

# Dinsha Patel College of Nursing, Nadiad

## Annual Committee Meeting Minute Report

### Academic Year 2019-20

- 1. Title of the Committee:** Certificate Course Committee
- 2. Date of Meeting:** 2<sup>nd</sup> of Aug, Oct. Nov. Dec. Feb. March, May, July ( As per Needed)
- 3. Details of committee members:**

Sr No	Name of Member	Designation in committee
1	Mr. Virendra Jain	Chairman
2	Ms. Sachi Christian	Secretary
3	Mrs. Arpita Vaidya	Member
4	All course coordinator	Member

#### 4. Annual Report of Committee

S. No.	Date	Time	Venue	Brief agenda	Action Taken
1	02/11/2019	11.00 am -12.00 pm	Principal Office	<ul style="list-style-type: none"><li>To discuss about new certificate courses for all batches.</li></ul>	New Courses selected.
2	02/12/2019	3.00 pm - 4.00 pm	Principal Office	<ul style="list-style-type: none"><li>To finalize new NPTEL course for faculty and students.</li></ul>	All faculties informed regarding courses.
3	03/02/2020	3.00 pm - 4.00 pm	Principal Office	<ul style="list-style-type: none"><li>To collect enrolled students list from class coordinators.</li><li>To discuss about SCOPE course.</li></ul>	Student list collected. Letter send for SCOPE MOU.
4	02/03/2020	3.00 pm - 4.00 pm	Principal Office	<ul style="list-style-type: none"><li>To discuss about new certificate courses.</li><li>To discuss about SCOPE course.</li></ul>	R Email done for SCOPE course.
5	04/03/2019	3.00 pm - 4.00 pm	Principal Office	To discuss about certificate course done by students in lockdown.	All class coordinators are responsible to submit list of student and certificate.

**Signature of Committee Secretary**

**Date:**

**Time:**

**Signature of Principal**

**Date:**

**Time:**