

# Dinsha Patel College of Nursing, Nadiad

## Annual committee meeting minute report

### Academic Year 2022-23

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

2. **Date of Meeting:** 4<sup>th</sup> of each month

3. **Details of committee members:**

| Sr. No. | Name                | Designation in committee |
|---------|---------------------|--------------------------|
| 1.      | Prof. Virendra Jain | Chairman                 |
| 2.      | Mr. Jyot Darji      | Secretary                |
| 3.      | Mr. Pragnesh Patel  | Member                   |
| 4.      | Mr. Niral Patel     | Member                   |
| 5.      | Mr. Sachin Sharma   | Member                   |
| 6.      | Mr. Ronak Parmar    | Member                   |
| 7.      | Mr. Swapnil M.      | Member                   |
| 8.      | Ms. Surbhi Chavda   | Member                   |

4. **Annual Report of Committee**

| S. No. | Date       | Time       | Venue              | Brief agenda   | Action Taken   | Remarks                                     |
|--------|------------|------------|--------------------|--|--|---|
| 1      | 04/10/2022 | 12:00 noon | Principal Office   | To organize Dinsha Patel Volleyball Tournament & Annual Sport Meet-2023.               | Volleyball Tournament Will be on 12&13 December 2022 and Annual sport meet On 14 to 16, December,2022 at District Sport Complex, Nadiad. | <b>Need to Submit letter for Permission</b> |
| 2      | 11/10/2022 | 3:30 pm    | Board meeting room | To Discuss about Budget& pending work for Annual Sport Meet and Volleyball tournament. | -For Both Event Sport committee divided and allotted responsibility. Dinsha Patel volleyball will be coordinate by Mr.                   |   |

|   |            |          |                  |   |   |  |
|---|------------|----------|------------------|---|---|--|
|   |            |          |                  |   | Jyot Darji & Annual Sport Meet by Mr. Pragnesh Patel. also Decided Registration fee for Volleyball Tournament (Rs.2500-For Men & Women Team) .                      |  |
| 3 | 01/11/2022 | 4:00 pm  | Principal Office | -To Discuss about previous meeting agenda<br>- To Discuss for DPVT-II & Annual Sport Meet.                      | -Meeting Proceeded with greetings and discuss for food packet for both event and amount for winner & Runner up Team (Rs.10,000 & 7000) in DPVT-II for Men & Women.  |  |
| 4 | 14/11/2022 | 11:00 am | Principal Office | To discuss for Rules, Regulation & Facility for DPVT-II.  | Prepared rules and regulation that are similar as last year and in facility Team who win on first day of tournament, they will get free Accommodation by Institute. |  |
| 5 | 03/12/2022 | 10:30 am | Principal Office | To Discuss for certificate and medal for Annual Sport meet and Invitation to MMS Committee Member.              | Certificate order given for printing and List of Invitee prepared.  |  |
| 6 | 07/12/2022 | 2:30 pm  | Principal Office | To discuss for member allocation in different sub-committee.  | Member allocated by principal sir and inform all member regarding their work.   |  |
| 7 | 08/12/2022 | 11:00 am | Board Room       | To discuss about volleyball tournament with volleyball coach (Mr. Bhavin Desai) about slot and Match Officials. | Girls Team Slot discussed and remuneration for official decided Rs. 8000 for 2 days.  |  |

