



Shri Vithalrao Joshi Charities Trust's  
**SAMARTH NURSING COLLEGE**  
(NAAC ACCREDITED GRADE 'B')  
Kasarwadi, Post Sawarde, Tal. - Chiplun, Dist. - Ratnagiri 415 606  
Phone : 02355-264149 / 137, 8379972264 Fax : 02355-264181  
Email : sncdervan@gmail.com  
Website : www.svjctsamarthenursing.com

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

## COLLEGE COUNCIL COMMITTEE 2024-2025

SR. NO.	NAME OF THE COMMITTEE MEMBER	DESIGNATION
1.	Dr. Suvarna N Patil (Medical Director B.K.L.W Hospital)	Management
2.	Prof. Tejal Vilas Surve (Principal SNC)	Chairperson
3.	Prof. Jessey J. Jacob (Vice Principal SNC)	Secretary
4.	Mrs. Vaishali Dalvi (Assoc. Professor SNC)	Member
5.	Ms. Jyoti Dhagale (Assi. Professor SNC)	Member
6.	Mrs. Varsha Khambe (Assi. Professor SNC)	Member
7.	Ms. Ruchira Niwale (Assi. Professor SNC)	Member
8.	Ms. Sneha Kolekar Clinical Instructor	Member
9.	Mr. Prasad Shinde Clinical Instructor	Member

**PRINCIPAL**

SVJCT's Samarth Nursing College, Kasarwadi, Sawarde

Principal  
Samarth Nursing College  
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## NOTICE

Dear members,

College Council Committee

This is to inform you that meeting is scheduled on 05/10/2024 at 11am at Dr. Suvarna Patil Medical Director, office. Kindly ensure your presence for the same.

Agenda:

1. Updating all records from the NAAC perspective.
2. Discussion regarding racks requirements.

Thanking you.

  
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**College Council Committee Minutes of meeting.**

**Date:** 05/10/2024

**Time:** 11:35am

**Venue:** Office of the Medical Director, Dr. Suvarna Patil

**Members present for meeting**

- 1) Dr. Suvarna Patil, Medical Director, B.K.L.W. Hospital
- 2) Mrs. Tejal V. Surve, Principal, S.N.C
- 3) Ms. Jessey J. Jacob, Vice-Principal, S.N.C
- 4) Mrs. Vaishali Dalvi, Associate Professor S.N.C
- 5) Ms. Ruchira Niwale Assistant. Professor S.N.C
- 6) Mrs. Varsha Khambe, Assistant. Professor S.N.C
- 7) Ms. Sneha Kolekar, CI S.N.C

The meeting was called to order by the Medical Director. The Chairperson welcomed the members and emphasized the importance of the meeting in view of the upcoming NAAC assessment.

**Agenda-1. Updating Records from the NAAC Perspective**

The committee discussed the necessity of aligning all departmental and institutional records with the National Assessment and Accreditation Council (NAAC) criteria.

**Key Discussion Points:**

- Verification of faculty publications, research papers.
- Review of student attendance records, internal assessment scores, and logbooks.
- Ensuring "Course Outcome" (CO) and "Program Outcome" (PO) mappings are discussed in all teaching schedules.



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**Resolution:** All Department Heads are instructed to complete their internal audits and update their respective files within the next 15 days. A follow-up verification will be conducted by the IQAC (Internal Quality Assurance Cell) coordinator.

### **Agenda -2. Discussion Regarding Racks Requirements**

With the increase in documentation and the need for organized record-keeping, the committee reviewed the requirements for physical storage solutions.

#### **Key Discussion Points:**

- Assessment of current storage capacity in the individual departments.
- Identification of departments facing acute shortages of shelving space.
- Standardization of rack specifications (metal vs. wood) to ensure durability and fire safety.

**Resolution:** It was decided that each department must submit a formal requisition specifying the number of racks and required dimensions to the Medical Director's office by the end of the week for budget approval.

#### **Any Other Business (AOB)**

- Brief discussion on the scheduling of the next mock drill for NAAC.

#### **Adjournment**

The meeting concluded at 12.40 pm with a vote of thanks.

  
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## NOTICE

Dear members,

College Council Committee

This is to inform you that meeting is scheduled on 14/06/2025 at 10am at Dr. Suvarna Patil Medical Director, office. Kindly ensure your presence for the same.

Agenda:

1. Reviewing of NAAC documents for AQAR uploading.
2. To seek permission to purchase racks and articles.
3. To plan faculty development programs & professional development programs for next academic year.

Thanking you.

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**Date:** June 14, 2025

**Time:** 10:00 AM

**Venue:** Office of the Medical Director, Dr. Suvarna Patil

**Members present for meeting**

- 1) Dr. Suvarna Patil, Medical Director, B.K.L.W. Hospital
- 2) Mrs. Tejal V. Surve, Principal, S.N.C
- 3) Mrs. Vaishali Dalvi, Associate Professor S.N.C
- 4) Ms. Jyoti Dhagale Assistant Professor S.N.C
- 5) Ms. Ruchira Niwale Assistant. Professor S.N.C
- 6) Mrs. Varsha Khambe, Assistant. Professor S.N.C
- 7) Ms. Sneha Kolekar, CI S.N.C

The meeting commenced at 10:00 AM. The Chairperson, Dr. Suvarna Patil, welcomed the committee members and briefed them on the importance of the upcoming AQAR (Annual Quality Assurance Report) submission and the strategic planning for the next academic year.

**Agenda 1: Reviewing of NAAC Documents for AQAR Uploading**

The committee reviewed the progress of data collection for the current AQAR cycle.

- **Discussion:** The members inspected the quantitative and qualitative metrics compiled by various departments. Special attention was given to supporting evidence, such as geo-tagged photographs, student feedback reports, and extension activity.
- **Resolution:** It was resolved that all criteria heads must perform a final cross-verification of data against the latest NAAC manual. The final set of documents must ready to avoid last-minute technical delays.



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## Agenda 2: Permission to Purchase Racks and Articles

Following the previous meeting's discussion on storage shortages, specific requirements were presented to the Medical Director.

- **Discussion:** Requisitions for heavy-duty storage racks and essential office articles were reviewed. The committee discussed the necessity of these items for maintaining an organized, audit-ready environment.
- **Resolution:** The Medical Director granted formal permission for the procurement. The administrative officer was directed to invite quotes from three vendors to ensure cost-effectiveness and quality.

## Agenda 3: Planning Faculty and Professional Development Programs (FDP/PDP)

The committee discussed the calendar for the 2025-2026 academic year.

- **Discussion:** Suggestions were made to include workshops on Artificial Intelligence in Healthcare, Advanced Research Methodology, and Soft Skills for Clinical Staff. The goal is to ensure every faculty member attends at least two recognized professional development programs annually.
- **Resolution:** A tentative schedule was drafted. The IQAC coordinator will finalize the speakers and dates for the first quarter by the end of next month.

## Adjournment

As there were no further points for discussion, the meeting was adjourned at 11.30 am with a vote of thanks.

  
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