

Dinsha Patel College of Nursing, Nadiad

Annual committee meeting minute report

Academic Year 2019-20

1. **Title of the Committee:** Sports Committee

2. **Date of Meeting:** 14th of each month

3. **Details of committee members:**

Sr. No.	Name	Designation in committee
1	Dr. B.H. Shelat	Chairman
2	Mr. Nickson Das	Secretary
3	Mr. Virendra Jain	Member
4	Ms. Arpita Vaidya	Member
5	Ms. Neha Parmar	Member
6	Mr. Rohan Shah	Member
7	Mr. Atit Shah	Member

4. **Annual Report of Committee**

S. No.	Date	Time	Venue	Brief agenda	Action Taken	Remarks
1	14/10/2019	9.00 am - 10.00 am	Director office	To discuss about cleanliness of washroom and complaints received during last month	Cleanliness of washroom was maintained and responsibilities were allotted to the each student of class	
2	14/11/2019	9.00 am - 10.00 am	Director office	To discuss about complaints received during last month and action taken	Complain received of classroom projector was solved (FY B.Sc.)	
3	14/12/2020	9.00 am - 10.00 am	Director office	To discuss about complaints received during last month and action taken	Complain received of classroom projector was solved (GNM) and Ms.	

					Paras was provided new screen of PC	
4	14/01/2020	9.00 am - 10.00 am	Director office	To discuss about complaints received during last month and action taken	Discussion was made to include lockers in no due room	
5	14/02/2020	9.00 am - 10.00 am	Director office	To discuss about complaints received during last month and action taken	Antivirus installation was done in skill lab and washroom were cleaned at regular interval	
6	17/03/2020	9.00 am - 10.00 am	Director office	To discuss about complaints received during last month and action taken	IT work was discussed with IT manager and plumbing work of washroom was completed	
7	25/06/2020	9.00 am - 10.00 am	Director office	To discuss about maintenance of PG floor building and computer lab	During lockdown new curtains were procured in class and water leaking from PG block was solved	
8	14/07/2020	9.00 am - 10.00 am	Director office	To discuss about complaints received during last month and action taken	To bring quotation for furniture in nutrition lab and canteen	
9	17/08/2020	9.00 am - 10.00 am	Director office	1. To discuss about patch up work in PG block 2. To discuss about work of shed at generator and lift	One in charge faculty was allotted for each washroom and the shed work of generator and lift was accomplished successfully	

Signature of Committee Secretary

Signature of Principal