



Shri Vitthalrao Joshi Charities Trust's  
**SAMARTH NURSING COLLEGE**

ISO 9001 : 2015 Certified  
Kasarwadi, Post Sawarde, Tal. - Chiplun, Dist. - Ratnagiri 415 606  
Phone : 02355-264149/137 Fax : 02355-264181  
Email : [snedervan@gmail.com](mailto:snedervan@gmail.com)  
Website : [www.svjetsamarthnursing.com](http://www.svjetsamarthnursing.com)

(Recognised by Indian Nursing Council, Maharashtra Nursing Council & Maharashtra University of Health Sciences, Nashik and MSBNPE Board, Mumbai)

### **Board of Research Studies 2022-2023**

Samarth Nursing College Constitute Board of Research Studies (BORS) comprising of 3 members for each speciality subject. Out of 3 members 2 members (Principal and Vice-Principal) are constant members for all subjects and one member is subject expert from each speciality.

Activities of BORS Committee:-

- Critical review of Research title, Methodology & synopsis presented by the student
- Finalization of the Research Topic
- Finalization of aims & objectives of proposed research
- Finalization of Research Methodology including study design, data collection/statistical tool
- Submission of title and synopsis to Institutional ethics committee for Approval
- To ensure corrections suggested by Ethics Committee are incorporated & it is resubmitted for Ethics committee for Approval
- Submission of final Title & synopsis approved by Ethics committee with synopsis evaluation Report duly signed by the concerned Guide & HOD for final approval by BORS



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### **BORS COMMITTEE (2022-2023)**

Sl.No	Department	Constant Members	Subject Expert
1	Child Health Nursing	1)Mr. Babasaheb Bhutkar Principal ,Samarth Nursing College  2)Mrs. Tejal V. Surve Vice- Principal, Department of Medical Surgical Nursing	Mrs.Sujata Rajendra Pawar Associate Professor, Department of Child Health Nursing
2	Medical Surgical Nursing	1)Mr. Babasaheb Bhutkar Principal ,Samarth Nursing College  2)Mrs. Tejal V. Surve Vice- Principal, Department of Medical Surgical Nursing	Mr. Vaishali Dalvi Associate Professor, Department of Medical Surgical Nursing
3	OBG Nursing	1)Mr. Babasaheb Bhutkar Principal ,Samarth Nursing College  2)Mrs. Tejal V. Surve Vice- Principal, Department of Medical Surgical Nursing	Ms. Jessey JoyKumar Jacob Associate Professor, Department of OBG Nursing
4	Mental Health Nursing	1)Mr. Babasaheb Bhutkar Principal ,Samarth Nursing College  2)Mrs. Tejal V. Surve Vice- Principal, Department of Medical Surgical Nursing	Mr.Jeevan Deshmukh Assistant Professor Department of Mental Health Nursing
5	Community Health Nursing	1)Mr. Babasaheb Bhutkar Principal ,Samarth Nursing College  2)Mrs. Tejal V. Surve Vice- Principal, Department of Medical Surgical Nursing	Ms. Jessey JoyKumar Jacob Associate Professor, Department of Medical Surgical Nursing Nominated By Principal



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## Minutes of BORS Committee Meeting

BORS Committee Meeting was held at college on 08/02/2022 at 10 am to discuss following agenda in presence of committee members.

The following members were present:

- 1) DR. SUVARNA PATIL, MEDICAL DIRECTOR, B.K.L.W. HOSPITAL
- 2) MR. BABASAHEB BHUTKAR, PRINCIPAL, S.N.C
- 3) MRS. TEJAL V. SURVE, VICE-PRINCIPAL, S.N.C
- 4) MS. JESSEY J. JACOB, ASSOCIATE PROFESSOR, S.N.C
- 5) MRS. SUJATA PAWAR. ASSOCIATE PROFESSOR, S.N.C
- 6) MR.SOBIN THOMAS JOHN, ASSOCIATE PROFESSOR, S.N.C
- 7) MR.MILIND YASHWANT RAO, B.K.L.W. HOSPITAL
- 9) MS. RUPALI CHAVAN, B.K.L.W. HOSPITAL

### **AGENDA.**

#### ➤ **Finalization of the Research Topic for M.Sc Nursing 1<sup>st</sup> year Students**

Principal welcomed all the members of the committee. Problem statement presentation was done by the students in front of the committee. Critical review of Research title, aims & objectives, Methodology including study design, data collection/statistical tool was done. Committee also ensures that the problem statement is approved by the ethical committee. After various corrections final problem statement of all the 15 students was approved.

Following problem statement were finalized in meeting .....



1. "A STUDY TO ASSESS THE EFFECTIVENESS OF STRUCTURED TEACHING PROGRAMME ON KNOWLEDGE REGARDING CARE OF CANCER PATIENTS RECEIVING EXTERNAL BEAM RADIATION THERAPY AMONG STUDENTS AT SELECTED NURSING COLLEGE".

