

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

MINUTES OF IQAC MEETINGS



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

Internal Quality Assurance Cell Meeting Report -I

Venue: Conference room

Time: 11am-12pm

Agenda:

- Information about action plan of IQAC for academic year 2016-17.
- Planning about clinical posting.
- Discussion about various committees' activities for the academic.

The meeting held on 16th August 2016 at 11am to 12pm. The head of the institution Dr. Meena Ganapathy and IQAC coordinator have discussed the action plan for the present academic year. Main focus was given for smooth functioning of all programs, encouragement for newer teaching learning methods specially e learning transparent feedback system, more departmental researches along with publications in indexed journals and organization of various workshop and conferences and strgethening the social welfare activities.

The IQAC coordinator Mrs. Minakshi Garud informed that the concerned head of the committee will prepare or update various standing operating procedures in written form and will discuss in monthly staff meeting. Various health awareness programs can be planned at urban and rural areas with NSS involvement.

All of the members should plan the academic year in coordination with each other. The outside posting can be planned in advance with coordination of the years those who are having the related subject like Community Health Nursing, Mental Health Nursing, and Midwifery. There should be one leader for each outside posting who will seek permission in written and responsible for coordination of posting and should be discussed with the curriculum committee. She further emphasized each member's contribution is important towards maintaining quality in the institute.

As there were no points for discussion the meeting was adjourned at 12pm


Sign of IQAC Coordinator


Sign of Principal

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

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

Internal Quality Assessment Cell Meeting Report-II

Venue: Conference room

Time: 2pm-3pm

Agenda:

Encouragement for departmental researches and publications.

Information about Avishkar competition of MUHS.

Planning for workshop and conferences

IQAC meeting held on 10th Oct.2016 at 2pm to 3pm under the chairperson Dr. Meena Ganapathy. Madam encouraged all M.Sc. teachers to publish research articles in national and international journals and to participate in Avishkar competition organized by MUHS related to research at individual and departmental level. After discussion it is decided that following conferences and workshops can be organized throughout the year and Mrs. Nupoor will coordinate it along with all senior faculty.

National Conference 1. Emergency Nursing – Saving lives on the frontline

Workshop 1. Self Defense

2. Personality development


3. ATLS and BLS

4. GFATM

5. Innovative Teaching learning Methods

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


Sign of IQAC Coordinator


Sign of Principal

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Internal Quality Assessment Cell Meeting Report-III

Venue: Conference room

Time: 11am-12pm

Agenda: Discussion about students' curricular and extracurricular activities.

IQAC meeting was held on 04th January 2017 at 11am to 12pm.under the chairperson Dr. Meena Ganapathy. The discussion was mainly regarding Personality Development Programme, various collegiate and intercollegiate competitions (sports and cultural).Principal madam informed about blood donation camps to be organized as per planned of our Samstha and NSS officer can organize it along with her team.

After the discussion it was decided to arrange Personality Development workshop for all batches in rotation by SNA advisor in collaboration with Ramkrishnamath, Pune.It was also suggested to conduct various activities during NSS camp in the form of rallies ,street play,Mahila Melava,Health camps etc.

The SNA advisor informed about all annual calendar and various competitions of SNA activities for students like TNAI, SNA, MUHS, Damini (sports intercollegiate), and college week. It was decided to encourage student to take active part in all and relieving them from clinics for practice and for competitions. The sports committee incharge will arrange a coach for training the students.

As there were no points for discussion the meeting was adjourned at 12pm.


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Internal Quality Assessment Cell Meeting Report-IV

Venue: Conference room

Time: 02pm-03pm

Agenda: Internal assessment and exam preparations.

The meeting held on 06th April 2017 at 01 pm to 02 pm. The IQAC coordinator has informed about internal assessment dates for university programs and tentative dates for other programs. Further it was told that the submission of internal assessment at college level to be submitted by 30th April 2017.

It was informed that the revision classes and question paper solving should be done for all the students. Special measures should be taken for weaker students in form of extra classes, mentoring and unit wise test. Parents also should be informed about their ward's performance in written form and should be called for meeting. The class coordinator should present their plan in staff meeting regarding students' preparation for final examinations.

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


Sign of IQAC Coordinator


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Internal Quality Assurance Cell Meeting Report -I

Vente: Conference room

Time: 11am-12pm

Agenda:

- Information about action plan of IQAC for academic year 2017-18.
- Planning about clinical posting.
- Discussion about various committecs' activities for the academic.

The meeting held on 09th August 2017 at 11am to 12pm. The head of the institution Dr. Meena Ganapathy and IQAC coordinator have discussed the action plan for the present academic year. Main focus was given for smooth functioning of all programs, encouragement for newer teaching learning methods, more departmental researches along with publications in indexed journals and organization of various workshop and conferences and strgethening the social welfare activities.

The IQAC coordinator Mrs. Minakshi Garud informed that the concerned head of the committee will work out as per planning for timely implementation of the activity like organization of conferences, workshop, SNA activities and NSS programs etc.

All of the members should plan the academic year in coordination with each other. The outside posting can be planned in advance with coordination of the years those who are having the related subject like Community Health Nursing, Mental Health Nursing, and Midwifery. There should be one leader for each outside posting who will seek permission in written and responsible for coordination of posting and should be discussed with the curriculum committee. She further emphasized each member's contribution is important towards maintaining quality in the institute.