|     |            |         |                  |  |  |
|-----|------------|---------|------------------|--|--|
| 8   | 09/01/2023 | 3:00 pm | Principal Office | To for upcoming event (Kheda-Anand District Cricket Tournament) and submit event report to committee | Kheda- Anand cricket tournament will be organized on 11/12/2023 &12/12/2023.<br>Report of DPVT-II with Budget submitted In Sport Committee with approval of Director sir and Principal Sir |
| 9   | 04/02/2023 | 3:00 pm | Principal Office | To discuss for Kheda-Anand district cricket Tournament welcome kit and banner.                       | Welcome kit for all participated decided and order given of (Biscuit& Lassi).Banner Order Also given at Scorpio Printer.   |
| 10  | 06/03/2023 | 3.00 pm | Principal Office | To discuss previous agenda and report of Kheda-Anand District cricket tournament.                    | Kheda-Anand District tournament was successfully completed. Winner (DPCN, Nadiad ) & Runner Up (Zyodus nursing college , Bakrol) awarded with trophy& Certificate.                         |
| 11  | 10/04/2023 | 3:00 pm | Principal Office | To Discuss Previous agenda & upcoming event in Sport Committee.                                      | Discussed previous meeting agenda. There will no any event for this month.   |
| 12. | 02/06/2023 | 3:00 pm | Principal Office | To Discuss for Participating in Cricket Tournament at Bhagyalakshmi Nursing College, Modasa.         | Students and Faculty Will Participated after Approval of Director Sir.   |
| 13. | 11/07/2023 | 3:00 pm | Principal Office | To Discuss Previous Agenda & discuss for Upcoming event at Sardar Patel University.                  | In Previous agenda due to academic issue student not participated in tournament. Circular forwarded to Class   |

|     |            |         |                  |   |  |  |
|-----|------------|---------|------------------|---|--|--|
|     |            |         |                  | (Intercollege Competition)  | Coordination and inform students for Intercollege competition.   |  |
| 14. | 04/09/2023 | 3.00 pm | Principal Office | To Discuss Previous agenda of meeting &To Discuss Upcoming activity (Dinsha Patel Volleyball Tournament.) | Dinsha Patel Volleyball Tournament Will be Organize on 18&19 <sup>th</sup> January 2024.<br>-Discussed that Teaser of Tournament will display in OBG Conference. |  |

**Signature of Committee Secretary**

**Date:**

**Time:**

**Signature of Principal**

**Date:**

**Time:**

# Dinsha Patel College of Nursing, Nadiad

## Annual committee meeting minute report

Academic Year 2022-23

1. **Title of the Committee:** Library meeting
2. **Date of Meeting:** 29<sup>th</sup> of each month
3. **Total no of meeting : 07**
4. **Details of committee members:**

| SR. NO. | NAME               | DESIGNATION         | POST      |
|---------|--------------------|---------------------|-----------|
| 1       | Mrs.ArпитаViadya   | Vice Principal      | Chairman  |
| 2       | Ms. Prakruti Patel | Assistant Professor | Secretary |
| 2       | Mrs. Reena Shah    | Librarian           | Member    |
| 3       | Mrs. NehaParmar    | Assistant Professor | Member    |
| 5       | Ms. Pragnesh Patel | Clinical instructor | Member    |
| 6       | Ms.PriscaParmar    | Clinical instructor | Member    |

### 5. Annual Report of Committee

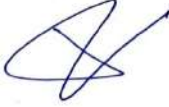
| S. No. | Date       | Time    | Venue                 | Brief agenda   | Action Taken  | Remarks |
|--------|------------|---------|-----------------------|--|---|---------|
| 1      | 23/12/2022 | 4:00 pm | Vice Principal office | To issue and make the policy for faculty.<br>To make some guidelines for kotadiya charitable trust books.<br>To introduce library committee to new year academic students.<br>To ensure students /staff make entry into library registers in daily basis.<br>to make new file for research paper publication | circular is been made for 5 days extension for teachers books issue<br>All the policies are made and implemented.<br>Introductory of library committee presentation is been done for new batch 2023 |         |

