



SADHU VASWANI MISSION'S

SADHU VASWANI COLLEGE OF NURSING
Founder- Sadhu T L Vaswani



10-10/1, Koregaon Park, Pune – 411001
Tel No: 02066099960 Email: principal@svcon.ac.in

Principal
Dr. Sripriya Gopalkrishnan

1.1.1: CURRICULUM COMMITTEE MEETING MINUTES REPORT

SADHU VASWANI COLLEGE OF NURSING
MINUTES OF ACADEMIC MEETING MEETING HELD ON 05.8.2023

Venue: Conference Hall, SVCON

Time: 2.30 Pm – 4.45 Pm

Agenda of meeting:

- | | |
|------------------------|---------------------|
| 1. Coordinators report | 2. Clinical Report |
| 3. Winter Examinations | 4. Any other points |

S. No	Name of the Faculty	Designation	Signature of Faculty
1	Dr (Mrs) Sripriya Gopalkrishnan	Principal	
2	Dr (Mrs) Manisha Kadam	Vice Principal	
3	Mrs. Jaya John Varghese	Associate Professor	
4	Mrs. Namita T Pathak	Associate Professor	
5	Mrs. Jasmine Jesy J	Associate Professor	
6	Mrs .Ujjwala Murkute	Associate Professor	
7	Mrs. Anita Khandagle	Associate Professor	
8	Dr (Mrs) Madhavi Pawar	Lecturer	
9	Dr (Mrs) Samruddhi S Bhakare	Lecturer	
10	Mrs. Prema S	Lecturer	
11	Mrs Jyoti Kanade (Devare)	Lecturer	
12	Ms.Ashwini Mane	Lecturer	
13	Mrs. Rupali Ladke	Lecturer	
14	Mrs. Rupali Shinde	Lecturer	
15	Mrs. Vanshika Joshi	Lecturer	
16	Ms. Nandita Devi C	Clinical Instructor	
17	Ms. Shobha Jagdale	Clinical Instructor	
18	Ms. Namrata Khandagle	Clinical Instructor	
19	Mrs .Christina Tekwani	Clinical Instructor	
20	Mrs. Jessy Joseph	Clinical Instructor	
21	Ms . Poonam Dhaigude	Clinical Instructor	
22	Ms. Sneha Kakade	Clinical Instructor	
23	Mrs. Ujjwala Veer (Dudhane)	Clinical Instructor	
24	Mrs. Supriya S Chakre	Clinical Instructor	Deputed for M. Sc (N)
25	Ms .Smita M Padale	Clinical Instructor	
26	Mrs. Supriya Waidande	Clinical Instructor	Deputed for M. Sc (N)
27	Ms. Neha Bite	Clinical Instructor	
28	Ms. Pratima Mohite	Clinical Instructor	
29	Mrs. Vidhya D Adhav	Clinical Instructor	
30	Mrs. Pragati Aware	Clinical Instructor	
31	Mrs. Komal Awasare	Clinical Instructor	
32	Ms. Siddhi S Pisal	Clinical Instructor	

AGENDA 1 - HOD Report

Obstetric and Gynecology department -Report given by Dr. Manisha Kadam.

- **First year MSc-** started with three students on 10 August 2023.

Child Health Nursing Department -Report given by Mrs Jaya John

- **SY PB BSc(N)** Theory block is going on.community posting.
- **TYBSc(N)** - clinical postings of Child Health and Mental Health Nursing, till this month end .
- **PhD course-** Report given by Dr. Madhavi Ghorpade

Community Health Department- Report given by Mrs. Namita Pathak

- **Fourth Year regular batch** is completing Internship hours.
- **Fourth Year odd batch** and new regular batch is going for community posting .Their Nursing administration and internship hours are to be completed

First year PBBSc . Started with 10 students on 7 th August .

Mental Health Nursing Department -Report given by Mrs. Anita Khandagle

- **SYPBBSc (Old)** is having research practicals ,followed by completion of Mental health nursing clinical hours in Yerwada Regional Mental Hospital
- **SYMSc Senior batch** submitted dissertations' on 31st August .Now they are completing Nursing management Clinical Hours.
- **New SYMSc**-is starting Speciality postings from 4th Sepember 2023

Medical-Surgical Nursing Department - Report given by Mrs. Ujjwala Murkute

- **Third semester-** commenced on 1st August2023.
- Theory classes are going on 50% of Microbiology and Adult Health Nursing syllabus are completed .

PROTOCOL FOR ATTENDANCE AND SUBMISSION OF ASSIGNMENTS

Maintain one register-one page for each student

1. Verbal warning – maintain anecdote in register with date of verbal warning
2. Give three more warning with a time span of 3-4 days
3. Continuous absenteeism or lapse in submitting assignment , inspite of these three verbal warnings with a period of 15days -1 month, give written warning

4. If the behavior of the student is not improving over three months send letter to parents .
5. Send letter to parents before exam regarding the status of attendance/assignments
6. Follow the protocol and allow the student to be responsible for their attendance and course completion
7. Do maintain documentation regarding reason for absence Or teacher called the student/parent

AGENDA II Preparation for 23-24 Academic year

- Department wise functioning is in its inception stage ,each department is having two batches. HOD functions as central point with speciality
- **Challenges** – speciality with additional subjects
- Clinical area with speciality to be adjusted well

One teacher is responsible to one hospital

- **I&B hospital** -Mrs. Ujjwala Murkate
- **YCM hospital** –Dr. Manisha Kadam
- **MHN Postings**-Mrs. Anita Khandagle
- **Community Postings**- Mrs. Namita Pathak
- **KEM Hospital**- Mrs. Jaya John
- All HOD's should discuss with each other, interdepartment coordinators and subject incharges liason with HOD.
- Plan and manage for all the concerned batches. Keep an eagle eye during implementation and discuss with principal madam if any difficulties arise.