As there were no points for discussion the meeting was adjourned at 12pm


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Internal Quality Assessment Cell Meeting Report-II

Venue: Conference room

Time: 2pm-3pm

Agenda:

- Encouragement for research activities.
- Information about Avishkar competition of MUHS.
- Planning for workshop and conferences

IQAC meeting held on 09th Oct.2017 at 2pm to 3pm under the chairperson Dr. Meena Ganapathy. Madam encouraged all M.Sc. teachers to publish research articles in national and international journals and to participate in Avishkar competition organized by MUHS related to research at individual and departmental level. After discussion it is decided that following conferences and workshops can be organized throughout the year and Mrs. Nupoor will coordinate it along with all senior faculty.

Conference 1.Nurse: A Voice to Lead –Health is Human Right

2. Technology: Present and Future Nursing

Workshop 1.First Aid management

2. Personality development

3. ATLS and BLS

4. GFATM

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


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Internal Quality Assessment Cell Meeting Report-III

Venue: Conference room

Time: 11am-12pm

Agenda: Discussion about students' curricular and extracurricular activities.

IQAC meeting was held on 04th Dec.2017 at 11am to 12pm.under the chairperson Dr. Meena Ganapathy. The discussion was mainly regarding Personality Development Programme, various collegiate and intercollegiate competitions (sports and cultural).Principal madam informed about blood donation camps to be organized as per planned of our Samstha and NSS officer can organize it along with her team. Further it was discussed to prepare for release of "Beti Magazine" and periodical up gradation of our college website.

After the discussion it was decided to arrange Personality Development workshop for all batches in rotation by SNA advisor in collaboration with Ramkrishnamath, Pune.

Principal Madam has informed that she had a conversation with Dr.Rajrani Sharma from U.S.A. regarding BLS and ACLS workshop and simulation technique of two days and she has agreed for the same. Therefore Mrs. Nupoor along with other faculty and M.Sc. students will organize two days' workshop for all faculty and students.

The SNA advisor informed about all annual calendar and various competitions of SNA activities for students like TNAI, SNA, MUHS, Damini (sports intercollegiate), and college week. It was decided to encourage student to take active part in all and relieving them from clinics for practice and for competitions. The sports committee incharge will arrange a coach for training the students.

As there were no points for discussion the meeting was adjourned at 12pm.


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Internal Quality Assessment Cell Meeting Report-IV

Venue: Conference room

Time: 02pm-03pm

Agenda: Plan for alumnae meet

AQAR preparation for academic 17-18.

The meeting held on 12th March 2018 at 02 pm to 03 pm. The IQAC coordinator Mrs. Minakshi informed all committee and departmental incharge to update their records of all the activities conducted till date as it will be required for Annual Quality Assurance Report of NAAC. Principal madam discussed that we can organize alumnae meet in month of May and incharge Mrs. Bijaya can plan for it after discussion with other staff.

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


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Internal Quality Assessment Cell Meeting Report-V

Venue: Conference room

Time: 02pm-03pm

Agenda: Internal assessment and exam preparations.

The meeting held on 02nd April 2018 at 01 pm to 02 pm. The IQAC coordinator has informed about internal assessment dates for university programs and tentative dates for other programs. Further it was told that the submission of internal assessment at college level to be submitted by 30th May 2018.

It was informed that the revision classes and question paper solving should be done for all the students and special measures should be taken for weaker students in form of extra classes, mentoring and unit wise test and parents also should be informed about their ward's performance. The class coordinator should present their plan in staff meeting regarding students' preparation for final examinations.

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


Sign of IQAC Coordinator


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Internal Quality Assurance Committee Meeting Report -I

IQAC meeting was held on August 16, 2018 at 1.30 p.m. in the Principal's office. The Principal of the College chaired the meeting.

Agenda: To discuss the quality assurance activities for the college to be undertaken during the academic year 2018-19.

Objectives:

- To invite experts/scholars/resource persons for delivering lectures on various subjects/topics like personality development, communication skill and soft skills for the students.
- To take up more student centric activities for the all-round development of the students.
- To review the functioning of various committees, to evaluate them and to encourage them to conduct more activities.
- To take effective steps to curb absenteeism among the students.
- To improve discipline on the campus and in clinical.
- To make the eco-friendly and clean campus.

The meeting was started with the discussion of smooth functioning of all the programs. Principal Madam informed all class coordinators to plan the academic year with theory block and to finish important topics and demonstrations before starting the clinics. All the members discussed about the overall development of the students for which regular activities like personality development can be planned along with soft skill development. IQAC coordinator informed to all to read and explain the disciplinary rules and regulations to all students and encourage them to follow same. The class coordinator along with her team can select 2 student representatives for discipline committee. To control absenteeism various measures were discussed that is finding out real cause, timely informing to parents, make up duty and counseling.

IQAC coordinator has informed all the committee in charges to plan yearly activities of their respective committee and should follow same and to ensure maximum students participation in the activities.

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

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Internal Quality Assurance Committee Meeting Report -II

IQAC meeting was held on October 30, 2018 at 11.30 a.m. in the conference room. The Principal of the College chaired the meeting.

Agenda: Implementation of action plan for 2018-19.

Objectives:

- To work on preparing MoUs with various agencies.
- To make Career Guidance Cell more active.
- To develop interaction with IQAC of other Institutes.
- To encourage the faculty to actively participate in Seminars/Conferences/Workshops.
- To ensure increasing use of Audio-visual and other teaching aids.

The NAAC and IQAC coordinator discussed with all the members that they had attended meeting with other IQAC coordinators of samstha's various units and they have formulated common group and will be regularly meeting in future. Those meetings will be useful to exchange ideas to improve quality of our institute.

They discussed with Principal Madam for her guidance and planned various forums for career guidance for final year students. All of them discussed about making Memorandum of Understanding (MoU) with various institutes and NGOs as we are already working with them like Jana Kalyan Blood Bank, Ramkrishna Math, Adivasi Ashramshala, Kamshet etc. It was decided that NAAC and IQAC coordinator will finalized the MoU form and draft of letter after discussion with Principal madam and will delegate the colleges and NGOs to the faculty.

