

Dinsha Patel College of Nursing, Nadiad

Annual committee meeting minute report

Academic Year 2019-20

1. **Title of the Committee:** Research Fund Allocation Committee
2. **Date of Meeting:** 13th of months – Aug./Oct./Dec./Feb./Apr./June
3. **Details of committee members:**

Sr. No .	Name of Member	Designation in committee
1	Dr. B.H.Shelat	Chair Person
2	Mrs. Paras Savaliya	Secretary
3	Mr.Virendra Jain	Member
4	Mrs. Arpita Vaidhya	Member
5	Ms. Sanjana Bhatia	Member
6	Mr. Atit Shah	Member

4. Annual Report of Committee


Sr. No.	Date	Time	Venue	Brief agenda	Action Taken	Remarks
1	14/09/2019	9.30 am - 10.00 am	Director office	<ul style="list-style-type: none">• Budget for departmental researches• Principal Investigator and Co-investigator's fund allotment criteria• FDP• National Conference on Research Methodology• Endowment Chair Session	<ul style="list-style-type: none">• Budget for departmental researches is appreciated as per drafted policy all HODs has submitted their research proposal for IEC meeting.• FDP – 5th & 7th Oct. 2019 (Postponed)• National Conference on Research Methodology – 17/10/2019• Endowment Chair Session – 07/02/2020	
2	12/10/2019	9.00 am - 9.30 am	Director office	<ul style="list-style-type: none">• To finalize date and resource person for FDP• Date for Endowment Chair Session• Submission of application - Mr. Virendra Jain sir for Paper presentation at NRSI conference, Mumbai	<ul style="list-style-type: none">• Call has not been received by Ms. Ratna Desai mam, Resource person, FDP• Rs. 3000/- Granted for Mr. Virendra Jain Sir (50% of registration fees)	
3	12/11/2019	9.30 am - 10.00 am	Director office	<ul style="list-style-type: none">• Call has not been received by Ms. Ratna Desai mam, Resource person, FDP• To finalize date for Endowment Chair Session• Funded Rs. 3000/- funded to Mr. Virendra Jain Sir for Paper presentation at NRSI conference,	<ul style="list-style-type: none">• New faculties attende FDP at J S Ayurved College, Nadiad on 15/12/2019• Endowment Chair Session on Nursing Research – 07/02/2020 by Dr. Suresh Ray Sir Report of paper presentation collected from Mr. Virendra Jain	

Sr. No.	Date	Time	Venue	Brief agenda	Action Taken	Remarks
4	19/02/2020	9.00 am - 10.00 am	Director office	<ul style="list-style-type: none"> Last meeting review FDP and Endowment Chair Session No any new application for RFA 	<ul style="list-style-type: none"> Report of FDP and Endowment Chair Session collected Total Expenditure letter collected from Atitbhai (Admin) Add expense Details of NAAC Conference attended by Ms. Arpita Vaidya at Bangalore 	
5	18/08/2020	9.00 am - 9.30 am	Principal office	<ul style="list-style-type: none"> To request at MMS for fund allotted letter for 2019-20 and 2020-21 To inform Mr. Atitbhai Shah to avail pending receipts and vouchers of allotted fund for Conferences/ Seminar etc. 	<ul style="list-style-type: none"> Prepare draft of fund allotment letter in Gujarati Mr. Atitbhai Shah has provided pending receipts and vouchers of allotted fund for Conferences/ Seminar etc. Expenditure report of 2018-19 and 2019-20 prepared 	
6	17/09/2020	9.00 am - 9.30 am	Director office	<ul style="list-style-type: none"> To finalize expenditure report of 2018-19 and 2019-20 To review policy for 2020-21 Annual Audit report of committee is required 	<ul style="list-style-type: none"> Take receipt of registration fees for all scientific events for institutional and outside faculties from upcoming year 2020-21 	

Signature of Committee Secretary

Date: 29/09/2020

Time: 03:00 PM


Mr. Virendra Jain
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