

# DINSHA PATEL COLLEGE OF NURSING, NADIAD

## ANNUAL COMMITTEE MEETING MINUTES REPORT

**Year: 2018-19**

1. Title of the committee: Institutional advisory committee
2. Meeting No: 146 to 192
3. Date of meeting: every Friday of the week
4. Details of committee members

Sr. No	Name of Faculty	Designation
1	Dr. B.H.shelat	Chairman
2	Mrs. Arpita Vaidya	Secretary
3	Mr. Virendra Jain	Member
4	Mr. Trilok Sompura	Member
5	Mrs. Dhara Vyas	Member
6	Mr. Vipin Patidar/ Mr. Kailash Nagar	Member
7	Ms. Neha Parmar	Member

Sr. No	Month	Date	Venue	Brief agenda	Action Taken	Remark
1	August 2018	3/08/2018	Director Sir Office	<ul style="list-style-type: none"> <li>15<sup>th</sup> Aug. celebration</li> <li>Orientation ceremony-20/09/18</li> <li>CNE: child health Nursing- 27/9/18</li> <li>CHN Conference – 22/12/18</li> <li>FDP – 15-17/10/2018</li> <li>Farewell of final year students date finalize</li> <li>Kerala relief fund collection</li> <li>Discuss About WDC committee</li> <li>Campus interview</li> <li>Teacher's day celebration</li> </ul>	<ul style="list-style-type: none"> <li>15<sup>th</sup> Aug Invitation discussed</li> <li>20/9/18: Letter to Pankaj Desai, Devusih Chauhan, P.P.Dabh Madam</li> <li>CNE Child health Nursing Credit HR. file submission &amp; Conference Prepare Agenda</li> <li>Farewell Final year students – 28/8/18</li> <li>Rs. 25,551 collected and deposited in CM relief fund through IDBI bank NSS</li> <li>WDC: NGO- JCRT (Chairperson), and urmila madam from hospital</li> <li>Campus Interview by Apollo on 27<sup>th</sup>/08/2018 B.Sc (44), GNM (28) will appeared for interview</li> <li>Teacher's day morning program by students for teachers, students teacher and one best student teacher award</li> </ul>	
2		10/08/2018				
3		25/08/2018				
4		31/08/2018				

Sr. No	Month	Date	Venue	Brief agenda	Action Taken	Remarks
5	September 2018	07/09/2018	Director Sir Office	<ul style="list-style-type: none"> <li>CNE: child health nursing</li> <li>1<sup>st</sup> year students orientation program</li> <li>1/10/2108- NSS clean drive</li> <li>Guest lecture on "Carrier in armed forces" by Col.A.K.Sinh – 15<sup>th</sup> September 2018</li> <li>Ext. member in WDC committee</li> <li>Course opening ceremony – M.sc &amp; PBBSc – 20/09/2018</li> <li>Discuss about world mental health day – 10<sup>th</sup> October</li> <li>Report by Ms. Kinjal about LGBTQ seminar by University</li> <li>Sharad poonam garba planning</li> <li>JCI garba event</li> </ul>	<ul style="list-style-type: none"> <li>Color code for seating, online feedback and MOC verified</li> <li>1/10/2018- orientation program in auditorium</li> <li>1/10/2108- NSS clean drive @ MMS and Mahadev Temple</li> <li>15/09/2018: Ext. Guest lecture by Col.A.K.Sinh</li> <li>JCRT president will be member of WDC committee</li> <li>20/09/18 : Detail program agenda discussed – Mr.Virendra Jain Program Incharge</li> <li>10/10/2018: world mental health day: Ms. Minaj Incharge- debate or some other activity will plan</li> <li>Ms. Kinjal about LGBTQ seminar – plan some activity in auditorium for awareness</li> <li>Ms. Shefali incharge for JCI event one folk dance and one one garb by our students</li> </ul>	
6		14/09/2018				
7		21/09/2018				
8		27/09/2018				
9	October 2018	5/10/2018	Director Sir Office	<ul style="list-style-type: none"> <li>Discuss about navaratri vacation</li> <li>FDP : 15,16,17 october 2018</li> <li>Discussed about national level conference – community health nursing</li> <li>Suggestion box – chit</li> <li>Promotional lecture on Yoga- Meditation course</li> <li>NAAC meeting</li> <li>Guest Lecture on "Prevention of bone disease and back pain" by Dr. Jatin Shah</li> <li>Self defence training for 1st year students</li> <li>ISMEP students selection process</li> </ul>	<ul style="list-style-type: none"> <li>For students navaratri vacation will be 15,16,17 – October &amp; for faculty FDP will organize</li> <li>FDP : 15,16,17 october 2018 speaker Ratnaben Desai</li> <li>National conference in CHN organizing chairman: Mr. Virendra Jain, Secretary: Mr. Trilok, Members: Mr. Kailash, Mrs. Arpita, Ms. Neha and Ms. Dhara</li> <li>Suggestion box: about washroom cleanliness – Mr. Ajitbhai will do supervision</li> <li>Organize Promotional lecture on Yoga- Meditation course on 22<sup>nd</sup> October 2018</li> <li>NAAC meeting decided on 23<sup>rd</sup> October 2018</li> <li>Organize Guest Lecture on "Prevention of bone disease and back pain" by Dr. Jatin Shah on 27<sup>th</sup> October 2018</li> <li>ISMEP: information/</li> </ul>	
10		12/10/2018				
11		19/10/2018				
12		26/10/2018				