|   |            |         |                       |  |   |  |
|---|------------|---------|-----------------------|--|---|--|
|   |            |         |                       |  | Rules and regulation is been explained.<br>all the research paper publication file has been given to librarian.   |  |
| 2 | 03/02/2023 | 3:00pm  | Vice Principal Office | To discuss and prepare the list of rare books, other knowledge resources register as per rules and regulation<br>To check all the bills/ invoices of last five year and other library expenses to fill the data in NAAAC portal. | Ms. Prakruti has allotted the work of making the list of others books lik knowledge enrichment books. And arrange it. Checked all the bills copies arrange it. Year wise for easy access. |  |
| 3 | 27/03/2023 | 3:00 pm | vice Principal Office | To discuss about library rules. to distribute kotadiya trust books to first year students.<br>To discuss regarding new library card for ANM students.  | Rules are made and well informed.<br>Books are given to first year students.<br>Library card work on next meeting.  |  |
| 4 | 20/04/2023 | 3:00 pm | vice Principal Office | To discuss about the computer of library to it personnel about repairmen.Put printer for Xerox copy.   | Discussed about computer repairmentIT facility to computers of library to Mr. Pankajbhai  |  |
| 5 | 31/05/2023 | 4.00 pm | Vice Principal Office | To check the updated the books, remaining books from students those are not given.<br>To print the book list and get the signature and seal of principal sir of all books  | Class coordinators are informed if students didn't give the books.<br>Printed the book list. And seal with sign   |  |

|   |            |          |                       |   |   |  |
|---|------------|----------|-----------------------|---|---|--|
|   |            |          |                       | to put and exhibit the nursing theories in the library for knowledge enrichment in PG section   | done.<br>The work is in process.  |  |
| 6 | 13/07/2023 | 4.00 pm  | Vice Principal Office | To Discuss about issue the journal to P.G students.<br>To enhance library books with other courses of nursing (ANM)<br>to prepare the requirement list of library after communicate with librarian. | discussed about the issue of journals of PG students. And told them to use DELNET journals.<br>How to access.<br>Prepared the requirement list of library.<br>given the list of books of ANM books. |  |
| 7 | 04/09/2023 | 04:00 pm | Vice Principal Office | To discuss regarding previous meeting minutes.<br>To discuss regarding new purchasing reference book.   | Ask book list to HOD of OBG dep.<br>.   |  |

  
**Mr. Virendra Jain**  
 Principal  
 Mob. 7567 660 166  
 PRINCIPAL  
 DINSHA PATEL COLLEGE OF NURSING  
 NADIAD - 387 001.





**Signature of Principal**  
**Mr. Virendra Jain**

**Signature of Secretary**  
**Ms. Prakruti Patel**

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## Meeting :- 33

Date:- 10/10/22  
 Time:- 9 to 10 AM  
 Venue:- Director's office

### Agenda:-

- Review the last meeting.
- Update regarding progress of work
- Update regarding IT infrastructure
- introduce the new members for new Academic year (22-23).

### Attendee:-

- Dr. B.H. Shelat:-
- Prof. Virendra Jain:-
- MRS. Ashita Vaidya:-
- MRS. Dhara Vyas:-
- Ms. Albu Parmar:-
- Ms. Pratikshi Patel:-
- Ms. Pragathi Patel:-
- Ms. Sushma Chavhan:-
- Ms. Nisul Patel:-

Nisul Patel  
 10/10/2022



### Proceeding of meeting

- Computer ID → make → Jayati Patava.
- Projector
- CPU
- keyboard, other items of IT Infrastructure.

→ Introduced the New members of Infrastructure Committee.

In that, <sup>ms.</sup> Ms. Shurbhi Chavdar Jayati Patava was Added.

