

# DINSHA PATEL COLLEGE OF NURSING, NADIAD

## ANNUAL COMMITTEE MEETING MINUTES REPORT

**Year: 2019-20**

1. Title of the committee: Institutional advisory committee
2. Meeting No: 193 to 245 (52)
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	Mrs. Dhara Vyas	Member
5	Mr. Kailash Nagar	Member
6	Ms. Neha Parmar	Member
7	Mr. Nicksan Das	Member

Sr. No	Month	Date	Venue	Brief agenda	Action Taken	Remark
1	August 2019 (4)	2/08/2019	Director Sir Office	<ul style="list-style-type: none"> <li>• Campus interview</li> <li>• 73<sup>rd</sup> Independence day celebration</li> <li>• Breast feeding day celebration at Palana- CHC</li> <li>• Alumni registration in charity commissioner</li> <li>• Final year students farewell</li> <li>• Committee report presentation</li> <li>• NPTEL students and faculty policy</li> <li>• GINERA M.Sc students visit</li> </ul>	<ul style="list-style-type: none"> <li>• 3/8/2019 – DPCN,</li> <li>8/8/2019- MPUH,</li> <li>9/8/2019 - APEX</li> <li>• 73<sup>rd</sup> Independence day celebration by NSS</li> <li>• Breast feeding day celebration at Palana- CHC on 5/8/2019</li> <li>• Alumni registration in charity commissioner meeting on 5/8/2019</li> <li>• Final year students farewell on 12/9/2019: Incharge Ms. Minaj</li> <li>• Committee report presentation on 26<sup>th</sup> &amp; 27<sup>th</sup> August</li> <li>• NPTEL students and faculty policy 70- 79: 25% 80-89:50% Above 90- 100% refund</li> <li>• GINERA M.Sc students visit on 7/8/2019</li> </ul>	
2		16/08/2019				
3		23/08/2019				
4		30/08/2019				
5	September 2019 (4)	06/09/2019	Director Sir Office	<ul style="list-style-type: none"> <li>• National level conference: Research Methodology</li> <li>• FDP Planning</li> <li>• Research: Endowment chair</li> </ul>	<ul style="list-style-type: none"> <li>• National level conference: Research Methodology Secretary: Ms. Paras on 17/10/2019</li> </ul>	
6		17/09/2019				
7		20/09/2019				
8		27/09/2019				

Sr. No	Month	Date	Venue	Brief agenda	Action Taken	Remark
				<ul style="list-style-type: none"> <li>session</li> <li>1<sup>st</sup> IEC meeting</li> <li>NSS establishment day</li> <li>Navaratri celebration</li> <li>Orientation program for 1<sup>st</sup> year students</li> <li>Swachta Abhiyan by NSS</li> </ul>	<ul style="list-style-type: none"> <li>FDP Planning Mr. Virendra Jain- 5-7/10/2019</li> <li>Research: Endowment chair session Ms. Arpita, Decide about speaker- 22/10/2019</li> <li>1<sup>st</sup> IEC meeting planning on 17/09/2019</li> <li>NSS establishment day – 24/9/2019</li> <li>Navaratri celebration on 9/10/2019 by cultural committee</li> <li>Orientation program for 1<sup>st</sup> year students on 1/10/2019</li> <li>Swachta Abhiyan by NSS on 2/10/2019 in collaboration with Nadiad Nagarpalika.</li> </ul>	
9 10 11	October 2019 (3)	4/10/2019 11/10/2019 18/10/2019	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/ application form prepared and discussed</li> </ul>	
12 13 14 15	November 2019 (4)	8/11/2019 16/11/2019 22/11/2019 29/11/2019	Director Sir Office	<ul style="list-style-type: none"> <li>National conference: medical surgical nursing NATCON19</li> <li>Guest lecture on “Turning obstacles into opportunity”</li> <li>Picnic venue for final year students 6,200/- per person</li> </ul>	<ul style="list-style-type: none"> <li>National conference: medical surgical nursing Incharge : Mr. Nicksan Das NATCON19 on 21/12/2019</li> <li>Guest lecture on “Turning obstacles into opportunity” Mr. Virendra Jain</li> </ul>	

