Dinsha Patel College of Nursing, Nadiad

Annual Committee Meeting Minute Report

Academic Year 2019-20

1. **Title of the Committee:** Curriculum Planning Committee

2. **Date of Meeting:** 2nd 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	24/09/2019	3.00 pm - 4.00 pm	Meeting room	• To discuss about academic calendar, faculty distribution and clinical posting.	Academic calendar finalized and faculty allotted course.
2	22/10/2019	11.00 pm 12.00 pm	Principal Office	• To discuss about syllabus distribution.	Syllabus distribution circulated to all faculty.
3	22/11/2019	3.00 pm - 4.00 pm	Principal Office	• To discuss syllabus completion.	Syllabus completion reports collected from each class.
4	23/12/2019	3.00 pm - 4.00 pm	Principal Office	• To discuss syllabus completion. • To discuss about clinical posting.	Syllabus completion reports collected from each class. Posting dates given for B.Sc and GNM classes.
5	22/02/2020	11.00 pm 12.00 pm	Principal Office	• To discuss syllabus completion.	Syllabus completion reports collected from each class.
6	01/05/2020	11.00 pm 12.00 pm	Online on zoom	• To discuss about online lecture and syllabus completion of all classes.	Syllabus completion reports collected from each class.

6	04/05/2020	11.00 pm 12.00 pm	Principal Office	• To discuss about online lecture and syllabus completion of all classes.	Syllabus completion reports collected from each class.
7	25/06/2020	11.00 pm 12.00 pm	Principal Office	• To discuss syllabus completion.	Syllabus completion reports collected from each class.
8	28/08/2020	12.00 pm 1.00 pm	Principal Office	• To discuss syllabus completion.	Syllabus completion reports collected from each class.

Signature of Committee Secretary

Date:

Time:

Signature of Principal

Date:

Time: