



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

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

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



## 6.2.1 Minutes of the College Council/other relevant bodies for department deliveries of the strategic plan (2023-2024)

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

**FIRST YEAR B.Sc. NURSING DEPARTMENT**

**MEETING MINUTES (Aug 2023)**

**Departmental Meeting Minutes**

**Date:** 19/08/2023

**Time:** 10:45 AM

**Members Present:**

1. Dr. Shubhada Ponkshe
2. Ms. Ashwini Lande
3. Ms. Deepali Shinde
4. Ms. Salwa Duste
5. Ms. Aaditi Shirke

**Agenda:**

1. Planning of Semester-I Admissions
2. Planning of Clinical Posting for Semester-II (22-23)

**Discussion and Decisions:**

**1. Planning of Clinical Posting for Semester-II (22-23):**

- **Kamala Nehru Hospital (KNH):**
- **Student Allocation:**
  1. 20 students will be posted in rotation.
  2. Students will be divided into two groups:
  3. Vaccination OPD: For practicing injections, blood pressure (BP), etc.
  4. Wards: For completing other procedures and clinical assignments.
- **Supervision:**
  - Ms. Ashwini Lande and Ms. Salwa Duste will supervise students at KNH.
- **Sutar Hospital:**
- **Student Allocation:**
  1. 10 students will be posted in the morning shift (8:00 AM to 12:00 PM) during September.
  2. Students will return to the college by 1:00 PM.
  - **Supervisions: Deepali Shinde will supervise students at Sutar Hospital.**

- **Simulation Lab (College):**
  - **Student Allocation:**  
18 students will practice all procedures in the college simulation lab.
  - **Supervision:**  
Ms. Aaditi Shirke and Ms. Dhanashree Patil will oversee the students.
- **DMH (18/08/23 to 30/08/23):**  
Students will be posted to DMH for clinical training.
  - **Supervision:**  
Ms. Aaditi Shirke and Ms. Ashwini Lande will supervise.

**Planning of Semester-I Admissions:**

- Faculty members will assist and oversee the admission process.
- After admissions, newly joined students will be assigned to faculty for orientation and initial guidance.

**Other Points Discussed:**

- **Demonstrations:**  
All demonstrations should be conducted as per the scheduled timeline.
- **Faculty Leave Reporting:**
  - Faculty should report planned leave in advance to ensure departmental work is not disrupted.
  - A maximum of two faculty members can take leave on the same day.
- All faculty members agreed to work accordingly and hence the meeting adjunct.

  
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**KARVE NAGAR PUNE 52.**  
**FIRST YEAR B.Sc. NURSING DEPARTMENT**  
**MEETING MINUTES (Sept 2023)**

**Date:** 01/09/2023

**Time:** 10:30 AM

▪ **Members Present:**

1. Dr. Shubhada Ponkshe
2. Ms. Ashwini Lande
3. Mrs. Dipali Shinde
4. Ms. Aaditi Shirke
5. Ms. Dhanashri Patil
6. Ms. Salwa Duste
7. Ms. Priti Kamble
8. Ms. Sneha Rathod

▪ **Agenda:**

1. Joining of New Faculty Members
2. Delegation of Semester-I Syllabus
3. Clinical Supervision Planning
4. Other Points

▪ **Discussion and Decisions:**

**Joining of New Faculty Members:**

- Ms. Priti and Ms. Sneha Rathod joined the First-Year BSc Department for Semester-I and II.

- **Delegation of Semester-I Syllabus:**

- **Syllabus Distribution:**

1. The syllabus for Semester-I, including Applied Anatomy, Applied Physiology, Nursing Foundations, and the First Aid module, was distributed among the faculty members.
2. Faculty were instructed to start preparing their respective classes.

- **Distribution of Teaching Hours (Sem-I 2023-24):**

- **Dr. Shubhada Ponkshe:** 30 hours
- **Ms. Ashwini Lande:** 35 hours
- **Ms. Deepali Shinde:** 43 hours
- **Ms. Aaditi Shirke:** 46 hours
- **Ms. Dhanashri Patil:** 42 hours

- **Ms. Salwa Duste:** 21 hours
- **Ms. Priti:** 30 hours
- **Ms. Sneha Rathod:** 35 hours

**Clinical Supervision Planning:**

- **Kamala Nehru Hospital (KNH):**
  - Supervised by Ms. Ashwini Lande, Ms. Salwa Duste, and Ms. Dhanashri Patil.
- **Sutar Hospital:**
  - Supervised by Ms. Deepali Shinde and Ms. Priti.
- **Simulation Lab (College):**
  - Supervised by Ms. Aaditi Shirke and Ms. Sneha Rathod.

**Other Points:**

- **Clinical Posting and Simulation:**

Individual presentations must be completed in addition to group activities.

- **Departmental Roles:**

**Ms. Priti** will assist with maintaining health records and managing the health committee for the First-Year Department.

**Ms. Sneha Rathod** will support **Ms. Dhanashri Patil** in maintaining leave records, visit planning, and inventory management.

- **Semester-I Counselling and Assignments:**

After completing admissions, the syllabus should commence immediately.

Counselling for the new Semester-I batch and written assignments must also begin without delay.

All faculty members agreed to work accordingly and hence the meeting adjunct.

  
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**FIRST YEAR B.Sc. NURSING DEPARTMENT**  
**MEETING MINUTES (Sept 2023)**

**Date:** 14/09/2022

**Time:** 10:00 AM

**Members Present:**

1. Dr. Shubhada Ponkshe
2. Ms. Deepali Shinde
3. Ms. Ashwini Lande
4. Ms. Aaditi Shirke
5. Ms. Dhanashri Patil
6. Ms. Salwa Duste
7. Ms. Sneha Rathod
8. Ms. Preeti Kamble

**Agenda:**

1. Planning of classes and counselling for Semester-I students.
2. Clinical posting: Allocation of students and teachers.
3. Assignment completion for Semester-II clinical posting.
4. Planning of OSCE and practical examinations.
5. Theory exam dates (planning).
6. Other discussions.

**Discussion and Decisions:**

**1. Planning of Classes and Counseling for Semester-I Students:**

- **Student Allocation:**
  - Currently, 19 students are present in Semester-I. Writing assignments and anatomy presentations are ongoing.
  - Counseling for remaining students will be conducted by Dr. Shubhada Ponkshe.
  
- **Faculty Assignment:**
  - Total of 50 students divided among five teachers, each supervising 10 students:
  - Dr. Shubhada Ponkshe
  - Ms. Deepali Shinde
  - Ms. Ashwini Lande
  - Ms. Aaditi Shirke
  - Ms. Dhanashri Patil

## Schedule:

- 
- From **25th September 2023**, the following activities are planned:
  - Introductory classes
  - Syllabus discussion
  - Student presentations
  - Counseling sessions
  - Sports hours

## Clinical Posting (Semester-II):

- Clinical posting for Semester-II students is scheduled from **18th September 2023** at DMH (10th, 12th, and 19th floors).
- Supervisors for clinical postings:
  - Ms. Deepali Shinde
  - Ms. Ashwini Lande
  - Ms. Dhanashri Patil
  - Ms. Sneha Rathod
  - Ms. Preeti Kamble
- **Sutar Hospital Posting:** Supervised by **Dr. Shubhada Ponshe**.
- **3. Assignment Completion:**  
Semester-II students will focus on completing clinical assignments during their postings.

## 4. OSCE and Practical Examination:

- **Dates:** 29th and 30th September 2023
- **OSCE:** Conducted by **Dr. Shubhada Ponshe**.
- **Practical Examination:** Conducted by **Ms. Deepali Shinde** and **Ms. Ashwini Lande** at DMH.

## 5. Sports Activities:

- Five students will participate in external sports events on **8th, 9th, and 10th September 2023**.
- Supervision by **Ms. Dhanashri Patil**. Theory Examination (Class Test-I):
- **Dates:** 12th, 13th, 16th, and 17th October 2023

## 7. Transportation:

- The college bus will not be available for DMH postings. All faculty members agreed to work accordingly and hence the meeting adjunct.

  
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**FIRST YEAR B.Sc. NURSING DEPARTMENT**  
**MEETING MINUTES (Oct 2023)**

**Date:** 18/10/2024

**Time:** 11:00 am

**Members Present:**

1. Dr. Shubhada Ponkshe (HOD)
2. Mrs. Deepali Shinde
3. Ms. Ashwini Lande
4. Mrs. Aaditi Shirke
5. Ms. Dhanashri Patil
6. Ms. Salwa Duste
7. Mr. Priti Kamble

**Agenda:**

1. Redistribution of Semester-II syllabus and departmental responsibilities.
2. Review and redistribution of Semester-I syllabus completion.
3. Discussion on external lectures for Semester-I.
4. Teachers' role in student behavior and academic motivation.

**Discussion and Decisions:**

**1. Teachers' Role in Student Behavior:**

- Dr. Shubhada Ponkshe emphasized the importance of professional and respectful communication between teachers and students.
- Teachers should focus on motivating students to improve their studies, concentration, and behavior, which will help avoid unnecessary issues and foster a supportive learning environment.

**2. Redistribution of Semester-II Syllabus and Responsibilities:**

• **Syllabus Redistribution:**

- Mrs. Sneha's syllabus portions have been reassigned due to her departure.
- Teachers were reminded to notify the department promptly if they plan to discontinue their roles, as frequent redistributions are challenging.
- Semester-II syllabus redistribution was completed during the meeting.



**Leave Portfolio:** Ms. Salwa Duste.

- **Registers (theory, clinic, and attendance):** Mrs. Priti Kamble.

### **3. External Lectures for Semester-I:**

- External faculty allocation:
  - **Anatomy and Physiology:** Dr. Bawiskar and Dr. Tungikar.
  - **Psychology:** Ms. Bijayalakshmi and Ms. Shital.
  - **Sociology:** Initially handled by Mrs. Pulsane Madam; she has recommended a student, Ms. Kisan, from Siddhivinayak College as her replacement.
- Internal faculty will continue with the remaining syllabus portions.

### **4. Semester-II Syllabus Update:**

- Ms. Ashwini reported that most of the Semester-II syllabus has been completed, though some units remain incomplete for Mrs. Deepali, Ms. Salwa, and Ms. Dhanashri.
- Deadlines for assignment completion have been communicated to students.

### **5. Nutrition Exercises:**

- Nutrition exercises are planned for the last week of November.
- Groups of students have been formed, and scenarios for therapeutic diets will be prepared by Dr. Shubhada Ponshe.

### **6. Internal Assessments and Assignments:**

- Internal assessment formats have been revised per IMC guidelines by Dr. Shubhada Ponshe.
- Ms. Ashwini has updated the records of assignments completed by Semester-I students.

### **7. Semester-I Clinical Posting and Examinations:**

- Semester-I clinical posting is planned for December.
  - **Class Test-I:** Scheduled for the first week of January 2023.
  - **Class Test-II:** Scheduled for mid-March 2023.
  - Modules and simulation sessions will be conducted during the remaining period.
- All faculty members were agreed to work accordingly and hence the meeting adjunct.

  
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FIRST YEAR B.Sc. NURSING DEPARTMENT  
MEETING MINUTES (Dec 2023)**

**Departmental Meeting Minutes**

**Date:** 10/12/2023

**Time:** 11:00 AM

**Members Present:**

1. Dr. Shubhada Ponkshe (HOD)
2. Ms. Ashwini Lande (Class Coordinator)
3. Mrs. Deepali Shinde
4. Ms. Aaditi Shirke
5. Ms. Dhanashri Patil
6. Ms. Salwa Duste
7. Ms. Priti Kamble

**Agenda:**

1. Final examination for Semester-I students (2023-24 batch).
2. Completion of syllabus.

**Discussion and Decisions:**

**1. Semester-I Final Examination (2023-24 Batch):**

- Ms. Ashwini Lande, Class Coordinator, reported on the **MUHS theory examination circular** dated 07/12/2023:
  - Students who have completed 100 days of attendance by **15/01/2024** and were admitted before **31/10/2023** are eligible to appear for the Semester-I final university examination.
  - For students who have not yet completed the required attendance, additional sessions will be conducted on holidays to ensure they meet the eligibility criteria.
- **Plan of Action:**
  - Attendance hours will be calculated to determine the additional days required for students to meet the 100-day attendance requirement.
  - Faculty will work collaboratively to schedule sessions, ensuring all students can qualify for the final examination.

**2. Completion of Syllabus:**

- All theory syllabus for Semester-I must be completed by **15/01/2024** to prepare students adequately for the university exams.