Ms. Ankita Gorivale, Medical-Surgical Nursing

2. "A STUDY TO ASSESS THE EFFECTIVENESS OF STRUCTURED TEACHING PROGRAMMED ON KNOWLEDGE REGARDING DIETARY HABITS CAUSING GI CANCER AMONG ADOLESCENT GROUP OF SELECTED HIGH SCHOOL".

Ms. Sonia Waingankar, Medical-Surgical Nursing

3. "A DESCRIPTIVE STUDY TO ASSESS THE LEVELS OF KNOWLEDGE OF SURGICAL SMOKE HAZARDS AND ENHANCEMENT OF SURGICALL SMOKE PREVENTION AMONG HEALTH CARE WORKERS AT SELECTED HOSPITAL".

Mr. Sahil Nalawade, Medical-Surgical Nursing

4. "A QUASI EXPERIMENTAL STUDY TO ASSESS THE EFFECTIVENESS OF SODIUM BICARBONATE MOUTHWASH IN REDUCING ORAL MUCOSITIS AMONG ORAL CANCER PATIENTS RECEIVING RADIATION THERAPY AT SELECTED HOSPITAL".

Ms. Namita Dhawan, Medical-Surgical Nursing

5. "A STUDY TO EVALUATE THE EFFECTIVENESS OF STRUCTURE TEACHING PROGRAMME ON WARNING SIGNS OF SUCIDAL BEHAVIOUR AMONG ADOLESCENTS IN SELECTED HIGH SECONDARY SCHOOL IN MAHARASHTRA".

Mr. Prasad Shinde, Mental Health Nursing

6. "A STUDY TO EVALUATE THE EFFECTIVENESS OF STRUCTURED TEACHING PROGRAMME ON KNOWLEDGE REGARDING PSYCHOLOGICAL PROBLEMS AND THEIR COPING STRATEGIES OF PREOPERATIVE PATIENTS AMONG STAFF NURSES IN SELECTED HOSPITALS IN MAHARASHTRA".

Ms. Shamika Joyashi, Mental Health Nursing

7. "A STUDY TO EVALUATE THE EFFECTIVENESS OF STRUCTURED TEACHING PROGRAMME (STP) ON KNOWLEDGE REGARDING MYTHS AND FACTS OF MENTAL HEALTH AMONG ADOLESCENTS IN SELECTED HIGHER SECONDARY SCHOOLS IN MAHARASHTRA".

Ms. Archana Gawade, Mental Health Nursing

8. "A STUDY TO ASSESS THE EFFECTIVENESS OF STP ON POLYDIPSIA AND WATER INTOXICATION IN PATIENT WITH SCHIZOPHRENIA AMONG 3<sup>RD</sup> YEAR BASIC BSc NURSING STUDENTS IN SELECTED COLLEGE OF NURSING IN MAHARASHTRA".


Mr. Suraj Dhudhade, Mental Health Nursing

9. "A STUDY TO ASSESS THE EFFECTIVENESS OF STRUCTURED TEACHING PROGRAMME ON KNOWLEDGE REGARDING PNEUMONIA AMONG MOTHER OF INFANTS IN SELECTED HOSPITAL MAHARASHTRA".

Ms. Komal Shinde, Child Health Nursing

10. "A STUDY TO ASSESS THE EFFECTIVENESS OF STP ON KNOWLEDGE REGARDING PREVENTION OF UMBILICAL SEPSIS AMONG POST-NATAL MOTHERS IN SELECTED HOSPITAL OF MAHARASHTRA".

Ms. Pranali Shinde, Child Health Nursing

  
Principal  
Samarth Nursing College  
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## GUIDELINES OF INSTITUTIONAL ETHICS COMMITTEE

SVJCT's Samarth Nursing College, At- Kasarwadi, Post- Sawarde, is affiliated to Maharashtra University of Health Sciences, Nashik. Code of ethics followed by Maharashtra University of Health Sciences, Nashik are followed by our college.

**Ethics Committee:** Committee members usually represent major clinical services and other stakeholders in health care and social services. It ensures an appropriate and quality ethical review. The IEC is responsible for scientific and ethical review of all research proposals.

Institutional Ethics Committee review and guide the budding Researchers for their research work. Students pursuing Masters have their extensive research as a pre- requisite to fulfill their degrees. The Committee members scrutinizes the Research Project of every Researcher before undertaking it further.

Institutional Ethics Committee:

SL NO	NAME	DESIGNATION
1	Dr. Suvarna N Patil. Medical Director B.K.L.W. HOSPITAL	Chairperson
2	Dr.Netaji Patil. B.K.L.W. HOSPITAL	Medical Scientist
3	Prof. Babasaheb Bhutkar Principal ,Samarth Nursing College	Member
4	Prof. Tejal Vilas Surve Vice- Principal, Department of Medical Surgical Nursing	Member
5	Mr. Sanjay Ketakar	Legal Expert
6	Ms. Neha Deshapande.	NGO
7	Ms. Rupali Chavan	Social worker
8	Mr. Prashant Rajaram More	Lay Person

The proposal is sent to the ethics committee members fifteen days advance for perusal. Then the researcher presents the same in front of the committee. The members of Institutional ethics committee after reviewing the proposals and presentation give their suggestions if



required. Also, the researcher is asked to present again. Once after re-approval the student is allowed to start their research work.