IQAC coordinator had encouraged faculty to attend conferences and workshop in other institutes 2 per person per year to update ourselves and to publish and present research study done. It was discussed that all the teachers should use maximum A.V.aids and innovative teaching learning methods for effective and student centric learning.

As there were no points for discussion the meeting was adjourned at 12pm.


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Internal Quality Assurance Committee Meeting Report -III

IQAC meeting was held on December 2, 2018 at 3.30 p.m. in the conference room. The Principal of the College chaired the meeting.

Agenda: Discussion of research activities and cell

Objectives: Planning for workshop and conferences

The Research Committee In charge and all members have discussed that all staff should take interest and initiative for individual or departmental research study every year and should publish and present their articles in high indexed journals.

Dr. Ponkshe and other Research Committee Members divided into three groups and asked the group to conduct research. They made three group leaders who will guide them in conducting research as Dr. Ponkshe, Mrs. Nupoor Bhambid and Mrs. Bijayalakshmi Devi.

The Research Committee In charge Mrs. Nupoor Bhambid encouraged all members to discuss topics for conference in this academic year. After detail discussion it was decided to organize conference on any one of the following topics on Research Methodology, Statistics, and Challenges in each specialty, Redefining Nursing etc.

As there were no points for discussion the meeting was adjourned at 4.30 pm.

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Internal Quality Assurance Committee Meeting Report –IV

A meeting of the IQAC was held on January 24, 2019 at 2.00 p.m. in the conference room. The Principal of the College chaired the meeting.

Agenda: Discussion of Impact Assessment of M.U.H.S.

The IQAC and NAAC coordinator informed all the members regarding workshop held at M.U.H.S. on 18th January 2019 on 'Impact Assessment'. They also informed that from this year university is going to conduct inspection as per Impact Assessment Performa and scores achieved by individual institute, the university will give grades and affiliation for the academic year. After discussion core committee was formulated. The chairperson of the core committee Dr. Meena Ganapathy, faculty members Mrs. Shailaja, Mrs. Minakshi and Ms. Smita and Mrs. Sujata (senior clerk) will look after the impact assessment formats and updated documentation was decided. The core committee prepared list of various committee members and the committee In charges and discussed to update their files and submit on 11th February 2019. It was decided that along with committee files, the departmental records should be updated.

As there were no points for discussion the meeting was adjourned at 4.00 pm.

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13. 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 2018-19

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 are presented and published by faculty.
MUHS impact assessment Grade-A+.	The institute has achieved A+ grade by MUHS in impact assessment.
MoU with other institutions.	The institute has made 10, MoUs with various organisations to conduct researches and health awareness programs.
Soft skill training with certification for final year students.	Soft skill training sessions were imparted to 128 final year students.
Feedback from all stakeholders, students 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

Signature of Principal

Principal

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Internal Quality Assurance Cell Meeting (2019-2020) Report –I

Date: 06/08/2019

Time: 11am-12 noon

Venue: Multipurpose Hall

Members present:

1. Dr. Meena Ganapathy : Principal/Chairperson
2. Mrs. Nupoor N. Bhambid : IQAC Coordinator
3. Mrs. Shailaja Mathews : NAAC Coordinator
4. Dr. Shubhada Ponkshe : Associate Professor
5. Mrs. Bijayalakshmi Devi : Associate Professor
6. Mrs. Ujwala Jadhav : Lecturer
7. Ms. Smita Lisham : Lecturer
8. Mrs. Jyoti Karande : Clinical Instructor
9. Mrs. Aswini Sutar : Clinical Instructor
10. Mrs. Dipali Awate : Clinical Instructor
11. Mrs. Samina Mulani : Clinical Instructor
12. Mrs. Seema Mandake : Senior Clerk
13. Mrs. Arpita Satkar : Junior Clerk

Agenda: 1. Action plan of IQAC for the academic year 2019-2020.

2. Organization of National conference.

3. Planning of clinical posting.

4. Discussion about various committees for the current academic year 2019-2020.

IQAC meeting held on 06/08/2019 at 11am to 12 noon under the chairperson Dr. Meena Ganapathy.

Review the previous meeting held on 24/01/2019. The minutes of the meeting was placed before the committee and approved.

1. Action plan of IQAC for the academic year 2019-2020.

The IQAC coordinator discussed the action plan for the current academic year 2019-2020.

- Creating environmental awareness among students and faculty.
- Induction program for newly joint faculty.
- Organization of National Conference.
- Organization of National seminar on Human Rights.
- Soft skills development program for all students.
- Strengthen research activities among faculty and students.
- Conduct of job fair and alumni meet.
- Continuation of other routine activities for development of students and faculty.

2. Organization of National conference:

Principal of the institute Dr. Meena Ganapathy introduced the theme and date of National Conference. It was decided that National Conference on the theme "Redefining Nursing" will be on 21st and 22nd November 2019.

Organizing secretary Mrs. Nupoor Bhambid brief about planning and job delegations of various committees for the smooth running of conference.

3. Planning of clinical posting:

Principal Dr. Meena Ganapathy informed all coordinators to plan clinical postings in coordination with all department. Each outside postings, like Mental Health Nursing, Midwifery, and Community Health Nursing should be coordinated by concern posting incharge for smooth running and providing adequate clinical experiences to the students.

4. Discussion about various committees for the current academic year 2019-2020:

Secretary of institute, Ms. Smita L. discussed about the various committees and delegations of committees for the current academic year 2019-2020.

As there were no points for discussion the meeting was adjourned at 12pm



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Internal Quality Assurance Cell Meeting (2019-2020) Report –II

Date: 03/10/2019

Time: 03 pm-04 pm

Venue: Multipurpose Hall

Members present:

1. Dr. Meena Ganapathy : Principal/Chairperson
2. Mrs. Nupoor N. Bhambid : IQAC Coordinator
3. Mrs. Shailaja Mathews : NAAC Coordinator
4. Dr. Shubhada Ponkshe : Associate Professor
5. Mrs. Bijayalakshmi Devi : Associate Professor
6. Mrs. Ujwala Jadhav : Lecturer
7. Ms. Smita Lisham : Lecturer
8. Mrs. Jyoti Karande : Clinical Instructor
9. Mrs. Ashwini Sutar : Clinical Instructor
10. Mrs. Dipali Awate : Clinical Instructor
11. Mrs. Samina Mulani : Clinical Instructor
12. Mrs. Seema Mandake : Senior Clerk
13. Mrs. Arpita Satkar : Junior Clerk

Agenda: 1. Faculty research and Avishkar research competition by MUHS.

2. Follow up of National Conference.

3. Planning of Workshops and seminar.

IQAC meeting held on 03/10/2019 at 03 pm - 04 pm under the chairperson Dr. Meena Ganapathy.

The IQAC coordinator welcomed the members of the meeting.

Review the previous meeting held on 06/08/2019. The minutes of the meeting was placed before the committee and approved.

1. Faculty research and Avishkar research competition by MUHS:

Principal of institute Dr. Meena Ganapathy discussed about:

- Need to create research culture and publication of research articles in indexed journal.

- Encouraged faculty to have departmental research and ask to take help from AIT data sciences department of Samstha Sampada Vardhe.
- Informed all faculty to participate in Avishkar Research competition organized by MUHS, Nashik and also discussed faculty, Ph. D scholar and student's research to be sent for Avishkar research competition.

2. Follow up of National Conference:

Organizing secretary of National conference Redefining Nursing Mrs. Nupoor Bhambid brief about the work completed and work to be done for the conference.

3. Planning of Workshops and seminar:

Dr. Meena Ganapathy, Principal told we will organizing National seminar on Human rights in the month of January 2020 for which Mrs. Ujwala Jadhav and Ms. Smita Liasham will plan for the seminar.

She also informed to plan for routine workshop for all the students.

Workshop 1. First Aid management — All First year programme.

2. **GFATM** — All final year programme.

Mrs. Dipali Awate and Mrs. Ashwini Sutar delegated the topics of First aid Management workshop among faculty.

Mrs. Ashwini Sutar discussed the schedule of GFATM workshop.

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

HP

Sign of IQAC Coordinator

J. Meena
Sign of Principal

PRINCIPAL
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Internal Quality Assurance Cell Meeting (2019-2020) Report –III

Date: 10/12/2019

Time: 03 pm-04 pm

Venue: Multipurpose Hall

Members present:

- | | |
|----------------------------|-------------------------|
| 1. Dr. Meena Ganapathy | : Principal/Chairperson |
| 2. Mrs. Nupoor N. Bhambid | : IQAC Coordinator |
| 3. Mrs. Shailaja Mathews | : NAAC Coordinator |
| 4. Dr. Shubhada Ponkshe | : Associate Professor |
| 5. Mrs. Bijayalakshmi Devi | : Associate Professor |
| 6. Mrs. Ujwala Jadhav | : Lecturer |
| 7. Ms. Smita Lisham | : Lecturer |
| 8. Mrs. Jyoti Karande | : Clinical Instructor |
| 9. Mrs. Ashwini Sutar | : Clinical Instructor |
| 10. Mrs. Dipali Awate | : Clinical Instructor |
| 11. Mrs. Samina Mulani | : Clinical Instructor |
| 12. Mrs. Seema Mandake | : Senior Clerk |
| 13. Mrs. Arpita Satkar | : Junior Clerk |

Agenda:

1. Discussion about students' curricular and extracurricular activities.
2. Planning for alumnae meet.
3. Institutional domain Id to all faculty, non-teaching staff and students.

IQAC meeting held on 10/12/2019 at 03pm-04pm under the chairperson Dr. Meena Ganapathy.

The IQAC coordinator welcomed the members of the meeting.

Review the previous meeting held on 03/10/2019. The minutes of the meeting was placed before the committee and approved.

1. Discussion about students' curricular and extracurricular activities.

Principal of the institute Dr. Meena Ganapathy discussed about:

- Organize Soft skill training Program for all the nursing students in batches.

- Organization of Personality Development Programme, various collegiate and intercollegiate competitions (sports and cultural).
- Blood donation camps to be organized as per planned of our Samstha and NSS officer can organize it along with her team.
- Sports incharge Ms. Amruta Phale to organize Damini sports activities in collaboration with Samstha.
- Arrange a coach for training the students.

The SNA advisor informed about all annual calendar and various competitions of SNA activities for students like TNAI, SNA, MUHS, Damini (sports intercollegiate) and college week.

2. Planning for alumnae meet.

Principal madam discussed about:

- We can organize alumnae meet in collaboration with Samstha. Mrs. Jyoti Karande and Ms. Reshma Rode can plan for it and inform to the students.
- Release of booklet during alumnae meet.
- Institutional domain Id to all faculty, non-teaching staff and students.

3. Institutional domain Id to all faculty, non-teaching staff and students.

Principal Dr. Meena Ganapathy discussed to for institutional domain Id to all faculty, non-teaching staff and students. Madam asked Mrs. Manjiri Agarkar to find out the quotation and process for various domain ID.

