

(25)

2020-21

Meeting Minutes

Meeting No. : 042

Date of Meeting : 05/10/2020

Time : 9.30 am to 10.00 am

Venue : Director cabin (Ground floor)

Agenda of Meeting

- 1) To discuss about meeting and last meeting resolutions
- 2) To discuss about work of Vijaybhai and on-going works of workroom.
- 3) To review last year progress in the committee

Attendee:

- Dr. B. H. Shelat
- Mr. Vinayka Jain
- Ms. Arpita Vaidya
- Ms. Neha Parmar
- Ms. Prakruti Patel
- Mr. Rohan Shah
- Mr. Pragnesh Patel
- Mr. Atit Shah

*[Handwritten signatures and initials for attendees]*



Mr. Nickson Das

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(26)

Proceeding

- => To search for lights which gets switch on automatically
- => To take follow-up of furniture work which are to be done in Canteen and Nutrition lab.
- => To arrange meeting with Saiyadbhai regarding cleanliness of toilet and new water supply on 3 floors

Resolution

- => Inquiring about furniture with Mr. Vijay was done.
- => Mr. Saiyad was called and instructions were given regarding cleanliness.



## Meeting Minutes

Meeting No. : 13

Date of Meeting : 05/11/2020

Time : 9:30 am to 10:00 am

Venue : Director cabin (Ground floor)

## Agenda of Meeting

- 1) To discuss about meeting and last meeting resolution
- 2) To discuss about ongoing work of electricity
- 3) To discuss about work of cupboard, RO purifier on top floor.

## Attendee :

Dr. B. H. Shelat

Mr. Vinendra Jain

Ms. Asmita Vaidya

Ms. Neha Parmar

Ms. Prakruti Patel

Mr. Pragnesh Patel

Mr. Rohan Shah

Ms. Arit Shah

Mr. Nickson Joshi

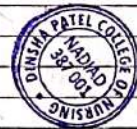


## Proceeding

- ⇒ To inform security about switching off of all newly put on lights in campus of college. Mr. Ajit was called and instructed to keep an eye on it
- ⇒ To take follow-up of Vijaybhai (Maintenance Contractor) for work.

## Resolution

- ⇒ All security were informed regarding switching off of the lights by college in morning time.
- ⇒ Vijaybhai has started his work of plumbing and furniture.



Meeting Minutes

Meeting No. : 14

Date of Meeting : 07/12/2020

Time : 9.30 am to 10.00 am

Venue : Director Cabin (Ground floor)

Agenda of Meeting

- 1) To discuss about meeting and last meeting resolution
- 2) To discuss and inform about completed work of electricity and Ro purifier on terrace
- 3) To discuss regarding colour work and furniture work of cupboard in PG blocks

Attendee :

- Dr. R.H. Shelat
- Ms. Vandana Jain
- Ms. Anita Vaidya
- Ms. Neha Parmar (Maternity leave)
- Ms. Pratikshi Patel
- Mr. Pragnesh Patel
- Mr. Rohan Shah
- Mr. Akil Shah
- Mr. Nickson Das

7-12-2020  
Handwritten initials



Proceeding

- ⇒ Free dish TV instead of TATA sky was brought in college
- ⇒ Completed work of electricity and Ro fibre work was discussed
- ⇒ To estimate cost and plan for patch work in the college

Resolution

- ⇒ Electricity work maintenance was over
- ⇒ Color patch work estimation was discussed in the meeting



Meeting Minutes

Meeting No: 15

Date of Meeting: 4/01/2021

Time: 9.00am to 10.00am

Venue: Director Cabin

Agenda of Meeting

- 1) To discuss about meeting and last meeting resolution
- 2) To discuss and report completed work of drain spanning, furniture, color, and parking lines.
- 3) To discuss about new minor in washroom.

Attendee:

- Dr. D.H. Shelat
- Mr. Virendra Jain
- Mr. Anpita Vaidya
- Ms. Neha Parmar (Maternity leave)
- Ms. Prakruti Patel
- Mr. Pragmesh Patel
- Mr. Rohan Chak
- Mr. Atif Shah
- Ms. Anickson Das



Proceeding

- ⇒ Discussion was made regarding minor in washroom and make it done.
- ⇒ Work of furniture, color and parking lines were completed.
- ⇒ It was decided to strictly monitor infrastructure facilities.

Resolution

- ⇒ To bring estimate of minor to be kept in student washroom.



Meeting Minutes

Meeting No: 16

Date of Meeting: 11/2/2021

Time: 9:00am to 10:00am

Venue: Director's Cabin

Agenda of Meeting

- 1) To discuss about meeting and last meeting resolution
- 2) To discuss about completed account of mural in the washroom

Attendee:

- Dr. B. U. Shukla ✓
- Ms. Vinendra Jain ✓
- Ms. Anpita Vaidya ✓
- Ms. Neha Parmar ✓
- Ms. Prakruti Patel ✓
- Ms. Aarti Shah ✓
- Mr. Pragatish Patel ✓
- Ms. Rohan Shah ✓
- Mr. Nickson Das ✓



Proceeding

- ⇒ It was discussed to keep selfie point in front of auditorium. Inaugral was planned after finishing work of green matter.
- ⇒ It was decided to complete work of curtain in college.
- ⇒ To clean railing with the help of sweepers.
- ⇒ To keep coffee machine outside admin and to complete the necessary arrangements.

Resolution

- ⇒ To call chairman for inaugral photo at selfie corner after completion of work.

