

**MAHARSHI KARVE STREE SHIKSHAN SAMSTHAS SMT BAKUL  
TANBAT INSTITUTE OF NURSING EDUCATION, KARVENAGAR,  
PUNE – 411052**

**CURRICULAR COMMITTEE  
MEETING MINUTES  
(2021-22)**

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

**Staff meeting minutes**

**MEETING MINUTES NO.: 181**

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

**Member present were:**

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

**1<sup>st</sup>AGENDA: CLASS REPORT**

**1<sup>ST</sup> Year Basic BSC (N):** Mrs.Bijayalakshmi read the class report.

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

**1<sup>ST</sup>Year RGNM:** Mrs.Ujwala J. read the class report.

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



- 1<sup>st</sup> Basic posting has started from today at DMH.

**1<sup>st</sup> Year ANM:** In absence of Mrs. Shital Chrike, Mrs. Shivkanya read the class report.

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

**2<sup>nd</sup> year Basic BSc. (N):** Ms. Smita read the class report.

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

**2<sup>nd</sup> year GNM:** Mrs. Mangal read the class report.

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

**2<sup>nd</sup> Year ANM:** Mrs. Shivkanya read the class report in absence of Mrs. Shital patil.

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



**3<sup>rd</sup> Year Basic BSc.(N):** Mrs. Ruth read the class report in absence of Mrs. Ashwini Sutar.

3<sup>rd</sup> yr 2020-21 batch.

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

**B batch-** She reported for B batch students.

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

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

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

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

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

**3<sup>rd</sup> Year RGNM:** Mrs. Mangal read the class report in absence of Mrs. Dipali Khaire.

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

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

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





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

**1<sup>st</sup> year P.B. B.Sc. Nsg: Mrs. Jyoti K read the class report.**

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



**2<sup>nd</sup> year P.B.BSc :** Mrs. Dipali A. read the class report.

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

**1<sup>st</sup> year MSc. Nursing :** Mrs. Nupoor B. read the class report.

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

**2<sup>nd</sup> year MSc. Nursing :** Dr. Ponkshe S. read the class report.

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

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

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

**2<sup>nd</sup> AGENDA: Other issue**

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



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

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

**Minutes recorded by:**

Ms. Smita Lisham

**Minutes passed by:**

Mrs. Bijayalakshmi L.

Mrs. Dipali A.

### Action taken report

**Date: 20/08/2021**

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




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



  
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**CIRCULAR**

Ref No. 93 /INE/2022

Date: 30/03/2022

This is to inform you that, an informal coordinators meeting is scheduled on 1<sup>st</sup> April 2022 at 3 pm in the conference hall.

**The agenda for the meeting is**

1. Clinical rotation
2. Vacation
3. Plan for health day celebration

  
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## **MINUTES OF CLASS COORDINATORS MEETING**

**Date- 1<sup>st</sup> April 2022**

**Time- 2:00 - 4:00 pm**

**Venue- II GNM classroom, MKSSS.BTINE.**

### **Members present:**

1. Dr. Shubhada Ponkshe, Associate professor
2. Mrs. L.Bijayalaxshmi Devi, Associate professor
3. Mrs. Nupoor Bhambid, Lecturer
4. Mrs. Ujwala Jadhav, Lecturer
5. Ms. Lisham Smita Devi, Lecturer
6. Mrs. Shailaja Mathews, Clinical Instructor
7. Ms. Jyoti Karande, Clinical Instructor
8. Mrs. Ashwini Sutar, Clinical Instructor
9. Mrs. Dipali Awate, Clinical Instructor
10. Mrs. Shital Padalkar, Clinical Instructor
11. Mrs. Deepali Khaire, Clinical Instructor
12. Mrs. Shital Chirke, Clinical Instructor
13. Mrs. Priti Pimplekar, Clinical Instructor
14. Mrs. Rupali Dhume, Clinical Instructor

On 1<sup>st</sup> April 2022 class coordinators meeting was conducted under the chairperson of Dr. Meena Ganapathy for the following agenda

1. Clinical posting
2. Health day celebration
3. Preparation regarding NAAC peer team visit
4. Vacation
5. Planning for fresher's party and college week
6. Any other issue

Mrs. Shital Padalkar told all the coordinators that soft copy of the rotation plan should be submitted on 15<sup>th</sup> of every month to her as it will be send by email to Deenanath Mangeshkar Hospital. Informed coordinators that rotation plan should be discussed prion with Dr. Ponkshe with aims and objectives and there will be surprise round by her in clinical area.

