



Committed to developing "Conscientious, Confident & Caring quality nursing professionals"  
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S

**Smt. Bakul Tambat Institute of Nursing Education**

(Affiliated to MSBNPE, MNC, MUHS & INC, NAAC Accredited)



## 1.1.1 Minutes of the meeting of the college curriculum committee

**Maharshi Karve Stree Shikshan Samstha's  
Smt. Bakul Tambat Institute of Nursing Education,  
Karvenagar, Pune  
List of curriculum committee members (2023-24)**

<b>S.N.</b>	<b>Name of faculty</b>	<b>Designation</b>
1.	Dr. Meena Ganapathy	Principal/ Chair person
2.	Dr. Shubhada Ponkshe	Associate Professor
3.	Mrs. L.Bijayalaxshmi Devi	Professor
4.	Mrs. Nupoor Bhambid	Professor
5.	Ms. Lisham Smita Devi	Professor
6.	Mrs. Jyoti Karande	Associate Professor
7.	Mrs. Ujwala Jadhav	Asst. Professor
8.	Mrs. Shailaja Mathews	Asst. Professor
9.	Mrs. Samina Mulani	Asst. Professor
10.	Mrs. Shital Padalkar	Asst. Professor
11.	Ms. Deepali Shinde	Asst. Professor
12.	Mrs. Akshata Tendulkar	Asst. Professor
13.	Mrs. Ashwini Sutar	Clinical Instructor
14.	Mrs. Dipali Awate	Clinical Instructor
15.	Ms. Ashwini Lande	Clinical Instructor
16.	Ms. Avantika Divekar	Clinical Instructor
17.	Ms. Sangave Rau	Clinical Instructor
18.	Ms. Amruta Phale	Clinical Instructor

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



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# CURRICULUM COMMITTEE

## MEETING MINUTES

**2023-2024**

## CIRCULAR

Date: 17/08/2023

This is to inform you that, an informal coordinators meeting is scheduled on 18<sup>th</sup> Aug 2023 at 2.30 pm in the conference hall.

### **The agenda for the meeting is**

1. Feedback and Course evaluation
2. Academic year 2023-24
  - Clinical posting- DMH
  - Rotation for Simulation lab.
  - Induction and orientation program
3. AQAR 2022-23
  - Mentor mentee record
  - Slow and advance learner
  - Final list of current students with GR no. (soft and hard copy)
4. Curricular plan (value added, add-on and capability enhancement course)
5. Any other



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Karvenagar, Pune-411052.**



## MINUTES OF CLASS COORDINATORS MEETING

**Date- 18<sup>th</sup> Aug 2023**

**Time- 02:30 – 04:00 pm**

**Venue- Conference room, MKSSS.BTINE.**

### **Members present:**

1. Dr. Shubhada Ponkshe, Professor
2. Mrs. Nupoor Bhambid, Associate Professor, NAAC Coordinator
3. Ms. Lisham Smita Devi, Lecturer
4. Mrs. Deepali Khaire, Lecture
5. Mrs. Shailaja Mathews, Lecture, IQAC Coordinator
6. Ms. Jyoti Karande, Lecture
7. Mrs. Ashwini Sutar, Lecture
8. Mrs. Dipali Awate, Lecture
9. Mrs. Shital Padalkar, Lecture
10. Mrs. Avantika Anturkar, Clinical Instructor
11. Ms. Ashwini Lande, Clinical Instructor
12. Ms. Rupali Dhume, Clinical Instructor
13. Ms. Rau Sangave, Clinical Instructor
14. Ms. Amruta Phale, Clinical Instructor
15. Ms. Renuka Nagwanshi, Clinical Instructor

On 18<sup>th</sup> August 2023, class coordinators meeting was conducted for the following agenda-

1. Feedback and Course evaluation
2. AQAR 2022-23
3. Academic year 2023-24
  - Induction and orientation program
  - Clinical posting.
  - Simulation lab rotation
4. Any other

Regarding clinical supervision Dr. Shubhada Ponkshe madam informed that continuous supervision in the critical area in the clinic is important. She has informed an issue regarding 2nd year BSc clinical supervision where teachers were not there in the ICU and so students lacks in having information. Mrs Shailaja Mathews has informed that staff adjustment is done during the period. Now the staff recruitment is over and they will join by September 2023. Few staff will be joining on 21st August on urgent basis.

Mrs Shailaja Mathews further inform regarding AQAR 2023 has to be submitted by 31st August 2023. Mrs Shital Padalkar inform that feedback from teachers who are alumini of MKSSS has to be done on urgent basis and reminded 1st year BSc department to submit simulation feedback by both the semester.

Regarding course evaluation, Mrs Shital Padalkar informed that all the batches except MSc program has submitted course evaluation and reminder given to the MSc class coordinators to submit on urgent basis.