- Vijaybhui work is Remaining. (Tiles) (Plaster work)
- Coffee Machine → not working (need Requirment) (Call order).
- 

### Meeting - 34

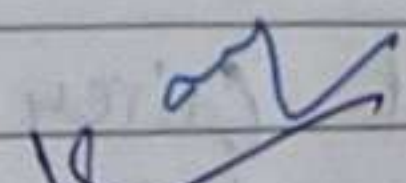
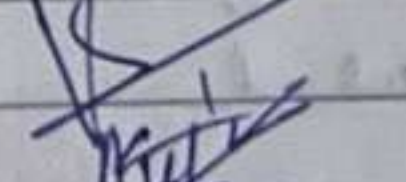
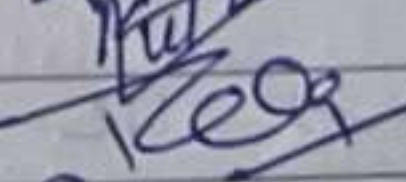
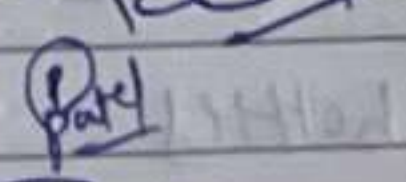
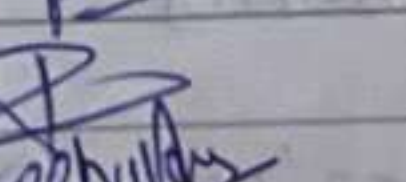
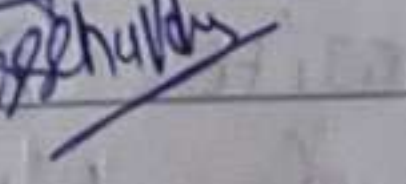
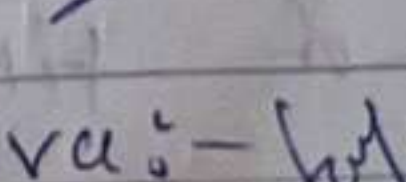
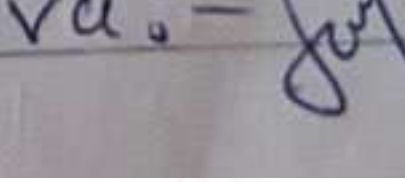
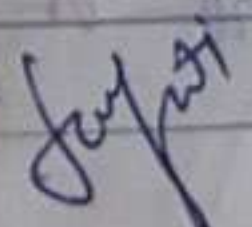
Date:- 10/11/22  
 Time:- 9:40 am  
 Venue:- Director's office

- 1) To Review the last meeting
- 2) To update regarding progress of work.
- 3) To inform regarding sheets (forms) for students.

### Desk of Chair

- <sup>Exercise</sup> Solar → after student fees. Cuckuly.
- fire safety → <sup>got</sup> certificate.

### Attendee :-

- 1) Dr. B.H. Shelut :- 
- Prof. Virendra Jain :- 
- Ms. Anshita Vaidya :- 
- Ms. Neha P. :- 
- Mr. Durgesh P. :- 
- Ms. Prekanti P. :- 
- Ms. Subhi C. :- 
- Mr. Ajit P. :- 
- Ms. Jayati Patava :- 

Meeting @ 35  
Date: 26/1/2023  
Time: 11 AM.  
Venue: Principal's office.

- 1) To Review the last meeting
- 2) To discuss regarding the Complaints related to infrastructure.
- 3)

- 1) need to repair the ground floor - LED TV. not working since 15 days.
- 2) need to refill all the fire extinguisher bottle. last date is 3rd January - 2023.
- 3) need to repair in Block tiles and cracks.

Action taken / minutes.

- > LED TV. given to Panasonic Service Centre - Anand. -> Now repaired / working.  
-> Invoice was 3300 Rs.
- > all 33 fire bottles given to Sigma Fire Agencies Ahmedabad  
Approx 12th January -> we will get new Refill fire extinguisher bottles.
- > Need to discuss with Director sir regarding maintenance work of tiles of PG blocks.

Meeting Attended by

- 1) Prof. Virendra Jain :- ~~Present~~
- 2) Prof. Arpita Vaidya :- ~~Present~~
- 3) Mrs. Nels Parmar :- ~~Present~~
- 4) Mr. Pragnesh Patel :- ~~Present~~
- 5) Mr. Ajit Parmar :- ~~Present~~

Date:- 10/1/23.