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



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SMT BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION
KARVENAGAR, PUNE – 411052**

Internal Quality Assurance Cell Meeting (2019-2020) Report –IV

Date: 12/03/2020

Time: 02pm-3pm

Venue: Multipurpose Hall

Members present:

1. Dr. Meena Ganapathy : Principal/Chairperson
2. Mrs. Nupoor N. Bhambid : IQAC Coordinator
3. Mrs. Shailaja Mathews : NAAC Coordinator
4. Dr. Shubhada Ponkshe : Associate Professor
5. Mrs. Bijayalakshmi Devi : Associate Professor
6. Mrs. Ujwala Jadhav : Lecturer
7. Ms. Smita Lisham : Lecturer
8. Mrs. Jyoti Karande : Clinical Instructor
9. Mrs. Ashwini Sutar : Clinical Instructor
10. Mrs. Dipali Awate : Clinical Instructor
11. Mrs. Samina Mulani : Clinical Instructor
12. Mrs. Seema Mandake : Senior Clerk
13. Mrs. Arpita Satkar : Junior Clerk

Agenda: AQAR preparation for academic 2019-2020

IQAC meeting held on 12/03/2020 at 02pm-03pm under the chairperson Dr. Meena Ganapathy.

The IQAC coordinator welcomed the members of the meeting.

Review the previous meeting held on 10/12/2019. The minutes of the meeting was placed before the committee and approved.

AQAR preparation for academic 2019-2020

IQAC coordinator discussed the following points to the member:

- Each committee informed and discuss about their pending and incomplete documents to be submitted.
- All committee chairpersons to update and final submit their all documents in soft copies and hard copies before 31st March 2020.
- Format of report writing, submission of report with evidences and photos with Geo tagging.
- Informed all members to submit their softcopy on newly created NAAC Gmail address, naac.btine@gmail.com

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



Sign of IQAC Coordinator



Sign of Principal
Principal

Maharshi Karve Stree Shikshan samithi's
Smt. Bakul Tambat Institute of Nursing Education
Karvenagar, Pune - 411 032.

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

Internal Quality Assurance Cell Meeting (2019-2020) Report –V

Date: 07/04/2020

Time: 02pm-3pm

Zoom meeting

Members present:

1. Dr. Meena Ganapathy : Principal/Chairperson
2. Mrs. Nupoor N. Bhambid : IQAC Coordinator
3. Mrs. Shailaja Mathews : NAAC Coordinator
4. Dr. Shubhada Ponkshe : Associate Professor
5. Mrs. Bijayalakshmi Devi : Associate Professor
6. Mrs. Ujwala Jadhav : Lecturer
7. Ms. Smita Lisham : Lecturer
8. Mrs. Jyoti Karande : Clinical Instructor
9. Mrs. Ashwini Sutar : Clinical Instructor
10. Mrs. Dipali Awate : Clinical Instructor
11. Mrs. Samina Mulani : Clinical Instructor
12. Mrs. Seema Mandake : Senior Clerk
13. Mrs. Arpita Satkar : Junior Clerk

Agenda: online teaching and planning for pre final examination.

IQAC meeting held on 07/04/2020 at 02pm-03pm under the chairperson Dr. Meena Ganapathy on Zoom.

The IQAC coordinator welcomed the members of the meeting.

Review the previous meeting held on 12/03/2020. The minutes of the meeting was placed before the committee and approved.

AQAR preparation for academic 2019-2020

IQAC coordinator discussed the following points to the member:

- Each committee informed and discuss about their pending and incomplete documents to be submitted.
- All committee chairpersons to update and final submit their all documents in soft copies and hard copies before 31st March 2020.
- Format of report writing, submission of report with evidences and photos with Geo tagging.
- Informed all members to submit their softcopy on newly created NAAC Gmail address, naac.btine@gmail.com

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

Sign of IQAC Coordinator


Sign of Principal

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

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

**13. 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 (2019-2020)**

Sr. No	Plan of Action	Achievements/Outcomes
1	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.
2	To prepare for MUHS impact assessment Grade-A+ for 2019-20.	The institute has achieved A+grade by MUHS in impact assessment.
3	MoU with other institutions, follow up and activities to be continued	The institute has made 13, MoUs with various organisations to conduct researches and health awareness programs. On-going programs organised
4	Soft skill training with certification for all students.	All students were benefited with the soft skill training sessions.
5	Feedback from all stakeholders, students, parents collected, analysed and used for improvements.	Taken, discussed and analysed in the monthly meeting. Necessary actions implemented.
6	Initiation of incubation cell.	Initiated and pre placement activities implemented.
7	First Aid training and certification for first year students.	First Aid training conducted with skill work stations
8	Job fair for final year students	For job placements
9	Alumni meet and Alumni news letter	Contact with mother institute and welfare of alumni
10	Human Rights seminar	Awareness about Human Rights
11	Conduct Anti ragging awareness class to students, teaching and non teaching faculty	Anti ragging awareness class was conducted on to students, teaching and non teaching faculty


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KARVENAGAR, PUNE – 411052**

Internal Quality Assurance Cell 1st Meeting Minutes (2020-2021)

Date: 04/08/2020

Time: 11am-12 noon

Online on Google meet

Members present:

1. Dr. Meena Ganapathy : Principal/Chairperson
2. Mrs. Nupoor N. Bhambid : IQAC Coordinator
3. Mrs. Shailaja Mathews : NAAC Coordinator
4. Dr. Shubhada Ponkshe : Associate Professor
5. Mrs. Bijayalakshmi Devi : Associate Professor
6. Mrs. Ujwala Jadhav : Lecturer
7. Ms. Smita Lisham : Lecturer
8. Mrs. Jyoti Karande : Clinical Instructor
9. Mrs. Aswini Sutar : Clinical Instructor
10. Mrs. Dipali Awate : Clinical Instructor
11. Mrs. Samina Mulani : Clinical Instructor
12. Mrs. Seema Mandake : Senior Clerk
13. Mrs. Arpita Satkar : Junior Clerk
14. Ms. Pratiksha Girme : Final Year B.B.Sc.(N) student
15. Ms. Shital Petkar : Final Year M.Sc.(N) student

Agenda: 1. Discussion on starting new academic year 2020-2021 for all UG and PG program except first year.