**MKSSSBTINE Class coordinators meeting minutes**


Mrs. Rupali Dhume discussed her plan to celebrate World Health Day. Similarly, Mrs. Priti Pimplekar discussed her plan to celebrate Autism Awareness Day.


Mrs. Nupoor Bhambid, IQAC Coordinator and Mrs. Shailaja Mathews NAAC coordinator have discussed in detailed about preparation regarding NAAC peer team visit, preparation of departmental files, power point presentation by criteria and committee incharges, along with student, parents and staff preparation. They further informed about tentative dates of NAAC peer team visit will be in May 2022. As per discussion among class coordinators, annual vacation will be plan after NAAC peer team visit.

Mrs. Deepali Khaire informed tentative dates to plan fresher's party and college week as 1<sup>st</sup> BSc Nursing admission process is completed. She informed that fresher's party will be planned on 8<sup>th</sup> April 2022 and college week on 11<sup>th</sup> to 13<sup>th</sup> April 2022. A detail schedule will informed after discussion with Principal Madam. Above mentioned dates were convenient for all batches.

Mrs Bijayalakshmi Devi informed about revised rules and regulation of discipline committee are on website and need to be explained by all coordinators to their students.

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

Minutes recorded by: Mrs. Shital Padalkar 

  
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## **MINUTES OF CLASS COORDINATORS MEETING**

**Date- 1<sup>st</sup> April 2022**

**Time- 2:00 - 4:00 pm**

**Venue- II GNM classroom, MKSSS.BTINE.**

### **Members present:**

12. Dr. Shubhada Ponkshe, Associate professor
13. Mrs. L.Bijayalaxshmi Devi, Associate professor
14. Mrs. Nupoor Bhambid, Lecturer
15. Mrs. Ujwala Jadhav, Lecturer
16. Ms. Lisham Smita Devi, Lecturer
17. Mrs. Shailaja Mathews, Clinical Instructor
18. Ms. Jyoti Karande, Clinical Instructor
19. Mrs. Ashwini Sutar, Clinical Instructor
20. Mrs. Dipali Awate, Clinical Instructor
21. Mrs. Shital Padalkar, Clinical Instructor
22. Mrs. Deepali Khaire, Clinical Instructor
23. Mrs. Shital Chirke, Clinical Instructor
24. Mrs. Priti Pimplekar, Clinical Instructor
25. Mrs. Rupali Dhume, Clinical Instructor

On 1<sup>st</sup> April 2022 class coordinators meeting was conducted under the chairperson of Dr. Meena Ganapathy for the following agenda

4. Clinical posting
5. Health day celebration
6. Preparation regarding NAAC peer team visit
7. Vacation
8. Planning for fresher's party and college week
9. Any other issue

Mrs. Shital Padalkar told all the coordinators that soft copy of the rotation plan should be submitted on 15<sup>th</sup> of every month to her as it will be send by email to Deenanath Mangeshkar Hospital. Informed coordinators that rotation plan should be discussed prion with Dr. Ponkshe with aims and objectives and there will be surprise round by her in clinical area.



Mrs. Rupali Dhume discussed her plan to celebrate World Health Day. Mrs. Priti Pimplekar discussed her plan to celebrate Autism Awareness Day.

Mrs. Nupoor Bhambid, IQAC Coordinator and Mrs. Shailaja Mathews NAAC coordinator have discussed in detailed about preparation regarding NAAC peer team visit, preparation of departmental files, power point presentation by criteria and committee incharges, along with student, parents and staff preparation. They further informed about tentative dates of NAAC peer team visit will be in May 2022. As per discussion among class coordinators, annual vacation will be plan after NAAC peer team visit.