### **Publication Ethics**

The institute conveys the expectations of researchers, including their obligations to comply with this Code for the Responsible Conduct of Researchers in accordance with the institutional research policy.

- The researchers are expected to present genuine original outcome of their research, and an appropriate and relevant citation should be considered while representing the data and documenting the discussion. Researchers must provide information which is understandable and reproducible. Supporting information such as figures and tables provided by the researchers should be legible and must be reproducible technically.
- Researchers are expected to abide to the code for Responsible Conduct of Research.
- The code supports the ethical and moral values including honesty, integrity and justice during conduction and reporting of research or research publications.
- Researchers are required to display transparency and truthfulness in research practices including sharing and communicating research methodology, data and findings.
- Impartial practices should be followed in giving appropriate credits, including authorship, referencing and citing the work of others have contributed to the research.
- Good Research Practices to be followed in the institute include overall welfare of community, animal conservation and environment protection.
- Researchers must ensure that necessary approvals are obtained before conducting research.
- Researcher must provide all the necessary and desired information to the participant and it is the right of participants to know about each aspect of the research. Researcher should ensure that preferably informed written consent is obtained only after adequate information to participant.
- Researchers must retain accurate and complete records of research data and materials.
- Researchers own the accountability for development, undertaking and reporting of research.
- Researchers must maintain high standards of responsible research and take account of considerations relating to confidentiality, intellectual property or privacy of sensitive data.
- Institutional policy strictly prohibits Plagiarism in research. The research code of conduct promotes awareness of researchers about plagiarism and strictly instructs researchers to avoid intentional or negligent plagiarism. Plagiarism includes copying or reproducing research content from published or unpublished work exceeding the legitimate cooperation without the acknowledgement of the source. The code conveys researcher's responsibility to avoid plagiarism in research projects reports, publications and presentations. Researchers are advised to use the computerized tools / software to detect plagiarism and educate students /fellow researchers about the ethical policy to avoid plagiarism.



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### Institutional Ethics Committee 2022-23

Samarth Nursing College Constitute Institutional Ethics Committee for reviewing and approving the protocol, the suitability of the investigators, facilities, methods and adequacy of information to be used for obtaining and documenting informed consent of the study subjects and adequacy of confidentiality safeguards. Committee should also ensure the protection of the rights, safety and well-being of human subjects involved in the research.

Sr. No	NAME	DESIGNATION
1	Dr. Suvarna N Patil. Medical Director B.K.L.W. HOSPITAL	Chairperson
2	Dr.Netaji Patil. B.K.L.W. HOSPITAL	Medical Scientist
3	Prof. Babasaheb Bhutkar Principal ,Samarth Nursing College	Member
4	Prof. Tejal Vilas Surve Vice- Principal, Department of Medical Surgical Nursing	Member
5	Mrs.Sujata Rajendra Pawar Associate Professor Department of Child Health Nursing	Member
6	Ms.Jessey Jacob Associate Professor Department of Obstetrics and Gynecology Nursing	Member
7	Mr. Sanjay Ketakar	Legal Expert
8	Ms. Neha Deshapande.	NGO
9	Ms. Rupali Chavan	Social worker
10	Mr. Prashant Rajaram More	Lay Person





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### Minutes of Institutional Ethics Committee

Institutional Ethics Committee meeting was held at the Medical Director office on 04/02/2023 at 4 pm to discuss regarding the preparation, proceedings and actions taken before forwarding to the BORS committee for selecting problem statement.

The following members were present:

- 1) Dr. Suvarna N Patil, Medical Director, B.K.L.W Hospital
- 2) Dr. Netaji Patil, B.K.L.W Hospital
- 3) Mr. Babasaheb Bhutkar, Principal, Samarth Nursing College.
- 4) Mrs. Tejal Surve, Vice – Principal, Department of Medical Surgical Nursing.
- 5) Mr. Sanjay Ketakar, Legal Expert.
- 6) Ms. Neha Deshpande, NGO
- 7) Ms. Rupali Chavan, Social Worker.
- 8) Mr. Prashant More.

The Chairperson welcomed all the members of the committee. The committee was presented with the problem statement by the researcher. Institutional Ethics Committee members reviewed the protocol, the suitability of the investigators, facilities, method of data collections, samples involved, risk benefit ratio of subjects involved, confidentiality of data. The committee took into account the protection of rights, safety and well being of humans involved in the research and will be accountable. Researcher also provided clarifications on the study protocol that was submitted for review.

Following problem statement was approved in the Institutional committee meeting.

1. "A study to assess the effectiveness of self-instructional module (SIM) on knowledge regarding disaster management among school teachers in selected schools of Maharashtra."

Ms. Rashmi Gurav, Community Health Nursing

2. “ A study to assess the effectiveness of self-instructional module (SIM) on knowledge regarding comprehensive sexuality education among adolescent in selected schools of Maharashtra.”

Ms. Ankita Gawade, Child Health Nursing

3. “A descriptive study to assess the levels of knowledge regarding puerperal sepsis and its prevention among postnatal mothers admitted in postnatal ward of selected hospitals in a view to develop information booklets.”

