

Dinsha Patel College of Nursing, Nadiad

Annual Committee Meeting Minute Report

Academic Year 2019-20

- 1. Title of the Committee:** Feedback and Survey Committee
- 2. Date of Meeting:** 28th of December & July (As per Needed)
- 3. Details of committee members:**

Sr. No.	Name	Designation in committee
1	Mr. Virendra Jain	Chairman
2	Ms. Sachi Christian	Secretary
3	All Class Coordinators	Member

4. Annual Report of Committee

Sr. No.	Date	Time	Venue	Brief agenda	Action Taken
1	28/12/2019	10.00 am -11.00am	Principal Office	<ul style="list-style-type: none">To prepare new feedback form for professional feedback.To discuss about feedback from Alumni StudentsTo discuss about feedback taking from students and teachers	<ul style="list-style-type: none">Discussed that new Feedback forms will be prepare by Ms. Sachi Christian and updated on website as soon as possible.Alumni Feedback will be taken on annual alumni meet 2020.Online feedback taking process will be done in month of February of current academic year from all classes.
2	25/07/2020	11.00 am -12.00pm	Seminar halll	<ul style="list-style-type: none">To discuss about feedback analysis process	The class coordinator will be responsible to prepare feedback analysis report.
3	28/08/2020	12.00 pm -01.00pm	Principal Office	<ul style="list-style-type: none">To review the feedback process from class coordinators and ATR	Feedback taking status has been reviewed from class coordinators and instruct them to complete it as earlier possible and prepare ATR.

Signature of Committee Secretary

Date:

Time:

Signature of Principal

Date:

Time: