

# Dinsha Patel College of Nursing, Nadiad

## Annual Committee Meeting Minute Report

Academic Year 2020-2021

1. Title of the Committee: Curriculum Planning Committee
2. Date of Meeting: 9<sup>th</sup> of each month (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	All course coordinator	Member
4	All class coordinator	Member

#### 4. Annual Report of Committee:

Sr. No.	Date	Time	Venue	Brief agenda	Action Taken
1	09/10/2020	11.00am to 12.00pm	Principal Office	<ul style="list-style-type: none"><li>• To discussed about syllabus completion report for academic year 2019- 2020.</li><li>• To discuss about academic calendar, syllabus distribution and clinical posting.</li><li>• To prepare graphs of feedback.</li></ul>	<ul style="list-style-type: none"><li>• Discussed report of last academic year.</li><li>• Academic calendar finalized and faculty allotted course.</li><li>• All first year and final year class coordinators were informed to prepare graphs of feedback.</li></ul>
2	10/11/2020	12.00 pm to 1.00 pm	Meeting room	<ul style="list-style-type: none"><li>• To discuss monthly syllabus completion.</li><li>• To prepare COVID 19 cell and prepare policy for reopening college.</li></ul>	<ul style="list-style-type: none"><li>• Syllabus completion reports collected from each class.</li><li>• Prepared COVID 19 cell and prepare PPT for SOP for reopening college.</li></ul>



3	09/12/2020	3.00 pm to 4.00 pm	Meeting room	<ul style="list-style-type: none"> <li>To discuss monthly syllabus completion and new format of it.</li> </ul>	<ul style="list-style-type: none"> <li>Syllabus completion reports collected from each class and new format shared to all class coordinators.</li> </ul>
4	09/01/2021	11.00 pm to 12.00 pm	Meeting room	<ul style="list-style-type: none"> <li>To discuss monthly syllabus completion.</li> </ul>	<ul style="list-style-type: none"> <li>Syllabus completion reports collected from each class.</li> </ul>
5	09/02/2021	12.00 pm to 1.00 pm	Meeting room	<ul style="list-style-type: none"> <li>To discuss monthly syllabus completion.</li> </ul>	<ul style="list-style-type: none"> <li>Syllabus completion reports collected from each class.</li> </ul>
6	09/03/2021	12.00 pm to 1.00 pm	Meeting room	<ul style="list-style-type: none"> <li>To discuss monthly syllabus completion.</li> <li>To discuss about feedback of curriculum and online course.</li> </ul>	<ul style="list-style-type: none"> <li>Syllabus completion reports collected from each class.</li> <li>Circular given for feedback.</li> </ul>
7	09/04/2021	3.00 pm to 4.00 pm	Principal Office	<ul style="list-style-type: none"> <li>To discuss monthly syllabus completion.</li> </ul>	<ul style="list-style-type: none"> <li>Syllabus completion reports collected from each class.</li> </ul>
8	20/05/2021	11.30 pm to 12.30 pm	Principal Office	<ul style="list-style-type: none"> <li>To discuss monthly syllabus completion.</li> <li>To allot new syllabus to new faculty.</li> </ul>	<ul style="list-style-type: none"> <li>Syllabus completion reports collected from each class.</li> <li>New faculty allotted syllabus.</li> </ul>
9	10/06/2021	3.00 pm to 4.00 pm	Meeting room	<ul style="list-style-type: none"> <li>To discuss monthly syllabus completion.</li> <li>To discuss about external faculty lecture.</li> </ul>	<ul style="list-style-type: none"> <li>Syllabus completion reports collected from each class.</li> <li>Discussed external faculty lecture.</li> </ul>
10	09/07/2021	3.00 pm to 4.00 pm	Meeting room	<ul style="list-style-type: none"> <li>To discuss monthly syllabus completion.</li> <li>To discuss about feedback analysis.</li> <li>To discuss about certificate course.</li> <li>To discuss about clinical posting.</li> </ul>	<ul style="list-style-type: none"> <li>Syllabus completion reports collected from each class.</li> <li>Coordinators has to submit analysis report by next week.</li> <li>To collect certificate excel file from all the coordinators.</li> <li>Discussed about clinical posting for all classes.</li> </ul>
11	09/08/2021	3.00 pm to 4.00 pm	Meeting room	<ul style="list-style-type: none"> <li>To discuss monthly syllabus completion.</li> <li>To discussed about certificate course.</li> </ul>	<ul style="list-style-type: none"> <li>Syllabus completion reports collected from each class.</li> <li>Collected certificate Excel file.</li> </ul>




12	10/09/2021	3.00 pm to 4.00 pm	Principal Office	<ul style="list-style-type: none"> <li>To discuss monthly syllabus completion.</li> </ul>	<ul style="list-style-type: none"> <li>Syllabus completion reports collected from each class.</li> </ul>
----	------------	--------------------------	---------------------	---	--

  
Signature of Committee Secretary

Date: 11/09/2021

Time: 11 pm

  
Signature of Principal

Date: 11/09/2021

Time: 11 pm



  
DISHA PATEL COLLEGE OF NURSING  
NADIAD, 387 001