



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

Smt. Bakul Tambat Institute of Nursing Education

(Affiliated to MSBNE, MNC, MUHS & INC, NAAC Accredited) 'A' Grade



Criterion I

Curricular Aspects (2024-2025)

1.1 Curricular planning and Implementation

1.1.1 Minutes of the meeting of the college curriculum committee

CIRCULAR

Date: 16/08/2024

This is to inform you that, an informal coordinators meeting is scheduled on 21st August 2024 at 2.00 pm in the conference hall.

The agenda for the meeting is

1. Clinical rotation for Sept 2024
2. AQAR 2023-24
3. HOD- Revision of Health days, Members, Research and Publication
4. Any other



PRINCIPAL

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

MINUTES OF CLASS COORDINATORS AND HOD MEETING

Date- 21st August 2024

Time- 02:00 - 03:30 pm

Venue- PB BSc (N) classroom, MKSSS BTINE.

Members present:

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

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

1. Clinical posting
2. AQAR (2023-24)
3. Course evaluation
4. Department- Plan for conference, workshop, FOP, research and health day celebration.
Revision of members in dept and criteria
5. Any other

Mrs Shital Padalkar has started discussion with clinical posting for Sept 2024 in DMH. There was no overlapping observed except 1st GNM and 2nd BSc N. informed them to divide areas to avoid overcrowding of students with internal discussion. She informed regarding course evaluation to be submitted by 25th August 2024 as practical exams are still going on. She added that Induction-orientation and awareness program- NISP, IPR, SDG for newly joining faculty is plan in 2nd week of Oct. 2024

Mrs Nupoor Bhambid, NAAC coordinator has informed regarding AQAR (2023-24) submissions before 31st August 2024. Also she informed that in-charges have to submit data in hard copies for previous 2 years and save all data for current NAAC cycle in criteria drive.

Mrs Shailaja Mathews discussed about Departmental plan for conference, workshop, FOP, research publication and activities under MoU. She informed that HODs should submit report of dept activities conducted in year 2023-24. She further said that health day celebration and members under dept and criteria will be revised for this academic year. So all HOD have to email health day list to IQAC. She also reminded about Teacher performance appraisal to be filled for 2022-23 and 2023-24 and has to be submitted by 25th Aug 2024 to Mrs Neha Datar. She thank Dr Ponkshe for over all guidance and welcomed Mrs Mangal Temgire and Ms Ahwini Bhosale as they joined after MSc N.

Mrs. Ujwala Jadhav was reminded about Curricular plan (value added, add-on and capability enhancement) courses per batch. Ms Smita Lisham added that there are various modules under semester, which need to be consider while planning courses.

Mrs Nupoor Bhambid, being Clinical Supervisor informed that all objective for clinical posting should be discussed with students before posting along with clinical assignments. Students should write Nurses notes, SBAR, diary regularly and maintained IV and medication card. They should follow rules of discipline in both college and clinical premises.

Mrs Shailaja Mathews informed about courses under Swayam and suggested that final year GNM and BSc N students have to registered on portal with help of Ms Shital Nikalji within 2 days and submit list to IQAC. She said that faculty need to complete courses- Good Clinical practice and IMRD, and send certificate to criteria 6. She added that coordinators have to take feedback for newly joined faculty and submit to IQAC.

Mrs Bijayalakshmi Devi suggested that research topic need to be discussed in HOD meeting with objectives, tools, formats like consent and methodology for more standardization and quality. Mrs Shailaja Mathews added that list of journal under UGC and Scopus is emailed to teachers for reference.

She informed regarding E-Journal Domain is purchased. Logo and name of journal- Nursing Innovators Journal is registered. She reminded faculty regarding draft for website development to be submitted by 31st Aug 2024. She also informed about MUHS workshops on 3 topics- Basic and advances research methodology and educational technology. Tentative dates are before Diwali vacation and will be finalizes after discussion with Principal Madam. GNM and ANM coordinators informed that their final exams are scheduled in Sept and Oct 2024 which need to be consider while planning workshop are our institute can be theory exam center.

Mrs Asha Sanas informed that student health checkup is planned on 3-5th Sept 2024. Also she added that awareness program on Cervo-vac vaccination is planned on 30th Aug for students. Dr Ponshe suggested to take consent for vaccination. Ms Amruta Phale informed to give 1 sports hr/week for students.

