

SEVA MANDAL EDUCATION SOCIETY

Smt. Parmeshwari Devi Gordhandas Garodia Educational Complex

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7th April, 2023

A meeting of the Governing Council of Seva Mandal Education Society will be held in person on **Wednesday, 12th April, 2023 at 10.30 am in President's Room of Smt. Maniben M. P. Shah Women's College of Arts & Commerce**. All the members are requested to make it convenient to attend the same.

AGENDA:

1. To welcome.
2. To confirm minutes of the meeting held on 8th March, 2023.
3. Matters arising out of the minutes of the previous meeting (Action Taken Report).
4. Review of the reports sent by Principals and Coordinators
5. Any other matter with the permission of the chair.

Yours faithfully,
Bharat M. Pathak
Vasant Khetani
Hon. Secretaries

SEVA MANDAL EDUCATION SOCIETY

Encl: Minutes of the meeting held on 8th March, 2023.

Smt. Sunanda Pravin Gambhirchand College of Nursing

Ms. Shilpa Shettigar, Principal shared the following points regarding the working of Smt. Sunanda Pravin Gambhirchand college of Nursing

Maharashtra University of Health Sciences (MUHS):

Eligibility:

1. Eligibility deficiency compliance for 6 students submitted to university with late fee of Rs.20/day from 21st March 2023.

MUHS Schemes:

Audited accounts report of below schemes submitted to university:

- Bahishal
- Earn and Learn
- Savitribai Phule
- Dhanvantari Yojana.

Examination:

1. Form filling for summer exam batch 2022-23 has started.
2. The first semester batch enrolled in the month of March 2023, will also be appearing for June 2023 exam, subject to the principal signing 120 days working affidavit.
3. The list of eligible teachers as examiners has been submitted.

Staff Approval

1. Temporary staff approval files of three teachers have been submitted to university.

Best College / Student Award Notice:

1. Our college has submitted the entry for MUHS "Best College Award 2022-2023" and "Best Student Award 2022-23" to university.

Increasing Seat Status:

1. Revised affidavit of Rs. 10 Lakhs for the increased seats from 40 to 50 seats has been submitted to MUHS.

Indian Nursing Council (INC):

1. Renewal form for continuation of A.Y 2023- 2024 is being finalized. Affidavit sent for Notarization.

MUHS Report:

1. Reports of various events conducted on Dr. Ambedkar Jayanti in college and Organ Donation Day celebration in the community were submitted to the university.

Institute Management System Software:

1. Campus Medicine ERP solution for healthcare institutions conducted a demo for Institute management system on 27th March 2023 and in person meeting was held on 29th March 2023.

ARA/CET cell:

1. Verification of first year B.Sc. Nursing students was completed on 17th April 2023. Total four students' deficiencies were raised, which have been submitted immediately. The ARA report has been generated but the final signature of the director is awaited as he is on leave.

Maharashtra State Board of Nursing & Paramedical Education (MSBNPE):

Examination:

1. Second year ANM Regular supplementary examination will be held on 23rd & 24th May. The exam enrolment & applications along with payment has been submitted to the board.

Rural Health Posting (RPH):

1. Long pending clearance for rural posting has been obtained from DHO office for posting at Wangani. Clearance for Palghar posting will take time.

Student Activities: Academic/ NSS/ Extension Activity:

Academic:

- Final year students are posted at Global hospital
- 3rd year, 2nd year B.Sc. & 1st year ANM students are posted at Sion hospital
- Second year ANM at Wadia hospital.
- First year students visited the CSSD department at Tata Hospital as a part of their infection control management unit.
- Ethical committee for student's research was held on 3rd April 2023.

Vaccination:

1. Second dose of Hepatitis B vaccine was given to 40 ANM and 50 B.Sc. Nursing students on 20th May 2023, facilitated by United Ways foundation.

Activities:

1. Students participated in various competitions at Spandan University among 150 colleges from medical and nursing stream. We feel proud as our students won prizes in the below category:
 - First prize for Western Group song
 - First prize for Folk Orchestra
 - First prize for Indian Folk song
 - First prize for Folk dance
 - Ms. Roshni won 2nd Prize for Western Solo
 - Ms. Dhanashree Mhade won 3rd prize in cartooning
2. 6 students from F.Y B.Sc. Nursing participated in the essay competition organised by Model G20 initiative on 14th 2023. The topics of the essays were as follows:

Progress on sustainable development goals
LiFE-Lifestyle for environment
Circular economy and lifestyle for environment
Digitalization of agriculture/Trade/Skilling
Women at the core of the development agenda/women led development
Climate change and its impact

3. Dr. Babasaheb Ambedkar Jayanti was celebrated on 14th April 2023 by organising a seminar on topic: Thoughts of great personality- Dr. Ambedkar by Ms. Maya A. Bansode, Doctoral Research Scholar, School of Social Work, Tata Institute of Social Sciences Mumbai
4. A state level webinar was organized on 13th April, 2023 on occasion of World Health Day celebration, on the theme, 'Health for All: a dream or reality?'. The Student Council and Student Nurses Association unit also organized a slogan competition on the same theme.

5. National level Organ Donation Awareness Webinar was organised on 13th April 2023, which was open for public. Dr. Vatsala Trivedi and Dr. Meena Kumar from Sion hospital were the resource persons.
6. Organ Donation Awareness Programme was organised on 12th April 2023 in the community. First Year Students presented a Role Play and distributed pamphlets.
7. The Eco-club of our college received a momento from United Ways Foundation for its contribution in all the activities carried out for environment consciousness and conservation.