- **Time Management:**

- Daily classes will run from **8:00 AM to 6:00 PM**, with small breaks in between to ensure students stay refreshed and engaged.
- Faculty members are instructed to complete their respective syllabus portions as early as possible to allow students ample time for self-study before the final exams.

- **Timetable Creation:**

- Ms. Ashwini Lande and Dr. Shubhada Ponkshe will work together to create a detailed timetable to ensure timely syllabus completion.
- All faculty members agreed to work diligently to complete the syllabus and support students in meeting their attendance and preparation goals for the Semester-I final examinations. Hence, the meeting was adjourned.

All faculty members agreed to work accordingly and hence the meeting adjunct.

  
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MEETING MINUTES (Jan 2024)**

**Date:** 30/01/2024

**Time:** 2:00 PM

**Members Present:**

1. Dr. Shubhada Ponkshe (HOD)
2. Ms. Ashwini Lande
3. Mrs. Deepali Shinde
4. Ms. Aaditi Shirke
5. Ms. Dhanashri Patil
6. Ms. Salwa Duste
7. Ms. Priti Kamble

**Agenda:**

1. Final practical examination for Semester-II (2022-23 batch).
2. Semester-I batch (2023-24) updates and other points.

**Discussion and Decisions:**

**1. Final Practical Examination for Semester-II (2022-23 Batch):**

- Exam Dates: The final practical examination is scheduled for 5th and 6th February 2024.
- Examiners:
  - External Examiner: Dr. Keni from JJ Hospital, Mumbai.
  - Internal Examiner: Mrs. Jyoti Badade.
- **Preparation Tasks:**
- File preparation, stationery, advance payment, and a letter to DMH should be completed before 02/02/2024.
- Faculty members involved in the practical exam at DMH:
  - Ms. Ashwini Lande
  - Dr. Shubhada Ponkshe
  - Ms. Dhanashri Patil
  - Mrs. Deepali Shinde

#### **4th February Preparations:**

- Ms. Ashwini Lande and Ms. Dhanashri Patil will visit DMH to prepare the patient list and set up OSCE (Objective Structured Clinical Examination) stations.
- Required articles should be transported to DMH.
- The OSCE checklist will be prepared by Dr. Shubhada Ponkshe.

#### **2. Semester-I Batch (2023-24) Updates:**

- During the Semester-II practical exam days, the Semester-I batch will continue with regular college activities.
- **Faculty Assignments:**
  - Ms. Aaditi Shirke and Ms. Priti Kamble will supervise the Semester-I batch during this period.
- **Health Checkup:**
  - Health checkup sample collection for the Semester-I batch was completed on 30/01/2024.

#### **3. Additional Notes:**

- Ms. Salwa Duste will join the 4th year BSc (Nursing) department soon.
- Before transitioning, she must complete all her assigned work for the 1st year BSc (Nursing).
- The meeting was adjourned as there were no further points for discussion hence meeting adjunct.

  
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FIRST YEAR B.Sc. NURSING DEPARTMENT  
MEETING MINUTES (Feb 2024)**

**Date:** 07/02/2024

**Time:** 1:30 PM

**Members Present:**

1. Dr. Shubhada Ponkshe (HOD)
2. Ms. Ashwini Lande
3. Mrs. Deepali Shinde
4. Ms. Aaditi Shirke
5. Ms. Dhanashri Patil
6. Ms. Priti Kamble

**Agenda:**

1. Syllabus distribution.
2. Revision of departmental responsibilities.
3. Planning of clinical posting and faculty supervision.
4. Preparation of clinical rotation.
5. Planning of Class Tests I & II.
6. Planning to conduct OSCE and practical exams (DOP).
7. Visit planning.
8. File checking for INC inspection.

**Discussion and Decisions:**

**1. Syllabus Distribution:**

- **Semester-II syllabus:**
  - Faculty members are instructed to complete their respective syllabus and nursing foundation demonstrations in the upcoming week.
  - Applied Biochemistry lectures have already commenced.
  - Semester-II syllabus redistribution was finalized.
  - With Ms. Salwa joining the 4th year BSc department, her syllabus has been reassigned to Ms. Priti.
  - Ms. Priti, who will be on maternity leave starting May, must complete her assigned syllabus promptly.

**Faculty Workload Distribution (Semester I & II):**

- Dr. Shubhada Ponkshe: **96 hours (66+30)**
- Ms. Ashwini Lande: **104 hours (69+35)**
- Mrs. Deepali Shinde: **105 hours (62+43)**

- Ms. Aaditi Shirke: **99 hours (53+46)**
- Ms. Dhanashri Patil: **95 hours (53+42)**
- Ms. Priti Kamble: **62 hours (36+26)**
- Semester-II theory and demonstrations must be completed before clinical postings.

## 2. Departmental Responsibilities Distribution:

- Course completion and Master rotation plan: Ms. Ashwini Lande
- Time table and external lectures: Mrs. Deepali Shinde
- Leave records and departmental meeting minutes: Ms. Aaditi Shirke
- Health & visit files: Ms. Dhanashri Patil
- Theory, clinical, and student attendance registers: Ms. Priti Kamble

## 3. Planning of Clinical Posting:

- Semester-II clinical postings will begin in **March** and continue through **April**.
- **Posting details:**
  - **Sutar Hospital:** 5 students (supervised by Ms. Ashwini Lande and Dr. Shubhada Ponkshe).
  - **DMH:** 30 students (supervised by Mrs. Deepali Shinde, Ms. Aaditi Shirke, and Ms. Dhanashri Patil).
  - **Simulation in College Demo Room:** 10 students (supervised by Ms. Priti Kamble).
  - Clinical posting rotation should be prepared by Ms. Dhanashri Patil and submitted to Ms. Shital Pethkar.
  - Bus booking and demo room booking must be completed on time.

## 4. Planning of Class Tests I & II:

- Class Test I: **First week of March.**
- Class Test II: **April 2024.**
- **Paper Setting:**
  1. **FON-II:** Dr. Shubhada Ponkshe
  2. **Applied Nutrition and Biochemistry:** Ms. Ashwini Lande
  3. **Health Informatics:** Ms. Dhanashri Patil and Ms. Aaditi Shirke

## 5. Planning to Conduct OSCE & Practical Exam (DOP):

- OSCE and DOP will be conducted at DMH during clinical postings in **March and April**.

## 6. Visit Planning:

- Visits to **Deenanath Mangeshkar Hospital (DMH), CSSD, Indian Red Cross, and Health Informatics (DMH)** should be prioritized.
- Remaining visits are planned for **May 2024**.

### **7. File Checking for INC Inspection:**

- All files for INC inspection must be checked and prepared by Ms. Priti Kamble, Ms. Aaditi Shirke, and Ms. Dhanashri Patil.
- The department should be inspection ready.

### **8. Other Points:**

- **Health Checkup Updates (Semester-II 2023-24 Batch):**
  - All reports are entered in the Mentor-Mentee logbook health records.
  - **Student Follow-ups:**
- Shruti Kudale: Urine routine report shows protein traces.
- Vaishnavi Pardeshi: Urine routine report shows blood traces.
- Students were referred for doctor consultations as recommended by Dr. Shubhada Ponkshe.

The meeting was adjourned as there were no further points for discussion.

  
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MEETING MINUTES (Feb 2024)**

**Date:21/2/2024**

A departmental meeting was conducted on 21/2/2024 at 2:30 pm.

**Members present:**

- Dr. Shubhada Ponkshe
- Ms. Ashwini Lande
- Ms. Deepali Shinde
- Ms. Aaditi Shirke
- Ms. Dhanashri Patil
- Ms. Priti Kamble

**Discussions during the meeting:**

- Ms. Ashwini Lande (Class Coordinator) discussed that as clinical postings are approaching, certain procedures and units need to be completed beforehand. These include physical assessment, nursing process, hygiene, RT feeding, oxygen administration, death care, and other related procedures.
- She also mentioned that the class test for Nutrition should begin soon, with topics such as Introduction to Nutrition, Proteins, and Nutritional Assessment being covered and completed.
- Additionally, Ms. Ashwini emphasized that clinical rotations need to be prepared by Ms. Dhanashri and submitted to Ms. Shital Pethkar.
- It was decided that computer classes should be paused and rescheduled for the month of March.
- Individual student presentations and group projects will be conducted in the last week of April.
- During the clinical postings, all clinical formats should be discussed with the students and faculty.
- During the clinical posting, the DOP (Demonstration of Procedures) should be conducted, and preparations should be made accordingly.
- OSCE (Objective Structured Clinical Examination) should be conducted in all clinical areas, and practice for the same should be carried out simultaneously.

The meeting was adjourned as there were no further points for discussion.

## **Discussions:**

- **Clinical Posting Preparation:**
  - Ms. Ashwini Lande (Class Coordinator) discussed that before clinical posting begins, related procedures and units must be completed. These include physical assessment, nursing process, hygiene, RT feeding, oxygen administration, and death care.
- **Class Test I - Nutrition:**
  - It was agreed that the nutrition syllabus should begin with the topics: Introduction to Nutrition, Proteins, and Nutritional Assessment. These units should be completed before the first-class test.
- **Clinical Rotation:**
  - Clinical rotations should be prepared by Ms. Dhanashri and submitted to Ms. Shital Pethkar.
- **Computer Classes:**
  - Computer classes should be paused and rescheduled for March.
- **Individual Presentations & Group Projects:**
  - These will be conducted in the last week of April.
- **Clinical Posting Discussions:**
  - During the clinical posting, clinical formats must be discussed with students and faculty members.
  - DOP (Demonstration of Procedures) should be conducted during clinical posting and preparations must be made accordingly.
  - OSCE (Objective Structured Clinical Examination) should be conducted in all clinical areas and practice for the same should be done simultaneously.
- The meeting was adjourned as there were no further points for discussion.

  
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FIRST YEAR B.Sc. NURSING DEPARTMENT  
MEETING MINUTES (Feb 2024)**

Departmental meeting conducted on 28/2/2024 at 1:30 pm.

**Members Present:**

- Dr. Shubhada Ponkshe
- Ms. Ashwini Lande
- Ms. Deepali Shinde
- Ms. Aaditi Shirke
- Ms. Dhanashri Patil
- Ms. Priti Kamble

**Agenda:**

- Review of syllabus completion
- Review of visits and vaccination
- Planning of clinical posting & practical exams
- Planning of annual vacation

**Discussions:**

- **Syllabus Completion Review:**

Ms. Ashwini Lande reviewed the syllabus completion. The following hours were still pending:

1. Biochemistry: 22 hours
2. Nutrition: 42 hours
3. FON-I: 60 hours
4. Health Info: 38 hours
5. Total pending hours: 162 hours

It was agreed to complete the remaining syllabus in March.

- **Visits & Vaccination:**

- All remaining visit permissions should be arranged for the month of April 2024.
- A follow-up on vaccinations is needed.

- **Clinical Posting & Exams Planning:**

- Clinical postings must be completed by April to ensure completion of clinical and theory hours. Faculty and students will work on Saturdays and during leaves.
- The practical exam will take place on April 18th and 19th at DMH.

- The second-class test (Theory) for Semester-I will be held in the first week of May.
- **Annual Vacation Planning:**
  - It was discussed that faculty and students will take their annual vacation starting from May 20th after confirming with the principal.
  - Students will join college again on June 10th, 2024.
  - Semester-II revision will be held from June 10th to 15th.
  - Final Semester-II exams will be conducted from January 22nd, 2024. Students will receive preparation leave from January 17th to 21st, 2024.
- The meeting was adjourned as there were no further points for discussion.



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**FIRST YEAR B.Sc. NURSING DEPARTMENT**  
**MEETING MINUTES (April 2024)**

**Date: - 16/4/2024**

Departmental meeting conducted on 16/4/2024 at 3:00 pm.

**Members Present:**

- Dr. Shubhada Ponkshe
- Ms. Ashwini Lande
- Ms. Deepali Shinde
- Ms. Aaditi Shirke
- Ms. Dhanashri Patil
- Ms. Priti Kamble

**Agenda:**

- INC inspection preparations

**Discussions:**

- **Preparation for INC Inspection (24th & 25th April 2024):**
  - Ms. Ashwini Lande (Class Coordinator) instructed all faculty to complete and check their departmental files, registers, and booklets. Any incomplete records must be updated by the concerned faculty members.
  - All remaining theory classes should be completed as per the timetable.
  - Clinical assignments should be reviewed and checked.
  - Students' assignment files should be checked and arranged in the cupboard by all faculty members.
- The meeting was adjourned as there were no further points for discussion.

  
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**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S  
BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION  
KARVE NAGAR PUNE 52.  
FIRST YEAR B.Sc. NURSING DEPARTMENT  
MEETING MINUTES (May 2024)**

**Date: -29/5/2024**

Departmental meeting conducted on 29/5/2024 at 2:00 pm.

**Members Present:**

- Dr. Shubhada Ponkshe
- Ms. Ashwini Lande
- Ms. Deepali Khaire
- Ms. Aaditi Shirke
- Ms. Dhanashri Patil

**Agenda:**

- Overview of syllabus completion
- Planning of visits
- Planning of nutrition recipes
- Planning of revision

**Discussions:**

- **Syllabus Completion Review:**
  - Ms. Ashwini Lande (Class Coordinator) reviewed the syllabus with the faculty. All teachers reported that one unit per subject is pending, and it will be completed by the end of the first week of June.
- **Planning of Visits:**
  - Ms. Ashwini Lande instructed Ms. Dhanashri to obtain permissions for the remaining visits. All visits should be completed in June 2024.
- **Planning of Nutrition Recipes:**
  - Nutrition recipes will be conducted on June 10th and 11th, 2024. Teachers will guide students in planning and calculations for the recipes.
- **Planning of Revision:**
  - Revision classes will be conducted from June 14th, 2024. The revision will be done unit-wise and subject-wise.
  - The revision test timetable will be prepared by Ms. Dhanashri and displayed for students. Test papers and answer keys are ready for discussion with students' post-exams. The meeting was adjourned as there were no further points for discussion.

  
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**KARVE NAGAR PUNE 52.**  
**FIRST YEAR B.Sc. NURSING DEPARTMENT**  
**MEETING MINUTES (May 2024)**

**Date:02/7/2024**

Departmental meeting conducted on 02/7/2024 at 2:00 pm.

**Members Present:**

- Dr. Shubhada Ponkshe
- Ms. Ashwini Lande
- Ms. Deepali Khaire
- Ms. Aaditi Shirke
- Ms. Dhanashri Patil

**Agenda:**

- Review of revision
- Final exam instructions & preparatory leave (PL)
- Hall ticket distribution

**Discussions:**

- **Review of Revision:**
  - All faculty members reported that revision was completed as per the schedule. Now, students can focus on self-study for final exam preparation.
- **Final Exam Instructions & PL:**
  - Instructions regarding the final exams and paper formats will be explained to students before they go on preparatory leave.
  - Preparatory leave for Semester-II and Semester-I repeater students will be from July 4th to 11th, 2024.
  - Hall tickets will be distributed on July 3rd, 2024, for both Semester-II and Semester-I repeater students.
- The meeting was adjourned as there were no further points for discussion.

  
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**FIRST YEAR B.Sc. NURSING DEPARTMENT**

**MEETING MINUTES (Aug 2023)**

**Departmental Meeting Minutes**

**Date:** 19/08/2023

**Time:** 10:45 AM

**Members Present:**

1. Dr. Shubhada Ponksle
2. Ms. Ashwini Lande
3. Ms. Deepali Shinde
4. Ms. Salwa Duste
5. Ms. Aaditi Shirke

**Agenda:**

1. Planning of Semester-I Admissions
2. Planning of Clinical Posting for Semester-II (22-23)

**Discussion and Decisions:**

**1. Planning of Clinical Posting for Semester-II (22-23):**

- **Kamala Nehru Hospital (KNH):**
- **Student Allocation:**
  1. 20 students will be posted in rotation.
  2. Students will be divided into two groups:
  3. Vaccination OPD: For practicing injections, blood pressure (BP), etc.
  4. Wards: For completing other procedures and clinical assignments.
- **Supervision:**
  - Ms. Ashwini Lande and Ms. Salwa Duste will supervise students at KNH.
- **Sutar Hospital:**
- **Student Allocation:**
  1. 10 students will be posted in the morning shift (8:00 AM to 12:00 PM) during September.
  2. Students will return to the college by 1:00 PM.
- **Supervision:**
  - Ms. Deepali Shinde will supervise students at Sutar Hospital.



- **Simulation Lab (College):**
  - **Student Allocation:**  
18 students will practice all procedures in the college simulation lab.
  - **Supervision:**  
Ms. Aaditi Shirke and Ms. Dhanaslin Patil will oversee the students.
- **DMH (18/08/23 to 30/08/23):**  
Students will be posted in DMH for clinical training.
  - **Supervision:**  
Ms. Aaditi Shirke and Ms. Ashwini Lande will supervise.

**Planning of Semester-I Admissions:**

- Faculty members will assist and oversee the admission process.
- After admissions, newly joined students will be assigned to faculty for orientation and initial guidance.
- 

**Other Points Discussed:**

- **Demonstrations:**  
All demonstrations should be conducted as per the scheduled timeline.
- **Faculty Leave Reporting:**
  - Faculty should report planned leave in advance to ensure departmental work is not disrupted.
  - A maximum of two faculty members can take leave on the same day.
- All faculty members were agreed to work accordingly and hence the meeting adjunct.

  
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**FIRST YEAR B.Sc. NURSING DEPARTMENT  
MEETING MINUTES (Sept 2023)**

**Date:** 01/09/2023

**Time:** 10:30 AM

▪ **Members Present:**

1. Dr. Shubhada Ponksle
2. Ms. Ashwini Lande
3. Mrs. Dipali Shinde
4. Ms. Aaditi Shirke
5. Ms. Dhanashri Patil
6. Ms. Salwa Duste
7. Ms. Priti Kamble
8. Ms. Sneha Rathod

▪ **Agenda:**

1. Joining of New Faculty Members
2. Delegation of Semester-I Syllabus
3. Clinical Supervision Planning
4. Other Points

▪ **Discussion and Decisions:**

**Joining of New Faculty Members:**

- Ms. Priti and Ms. Sneha Rathod joined the First-Year BSc Department for Semester-I and II.

- **Delegation of Semester-I Syllabus:**

- **Syllabus Distribution:**

1. The syllabus for Semester-I, including Applied Anatomy, Applied Physiology, Nursing Foundations, and the First Aid module, was distributed among the faculty members.
2. Faculty were instructed to start preparing their respective classes.

- **Distribution of Teaching Hours (Sem-I 2023-24):**

- **Dr. Subhada Ponksle:** 30 hours
- **Ms. Ashwini Lande:** 35 hours
- **Ms. Deepali Shinde:** 43 hours
- **Ms. Aaditi Shirke:** 46 hours
- **Ms. Dhanashri Patil:** 42 hours
- **Ms. Salwa Duste:** 21 hours

- **Ms. Priti:** 30 hours
- **Ms. Sneha Rathod:** 35 hours

**Clinical Supervision Planning:**

- **Kamala Nehru Hospital (KNH):**
  - Supervised by Ms. Ashwini Lande, Ms. Salwa Duste, and Ms. Dhanashri Patil.
- **Sutar Hospital:**
  - Supervised by Ms. Deepali Shinde and Ms. Priti.
- **Simulation Lab (College):**
  - Supervised by Ms. Aaditi Shirke and Ms. Sneha Rathod.

**Other Points:**

- **Clinical Posting and Simulation:**  
Individual presentations must be completed in addition to group activities.

- **Departmental Roles:**

**Ms. Priti** will assist with maintaining health records and managing the health committee for the First-Year Department.

**Ms. Sneha Rathod** will support **Ms. Dhanashri Patil** in maintaining leave records, visit planning, and inventory management.

- **Semester-I Counselling and Assignments:**

After completing admissions, the syllabus should commence immediately.

Counselling for the new Semester-I batch and written assignments must also begin without delay.

All faculty members were agreed to work accordingly and hence the meeting adjunct.

  
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FIRST YEAR B.Sc. NURSING DEPARTMENT  
MEETING MINUTES (Sept 2023)**

**Date:** 14/09/2022

**Time:** 10:00 AM

**Members Present:**

1. Dr. Shubhada Ponkshe
2. Ms. Deepali Shinde
3. Ms. Ashwini Lande
4. Ms. Aaditi Shirke
5. Ms. Dhanashri Patil
6. Ms. Salwa Duste
7. Ms. Sneha Rathod
8. Ms. Preeti Kamble

**Agenda:**

1. Planning of classes and counselling for Semester-I students.
2. Clinical posting: Allocation of students and teachers.
3. Assignment completion for Semester-II clinical posting.
4. Planning of OSCE and practical examinations.
5. Theory exam dates (planning).
6. Other discussions.

**Discussion and Decisions:**

**1. Planning of Classes and Counseling for Semester-I Students:**

- **Student Allocation:**
  - Currently, 19 students are present in Semester-I. Writing assignments and anatomy presentations are ongoing.
  - Counseling for remaining students will be conducted by Dr. Shubhada Ponkshe.

**Faculty Assignment:**

- Total of 50 students divided among five teachers, each supervising 10 students:
- Dr. Shubhada Ponkshe
- Ms. Deepali Shinde
- Ms. Ashwini Lande
- Ms. Aaditi Shirke
- Ms. Dhanashri Patil

### **Schedule:**

- From **25th September 2023**, the following activities are planned:
  - Introductory classes
  - Syllabus discussion
  - Student presentations
  - Counseling sessions
  - Sports hours

### **Clinical Posting (Semester-II):**

- Clinical posting for Semester-II students is scheduled from **18th September 2023** at DMH (10th, 12th, and 19th floors).
- Supervisors for clinical postings:
  - Ms. Deepali Shinde
  - Ms. Ashwini Lande
  - Ms. Dhanashri Patil
  - Ms. Sneha Rathod
  - Ms. Preeti Kamble

- **Sutar Hospital Posting:** Supervised by **Dr. Shubhada Ponkshe**.

### **3. Assignment Completion:**

Semester-II students will focus on completing clinical assignments during their postings.

### **4. OSCE and Practical Examination:**

- **Dates:** 29th and 30th September 2023
- **OSCE:** Conducted by **Dr. Shubhada Ponkshe**.
- **Practical Examination:** Conducted by **Ms. Deepali Shinde** and **Ms. Ashwini Lande** at DMH.

### **5. Sports Activities:**

- Five students will participate in external sports events on **8th, 9th, and 10th September 2023**.
- Supervision by **Ms. Dhanashri Patil**.

### **Theory Examination (Class Test-I):**

- **Dates:** 12th, 13th, 16th, and 17th October 2023

### **7. Transportation:**

- The college bus will not be available for DMH postings.

All faculty members were agreed to work accordingly and hence the meeting adjunct.

  
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FIRST YEAR B.Sc. NURSING DEPARTMENT  
MEETING MINUTES (Oct 2023)**

**Date:** 18/10/2024

**Time:** 11:00 am

**Members Present:**

1. Dr. Shubhada Ponkshe (HOD)
2. Mrs. Deepali Shinde
3. Ms. Ashwini Lande
  
4. Mrs. Aaditi Shirke
5. Ms. Dhanashri Patil
6. Ms. Salwa Duste
7. Mr. Priti Kamble

**Agenda:**

1. Redistribution of Semester-II syllabus and departmental responsibilities.
2. Review and redistribution of Semester-I syllabus completion.
3. Discussion on external lectures for Semester-I.
4. Teachers' role in student behavior and academic motivation.

**Discussion and Decisions:**

**1. Teachers' Role in Student Behavior:**

- Dr. Shubhada Ponkshe emphasized the importance of professional and respectful communication between teachers and students.
- Teachers should focus on motivating students to improve their studies, concentration, and behavior, which will help avoid unnecessary issues and foster a supportive learning environment.

**2. Redistribution of Semester-II Syllabus and Responsibilities:**

• **Syllabus Redistribution:**

- Mrs. Sneha's syllabus portions have been reassigned due to her departure.
- Teachers were reminded to notify the department promptly if they plan to discontinue their roles, as frequent redistributions are challenging.
- Semester-II syllabus redistribution was completed during the meeting.

• **Departmental Responsibilities Redistribution:**

- **Minutes of Meetings:** Ms. Ashwini Lande.
- **Health Records and Visit Portfolios:** Ms. Dhanashri Patil, with assistance from Ms. Ashwini if needed.
- **Leave Portfolio:** Ms. Salwa Duste.
- **Registers (theory, clinic, and attendance):** Mrs. Priti Kamble.

### 3. External Lectures for Semester-I:

- External faculty allocation:
  - **Anatomy and Physiology:** Dr. Bawiskar and Dr. Tungikar.
  - **Psychology:** Ms. Bijayalakshmi and Ms. Shital.
  - **Sociology:** Initially handled by Mrs. Pulsane Madam; she has recommended a student, Ms. Kisan, from Siddhivinayak College as her replacement.
- Internal faculty will continue with the remaining syllabus portions.

### 4. Semester-II Syllabus Update:

- Ms. Ashwini reported that most of the Semester-II syllabus has been completed, though some units remain incomplete for Mrs. Deepali, Ms. Salwa, and Ms. Dhanashri.
- Deadlines for assignment completion have been communicated to students.

### 5. Nutrition Exercises:

- Nutrition exercises are planned for the last week of November.
- Groups of students have been formed, and scenarios for therapeutic diets will be prepared by Dr. Shubhada Ponshe.

### 6. Internal Assessments and Assignments:

- Internal assessment formats have been revised per IMC guidelines by Dr. Shubhada Ponshe.
- Ms. Ashwini has updated the records of assignments completed by Semester-I students.

### 7. Semester-I Clinical Posting and Examinations:

- Semester-I clinical posting is planned for December.
  - **Class Test-I:** Scheduled for the first week of January 2023.
  - **Class Test-II:** Scheduled for mid-March 2023.
- Modules and simulation sessions will be conducted during the remaining period. All faculty members were agreed to work accordingly and hence the meeting adjunct.**

  
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KARVE NAGAR PUNE 52.  
FIRST YEAR B.Sc. NURSING DEPARTMENT  
MEETING MINUTES (Dec 2023)**

**Departmental Meeting Minutes**

**Date:** 10/12/2023

**Time:** 11:00 AM

**Members Present:**

1. Dr. Shubhada Ponkshe (HOD)
2. Ms. Ashwini Lande (Class Coordinator)
3. Mrs. Deepali Shinde
4. Ms. Aaditi Shirke
5. Ms. Dhanashri Patil
6. Ms. Salwa Duste
7. Ms. Priti Kamble

**Agenda:**

1. Final examination for Semester-I students (2023-24 batch).
2. Completion of syllabus.

**Discussion and Decisions:**

**1. Semester-I Final Examination (2023-24 Batch):**

- Ms. Ashwini Lande, Class Coordinator, reported on the **MUHS theory examination circular** dated 07/12/2023:
  - Students who have completed 100 days of attendance by **15/01/2024** and were admitted before **31/10/2023** are eligible to appear for the Semester-I final university examination.
  - For students who have not yet completed the required attendance, additional sessions will be conducted on holidays to ensure they meet the eligibility criteria.
- **Plan of Action:**
  - Attendance hours will be calculated to determine the additional days required for students to meet the 100-day attendance requirement.
  - Faculty will work collaboratively to schedule sessions, ensuring all students can qualify for the final examination.

**2. Completion of Syllabus:**

- All theory syllabus for Semester-I must be completed by **15/01/2024** to prepare students adequately for the university exams.
- **Time Management:**
  - Daily classes will run from **8:00 AM to 6:00 PM**, with small breaks in



between to ensure students stay refreshed and engaged.

- Faculty members are instructed to complete their respective syllabus portions as early as possible to allow students ample time for self-study before the final exams.

- **Timetable Creation:**

- Ms. Ashwini Lande and Dr. Shubhada Ponkshe will work together to create a detailed timetable to ensure timely syllabus completion.
- All faculty members agreed to work diligently to complete the syllabus and support students in meeting their attendance and preparation goals for the Semester-I final examinations. Hence, the meeting was adjourned.

All faculty members were agreed to work accordingly and hence the meeting adjunct.

  
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FIRST YEAR B.Sc. NURSING DEPARTMENT  
MEETING MINUTES (Jan 2024)**

**Date:** 30/01/2024

**Time:** 2:00 PM

**Members Present:**

1. Dr. Shubhada Ponkshe (HOD)
2. Ms. Ashwini Lande
3. Mrs. Deepali Shinde
4. Ms. Aaditi Shirke
5. Ms. Dhanashri Patil
6. Ms. Salwa Duste
7. Ms. Priti Kamble

**Agenda:**

1. Final practical examination for Semester-II (2022-23 batch).
2. Semester-I batch (2023-24) updates and other points.

**Discussion and Decisions:**

**1. Final Practical Examination for Semester-II (2022-23 Batch):**

- Exam Dates: The final practical examination is scheduled for 5th and 6th February 2024.
- Examiners:
  - External Examiner: Dr. Keni from JJ Hospital, Mumbai.
  - Internal Examiner: Mrs. Jyoti Badade.
- **Preparation Tasks:**
- File preparation, stationery, advance payment, and a letter to DMH should be completed before 02/02/2024.
- Faculty members involved in the practical exam at DMH:
  - Ms. Ashwini Lande
  - Dr. Shubhada Ponkshe
  - Ms. Dhanashri Patil
  - Mrs. Deepali Shinde

**4th February Preparations:**

- Ms. Ashwini Lande and Ms. Dhanashri Patil will visit DMH to prepare the patient list and set up OSCE (Objective Structured Clinical Examination) stations.
- Required articles should be transported to DMH.

- The OSCE checklist will be prepared by Dr. Shubhada Ponkshe.

## 2. Semester-I Batch (2023-24) Updates:

- During the Semester-II practical exam days, the Semester-I batch will continue with regular college activities.
- **Faculty Assignments:**
  - Ms. Aaditi Shirke and Ms. Priti Kamble will supervise the Semester-I batch during this period.
- **Health Checkup:**
  - Health checkup sample collection for the Semester-I batch was completed on 30/01/2024.

## 3. Additional Notes:

- Ms. Salwa Duste will join the 4th year BSc (Nursing) department soon.
- Before transitioning, she must complete all her assigned work for the 1st year BSc (Nursing).
- The meeting was adjourned as there were no further points for discussion hence meeting adjunct.

  
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MEETING MINUTES (Feb 2024)**

**Date:** 07/02/2024

**Time:** 1:30 PM

**Members Present:**

1. Dr. Shubhada Ponkshe (HOD)
2. Ms. Ashwini Lande
3. Mrs. Deepali Shinde
4. Ms. Aaditi Shirke
5. Ms. Dhanashri Patil
6. Ms. Priti Kamble

**Agenda:**

1. Syllabus distribution.
2. Revision of departmental responsibilities.
3. Planning of clinical posting and faculty supervision.
4. Preparation of clinical rotation.
5. Planning of Class Tests I & II.
6. Planning to conduct OSCE and practical exams (DOP).
7. Visit planning.
8. File checking for INC inspection.

**Discussion and Decisions:**

**1. Syllabus Distribution:**

- **Semester-II syllabus:**
  - Faculty members are instructed to complete their respective syllabus and nursing foundation demonstrations in the upcoming week.
  - Applied Biochemistry lectures have already commenced.
  - Semester-II syllabus redistribution was finalized.
  - With Ms. Salwa joining the 4th year BSc department, her syllabus has been reassigned to Ms. Priti.
  - Ms. Priti, who will be on maternity leave starting May, must complete her assigned syllabus promptly.

**Faculty Workload Distribution (Semester I & II):**

- Dr. Shubhada Ponkshe: **96 hours (66+30)**
- Ms. Ashwini Lande: **104 hours (69+35)**
- Mrs. Deepali Shinde: **105 hours (62+43)**
  
- Ms. Aaditi Shirke: **99 hours (53+46)**
- Ms. Dhanashri Patil: **95 hours (53+42)**
- Ms. Priti Kamble: **62 hours (36+26)**
- Semester-II theory and demonstrations must be completed before clinical postings.

## 2. Departmental Responsibilities Distribution:

- Course completion and Master rotation plan: Ms. Ashwini Lande
- Time table and external lectures: Mrs. Deepali Shinde
  
- Leave records and departmental meeting minutes: Ms. Aaditi Shirke
- Health & visit files: Ms. Dhanashri Patil
- Theory, clinical, and student attendance registers: Ms. Priti Kamble

## 3. Planning of Clinical Posting:

- Semester-II clinical postings will begin in **March** and continue through **April**.
- **Posting details:**
- **Sutar Hospital:** 5 students (supervised by Ms. Ashwini Lande and Dr. Shubhada Ponshe).
- **DMH:** 30 students (supervised by Mrs. Deepali Shinde, Ms. Aaditi Shirke, and Ms. Dhanashri Patil).
- **Simulation in College Demo Room:** 10 students (supervised by Ms. Priti Kamble).
- Clinical posting rotation should be prepared by Ms. Dhanashri Patil and submitted to Ms. Shital Pethkar.
- Bus booking and demo room booking must be completed on time.

## 4. Planning of Class Tests I & II:

- Class Test I: **First week of March.**
- Class Test II: **April 2024.**
  
- **Paper Setting:**
- 1. **FON-II:** Dr. Shubhada Ponshe
- 2. **Applied Nutrition and Biochemistry:** Ms. Ashwini Lande
- 3. **Health Informatics:** Ms. Dhanashri Patil and Ms. Aaditi Shirke

## 5. Planning to Conduct OSCE & Practical Exam (DOP):

- OSCE and DOP will be conducted at DMH during clinical postings in **March and April.**

## 6. Visit Planning:

- Visits to **Deenanath Mangeshkar Hospital (DMH), CSSD, Indian Red Cross, and Health Informatics (DMH)** should be prioritized.
- Remaining visits are planned for **May 2024.**

## 7. File Checking for INC Inspection:

- All files for INC inspection must be checked and prepared by Ms. Priti Kamble, Ms. Aaditi Shirke, and Ms. Dhanashri Patil.
- The department should be inspection-ready.

## 8. Other Points:

- **Health Checkup Updates (Semester-II 2023-24 Batch):**

- All reports are entered in the Mentor-Mentee logbook health records.
- **Student Follow-ups:**
  - Shruti Kudale: Urine routine report shows protein traces.
  - Vaishnavi Pardeshi: Urine routine report shows blood traces.
  - Students were referred for doctor consultations as recommended by Dr. Shubhada Ponshe.

The meeting was adjourned as there were no further points for discussion.



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KARVE NAGAR PUNE 52.  
FIRST YEAR B.Sc. NURSING DEPARTMENT  
MEETING MINUTES (Feb 2024)**

**Date:21/2/2024**

A departmental meeting was conducted on 21/2/2024 at 2:30 pm.

**Members present:**

- Dr. Shubhada Ponkshe
- Ms. Ashwini Lande
- Ms. Deepali Shinde
- Ms. Aaditi Shirke
- Ms. Dhanashri Patil
- Ms. Priti Kamble

**Discussions during the meeting:**

- Ms. Ashwini Lande (Class Coordinator) discussed that as clinical postings are approaching, certain procedures and units need to be completed beforehand. These include physical assessment, nursing process, hygiene, RT feeding, oxygen administration, death care, and other related procedures.
- She also mentioned that the class test for Nutrition should begin soon, with topics such as Introduction to Nutrition, Proteins, and Nutritional Assessment being covered and completed.
- Additionally, Ms. Ashwini emphasized that clinical rotations need to be prepared by Ms. Dhanashri and submitted to Ms. Shital Pethkar.
- It was decided that computer classes should be paused and rescheduled for the month of March.
- Individual student presentations and group projects will be conducted in the last week of April.
- During the clinical postings, all clinical formats should be discussed with the students and faculty.
- During the clinical posting, the DOP (Demonstration of Procedures) should be conducted, and preparations should be made accordingly.
- OSCE (Objective Structured Clinical Examination) should be conducted in all clinical areas, and practice for the same should be carried out simultaneously.

The meeting was adjourned as there were no further points for discussion.

## **Discussions:**

- **Clinical Posting Preparation:**
  - Ms. Ashwini Lande (Class Coordinator) discussed that before clinical posting begins, related procedures and units must be completed. These include physical assessment, nursing process, hygiene, RT feeding, oxygen administration, and death care.
  
- **Class Test I - Nutrition:**
  - It was agreed that the nutrition syllabus should begin with the topics: Introduction to Nutrition, Proteins, and Nutritional Assessment. These units should be completed before the first class test.
  
- **Clinical Rotation:**
  - Clinical rotations should be prepared by Ms. Dhanashri and submitted to Ms. Shital Pethkar.
  
- **Computer Classes:**
  - Computer classes should be paused and rescheduled for March.
  
- **Individual Presentations & Group Projects:**
  - These will be conducted in the last week of April.
  
- **Clinical Posting Discussions:**
  - During the clinical posting, clinical formats must be discussed with students and faculty members.
  - DOP (Demonstration of Procedures) should be conducted during clinical posting and preparations must be made accordingly.
  - OSCE (Objective Structured Clinical Examination) should be conducted in all clinical areas and practice for the same should be done simultaneously.
  
- The meeting was adjourned as there were no further points for discussion.

  
Sign of Principal

**PRINCIPAL**

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



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

**FIRST YEAR B.Sc. NURSING DEPARTMENT  
MEETING MINUTES (Feb 2024)**

Departmental meeting conducted on 28/2/2024 at 1:30 pm.

**Members Present:**

- Dr. Shubhada Ponkshe
- Ms. Ashwini Lande
- Ms. Deepali Shinde
- Ms. Aaditi Shirke
- Ms. Dhanashri Patil
- Ms. Priti Kamble

**Agenda:**

- Review of syllabus completion
- Review of visits and vaccination
- Planning of clinical posting & practical exams
- Planning of annual vacation

**Discussions:**

- **Syllabus Completion Review:**

Ms. Ashwini Lande reviewed the syllabus completion. The following hours were still pending:

1. Biochemistry: 22 hours
2. Nutrition: 42 hours
3. FON-I: 60 hours
4. Health Info: 38 hours
5. Total pending hours: 162 hours

It was agreed to complete the remaining syllabus in March.

- **Visits & Vaccination:**

- All remaining visit permissions should be arranged for the month of April 2024.
- A follow-up on vaccinations is needed.

- **Clinical Posting & Exams Planning:**

- Clinical postings must be completed by April to ensure completion of clinical and theory hours. Faculty and students will work on Saturdays and during leaves.
- The practical exam will take place on April 18th and 19th at DMH.
- The second class test (Theory) for Semester-I will be held in the first week of May.

- **Annual Vacation Planning:**

- It was discussed that faculty and students will take their annual vacation

starting from May 20th after confirming with the Principal.

- Students will join college again on June 10th, 2024.
  - Semester-II revision will be held from June 10th to 15th.
  - Final Semester-II exams will be conducted from January 22nd, 2024. Students will receive preparation leave from January 17th to 21st, 2024.
- 
- The meeting was adjourned as there were no further points for discussion.



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Sign of Principal

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**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S  
SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION  
KARVE NAGAR PUNE 52.  
FIRST YEAR B.Sc. NURSING DEPARTMENT MEETING  
MINUTES (April 2024)**

**Date:- 16/4/2024**

Departmental meeting conducted on 16/4/2024 at 3:00 pm.

**Members Present:**

- Dr. Shubhada Ponkshe
  
- Ms. Ashwini Lande
- Ms. Deepali Shinde
- Ms. Aaditi Shirke
- Ms. Dhanashri Patil
- Ms. Priti Kamble

**Agenda:**

- INC inspection preparations

**Discussions:**

- **Preparation for INC Inspection (24th & 25th April 2024):**
  - Ms. Ashwini Lande (Class Coordinator) instructed all faculty to complete and check their departmental files, registers, and booklets. Any incomplete records must be updated by the concerned faculty members.
  - All remaining theory classes should be completed as per the timetable.
  - Clinical assignments should be reviewed and checked.
  - Students' assignment files should be checked and arranged in the cupboard by all faculty members.
  
- The meeting was adjourned as there were no further points for discussion.

  
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**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S  
BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION  
KARVE NAGAR PUNE 52.  
FIRST YEAR B.Sc. NURSING DEPARTMENT  
MEETING MINUTES (May 2024)**

**Date:-29/5/2024**

Departmental meeting conducted on 29/5/2024 at 2:00 pm.

**Members Present:**

- Dr. Shubhada Ponkshe
- Ms. Ashwini Lande
- Ms. Deepali Khaire
- Ms. Aaditi Shirke
- Ms. Dhanashri Patil

**Agenda:**

- Overview of syllabus completion
- Planning of visits
- Planning of nutrition recipes
- Planning of revision

**Discussions:**

- **Syllabus Completion Review:**
  - Ms. Ashwini Lande (Class Coordinator) reviewed the syllabus with the faculty. All teachers reported that one unit per subject is pending, and it will be completed by the end of the first week of June.
- **Planning of Visits:**
  - Ms. Ashwini Lande instructed Ms. Dhanashri to obtain permissions for the remaining visits. All visits should be completed in June 2024.
- **Planning of Nutrition Recipes:**
  - Nutrition recipes will be conducted on June 10th and 11th, 2024. Teachers will guide students in planning and calculations for the recipes.

- **Planning of Revision:**

- Revision classes will be conducted from June 14th, 2024.
- The revision will be done unit-wise and subject-wise.
- The revision test timetable will be prepared by Ms. Dhanashri and displayed for students.
- Test papers and answer keys are ready for discussion with students post-exams.

The meeting was adjourned as there were no further points for discussion.

  
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**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S  
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KARVE NAGAR PUNE 52.  
FIRST YEAR B.Sc. NURSING DEPARTMENT  
MEETING MINUTES (July 2024)**

**Date:02/7/2024**

Departmental meeting conducted on 02/7/2024 at 2:00 pm.

**Members Present:**

- Dr. Shubhada Ponkshe
- Ms. Ashwini Lande
- Ms. Deepali Khaire
- Ms. Aaditi Shirke
- Ms. Dhanashri Patil

**Agenda:**

- Review of revision
- Final exam instructions & preparatory leave (PL)
- Hall ticket distribution

**Discussions:**

- **Review of Revision:**
  - All faculty members reported that revision was completed as per the schedule. Now, students can focus on self-study for final exam preparation.
- **Final Exam Instructions & PL:**
  - Instructions regarding the final exams and paper formats will be explained to students before they go on preparatory leave.
  - Preparatory leave for Semester-II and Semester-I repeater students will be from July 4th to 11th, 2024.
  - Hall tickets will be distributed on July 3rd, 2024, for both Semester-II and Semester-I repeater students.
- The meeting was adjourned as there were no further points for discussion.

  
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MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S  
SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION

**Third Semester B.Sc. Nursing**  
**Batch August 2023 to January 2024**  
**Department Meeting: 1**

Date: 01/08/2023

Time : 10 am to 12 pm.

Total no of Students: 49

**Department Teachers:**

1. Mrs Samina Mulani - ( Class coordinator)
2. Ms. Smita L
3. Mrs. Vasudha Sapkal
4. Mrs Presila Rodrix

Departmental meeting held on 01/08/2023 amongst above mentioned members regarding academic planning of Third semester.

Total 3 Subjects in semester III.

1. Microbiology Including Infection Control.
2. Adult Health Nursing-I
3. Pharmacology and Pathology -I

Master Rotation plan for 26 weeks was prepared. Following important work discussed.

- Orientation of syllabus and introduction to all subjects to students
- Clinical Rotation plan
- Theory classes Internal and External. Objective of each posting.
- Visit of various department.
- Work delegation
- Exam pattern
- Module completion
- Assignment, presentation list
- Projects
- OSCE preparation

Orientation planned by Ms Smita L. Clinical posting planned in D.M.H. It was decided in meeting that before starting clinical posting basic adult health nursing syllabus must be

completed. All syllabus of 180 hrs divided between all Teachers. Also discussed that Microbiology classes will be given to external faculty Mrs Manisha Borule and Pharmacology to Mrs Kanchan Borule. It will be maintained by Ms Vasudha.

All visits will be looked by Mrs Presilla Rodrix e.g. Cold chain, Artificial limb center all DMH visits. Mrs Samina will be responsible for all work delegation. As in semester pattern exam pattern changed so it is discussed in meeting related to it. Class test 1 and 2 and marks distribution of each eg. MCQ, Essay type, short answer question, very short answer question For Third semester there is one mandatory module

i.e. Basic Life support and one elective module selected i e. Soft Skill For semester each subject have following pattern of assignment for theory subjects

- Written assignment 2
- Presentation 2
- Project 1
- Attendance record and module marks.

For 3 subject it is decided that project can be given in a group of 12 students.

OSCE preparation and check list discussed in group.

As semester is very pack it has been decided all days will be working days except Sunday.

As their were no point for discussion meeting were adjourned at 12 pm

**Meeting minute recorded by: Mrs Vasudha Sapkal.**

  
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**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S**  
**SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION**  
**Third Semester B.Sc. Nursing**  
**Batch August 2023 to January 2024**  
**Department Meeting: 2**

Date: 03/10/2023

Time : 10 am to 12 pm.

Total no of Students: 49

**Department Teachers:**

1. Mrs Samina Mulani - ( Class coordinator)
2. Ms. Smita L
3. Mrs. Vasudha Sapkal
4. Mrs Presila Rodrix
5. Devshri Borde

Department meeting started at 10 am.

**Agents of meeting**

- ✓ Follow up of till date work
- ✓ Clinical supervision
- ✓ Student's counselling
- ✓ Class test 1 paper setting
- ✓ Visit planning and file distribution
- ✓ New Teacher joining orientation

In Third semester department new faculty Mrs Devasri Borde joined. Orientation given to new faculty related to department.

As clinical posting in DMH and KNH started as per 1: 10 ratio Teacher supervision planned in various areas like

1. Medical surgical ward
2. O.T
3. OPD
4. Kamla Nehru posting.

It has been decided that all assignments must be finished during posting only.

Students counselling feedback taken regarding till date work it is good but students very exhausted because of lots of assignments and hectic schedule.

During posting visit planned and paper setting distribution among Teachers done.

Adlut Health Nursing. Mrs Samina Mulani

Pharmacology and Pathology: Ms Smita

Microbiology and Infection control :Mrs Vasudha Sapkal.

Other file distribution work divided like visit file, , leave file, health file etc.

Ms Sakshi Kshirsagar student sick continue because of Epistaxis her follow up and other low HB students follow up planned.

As there were no point for discussion meeting were adjourned at 12 pm.

**Meeting minute recorded by: Mrs Vasudha Sapkal**

  
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**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S**  
**SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION**  
**Third Semester B.Sc. Nursing**  
**Batch August 2023 to January 2024**  
**Department Meeting: 3**

Date: 27/11/2023

Time : 11 am to 1 pm.

Total no of Students: 49

**Department Teachers:**

1. Mrs Samina Mulani - ( Class coordinator)
2. Ms. Smita L
3. Mrs. Vasudha Sapkal
4. Mrs Presila Rodrix
5. Devshri Borde

Department meeting started at 11 am.

Agenda of meeting

1. Class test I result
2. Counselling of students and Parents
3. Follow up of clinical assignment

Class test I Paper checking done and in that 15 students' performance very poor 24 students are average, and 10 students' performance is good.

Remedial measures planned for them.

Parents were called for meeting and regarding performance of students.

Till date follow up of clinical performance of students was taken and assignment completion discussed.

As there were no point for discussion meeting were adjourned at 1 pm

**Meeting minute recorded by: Mrs Vasudha Sapkal**

  
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**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S**  
**SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION**  
**Third Semester B.Sc. Nursing**  
**Batch August 2023 to January 2024**  
**Department Meeting: 4**

Date: 10/12/2023

Time : 11 am to 1 pm.

Total no of Students: 49

**Department Teachers:**

1. Mrs Samina Mulani - (Class coordinator)
2. Ms. Smita L
3. Mrs. Vasudha Sapkal
4. Mrs Presila Rodrix
5. Devshri Borde

Agenda.

1. MUHS Exam preparation
2. Internal assessment work
3. Module completion and OSCE
4. Revision classes

As MUHS examination date came and it's in month of January 2024 first week, all work must be completed before that.

Internal assessment format and marks entry everyone will be responsible.

BLS module completed and soft and skill was planned by CSD department.

Before final examination all revision classes planned by all Teachers also test planned for each unit.

MUHS exam related instructions given to all students.

As there were no point for discussion meeting were adjourned at 1 pm.

**Meeting minute recorded by: Mrs Vasudha Sapkal**

  
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MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S  
SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION

**Third and Fourth Semester B.Sc. Nursing**

**Batch February 2024 – July 2024**

**Department Meeting: 1**

Date: 16/02/2024

Time : 2pm to 4 pm

Total no of Students Semester III: 48

Total no of Students Semester IV: 49

**Member present for meeting**

1. Mrs Dipali Awate ( Class Coordinator )
2. Ms Smita L
3. Mrs Samina Mulani
4. Mrs Akshata Tendulkar
5. Mrs Vasudha Sapkal
6. Mrs Devashri Borade
7. Ms Pratiksha Sonwane
8. Mrs Pressila Rodrix

Agenda of the meeting

- Orientation of semester III and IV to new students
- Work delegation among faculty
- Theory , clinical Rotation of sem III and IV
- Visit planning of sem III and IV
- Module discussion
- Assignment distribution
- Group project
- OSCE discussion

Meeting was started about to give orientation to both batches related to semester III and IV. It will be given by Mrs Dipali Awate class coordinator.

As in one year both semesters came together Teachers are divided in both semesters.

Semester III

Mrs Samina Mulani

Mrs Vasudha Sapkal

Mrs Devshri Borade

Mrs Presila Rodrix

For semester IV

Mrs Dipali Awate

Ms Smita L

Mrs Akshata Tendulkar

Ms Pratiksha Sonwane.

Mrs Dipali Awate is overall coordinator of semester III and IV.

Among Teachers work delegation done like distribution of files visit, leave record, counseling, log book etc. For semester III and IV internal syllabus distribution done. For Microbiology subject of sem III Mrs Manisha Borule and sem IV pharmacology Dr Gaurav Deshmane is appointed.

Semester IV subject are

1. Pharmacology, pathology II and Genetics
2. Adult Health Nursing II
3. Professionalism, professional value and Ethics including bioethical placement.

Visit planning of semester III as like previous and semester IV visit planning done for

- DMH visit
- Cipla Palliative center
- Burn unit of Sassoon
- National institute of naturopathic center
- Fire extinguisher

For semester III BLS module decided and semester IV palliative care module and Fundamental of prescribing medicine. Discussion done regarding OSCE and assignment distribution.

As there were no point of discussion meeting was adjourned at 4pm.

**Meeting recorded by: Mrs Dipali Awate**

  
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**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S**  
**SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION**  
**Third and Fourth Semester B.Sc. Nursing**  
**Batch February 2024 – July 2024**  
**Department Meeting: 2**

Date: 08/04/2024

Time : 10 am to 11am.

Total no of Students Semester III: 48

Total no of Students Semester IV: 49

Member present for meeting

1. Mrs Dipali Awate ( Class Coordinator )
2. Ms Smita L
3. Mrs Samina Mulani
4. Mrs Akshata Tendulkar
5. Mrs Vasudha Sapkal
6. Mrs Devashri Borade
7. Ms Pratiksha Sonwane
8. Mrs Pressila Rodrix

Department meeting started at 10 am.

Agenda of meeting

- Follow up of till date work
- Clinical supervision of semester III and IV.
- Student's counselling
- Class test 1 paper setting of semester III and IV
- Visit planning and file distribution

As clinical posting in DMH started as per 1: 10 ratio Teacher supervision planned in various area for semester III like

- Medical ward 2.
- surgical ward
- O.T
- All OPD

For Semester IV

- ICU
- HDU

- ENT ward OPD
- Ophthalmic ward OT
- Dialysis unit
- Isolation ward
- Burn ward

It has been decided that all assignment must be finished during posting only.

Students counseling feedback taken regarding till date work it is good.

During posting visit planned and paper setting distribution among Teacher done.

Sem III

Adult Health Nursing I by Mrs Samina Mulani

Pharmacology and Pathology by Ms Devshri

Microbiology and Infection control by Mrs Vasudha Sapkal.

Semester IV

Adult health nursing II by Dipali Awate

Pharmacology, pathology II and Genetic by Ms Smia

. Professionalism, professional value and Ethics by Ms Akshata

Other file distribution work divided like visit file, , leave file, health file etc. low HB students follow up planned.

As there were no point for discussion meeting were adjourned at 11am.

**Meeting recorded by: Mrs Dipali Awate**

  
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**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S**  
**SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION**  
**Third and Fourth Semester B.Sc. Nursing**  
**Batch February 2024 – July 2024**  
**Department Meeting: 3**

Date: 30/05/2024

Time : 10 am to 11am.

Total no of Students Semester III: 48

Total no of Students Semester IV: 49

Member present for meeting

1. Mrs Dipali Awate ( Class Coordinator )

2. Ms Smita L

3. Mrs Samina Mulani

4. Mrs Akshata Tendulkar

5. Mrs Vasudha Sapkal

6. Mrs Devashri Borade

7. Ms Pratiksha Sonwane

8. Mrs Pressila Rodrix

Department meeting started at 10 am.

Agenda of meeting

Agenda of meeting

- Class test I result of semester III and IV
- Counselling of students and Parents
- Follow up of clinical assignment

Class test I Paper checking done and in that for semester III out of 48 students 20 students performance very poor 20 students are average and 08 students performance is good.

For Semester IV out of 49 students 10 students performance very poor, 30 students are good and 09 students is very good. Remedial measures planned for slow learner.

Parents were called for meeting and regarding performance of students.

Till date follow up of clinical performance of students was taken and assignment completion discussed. As there were no point for discussion meeting were adjourned at 11am.

**Meeting recorded by: Mrs Dipali Awate**

  
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**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S**  
**SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION**  
**Third and Fourth Semester B.Sc. Nursing**  
**Batch February 2024 – July 2024**  
**Department Meeting: 4**

Date: 15/06/2024

Time : 10 am to 11am.

Total no of Students Semester III: 48

Total no of Students Semester IV: 49

Member present for meeting

1. Mrs Dipali Awate ( Class Coordinator )

2. Ms Smita L

3. Mrs Samina Mulani

4. Mrs Akshata Tendulkar

5. Mrs Vasudha Sapkal

6. Mrs Devashri Borade

7. Ms Pratiksha Sonwane

8. Mrs Pressila Rodrix

Department meeting started at 10 am.

Agenda.

- MUHS Exam preparation
- Internal assessment work
- Module completion and OSCE
- Revision classes

As MUHS examination date came and its in month of July 2024 first week, all work must be completed before that. Internal assessment format and marks entry everyone will be

responsible. BLS module completed and palliative module planned.

Before final examination all revision classes planned by all Teachers also test planned for each unit. MUHS exam related instructions given to all students.

As there were no points for discussion meeting was adjourned at 11am

**Meeting recorded by: Mrs Dipali Awate**

  
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**Final Year BSc Nursing**

**Departmental Meeting Minutes 2023-2024**

**Date:** 20/06/2023

**Time:** 2pm-3pm

**Venue:** 4th year BSc Nursing department.

**Agenda:** Prior to KNH Posting.

- 1) KNH Posting was planned from 23rd September 2022 till 22/10/2023.
- 2) Student rotation planning was done.
- 3) Teacher's area was planning was done
- 4) Student assignment distribution was done roll no wise

First group Mrs. Rau Sangave

Second group: Mrs Akshata Tendulkar

Third group: MS. Salwa Duste

PNC Case study checking by Mrs Shailaja M.J Mathews.

- 5) Planning of Night shift for students with Mrs Akshata and Ms. Salwa Duste for clinical supervision.
- 6) Planning for procedure redemonstration for obgy procedures discussed and group wise teachers divided.
- 7) planning of midterm and prefinal practical dates

**Members present**

- 1) **Mrs Rau Sangave**
- 2) **Mrs. Akshata Tendulkar**
- 3) **Mrs. Shailaja Mathews**
- 4) **Ms. Salwa Duste**

  
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**Final Year BSc Nursing**  
**Departmental Meeting Minutes 2023-2024**

**Date:** 26/10/2023

**Time:** 3pm-4pm

**Venue:** 4th year BSc Nursing department.

**Agenda:** After midterm examination assessment.

- 1) Discussion regarding midterm result performance of Students.
- 2) Discussion regarding mentor and mentee group wise with respective teachers
- 3 counselling to be done of all students.
- 4) Remedial measures for poor students decided.
- 5)Regular Counselling for students and feedback to be taken.
- 6) Discussed about checking for of notes of students on a regular basis.
- 4) Discussed-on planning PTA meeting for discussion of Students performance.

**Members present**

- 1)Mrs Rau Sangave
- 2)Mrs. Akshata Tendulkar
- 3)Mrs. Shailaja Mathews
- 4) Ms. Salwa Duste

  
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**Final Year BSc Nursing**  
**Departmental Meeting Minutes 2023-2024**

**Date:** 08/01/2023

**Time:** 2pm-3pm

**Venue:** 4th year BSc Nursing department.

**Agenda:** Discussion on Internship preparation.

1. Discussed regarding internship posting orientation on 9th January.
2. Rotation preparation for students of 18 weeks.
3. Teachers rotation for three shifts morning, evening and two nights discussed.
4. Preparation of student lists for orientation, apron etc.
5. Preparation of all internship assignment evaluation formats.
6. Sending letter to Deenanath Mangeshkar for permission.
7. Discussed on internship rules and regulations that students must follow.
8. Planning of educational visit at Deenanath Mangeshkar hospital example biomedical waste department, maintenance department, engineering department pharmacy and diet department.
9. Discussed on completion of seminars every Saturday.
10. Planning of soft skill session every first, third and fifth Saturday.
11. Completion of all assignment checking like casebooks etc checking of logbooks before file preparation.

**Members present**

- 1) Mrs Rau Sangave
- 2) Mrs. Akshata Tendulkar
- 3) Mrs. Shailaja Mathews
- 4) Ms. Salwa Duste

  
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**Final Year BSc Nursing**  
**Departmental Meeting Minutes 2023-2024**

**Date:** 04/04/2023

**Time:** 3pm-4pm

**Venue:** 4th year BSc Nursing department.

**Agenda:** Discussion after prefinal exam.

1. Discussed on pre final exam results students' performance of ATKT students did not give exam as they were not eligible for final year examination.
2. Mentoring ship of good, average and poor students done.
3. Remedial measures decided, counselling register maintained.
4. Revision of community health nursing procedures decided including Bag technique, infant assessment, HB estimation and newborn assessment.
- 5 Group division total 6 groups made for paper solving of past MUHS papers.
6. Informed parents to come for parents' teachers meeting.
7. Discussed regarding entry of all assignments on sheets before entering the actual marks.
8. Correction of all late assignment of students and their mark entry.
9. Checking of ATKT students notes and paper checking for revision questions given.

**Members present**

- 1) Mrs Rau Sangave
- 2) Mrs. Akshata Tendulkar
- 3) Mrs. Shailaja Mathews
- 4) Ms. Salwa Duste

  
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**Maharshi Karve Stree Shikshan Samstha's**  
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**Karvenagar, Pune-411052**  
**Final Year BSc Nursing**  
**Departmental Meeting Minutes 2023-2024**

**Date:** 23/01/2024

**Time:** 2pm-4pm

**Venue:** 4th year BSc Nursing department.

**Agenda:** departmental planning for new batch distribution of work distribution of syllabus preparation of all rotation list of seminar topics for 3 subjects making PPT of induction and orientation program for new batch students' distribution of re admission form and details of fees.

1. Meeting minutes under the guidance of Mrs Shailaja M. J Mathews senior faculty study of department Mrs Rao Sangave class coordinator and Ms. Salwa Duste junior faculty discussed about departmental planning for new batch new batch will join from 5th February 2024 so we need to ready all the things for them we have distributed departmental work among three teachers who will do which work 1.Theory 2.Rau internal 3.shailaja madam 4.health Salwa assignments in 3 group all departmental work Rau and Salwa
2. We have distributed syllabus of three subjects divided among 3 of us and for normal labour asked Ashwini Sutar madam and about some pediatric topics to Deepali Khaire madam.
3. Rau to prepare all the rotations like master's and internal as per our syllabus which is available on images website according to hours distributed.
4. Referred MUHS website and made list of all assignments for 3 subject as per new information and as per syllabus need to prepare all subject seminar topics.
5. Need to make papers of induction and orientation program for new batch students on 27th January 2024 distribute the admission form and explain them about free details according to their categories on 29th January 2024.
6. We will take hand over from third year BSc department inform to Akshata and also, we will give orientation to student in the afternoon on 3rd February 2024 food and health checkup plant in morning and afternoon library our first student to work on seminar aims and objective and also library Book bank.

**Members present**

- 1) Mrs Rau Sangave**
- 2) Mrs. Akshata Tendulkar**
- 3) Mrs. Shailaja Mathews**
- 4) Ms. Salwa Duste**

  
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**Final Year BSc Nursing**  
**Departmental Meeting Minutes 2023-2024**

**Date:** 25/10/2024

**Time:** 2pm-4pm

**Venue:** 4th year BSc Nursing department.

**Agenda:** Completion of internship posting file checking internal assessment preparation  
Diwali vacation tentative date of final theory exam and practical exam and preparation.

1. Meeting minutes on 25th of October 2024 last day of internship posting submit all the documents to the management of Deenanath Mangeshkar Hospital regarding internship posting and informed them to give internship completion certificate as early as possible for common for college and individual for all students.
2. From 26th of October 2024 to 9th of November 24 Diwali vacation for the students and Shailaja madam and Rau madam
3. Makeup duty in the second week of Diwali vacation Salwa madam will supervise them.
4. Final year MUHS theory exam dates are 17/12/2024,19/12/2024 and 21/12/2025.
5. Final year MUHS practical exam dates are 16/01/2024,17/01/2024 and 20/01/2025,21/01/2025.
6. Practical exam file preparation and clearance, convocation form filling work to be done.