Mrs Shital Padalkar asked regarding clinical posting of September where Mrs Amruta Phale inform that second year GNM will be having posting in medical surgical general ward and pediatric wards from 1st September 2023. Ms Smita L from 2nd year BSc N informed that 3rd semester will have the posting in OT, ICU and basement ward from third week of September. Ms Ashwini L from 1st year BSc informed that students will be posted in KNH, Sutar hospital and DMH, where Mrs Jyoti K informed that first year PBBS N will join KNH for last 2 weeks. Ms Renuka N informed that third year GNM will post student in the batch of 10 students in Sutar hospital.

Mrs Amruta informed regarding Chaitanya posting from October 2023 for 3 weeks, so the bus is booked for 2nd GNM and 2nd PBBS N students.


Mrs Shital Padalkar informed regarding Induction and Orientation program planned in the first week of September 2023 for newly recruited staff.

Mrs Ashwini Sutar informed regarding burn visit to be plan at Surya or AFMC Hospital and advised Ms Riya and Pratiksha Sonawane to take initiative. She further informed regarding health checkup for students going on in batches by Krusna lab, advised to collect the report immediately on the next day and prepare an annual health report of batch.

Ms. Rau Sangve informed regarding Youth Retreat by Sarada math from 3rd September 2023 for B.Sc nursing second semester students with registration. Also informed regarding Yuva Netrutva Vikasan Upkram where third year BSc nursing students will be registered.

Mrs Deepali khaire informed regarding Voter's Registration campaign under Electoral Literacy Club from 21st August 2023 by our samstha and also inform regarding required documents as ID and address proof. Ms Vrushali informed regarding master rotation for simulation laboratory utilization.

As there were no points for further discussion, the meeting was adjourned at 3.45 pm

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

  
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**SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION**  
**KARVENAGAR, PUNE**  
**INFORMAL CLASS- COORDINATOR'S MEETING**

**DATE** : 18/08/2023

**VENUE**: Conference room, MKSSS. BTINE, Pune

Sr. No.	Name of the Teacher	Designation	Signature of the Faculty
1	Dr. Meena Ganapathy	Principal cum Professor	
2	Dr. Shubhada Ponkshe	Professor	
3	Mrs. Nupoor Bhambid	Associate Professor	
4	Mrs. Ujwala Jadhav	Associate Professor	
5	Ms. Lisham Smita Devi	Lecturer	
6	Mrs. Deepali Shinde	Lecturer	
7	Mrs. Shailaja M J Mathews	Lecturer IQAC coordinator.	
8	Mrs. Jyoti Karande	Lecturer	
9	Mrs. Ashwini Sutar	Lecturer	
10	Mrs. Dipali Awate	Lecturer	
11	Mrs. Shital Padalkar	Lecturer	
12	Ms. Avantika Anturkar	Clinical Instructor	
13	Ms. Ashwini Lande	Clinical Instructor	
14	Ms. Rupali Dhume	Clinical Instructor	
15	Ms. Amruta Phale	Clinical Instructor	
16	Ms. Akshata Tendulkar	Clinical Instructor	
17	Ms. Renuka Nagwanshi	Clinical Instructor	

18. Mrs. Rau. Saugave

CI

Sign of Principal

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Karvenagar, Pune-411052,



## MINUTES OF CLASS COORDINATORS MEETING

**Date- 25<sup>th</sup> Oct. 2023**

**Time- 11:00 am – 12:00 noon**

**Venue- Conference room, MKSSS. BTINE.**

### **Members present:**

1. Ms. Jyoti Karande, Lecture
2. Mrs. Dipali Awate, Lecture
3. Mrs. Shital Padalkar, Lecture
4. Mrs. Avantika Anturkar, Clinical Instructor
5. Ms. Ashwini Lande, Clinical Instructor
6. Ms. Rupali Dhume, Clinical Instructor
7. Ms. Rau Sangave, Clinical Instructor
8. Ms. Amruta Phale, Clinical Instructor
9. Ms. Renuka Nagwanshi, Clinical Instructor

On 25<sup>th</sup> October 2023, class coordinators meeting was conducted for the following agenda-

1. AQAR 2022-23
2. Clinical posting.
3. Any other


Regarding clinical posting, Mrs Shital Padalkar has taken follow-up for clinical posting of December 2023 where first year BSc nursing (Semister I), 1st year GNM and 1<sup>st</sup> year PB BSc nursing students are having posting at DMH. There is no overlapping observed as the postings area are differ.

Regarding AQAR, Mrs Shital Padalkar has given reminder for submission of criteria wise documents for uploading by 30th October. Also reminder is given to give student list and GR number and enrollment date for AQAR. Mrs Shital Padalkar also confirmed the number of students per batch under MUHS program to finalize the list of the students foe AQAR 2022-23.

Mrs Rupali Dhume informed regarding MSBNPE examination center for 2nd year ANM on 30. 31<sup>st</sup> October 2023. So no students should be allowed at second floor during exam period.

Regarding visit- Discussion for arrangement of burns, child guidance and Cipla palliative care center visit taken place and the permissions and other formality is distributed among second, third BSc (N) and 2nd year GNM.

As there were no points for further discussion, the meeting was adjourned at 11.45 am

Minutes recorded by: Mrs. Shital Padalkar 






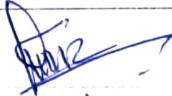




  
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**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S  
SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION  
KARVENAGAR, PUNE 52**

**INFORMAL CLASS- COORDINATOR'S MEETING**

**DATE** : 25/10/2023

**VENUE**: Conference room, MKSSS, BTINF, Pune

<b>Sr. No.</b>	<b>Name of the Teacher</b>	<b>Designation</b>	<b>Signature of the Faculty</b>
1	Mrs. Jyoti Karande	Lecturer	
2	Mrs. Dipali Awate	Lecturer	
3	Mrs. Samina Mulani	Lecturer	
4	Mrs. Shital Padalkar	Lecturer	
5	Ms. Avantika Anturkar	Clinical Instructor	
6	Ms. Ashwini Lande	Clinical Instructor	
7	Ms. Rupali Dhume	Clinical Instructor	
8	Ms. Amruta Phale	Clinical Instructor	
9	Ms. Rau Sangave	Clinical Instructor	
10	Ms. Akshata Tendulkar	Clinical Instructor	
11	Ms. Renuka Nagwanshi	Clinical Instructor	

  
Sign of Principal

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## CIRCULAR

Date: 04/12/2023

This is to inform you that, an informal coordinators meeting is scheduled on 6<sup>th</sup> Dec. 2023 at 3:00 pm in the conference hall.

### **The agenda for the meeting is**

1. AQAR (2022-23)
2. Clinical rotation
3. Simulation laboratory- responsibility delegation
4. College week planning
5. Damini- sports competition
6. Lamp lighting
7. Any other

  
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K S S S B T Institute of  
Nursing Education  
Wagholi, Pune-52.



## MINUTES OF CLASS COORDINATORS MEETING

**Date- 6<sup>th</sup> Dec. 2023**

**Time- 3:00 pm – 4:30 pm**

**Venue- Conference room, 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. Deepali Khaire, Lecture
7. Mrs. Shailaja Mathews, Clinical Instructor
8. Ms. Jyoti Karande, Clinical Instructor
9. Mrs. Samina Mulani, Clinical Instructor
10. Mrs. Ashwini Sutar, Clinical Instructor
11. Mrs. Dipali Awate, Clinical Instructor
12. Mrs. Shital Padalkar, Clinical Instructor
13. Mrs. Avantika Anturkar, Clinical Instructor
14. Ms. Ashwini Lande, Clinical Instructor
15. Ms. Rupali Dhume, Clinical Instructor
16. Ms Akshada Tendulkar, Clinical Instructor
17. Ms. Rau Sangave, Clinical Instructor
18. Ms. Amruta Phale, Clinical Instructor

On 6<sup>th</sup> December 2023, class coordinators meeting was conducted for the following agenda-

1. Simulation laboratory- responsibility delegation
2. AQAR (2022-23)
3. Clinical rotation
4. College week planning
5. Damini- sports competition
6. Lamp lighting
7. Any other

## **Simulation laboratory**

Mrs Shailaja Mathews informed regarding preparation of simulation lab rotation, and it should be discussed with Mrs Vrushali Sapkal and Mrs Nupur Bhambid to avoid overlapping among batches. Further Mrs Shailaja Mathews informed that Mrs Vaishali should attend procedure demonstration and understand with tray preparation for guidance. Also she should attend the student demonstration to keep herself updated. Mrs Shailaja Mathews also informed regarding simulation lab rotation for internship in the second week of January with 10 procedures per day will be plan.

## **AQAR (2022-23)**

Regarding AQAR, Dr Shubhada Ponkshe inform that lab photo with report including dummy cost, simulation plan and purchase details to be given to criteria 2. Also madam further added that data collection is difficult for criteria 2 where Mrs Shailaja Mathew suggested that to fix the email ID for data receiving and inform other members to resend the criteria content Dr Shubhada Ponkshe further inform to submit reports on innovative teaching and simulation for their criteria for the madam added that there is a difficulty to collect the data.

Regarding library, data related to subscription, number of books etc. is required and librarian seems not approachable. So further Mrs Shailaja Mathews informed that the issue will be discussed with librarian first and then to the principal madam and it will be also helped by Mrs Nupur madam regarding library data

Mrs Samina Mulani also requested for FDP report, conference report which faculty has attended personally as there was no active response in the Google form where Mrs Shailaja Mathews suggested bringing certificate of conference or awards for attended in academic year 2022-23 and submit scanned copy.

Mrs Shailaja Mathews for the announce the deadline for AQR submission as 11<sup>th</sup> December 2023, so that it will be uploaded on NAAC portal/site

## **NRTS**

Further Mrs Rau Sangwe informed regarding NRTS card for newly join teachers faculty and students which is an important document for INC inspection. she added that student registration should be done under registration was free but now its charge 500 which need to be informed to the students further Mrs Shailaja Mathews inform that Mrs Rau will train the coordinator or subordinate for student registration app in RTS portal regarding payment Mrs Rao inform that DD or check should be submitted to the Institution and so the institute will pay online regarding PBBSsc and MSc N, if the student is already enroll for NRTS then it not

Re-register but if any student who has not yet completed in NRTS registration, they have to done under the institute

### **Clinical Posting**

For improvement in clinical Dr. Ponkshe madam said there is no any point to say regarding clinical supervision and she will report in writing. Further madam suggested to plan the meetings in the morning session, so there will be adequate time to discuss and the plan the activities. Further clinical rotation for January 2024 was discussed, where only first year BSc N and second year GNM are having DMH posting.