2. Review of admission status of UG and PG program.
3. Review of final year UG and PG examination.
4. Analysis of the feedback collected from students, teachers, and stakeholders.
5. Submission of AQAR for 2019-2020.

IQAC online meeting held on 04/08/2020 at 11am to 12 noon under the chairperson Dr. Meena Ganapathy.

Review the previous meeting held on 07/04/2020. The minutes of the meeting was placed before the committee and approved.

1. Discussion on starting new academic year 2020-2021 for all UG and PG program except first year.

Dr. Meena Ganapathy Principal of the institute informed that as per MUHS circular we will have our academic year for all UG and PG program except first year. Due to the pandemic of COVID-19 first year program will have delay in admission, but First year P.B.B.Sc. (N) and First year M.Sc. (N) will follow the same academic year as others because all admissions are at institute level. She further asked to all coordinators to have online lectures and conduct all curricular activities. Madam further informed to all class coordinator to complete maximum theory online till further Government order for reopening.

2. Review of admission status of UG and PG program.

Admission committee in charge Mrs. Ujwala Jadhav lecturer informed that all ANM, GNM P.B.B.Sc and PG admissions are in same flow as every year. Only we have to wait for first year Basic B.Sc. (N) admission for NEET examination and DMER notification.

3. Review of final year UG and PG examination.

Dr. Ponkshe Class coordinator of final year M.Sc.(N) informed that PG MUHS examination declared on 17 August 2020 and exam center is our institute for our PG students and Final UG examination declared in the month of September 2020.

4. Analysis of the feedback collected from students, teachers, and stakeholders.

IQAC coordinator reported that feedback collected from students, teachers and stakeholders and given to the feedback analysis committee.

5. Online Submission of AQAR for 2019-2020.

IQAC coordinator Mrs. Nupoor Bhambid informed that online submission of AQAR for 2019-2020 will be uploaded in the month of October 2020.

As there were no points for discussion the meeting was adjourned at 12noon



Sign of IQAC Coordinator



Sign of Principal

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Internal Quality Assurance Cell (2020-2021)

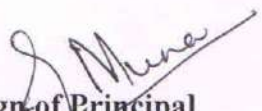
Action taken report

(With regards to the meeting of IQAC held on 04/08/2020)

Sr. No.	Agenda	Action taken
1.	Starting new academic year 2020-2021 for all UG and PG program except first year.	<ul style="list-style-type: none">All UG and PG academic year 2020-2021 started from 4th August 2020 except first year Basic B.Sc. (N).Orientation and induction was given to all programs by their respective class teachers.
2.	Review of admission status of UG and PG program.	<ul style="list-style-type: none">First year P.B.B.Sc. (N) and First year M.Sc. (N) admission process completed at institutional level.Basic B.Sc. (N) admission process is going on as per DMER notification.
3.	Review of final year UG and PG examination.	Final year UG and PG theory and practical examination were conducted smoothly as per MUHS time table.
4.	Analysis of the feedback collected from students, teachers, and stakeholders	Analysis of feedback from students, teachers, and stakeholders are collected and given to Principal madam.
5.	Online Submission of AQAR for 2019-2020.	Online AQAR for year 2019-2020 submitted on 30 October 2020.


Sign of IQAC Coordinator




Sign of Principal
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SMT BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION
KARVENAGAR, PUNE – 411052**

Internal Quality Assurance Cell 2nd Meeting Minutes (2020-2021)

Date: 05/11/2020

Time: 11am-12 noon

Venue: Multipurpose Hall

Members present:

1. Dr. Meena Ganapathy : Principal/Chairperson
2. Mrs. Nupoor N. Bhambid : IQAC Coordinator
3. Mrs. Shailaja Mathews : NAAC Coordinator
4. Dr. Shubhada Ponkshe : Associate Professor
5. Mrs. Bijyalakshmi Devi : Associate Professor
6. Mrs. Ujwala Jadhav : Lecturer
7. Ms. Smita Lisham : Lecturer
8. Mrs. Jyoti Karande : Clinical Instructor
9. Mrs. Aswini Sutar : Clinical Instructor
10. Mrs. Dipali Awate : Clinical Instructor
11. Mrs. Samina Mulani : Clinical Instructor
12. Mrs. Seema Mandake : Senior Clerk
13. Mrs. Arpita Satkar : Junior Clerk
14. Ms. Pratiksha Girme : Final Year B.B.Sc.(N)
15. Ms. Shital Petkar : Final Year M.Sc.(N)

- Agenda:**
1. Discussion on starting of college physically.
 2. Review of academic result of year 2019-2020.
 3. Criteria viz distribution of committee for submission of online AQAR 2016-17 and 2017-18.
 4. Establishment and implementation of National Innovation and Startup Policy.
 5. Discussion on National Nursing and Midwifery draft bill 2020 (NNMC bills).

IQAC meeting held on 05/11/2020 at 11am to 12 noon under the chairperson Dr. Meena Ganapathy.

Review the previous meeting held on 04/08/2020. The minutes of the meeting and action taken report was placed before the committee and approved.

1. Discussion on starting of college physically.

Dr. Meena Ganapathy Principal of institute asked all members to start the program physically in the month of December 2020 and asked all class coordinators to discuss their plan with her. Madam further told that we can schedule the theory and practical of students in group wise maintaining the social distancing and following all COVID protocol.