Time:- 9:15 AM. Tuesday.

\* TO Review the last meeting.

② TO discuss regarding New-Ac. Total (9) + 1.5 ton-Ac Sachin's office.

③ TO discuss regarding tiles / cracks repairing PH BLOCK

④ TO discuss regarding Entry gate of colleges need to Repair / Maintenance.

⑤ TO discuss regarding main entry (outside) Road DPCN Flex Banner → Need to change.

⑥ TO discuss regarding IT related Complaints →  
① Computer Room Server not working  
② Atith - Ajit Computer → slow working.

Meeting Attended by:-

① Dr. B.H. Shelat :-

Prof. Virendra Jain :-

Prof. Arpita Vaidya :-

MS. Neta P. :-

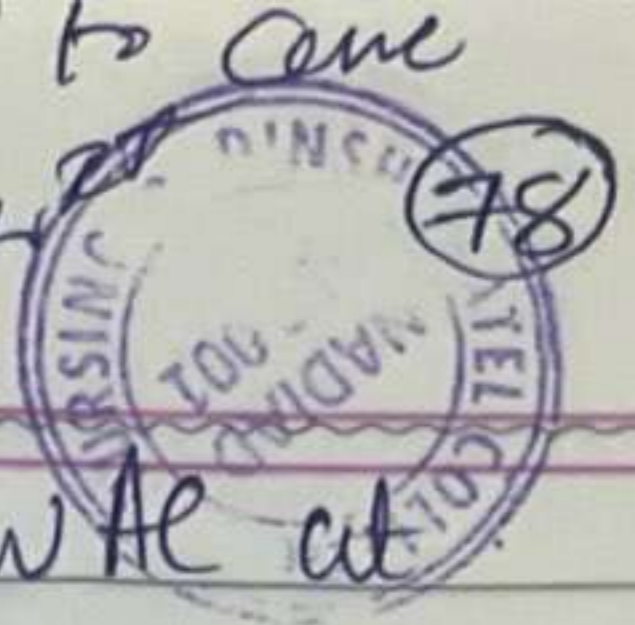
Ms. Pankhuri :-

MR. Pankhuri :-

MR. Nishu :-

Ms. Sneha :-

In between we have done meeting & Pankey chui to come  
duty at DPCT 2 to 4 hrs. to some any  
promises related



4. Ajit bhai has Make Note (orig.) of New AC at  
Third Floor Ceilings.  $\rightarrow$  8 AC  $\rightarrow$  2 to 4  
1 AC  $\rightarrow$  1.5 to 4  
TOTAL 9 AC  
greet to chairman  
sir.

2. talked with MMS MR. Ketabkhui. He told to  
Come at that Day. Repairing work and New tiles  
has been placed. at 1st block.

3. Entry gate DPCT Charge  $\rightarrow$  talked with MR.

He told to do at next Saturday.

4. Pankey bhai has Come to see the Computer Room. He told  
he called further IT Personnel for Replacement of  
Server

Work done 6/2/24

$\rightarrow$  Flex-banner. Hoardings  
outside of Campus is  
installed.

$\rightarrow$  Rohit bhai Engineers has Come  
to visit to see the leakage  
of water at Computer lab.

$\rightarrow$  He talked with Sharankaba.  
(Himanshubhai Civil Consultant will  
Come to see).  
 $\rightarrow$  for repair etc

$\rightarrow$  for replacement, broken tiles  
are required.

