

## **IQAC MEETING MINUTES**



Shri Vitthalrao Joshi Charities Trust's  
**SAMARTH NURSING COLLEGE**  
ISO 9001 : 2015 Certified  
Kasarwadi, Post Sawarde, Tal. - Chiplun, Dist. - Ratnagiri 415 606  
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## IQAC MEMBERS

2021-2022

Sl.No	Name of the Member	Designation	Signature
1	Mr. Babasaheb Bhutkar Principal, SVJCT'S Samarth Nursing College.	Chairperson	
2	Mrs. Tejal Vilas Surve. Professor Cum Vice-Principal Department of Medical Surgical Nursing	IQAC Secretary	
3	Ms. Jessey J. Jacob Associate Professor Department of Obstetrics and Gynecology Nursing	IQAC Co-ordinator	
4	Mrs.Sujata R.Pawar Associate Professor, Department of Child Health Nursing	Member	
5	Mr.Jeevan Deshmukh Clinical Instructor Department of Mental Health Nursing	Member	
6	Dr. (Mrs.) Suvarna N. Patil Medical Director BKL Walawalkar Hospital	Management Representative	
7	Ms. Pranali Shinde	Student Representative	
8	Ms. Aishwarya M. Surve	Student Representative	
9	Mr. Pandurang R. Shinde	Parent Representative	
10	Mr. Mangesh K. Surve	Parent Representative	
11	Mrs.Shweta Kshirsagar	Representative of Non-Teaching staff	

Principal  
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### Notice

Dear IQAC members

This is to inform all members that there will be meeting held at the Principal office on 27.06.2022 at 3pm. Request all members to be kindly present for the same.

#### AGENDA:

- 1.Preparation of the students for final exams.
- 2.Conducting grievance for exam going batches.
- 3.Exam Form filling(Repeaters).
- 4.Find out if the student have any problem regarding final exam and syllabus.

Thank you.

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## MINUTS OF MEETING

Date:27/06/2022

Time:3pm

Meeting started by welcoming all the members. The IQAC coordinator read the previous meeting minutes. During the meeting following points were discussed.

- 1.The Principal enquired about completion of syllabus and the performance of the students.
- 2.Instruction was given to conduct grievance meeting for the going batches.
- 3.During that period,the students should be told about the rules and regulation for appearing the exam.
- 4.Repeater students have filled the form.
- 5.Simultaneously students should be well acquainted with the procedure,preparation of students for practical exam.
- 6.Class co-ordinators and subject teacher should take responsibility in order to have study block.

Meeting adjourned by 4.15pm.

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## Notice

Dear IQAC members

This is to inform all members that there will be meeting held at the Principal office on 30.06.2021 at 3pm. Request all members to be kindly present for the same.

### AGENDA:

#### Academic:

1. Subject distribution.
2. Preparation of master rotation, clinical rotation and institution exam time table by the co-coordinators.
3. Organizing for workshop and planning for research methodology workshop for PG students.
4. Planning for students /teacher vacation.

#### Co-curricular:

1. Planning to conduct Annual Sports Day.
2. Celebrating the days as per department
3. Encouraging teachers to organize maximum events for students.

Thank you.

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## MINUTES OF MEETING

Date: 30/06/2021

Time: 3 pm

IQAC members gathered for the meeting in faculty room. Meeting started by reading the minutes of previous meeting.

Following points were discussed in the meeting.

1. Resuming classes for the senior batches after completing their theory and practical exam.
2. Teachers were assigned for different subjects and new class coordinators were appointed for new batches.
3. Teachers were informed to arrange for workshop/conference /seminar.
4. Maintenance of record particularly by class coordinator.
5. Arrangement for the Research Methodology Workshop for PG students and responsibility was given to few staffs.
6. Conducting Annual Sports Day with other department and (to be scheduled for at least for 4-5 days.)
7. As per department important days to be celebrate Student participation was the prime concern.
8. Planning of student's vacation for all the batches of different courses.

Meeting adjourned by 5 pm

  
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## Notice


Dear IQAC members

This is to inform all members that there will be meeting held at the Principal office on 23.06.2021 at 3pm. Request all members to be kindly present for the same.

### AGENDA:

1. Preparation of the students for final exams.
2. Conducting grievance for exam going batches.
3. Exam form filling (repeater).
4. Find out if the students have any problems in the clinical areas.
5. Arranging Annual Sport Day for the students.

Thank you.

  
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## MINUTES OF MEETING

Date: 23/06/2021

Time: 3 pm

Meeting started by welcoming all the members. The IQAC coordinator read the previous meeting minutes. During the meeting following points were discussed.

1. Mrs. Karpagalatha-Principal enquired about the completion of syllabus the performance of students.
2. Instruction was given to conduct grievance meeting for the exam going batches.
3. During that period, the students should be made aware of the rules and regulations for appearing the exam.
4. Repeater students form filling.
5. Simultaneously students should be well acquainted with the procedures. Preparation of students for practical exam.
6. Exam time table is uncertain due to pandemic, still the students' needs to be prepared.
7. Class co-coordinator and subject teachers should take responsibility in order to have study block.
8. Apart from this, also it was instructed to plan for annual sports in the month of December.
9. Students should participate in every activity and if necessary the events are to be made mandatory.

Meeting adjourned by 4:30 pm

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2020-2021

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1	Mrs. Karpagalatha S., Principal, SVJCT'S Samarth Nursing College	Chairperson	
2	Mrs. Tejal Vilas Surve. Professor cum Vice-Principal Department of Medical Surgical Nursing.	IQAC Secretary	
3	Ms. Jessey J. Jacob Associate Professor Department of Obstetrics and Gynecology Nursing	IQAC Co-ordinator	
4	Mr.Masthan Kishore Clinical Instructor Department of Mental Health Nursing	Member	
5	Mr.Jeevan Deshamukh Clinical Instructor Department of Mental Health Nursing	Member	
6	Dr. (Mrs.) Suvarna N. Patil Medical Director BKL Walawalkar Hospital	Management Representative	
7	Ms. RuchiraChawan	Student Representative	
8	Ms. Deepali More	Student Representative	
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## Notice

Dear IQAC members

This is to inform all members that there will be meeting held at the Principal office on 07.07.2020 at 4pm. Request all members to be kindly present for the same.

### AGENDA:

#### A. Academic:

1. Distribution of the subject to all the teachers.
2. Allocation of class coordinator ship for the teachers
3. Motivating the committees to look after their committees and do the needful.
4. Scheduling of the institutional exams for the students.

#### B. Co-curricular:

1. Celebration of various days as per the department.
2. Encouraging the students to organize the activities which are assigned to them.

Thank you.

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## MINUTES OF MEETING


Date: 07/07/2020

Time: 4 pm

The IQAC members gathered in faculty for the meeting. The meeting began by reading out the previous meeting minutes. Following points were discussed as per the agenda.

- 1) New batch students have joined except for UG and PG..
- 2) Class coordinators were allocated for all the batches.
- 3) Also subject distribution was done. Based upon the hours meticulous planning was done, as per that subjects were allocated to the teachers
- 4) Class coordinators were instructed to prepare master and clinical rotation plan for their respective batches.
- 5) Faculties were instructed to maintain the record of slow/average /advanced learners.
- 6) As per calendar vacation should be implemented and institutional exam time tables should be prepared beforehand.
- 7) The committees were encouraged to conduct the meetings periodically.
- 8) As per the yearly calendar, teachers were instructed to celebrate the days as per the department and documentation had to be done immediately.
- 9) Furthermore, students should be encouraged to organize the events and concerned teachers should guide and help them whenever required.

Meeting adjourned by 5:30 pm

  
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## Notice

Dear IQAC Members,

This is to inform all members that there will be meeting held at the Principal office on 06.03.2020 at 11am. Request all members to be kindly present for the same.

### AGENDA:

- 1) To discuss whether the students should be sent home because of the lockdown as declared by government due to Pandemic.
- 2) Any Other topic.

Thank you.

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## MINUTES OF MEETING

Date: 06/03/2020

Time: 11am

Meeting was arranged to discuss about the nationwide lockdown and students demand to go home.

- 1) Students and parents were panicked to upon the decision taken by the institute for nationwide lockdown.
- 2) The message that the University has not declared any official leave was informed to the students and their parents respectively.
- 3) If a student wants to leave and travel, they will grant permission but purely on their own risk.
- 4) Students were instructed that they will be relieved only after getting permission from their parents.
- 5) The local students were adviced to take decision based on the situation.
- 6) There was no leave sanctioned for the faculty. The campus residents were supported to report to work and the decision for the members campus were supported to be on duty and outside was left to their discretion must descide.
- 7) The syllabus for most of the batches was incomplete and the requirements were also incomplete.
- 8) All the actions will be taken as per the notification from university.

Meeting adjourned by 12:45pm.

