

# Dinsha Patel College of Nursing, Nadiad

## Annual Committee Meeting Minute Report

Academic Year 2021-2022

1. **Title of the Committee:** Curriculum Planning Committee

2. **Date of Meeting:** 7<sup>th</sup> of each month (As per Needed)

3. **Details of committee members:**

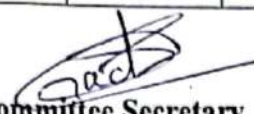
Sr No	Name of Member	Designation in committee
1	Mr. Virendra Jain	Chairman
2	Ms. Sachi Christian	Secretary
3	All course coordinator	Member
4	All class coordinator	Member

4. **Annual Report of Committee:**

Sr. No.	Date	Time	Venue	Brief agenda	Action Taken
1	07/10/2021	03.00pm to 04.00pm	Meeting room	<ul style="list-style-type: none"><li>To discussed about syllabus completion report foe academic year 2020- 2021.</li><li>To discuss about academic calendar, syllabus distribution and clinical posting.</li><li>To discuss about the certificate courses for new academic year.</li><li>To discuss about clinical posting.</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>Discussed about new departmental coursses.</li></ul>
2	24/11/2021	11.00 am to 12.00 pm	Principal Office	<ul style="list-style-type: none"><li>To discuss about new bsc nursing syllabus.</li></ul>	<ul style="list-style-type: none"><li>Syllabus distribution done for faculty for new sem syllabus.</li></ul>

3	11/12/2021	11.00 am to 12.00 pm	Principal Office	<ul style="list-style-type: none"> <li>To discuss monthly syllabus completion</li> <li>To allot certificate list to all coordinators.</li> <li>To discuss about workshop at SPU</li> </ul>	<ul style="list-style-type: none"> <li>Syllabus completion reports collected from each class.</li> <li>Allotted certificate list to all staff.</li> </ul>
4	12/01/2022	11.00 pm to 12.00 pm	Principal Office	<ul style="list-style-type: none"> <li>To discuss monthly syllabus completion.</li> <li>To plan workshop on revised bsc syllabus</li> </ul>	<ul style="list-style-type: none"> <li>Syllabus completion reports collected from each class.</li> <li>Workshop planed on 23 jan 2022.</li> </ul>
5	08/02/2022	03.00pm to 04.00pm	Meeting room	<ul style="list-style-type: none"> <li>To discuss monthly syllabus completion.</li> <li>To collect certificate list from all classes.</li> <li>To discuss about feedback</li> </ul>	<ul style="list-style-type: none"> <li>Syllabus completion reports collected from each class.</li> <li>Collected excel file form 3 classes.</li> <li>To Be collected in month of March April.</li> </ul>
6	05/03/2022	03.00pm to 04.00pm	Principal Office	<ul style="list-style-type: none"> <li>To discuss monthly syllabus completion.</li> <li>To collect certificate list from all classes.</li> </ul>	<ul style="list-style-type: none"> <li>Syllabus completion reports collected from each class.</li> <li>Collected excel file form remaining classes</li> </ul>
7	08/04/2022	3.00 pm to 4.00 pm	Principal Office	<ul style="list-style-type: none"> <li>To discuss monthly syllabus completion.</li> <li>To discuss about yoga course</li> </ul>	<ul style="list-style-type: none"> <li>Syllabus completion reports collected from each class.</li> <li>Planed after exam</li> </ul>
8	06/05/2022	3.00 pm to 4.00 pm	Principal Office	<ul style="list-style-type: none"> <li>To discuss monthly syllabus completion.</li> <li>To discuss about feedback 2022.</li> <li>To collect NPTEL certificate list.</li> </ul>	<ul style="list-style-type: none"> <li>Syllabus completion reports collected from each class.</li> <li>To be done within 1 month</li> <li>To Collect from pg courses</li> </ul>
9	18/07/2022	4.00 pm to 4.30 pm	Meeting room	<ul style="list-style-type: none"> <li>To discuss monthly syllabus completion.</li> <li>To collect feedback analysis report</li> </ul>	<ul style="list-style-type: none"> <li>Syllabus completion reports collected from each class.</li> <li>Coordinator has to submit analysis report.</li> </ul>

10	09/08/2022	3.00 pm to 4.00 pm	Meeting room	• To discuss monthly syllabus completion.	• Syllabus completion reports collected from each class.
11	07/09/2022	12.00 pm to 1.00 pm	Principal Office	• To discuss monthly syllabus completion.	• Syllabus completion reports collected from each class.

  
Signature of Committee Secretary

Date: 18/11/2022

Time: 11:00 am

Signature of Principal

Date: 18/11/2022

Time: 11:00 am

Principal

SINSHA PATEL COLLEGE OF NURSING  
Nadiad.