2. Review of academic result of year 2019-2020.

Review of academic year of UG and PG taken and corrective measures and improvement for the same were informed to the concern program class coordinators.

3. Criteria viz distribution of committee for submission of online AQAR 2016-17 and 2017-18.

NAAC coordinator Mrs. Shailaja Mathews informed that we have submitted hard copy of AQAR 2016-17 and 2017-18 to the NAAC. Now we have to submit online copy of AQAR 2016-17 and 2017-18 as per revised format of AQAR to NAAC before applying for NAAC 2 cycle. IQAC coordinator Mrs. Nupoor Bhambid informed that we will be organizing orientation lecture for all faculty and nonteaching staff regarding revised format of AQAR. She also distributed the criteria among the faculty.

4. Establishment and implementation of National Innovation and Startup Policy.

Dr. Meena Ganapathy principal of the institute asked all members to establish and implementation of National Innovation and Startup policy which is given by MHRD.

5. Discussion on National Nursing and Midwifery draft bill 2020 (NNMC bills).

Principal Dr. Meena Ganapathy informed to all members that NNMC bill government of India has published so everyone has to understand what that bill is all about. Madam further divided that chapters among members and told to study about and will have the presentation on positive points and lacunae in the bill.

As there were no points for discussion the meeting was adjourned at 12.15pm.


Sign of IQAC Coordinator




Sign of Principal
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Internal Quality Assurance Cell (2020-2021)

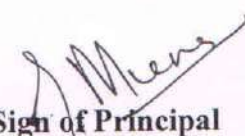
Action taken report

(With regards to the meeting of IQAC held on 05/11/2020)

Sr. No.	Agenda	Action taken
1.	Discussion on starting of college physically.	In the month of December in group vize all senior program batches had started their theory lecturers and clinical posting following all COVID protocol.
2.	Review of academic result of year 2019-2020.	Review of academic year of UG and PG taken and corrective measures and improvement for the same were informed to the concern program class coordinators.
3.	Criteria viz distribution of committee for submission of online AQAR 2016-17 and 2017-18.	<ul style="list-style-type: none">• Criterion vize committee formed• Basic orientation lecture for all faculty and nonteaching staff regarding revised format of AQAR was organized on 12 November 2020.
4.	Establishment and implementation of National Innovation and Startup Policy.	National Innovation and Startup Policy committee coordinator is nominated under the chairperson of Principal.
5.	Discussion on NNMC bills.	Presentation on NNMC bill organized on 23 rd November 2020 and comments on National Nursing and Midwifery draft bill 2020 sent to MoHFW, India


Sign of IQAC Coordinator




Sign of Principal

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Karvenagar, Pune-411052.

1. Discussion about students' extracurricular activities.

Dr. Meena Ganapathy Principal of Institute suggested that due to the COVID pandemic will be withholding all extracurricular activities for the students physically but we can participate and conduct all possible activities virtually.

2. AQAR preparation for online submission for academic year 2016-2017 and 2017-18.

Mrs. Nupoor Bhambid IQAC coordinator informed that documents to be uploaded, write up of 500 words, data entry for the 2016-17 and 2017-18 are under process.

3. Submission of Impact assessment for the 2021-22 to the MUHS.

Dr. meena Ganapathy Principal of Institute, asked Mrs. Seema Mandake to fill the Part A and Part B of Impact assessment for the academic year 2021-2022. Madam also told her to keep all annexure read and show to her.

4. Establishment and implementation of National Innovation and Startup Policy.

National Innovation and Startup Policy committee established under the chairperson of Dr. Meena Ganapathy and coordinator Mrs. Shailaja Mathwes. Mrs, Shailaja informed that she will be organizing orientation session on NISP for students and faculty.

As there were no points for discussion the meeting was adjourned at 03pm



Sign of IQAC Coordinator



Sign of Principal
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Karvenagar, Pune-411052.

Internal Quality Assurance Cell (2020-2021)


Action taken report

(With regards to the meeting of IQAC held on 02/02/2021)

Sr. No.	Agenda	Action taken
1.	Discussion about students' extracurricular activities.	<ul style="list-style-type: none">All possible extracurricular activities were organized for the students virtually under the guidance of SNA adviser.Students were participated in various intercollegiate virtual competitions and won the various prizes.NSS winter camp was held on 26/04/2021 – 01/05/2021
2.	AQAR preparation for online submission for academic year 2016-2017 and 2017-18.	AQAR 2016-2017 submitted online on 19/05/2021 AQAR 2017-2018 submitted online on 20/05/2021
3.	Submission of Impact assessment for the 2021-22 to the MUHS.	Submission of Impact assessment for the academic year 2021-2022 to MUHS done on 27 th May 2021
4.	Establishment and implementation of National Innovation and Startup Policy.	NISP committee established on 24 th February 2021. Orientation session on NISP organized for students and faculty on 17/05/2021


Sign of IQAC Coordinator




Sign of Principal

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KARVENAGAR, PUNE – 411052**

Internal Quality Assurance Cell 3rd Meeting Minutes (2020-2021)

Date: 02/02/2021

Time: 02pm-03pm

Venue: Multipurpose Hall

Members present:

1. Dr. Meena Ganapathy : Principal/Chairperson
2. Mrs. Nupoor N. Bhambid : IQAC Coordinator
3. Mrs. Shailaja Mathews : NAAC Coordinator
4. Dr. Shubhada Ponshe : Associate Professor
5. Mrs. Bijayalakshmi Devi : Associate Professor
6. Mrs. Ujwala Jadhav : Lecturer
7. Ms. Smita Lisham : Lecturer
8. Mrs. Jyoti Karande : Clinical Instructor
9. Mrs. Aswini Sutar : Clinical Instructor
10. Mrs. Dipali Awate : Clinical Instructor
11. Mrs. Samina Mulani : Clinical Instructor
12. Mrs. Seema Mandake : Senior Clerk
13. Mrs. Arpita Satkar : Junior Clerk
14. Ms. Pratiksha Girme : Final Year B.B.Sc.(N)
15. Ms. Shital Petkar : Final Year M.Sc.(N)

Agenda: 1. Discussion about students' curricular and extracurricular activities.

