

DINSHA PATEL COLLEGE OF NURSING, NADIAD

Annual committee meeting minute report

Academic year: 2018-19



1. Title of the committee: Food, Fire & CCTV Camera Safety
2. Date of meeting: 5th of every month
3. Details of committee members:

Sr No.	Faculty name	Designation in committee
1	Mr. Virendra Jain	Chair person
2	Ms. Sanjana Bhatia	Secretary
3	Mrs. Arpita Vaidya Ms. Hetal Gandhi Ms. Niketa Patel Ms. Kinjal Macwan Ms. Monika Patel Ms. Dipti Parmar	Committee members

4. Annual report of committee:

Sr. No	Date	Time	Venue	Brief Agenda	Action Taken	Remarks
1	08/08/2018	10-11 am	Principal Sir Office	To introduce new members of committee To discuss about policy, Rules regulation & Work distribution	Policy & Rules regulation were finalized, allotted work to each members related to committee.	
2	06/09/2018	9-10 am	Director sir Office	To discuss about signage board, work distribution & guest lecture arrangement about committee.	Number & code will given to fire extinguisher & camera Guest lecture will be arranged after meeting with fire system person.	
3	12/10/2018	3-4 pm	Principal Sir Office	To discuss about MOC Drill of fire safety & prepare checklist.	Meeting will be arranged with fire agency about moc drill & refilling of Fire Extinguisher.	
4	31/10/2018	3-4 pm	Principal Sir Office	To discuss about CCTV Camera monitoring & display & MOC drill	MOC drill will arrange on 24/11/18. Camera monitoring will be discuss with chinmaybhai	

5	11/12/2018	3-4 pm	Principal Sir Office	To discuss about fire extinguisher refill & signage board	Fire extinguisher were examined by Mr.Sanjaybhai & sent them for refill. MOC drill will be finalized on 20/12/18	
6	12/01/2019	3-4 pm	Principal Sir Office	To discuss about Fire system & MOC drill.	MOC drill report will be prepared, fire extinguisher check for expiry date	
7	12/02/2019	3-4 pm	Principal Sir Office	To discuss about fire safety certificate & signage board	Committee will be prepare helpline no & signage board	
8	12/03/2019	3-4 pm	Principal Sir Office	To discuss about Student & Faculty complains about canteen.	Committee will be prepare Notice regarding complains of canteen & give it members	Issue was solved
9	15/04/2019	3-4 pm	Principal Sir Office	To discuss about checklist of food, fire & cctv camera.	Checklist of food, fire & cctv camera was finalized & checks every 2 monthly. Fire safety certificate will be issue from nadiad nagarpalika	
10	28/05/2019	3-4 pm	Principal Sir Office	To discuss about emergency exist	Surprise MOC drill was arranged on 28/05/2019,	

11	17/06/2019	3-4 pm	Principal Sir Office	point in college To discuss about drinking water clean To discuss about AMC of Fire safety To discuss about CCTV Camera monitor at PG building	Water tank cleaned and TDS of water is checked. Bore clean will be discussed with director sir. Committee will be ask to Jigneshbhai about AMC Reminder to chinmaybhai about CCTV Camera monitor. Check canteen every 2 monthly.
12	19/07/2019	3-4 pm	Principal Sir Office	To discuss regarding checklist of committee. To discuss redarding maintenance of canteen & unhygienic drinking water	We will inform direct sir about unhygienic drinking water and solution for it & maintenance of canteen

Signature of committee secretary:

Date:

Time:



Signature of principal:

PRINCIPAL
DISHA PATEL COLLEGE OF NURSING
Date: 19/07/2019

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