



Dinsha Patel College of Nursing, Nadiad

Annual Committee Meeting Minutes Report

- 1. Title of the committee:** Mentor-Mentee Committee
- 2. Date of Meeting:** 20th Every month
- 3. Year:** 2019-2020
- 4. Details of Committee Members:**

Sr. No.	Faculty Name	Designation in committee
1.	Mr. Virendra Jain	Chairman
2.	Ms. Dhara Vyas	Secretary
3.	All Class Coordinator	Member

5. Annual report of committee:


Sr.No.	Date	Time	Venue	Brief Agenda	Action Taken	Remark
1.	24/09/2019	3-4pm	Principal Office	• New mentor-mentee allotment and document	• New mentees are allotted to mentors.	
2.	21/10/2019	3-4pm	Principal Office	• Mentorship counselling and form fill up instructions	• New data has been entered online and documented.	
3.	21/11/2019	3-4pm	Principal Office	• To inform the mentorship details need to be discussed	• Mentorship details have been documented.	
4.	26/12/2019	3-4pm	Principal Office	• To inform the coordinators regarding mentorship presentation regarding 1 st year classes	• Mentorship presentation dates have been given to all class coordinators.	
5.	10/02/2020	3-4pm	Principal Office	• To inform the coordinators regarding mentorship presentation	• All classes have completed mentorship presentation.	

Sr.No.	Date	Time	Venue	Brief Agenda	Action Taken	Remark
				regarding 1 st year classes		
6.	27/02/2020	3-4pm	Principal Office	•To compile details of low performer and advance learner.	• All data have been documented	
7.	20/03/2020	3-4pm	Principal Office	•To discuss about test results and retest.	• It has been documented the result with retest.	
8.	02/05/2020 Lockdown	12:00pm	Virtual meeting on ZOOM	•To discuss regarding parents teachers meeting on virtual mode for remaining classes	• All classes has completed parents teachers meeting.	
9.	26/06/2020	3-4pm	Principal Office	•To collect the parents feedback regarding college.	• There is more than 90% on parents feedback.	
10.	20/07/2020	3-4pm	Principal Office	• Document low performer list and PTM Report.	• Remaining coordinators have been	
11.	20/08/2020	3-4pm	Principal Office	• Communicate with students on zoom platform	• All mentors are in contact with student on zoom platform.	
12.	19/09/2020	3-4pm	Principal Office	• Plan quiz competition for advance learner	• Quiz competition has been planned for advance learner.	

Signature of Committee Secretary:

Date:30/09/2020

Time: 10:00am


Mr. Virendra Jain
Principal
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 PRINCIPAL
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