Mrs. Deepali Khaire informed tentative dates to plan fresher's party and college week as 1<sup>st</sup> BSc Nursing admission process is completed. She informed that fresher's party will be planned on 8<sup>th</sup> April 2022 and college week on 11<sup>th</sup> to 13<sup>th</sup> April 2022. A detail schedule will informed after discussion with Principal Madam. Above mentioned dates were convenient for all batches.

Mrs Bijayalakshmi Devi informed about suggestion and revision in rules and regulation of discipline committee and will be informed soon.

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

Minutes recorded by: Mrs. Shital Padalkar



## MINUTES OF CLASS COORDINATORS MEETING

**Date- 10<sup>th</sup> May 2022**

**Time- 11:00 - 12:00 noon**

**Venue- I GN staffroom, MKSSS.BTINE.**

### **Members present:**

1. Dr. Shubhada Ponkshe, Associate professor
2. Mrs. L.Bijayalaxshmi Devi, Associate professor
3. Mrs. Nupoor Bhambid, Lecturer
4. Mrs. Ujwala Jadhav, Lecturer
5. Ms. Lisham Smita Devi, Lecturer
6. Mrs. Shailaja Mathews, Clinical Instructor
7. Ms. Jyoti Karande, Clinical Instructor
8. Mrs. Dipali Awate, Clinical Instructor
9. Mrs. Shital Padalkar, Clinical Instructor
10. Mrs. Deepali Khaire, Clinical Instructor
11. Mrs. Shital Chirke, Clinical Instructor

On 10<sup>th</sup> May 2022 class coordinators meeting was conducted under the chairperson of Dr. Meena Ganapathy for the following agenda

1. Clinical posting
2. Vacation
3. Any other issue


Mrs. Shital Padalkar told all the coordinators that soft copy of the rotation plan should be submitted on 15<sup>th</sup> of every month to her as it will be send by email to Deenanath Mangeshkar Hospital. Informed coordinators that rotation plan should be discussed prion with Dr. Ponkshe.


Dr. Shubhada Ponkshe and Ms Smita L have opened discussion for vacation plan. Dr. Shubhada Ponkshe suggested 23<sup>rd</sup> April 2022 can be convenient dates for diploma program. But Mrs. Nupoor Bhambid, IQAC Coordinator and Mrs. Shailaja Mathews NAAC coordinator have informed about NAAC peer team visit, preparation of departmental files, power point presentation by criteria and committee incharges, along with student, parents and staff preparation. They further informed about tentative dates of NAAC peer team visit will

**MKSSSBTINE Class coordinators meeting minutes**

be in June and July 2022. As per discussion among class coordinators and Principal madam, annual vacation will be plan after NAAC peer team visit.

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

**Minutes recorded by:** Mrs. Shital Padalkar 

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

**DATE** : 10/05/2022

**VENUE** : 1 year staffroom, MKSSS. BTINE Pune

Sr. No.	Name of the Teacher	Designation	Signature of the Teacher
1	Dr. Meena Ganapathy	Principal/ Professor	
2	Dr. Shubhada Ponkshe	Associate Professor	
3	Mrs. L.Bijayalakshmi Devi.	Associate Professor	
4	Mrs. Nupoor Bhambid	Lecturer	
5	Mrs. Ujwala Jadhav	Lecturer	
6	Ms. Lisham Smita Devi	Lecturer	
7	Mrs. Deepali Shinde	Lecturer	
8	Mrs. Shailaja M J Mathews	Clinical Instructor	
9	Mrs. Jyoti Karande	Clinical Instructor	
10	Mrs. Ashwini Sutar	Clinical Instructor	
11	Mrs. Dipali Awate	Clinical Instructor	
12	Mrs. Shital Padalkar	Clinical Instructor	
13	Ms. Shital Chirke	Clinical Instructor	