Ms. Sapana Sukhdare, Obsteric and Gynecology Nursing

4. “A study to assess the effectiveness of structured teaching programme on knowledge regarding convulsive disorder and their management among the mothers of under five children in selected hospitals of Maharashtra.”

Mr. Shubham Patil, Child Health Nursing

5. “A study to assess the effectiveness of structured teaching programme on knowledge regarding selected learning disabilities of children among primary school teachers in Maharashtra.”

Mr. Shashikant Nakade, Mental Health Nursing

Meeting was adjourned with vote of thanks.



**Principal**

Principal

Samarth Nursing College

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Date: 01/08/2023

**CIRCULAR**

To,

Grievance Committee members.

**Subject: Grievance Committee Meeting 2022-2023**

I am writing to inform you about the Grievance Committee Meeting at SVJCT's Samarth Nursing College, Kasarwadi, Sawarde, for the academic year 2022-2023.

Date: 03/08/2023

Time: 4 pm

Venue: Conference hall of SVJCT's Samarth Nursing College Kasarwadi, Sawarde.

**Agenda:**

- Opening Remarks: Welcome address and opening remarks.
- Review of Previous Minutes: Discuss and address pending issues.
- Grievances Received: Detailed discussion on grievances received.
- Resolution Strategies: Brainstorm and propose effective resolution strategies.
- Action Plan: Outline a comprehensive action plan for implementation.
- Feedback Mechanism: Discuss the establishment of a feedback mechanism.

Your active participation and valuable insights are crucial for a fair resolution. Please come prepared with relevant information and suggestions. Your commitment to our academic community's welfare is highly appreciated.

Looking forward to a productive meeting.

Sincerely,

  
**PRINCIPAL**

Principal

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## GRIEVANCE COMMITTEE - 2022-2023

SR. NO.	NAME OF THE COMMITTEE MEMBER	DESIGNATION
1.	Dr. Suvarna N Patil (Medical Director B.K.L.W Hospital)	Chairperson
2.	Prof. Babasaheb Bhutkar (Principal SNC)	Secretary
3.	Prof. Tejal Surve (Vice Principal SNC)	Member
4.	Prof. Sujata Pawar (Professor SNC)	Member
5.	Mr. Milind Yashwantrao (A.A.O. B.K.L.W. Hospital)	Member
6.	Ms. Rupali Chvan (Social Worker B.K.L.W. Hospital)	Member
7.	Ms. Rashmi Gurav (Student Representative)	Member
8.	Ms. Shreya Patekar (Student Representative)	Member



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## STUDENT GRIEVANCE COMMITTEE STANDARD OPERATING PROCEDURES

### Objective

The Student Grievance Committee is established to address and resolve grievances raised by students at SVJCT's Samarth Nursing College promptly, fairly, and impartially.

### Composition of the Committee

The Student Grievance Committee shall comprise:

- Chairperson
- Faculty Representative
- Administrative Staff Representative
- Student Representatives

### Grievance Categories

Grievances may include but are not limited to:

- Academic Issues
- Examination Matters
- Harassment or Discrimination
- Infrastructure and Facilities
- Administrative Issues

### Grievance Submission

#### Submission Channels

- Students may submit grievances through the following channels:
- In-person to any committee member.
- Written submission in the Grievance Box located
- Email to [snedervan@gmail.com](mailto:snedervan@gmail.com)

#### Anonymity

- Students have the option to submit grievances anonymously, but providing contact information is encouraged for effective resolution.

## **Grievance Handling Process**

### **Preliminary Review**

Upon receiving a grievance, the committee will conduct a preliminary review to determine its validity and categorization.

### **Committee Meeting**

The committee will convene within 1 week to discuss and evaluate the grievance. If necessary, the student may be invited for clarification.


### **Investigation**

For complex grievances, an investigation may be initiated, involving interviews with relevant parties and a thorough review of relevant documents.

### **Resolution**

The committee will recommend appropriate resolutions, which may include:

- Academic support
  - Mediation
  - Administrative changes
  - Referral to higher authorities
- 
- The committee will communicate its decision to the student within 10 days. If the resolution involves further action, a timeline will be provided.
  - All grievance-related documentation, including the nature of the grievance, actions taken, and resolutions, will be recorded and stored securely.
  - The SOP will be reviewed annually to ensure its relevance and effectiveness. Updates will be made as necessary.

