Dinsha Patel College of Nursing, Nadiad

Annual committee meeting minute report

Academic Year 2018-19

1. **Title of the Committee:** EXAMINATION & RESULT Committee
2. **Date of Meeting:** 18 th of each month
3. **Details of committee members:**

Sr. No.	Name	Designation in committee
1	Mr. virendra jain/Mr. vipin patidar	Chairman
2	Mrs. Shefali makwana (secretory)	Secretary
3	Mr. kailash nagar	Member
4	Ms. Neha parmar	Member
5	Mr. nickson christian	Member
9	Ms. Hetal ninama (tybsc)	Student Representative
10	Ms. Bansari patel (sybsc)	Student Representative

4. **Annual Report of Committee**

S. No.	Date	Time	Venue	Brief agenda	Action Taken	Remarks
1	28/7/2018	11.00 am -12.00 Pm	principal office	Pre examination meeting of GNC exam center	Given information to all faculties about date and time of supervisor duty and explained their role and responsibilities.	
2	18/9/2018	4.00 pm - 5.00 pm	principal office	To finalize work distribution	Work distribution done accordance to the course.	
3	26/10/2018	3.00 pm - 4.00 pm	principal office	To discuss about the first model examination of all course except all first year class.	Finalize date of first model exam of all courses except all first year class.	
4	28/11/2018	3.00 pm - 4.00 pm	principal office	To discuss about the first model examination of all first year class.	Finalize date of first model exam of all first year class.	
5	28/2/2019	3.00 pm - 4.00 pm	principal office	To discuss about the second model examination of all course	Finalize date of second model exam of all courses.	
6	5/4/2019	9.00 am - 10.00 am	principal office	To improve in the result of repeater students.	Given information related to upcoming exam time and also tell them to fill the revision lectures and give test of the failed subjects.	

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S. No.	Date	Time	Venue	Brief agenda	Action Taken	Remarks
7	15/6/2019	12.00 pm -1.00 Pm	principal office	To discuss about the third model examination of all course To discuss about sitting arrangement of all classes.	Finalize date of third model exam of all courses. Allotted class for every students related to each course	
8	21/06/2019	11.30 pm -1.00 Pm	principal office	To discuss about the S.P university's final examination	Finalize examiner of each class related to the subjects.	
9	22/07/2019	9.00 am - 10.00 am	Director office	To report about all examination schedule and past results to the director sir. To report about newly launched online system in GNC.	Discuss about date time and total number of students.	
10	31/07/2019	12.00 pm -1.00 Pm	principal office	Arrange block for exam center as per students total numbers Discuss about faculty supervision list	Finalize list of supervisor faculties in GNC exam	
11	2/08/2019	3.00 pm - 4.00 pm	principal office	Pre examination meeting of GNC exam center	Given information to all faculties about date and time of supervisor duty and explained their role and responsibilities.	

Signature of Committee Secretary

Date: 21/8/19

Time: 3:30 PM

Signature of Principal

Date: 21/8/19

Time: 3:30 PM

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