-on-simulation-facility%20(2).pdf</a>
Any other relevant information	<a href="#">Nil</a>

**8.1.2 - Number of fulltime teachers who have acquired additional postgraduate Degrees/Diplomas/Fellowships/ Master trainer certifications beyond the eligibility requirements**

from Universities/ Recognized Centers/ /Professional bodies in India or abroad. (Eg: additional PG degree, Ph D, Fellowships, Master trainer certifications etc.)

02

File Description	Documents
List of fulltime teachers with additional Degrees, Diplomas suchas PG degree, Fellowships, Ph D, Master trainer etc. during the year	<a href="#">View File</a>
Attested e-copies of certificates of postgraduate Degrees,Diplomas or Fellowships certificates.	<a href="#">View File</a>
Any other relevant information.	<a href="#">View File</a>
Institutional Data in Prescribed Format (Data Template)	<a href="#">View File</a>

8.1.3 - Students are exposed to quality of care and patient safety procedures including infection prevention and control practices as practiced by the teaching hospital in didactic and practical sessions during their clinical postings.

Infection control is the way to eliminate or reduce the spread of infection in the workplace/ hospital.

Our parent hospital, Deenanath Mangeshkar Hospital, and Research center is a super specialty hospital in the heart of Pune city. It is 1000 bedded NABH accredited super specialty hospital; its management strictly makes sure that the quality of patient care is not compromised. The undergraduate and postgraduate students of our institute are exposed to various departments of the hospital like OPD, wards; critical care setting, oncology, and all super-specialty units. It is a golden opportunity for the students to learn to give quality care to patients suffering from different disease conditions. The medical, nursing, and other allied health staff are duly qualified. The hospital is equipped with the latest treatment and diagnostic services. The supervision of faculty and nursing staff helps the students to learn from basic to advanced nursing care. The hospital manual and SOPs provide clear guidelines and information regarding quality care and infection control practices including hand washing, use of PPE, prevention of Ventilation Associated pneumonia (VAP), Bloodstream infection (BSI), Catheter-associated Urinary tract infection (CA-UTI), Surgical site care (SSI), barrier nursing, etc. These manuals are displayed at the

nursing station and in the Hospital Information System for reference of staff and students. The infection control department conducts regular sessions to update staff and the students with infection control practices.

Being trained as health care workers, our students face daily challenges of maintaining their environment, to minimize the transmission of micro-organisms, with adherence to infection control policies and procedures like keeping hazardous procedures to a minimum. All the staff and students are vaccinated for Hepatitis B, tetanus toxoid (TT), and COVID-19. Regular simulation and teachings are done on the use of single-use disposable equipment, care while handling of sharps, cleaning, implementing safe work practices, good housekeeping, engineering, and Personal Protective Equipment (PPE).

In the parent hospital (Deenanath Mangeshkar Hospital and Research Centre), the infection control nurses guide the students regarding infection control policies and bundle protocols for infection control on the first day of clinical posting. Despite information about the prevention of needle stick injury (NSI) and care of sharps, if students get NSI, they are counseled and guided in staff clinic by an infection control physician and monitored for six months by the health monitor and faculty.

Other than infection control, the hospital manual also includes various safety measures such as patient safety, lab safety, radiology safety, emergency codes, crisis management, safety measure related to gas, equipment, hazardous material, waste disposal, and staff education.

During the Covid pandemic, the suspected Covid patients were admitted to the old building and the hospital ensured the safety of staff and students with the supply of PPE, reduced exposure time, good diet, vaccination, yoga, and practice of Jalneti, etc. At the institution level, Covid pandemic protocols were formed and implemented like maintenance of physical distance via online education, use of mask, hand washing.

Our Institute was the theory examination center for University exams for our students and other faculty students. Institute followed all the needed protocols of Covid prevention like screening, hand hygiene, distancing, PPEs, sanitizing the exam halls before and after the conduct of exams.

File Description	Documents
Documents pertaining to quality of care and patient safety practices followed by the teaching hospital	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/8.1.3-quality-of-care-and-patient-safety-practices-followed-by-teaching-hospital.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/8.1.3-quality-of-care-and-patient-safety-practices-followed-by-teaching-hospital.pdf</a>
Any other relevant information	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/8.1.3-quality-of-care-and-patient-safety-practices-followed-by-teaching-hospital-DMH.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/8.1.3-quality-of-care-and-patient-safety-practices-followed-by-teaching-hospital-DMH.pdf</a>

#### 8.1.4 - Number of first year students, provided with prophylactic immunization against communicable diseases like Hepatitis-B during their clinical work during the year.

Number of students admitted in the first year of the teaching programmes during the year	Number of First year students administered immunization /prophylaxis
47	47

File Description	Documents
Policies documents regarding preventive immunization of students, teachers and hospital staff likely to be exposed to communicable diseases during their clinical work.	<a href="#">View File</a>
List of students, teachers and hospital staff, who received such immunization during the preceding academic year	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
Institutional Data in Prescribed Format (Data Template)	<a href="#">View File</a>

**8.1.5 - Is the teaching hospital / clinical laboratory accredited by any National Accrediting Agency? NABH Accreditation of the teaching hospital NABL Accreditation of the laboratories ISO Certification of the departments / divisions Other Recognized Accreditation / Certifications**

**A. All of the above**

File Description	Documents
e-copies of Certificate/s of Accreditations	<a href="#">View File</a>
Any other relevant documents	No File Uploaded
Institutional Data in Prescribed Format (Data Template)	<a href="#">View File</a>

8.1.6 - Describe how the College facilities were utilized by students from other institutions (PG/UG/GNM) for administrative/educational visits and critical evaluation during the year.

**Educational/ Administrative Visits:** The undergraduate and postgraduate students from various institutes visit the institution. The faculty of the department provide orientation to the staff and students about the institution based on their objectives of the visit. Written feedback is taken from visitors after the visit. The students of various colleges visit the institute with the following objectives such as, to know the philosophy, vision & mission of the nursing institution. To discuss the organizational structure and job description of the personnel. To understand the policies of the institution. And to learn the budget of the institute.

**Library Reference:** The PG students of other institutes utilize the library facilities also for referring the literature. (Journals, textbooks, dissertations, theses, rare books, etc.). The students need to take permission from the librarian if they use the library facilities. A faculty and librarian of the institute are assigned to assist them as per the need. The institute is a center for Maharashtra University of Health Sciences, Nashik for the theory and practical exams of PG and UG students. Our institute is an exam center for theory and practical exams of Maharashtra State Board of Nursing and Paramedical Education for the ANM and GNM program. The institute is the CAP center. Our institute is the Ph.D. center of Maharashtra University of Health Sciences, Nashik. Our institute runs an Association of Management of Unaided Private Nursing Colleges in Maharashtra.

**Use of Infrastructure:** Our institute's multipurpose hall is utilized by other Samstha units for meetings, career guidance, seminars, and blood donation camps. Annual cancer awareness programs and screening for class IV workers are organized. Program for first aid training for Bus drivers of all Pune schools was organized and our students performed a Street Play on driver and caretakers' role in the safety of school children in the school bus. The First Aid program was organized for Samstha's school children's parents.



Our institute has hosted TNAI/SNA cultural and sports programs at our playground and the institute's multipurpose hall. The institute has received the Best organizer Award from TNAI, Pune Branch.

Our institute hosts Damini intercollegiate sports competitions at the Samstha level. Our institute's bus is utilized by other Samstha units.

Health equipment is utilized by other Samstha units for school health check-ups, health camps.

Other institutes and universities students come for research work and data collection in our institute. Medical Laboratory Technician, school and junior college students come for visiting our laboratories and museum as per their curricular objectives.

Our institute has designed SOPs for Covid appropriate behavior protocols for all Samstha's units. Videos were made for prevention and care during Covid-19 and were circulated among Samstha's units for awareness of Covid-19.

Our institute is used annually as the examination center and CAP center and practical examination center by Maharashtra University of Health Sciences, Nashik. It is also used for the same purposes by the Maharashtra State Nursing and Paramedical Board, Mumbai.

File Description	Documents
List of facilities used by other Institutions	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/8.1.6%20-list-of-college-facility-used-new.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/8.1.6%20-list-of-college-facility-used-new.pdf</a>
List of Institutions utilizing facilities in the College	<a href="http://mksssbtine.ac.in/wp-content/uploads/2022/03/8.1.6-List-of-institutions-utilizing-college-facility-new.pdf">http://mksssbtine.ac.in/wp-content/uploads/2022/03/8.1.6-List-of-institutions-utilizing-college-facility-new.pdf</a>
Any other relevant information	<a href="#">Nil</a>

#### 8.1.7 - College undertakes community oriented activities.

Community health programs connect students to the local community which sensitizes students to the local health needs of the community. Our fourth-year BSc Nursing and second-year P.B.B.Sc & M.Sc Nursing programs give opportunities to the students to survey the community, home visit, give referral services, understand the

felt needs of the community and plan the activities.

**Community surveys:** For the last five years the final year BSc and P.B.B.Sc Nursing students have taken up community surveys. The students conduct house-to-house surveys after mapping the community and numbering the houses in their assigned community area. The entire survey report is then presented before the department and health programs are designed based on the felt needs of the community. Besides this, the M.Sc. nursing students also have conducted community-related research studies with the guidance of their research guide.

**Home visit:** As per the community mapping after the identification of the health need of the community, home visits are done and students perform various procedures as per the family's needs and refer them to the nearest health center. Students also provide preventive and promotive care to the community.

**School health programs:** The students of our institute visit the schools in the local community as a part of their field visits. Since the inception of the institution annual school health programs are undertaken to impart health awareness programs to the schools of the Samstha and the local community. Most of these programs concentrate on topics like the importance of physical activity, sound mind, personal hygiene, prevention of communicable diseases, healthy eating, dental care, respiratory ailments, health awareness, etc. The education is imparted using role plays, street plays, and health songs. The students organize school health check-ups for all the children and give references as per the needs identified. The students visit Anganwadi is in the rural and urban communities and do the same activities there.

**Health camps, national health programs, and international health days:** Students participate in all national health programs such as pulse polio, intense pulse polio, tuberculosis, dengue, malaria, immunization, and maternal health survey programs organized by the district health authority. Their participation is not just limited to this, they also participate in general health camps and mental health screening camps organized in remote villages. Annual health camps and health check-ups for Samstha's other units like Cummins engineering Architecture etc. are conducted.

**Health Days and CNEs:** The institute celebrates all health days and organizes various competitions. The institute conducts regular in-service education for ASHAs, ANMs and Nurses in sub-centers and PHCs based on the requirements of these staff.

The faculty also substantially contributes their service in every general, Covid vaccination drive, Covid awareness, and mental health camp. All these efforts create opportunities for the students to develop social skills, foster team spirit, and nurture self-confidence. Our institute has adopted a rural community, Kamshet village, and Paud.

The Principal of our institute received the "Community Leader Award" for the institute's contribution towards community activities.

File Description	Documents
Geo-tagging / Photographs of events / activities	<a href="http://mksssbtime.ac.in/wp-content/uploads/2021/11/Institutional-social-activities.pdf">http://mksssbtime.ac.in/wp-content/uploads/2021/11/Institutional-social-activities.pdf</a>
Any other relevant document	<a href="http://mksssbtime.ac.in/wp-content/uploads/2021/11/Institutional-social-activities-photos.pdf">http://mksssbtime.ac.in/wp-content/uploads/2021/11/Institutional-social-activities-photos.pdf</a>

**8.1.8 - Number of full time faculty serving in various committees of the University/ Technical advisory group/ Core Committee members of various committees of Govt/WHO/INC/State/National Bodies during the year. (Memberships included in 1.1.2 should not be included)**

2

File Description	Documents
Nomination letter of the faculty or invitation letter to attend the meetings in various committees of the University/ Technical advisory group/ Core Committee members of various committees of Govt/WHO/INC/State/National Bodies	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>