  
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## MINUTES OF THE GRIEVANCE COMMITTEE MEETING 2022-2023

**Date:** 03/08/2023

**Time:** 4PM

**Venue:** Conference Hall of SVJCT's Samarth Nursing College, Kasarwadi, sawarde.

### Members Present:

- Dr. Suvarna N Patil (Medical Director, B.K.L.W Hospital) - Chairperson
- Prof. Babasaheb Bhutkar (Principal, SNC) - Secretary
- Prof. Tejal Surve (Vice Principal, SNC) - Member
- Prof. Sujata Pawar (Professor, SNC) - Member
- Mr. Milind Yashwantrao (A.A.O., B.K.L.W. Hospital) - Member
- Ms. Rupali Chvan (Social Worker, B.K.L.W. Hospital) - Member
- Ms. Rashmi Gurav (Student Representative) - Member
- Ms. Shreya Patekar (Student Representative) - Member

### Meeting Agenda:

- Dr. Suvarna N Patil commenced the meeting with a welcome address.
- Prof. Babasaheb Bhutkar presented the minutes of the previous meeting, and members discussed any pending issues.
- A detailed discussion was held regarding grievances received during the academic year.
- The committee brainstormed and proposed effective resolution strategies for the grievances raised.
- A comprehensive action plan was outlined to implement the resolution strategies.
- The establishment of a feedback mechanism to evaluate the effectiveness of implemented strategies was discussed.
- The chairperson thanked all members for their active participation and valuable insights.
- The meeting was adjourned at 5 pm with vote of thanks.

### ACTION ITEMS:

- Prof. Babasaheb Bhutkar will be responsible for following up on any pending issues discussed in the previous meeting and ensuring their resolution.
- Prof. Tejal Surve and Prof. Sujata Pawar will lead the implementation of the proposed resolution strategies. They will coordinate with relevant departments and stakeholders to execute the plan effectively.

- Mr. Milind Yashwantrao and Ms. Rupali Chvan will develop a communication plan to inform all concerned parties about the resolution strategies and any changes that may occur as a result.
- A subcommittee, consisting of Prof. Tejal Surve, Ms. Rashmi Gurav, and Ms. Shreya Patekar, will be formed to establish a feedback mechanism. This will include creating surveys, collecting feedback from students and other stakeholders, and analyzing the data to evaluate the effectiveness of implemented strategies.
- Prof. Babasaheb Bhutkar will schedule regular progress update meetings to keep all members informed about the ongoing implementation of resolution strategies.
- Prof. Sujata Pawar will ensure that all resolutions and actions taken are properly documented for future reference. This documentation should include details of the grievances, proposed solutions, and their outcomes.
- Ms. Rashmi Gurav and Ms. Shreya Patekar will work on involving students in the resolution process by organizing awareness sessions and seeking their inputs on the effectiveness of the implemented strategies.
- Ms. Rupali Chvan will lead efforts to publicize the grievance redressal mechanism within the institution, ensuring that all students and staff are aware of the process to address their concerns.
- Dr. Suvarna N Patil emphasized the need for continuous improvement. The committee should remain open to feedback and actively seek ways to enhance the effectiveness of the grievance resolution process in subsequent academic years.

Meeting Adjournment: The meeting was adjourned at 05.30 AM with a vote of thanks to all members for their active participation.

Recorded by: Mrs. Shweta Kshirsagar (Non- Teaching Staff Representative)

  
**PRINCIPAL**

SVJCT's Samarth Nursing College, Kasarwadi, Sawarde.

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Date: 21/02/2023

**CIRCULAR**

To,

Anti-Ragging Committee members.

**Subject: Anti-Ragging Committee Meeting 2022-2023**

We're scheduling a meeting for the Anti-Ragging Committee on 23/2/2023 at 4pm in conference hall of SVJCT's Samarth Nursing College, Kasarwadi, Sawarde. Your insights on the agenda items are vital:

- Review Anti-Ragging Policy
- Enhance Reporting Mechanisms
- Plan Awareness Programs

Please be ready to share your thoughts. If you can't attend, let us know or nominate a representative.

Your dedication to student welfare is appreciated.

Best regards,

**PRINCIPAL**

Principal  
SVJCT's Samarth Nursing College, Kasarwadi, Sawarde  
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## ANTI-RAGGING COMMITTEE - 2022-2023

SR. NO.	NAME OF THE COMMITTEE MEMBER	DESIGNATION
1.	Prof. Babasaheb Bhutkar (Principal SNC)	Chairperson
2.	Prof. Tejal Surve (Vice Principal SNC)	Member
3.	Mrs. Sujata Pawar (Assoc. Professor SNC)	Member
4.	Shrisi Damale (Media Representative)	Member
5.	Ms. Dhanashree Karanjkar (Police Representative)	Member
6.	Mr. Jeevan Deshmukh (Boyes Hostel Warden)	Member
7.	Mrs. Laxmi Patil (Girls Hostel Warden)	Member
8.	Mrs. Shweta Kshirsagar (Non – Teaching Staff Representative)	Member
9.	Mr. Pandurang Shinde (Parent Representative)	Member
10.	Ms. Pranali Shinde (Student Representative)	Member



## MINUTES OF THE ANTI-RAGGING COMMITTEE MEETING 2022-23

**Date:** 23/02/2023

**Time:** 3:00PM

**Venue:** Conference Hall of SVJCT's Samarth Nursing College, Kasarwadi, sawarde.

### Members Present:

- Prof. Babasaheb Bhutkar (Principal SNC) Chairperson
- Prof. Tejal Surve (Vice Principal SNC) Member
- Mrs. Sujata Pawar (Assoc. Professor SNC)
- Shrisi Damale (Media Representative) Member
- Ms. Dhanashree Karanjkar (Police Representative) Member
- Mr. Jeevan Deshmukh (Boyes Hostel Warden) Member
- Mrs. Laxmi Patil (Girls Hostel Warden) Member
- Mrs. Shweta Kshirsagar (Non – Teaching Staff Representative) Member
- Mr. Pandurang Shinde (Parent Representative) Member
- Ms. Pranali Shinde (Student Representative) Member