Sr. No	Month	Date	Venue	Brief agenda	Action Taken	Remark
				<ul style="list-style-type: none"> <li>World diabetes day: Guest lecture</li> <li>World AIDS Day by S Y PBBS Sc students</li> <li>Indo Sweden mutual exchange program 2020</li> <li>Lamp lighting ceremony 2020</li> <li>Review and discuss 2018-19 final year results</li> <li>KMC workshop</li> <li>Seminar on Growth &amp; Development</li> <li>Fresher's party for new students</li> </ul>	<ul style="list-style-type: none"> <li>Picnic venue for final year students: Ms. Neha-Rishikesh</li> <li>World diabetes day: Guest lecture- Dr. S N Gupta sir</li> <li>World AIDS Day by S Y PBBS Sc students- Ms. Bansari will plan an exhibition</li> <li>Indo Sweden mutual exchange program 2020: Incharge Ms. Dhara Vyas</li> <li>Lamp lighting ceremony 2020: Ms. Sanjana Bhatiya Incharge 13/01/2020</li> <li>KMC workshop reported by Ms. Dhar</li> <li>Seminar on Growth &amp; Development FY Msc students planned for TY Bsc students as part of Nursing education.</li> <li>Fresher's party for new students Incharge Mr. Nicksan Das SY students plan for FY students</li> </ul>	
16	Decem ber 2019 (4)	6/12/2019	Director Sir Office	<ul style="list-style-type: none"> <li>Fresher party : 7/12/2019</li> <li>Picnic venue for final year students: Ms. Neha- Rishikesh</li> <li>Yoga certificate course exam date</li> <li>Anti ragging guest lecture</li> <li>Health check up of first year students</li> <li>Guest lecture on "Gandhi Ji"</li> <li>Discuss about to start PT session on Saturday</li> <li>Finalize overseas nursing application fees for students and faculties</li> <li>WDC organize women self defense training</li> <li>Carrier counseling session by JMTC</li> <li>4<sup>th</sup> alumni meet on 26/1/2020</li> <li>IIQA submission form</li> </ul>	<ul style="list-style-type: none"> <li>Fresher party : 7/12/2019, finalize agenda, menu and activities, time: 8 to 1 pm</li> <li>Picnic venue for final year students: Ms. Neha-Rishikesh, final year students 6200 per person</li> <li>Yoga certificate course exam date: 13-14/12/2019</li> <li>Anti ragging guest lecture – by DYSP. Guruprit Shyan sir</li> <li>Health check up of first year students: 14/12/2019(dental, eye and general)</li> <li>Guest lecture on "Gandhi Ji" by Ms. Paras</li> <li>Discussed about to start PT session on Saturday: Instructor: Mr. Pandey</li> <li>Finalize overseas nursing application fees for students and faculties: 1000 rs per application form filing</li> <li>WDC organize women self defense training 9-11/01/2020</li> </ul>	
17		12/12/2019				
18		20/12/2019				
19		27/12/2019				

Sr. No	Month	Date	Venue	Brief agenda	Action Taken	Remark
					<ul style="list-style-type: none"> <li>Carrier counseling session by JMTC on 30/12/2019 incharge Mr. Nicksan Das</li> <li>4<sup>th</sup> alumni meet on 26/1/2020 at dev hotel</li> <li>IIQA submission form on NAAC portal last week of december</li> </ul>	
20	January - 2020 (4)	6/1/2020	Director Sir Office	<ul style="list-style-type: none"> <li>Lamp lighting ceremony 2020 and welcome ceremony of Swedish guests : Ms. Sanjana Bhatiya Incharge 13/01/2020</li> <li>Picnic venue for final year students: Ms. Neha- Rishikesh, final year students 6200 per person</li> <li>Endowment chair session</li> <li>Kite flying event on college terrace</li> <li>ISMEP 2020 12/1/2020 to 26<sup>th</sup> January 2020 by NSS</li> <li>International women's day - 8/3/2020</li> <li>MoU of Mahagujarat hospital for free medical services for DPCN staff</li> <li>Final SSR preparation and submission</li> </ul>	<ul style="list-style-type: none"> <li>Lamp lighting ceremony 2020 and welcome ceremony of Swedish guests : Lamp lighting ceremony 2020 :Ms. Sanjana Bhatiya Plantation : Ms. Dhara Cultural event: Ms. Pragna</li> <li>Picnic venue for final year students: Ms. Neha- Rishikesh:23/2/2020 to 25/2/2020 53 students, 5 paid faculties, 3 free faculties</li> <li>Endowment chair session: 7/2/2020</li> <li>Kite flying event on college terrace: 15/1/2020</li> <li>ISMEP 2020 Incharge Ms. Dhara</li> <li>26<sup>th</sup> January 2020 by NSS: Mr. Kailash Nagar at ayurvedic campus</li> <li>International women's day - 8/3/2020 state level seminar</li> <li>MoU of Mahagujarat hospital for free medical services for DPCN staff in the presence of Chairman sir</li> <li>Final SSR preparation and submission submitted on 6<sup>th</sup> feb 2020</li> </ul>	
21		10/1/2020				
22		24/1/2020				
23		31/1/2020				
24	February 2020 (3)	8/2/2020	Director Sir Office	<ul style="list-style-type: none"> <li>Final SSR preparation and submission</li> <li>World cancer day 4/2/2020</li> <li>Endowment chair session 7/2/2020</li> <li>First year students picnic @ SOU</li> <li>Discussion of NSS camp</li> <li>Discuss about Various committee report</li> <li>Seminar on personality development for CCCH</li> <li>International Women's day 7<sup>th</sup> March at institute level and on 8<sup>th</sup></li> </ul>	<ul style="list-style-type: none"> <li>Final SSR preparation and submission submitted on 6<sup>th</sup> feb 2020</li> <li>World cancer day 4/2/2020</li> <li>Endowment chair session 7/2/2020 speaker : • Dr. Suresh Ray (Professor, Bharati Vidyapeeth's College Of Nursing</li> <li>First year students picnic @ SOU -27/2/2020, 106 students, 4 faculties</li> <li>Discussion of NSS camp by</li> </ul>	
25		15/2/2020				
26		22/2/2020				

Sr. No	Month	Date	Venue	Brief agenda	Action Taken	Remark
				<p>march state level seminar.</p> <ul style="list-style-type: none"> <li>• NAAC record room preparation.</li> </ul>	<p>NSS PO Mr. Kailash Nagar 16/2/2020 to 22/2/2020</p> <ul style="list-style-type: none"> <li>• Discussed about Various committee report: Green audit, disciplinary, examination, SNA, curriculum, Institutional Research cell committee</li> <li>• Seminar on personality development for CCCH on 28/2/2020 for CCH &amp; MSc students (time: 2 to 5 pm )</li> <li>• NAAC record room preparation on second floor</li> </ul>	
27	March 2020 (3)	9/3/2020	Director Sir Office	<ul style="list-style-type: none"> <li>• International women's day program</li> <li>• Discuss various event report</li> <li>• Green audit committee about green campus initiative</li> <li>• Students leave policy as per increasing COVID-19 cases</li> <li>• All Tutors/ clinical instructors also vacation for a week</li> </ul>	<ul style="list-style-type: none"> <li>• IWD: seminar on "SWAYAMSIDDHA" on 8<sup>th</sup> march</li> <li>• Various event report: SOU picnic, Haridwar Picnic, NSS report, GNCC cricket &amp; volley ball match CCCH- Motivational lecture &amp; ISO training</li> <li>• Green audit committee about green campus initiative: purchased new plants, total 622 plants (3600 rs)</li> <li>• 2 weeks vacation for all students due to increasing COVID-19 cases</li> <li>• All Tutors/ clinical instructors also vacation for a week due to increasing COVID-19 cases</li> </ul>	
28		13/3/2020				
29		16/3/2020				
30	April 2020 (1)	29/04/2020	ZOOM meeting Online mode	<ul style="list-style-type: none"> <li>• Online students assessment and 2<sup>nd</sup> model examination</li> <li>• SOP for online classes and examination preparation.</li> <li>• Planning of other committees online meeting</li> <li>• Pre-planning of classes after lockdown.</li> </ul>	<ul style="list-style-type: none"> <li>• Online ZOOM classes is going on as per the schedule, online 2<sup>nd</sup> model examination from 11<sup>th</sup> May onwards .</li> <li>• SOP for online classes and examination prepared by examination committee and documented.</li> <li>• Planned of other committees online meeting: Anti ragging, Cultural, Curriculum, Mentor-mentee and examination.</li> <li>• Blue print of class arrangement, transportation fro clinical duties, one bench one students,</li> </ul>	

Sr. No	Month	Date	Venue	Brief agenda	Action Taken	Remark
					alternate day teaching, compulsory mask and thermal scanning in college campus,	
31	May 2020 (4)	8/5/2019	Director Sir Office	<ul style="list-style-type: none"> <li>International Nurses Day celebration</li> <li>Faculties motivational video</li> <li>GNC &amp; INC – online portal renewal validity</li> <li>NAAC Filing work</li> <li>INC guidelines for academic in COVID 19</li> <li>2<sup>nd</sup> model exam result summary</li> <li>Students feasibility survey to attend college/classes in person</li> </ul>	<ul style="list-style-type: none"> <li>International Nurses Day celebration -12<sup>th</sup> May 2020, as per GNC candle lighting by students at their home, at college small scale candle lighting ceremony and oath taking process</li> <li>Faculties motivational video launch on same day</li> <li>GNC online work : Ms. Arpita &amp; Mr. Kailash, INC online Mr. Virendra Sir is looking after.</li> <li>NAAC filing work compilation and verification schedule discussed.</li> <li>INC guidelines for academic in COVID 19 documented and discussed.</li> <li>2<sup>nd</sup> model exam result summary: from all courses 3 students not able to appear in examination due to technical issue, repeat exam as per student convenience plan and facilitate students for exam</li> <li>Students feasibility survey to attend college/classes in person: students: 217 agree-138 NA, Parents: 177-A, 179- NA</li> </ul>	
32		15/05/2020				
33		22/05/2019				
34		29/05/2019				
35	June 2020 (5)	5/6/2020	Meeting Room	<ul style="list-style-type: none"> <li>World environment day- Green committee</li> <li>International Yoga Day</li> <li>Mahagujarat Medical Society Establishment day</li> <li>2021- Dashabdi Mahotsav of DPCN establishment</li> <li>Discuss to start ANM course?</li> <li>Inform about PBBSc and MSC admission</li> <li>Upgradation of GNM to BSc nursing</li> <li>Doctor's day 1<sup>st</sup> July 2020</li> <li>Journal club presentation</li> <li>Procedure demonstration</li> <li>Question bank preparation</li> </ul>	<ul style="list-style-type: none"> <li>World environment day- Green committee college campus cleaning by teaching &amp; non teaching faculties</li> <li>International Yoga Day: virtual online yoga day celebration in collaboration with JS Ayurvedic Mahavidyalaya</li> <li>Mahagujarat Medical Society Establishment day : 13/6/2020 best wishes program organized</li> <li>2021- Dashabdi Mahotsav of DPCN establishment will form one special committee</li> </ul>	
36		12/6/2020				
37		16/6/2020				
38		19/6/2020				
39		26/6/2020				

Sr. No	Month	Date	Venue	Brief agenda	Action Taken	Remark
					<ul style="list-style-type: none"> <li>to plan how to celebrate</li> <li>Chairman sir and secretary present in the meeting and given permission to start ANM course</li> <li>Informed about P.B.B.Sc - 16 and MSC- 5 admission</li> <li>Felicitate parent hospital and affiliated hospitals doctors on Doctor's day 1<sup>st</sup> July 2020 by chocolate and card.</li> <li>Journal club presentation - 16</li> <li>Procedure demonstration - 13</li> <li>Question bank preparation for all courses</li> </ul>	
40	July 2020 (5)	3/7/2020	Meeting Room / Director Sir Office	<ul style="list-style-type: none"> <li>ANM file preparation</li> <li>Chairman sir birthday program</li> <li>6<sup>th</sup> IQAC meeting organization on 24<sup>th</sup> July 2020</li> <li>Plan about upcoming webinar series</li> <li>15<sup>th</sup> August 2020 planning by NSS</li> <li>Ms. Dhurmini- Nsg.Tutor Relieving</li> </ul>	<ul style="list-style-type: none"> <li>Mr. Pragnesh appointed as ANM course coordinator and prepare necessary documentation</li> <li>Chairman sir birthday program in auditorium, small scale birthday wishes program</li> <li>6<sup>th</sup> IQAC meeting organization on 24<sup>th</sup> July 2020, circular prepared and informed about agenda</li> <li>Plan about upcoming webinar series by all department and subscribed ZOOM paid software for webinar</li> <li>15<sup>th</sup> August 2020 planning by NSS as per Govt. guidelines</li> <li>Ms. Dhurmini- Nsg.Tutor Relieved for further study</li> </ul>	
41		10/7/2020				
42		17/7/2020				
43		25/7/2020				
44		31/7/2020				
45	August 2020 (04)	07/08/2020	Director Sir Office	<ul style="list-style-type: none"> <li>Discuss about 15<sup>th</sup> August Celebration</li> <li>Final model examination of all classes</li> <li>SSR- Pre qualification now 2<sup>nd</sup> level for payment</li> <li>ANM Inspection Preparation</li> <li>Webinar series -1 and 2 report form all secretaries</li> <li>Discussion about GNM- Council examination center</li> <li>Finalize date of commencement for</li> </ul>	<ul style="list-style-type: none"> <li>15<sup>th</sup> August Celebration as Per COVID-19 Guidelines in DPCN campus for Faculties and JS Faculties, for students virtual celebration</li> <li>Final model examination planned and going on on online basis</li> <li>SSR Pre qualification approval and proceed for 2<sup>nd</sup> level payment</li> <li>ANM- Essentiality</li> </ul>	
46		14/08/2020				
47		21/08/2020				
48		28/08/2020				