### **Other**

Mrs. Shailaja informed regarding tentatively department HOD meeting will be plan in the third week of December 2023. Mrs. Nupoor Bhambid informed regarding tentative date for the national conference as 12 to 14<sup>th</sup> March 2023.

Regarding college week, Mrs Deepali Khaire informed the tentative dates for Eureka 2023 and it will be in second or third week of February 2024. Also Damini, an inter-collegiate sports competition is planned from 5 to 9<sup>th</sup> February 2024 and she further requested for active student participation in the cultural and sports event.

As there were no points for further discussion, the meeting was adjourned at 04.30 pm

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






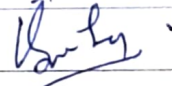



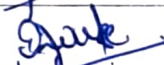
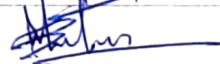
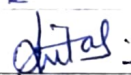

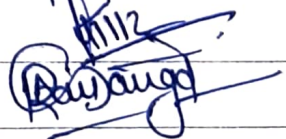
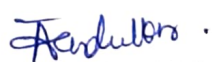
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**Smt. Bakul Tambat Institute of  
Nursing Education  
Karvenagar, Pune-411052.**

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

**DATE** : 06/12/2023

**VENUE** : Conference room, MKSSS, BTINE Pune

Sr. No.	Name of the Teacher	Designation	Signature of the Faculty
1	Dr. Meena Ganapathy	Principal/ Professor	
2	Dr. Shubhada Ponkshe	Professor	
3	Mrs. L. Bijayalakshmi Devi.	Associate Professor	
4	Mrs. Nupoor Bhambid	Associate Professor NAAC Coordinator	
5	Mrs. Ujwala Jadhav	Associate Professor	
6	Ms. Lisham Smita Devi	Lecturer	
7	Mrs. Deepali Shinde	Lecturer	
8	Mrs. Shailaja M J Mathews	Lecturer. IQAC Coordinator	
9	Mrs. Jyoti Karande	Lecturer	
10	Mrs. Ashwini Sutar	Lecturer	
11	Mrs. Dipali Awate	Lecturer	
12	Mrs. Samina Mulani	Lecturer	
13	Mrs. Shital Padalkar	Lecturer	
14	Ms. Avantika Anturkar	Clinical Instructor	
15	Ms. Ashwini Lande	Clinical Instructor	
16	Ms. Rupali Dhume	Clinical Instructor	
17	Ms. Rau Sangave	Clinical Instructor	
18	Ms. Amruta Phale	Clinical Instructor	
19	Ms. Akshata Tendulkar	Clinical Instructor	



## CIRCULAR

Date: 27/03/2024

This is to inform you that, an informal coordinators meeting is scheduled on 28<sup>th</sup> March 2024 at 2.00 pm in the conference hall.

### **The agenda for the meeting is**

1. Clinical rotation for April 2024
2. Vacation
3. Any other

  
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Karvenagar, Pune-411052.

## MINUTES OF CLASS COORDINATORS MEETING

**Date- 28<sup>th</sup> March 2024**

**Time- 2:00 pm – 3:30 pm**

**Venue- Conference room, MKSSS. BTINE.**

### **Members present:**

1. Dr. Shubhada Ponkshe, Associate Professor
2. Mrs. L. Bijayalakshmi Devi, Professor
3. Mrs. Nupoor Bhambid, Professor
4. Mrs. Ujwala Jadhav, Associate professor
5. Mrs. Shailaja Mathews, Lecturer
6. Ms. Jyoti Karande, Associate professor
7. Mrs. Ashwini Sutar, Lecturer
8. Mrs. Dipali Awate, Lecturer
9. Mrs. Shital Padalkar, Lecturer
10. Mrs. Avantika Anturkar, Clinical Instructor
11. Ms. Ashwini Lande, Clinical Instructor
12. Ms. Rupali Dhume, Clinical Instructor
13. Ms. Rau Sangave, Clinical Instructor
14. Ms. Amruta Phale, Clinical Instructor

On 28<sup>th</sup> March 2024, class coordinators meeting was conducted for the following agenda-

1. Clinical rotation
2. Vacation
3. Any other

### **Clinical Posting**

Clinical rotation for April 2024 was discussed, Sem II, III,IV of BSc N, 1<sup>st</sup> and 2<sup>nd</sup> year GNM, ANM are having clinical posting at DMH planned in April, where only second year BSc N and second year GNM are having overlapping at advanced clinical area. Advised for shift duty and internal rotation in area to avoid overlapping. 2<sup>nd</sup> year GNM practical exam for MSN and pediatric nursing is ongoing. 1<sup>st</sup> year PBBSc N and Sem II BSc N planning exam in 1<sup>st</sup> week April. Advised 2<sup>nd</sup> BSc N to plan practical exam in 4<sup>th</sup> week April onwards to avoid overlapping.