3.PPT of Classes

- Timetable to be prepared by coordinator, show it to HOD and submit it to Principal madam by each Thursday. Original copy of signed timetable will come back to coordinator . Copy of it will be displayed in class notice board.
- HOD will maintain subject wise PPT .
- If Teachers planned to take the classes have to take any emergency leave , HOD/ coordinator can manage the class by assign a teacher in their department (adequate time to be given to this substitute teacher to plan and prepare herself with the given PPT)
- College is planning to purchase a soft ware-Learning Management

- If HOD is absent for a day ,then assign one person from the department to take over for that day
- Primary responsibilities of the class is with the teacher, so each teacher have to take their responsibility with commitment.
- College is having official mail –Zoho mail . Each faculty can create group ,circulate your time slot of your classes
- Checking your official mail daily is mandatory . Use this flat form for official communications
- Plan your leaves and submit your leave request with time table. Try and respect each other.
- For remaining OH – HOD can give list for their department. At a time One teacher from one department can take . Look for MUHS public holiday list /additional holidays or state govt . holiday list .
- Duty change also to be submitted with time table

CLINICAL PLANNING

- HOD and Coordinator meeting on 5th September ,before going to mission

Winter Vacation

Winter Examinations

- December 16th onwards for Basic BSc's and January 16th onwards for MSc and Semester batches.
- Next semester will start from February 2024

Since there were no other points, the meeting adjourned at 11.15 am.

SADHU VASWANI COLLEGE OF NURSING
MINUTES OF STAFF MEETING HELD ON 06.12.2023 (Wednesday)

Venue: Conference Hall, SVCON

Time: 2.30Pm – 4.45 Pm

Agenda of meeting:

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Agenda I -Ccoordinators report

- **First semester-** report given by Mrs. Nandita C
theory classes are going on 50% of the syllabus is covered . fo
- **Second semester-**report given by Ms. Namrata K
90% of the Syllabus is over only few hours of FON is left.224/320 FON clinicals are also over
- **Third semester-**report given by Mrs. Rupali Ladke
- 90-95% of syllabus is completed
- **Third Year Basic B.Sc. Nursing** -report given by Mrs. Jaya John
Syllabus completed. Internal assessment is ready .MUHS exams are staring from 16th December
- **Fourth Year Basic B.Sc. Nursing odd batch** -report given by Ms. Ashwani Mane
Internship is going on students are posted in I&B hospital ICU
- **First Year Post Basic B.Sc. Nursing** -report given by Mrs. Rupali Shinde
Maternal nursing clinical posting started from 4th December. Eligibility related documents are uploaded in MUHS website.
- **Second Year Post Basic B.Sc. Nursing** -report given by Mrs. Anita K
Syllabus completed. Internal assessment is ready. MUHS exams are staring from 19th December
- **Second Year Post Basic B.Sc. Nursing (New)**-report given by Ms. Pratima M
Students are posted in Rajiv Gandhi hospital for urban community postings
- **First Year M.Sc. nursing** -report given by Mrs. Jasmine J
Winter batch completed syllabus and preparing for MUHS exams in Jan 24. Summer batch is on clinical speciality postings. their midterm exams are over. Research topic presentation to be planned. Statistics classes also to be started.
- **Second year M.Sc. Nursing** -report given by Mrs. Prema S
Senior batch prefinal exams are over is preparing for MUHS examination
Junior batch is on theory block mid term exams are over
- **PhD course** report given by Dr. Madhavi G
Weekly Classes are going on. Topics presented Ethical presentation to be planned .
Six months report presentation also to be planned.

Agenda II Clinical Report

- **Second semester-**report given by Ms. Namrita K

FON clinical posting is going on students are completing their assignments

- **Third semester**-report given by Mrs. Rupali Ladke

Students are posted in OT, Medical wards. 130 clinical hours are remaining . most of the assignments are over. BLS module completed.

- **First year M.Sc. Nursing** -report given by Mrs. Jasmine J

Students are posted in Kamal Nehru hospital (OBG& Child Health), Yerwada Regional hospital and I&B hospital (MSN).

3.Departmental Labs

Plan the Planner and utilization of Skill labs Requirement list to be submitted to Manisha Madam. January to march all labs to be upgraded. Procedures not available in hospital or community settings can be taught in the skill labs. 25% of the clinical syllabus can be completed for all the subjects. HOD ensure rotation plan for supervision with checklist

5. Clinical Supervision

Department HOD is responsible for planning the clinical supervision coverage. Coordinators too check for rotation plan, clinical supervision and assignment completion. Coordinator should keep all the clinical posting reports. All Clinical Instructors are requested to supervise all the clinical postings irrespective of speciality

Since there were no other points, the meeting adjourned at 4.45 pm.



PRINCIPAL
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