Sr. No	Month	Date	Venue	Brief agenda	Action Taken	Remark
					application form prepared and discussed	
13	November 2018	2/11/2018	Director Sir Office	<ul style="list-style-type: none"> <li>Discuss about world diabetes day</li> <li>Discuss about world AIDS day program</li> <li>ISMEP short list students</li> <li>National conference reporting – CHN</li> <li>Discuss about Annual day – cultural event</li> <li>Fresher party for first year students</li> </ul>	<ul style="list-style-type: none"> <li>World diabetes day: Exhibition @Mahagujarat and G.Speaker lecture by Dr. Bhalendu Vaishnav</li> <li>Discussed about world AIDS day program: Ms. Paras is incharge to organize lecture by GAP</li> <li>ISMEP short listed students- Ms. Aesha – sy Bsc</li> <li>Ms. Shruti – Ty Bsc</li> <li>Ms. Prachi - Ty Bsc</li> <li>National conference reporting – CHN by Mr. Trilok, start registration process and conference invitation card distribution</li> <li>Discussed about Annual day – cultural event : Ms. Shefali incharge for the event</li> <li>15<sup>th</sup> December 2018 Fresher party by second year students</li> </ul>	
14		17/11/2018				
15		23/11/2018				
16		30/11/2018				
17	December 2018	7/12/2018	Director Sir Office	<ul style="list-style-type: none"> <li>INC inspection 14-15/12/2018</li> <li>Fresher party : 22/12/2018</li> <li>Discuss about lamp lighting</li> <li>Discuss about annual sports meet</li> <li>Discuss about annual – cultural day</li> </ul>	<ul style="list-style-type: none"> <li>INC inspection: work distributed related clinical details, other preparation started.</li> <li>Finalized date for Fresher party : 22/12/2018 – detail discussed with incharge Ms. Minaj</li> <li>Discussed about lamp lighting – Ms. Dhara is incharge - 22<sup>nd</sup> Jan 2019</li> <li>Dr. Devang Joshi and Ms. Vibhaben as Guest</li> <li>Discuss about annual sports meet – 23 to 25<sup>th</sup> Jan 2019</li> <li>Discussed about annual – cultural day menu discussed, audition date- 17/12/2018, prepare students for fashion show question- answer</li> </ul>	
18		15/12/2018				
19		21/12/2018				
20		28/12/2018				
21	January - 2019	3/1/2019	Director Sir Office	<ul style="list-style-type: none"> <li>National conference: CHN – report</li> <li>Update lamp lighting and annual day preparation</li> <li>Final year students tour</li> <li>Replacement of Mr. Vipin Patidar as a member in advisory</li> </ul>	<ul style="list-style-type: none"> <li>Total Delegate: 337 (outside: 267, dpcn: 70)</li> <li>Update taken about lamp lighting and annual day preparation and arrangement</li> <li>Tour: Mumbai, pune,</li> </ul>	
22		12/1/2019				
23		19/1/2019				
24		31/1/2019				