### Agenda:

- Review of Anti-Ragging Measures
- Recent Incidents and Actions Taken
- Awareness Programs

### Proceedings:

- Prof. Babasaheb Bhutkar called the meeting to order at 3:00 PM and welcomed attendees.
- Discussed current measures, received feedback, and suggested improvements.
- Asked about recent incidents; reviewed actions by authorities and law enforcement.
- Prof. Tejal Surve presented the report on conducted awareness programs.
- Discussed suggestions for future campaigns to enhance safety.
- Members shared concerns and suggestions related to anti-ragging.
- Shrisi Damale proposed leveraging social media for awareness.
- Decided on surprise checks in hostels and common areas.
- Agreed to collaborate with local law enforcement for stronger preventive measures.

### ACTION ITEMS:

- Form a sub-committee to review and propose enhancements to the existing anti-ragging measures. Members: Prof. Tejal Surve, Mrs. Sujata Pawar, Shrisi Damale, Ms. Pranali Shinde.
- Prof. Babasaheb Bhutkar to compile a report on recent incidents and actions taken by the authorities for future reference.

- Organize quarterly awareness programs in collaboration with external agencies to educate students on the consequences of ragging.
- Shrisi Damale to lead the development of a social media campaign to raise awareness about anti-ragging measures. Utilize platforms like Facebook, Instagram, and Twitter.
- Mr. Jeevan Deshmukh and Mrs. Laxmi Patil to coordinate surprise checks in hostels and common areas to ensure strict adherence to anti-ragging policies.
- Prof. Babasaheb Bhutkar to initiate discussions with local law enforcement for increased collaboration and coordination in preventing ragging incidents.

Prof. Babasaheb Bhutkar thanked all members for their active participation.

- The meeting adjourned at 4:00 PM with a vote of thanks.



**PRINCIPAL**

SVJCT's Samarth Nursing College, Kasarwadi, Sawarde.

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





Shri Vithalrao Joshi Charities Trust's  
**SAMARTH NURSING COLLEGE**

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### Notice

Dear Examination committee Members

This is to inform you that the meeting is scheduled on 02/06/2023, in Principal's office at 10 am. Kindly be present.

#### AGENDA.

- 1) To discuss regarding forthcoming examination of Repeater students of University courses.

Thank you.

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



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### **EXAMINATION COMMITTEE (2022-23)**

The examination committee is an apex body of the college which is headed by principal and is facilitated by examination and record maintenance. The aim of this committee is to carry out internal examinations, publish the results, keeping the results and solve any issues related to it. The committee plans all the internal exams of the college before the academic year start.

The members of this committee are:

Sl.No	Name of the Member	Designation
1	Mr. Babasaheb Bhutkar Samarth Nursing College.	Principal
2	Mrs. Tejal Vilas Surve. Department of Medical Surgical Nursing.	Vice- principal
3	Mrs. Vaishali Dalvi Department of Medical Surgical Nursing.	Member
4	Ms. Jessey Jacob Department of Obstetrics & Gynecological	Member
5	Mr. Masthan Kishore Department of Mental Health Nursing	Member
6	Mr. Jeevan Deshmukh Department of Mental Health Nursing	Member
7	Mrs. Aparna Chavan Department of Obstetrics & Gynecological	Member

# **SVJCT's Samarth Nursing College**

## **REPORT OF MINUTES OF EXAMINATION COMMITTEE HELD ON 02/06/2023**

Examination committee Meeting was held on 02/06/2023, 10 am at Samarth Nursing College, principal office. The Chairperson welcomes the members & started the meeting.

### **COMMITTEE MEMBERS PRESENT**

- 1) Mr. Babasaheb Bhutkar, Principal
- 2) Mrs. Tejal Vilas Surve, Vice- Principal
- 3) Mrs. Vaishali Dalvi
- 4) Ms. Jessey Jacob
- 5) Mr. Jeevan Deshmukh,
- 6) Mrs. Aparna Chavan

### **AGENDA.**

- 1) To discuss regarding forthcoming examination of Repeater students of University courses.

### **AGENDA- I**

The examination of Repeaters is scheduled from July 2023 and B.K.L. Medical College is the centre. Students were informed about the exam and centre. Class teachers were informed to hand over the hall tickets of exam going students. Students once again were reminded the rules and regulations and discipline to maintain for the exam and in centre.

Meeting was adjourned at 11:30 am with vote of thanks.



**SIGNATURE**  
Principal  
Samarth Nursing College  
Kasarwadi, Sawarde,  
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## Notice


Dear Website committee Members

This is to inform you that the meeting is scheduled on 16/04/2022, in Principal's office at 3 pm. Kindly be present.

### AGENDA.

- 1) To discuss regarding uploading the MUHS mandate.