**Members present**

- 1) Mrs. Shailaja Mathews
- 2) Mrs Rau Sangave
- 3) Ms. Salwa Duste

  
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**FIRST YEAR P.B.B.Sc. 2023-24**

**MEETING NO: 01**

**Departmental meeting minutes**

Meeting was arranged on 1<sup>st</sup> August 2023 at 11:00 a.m. in PBBSc department, second floor staff room.

**The agenda for the meeting**

1. Introduction of students
2. Course and subject orientation
3. Student counselling
4. Syllabus distribution
5. Assignment and file work distribution

Meeting was organised with departmental team and discussed about above agenda.

On 2<sup>nd</sup> august 2023 in morning session students and teacher's introduction and interaction session is planned. In introduction session we will cover the important things such as Samstha and college history and information. One to one student's introduction in brief Name, GNM pass out institute and native place.

In detail discussed about course and subject orientation, theory hours, clinical hours, various clinical posting area. In brief academic calendar followed by examination pattern details explained.

In students counselling need to cover students' family background, parent history, personal history, health status and future plan of student admission category based on scholarship list can be finalized.

Planning of theory week was discussed. Syllabus distribution done among the department team, discussed about lectures by different external lecturers and combined classes with other batches.

Departmental file distributed among the team that is course outline file, subject files, visit file, health file, leave file ect.

As there were no further points for discussion meeting was adjourned and at 11:45 a.m.

**Members present for meeting**

Mrs. Ashwini Sutar

Mrs. Deepali khair

Ms. Pratiksha Girame

Mrs. Ashwini Bhosle

  
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**FIRST YEAR P.B.B.Sc. 2023-24**  
**MEETING NO: 02**  
**Departmental meeting minutes**

Meeting was arranged on 15<sup>th</sup> September 2023 at 2:00 p.m. in PBBSc department, second floor staff room.

**The agenda for the meeting**

1. Clinical posting introduction
2. Discussion of clinical assignments
3. Planning of Diwali vacation
4. Planning of midterm theory examination
5. Review of theory classes for syllabus completion

Meeting was conducted with departmental teachers on 15<sup>th</sup> September 2023 at 2:00 p.m. in PBBSc department.

Clinical posting of Medical surgical nursing plan for 5 weeks in Deenanath hospital from 18th September 2023 onwards. Discussed about specific clinical assignment, it should be cover in special clinical areas. MSN midterm practical examination is planned in last week of clinical posting. List out all clinical assignments, guidelines with evaluation criteria.

Discussed about Diwali vacation planning. It will be 5th to 18th November 2023. After Diwali vacations planning of two-week theory.

The Midterm theory examination will be in month of December. discussed about syllabus for midterm theory examination.

As these were no points for discussion, meeting was adjourned at 2.45 p.m.

**Members present for meeting**

Mrs. Ashwini Sutar

Mrs. Deepali Khaire

Ms. Pratiksha Girame

Mrs. Ashwini Bhosle



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**FIRST YEAR P.B.B.Sc. 2023-24**  
**MEETING NO: 03**  
**Departmental meeting minutes**

Meeting was arranged on 1st December 2023 at 2:00 p.m. in PBBSc department, second floor staff room.

**The agenda for the meeting**

1. Midterm exam paper setting
2. Syllabus review
3. Review of clinical assignments completion of students.
4. Students' academic course fee status & Scholarship students follow up.
5. Child Health & midwifery posting

Discussed about midterm theory exam paper setting, distributed papers among team. for approval by Principal madam, Paper setting within week & submit it.

Review taken about syllabus completion & finalised midterm exam syllabus, it is observed that need to plan more classes of Microbiology & Psychology.

Discussed about student clinical assignments completion work & submission for checking. Review taken about students' academic fee, 50%. Students second instalment is incomplete. Need to motivate for fee completion before 31st Dec 2023.

Discussed about scholarship student's follow-up & document completion of Maha DBT scholarship form process.

Child Health nursing & maternal nursing posting planned in two groups, one group of Child Health nursing will be in Deenanath hospital & second group of maternal nursing will be in kamala Neharu Hospital.

Discussed about clinical rotation, duty roster & clinical assignment.

As there were no points for the discussion meeting was adjourned at 2.30pm.



**Members present for meeting**

Mrs. Ashwini Sutar

Mrs. Deepali Khaire

Ms. Pratiksha Girame

Mrs. Ashwini Bhosale



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**FIRST YEAR P.B.B.Sc. 2023-24**  
**MEETING NO: 04**  
**Departmental meeting minutes**

Meeting was arranged on 5th Jan 2024 at 2:00 p.m. in PBBSsc department, second floor staff room.

**The agenda for the meeting**

1. Midterm theory examinations
2. Students' practical examinations
3. Students' clinical performance in the area
4. Follow up of pending fee.

Discussed about midterm examination timetable, it planned in 3rd week of January, finalised syllabus.

Students Midterm practical examinations is planned in 2<sup>nd</sup> week of January in speciality clinical area.

Reviewed about students' clinical performance & clinical assignment submission status.

Discussed about students pending fee states, update taken by accountant Mrs. Neha Datar madam, planned follow up of remaining students.

As there were no points for discussion, meeting adjourned at 2.30pm.

**Members present for meeting**

Mrs. Ashwini Sutar

Mrs. Deepali Khaire

Ms. Pratiksha Girame

Mrs. Ashwini Bhosale

  
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**FIRST YEAR P.B.B.Sc. 2023-24**  
**MEETING NO: 05**  
**Departmental meeting minutes**

Meeting was arranged on 4th March 2024 at 2:00 p.m. in PBBSc department, second floor staff room.

**The agenda for the meeting**

1. Syllabus review
2. Clinical assignments review
3. Midterm theory examinations result
4. List out slow learner & advance learner
5. Follow up of pending document and NRTS registration.

Discussed about syllabus completion accordingly theory week can be adjusted to cover maximum classes. Students' clinical assignment review taken, it is found that Clinical presentation need to cover earlier, students need to motivate for submission of completed assignments.

Midterm result performance discussed, 19 students are poor in study, that is slow learner: specially having difficulties in study of Psychology, Microbiology & Biochemistry-biophysics.

It is discussed that make a group of advanced learner & slow learners, motivate student for MUHS question paper solving, & prepare own notes for study.

Advanced learner student will be group leader, she will take follow up in her group report to group mentor teacher.

Pending document students follow up has taken, MNC registration & diploma certificate of few students pending, called them & follow up taken.

Need to motivate students for NRTS registration, so before university exam form fillup process, it should be completed.

As there were no point for discussion, meeting was adjourned at 2pm.

Mrs. Ashwini Sutar

Mrs. Deepali Khaire

Mrs. Ashwini Bhosale

  
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**FIRST YEAR P.B.B.Sc. 2023-24**  
**MEETING NO: 06**  
**Departmental meeting minutes**

Meeting was arranged on 3rd April 2024 at 2:00 p.m. in PBBSc staff room.

**The agenda for the meeting**

1. Prefinal exam paper setting
2. Syllabus completion
3. Internal assessment work: Review of clinical assignments completion.
4. Prefinal Practical exam.

Discussed about Prefinal theory exam paper setting, distributed papers among team. for approval by Principal madam, Paper setting within week & submit it.

Review taken about syllabus completion; it is observed that need to plan revision of important topics based on previous university exam papers.

Discussed about student clinical assignments completion work & submission for checking for final internal assessment work.

Discussed about scholarship student's follow-up & document completion of Maha DBT scholarship form process.

Prefinal practical examination is planned followed by prefinal theory examination.

As there were no points for the discussion meeting was adjourned at 2.30pm.

**Members present for meeting**

Mrs. Ashwini Sutar

Mrs. Deepali Khaire

Mrs. Ashwini Bhosale

  
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**FIRST YEAR P.B.B.Sc. 2023-24**  
**MEETING NO: 07**  
**Departmental meeting minutes**

Meeting was arranged on 8<sup>th</sup> May 2024 at 2:00 p.m. in PBBSc staff room.

**The agenda for the meeting**

1. Prefinal exam results performance
2. Internal assessment completion
3. Final examination schedule and preparation.

Prefinal result performance discussed, 10 students are poor in study, need to motivate for smart and quality study. Planned revision of important topics based on previous university exam papers.

Internal assessment work should be completed by till 15<sup>th</sup> May 2024, it will be ready to be entered in MUHS software.

Students counselling is planned for final exam preparation and practical exam schedule.

As there were no points for the discussion meeting was adjourned at 2.30pm.

**Members present for meeting**

Mrs. Ashwini Sutar

Mrs. Deepali Khaire

Mrs. Ashwini Bhosale

  
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**SECOND YEAR POST BASIC B.Sc. NURSING**

**Department Meeting Minutes (2023-24) -1**

The department meeting was held on 4th August 2023 from 2 pm to 4 pm in the staffroom. It was arranged among the second-year P.B.BSc. nursing class coordinator, faculty members.

**Agenda of the meeting:**

1. Introduction about syllabus and curriculum.
2. Distribution of syllabus among members.
3. Discussion on master rotation plan-wise clinical postings
4. Counselling of students and fee follow-up.

The class coordinator Mrs. Jyoti Karande, started the department meeting with the staff member Pooja Jamnik. A discussion was done on the syllabus and curriculum as per plan of master rotation plan including total subjects, clinical postings (Deenanath Mangeshkar hospital, Chaitanya mental rehabilitation center, urban-rural postings at Paud etc.) duration, total hours, assignments, various visits, examination patterns.

Syllabus distribution equally is done among us for all subjects and introductory classes planned to start from second week of August. Sociology subject classes will be taken by external madam Mrs. Sumati Unkule. Nursing education by Mrs. Jyoti Karande, Community health nursing by Mrs. Pooja Jamnik Mental health nursing subject classes by Mrs. Bijayalakshmi, Mrs. Shital Padalkar, Mrs. Akshata Tendulkar, Nursing Administration by Mrs. Jyoti Karande and Nursing Research by Mrs. Nupoor Bhambid, Mrs. Ujwala Jadhav and other staff members.

As per the master rotation plan clinical posting is planned for the ongoing B batch students and fresh batch students in the month of September onwards for the subject of community health nursing at Gosavi vasti and mental health nursing in Chaitanya mental and rehabilitation center, Kondhwa.. Department file distributions among staff is discussed

Counselling of students with the academic fees and scholarship related work is divided in between the staff.

After the discussion of all these meeting was adjourned at 4pm.

  
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**SECOND YEAR POST BASIC B.Sc. NURSING**

**Department Meeting Minutes (2023-24) -2**

The department meeting was held on 14<sup>th</sup> October 2023 from 2 pm to 4 pm in the staffroom. It was arranged among the second-year P.B.BSc. nursing class coordinator, faculty members.

**Agenda of the meeting:**

1. Discussion on clinical postings and students performance
2. Diwali vacation
3. Clinical posting for Nursing administration subject.
4. Midterm exam timetable
5. Winter students exam related work

The class coordinator Mrs. Jyoti Karande, started the department meeting with the staff member. Students are having clinical postings at Chaitanya Mental Health Center for mental health subject, some students had good performance and done well, few students need improvement and more practical explanation, and guidance are required for them. Practical first exam at the center is conducted and feedback given to them. Assignment writing guidance given to them and encouraged them to submit. All formats and evaluation were given to them.

Diwali vacation will be starting from the 6<sup>th</sup> of November to 11th of November 2023. Students will have some topics to revise during vacation.

After Diwali vacation Introduction to nursing administration posting is scheduled. In the meeting discussed about the guidance and counselling about this posting. Assignment orientation to the students before posting need to give and work is distributed among the staff.

Students midterm exam is scheduled in January second week onwards.

Winter appearing students counselling and guidance for study and revision classes were discussed in the meeting.

At the end of this discussion meeting was adjouened at 4pm.



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**SECOND YEAR POST BASIC B.Sc. NURSING**

**Department Meeting Minutes (2023-24) -3**

The department meeting was held on 6<sup>th</sup> February 2024 from 1 pm to 3 pm in the staffroom. It was arranged among the second-year P.B.BSc. nursing class coordinator, faculty members.