**Sign of Principal**

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## MINUTES OF CLASS COORDINATORS MEETING

**Date- 10<sup>th</sup> June 2022**

**Time- 1:00 - 3:00 pm**

**Venue- I year staffroom, MKSSS. BTINE.**

### **Members present:**

1. Mrs. L.Bijayalaxshmi Devi, Associate professor
2. Mrs. Nupoor Bhambid, Lecturer
3. Mrs. Ujwala Jadhav, Lecturer
4. Ms. Lisham Smita Devi, Lecturer
5. Mrs. Shailaja Mathews, Clinical Instructor
6. Ms. Jyoti Karande, Clinical Instructor
7. Mrs. Shital Padalkar, Clinical Instructor
8. Mrs. Deepali Khaire, Clinical Instructor
9. Mrs. Shital Chirke, Clinical Instructor

On 10<sup>th</sup> June 2022, class coordinators meeting was conducted under the chairperson of Dr. Meena Ganapathy for the following agenda:

1. Clinical posting permission
2. Vacation (student and faculty)
3. Any other issue

Mrs. Shital Padalkar has opened discussion for clinical posting for academic year 2022-23.

### **A. Community Health Nursing**

The discussion for clinical posting period for UPH and Sutar hospital took place and students will be posted in batches as follows.

Sr no.	Program	UPH	RPH
1	III GNM	October 2022	
2	IV BSc Nursing	October 2022	November 2022
3	II BSc Nursing	November 2022	January 2023
4	I GNM	December 2022	November 2022

5	I ANM	January 2023	November 2022
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The letter for permission will be prepared by Mrs Shital Patil (UPH) and Mrs. Rau Sangve (RPH).

### B. Obstetric and Gynecological Nursing

The discussion for clinical posting period for Obstetric and Gynecological Nursing in Kamala Nehru hospital took place and students will be posted in batches as follows.

Sr no.	Program	Posting period
1	III GNM	October - December 2022
2	IV BSc Nursing	September - October 2022
3	I PB BSc nursing	December 2022

### C. Mental Health Nursing

The permission will be taken by Mrs Asha Sanas and Mrs Shital Padalkar after discussion with madam regarding the clinical area.

Ms Smita L and Shital Padalkar have opened discussion for a vacation plan. Each department has informed their plan for vacation after the NAAC peer visit. This plan was informed to Principal Madam where madam suggested that 1 week vacation can be planned from 13<sup>th</sup> to 18<sup>th</sup> June 2022 for maximum faculty as we will start full-fledged working for NAAC from 20<sup>th</sup> June 2022 and no faculty will take leave during that period. Accordingly one week vacation is planned for faculty as follows:

Sr No.	Name of Program	Name of faculty
1	I ANM	Mrs Shital Patil
2	I GNM	Mrs Amruta Phale
3	II GNM	Mrs Mangal Temgire
		Mrs Ashwini Bhosale
4	III GNM	Mrs Deepali Khaire
		Mrs Rau Sangve
5	II BSc	Mrs Samina Mulani
6	III BSc	Mrs Asha Sanas

The vacation for ANM and GNM students is planned as follows and will be informed to the hostel.

Sr No.	Name of Program	Vacation period
1	I ANM	27 <sup>th</sup> June – 16 <sup>th</sup> July 2022 (3 weeks)
2	I GNM	27 <sup>th</sup> June – 16 <sup>th</sup> July 2022 (3 weeks)
3	II GNM	27 <sup>th</sup> June – 9 <sup>th</sup> July 2022 (2 weeks)

Mrs. Nupoor Bhambid, IQAC Coordinator and Mrs. Shailaja Mathews NAAC coordinator has informed about NAAC peer team visit in 1<sup>st</sup> week of July and need to prepare departmental files, powerpoint presentation by criteria and committee incharges, along with student, parents and staff preparation.

As there were no points for discussion, the meeting was adjourned at 2.15 pm.

Minutes recorded by: Mrs. Shital Padalkar



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