Sr. No	Month	Date	Venue	Brief agenda	Action Taken	Remark
				<ul style="list-style-type: none"> <li>Students participation in RAM-KATHA</li> </ul>	<ul style="list-style-type: none"> <li>imagica, lonawala-khandala</li> <li>Mr. Kailash Nagar replaced with MR. Vipin Patidar and best wishes given to him for bright future.</li> <li>Ram- Katha : Fianl year B.Sc and T Y GNM- MS. Neha will plan and go with students on 9/2/2019</li> </ul>	
25	Februry 2019	8/2/2019	Director Sir Office	<ul style="list-style-type: none"> <li>NSS village camp – Valedictory session</li> <li>Decision about annual sports meet biannual and SNA conference participation</li> <li>Discuss about international women's day</li> <li>Suggestion box complaints</li> <li>Free eye check up camp on 2<sup>nd</sup> march 2019</li> <li>Tour at Imagica and First year tour at SOU</li> <li>Other meeting minutes discussion</li> </ul>	<ul style="list-style-type: none"> <li>NSS village camp – Valedictory session at palana- next time day to day schedule in advance</li> <li>Sports will organize biannually and for two day only: one day indoor one day outdoor, only SNA sports activity and competition will be organized, no national level participation</li> <li>International women's day in collaboration with JS Ayurvedic college: pashiben falicitation, 5 rs. Contribution from whole college and by that amount needy things will be given to pashiben</li> <li>Suggestion box: no car parking for all students</li> <li>Tour at Imagica : discussed in detail about whole planning, for SOU Ms. Dhara reported about planning.</li> <li>Exam committee, anti ragging committee, NSS and Mentor-Mentee minutes reported by secretary</li> </ul>	
26		15/2/2019				
27		22/2/2019				
28	March 2019	8/3/2019	Director Sir Office	<ul style="list-style-type: none"> <li>International women's day program</li> <li>Picnic update</li> <li>ISMEP : communication start</li> <li>Mobile limited use in college campus for faculties</li> <li>Other meeting minutes discussion</li> <li>Upcoming event discussion, world TB day, WHO day, Seminar on Gujarat Philatelist</li> <li>Other committee minutes reporting</li> </ul>	<ul style="list-style-type: none"> <li>Free pad bank for students under WDC</li> <li>For SOU- 73 students and include msc and pbbbsc first year students Imagica: 36 students, 02 faculty, 2 paid faculty</li> <li>ISMEP : communication via email, table manners and other preparation</li> <li>Circular prepared for limited use of mobile in college campus</li> <li>Curriculum committee,</li> </ul>	
29		15/3/2019				
30		22/4/2019				
31		29/3/2019				



Sr. No	Month	Date	Venue	Brief agenda	Action Taken	Remark
					<p>SNA committee, Food, fire &amp; CCTV committee, Discipline committee &amp; library committee minutes reported to chairman</p> <ul style="list-style-type: none"> <li>Word TB Day: Visit to DTC Center and g. Lecture by DTO, W.H.O – invite speaker from WHO Gujarat Chapter- Dr. Aniket Rana, Philatelist seminar on 6/4/2019 – Mr. Kailash Nagar incharge</li> <li>Library, anti-ragging, go Green, NSS committees minutes reported.</li> </ul>	
32 33	April 2019	12/04/2019 26/04/2019	Director Sir Office	<ul style="list-style-type: none"> <li>Discuss about ISMEP 2019</li> <li>International nurses day celebration</li> <li>JCI – FDP (8 faculties) 28/4/2019</li> </ul>	<ul style="list-style-type: none"> <li>ISMEP schedule and good bye ceremony planning discussed</li> <li>International nurses day – cake cutting celebration</li> <li>JCI FDP 8 new faculties need to attend</li> </ul>	
34 35 36 37 38 39	May 2019	3/5/2019 10/05/2019 17/05/2019 24/05/2019 28/05/2019 31/05/2019	Director Sir Office	<ul style="list-style-type: none"> <li>ISMEP Good bye ceremony</li> <li>Discuss about code of conduct book for students, teachers and administrative staff</li> <li>Discuss about NAAC expert meeting</li> <li>Desk of chairman message</li> <li>President Shri Dinsha Patel sir Birthday -25/5/2019</li> <li>Other committee minutes</li> <li>Organize faculty interview</li> <li>NSS – blood donation camp</li> </ul>	<ul style="list-style-type: none"> <li>ISMEP Good bye ceremony on 16/5/2019</li> <li>Discussed about code of conduct book for students, teachers and administrative staff – preparation and editing by Mr. Trilok</li> <li>NAAC expert meeting on 22/5/2019 in Board room</li> <li>Dr. Shelat sir going on leave from 7/6/2019 to 17/7/2019 Mrs. Arpita timing : 9-5 Mr. Virendra Jain : 10-6</li> <li>For Birthday wish handmade card from NSS and SNA to Shri Dinsha Patel sir on 25/5/2019</li> <li>Sports committee, disciplinary committee, advisory committee, alumni association minutes discussed</li> <li>Faculty interview: 9-9:45 (entrance), 10-12 Demo lecture, 12-1 Final interview and screening</li> <li>NSS – blood donation camp on 13/06/2019</li> </ul>	