**Vacation-** Discussion on tentative plan for vacation as follows and will be confirmed after discussion with Principal Madam.

Sr. No.	Department	Name of the faculty	Contact no.	Date	Students
1.	1 <sup>st</sup> and 2 <sup>nd</sup> Year ANM	Mrs. Rupali Dhume	9370365383	20 <sup>th</sup> May -8 <sup>th</sup> June 2024	Same as faculty
		Ms. Nutan Whagela.	9552719938	20 <sup>th</sup> May -8 <sup>th</sup> June 2024	
		Ms Samrudhi K.	8329728323	No vacation	
2.	1 <sup>st</sup> year GNM	Mrs. Ujwala Jadhav.	7276832571	20 <sup>th</sup> May -8 <sup>th</sup> June 2024	Same as faculty
		Mrs. Shital Patil.	9923870088	20 <sup>th</sup> May -8 <sup>th</sup> June 2024	
		Ms. Anuja Jadhav.	9130257746	20 <sup>th</sup> May -8 <sup>th</sup> June 2024	
		Mrs. Deepika G.	8007411205	No vacation	
		Ms. Aishwarya A.	7020719580	No vacation	
		Ms Divya Jogale	8698045509	No vacation	
3.	2 <sup>nd</sup> year GNM	Mrs. Shital Padalkar.	9850655880	20 <sup>th</sup> May -8 <sup>th</sup> June 2024	Same as faculty
		Ms. Amruta Phale.	9823641617	20 <sup>th</sup> May -8 <sup>th</sup> June 2024	
		Ms. Riya G.	7038163837	No vacation	
		Ms Akanksha Dudhane	9922626800	No vacation	
		Ms Ashwini Patil	7448140230	No vacation	
		Ms Pratiksha Adnaik	9730008874	No vacation	
4.	3 <sup>rd</sup> year GNM	Ms. Avantika A.	9511295320	20 <sup>th</sup> May -8 <sup>th</sup> June 2024	No vacation
		Ms. Renuka N.	9665875188	11 <sup>th</sup> June – 2 <sup>nd</sup> July 24	
5.	1 <sup>st</sup> year B.Sc. II Semester	Dr. Shubhada Ponkshe.	9764761833	20 <sup>th</sup> May -8 <sup>th</sup> June 2024	Same as faculty
		Ms. Ashwini Lande.	7620276700	20 <sup>th</sup> May -8 <sup>th</sup> June 2024	
		Mrs. Deepali Shinde.	8793339898	20 <sup>th</sup> May -8 <sup>th</sup> June 2024	

		Mrs. Aaditi Shirke.	8888026396	20 <sup>th</sup> May -8 <sup>th</sup> June 2024		
		Ms. Dhanashri Patil.	9764849067	No vacation		
		Ms Priti Kamble	7083654578	No vacation		
6.	2 <sup>nd</sup> year B.Sc.  III, IV sem	Ms. Smita Lisham.	9823646344	Not yet to plan	15 to 27th July 2024  (2 weeks)	
		Ms Dipali Awate	9765191066			
		Mrs. Samina Mulani.	9623782496			
		Ms Devashree B	8329788599			No vacation
		Ms Presilla	9665205990			No vacation
		Mrs. Vasudha S.	8888216892			No vacation
		Ms Pratiksha S	9422192709			No vacation
7.	3 <sup>rd</sup> year B.Sc.	Ms. Akshata T.	7588784847	No vacation	No vacation	
8.	4 <sup>th</sup> year B.Sc.	Mrs. Shailaja Mathews	8087097035	20 <sup>th</sup> May -8 <sup>th</sup> June 2024	No vacation	
		Ms. Rau Sangve.	7498103245	27 <sup>th</sup> May -15 <sup>th</sup> June 24		
		Ms. Salwa D.	9657460511	No vacation		
9.	1 <sup>st</sup> year P.B.B.Sc.	Mrs Ashwini Sutar	9850771785	20 <sup>th</sup> May-01 <sup>th</sup> June 22 <sup>th</sup> – 28 <sup>th</sup> July	No vacation	
10.	2 <sup>nd</sup> year P.B.B.Sc	Mrs. Jyoti Karande.	9850140007	20 <sup>th</sup> May-01 <sup>th</sup> June 22 <sup>th</sup> – 28 <sup>th</sup> July	No vacation	
11.	1 <sup>st</sup> year M.Sc.	Mrs. Bijayalakshmi Devi L	9225504086	20 <sup>th</sup> May -8 <sup>th</sup> June 2024	After final examination	
12.	2 <sup>nd</sup> year M.Sc.	Mrs. Nupoor Bhambid.	9158617275	20 <sup>th</sup> May -8 <sup>th</sup> June 2024	No vacation	



**Any other**

**Result analysis-** Mrs Bijayalakshmi Devi informed to submit result analysis within one week of result declared. She further explained about MUHS circular biometric attendance of students to be sent every 3 months, staff details with subject hrs etc. So need to form committee for same.

