

# **DINSHA PATEL COLLEGE OF NURSING, NADIAD**

## **Annual committee meeting minute report**

**Academic year: 2021-2022**

- 1. Title of the committee: Women Development cell**
- 2. Date of meeting: 19<sup>th</sup> of every month**
- 3. Details of committee members:**

<b>Sr. No.</b>	<b>Faculty Name</b>	<b>Designation in Committee</b>
1	Mrs. Dhara Vyas	Chair person
2	Ms. Komal Chauhan	Secretary
3	Ms. Prakruti Patel	Committee member
4	Ms. Mansi Patel	Committee member
5	Ms. Ayushi Desai	Committee member
6	Ms. Trupti Vankar	Committee member
7	Student representative from each class	Committee member

#### 4. Annual report of committee:

Sr. No.	Date	Time	Venue	Brief Agenda	Action Taken	Remarks
1	16/10/21	4:00 PM	Paediatric Department	<ul style="list-style-type: none"> <li>▪ Communicate with class representative regarding WDC cell, aim of WDC and issues.</li> <li>▪ To discuss regarding WDC activities list in year 21-22</li> <li>▪ To discuss regarding international men's day celebration.</li> <li>▪ To discuss regarding Sanitary pad distribution</li> </ul>	<ul style="list-style-type: none"> <li>✓ Prepared annual draft -21-22</li> <li>✓ Brief overview given regarding WDC planned activity of 2021-2022.</li> <li>✓ Prepared agenda for international men's day celebration and planned to felicitation one male faculty with token of love.</li> <li>✓ Sanitary pad distribution to class IV worker of DPCN on every month.</li> </ul>	-
2	19/10/20	11 AM	Paediatric Department	<ul style="list-style-type: none"> <li>▪ To discuss regarding share and care activity.</li> <li>▪ To discuss regarding international men's day celebration.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Agenda prepared and collected 10 rupees from teaching, non teaching staff and from students</li> <li>✓ Planned to felicitate all male faculties with bunch of flower and chocolate.</li> </ul>	-
3	15/11/20	11 AM	Paediatric Department	<ul style="list-style-type: none"> <li>▪ To discuss regarding international men's day celebration.</li> <li>▪ To make app. budget</li> <li>▪ To distributed work for celebration of men's day.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Total 3525 rupees fund collected and celebrated International Men's day on 19<sup>th</sup> November 2021 and felicitated Mr. Ajit Parmar Clerk at Dinsha Patel College of Nursing.</li> </ul>	-
4	15/12/21	3 PM	Paediatric Department	<ul style="list-style-type: none"> <li>▪ To discuss regarding expenses of Men's day celebration.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Balanced amount is 2980 rupees from WDC fund.</li> </ul>	-

				<ul style="list-style-type: none"> <li>▪ To discuss regarding sanitary pad distribution</li> </ul>	<ul style="list-style-type: none"> <li>✓ Pad distribution to class IV worker of DPCN on every month.</li> </ul>	
5	31/12/21	10 AM	Seminar hall	<ul style="list-style-type: none"> <li>▪ To discuss regarding self defense training</li> <li>▪ To discuss regarding participants and timing of self defense training.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Self defense training planned in month of January.</li> <li>✓ Training timing will be 8 am to 9 am and 3pm to 4pm.</li> </ul>	-
6	05/01/22	9:30 AM	Paediatric Department	<ul style="list-style-type: none"> <li>▪ To discuss about documents needed for self defense training certificate.</li> <li>▪ To discuss regarding certificate distribution for self defense training.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Prepared the students list with caste</li> <li>✓ Total 297 certificate distributed. Students- 255 Faculties - 42</li> </ul>	
7	19/02/22	12 PM	Paediatric Department	<ul style="list-style-type: none"> <li>▪ To discuss regarding international women's day celebration on 8<sup>th</sup> march with vishakha committee of JS ayurveda.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Discussed and prepared agenda for celebration of international women's day on 8<sup>th</sup> march 2022. Felicitated Mrs. Smita Sharma staff nurse of Mahagujarat hospital and complimentary gift to all female faculties given.</li> </ul>	-
8	17/03/22	11:00 AM	Paediatric Department	<ul style="list-style-type: none"> <li>▪ To discuss expense and budget planning</li> </ul>	<ul style="list-style-type: none"> <li>✓ Collected 10 rupees fund from teaching, nonteaching staff and from student. Total 3430 fund collected and expense was 3430 rupees.</li> </ul>	-
9	19/04/22	11:00 AM	Paediatric Department	<ul style="list-style-type: none"> <li>▪ To discuss the upcoming event of WDC committee.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Planned awareness lecture in month of June.</li> </ul>	-
10	07/06/22	4:00 PM	Paediatric Department	<ul style="list-style-type: none"> <li>▪ To discuss regarding the awareness lecture.</li> </ul>	<ul style="list-style-type: none"> <li>✓ WDC and OBG department organized guest lecture on mammography and papsmear on 14<sup>th</sup> June. Mahagujarat hospital female staff, JS Ayurveda female</li> </ul>	-

					staff, and DPCN female faculties.	
11	15/06/22	3 PM	Paediatric Department	<ul style="list-style-type: none"> <li>▪ To discuss regarding the mammography and pap smear camp.</li> </ul>	<ul style="list-style-type: none"> <li>✓ WDC and OBG department organized the mammography and pap smear camp on 19<sup>th</sup> June 2022. Total 86 females benefited with the camp.</li> </ul>	-
12	15/07/22	12:30 PM	Paediatric Department	<ul style="list-style-type: none"> <li>▪ To discuss regarding maintenance of incinerator pad machine.</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>✓ Incinerator Pad machine checked by Mr. Dhaval.</li> </ul>	-
13	20/08/22	12:00 PM	Paediatric Department	<ul style="list-style-type: none"> <li>▪ To discuss regarding sanitary pad distribution and pad bank.</li> </ul>	<ul style="list-style-type: none"> <li>✓ All pad distributed among class IV worker of DPCN. No remained pad for distribution.</li> </ul>	-
14	15/09/22	11:00 AM	Paediatric Department	<ul style="list-style-type: none"> <li>▪ To discuss regarding pad bank.</li> <li>▪ To prepare annual report of WDC activities 2021-2022.</li> <li>▪ To discuss annual completed activity of WDC</li> </ul>	<ul style="list-style-type: none"> <li>✓ 12 sanitary pad received from Mrs. Dhara Vyas for pad bank.</li> <li>✓ Prepared annual minutes report of 2021-2022.</li> <li>✓ Total six activities done under the WDC committee.</li> </ul>	-

**Signature of Principal**

**Signature of Chairperson:**

**Signature of committee secretary:**