

Dinsha Patel College of Nursing, Nadiad

Annual Committee Meeting Minutes Report

1. Title of the committee: Curriculum Planning and Academic Monitoring Committee
2. Date of Meeting: 9th of each month
3. Details of Committee Members:

Sr. No.	Faculty Name	Designation in committee
1.	Mr. Virendra Jain, Principal	Chairman
2.	Mr. Vipin Patidar, Assistant Professor Ms. Dhara Vyas, Assistant Professor	Secretary
3.	All Class coordinator	Member

4. Annual report of committee:


Sr.No.	Date	Time	Venue	Brief Agenda	Action Taken	Remark
1.	9/8/18	11am	Principal Office	To discuss distribution of syllabus	Course distribution of B.Sc. , M.Sc, G.NM P.B.B.Sc.	
2.	23/8/18	3-4pm	Principal Office	To discuss rotation Plan	Rotation Plan of All academic year has been submitted	
3.	8/9/18	11am	Principal Office	To discuss records and reports	Submission of course completion report regularly	
4.	14/9/18	11am	Principal Office	To discuss M.Sc. Course and Documents	Course work has been distributed among subject coordinator	
5.	9/10/18	3-4pm	Principal Office	To discuss class coordinator file	Coordinator file documents has been discussed	
6.	13/11/18	3-4pm	Principal Office	To discuss syllabus redistribution	Syllabus re distribution among some faculty	
7.	19/11/18	3-4pm	Principal Office	To discuss clinical posting plan	Clinical posting has been distributed	
8.	10/12/18	3-4pm	Principal Office	To discuss syllabus completion	Course completion details has been submitted	
9.	6/2/19	3-4pm	Principal Office	To discuss syllabus completion report of Dec and January	Course completion details has been submitted	

					Visit will be planned after march For genetics external faculty	
10.	11/3/19	3-4pm	Principal Office	To discuss syllabus completion Psychology subject and Microbiology	Course completion details has been submitted	
11.	5/4/19	3-4pm	Principal Office	To discuss syllabus completion	Course completion details has been submitted	
12.	9/5/19	3-4pm	Principal Office	To discuss syllabus completion	Course completion details has been submitted	
13.	15/6/19	3-4pm	Principal Office	To discuss syllabus completion Model III examination	Course completion details has been submitted Examination has been planned	
14.	3/7/19	3-4pm	Principal Office	To discuss syllabus completion Academic report of all class	Course completion details has been submitted Academic report of all class submitted	
15.	11/7/19	3-4pm	Principal Office	To discuss feedback from students	To plan action taken report	
16.	8/8/19	3-4pm	Principal Office	To transfer the over to Ms. Sachi	Charge has been transferred	


Signature of Committee Secretary:

Date:2/9/19

Time:11:00am


Signature of Principal:

Date:2/9/19

Time:11:00am