Mrs Shailaja Mathews informed regarding MUHS circular for faculty performance appraisal to be filled by faculty. Also she suggested forming a What's up group for repeater students for direct communication with respective class teacher for further instructions.

She has also reminded for publication of conference proceeding by resource person.

**SDG-** Mrs Shital Padalkar informed to fill G form send by Mrs Monika about faculty details with income and category for SDG purpose. Data is required to fill information on dashboard at Samstha level.

**Value added, add on courses and module-** Mrs Dipali Awate was adviced to plan value added course like language and soft skill, personality devt. and module (elective and compulsory) after discussion with Principal madam.

Mrs Bijayalakshmi Devi suggested to start activities to relieve stress among faculty and can have focus group interaction in rotation if faculty is willing for same.

As there were no points for further discussion, the meeting was adjourned at 03.30 pm.

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



Sign of Principal  
**PRINCIPAL**

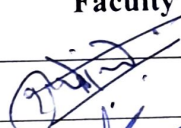

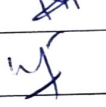


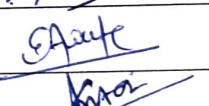
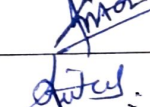
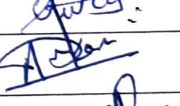



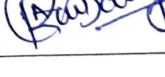


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SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION  
KARVENAGAR, PUNE 52**

**INFORMAL CLASS- COORDINATOR'S MEETING**

**DATE** : 28/03/2024

**VENUE**: Conference room, MKSSS. BTINE, Pune

Sr. No.	Name of the Teacher	Designation	Signature of the Faculty
1	Dr. Shubhada Ponkshe,	Associate Professor	
2	Mrs. L. Bijayalakshmi Devi	Professor	
3	Mrs. Nupoor Bhambid	Professor	
4	Mrs. Ujwala Jadhav	Associate Professor	
5	Mrs. Shailaja Mathews	Lecturer	
6	Mrs. Jyoti Karande	Associate Professor	
7	Mrs. Dipali Awate	Lecturer	
8	Mrs. Ashwini Sutar	Lecturer	
9	Mrs. Shital Padalkar	Lecturer	
10	Mrs. Avantika Anturkar	Clinical Instructor	
11	Ms. Ashwini Lande	Clinical Instructor	
12	Ms. Rupali Dhume	Clinical Instructor	
13	Ms. Amruta Phale	Clinical Instructor	
14	Ms. Rau Sangave	Clinical Instructor	

  
**Sign of Principal**

**PRINCIPAL**

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

**MAHARSHI KARVE STREE SHIKSHAN SAMSTHAS  
SMT BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION, KARVENAGAR,  
PUNE**

**BATCH WISE ROTATION OF THE FACULTY FROM 29<sup>th</sup> April to 18<sup>th</sup> May 2024**

Sr. No	Name of the faculty	Batch
1.	Ms Samruddhi Kadam	1 <sup>st</sup> ANM
		2 <sup>nd</sup> ANM
2.	Ms Dipika Gawali	1 <sup>st</sup> GNM
3.	Ms Ashwini Patil	2 <sup>nd</sup> GNM
4.	Ms Aishwarya Akhade	3 <sup>rd</sup> GNM
5.	<b>Vacation</b>	1 <sup>st</sup> BSc
6.	Ms Vasudha Sapkal	3 <sup>rd</sup> semester
	Ms Devashri Borde	
	Ms Priscila Menges	
7.	Ms Akshata Tendulkar	4 <sup>th</sup> semester
	Ms Pratiksha Sonawane	
8.	Ms Akshata Tendulkar	3 <sup>rd</sup> BSc
9.	Ms Salwa Duste	4 <sup>th</sup> BSc
	Ms Dhanshree Patil	
10.	Ms Riya Gabhiv	1 <sup>st</sup> PBBSc
11.	Ms Pratiksha Adnaik	2 <sup>nd</sup> PBBSc
12.	<b>Vacation</b>	1 <sup>st</sup> MSc
13.	<b>Vacation</b>	2 <sup>nd</sup> MSc

  
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Karvenagar, Pune-411052.

## CIRCULAR

Date: 03/06/2024

This is to inform you that, an informal coordinators meeting is scheduled on 5<sup>th</sup> June 2024 at 2.00 pm in the conference hall.