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## IQAC MEMBERS

2019-2020

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1	Mrs.Rekha Koppal Principal, SVJCT'S Samarth Nursing College	Chairperson	
2	Mrs. Tejal Vilas Surve. Assistant Professor Department of Medical Surgical Nursing..	IQAC Secretary	
3	Mrs.Sujata R.Pawar Associate Professor, Department of Child Health Nursing	IQAC Co-ordinator	
4	Mr.Jeevan Deshmukh Clinical Instructor Department of Mental Health Nursing	Member	
5	Mrs.Varsha Khambe Clinical Instructor Department Of Child Health Nursing	Member	
6	Dr. (Mrs.) Suvarna N. Patil Medical Director BKL Walawalkar Hospital	Management Representative	
7	Ms. Ruchira Chawan	Student Representative	
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## Notice

Dear IQAC members

This is to inform all members that there will be meeting held at the Principal office on 22.06.2019 at 3pm. Request all members to be kindly present for the same.

### AGENDA:

1. Planning for the academic year.
2. Planning for organization of Research Methodology Workshop.
3. Discussion about BORS committee.

Thank you.

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## MINUTES OF MEETING

Date: 22/06/2019


Time: 3pm

Meeting started by welcoming all the new members of IQAC by the IQAC coordinator.

Previous meeting minute were read and the following points were discussed.

- 1) New batch of Basic BSc (N) was enrolled and regular batch of Msc(N) with the entire speciality was started.
- 2) Class coordinators were appointed.
- 3) Teachers were told to prepare master rotation, clinical rotation plan for their respective batches.
- 4) Mentor mentee were assigned for new batches.
- 5) Planning was also done for the 'Research Methodology Workshop'.
- 6) Various committees for the workshop were formed and everybody was expected to participate.
- 7) Teachers were informed to maintain record of all the co-curricular activities which will be conducted by the entire department for the academic years.
- 8) Teachers were also informed to keep record of slow average /advanced learners for each batch.

Meeting adjourned by 4:45 pm

  
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## Notice


Dear IQAC members

This is to inform all members that there will be meeting held at the Principal office on 15.06.2019 at 3pm. Request all members to be kindly present for the same.

### AGENDA:

- 1) Syllabus completion.
- 2) Preparation of exam going students.
- 3) Any others.

Thank you.

  
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## MEETING MINUTES

Date: 15/06/2019

Time: 3 pm

Meeting started by welcoming all the new members of IQAC by IQAC coordinator.

Previous meeting minutes were read and following points were discussed.

- 1) The teachers were asked to update about their syllabus completion.
- 2) Signature on the procedure books by respective teachers.
- 3) The teacher were instructed to start the revision, (if not yet started.)
- 4) The teachers were told to instruct students about the rules and regulation of exams.
- 5) The students were asked to submit their requirements before they proceed for the exam.
- 6) The teachers were instructed to plan for study block before university exam.

Meeting adjourned by 4:00 pm

Signature  
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2018-2019

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2	. Mrs. Tejal Vilas Surve. Assistant Professor . Department of Medical Surgical Nursing	IQAC Secretary	
3	Mrs.Sujata R.Pawar Assistant Professor, Department of Child Health Nursing	IQAC Co-ordinator	
4	Mr.Jeevan Deshmukh Clinical Instructor Department of Mental Health Nursing	Member	
5	Mrs.Varsha Khambe Clinical Instructor Department Of Child Health Nursing	Member	
6	Dr. (Mrs.) Suvarna N. Patil Medical Director BKL Walawalkar Hospital	Management Representative	
7	Ms.Milan S.Sawant	Student Representative	
8	Ms. Pratika P.Adav	Student Representative	
9	Mr. Suresh B.Sawant	Parent Representative	
10	Mr. Pratilal D.Adav	Parent Representative	
11	Mrs.Shweta Kshirsagar	Representative of Non- Teaching staff	

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## Notice

Dear IQAC members,

This is to inform all members that there will be meeting held at the Principal office on 27.07.2018 at 11am. Request all members to be kindly present for the same.

### AGENDA:

- 1) Subject distribution to the faculty.
- 2) Orientation of new batches.
- 3) Clinical rotation of faculty.
- 4) Any others.

Thank you.

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## MEETING MINUTES

Meeting started by welcoming all the IQAC members. The previous meeting minutes were read and the following points were discussed.

- 1) Academic year planning was done.
- 2) Class co-coordinators were appointed for the new batches.
- 3) The subjects were allocated to the teachers according to syllabus and hours.
- 4) Teachers were asked to maintain student's attendance absenties of the students was also to be updated and informed accordingly.
- 5) Teachers were instructed to plan orientation for new batches, one at a time.
- 6) The teachers were assigned the clinical areas as per clinical posting of students.
- 7) Planning of the Annual Day Celebration was done.
- 8) Lamp lighting ceremony for new batches to be planned.