Sr. No	Month	Date	Venue	Brief agenda	Action Taken	Remark
				first year M. Sc and PBBSC and entrance date of Msc	<ul style="list-style-type: none"> <li>inspection on 14/08/2020</li> <li>Webinar reporting done by all secretaries total 12 webinar organized.</li> <li>Discussed about GNM- Council examination center by Exam Coordinator-Ms. Dhara Vyas, preparation done of all classes sanitization and supervisor allotment. Exam starting from 31<sup>st</sup> August 2020</li> <li>commencement for first year M.Sc and PBBSC from 1<sup>st</sup> October 2020 &amp; entrance date of Msc – 1<sup>st</sup> September 2020</li> </ul>	
49	September 2020 (4)	04/09/2020	Director Sir Office	<ul style="list-style-type: none"> <li>finalize Academic Calendar, annual calendar and departmental calendar</li> <li>teachers day celebration by management</li> <li>JCI- faculty development program on 5-6<sup>th</sup> September 2020</li> <li>Open forum meeting of director sir with faculties.</li> <li>Inform about repeater students policy of SPU</li> <li>Capability enhancement scheme               <ol style="list-style-type: none"> <li>International student cell: opportunities in abroad- Mr. Sebastian Christian</li> <li>Preparing for competency based interview: Mr. Nigam Madan</li> </ol> </li> <li>NSS day Celebration -24<sup>th</sup> September 2020</li> <li>FY MSC and FY PBBSC – orientation program- 1<sup>st</sup> October</li> <li>Discuss about agenda of 7<sup>th</sup> IQAC meeting</li> <li>Discuss about world mental health day -10th October 2020</li> <li>2<sup>nd</sup> October – Gandhi jayanti by NSS</li> <li>COVID-19 training of final year students.</li> <li>Thanks to advisory committee members of 2019-20 and welcome of new members in</li> </ul>	<ul style="list-style-type: none"> <li>Discussed and correction and updating made se per members suggestion in Academic Calendar, annual calendar and departmental calendar about examination date and result declaration dates.</li> <li>teachers day celebration by management in auditorium on 5<sup>th</sup> September 2020</li> <li>JCI- faculty development program on 5-6<sup>th</sup> September 2020- Ms. Bansari and Ms. Prakruti attended program</li> <li>Open forum meeting of director sir with faculties. B.Sc faculties: 11/09/2020 M.Sc. faculties: 12/09/2020 Vice principal: 14/09/2020 Principal: 15/09/2020</li> <li>Informed about repeater students policy of SPU which is going to start from 23<sup>rd</sup> September 2020</li> <li>Capability enhancement scheme               <ol style="list-style-type: none"> <li>International student cell: opportunities in abroad- Mr. Sebastian Christian</li> <li>Preparing for competency based interview: Mr. Nigam Madan</li> </ol> </li> <li>NSS day Celebration -</li> </ul>	
50		10/09/2020				
51		18/09/2020				
52		25/09/2020				



Sr. No	Month	Date	Venue	Brief agenda	Action Taken	Remark
				committee for academic year 2020-21	24 <sup>th</sup> September 2020- webinar speaker: Dr. Jagruti (NSS coordinator-SPU) <ul style="list-style-type: none"> <li>• FY MSC and FY PBBSC – orientation program- 1<sup>st</sup> October by first year coordinator in seminar hall</li> <li>• Discussed about agenda of 7<sup>th</sup> IQAC meeting on 6<sup>th</sup> October 2020</li> <li>• world mental health day - 10<sup>th</sup> October 2020 as per WHO theme</li> <li>• 2<sup>nd</sup> October – Gandhi jayanti by NSS Prayer: Vaishnavajan and worship of statue of Gandhiji.</li> <li>• COVID-19 training of final year students by district training center: Dr. Kinnari desai on 28<sup>th</sup> September 2020 10 am onwards</li> <li>• Thanks to advisory committee members of 2019-20 and welcome of new members in committee for academic year 2020-21</li> </ul>	



**Signature of Secretary**