2. AQAR preparation for online submission for academic year 2016-2017 and 2017-18.

3. Submission of Impact assessment for the 2021-22 to the MUHS.

4. Establishment and implementation of National Innovation and Startup Policy.

IQAC meeting held on 02/02/2021 at 02pm-03pm under the chairperson Dr. Meena Ganapathy.

Review the previous meeting held on 05/11/2020. The minutes of the meeting and action plan were placed before the committee and approved.

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

Internal Quality Assurance Cell 4th Meeting Minutes (2020-2021)

Date: 07/06/2021

Time: 03pm-04pm

Venue: Multipurpose Hall

Members present:

1. Dr. Meena Ganapathy : Principal/Chairperson
2. Mrs. Nupoor N. Bhambid : IQAC Coordinator
3. Mrs. Shailaja Mathews : NAAC Coordinator
4. Dr. Shubhada Ponshe : Associate Professor
5. Mrs. Bijayalakshmi Devi : Associate Professor
6. Mrs. Ujwala Jadhav : Lecturer
7. Ms. Smita Lisham : Lecturer
8. Mrs. Jyoti Karande : Clinical Instructor
9. Mrs. Aswini Sutar : Clinical Instructor
10. Mrs. Dipali Awate : Clinical Instructor
11. Mrs. Samina Mulani : Clinical Instructor
12. Mrs. Seema Mandake : Senior Clerk
13. Mrs. Arpita Satkar : Junior Clerk
14. Ms. Pratiksha Girme : Final Year B.B.Sc.(N)
15. Ms. Shital Petkar : Final Year M.Sc.(N)

Agenda: 1. Discussion on add on course for each program.

2. Organization of FDP on revised SSR format of NAAC
3. Organization of faculty and student exchange program
4. Planning for alumnae meet.

IQAC meeting held on 07/06/2021 at 03pm-04pm under the chairperson Dr. Meena Ganapathy.

Review the previous meeting held on 02/02/2021. The minutes of the meeting and action plan were placed before the committee and approved.

Internal Quality Assurance Cell (2020-2021)

Action taken report

(With regards to the meeting of IQAC held on 07/06/2021)

Sr. No.	Agenda	Action taken
1.	Discussion on value added courses for each program.	Value added course for the program 1. Personal Grooming: First Year B.B.Sc.(N) 2. Presentation skills: Second Year B.B.Sc.(N) & First Year M.Sc.(N) 3. Acupressure: Third Year B.B.Sc.(N), Final year P.B.B.Sc.(N) and M.Sc.(N) 4. Yoga: Final year B.B.Sc.(N) & First Year P.B.B.Sc.(N) Yoga syllabus is formulated and course is completed by first year P.B.B.Sc.(N) All other value added courses syllabus were formulated.
2.	Organization of FDP on revised SSR format of NAAC	Organized FDP on revised SSR format of NAAC for faculty and non-teaching staff on 14/06/2021-18/06/2021 One day seminar was conducted for all faculty and non-teaching staff on formats of report writing and data management for SSR by IQAC cell on 12/07/2021.
3.	Organization of faculty and student exchange program.	Organized of faculty exchange program in collaboration with Bharti Vidyapeeth CON, Navi Mumbai on 08/06/2021. Organized of student exchange program in collaboration with MIT CON, Latur on 13/06/2021.
4.	Planning for alumnae meet.	Online Alumnae meet was organized on 29/07/21 for 2019-2020 batch students and 30/07/21 for 2018-2019 batch students in collaboration with Center for Skill Development in Samstha.


Sign of IQAC Coordinator




Sign of Principal
PRINCIPAL

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1. Discussion on value added courses for each program.

Dr. Meena Ganapathy, Principal of the Institute informed to the member that we have to start value added course to each program for 20 hours. The value added courses will be:

1. Personal Grooming
2. Presentation skills
3. Acupressure
4. Yoga

Madam further told to prepare syllabus for each value added course.

2. Organization of FDP on revised SSR format of NAAC.

Mrs. Shailaja Mathews NAAC coordinator informed to all members that SSR format has been revised and separately given for health science so soon we will be organizing Faculty Development Program on revised SSR format of NAAC.

3. Organization of faculty and student exchange program.

Dr. Meena Ganapathy informed to all members that we will be organizing faculty and student exchange program. Topics are:

Faculty: An exchange experiences faced by nursing faculty related to teaching and learning process.

Students: Sharing challenges related to learning knowledge acquisition faced by nursing students.

Madam told Dr. Shubhada Ponkshe Asso. Professor to organize the exchange program.

4. Planning for alumnae meet.

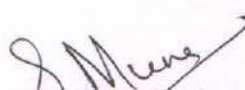
Principal Madam discussed about:

- We are organize online alumnae meet in collaboration with Center for Skill development Mrs. Jyoti Karande Alumni coordinator and Mrs. Deepali Awate Clinical instructor can plan for it and inform to the students of 2018-19 and 2019-2020 batch.
- We can call virtually for two star alumnae and facilitate them for their contributions to nursing profession.

As there were no points for discussion the meeting was adjourned at 04pm


Sign of IQAC Coordinator




Sign of Principal
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