Ms Smita Lisham informed that photoshoot is planned in college on 23rd Aug 2024 for criteria 4. She suggested to keep cleanliness in classroom, staffrooms and advices to display of AV aids, LCD etc. She informed that Human rights workshop will be plan in January 2025.

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

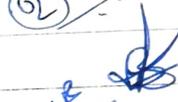
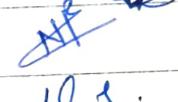
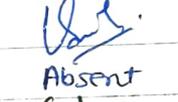
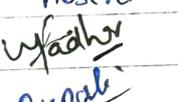
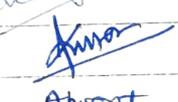
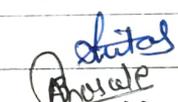
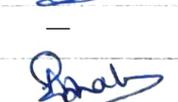
Minutes recorded by: Mrs. Shital Padalkar 


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Karvenagar, Pune-411052.

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

DATE : 21/08/2024

VENUE : Conference room, MKSSS BTINE, Pune

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


Sign of Principal

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

CIRCULAR

Date: 22/10/2024

This is to inform you that an informal coordinator's and HOD meeting is scheduled on 24th Oct 2024 at 3.00 pm in the conference hall.

The agenda for the meeting is

1. Clinical rotation for Nov 2024
2. AQAR 2023-24
3. Health day list updating
4. Plan celebration of silver jubilee year
5. Any other



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Nursing Education
Karvenagar, Pune-411052.

MINUTES OF CLASS COORDINATORS AND HOD MEETING

Date- 24st Oct 2024

Time- 03:00 - 04:00 pm

Venue- PB BSc (N) classroom, MKSSS BTINE.

Members present:

1. Mrs. Nupoor Bhambid, Professor
2. Mrs. Bijayalakshmi Devi, Professor
3. Mrs. Ujwala Jadhav, Lecturer
4. Ms. Jyoti Karande, Associate Professor
5. Mrs. Ashwini Sutar, Lecturer
6. Mrs. Dipali Awate, Lecturer
7. Mrs. Shital Padalkar, Lecturer
8. Ms. Ashwini Lande, Clinical Instructor
9. Mrs. Avantika Anturkar, Clinical Instructor
10. Mrs. Shital Patil, Clinical Instructor
11. Mrs. Ashwini Bhosale, Clinical Instructor
12. Ms. Amruta Phale, Clinical Instructor
13. Ms Rau Sangve, Clinical Instructor

On 24th Oct 2024, class coordinators meeting was conducted for the following agenda-

1. Clinical posting
2. AQAR (2023-24)
3. Department- Plan for conference, workshop, FOP, research and health day celebration, Revision of members in dept and criteria
4. Any other

Mrs Shital Padalkar has started discussion with clinical posting for November 2024. First year GNM and BSc have DMH posting in batches whereas 3rd year GNM have KNH and Sonawane hospital posting in November. Third year BSc and first year MSc have Mental Health Nursing

posting at Yerawada. 1st year ANM, 3rd year GNM have RPH posting at Kamshet in December last week.

Regarding clinical supervision, Mrs Nupoor Bhambid, NAAC coordinator informed that concern faculty should prior informed about Practical Examination to respective clinical area/ nursing incharges for clinical nursing procedure for students and also need to do survey area to avoid overlapping and overcrowding. Junior faculty should avoid using excessive mobile and sitting outside the word. Also breakfast time should be limited and after student's round.

She added regarding AQAR (2023-24) 80-85% data received but major data pending for criteria 6 where Mrs Sameena Mulani said that the faculty has submitted certificates but not report of conference attended and hence requested the concern faculty to submit urgently. Also Mrs Asha Sutar informed that teacher's performance appraisal for few faculty is remaining and requested to complete urgently, so AQAR will be submissions before 31st November 2024. She informed that criteria in-charges have to submit data in hard copies for previous 2 years and save all data for current NAAC cycle in criteria drive. She discussed about Departmental plan for conference, workshop, FOP, research publication and activities under MoU. She further said that health day celebration under dept and criteria will be revised for this academic year.