Meeting adjourned by 12:00 noon.

  
Signature  
Samarth Nursing College  
Kasarwadi, Sawarde,  
Tal. Chiplun, Dist. Ratnagiri 415606



Shri Vithalrao Joshi Charities Trust's  
**SAMARTH NURSING COLLEGE**  
ISO 9001 : 2015 Certified  
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Phone : 02355-264149/137 Fax : 02355-264181  
Email : [snedervan@gmail.com](mailto:snedervan@gmail.com)  
Website : [www.svjtsamarthnursing.com](http://www.svjtsamarthnursing.com)

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## Notice


Dear IQAC members,

This is to inform all members that there will be meeting held at the Principal office on 03.05.2018 at 10am. Request all members to be kindly present for the same.

### AGENDA:

- 1) Syllabus completion.
- 2) Preparation of exam going students.
- 3) Any others.

**Thank you.**

  
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## MEETING MINUTES

- 1) Meeting started by reading previous meeting minutes.
- 2) The teachers were asked to update about syllabus completion.
- 3) Revision were to be started if they were not yet started.
- 4) Requirements of students should be submitted before they proceed for their exam.
- 5) Instruct the students about rules and regulations of the University exam.
- 6) Study blocks should be allocated for 10 days before the exam.
- 7) Procedure books should be signed by the respective teachers.

Meeting adjourned by 11:00 am.

Signature

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## IQAC MEMBERS

2017-2018

Sl.No	Name of the Member	Designation	Signature
1	Mrs.RekhaKoppal Principal, SVJCT'S Samarth Nursing College	Chairperson	
2	Mrs. Tejal Vilas Surve. Assistant Professor . Department of Medical Surgical Nursing	IQAC Secretary	
3	Mrs.SujataR.Pawar Assistant Professor Department of Child Health Nursing	IQAC Co-ordinator	
4	Mrs.Shraddha Sagvekar Assistant Professor Departement Of Mental Health Nursing	Member	
5	Mrs.Ruchira Chavan Clinical Instructor	Member	
6	Dr. (Mrs.) Suvarna N. Patil Medical Director BKL Walawalkar Hospital	Management Representative	
7	Ms.RasikaS.Ghotal	Student Representative	
8	Mrs.Shraddha Joshi	Student Representative	
9	Mr. SantoshG.Ghotal	Parent Representative	
10	Smt.SavitaGanpat Joshi	Parent Representative	स. व. जोशी
11	Mrs.ShwetaKshirsagar	Representative of Non- Teaching staff	

Principal  
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## Notice

Dear IQAC members

This is to inform all members that there will be meeting held at the Principal office on 08.11.2017 at 3pm. Request all members to be kindly present for the same.

### AGENDA:

- 1) Subject distribution to the faculty.
- 2) Orientation of new batches.
- 3) Clinical rotation of faculty.
- 4) Any other topics.

Thank you.

Principal  
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## MEETING MINUTES

- 1.The IQAC coordinator read the previous meeting minutes.
- 2.Planning for academic year (2016-2017) was done.
- 3.New class coordinators were assigned specially for the new batches.
- 4.Subjects were distributed to the teachers as per hour.
- 5.Teachers were instructed to plan for orientation of the new batches, (one batch at one time.)
- 6.As per the clinical posting of students, teachers were also assigned the respective areas.
- 7.Planning for Lamp lighting ceremony of new batches, was also to be done. This was to be completed.

Meeting adjourned by 4:00 pm.

**Signature**

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## Notice


Dear IQAC members

This is to inform all members that there will be meeting held at the Principal office on 08.06.2017 at 3pm. Request all members to be kindly present for the same.

### AGENDA:

- 1) Subject distribution to the faculty.
- 2) Orientation of new batches.
- 3) Clinical rotation of faculty.
- 4) Any other topics.

Thank you.

  
Principal  
Samarth Nursing College  
Kasarwadi, Sawarde,  
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## MEETING MINUTES

- 1) The IQAC coordinator read the previous meeting minutes.
- 2) Planning for academic year (2016-2017) was done.
- 3) New class coordinators were assigned specially for the new batches.
- 4) Subjects were distributed to the teachers as per hour.
- 5) Teachers were instructed to plan for orientation of the new batches, (one batch at one time.)
- 6) As per the clinical posting of students, teachers were also assigned the respective areas.
- 7) Also informed to plan for lamp lighting ceremony of new batches.

Meeting adjourned by 4:00 pm.

Signature

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