### **The agenda for the meeting is**

1. Course evaluation and Feedback
2. AQAR 2023-24 and submission of previous year file
3. Teacher performance appraisal
4. Academic year 2024-25 plan
  - Permission for clinical area
  - Master rotation
  - NSS camp
  - Induction and orientation program
  - College week
  - Diwali vacation
  - Awareness- NISP, IPR, SDG etc.
5. Curricular plan (value added, add-on and capability enhancement course)
6. Department- Plan for conference, Exchange program, workshop, FDP, CNE research and Publication of faculty, health day celebration etc.
7. Any other



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## MINUTES OF CLASS COORDINATORS MEETING

**Date- 15<sup>th</sup> June 2023**

**Time- 01:30 - 03:00 pm**

**Venue- PBBSn classroom, MKSSS BTINE.**

### **Members present:**

1. Dr. Shubhada Ponkshe, Associate Professor
2. Mrs. Nupoor Bhambid, Professor
3. Ms. Lisham Smita Devi, Associate Professor
4. Ms. Jyoti Karande, Associate Professor
5. Mrs. Ujwala Jadhav, Lecturer
6. Mrs. Shailaja Mathews, Lecturer
7. Mrs. Ashwini Sutar, Lecturer
8. Mrs. Dipali Awate, Lecturer
9. Mrs. Deepali Khaire, Lecturer
10. Mrs. Shital Padalkar, Lecturer
11. Ms Akshada Tendulkar, Lecturer
12. Mrs. Avantika Anturkar, Clinical Instructor
13. Ms. Ashwini Lande, Clinical Instructor
14. Ms. Rupali Dhume, Clinical Instructor
15. Ms. Amruta Phale, Clinical Instructor

On 5<sup>th</sup> June 2024, class coordinators meeting was conducted for the following agenda-

1. Feedback and Course evaluation
2. AQAR 2023-24
3. Academic year 2023-24
  - Permission for clinical area
  - Master rotation
  - NSS camp
  - Induction and orientation program

- College week
  - Diwali vacation
  - Awareness- NISP, IPR, SDG etc.
4. Curricular plan (value added, add-on and capability enhancement course)
  5. Fees payment and Readmission
  6. Department- Plan for conference, workshop, FOP, research and health day celebration
  7. Any other

Mrs Nupoor Bhambid, NAAC coordinator has informed regarding AQAR 2023-24 submissions. Records like Mentor mentee record, Slow and advance learner, and other departmental records (2023-24) to be submitted to criteria Incharge before 30<sup>th</sup> June 2024.

Mrs Shital Padalkar has informed about feedback links for student, parents, alumni, student satisfaction survey (SSS) and teachers evaluation is sent to respective coordinators. Informed to forward in students and parents group and get it filled by 30<sup>th</sup> June 2024. Mrs Shital Padalkar has informed regarding course evaluation to be submitted by 30<sup>th</sup> June 2024.

Regarding simulation feedback,

Sr. No.	Program	Subject	Name of Procedure
1	First year B.Sc (N) Sem. I	Foundation of Nursing	Vital Signs
	Sem II		IM injection
2	Second year B.Sc N Sem. III	Medical Surgical Nursing	BLS
	Sem IV		Critical care nursing
3	Forth year B.Sc N	Community Health Nursing	Hb Estimation
		Obstetrics and gynecology Nursing	ANC assessment
4	First year PB.B.Sc N	Medical Surgical Nursing	S/C Injection
		Child Health Nursing	Newborn assessment
		Obstetrics and gynecology	PNC care

		Nursing	
5	Second year P B. B.Sc N	Mental Health Nursing	Mental Status Examination
		Community Health Nursing	Urine test
6	M.Sc N	Medical Surgical Nursing	Endotracheal suction
		Mental Health Nursing	Therapeutic communication

Mrs Shital Padalkar has further opened discussion for Academic year 2023-24 plan along with master rotation plan.

### 1. Clinical area permission

Sr. No .	Clinical area	Program	Year	Duration (Date and weeks)	Subject	Faculty responsible
1	KNH	B.Sc N	2	September 2024 (4 wks)	MSN	Mrs Deepali Khaire, Mrs Avantika A, Mrs Jyoti Karande
			3	May 2025 (4 wks)	OBGY	
		GNM	3	Oct. and Dec 2024 (8 wks)	OBGY	
		PBBS Sc N	1	Oct. 2024 (4 wks)	OBGY	
		ANM	2	Oct. 2024 (4 wks)	OBGY	
		MSc N	1	Sept- Oct 2024 (4 wks)	OBGY	
2	Sonawane	B.Sc N	3	May 2025 (4 wks)	OBGY	
			3	Oct. and Dec 2024 (8 wks)	OBGY	
		P.B.BSc N	1	Oct. 2024 (4 wks)	OBGY	
3	Sutar hospital	BSc N	1	March 2024 (4 wks)	FON	
			2	Oct 2024, April 2025	MSN	
			4	March 2024 (4 wks)	CHN	
		PBBS Sc N	2	March 2024 (4 wks)	CHN	
		GNM	1	Nov- Dec 2024 (5 wks)	CHN	
			3	September 2024 (4 wks)	CHN	
		ANM	1	Nov 2024 (2 wks)	CHN	



			2	Nov 2024 (2 wks)	CHN	
4	<b>Paud (RPH)</b>	<b>GNM</b>	1	Nov 2024 (2 wks)	CHN	Mrs Shital Patil, Ms Samrudhi,
		<b>ANM</b>	1	Dec 2024 (2 wks)	CHN	
		<b>PBBSc</b>	2	Nov 2024 (1 wk)	CHN	
		<b>MSc</b>	1	Nov 2024 (1 wk)	CHN	
	<b>Kamshet</b>	<b>GNM</b>	3	Sept 2024 (2 wk)	CHN	Mrs Rau S, Ms Renuka
		<b>PBBSc</b>	2	Sept 2024 (1 wk)	CHN	
5	<b>Yerwada</b>	<b>GNM</b>	2	March 2025 (3 wks)	MHN	Mrs Shital Padalkar, Mrs Amruta Phale
		<b>BSc N</b>	3	Feb 2025 (3 wks)		
		<b>PBBSc N</b>	2	Feb 2023 (4 wks)		
		<b>MSc N</b>	2	Feb- March 2025 (4 wks)		
6	<b>Chaitnya</b>	<b>B.Sc N</b>	3	Oct 2024 (4 wks)	MHN	Mrs Akshata T
		<b>GNM</b>	2	Sept 2024 (3 wks)		
		<b>PBBSc N</b>	2	Sept 2024 (2 wks)		
		<b>MSc N</b>	2	Oct 2024 (2 wks)		
7	<b>Mai Mangeshkar hosp.</b>	<b>ANM</b>	2		MSN	Mrs Rupali Dhume
		<b>GNM</b>	2			
8	<b>Deenanath Mangeshkar Hospital</b>	All batches in rotation starting from June 2024				

Mrs. Avantika Anturkar has informed that NSS camp is plan from 25<sup>th</sup> to 30<sup>th</sup> Nov 2024.

Mrs. Deepali Khaire has informed that College week is tentative plan from last week of Feb 2025.

Mrs. Ponkshe and Ms. Smita have tentatively discussed and plan for Diwali vacation from 28<sup>th</sup> Oct to 8<sup>th</sup> Nov. 2024.



Mrs Shital Padalkar has informed that Induction-orientation and awareness program- NISP, IPR, SDG for newly joining faculty will be plan in Sept. 2024.

Mrs. Ujwala Jadhav was reminded about Curricular plan (value added, add-on and capability enhancement) courses. She said that it will be discussed with Principal Madam along Mrs. Deepali Awate and will be informed accordingly.


Mrs Shital Padalkar has informed about Fees payment and Readmission of next academic year


Mrs Shailaja Mathews discussed about Departmental plan for conference, workshop, FOP, research publication and health day celebration. She also reminded about Teacher performance appraisal to be filled for 2022-23 and 2023-24 and has to be submitted by 30<sup>th</sup> June 2024. Dr Ponkshe raised query regarding HOD for FON and clinical supervision responsibility need to be discussed. Ms Smita Lisham informed that it will be announced by Principal madam.

Mrs Shailaja Mathews also informed about semester system that present semester faculty (Eg: Sem I BSc N) will help to next batch (Eg: Sem III, IV or V) till whole batch students joins the respective program. Regarding recruitment, college advertises is out.

Mrs Bijayalakshmi Devi informed regarding E-Journal purchase order sent to Callidus Pixel. Faculty will be given some work regarding website development. Also she suggested submitting research article to Ms Ashwini Lande.

As there were no points for further discussion, the meeting was adjourned at 2.45 pm




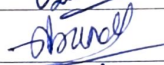
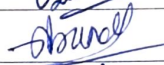

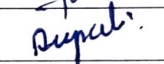

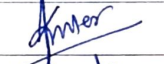

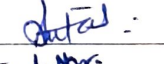
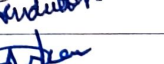


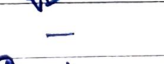

Minutes recorded by: Mrs. Shital Padalkar 

  
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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** : 05/06/2024

**VENUE** : Conference room, MKSSS BTINE, Pune

Sr. No.	Name of the Teacher	Designation	Signature of the Faculty
1	Dr. Meena Ganapathy	Principal cum Professor	
2	Dr. Shubhada Ponshe	Associate Professor	
3	Mrs. L.Bijayalakshmi Devi.	Professor	
4	Mrs. Nupoor Bhambid	Professor NAAC Coordinator	
5	Ms. Lisham Smita Devi	Associate Professor	
6	Mrs. Jyoti Karande	Associate Professor	
7	Mrs. Ujwala Jadhav	Lecturer	
8	Mrs. Deepali Shinde	Lecturer	
9	Mrs. Shailaja M J Mathews	Lecturer, IQAC Coordinator	
10	Mrs. Ashwini Sutar	Lecturer	
11	Mrs. Dipali Awate	Lecturer	
12	Mrs. Samina Mulani	Lecturer	-
13	Mrs. Shital Padalkar	Lecturer	
14	Ms. Akshata Tendulkar	Lecturer	
15	Ms. Avantika Anturkar	Clinical Instructor	
16	Ms. Ashwini Lande	Clinical Instructor	
17	Ms. Rupali Dhume	Clinical Instructor	
18	Ms. Rau Sangave	Clinical Instructor	-
19	Ms. Amruta Phale	Clinical Instructor	
20	Ms. Renuka Nagwanshi	Clinical Instructor	-

  
 Sign of Principal  
**PRINCIPAL**

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 Karvenagar, Pune-411052.