



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

4.5.2.1 Minutes of the meetings of the Maintenance Committee

MINUTES OF STAFF MEETING

FORMATION OF MAINTAINENCE COMMITTEE

SADHU VASWANI COLLEGE OF NURSING MINUTES OF STAFF MEETING HELD ON 10.06.2022 (Friday)

Venue: Conference Hall, SVCON

Time: 2.30 pm - 4.40 pm

Agenda of meeting:

1. Coordinator's report
2. Clinical posting report
3. Prefinal Exam
4. Internal Assessment
5. MUHS Theory Exam - Summer 2022
6. Any other points

S. No	Name of the Faculty	Designation	Signature of Faculty
1	Dr (Mrs) Sripriya Gopalkrishnan	Principal	
2	Dr (Mrs) Manisha Kadam	Professor	
3	Mrs Jaya John Varghese	Associate Professor	
4	Mrs Namita T Pathak	Associate Professor	
5	Mrs Jasmine JesyJ	Associate Professor	
6	Mrs UjjwalaMurdute	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	MsAshwini Mane	Lecturer	
13	Mrs Rupali Ladke	Lecturer	
14	Mrs Rupali Shinde	Lecturer	
15	Ms. Nandita Devi C	Clinical Instructor	
16	Ms. Shobha Jagdale	Clinical Instructor	
17	Ms. Namrata Khandagle	Clinical Instructor	
18	MrsChristina Tekwani	Clinical Instructor	
19	Mrs Vanshika Joshi	Clinical Instructor	
20	Mrs Jessie Joseph	Clinical Instructor	
21	Ms Dhaigude Poonam	Clinical Instructor	
22	Ms Kakade Sneha	Clinical Instructor	
23	Mrs Ujjwala Veer (Dudhane)	Clinical Instructor	
24	Mrs Supriya S Chakre	Clinical Instructor	
25	Ms Smita M Padale	Clinical Instructor	
26	Mrs SupriyaWaidande	Clinical Instructor	
27	Ms Santosini Sabot	Clinical Instructor	
28	Ms Neha Bite	Clinical Instructor	
29	Ms KharatNikhila	Clinical Instructor	
30	Ms. Pratima Mohite	Clinical Instructor	
31	Mrs. Vidhya D Adhav	Clinical Instructor	
32	Mrs. Pragati Aware	Clinical Instructor	

Minutes of last meeting read, Passed and seconded by: Dr. Manisha Kadam and Mrs. Anita Khandagle respectively.

The newly joined faculty members were welcomed.

Few points of previous meeting were reviewed.

- Mrs. Ujjwala Murkute will create a Facebook page by 13/06/2022
- Dr. Manisha Kadam ensures that the time table is displayed on notice board every Friday.
- Tool validity report should be presented by II Year M. Sc Nursing students on 14/06/2022
- Curriculum meeting must continue from 13/06/2022 at 2.30 pm.

AGENDA 1 – Coordinator's report

- **FY BSc (N)** – Report given by Mrs. Vanshika Joshi
Students are in partial clinical and theory block. The observation posting is at I & B hospital for 3hrs a day. Ms. Neha Ingale is on medical leave till 17/07/2022. There is a lamp lighting practice every day from 4 – 4.30 pm. Unit test was conducted in external lectures of anatomy on 11/06/22. Biochemistry – external lecturer took 3 hrs in first semester & the rest will be completed in second semester.
- **SY BSc (N)** – Report given by Mrs. Rupali Pethe
Students are in partial clinical and theory block and posted at I & B hospital for medical surgical nursing posting. Ms. Monika Kapare is still absent due to fee issues.
- **TY B Sc (N)** – Report given by Mrs. Jaya John V
Students are in clinical block for medical surgical nursing posting at I & B Hospital. Prefinal examination will be conducted from 13/6/22 – 16/6/22. Students are working on a research project. Odd batch students are doing self study.
- **Fourth Yr BSc (N)** – Report given by Mrs. Namita Pathak
Students are in theory block. Prefinal exam was conducted from 6/6/22 – 9/6/22. Students have performed well.
- **FY PB B Sc (N)** – Report given by Ms. Namrata Khandagle
Students are in clinical block for medical surgical nursing posting at I & B Hospital. They are completing assignments.

- **SY PB B Sc (N)** – Report given by Mrs. Anita Khandagle
Students are posted for community health nursing at Rajiv Gandhi Hospital, Yerwada. They are completing assignments.
- **FY M Sc (N)** – Students are in theory block. They are working on synopsis in the morning & nursing education lab hours in the afternoon. Ethical committee presentation for research proposal has been planned on 11/06/22.
- **SY MSc (N)** – Students are in speciality posting. MSN students are posted at I & B Hospital and OBG at YCM hospital. Students have completed tool validation and taken permission from respective institutions for data collection. Ms. Madhavi Bade is on leave from 13/5/22 – 20/5/22 since her mother was hospitalized. Students are on vacation from 1/6/22 – 10/6/22 and will report on 11/6/22. Ms. Harshada did not report after the vacation. Tool validation report presentation is planned on 14/06/22.

AGENDA 2 – Clinical posting report

- **Urban Health Posting at Yerwada**
Report given by Mrs. Rupali Shinde. II year PB B. Sc and IV year B. Sc Nursing (odd batch) students are posted for home visiting and at Rajiv Gandhi Hospital from 06/06/22. They have completed the survey and have taken families for case study, demonstrating procedures in families. Students are posted in casualty, pharmacy, labour room, family planning, immunization department, OT and NICU. Students attended immunization, ANC camp, IM injection, rabies vaccine, copper- T, tubectomy, dressing and DOTS therapy. Ms. Utkarsha M was absent from beginning of the posting. Students had taken COVID vaccination booster dose.
- I PB B. Sc Nursing students are posted for medical surgical nursing at I & B Hospital. They are completing assignments.

AGENDA 3 – Prefinal Exam

- IV year have completed the Prefinal exam.
- III year will start from 13/06/22 – 16/06/22
- Repeaters – Prefinal exam helps to improve their internal assessment marks. If they are not willing, parents need to be notified.
- All practical exams of III and IV yr have been completed.

AGENDA 4 – INTERNAL ASSESSMENT

- If exam starts from 02/07/22, internal assessment may be uploaded after 20/06/22.
- Coordinator of III yr and IV yr will submit the internal assessment by 20/06/22 at the latest.

AGENDA 5 – MUHS Theory Exam - Summer 2022

- The MUHS exam will start from 02/07/22. Syllabus of III and IV year need to be completed within a week and leave the students for self study. Students may be instructed to solve previous MUHS question papers.
- All the students must be withdrawn from clinicals as of 11/06/22.
- The results of students continue to deteriorate. The result of failures should be reported to the parents.
- List of all students appearing for exam including failures should be given to Dr. Manisha K and Mrs. Jaya John. Both will work together to assign students for mentoring by 11/06/22 for good results. The Faculty will start mentoring for the students from 13/06/22.

AGENDA 5 - Any other points:

i. Vacation for Faculty

- Every year vacation is declared as per Annual Academic Calendar issued by MUHS, Nashik. Faculty will avail only 50% of the vacation as mandated by Annual Academic Calendar. However, if they are required to work during the vacation, they will be entitled to proportionate leave for the period they are required to work. Duty leave on alternate days for exam duty will not be considered for proportionate leave.

ii. NAAC

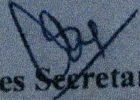
- Institutional Information for Quality Assessment (IIQA) is submitted with the payment. The Self Study Report window will open from 13/6/22. SSR must be submitted within 45 days of IIQA approval. All faculty need to be prepared for the same. Student results and Feedback should be good.


iii. Inservice Education


- Faculty Develop Program (FDP) can be scheduled every second Saturday.
- Plan more events for FDP
- Concerned teachers will participate in training program on surgical sutures and needles, bleeding management, Infection Prevention and Practice, OT etiquettes for doctors and staff nurses and submit the report to Mrs. Ujjwala M.

- iv. **Teachers during vacation**
- If the college/faculty calls you for any student information, answer the call and respond promptly. Don't be rude.
- v. **Administrative Portfolio Assignment**
- Administrative portfolios are allotted to all faculty members to facilitate shared governance and decision making. Please note your responsibilities.
 - All responsibilities are to be carried out in coordination with Administrative officer and under information to Principal.
- vi. **College week celebration**
- It cannot be held due to MUHS exam. Therefore, college week may be celebrated after the MUHS exam.
- vii. **Lamp Lighting Ceremony**
- Date will be confirmed on the basis of availability of members of SVM especially Didi Krishna Kumari.
- viii. **Alumni meet**
- The first Virtual Alumni meet will be held on 18/06/22 at 10am – 12.30pm. The speakers are Lt. Col. Mrs. Manonmani Venkat and Mrs. Clydina Khandagle on Respectful maternal care and Mental Health in Health Care Professionals respectively. Entertainment should be performed by alumni members. Final year students can attend the same.