She informed about 25th year i.e. silver jubilee celebration plan, so all HODS and criteria incharges should plan the activities at bigger platform and need to be discussed post Diwali meeting. Also she added that there is a plan to prepare a booklet to showcase the journey of the institute with various milestone such as results, achievements in the form of photographs and further ask for suggestions and other ideas for same.

Mrs Bijayalakshmi Devi informed regarding E-Journal that plan to inaugurate after Diwali. So requested the faculty for website content validation and it should be up to the mark. Ms Ashwini Lande requested for research articles submission for same where is Ms Avantika Anturkar added to give format for research article writing, so that quality will improved in writing the research article among the students also.

Mrs Asha Sanas informed that student health checkup is completed. So reminded concern teacher should submit the health report.

Ms Amruta inform to schedule a library hour per week to be given to the students and plans should be submitted prior to Ms Amruta Phale. Mrs Nupur Bhambid reminded to submit list of books need to be purchased to the library for updation.

Mrs Shital Padalkar informed that faculty induction and orientation program is scheduled on 25th-30th November 2024.

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

Minutes recorded by: Mrs. Shital Padalkar



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MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION
KARVENAGAR, PUNE 52
INFORMAL CLASS- COORDINATOR'S AND HOD MEETING

DATE : 24/10/2024

VENUE : 1st year PBBSc N classroom, MKSSS BTINE, Pune

| Sr. No. | Name of the Teacher | Designation | Signature of the Teacher |
|---------|----------------------------|-----------------------------|--------------------------|
| 1 | Dr. Meena Ganapathy | Professor cum Principal | |
| 2 | Mrs. L.Bijayalakshmi Devi. | Professor | |
| 3 | Mrs. Nupoor Bhambid | Professor, NAAC coordinator | |
| 4 | Mrs. Jyoti Karande | Associate Professor | |
| 5 | Mrs. Ujwala Jadhav | Associate Professor | |
| 6 | Mrs. Ashwini Sutar | Lecturer | |
| 7 | Mrs. Dipali Awate | Lecturer | |
| 8 | Mrs. Shital Padalkar | Lecturer | |
| 9 | Mrs Avantika Anturkar | Clinical Instructor | |
| 10 | Mrs. Shital Chirke | Clinical Instructor | |
| 11 | Mrs. Ashwini Bhosale | Clinical Instructor | |
| 12 | Ms Ashwini Lande, | Clinical Instructor | |
| 13 | Mrs. Amruta Phale | Clinical Instructor | |
| 14 | Mrs. Rau Sangve | Clinical Instructor | |


Sign of Principal

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

CIRCULAR

Date: 27/01/2025

This is to inform you that curricular committee meeting is scheduled on 31st January 2025 at 11.00 am in the conference hall.

The agenda for the meeting is

1. Clinical rotation
2. Curricular plan (value added, add-on and capability enhancement course)
3. Guidelines for AQAR 2024-25
4. Department- Plan for conference, exchange program, workshop, FDP, CNE, research and publication of faculty, health day celebration etc.
5. College week
6. Any other



PRINCIPAL

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

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

MINUTES OF CURRICULAR COMMITTEE MEETING

Date- 31st Jan 2025

Time- 11:00 am - 01:30 pm

Venue- Multipurpose Hall, MKSSS BTINE.

Members present:

1. Dr Meena Ganapathy, professor cum Principal
2. Dr. Shubhada Ponkshe, Associate Professor
3. Mrs. Nupoor Bhambid, Professor
4. Mrs Bijayalakshmi Devi, Professor
5. Ms. Lisham Smita Devi, Associate Professor
6. Mrs. Jyoti Karande, Associate Professor
7. Mrs. Ujwala Jadhav, Lecturer
8. Mrs. Ashwini Sutar, Lecturer
9. Mrs. Dipali Awate, Lecturer
10. Mrs. Deepali Khaire, Lecturer
11. Mrs. Shital Padalkar, Lecturer
12. Mrs. Mangal Temgire, Clinical Instructor
13. Mrs. Ashwini Bhosale, Clinical Instructor
14. Mrs. Avantika Anturkar, Clinical Instructor
15. Ms. Rupali Dhume, Clinical Instructor
16. Mrs. Shital Patil, Clinical Instructor
17. Mrs. Rau Sangve, Clinical Instructor
18. Ms. Amruta Phale, Clinical Instructor

On 31st Jan 2025, the curricular committee meeting was conducted for the following agenda-

1. Clinical posting
2. Plan for AQAR (2024-25) with guidelines

3. Department- Plan for conference, workshop, FOP, research and health day celebration, Revision of members in dept and criteria
4. Module preparation based on PO, CO
5. College week
6. Any other

Our Principal Dr Meena Ganapathy madam discussed in detail about program outcome (PO) and course Outcome (CO) and informed us to prepare teaching modules based on them including student-centric innovative teaching strategies. Similar theme units can be merged to form a module. So students will be able to understand patients holistically.