Thank you.

  
Principal  
Samarth Nursing College  
Kasarwadi, Sawarde,  
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### **WEBSITE COMMITTEE (2022-23)**

Samarth Nursing College constitutes Website committee with an aim to promote and facilitate the smooth functioning of institute. The committee acts as a liaison between the teacher, students and the computer centre.

Activities of website committee:

1. The committee works through the year providing best IT support to the students and is the first point of contact for any internet related or connectivity issues.
2. The committee also provides download support to the students meeting the requirements of software, journals, question banks, power point etc.
3. The committee also responsible for procurement of all hardware items and renewal of software licenses.

The committee members are:

Sl.No	Name of the Member	Designation
1	Mr. Babasaheb Bhutkar Samarth Nursing College.	Principal
2	Mrs. Tejal Vilas Surve. Department of Medical Surgical Nursing.	Member
3	Mrs.Sujata Rajendra Pawar Associate Professor, Department of Child Health Nursing	Member
4	Mr. Nilesh Mhaske Associate Professor, Department of Medical Surgical Nursing	Member
5	Mr.Jeevan Deshmukh Assistant Professor Department of Mental Health Nursing	Member
6	Mr. Mastan Kishore Department of Mental Health Nursing	Member
7	Mr. Pradnesh Jangam Department of Medical Surgical Nursing	Member
8	Mr. Mukund Mungikar IT Department	Member

9.	Mr. Prashant More Clerical Staff Samarth Nursing College	Member
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### **REPORT OF MINUTES OF WEBSITE COMMITTEE HELD ON 06/08/2020**

Website committee Meeting was held on 16/04/2022, 3 pm at Samarth Nursing College, Principal office. The Chairperson welcomes the members & started the meeting.

#### **COMMITTEE MEMBERS PRESENT**

1. Mr. Babasaheb Bhutkar, Principal
2. Mrs. Tejal Surve, Vice- Principal
3. Mr. Nilesh Mhaske, Asso. Prof
4. Mr. Jeevan Deshmukh, Assistant Prof
5. Mr. Pradnesh Jangam, Assistant Prof
6. Mr. Mastan Kumar, Assistant Prof
7. Mr. Mukund Mungikar, IT Dept
8. Mr. Prashant More, Clerical Staff


#### **AGENDA.**

- 1) To discuss regarding uploading the MUHS mandate.

Meeting was conducted in Samarth Nursing College, to discuss about uploading the MUHS mandate for LIC inspection. The criteria's were given by the MUHS as per those uploading needs to be done and will be easy for accessing.

The meeting adjourned with vote of thanks at 4:30 pm.

Thank you,

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



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## Notice


Dear Admission committee Members

This is to inform you that the meeting is scheduled on 26/06/2022, in Principal's office at 2 pm. Kindly be present.

### AGENDA.

- 1) To discuss regarding admission procedures of various courses and Admission related work.

Thank you.

  
Principal  
Samarth Nursing College  
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### **ADMISSION COMMITTEE (2022-23)**

- The Admissions Committee is responsible for the student admissions in Various UG & PG program.
- To finalize all the matters relating to Admissions of the students at both UG & PG level.
- To provide all information related to state quota and Management admissions to the students and parents.

The members of this committee are:

Sl.No	Name of the Member	Designation
1	Mr. Babasaheb Bhutkar Samarth Nursing College.	Principal
2	Mrs. Tejal Vilas Surve. Department of Medical Surgical Nursing.	Vice- principal
3	Ms. Jessey Jacob Department of OBGY	Member
4	Mrs. Vaishali Dalvi Department of Medical- Surgical Nursing	Member
5	Mr. Masthan Kishore Department of Mental Health Nursing	Member
6	Mr. Jeevan Deshmukh Department of Mental Health Nursing	Member
7	Mrs. Sneha Kolekar Department of Child Health Nursing	Member
8	Ms. Aparna Chavan Department of Obstetrics & Gynecological	Member



# **SVJCT's Samarth Nursing College**

## **REPORT OF MINUTES OF ADMISSION COMMITTEE HELD ON 26/06/2023**

Admission committee Meeting was held on 26/06/2022, 2 pm at Samarth Nursing College, principal office. Meeting Started at 2 pm by welcoming of all the committee members.

### **COMMITTEE MEMBERS PRESENT**

Mrs. Tejal Surve, Vice- Principal,SNC

Ms. Jessey J. Jacob, Asso. Prof

Mrs. Vaishali Dalvi, Asso. Prof

Mrs. Sneha Kolekar, CI

Mr. Jeevan Deshmukh, Assi. Prof

Ms. Ankita Surve, CI

Mrs.Shweta Kshirsagar, Non-Teaching staff

### **AGENDA.**

1) To discuss regarding admission procedures of various courses and Admission related work.