Sr. No	Month	Date	Venue	Brief agenda	Action Taken	Remark
40	June	14/06/2019	Director Sir Office	<ul style="list-style-type: none"> <li>GNC inspection inspector comment</li> <li>Report about blood donation camp</li> <li>Discuss about world yoga day plan</li> <li>NAAC discuss about employability enhancement scheme</li> <li>Library SOUL software work</li> <li>One day workshop on time management for fourth year students</li> <li>WDC work</li> <li>GNC examination meeting</li> <li>Gujarat University exam center related work and preparation</li> </ul>	<ul style="list-style-type: none"> <li>Clinical details distribution, attendance register in clinical area, daily mention present and absent in classroom, proper prepare clinical rotation plan</li> <li>Blood donation camp on 13/6/2019 total 34 unit collected, gnm 27 students, B.Sc 5 students and 2 faculties donated blood</li> <li>World yoga day on 21/6/2019 planning in collaboration with JS ayurvedic college</li> <li>NAAC discussed about employability enhancement scheme and faculty incharge decided for that</li> <li>Discussed about Library SOUL software work for books and students barcoding</li> <li>On 25/06/2019 One day workshop on time management for fourth year students</li> <li>WDC work: pad distribution at hari om nagar</li> <li>GNC examination meeting on 5/7/2019 Mr. Atitbhai and Ms. Shefali will attend</li> <li>Gujarat University exam center related work and preparation done and reported by Ms. Neha Parmar</li> </ul>	
41		22/06/2019				
42		28/06/2019				
43	July 2019	8/7/2019	Principal Sir Office	<ul style="list-style-type: none"> <li>NAAC SSR work</li> <li>Gujarat university practical exam</li> <li>22/07/2019 – chairman sir birthday and program</li> <li>Various committee minute report</li> <li>Campus interview by shri Krishna hospital</li> <li>Overseas nursing seminar</li> <li>Curriculum committee meeting report</li> <li>Weekly 1 hour allotment for sports to each class</li> <li>NAAC related work: strategic planning and performance appraisal system</li> </ul>	<ul style="list-style-type: none"> <li>Review NAAC SSR work – 8/7/2019</li> <li>Discussed about Gujarat university practical exam- and teachers supervisor allotted</li> <li>22/07/2019 – chairman sir birthday and program at 5:00 pm</li> <li>Anti ragging, curriculum, SNA, Library and cultural committee minute reported</li> <li>Campus interview by shri Krishna hospital on 13/7/2019</li> <li>Overseas nursing seminar</li> </ul>	
44		12/7/2019				
45		19/7/2019				
46		26/7/2019				



Sl. No	Month	Date	Venue	Brief agenda	Action Taken	Remark
				<ul style="list-style-type: none"> <li>• Prepare Admin office job responsibilities</li> <li>• CCCH course commencement</li> <li>• 15<sup>th</sup> August 2019 – preparation</li> <li>• World breast feeding week by 4<sup>th</sup> year students</li> </ul>	<p>on 20/7/2019</p> <ul style="list-style-type: none"> <li>• Curriculum committee meeting reported about action taken report</li> <li>• Mention in time table for sports hour</li> <li>• NAAC related work: strategic planning and performance appraisal system discussed and IIQA work is going on, APA form revision</li> <li>• Discussed &amp; Prepare Admin office job responsibilities</li> <li>• 15<sup>th</sup> August 2019 – preparation by NSS</li> <li>• World breast feeding week by 4<sup>th</sup> year students in civil, PHC/CHC</li> </ul>	

*A. K. K. K.*  
**Signature of Secretary**



*[Signature]*  
**Signature of Principal**  
 - PRINCIPAL  
 DINSHA PATEL COLLEGE OF NURSING  
 NADIAD - 387 001.