Remaining work

$\rightarrow$  Maintenance of  
entry gate (Need to  
Repair)

$\rightarrow$



Date: 8/2/23  
Time: 9:15 Am  
Venue: Principal's Office - Director's

- ① To review the last meeting.
- ② To discuss regarding buy and New tables and chairs at some offices.
- ③ To discuss regarding curricula for Common room and laboratories (30).
- ④ To discuss regarding IT related problems.
  - Need to fix the projector screen at \$4 PBBSC classroom.
  - UPS not working. | Need Requirment |
  - TyBSC → Classroom + blr.
  - Printer Requirment → M.H.N. over Grid.
  - fire extinguisher →

Meeting Attended by:-

- ① Dr. B.H. Suleet :- ✓
- ② Prof. Virupaksha Jain :- ✓
- ③ Prof. Anita Vaidya :- ✓
- ④ Mr. Neta :- ✓
- ⑤ Mr. Pragnesh :- ✓
- ⑥ Ms. Pratiksh :- ✓
- Ms. Shubhi :- ✓

Meeting minutes :-

|                     |               |              |
|---------------------|---------------|--------------|
|                     | <u>tables</u> | <u>Chair</u> |
| → New Requirment :- | 3             | 7            |

→

- \* Printer bought → for M.H.N office.
- \* A.C. at third floor are installed. (3<sup>key</sup> Remaining in fy.PB.BSC class)
- \* Entry gate + Requiring done. @ shivkatei Holiday.
- \* fire extinguisher → Color has done on pipes.
- \* Water leakage → Work in process (Bathroom)



Date:- 01/3/2023

Time:- 9:10 to 10 AM

Place:- Director's office

Agenda

- 1) Aluminium work for doors/repairing.
- 2) To update regarding progress of work.
- 3) To discuss regarding new requirement
  - > Aluminium door closure hookkey at boys toilets.
  - > Some door handles are broken. Need replacement.
  - > And incinerator machine not working, need office.
  - > Requirement of small Tripoi at offices, directors.
  - > Requirement of new fans / fans.
    - ① regulators not working.
    - ② required one bookshelf at principal office

Meeting Attended by:-

- Dr. B. H. Shrestha
  - Prof. Virendra Jain
  - Mr. Neha
  - Mr. Pragnesh
  - Ms. Sushmi
  - Ms. Pratikshita
- 06/03/2023



Proceeding:-

- 1) New tubes:- letter to Palana. For new chairs:- ⑧
- 2) 4pm Tools -> Laboratories -> director's chair.
- 2) Hirey bhui -> for door closure -> office. + door handles.
- 3) Buy Tripoi from Amazon. at director's office Demand to chairmansir.
- 4) Note phone No. of all Agencies.
- 5) Ajitbhai will check for fans/light. with market list.

Progress

-> from Amazon. from Palana  
 -> New tubes/chairs -> came. -> given to all the staff those who have given the requirement. / Tools too. (C) at each laboratories.

Tubes:-  
 Chairs:-

- 1) Aluminium work so far is done. (do. work remaining)
- 2) door closure - ⑥

→ AC at third floor → Installed wiring is done.  
Installation is done by Shri B.T. Desai sir.

→ Pipeline work / color work <sup>outside</sup> is done.

→ Computer Lab. → Total 25. Computers we have purchased and installed in working position. → Requisitioning.

→ bought bookshelf for principal office.

Date: 11/4/23  
Time: 9:00 am  
Venue: Director's office

## Agenda

① To inform all committee members about 25 CPU / 5 LCD Monitor for Computer Lab.

Quotation: - 2,40,000  
Received - 3/4/23.

② To inform all members regarding DSLR - Canon - 15000 D Camera.

③ To need to change requirement of printer at (HOD) of (CMT) office. (First printer at place) done

Desk of  
Floor from the chair

2nd class room → Measure → Pop at 2nd floor  
- Take quotation. (2nd class room)

Meeting Attended by: → Officials + Followup →

① Dr. B.H. Shelat :-

② Prof. Virendra Jain :-

③ Prof. Arpita Vaidya :-

④ Ms. Neha Parmar :-

⑤ Ms. Parvati Patel :-

⑥ Mr. Pragnesh Patel :-

⑦ Ms. Sushmi Chavhan :-