Staff development:

1. Ms. Shilpa Shettigar was a member of Local Inquiry Committee (LIC) inspection at Institute of Nursing and College of Nursing for M.Sc., and B.Sc. Programme and Tata hospital for MSc. Program on 18th April 2023.
2. Ms. Namrata Chopadekar and Ms. Prachi Vavhal accompanied students to Dadasaheb Dental College, Nagpur, and Ms. Nikhita at MGM Kharghar, for university competitions in Spandan Fest 2023.
3. Ms. Delphina Gurav, IQAC Co-ordinator attended a webinar organized by International Baccalaureate (IB) and Digital Learning on "Empowering students to thrive beyond university" on 19th April, 2023 at 10:00 am and
4. A webinar organized by NAAC on "Contribution of women IQAC Directors in institutionalizing quality culture in HEIs" on 12th April 2023.
5. Ms. Shilpa Shettigar & Ms. Delphina Gurav were part of MUHS staff approval committee at Sadhu Vaswani college of Nursing Pune, on 1st April 2023.

Research

1. Ms. Shilpa Shettigar & Ms. Delphina Gurav published a national collaborative study titled 'Voice from the frontline and learning for the future: A qualitative descriptive study on wider perspectives of frontline nurses in India during the COVID 19 global pandemic 'in the international journal, Clinical Epidemiology and Global Health, Elsevier Limited.

Recruitment/ Resignations/ Leave

1. Ms. Saroj Gaonkar, Ms. Riya Khanolkar and Ms. Pratibha Torne have been newly recruited as clinical instructors. Induction of these staffs have been done.
2. Ms. Pooja Manchekar is on maternity leave from 23rd March 2023
3. Temporary staff approval was held on 3rd April 2023. Three new staff recruited against 3 resignations are approved temporarily for a year.

Nurse Led Clinic (NLC):

1. Under the best practice initiative, through the Nurse Led Clinic health related activities and entertainment programmes for Geriatric Inmates at Manav Seva Sangh, under the project, Seva SaHYOG, (Seva Mandal Education Society's Sunanda Health Youths for Orphans and Geriatrics) were carried out on 13th April 2023 from 10am to 12noon.

Library:

1. 93 new books and 11 journals have been purchased in the library
2. New reforms of library would include mandatory MOOC courses to be completed for consideration of performance appraisal.

Skill courses:

1. Two courses namely First Aid Management and Basic / Advanced Cardiac Life Support have been completed.

2. Unnati Skill Enhancement scheme course certificate distribution ceremony was held on 29th April 2023 from 10.30am to 11.40 am. This was in collaboration with K.G. Law School and Rotary Club of Queen's Necklace Marine Drive, Mumbai. The programme was chaired by Chief Guest Mr. Arun Bhargava., District General Elect and Guest of Honor, Ms. Anju Siraj, former President of Rotary, Queen's necklace.
3. The 2nd installment payment invoice of Rs. 5 for 3 (Mantralaya) government courses under college has been received. Two installments are yet to be received.

Building Maintenance & development:

1. Renovation of Principal's cabin, classroom no. 703 and 704 is in process. Smart boards will be installed once the rooms are ready.
2. Resolution was made regarding the following discussion in the meeting.
 - Documents containing data before the year 2018 has been added to scrap
 - Data of minority case of the year 2012 has been sent for scrap as the case is resolved and the data is above 10 years.
 - Stock books are updated and signed by Shri Vasant Khetani
 - New physical infrastructure requirement in the classrooms and lab has been discussed and finalised for sanctioning in GC meeting.
3. Budget has been finalized for the year 2023-24 for B.Sc. Nursing, ANM and Skill courses Allotment of budget has been done under following subheadings: Library, SNA, Go-green, Extension activities, Alumni, Best Practices, Safety and Vaccination activities, Staff development, NSS, Infrastructure development and augmentation
4. Fee Structure for A.Y 2023-24 has been finalized
5. Fee audit for A.Y. 2022-23 is completed. Balance fee carried forward

Committee meetings:

1. Meetings of following committees were held on Saturday, 15th April 2023 in hybrid mode.
 - Internal Quality Assurance Committee (IQAC)
 - Grievance Committee
 - Internal complaints Committee (IC)
 - Anti-ragging Committee
 - Curriculum Committee &
 - Committee for special caste

Minutes of all the committees have been circulated amongst its members and uploaded on the website.

May-24	15, 22, 29	08
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Name of Meeting	Managing Council Meeting	Annual General Body Meeting
Days:	Saturday (Once in 3 months)	Saturday (Once in a year)
Time	Time: 9.30 am	Time: 10.00 am
Venue:	Prangan Nursery / A.V. Aids Room	Prangan Nursery / A.V. Aids Room
Month	Tentative Dates/Months	Tentative Date
August 23	Aug (date will be declared latter)	
Oct. 23	28	28
Feb. 24	Feb (date will be declared latter)	
May 24	May(date will be declared latter)	

Important functions celebrated by SMES		
Sr. No.	Function	Day & Date
1	Foundation Day	Tuesday, 1st August 2023
2	Independence Day	Tuesday, 15th August 2023
3	Teachers' Day	Tuesday, 5th September 2023
4	Smt. Dakshaben Pathak Memorial Lecture	Wednesday, 6th September 2023
5	Republic Day	Friday, 26th January 2024
6	International Women's Day	Friday, 8th March 2024

7. Dr. Bharat Pathak suggested avoiding hybrid mode of meeting.
8. Smt. Radhika Mehta and Shri. Sanjiv Mehta expressed gratitude to management for bringing them on board. They also stated that they are eager to assist students with placements, internships, and providing facilities for the courses that they require.

The meeting concluded with vote of thanks to the chair.



Dr. Dilip Trivedi



Dr. Bharat Pathak

President SMES
SMES

Hon. Secretary
SMES