Since there were no other points, the meeting adjourned at 04:40 pm


Minutes Secretary
Mrs. Prema S, Lecturer


Principal
Dr. Sripriya Gopalkrishnan


PRINCIPAL
Sadhu Vaswani College
of Nursing
Koregaon Park, Pune-1

SADHU VASWANI COLLEGE OF NURSING
MAINTENANCE COMMITTEE

SADHU VASWANI COLLEGE OF NURSING
MAINTENANCE COMMITTEE OF SVCON
ADMINISTRATIVE PORTFOLIO ASSIGNMENT TO FACULTY

S No	Name of Faculty	Administrative portfolio assigned
1	Dr. Sripriya Gopalkrishnan	General administration and college accounts
2	Dr. Mrs. Manisha Kadam Mrs. Prema S <i>Dr. Manisha</i>	Hostel administration/ Student Fees Administration/ MUHS Exam accounts Management
3	Mrs. Jaya John Mrs. Rupali Shinde <i>Jaya</i> <i>Rupali</i>	Marketing (propaganda)/Civil Maintenance Academic Administration - PG & PhD
4	Mrs. Anita Khandagle Mrs. Rupali Pethe <i>Rupali</i>	EDP/Printers/ Electrical Academic Administration - UG
5	Mrs. Ujjwala Murkute Ms. Ashwini Mane <i>Ujjwala</i> <i>Ashwini</i>	Chemicals/Equipments including AV AIDS
6	Mrs. Namita Pathak Mrs. Jyoti Kanade <i>Namita</i> <i>Jyoti</i>	Transport Management/Safety and Security division (Fire)
7	Mrs. Jasmine Jessy Mrs. Savita J <i>Jessy</i>	Prisms/Website/Media management
8	Dr. Samruddhi B Mr. Sudhir K <i>Samruddhi</i> <i>Sudhir</i>	Records/Biometrics students & teachers
9	Dr. Madhavi G Mr. Ashish Kurulkar <i>Madhavi</i> <i>Ashish</i>	Stationary/Linen/Furniture <i>Furniture</i>
10	Mr. Sachin Kudale (Administrative Officer)	Stock checking and inventory maintenance MPW's work management

Please sign your acceptance against your names.

[Signature]
10/6/22

[Signature]
PRINCIPAL
Sadhu Vaswani College
of Nursing
Koregaon Park, Pune-1

Library

MOM FOR NON-TEACHING STAFF MEETING HELD ON 27 May 2024
SADHU VASWANI COLLEGE OF NURSING
10-10/1, KOREGAON ROAD, PUNE - 411 001

Date of Meeting-

27-May-24

Dr. Sripriya Gopalkrishnan, Principal,
 SVCN


Chaired by:

Members present: Vivek Dhamankar, Rachel Awale, Rajesh Kamble, Ashish Kurulkar, Sudhir kshirsagar, Shubhada Awate, Pranali Diwar

	Points to be discussed	Comments
Meet and Greet of new staff	Mr. Sudhir kshirsagar Introduction.	Mr. Sudhir has joined as Executive (Accounts and Admin). He will assist Rajesh kamble (in his absence) and participate in FRA proposal submission
Portfolio revision of admin staff.	Requests for Change and Clarity	Since Sudhir has joined, portfolio handled by Nikhil Mane will be handle by Sudhir
Any other disscussion points	1. Check all chair and fans and get them repaired or replaced as appropriate replacement.	1. Mr. Vivek To get electricians to check the fans and identify if 1 or 2 fans can be spared. Put up requirement for fans
	2. Disscussion on sick leave, two hours early leave, halfday flexible and Saturday halfday for Non-teaching staff 3. All letters to be printed on respective letter head only by sudhir & Rachel. Principal email address to be marked in all outgoing correespondence. 4. Vivek Dhamankar - list of students 5. Prism software Certificate issue - contact respective person. 6. Mr. Vivek will request Prisms for new email id for Mr. Sudhir kshirsagar 7. Address faculty by Ma'am 8. lunch time to be maintain. 9. Work place ethics. 10. shubhada Awate - Take one Library advisory committee meeting	2. Regarding Sick leave, early exit and half day on Saturday. Management decision will be final. 3. It is noted that printed letterheads are not being used. All external correspondence must be printed on pre printed letter heads .3. It is noted that printed letterheads are not being used. All external correspondence must be printed on pre printed letter heads 4. Get batch wise student list from coordinators andensure completion and updation of prismsoftware 5. Regarding printing of certificatesfrom prisms it was decided the correct formats of certificates will be sent to prism and Mr. Vivek to followup with Vibha in Prisms 6. Mr. Vivek was instructed to get new business mail id for Sudhir 7. It is found that teacher are addressed by their first namesand are treated disrespectfully. it is advisableto address teachers "Ma'aM. 8. Lunch timings should be limited to 30 minutes



only 9. It was reiterated that there must be a cordial relationship between the employees. Workplace ethics must be followed at all times 10. Shubhada requested for conduct of library related activities. It was instructed that she should organise a meeting of the library committee and place the issues for consideration.


Dr. Sripriya Gopalkrishnan
Principal