

Dinsha Patel College of Nursing, Nadiad

Annual committee meeting minute report

Academic Year 2018-19

1. Title of the Committee: CULTURAL Committee
2. Date of Meeting: 19th of each month
3. Details of committee members:

Sr. No.	Name	Designation in committee
1	Dr. B.H. Shelat	Chairman
2	Mrs. Shefali makwana (secretory)	Secretary
3	Mr. Virendra jain	Member
4	Mrs. Arpita vaidhya	Member
5	Mrs. Dhara vyas	Member
6	Mrs. Hetal Gandhi	Member
7	Ms. Dhrumini patel	Member
8	Ms. Pragna patel	Member
9	Mr. Dhruv Patel (second year Bsc student)	Student Representative
10	Ms. Drasti patel (third year Bsc)	Student Representative

4. Annual Report of Committee

S. No.	Date	Time	Venue	Brief agenda	Action Taken	Remarks
1	20/8/2018	9.00 am - 10.00 am	Director office	To introduce new members in committee and discuss about objectives, policies and rules & regulations of committee To discuss about upcoming event	Prepared objectives, policies and rules & regulation of committee discuss about teacher's day will be celebrated by final year bsc nursing students.	
2	19/9/2018	9.00 am - 10.00 am	Director office	To discuss about upcoming event (JCI garba & folk)	Choreographer is decided Give follow up to sir about the event	
3	4/10/2018	9.00 am - 10.00 am	Director office	To give updates about the JCI garba & folk. To discuss about upcoming event (Navratri celebration)	Budget, food menu and guest of navratri is decided. Invitation process should be done as soon as possible.	
4	19/11/2018	9.00 am - 10.00 am	Director office	To discuss about upcoming event (ANNUAL CULTURAL 2019)	Discussed about choreographer and judge of fashion show Date will be decided in first month of January Events are discussed	
5	3/12/2018	9.00 am - 10.00 am	Director office	To discuss about (ANNUAL CULTURAL 2019)	Events are finalized. Discussed food menu. Fashion show responsibility given to the Ms.Nehamam.	

S. No.	Date	Time	Venue	Brief agenda	Action Taken	Remarks
6	24/12/2018	9.00 am - 10.00 am	Director office	To discuss about judge of fashion show. To discuss about practice time and area.	One Judge will be from ayurvedic college faculty and one from JCI. Auditorium can be use for practice. Timing should be between 10 to 4 pm.	
7	19/01/2019	9.00 am - 10.00 am	Director office	To finalize agenda of annual day. To discuss about fashion show prize distribution.	Agenda finalized. Crown+belt+prize money will be given to the winner of fashion show.	
8	28/01/2019	9.00 am - 10.00 am	Director office	To evaluate negative and positive things about annual cultural event 2019 To report about completion of event To prepare expenditure of annual day	Some points need to be improve in future Report of annual day is submitted Budget was prepared	
9	18/02/2019	9.00 am - 10.00 am	Director office	No upcoming event No agenda		
10	18/03/2019	9.00 am - 10.00 am	Director office	No upcoming event No agenda		
11	15/04/2019	9.00 am - 10.00 am	Director office	No upcoming event No agenda		
12	29/6/2019	2.00 pm - 3.00 pm	principal office	No upcoming event No agenda		

Signature of Committee Secretary

(Signature)

Date: 21/8/19

Time: 3:30 PM

Signature of Principal

Date: 21/8/19

Time: 3:30 PM