### **MEETING MINUTES-**

#### **AGENDA- I**

Admission for the next academic year 2023-24 is going to start from July. ANM, GNM, P.B.B.Sc, B.Sc and M.sc Nursing classes will start from July 2021. For ANM & GNM admission process allotted to Ms. Aparna Chavan she will be look after the whole admission process and handle admission related issues. P.B.B.Sc admission process Alloted to Mr. Jeevan Deshmukh and Ms. Varsha Khambe & Bsc. Admission process alloted Mrs. Sneha Kolekar & M.sc Nursing Admission process allotted to Ms. Jessey Jacob

Mrs.Shweta Kshirsagar, Non-Teaching staff will do all clerical works related to admission process.

It is decided that the next meeting will be conducted in the month of January.

Meeting was adjourned with vote of thanks.

- BSK

**PRINCIPAL SIGN**

Principal  
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Date: 21/11/2022

### CIRCULAR

Subject: - Sexual Harassment Prevention Committee Meeting 2022-2023

To,

Sexual Harassment Prevention Committee Members,

SVJCT's Samarth Nursing College, Kasarwadi, Sawarde.

As above cited subject. As a part of our commitment to maintaining a safe and respectful work and academic environment, the Sexual Harassment Prevention Committee is scheduled to convene for its meeting during the academic year 2022-2023.

Agenda:

- Review and approval of the minutes from the previous meeting.
- Discussion on any reported incidents and their resolution status.
- Training and awareness programs for staff and students.
- Policy review and updates.

**Date and Time: 25/11/2022 at 3.00pm**

**Venue: Conference hall of SVJCT's Samarth Nursing College.**

Your active participation in this meeting is crucial as we work together to ensure a harassment-free environment within our organization. Please come prepared with any relevant updates or concerns within your respective domains.

Thank you for your commitment to fostering a safe and respectful atmosphere within our institution.

Best regards,

  
PRINCIPAL

Principal  
SVJCT's Samarth Nursing College, Kasarwadi, Sawarde  
Kasarwadi, Sawarde,  
Tal. Chiplun, Dist. Ratnagiri 415606



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## SEXUAL HARASSMENT PREVENTION COMMITTEE - 2022-2023

SR. NO.	NAME OF THE COMMITTEE MEMBER	DESIGNATION
1.	Dr. Suvarna N Patil (Medical Director B.K.L.W Hospital)	Chairperson
2.	Prof. Babasaheb Bhutkar (Principal SNC)	Secretary
3.	Prof. Tejal Surve (Vice Principal SNC)	Member
4.	Prof. Shraddha Sagvekar (Professor SNC)	Member
5.	Ms. Jessey Jacob (Assoc. Professor SNC)	Member
6.	Mrs. Vaishali Dalavi (Assoc. Professor SNC)	Member
7.	Mr. Milind Yashwantrao (A.A.O. B.K.L.W. Hospital)	Member
8.	Ms. Rupali Chvan (Social Worker B.K.L.W. Hospital)	Member





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## MINUTES OF THE SEXUAL HARASSMENT PREVENTION COMMITTEE MEETING

**Date: 25/11/2022**

**Time: 3:00PM**

**Venue: Conference Hall of SVJCT's Samarth Nursing College, Kasarwadi, sawarde.**

### Members Present:

- Dr. Suvarna N Patil (Medical Director, B.K.L.W Hospital) - Chairperson
- Prof. Babasaheb Bhutkar (Principal SNC) – Member
- Prof. Tejal Surve (Vice Principal SNC) - Member
- Prof. Shraddha Sagvekar (Professor SNC) - Member
- Ms. Jessey Jacob (Assoc. Professor SNC) - Member
- Mrs. Vaishali Dalavi (Assoc. Professor SNC) - Member
- Mr. Milind Yashwantrao (A.A.O. B.K.L.W. Hospital) - Member
- Ms. Rupali Chvan (Social Worker B.K.L.W. Hospital) - Member

### Agenda:

- The Chairperson initiated the meeting by reviewing the minutes of the previous meeting held on 04/01/2022. The minutes were unanimously approved by the committee members.
- The chairperson asked to committee members regarding any reported incidents of sexual harassment to any students or employee of the institution. There was no any complaint of sexual harassment reported to committee by any student or employee.
- The committee deliberated on organizing training and awareness programs for both staff and students. It was suggested that workshops, seminars, and awareness campaigns should be conducted regularly to educate the college community about the prevention of sexual harassment. The committee also discussed collaborating with external experts for specialized training sessions.
- The committee reviewed the existing sexual harassment prevention policy and discussed possible updates to ensure its effectiveness. Members were encouraged to provide suggestions for improvement.

### ACTION ITEMS:

- Assign responsibilities to committee members for organizing workshops, seminars, and awareness campaigns on sexual harassment prevention.
- Explore possibilities of collaborating with external experts for specialized training sessions.

- Form a subcommittee to review the existing sexual harassment prevention policy.
- Collect suggestions from committee members for updates and improvements.
- Set a deadline for the subcommittee to present their recommendations.
- Ensure that clear and confidential channels are in place for reporting incidents of sexual harassment.
- Maintain detailed records of committee meetings, actions taken, and any reported incidents.

The meeting was adjourned with vote of thanks by Prof. Tejal Surve (Vice Principal SNC Kasarwadi, Sawarde).



**PRINCIPAL**

SVJCT's Samarth Nursing College, Kasarwadi, Sawarde

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