**Agenda of the meeting:**

1. Discussion on clinical postings and students performance
2. Midterm exam performance and feedback
3. Research project block
4. Clinical posting for Community health nursing
5. Prefinal exam schedule

The class coordinator Mrs. Jyoti Karande, started the department meeting with the staff member. Students have completed their midterm exams in January month, students performance was discussed, some students did well in exams but some students need to improve in their writing skill and knowledge of the subjects. Individually counselling done for the students with the theory paper and need to improve points were discussed.

Discussed in meeting that students will have to work on the research project. Group activity research work and data collection is planned with Guide.

Discussed about the Community health nursing posting in March. Continued posting at Sutar hospital and UPH. Students performance was discussed and feedback given to them

At the end of this discussion meeting was adjourned at 4pm.

  
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**SECOND YEAR POST BASIC B.Sc. NURSING**

**Department Meeting Minutes (2023-24) -4**

The department meeting was held on 8<sup>th</sup> May 2024 from 1 pm to 3 pm in the staffroom. It was arranged among the second-year P.B.BSc. nursing class coordinator, faculty members.

**Agenda of the meeting:**

1. Discussion on clinical postings and students performance
2. Prefinal exam performance and feedback
3. Research project block
4. Final MUHS exam preparation.

The department meeting started with the staff members. Students had completed their CHN posting and feedback is given to them. The practical prefinal examinations feedback was given to them and the need to improve points was discussed in the meeting.

Students had completed their prefinal theory exams in April month, and students performance was discussed, students performance was well in exams but some students need to improve their writing skills and knowledge of the subjects. Individually counseling was done for the students with the theory paper and the need to improve points was discussed.

Discussed that students will have to work on the research project. The group activity research work submission date is finalized. Discussed about the Community health nursing posting in March. Continued posting at Sutar Hospital and UPH. Students performance was discussed and feedback was given to them.

Discussed about the final examination preparation of students.

At the end of this discussion meeting was adjourned at 4pm.

  
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**SECOND YEAR POST BASIC B.Sc. NURSING**

**Department Meeting Minutes (2023-24) -5**

The department meeting was held on 26<sup>th</sup> May 2024 from 1 pm to 3 pm in the staffroom. It was arranged among the second-year P.B.BSc. nursing class coordinator, faculty members.

**Agenda of the meeting:**

1. Final MUHS exam preparation and guidance
2. Internal assessment work
3. Students counselling

The department meeting started with the staff members. Students had completed their academic work, theory and practical exams and postings. Visits were completed. Discussed the work of Internal assessment marks entry and preparation of the sheets.

Among the staff discussed that student revision classes continued for the final exam study. Guide the students for previous year's question paper solving, encourage students to refer the Google Classroom for theory content, and library, and take guidance in person with the concerned teacher.

At the end of this discussion meeting was adjourned at 4 pm.

  
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**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S**  
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**FIRST YEAR M.Sc. NURSING**




**DEPARTMENT MEETINGS MINUTES**

Date: 08/09/2023

Time: 3 pm

Venue: MKSSS BTINE, 1<sup>st</sup>yr staff room

Faculty members present in the meeting:

1. Mrs. Laishangbam Bijayalakshmi Devi 
2. Mrs. Nupoor N. Bhambid 
3. Mrs. Ujwala Jadhav 

Agenda of the meeting:

- First year M.Sc. Nursing syllabus distribution
- Any other issue.

The meeting started at 3 pm in 1<sup>st</sup> year nursing staff room to discuss the syllabus portion and its distribution for lecture conduction in first year M.Sc. Nursing Department. There are 2 students, Ms. Pallavi is having Medical Surgical Nursing specialty and Ms. Mayuri Nijampurkar is having Obstetrical Gynecological Nursing specialty.

Mrs. Ujwala will be the research guide for OBGY specialty. Discussion and portion of syllabus distribution were done and involvement of other M.Sc. Nursing faculty were advice and will be approach to them in future. Posting related discussion as per clinical requirement were also discussed.

Respective faculty were requested to start working on research topic of choices to guide the students from time to time.

As there were no point for further discussion, the meeting was adjourned at 4 pm.

Minutes record by:

L. Bijayalakshmi Devi

MKSSSBTINE 

**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S**  
**SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION**  
**FIRST YEAR M.Sc. NURSING**




**DEPARTMENT MEETINGS MINUTES**

Date: 12/12/2023

Time: 2 pm

Venue: MKSSS BTINE, First yr staff room

Faculty members present in the meeting:

1. Mrs. Laishangbam Bijayalakshmi Devi 
2. Mrs. Nupoor N. Bhambid 
3. Mrs. Ujwala Jadhav 

Agenda of the meeting:

- Midterm exam portion, paper setting of the first year M.Sc. Nursing department
- Topic presentation
- Any other issue.

The meeting started at 2 pm, Mrs. Bijayalakshmi requested respective faculty to set paper of 50 marks for midterm exam of first year M.Sc. Nursing department. They were informed about the syllabus and same will be mail to them with paper pattern.

Mrs. Ujwala asked about topic presentation date. On which Mrs. L. Bijayalakshmi said that, it was yet to be finalized and student will be focusing on midterm exam and student will approach them for research topic guidance. She recommended topic with appropriate ROL etc.

Mrs. Nupoor talked about upcoming international conference and involvement of M.Sc. Nursing student for the same.

Mrs. L. Bijayalakshmi said that they will be active in the process to learn about conducting conferences.

Students related lectures were asked to be completed on time by the faculty to complete the syllabus on time. As there were no point for further discussion, the meeting adjourned at 3 pm.

Minutes record by:

L. Bijayalakshmi Devi

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**SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION**  
**FIRST YEAR M.Sc. NURSING**


**DEPARTMENT MEETINGS MINUTES**


Date: 28/03/2024


Time: 3 pm

Venue: MKSSS BTINE, First yr staff room

Faculty members present in the meeting:

4. Mrs. Laishangbam Bijayalakshmi Devi 

5. Mrs. Nupoor N. Bhambid 

6. Mrs. Ujwala Jadhav 

Agenda of the meeting:

- Topic presentation
- Synopsis presentation
- Prefinal exam
- Any other issue.


The meeting started at 3 pm, Mrs. Bijayalakshmi requested respective faculty to set paper of 75 marks for prefinal exam of first year M.Sc. Nursing department. They were informed about the syllabus and same will be mail to them with paper pattern.

Mrs. Ujwala said that Ms. Mayuri was preparing research topic and will need support from Mrs. L. Bijayalakshmi.

Mrs. L. Bijayalakshmi was willing and would do the needful, and added that . On which Mrs. L. Bijayalakshmi said that Synopsis submission should be done before 30 April 2024 asit was the late date, she confirm that research topic will be on 8/04/2024 and synopsis presentation will be on 22/04/2024 as morning session. The respective guides were requested to guide the student for the same and conduct it as per protocol of the institute.

Mrs. Nupoor was congratulated for the successful conduction of the international conference as organizing secretary. Students related lectures were asked to be completed on time by the faculty to complete the syllabus on time. As there was no point for further discussion, the meeting adjourned at 4 pm.

Minutes record by:

L. Bijayalakshmi Devi 

MKSSSBTINE



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

**Second Year M.Sc. (N) 2023-2024**

**Departmental meeting minutes - 1**

The Second year M.Sc.(N) departmental meeting was arranged by Mrs. Nupoor N. Bhambid Class coordinator on 2 August 2023 at 2:00 pm.

The following members were present for the meeting.

1. Mrs. Nupoor Bhambid (Lecturer / HOD MSN dept)
2. Mrs. Bijayalakshmi Devi (Associate Professor/ HOD Mental Health dept)
3. Mrs. Jyoti Karande (Clinical Instructor/ MSN dept)
4. Mrs. Shailaja Mathews. (Clinical Instructor/ OBGY dept)
5. Mrs. Samina Mulani (Clinical Instructor/ MSN dept)
6. Dipali Awate. (Clinical Instructor/ MSN dept)
7. Ms. Akshata Tendulkar (Clinical Instructor/ Mental Health dept)
8. Mrs. Shital Pethkar (Clinical Instructor/ Mental Health dept)

Mrs. Nupoor distributed the second year M.Sc. (N) Syllabus among all M.Sc.(N) faculty according to their specialty ask them to give orientation to syllabus and assignments to be completed during this year. All faculty also discussed about clinical rotation plan specialty wise.

1. **Nursing administration:** Dr. Shubhada Ponshe, Mrs. Nupoor Bhambid and Mrs. Mrs. Shailaja Mathews.
2. **Specialty: Medical Surgical Nursing:** Mrs. Nupoor Bhambid, Mrs. Jyoti Karande, Mrs. Samina Mulani and Dipali Awate.


**Mental (Psychiatric) Health Nursing:** Mrs. Mrs. Bijayalakshmi Devi, Ms. Akshata Tendulkar and Mrs. Shital Pethkar.

Mrs. Nupoor discussed about schedule of dissertation submission with the guide.

As there no points for discussion meeting adjourned at 2:30 pm.

Meeting minutes recorded by Mrs. Nupoor N. Bhambid (Class Coordinator)



  
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## Second Year M.Sc. (N) 2023-2024

### Departmental meeting minutes - 2

The Second year M.Sc.(N) departmental meeting arranged by Mrs. Nupoor N. Bhambid Class coordinator on 25 September 2023 at 3:00pm.

The following members were present for the meeting

1. Mrs. Bijayalakshmi Devi (Associate professor/ HOD Mental Health Dept)
2. Mrs. Nupoor Bhambid (Lecturer / HOD MSN dept)
3. Ms. Akshata Tendulkar (Clinical Instructor/ Mental Health dept)
4. Mrs. Shital Pethkar (Clinical Instructor/ Mental Health dept)


Mrs. Nupoor Bhambid Discuss the clinical Mental (Psychiatric) Health Nursing rotation plan with Mrs. Bijayalakshmi Devi Ms. Akshata Tendulkar and Mrs. Shital Pethkar one students are posted in Chaitanya Hospital from 2nd October 2023. Assignments and midterm practical exam also discuss with them. Mrs. Shital Pethkar is going to supervise the students during their clinical posting in Chaitanya Hospital.

Mrs. Nupoor further told that, Medical Surgical Nursing Students are posted in Deenanath Mangeshkar Hospital and Mrs. Nupoor is going to supervise them

As there no points for discussion meeting adjourned at 3:30 pm.

Meeting minutes recorded by Mrs. Nupoor N. Bhambid (Class Coordinator)



  
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## Second Year M.Sc. (N) 2023-2024

### Departmental meeting minutes - 3

The first year M.Sc.(N) departmental meeting arranged by Mrs. Nupoor N. Bhambid Class coordinator on 29 January 2024 at 3:40pm.

The following members were present for the meeting.

1. Mrs. Nupoor Bhambid (Lecturer / HOD MSN dept)
2. Mrs. Bijayalakshmi Devi (Associate Professor/ HOD Mental Health dept)


Mrs. Nupoor Bhambid Discussed theory hours completion, clinical supervision, clinical assignments, and completed work of dissertation by students. She also informed that the dissertation submission date is 15 March 2024. She also said that we are organizing an international conference in the month of March 2024 so students should complete their dissertation work on time and take active participation in the organization of conference.

At present students are posted in Deenanath Mangeshkar Hospital for Medical Surgical clinical posting and Mrs. Nupoor is going to supervise them. Mental health nursing student is posted in Yerawada Mental Hospital and Mrs. Shital Pethkar is supervising the student.

As there were no points for discussion, the meeting adjourned at 4:10 pm.

Meeting minutes recorded by Mrs. Nupoor N. Bhambid (Class Coordinator)



  
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## Second Year M.Sc. (N) 2023-2024

### Departmental meeting minutes - 4

The second year M.Sc.(N) departmental meeting was arranged by Mrs. Nupoor N. Bhambid Class coordinator on 15 April 2024 at 3:00 pm.

The following members were present for the meeting.

1. Mrs. Nupoor Bhambid (Lecturer / HOD MSN dept)
2. Mrs. Bijayalakshmi Devi (Associate Professor/ HOD Mental Health dept)


Mrs. Nupoor Bhambid Discussed theory hours completion, clinical supervision, clinical assignments, and internal assessment submission. Mrs. Bijaya informed that clinical assignments and clinical hours are about to be finished by the end of April 2024 and she will concentrate on internal assessment and theory of specialty.

Mrs. Nupoor informed that the tentative dates for the MUHS theory exam are the first week of June and the practical exam will be the last week of June 2024.

As there were no points for discussion, the meeting adjourned at 3:30 pm.

Meeting minutes recorded by Mrs. Nupoor N. Bhambid (Class Coordinator)



  
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