Mrs Shital Padalkar has started the discussion with clinical posting for February 2025. First-year, second-year GNM, Sem IV, and V BSc N will continue DMH posting in batches, whereas third-year GNM will have an internship. ANM students will have MMH posting. Third-year BSc N, 2nd-year GNM, PBBSc N, and MSc N have mental health postings at Yerawada and Chaitnya Hospital. No overlapping is observed in the clinical area.

Ms Rupali Dhume informed the dates of college week as sports day on the 22nd and the cultural program will continue from the 24th to 26th of March 2025. Lamp lighting is also tentatively planned for the last week of March 2025. TNAI cultural event- fashion show is planned for the last week of Feb 2025. Mrs. Bijayalakshmi Devi informed regarding the research articles submission for the Nursing Innovators Journal by 3rd Feb 2025.

Mrs Nupoor Bhambid discussed a nomination for the MNC state nurse award and prepared a proposal. A Theme-based video-making / module completion is organized by MNC and has to be prepared by the department. The last date of submission is 13th Feb 2025. Further, she added that guidelines for AQAR 2024-25 will be given shortly.

As there were no points for further discussion, the meeting was adjourned at 1.30 pm

Minutes recorded by: Mrs. Shital Padalkar 

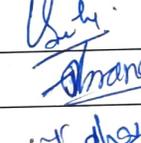
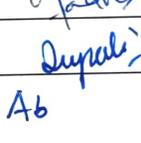
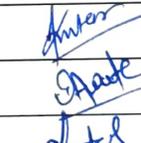
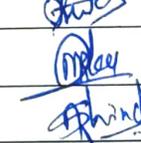
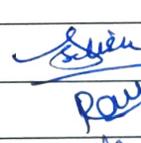


PRINCIPAL

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

Maharshi Karve Stree Shikshan Samstha's
Smt. Bakul Tambat Institute of Nursing Education
Karvenagar, Pune 52
Attendance for Curriculum Committee Meeting

DATE : 31/01/2025
TIME : 11 am-1:30pm
VENUE : Multipurpose Hall, MKSSS BTINE, Pune

| Sr. No. | Name of the Teacher | Designation | Signature of the Faculty |
|---------|----------------------------|---------------------------------------|--|
| 1 | Dr. Meena Ganapathy | Principal cum Professor |  |
| 2 | Dr. Shubhada Ponkshe | Associate Professor |  |
| 3 | Mrs. L.Bijayalakshmi Devi. | Professor |  |
| 4 | Mrs. Nupoor Bhambid | Professor NAAC Coordinator |  |
| 5 | Ms. Lisham Smita Devi | Associate Professor |  |
| 6 | Mrs. Jyoti Karande | Associate Professor |  |
| 7 | Mrs. Ujwala Jadhav | Assist Professor |  |
| 8 | Mrs. Deepali Shinde | Assist Professor |  |
| 9 | Mrs. Shailaja M J Mathews | Assist Professor, IQAC Coordinator | A6 |
| 10 | Mrs. Ashwini Sutar | Assist Professor |  |
| 11 | Mrs. Dipali Awate | Assist Professor |  |
| 12 | Mrs. Shital Padalkar | Assist Professor |  |
| 13 | Mrs Mangal Temgire | Clinical Instructor | |
| 14 | Ms Ashwini Bhosale | Clinical Instructor | |
| 15 | Ms. Avantika Anturkar | Clinical Instructor | |
| 16 | Ms. Ashwini Lande | Clinical Instructor | |
| 17 | Ms. Rupali Dhume | Clinical Instructor | — |
| 18 | Ms. Shital Patil | Clinical Instructor | |
| 19 | Ms. Rau Sangave | Clinical Instructor | |
| 20 | Ms. Amruta Phale | Clinical Instructor | |


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