

DINSHA PATEL COLLEGE OF NURSING

Annual committee meeting minute report

Academic year 2022-23

1. **Title of committee:** Curriculum committee
2. **Date of meeting:** 7th 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. Preksha Makwana	Secretary
3	All course coordinator	Member
4	All class coordinator	Member

4. Annual report committee

Sr. no	Date	Time	Venue	Brief agenda	Action taken
1	14/10/2022	3:00 to 4:00 pm	Principal office	<ul style="list-style-type: none">• To collect monthly syllabus completion report of last month• To discuss about feedback ATR for year 2021-22• To discuss syllabus distribution for year 2022-23• To discuss start date of each class.	<ul style="list-style-type: none">• Collected monthly syllabus completion report.• Prepared feedback ATR• Decided start date of class.
2	17/11/2022	10:30 to 11:30 am	Principal office	<ul style="list-style-type: none">• To collect all academic data from all class coordinators.• To collect monthly syllabus completion report.	<ul style="list-style-type: none">• Sy.PB.B.sc, T.y B.sc, S.Y M.sc submitted the academic data.• Monthly syllabus completion report collected.
3	07/12/2022	3:30 to 4:30 pm	Principal office	<ul style="list-style-type: none">• To collect monthly syllabus completion report from all class coordinators.	<ul style="list-style-type: none">• Collected Monthly syllabus completion

				<ul style="list-style-type: none"> To collect academic data from remaining classes. 	<ul style="list-style-type: none"> report. Collected academic data.
4	09/01/2023	12:30 pm to 1:00 pm	Principal office	<ul style="list-style-type: none"> To collect monthly syllabus completion report from all class coordinators. To discuss about certificate courses for all classes. 	<ul style="list-style-type: none"> Collected Monthly syllabus completion report Allotted certificate courses to class coordinators. Talked with J.S Ayurveda for yoga certificate.
5	08/02/2023	3:30 pm TO 4:30 pm	Principal office	<ul style="list-style-type: none"> To collect monthly syllabus completion report. To collect certificate course file. 	<ul style="list-style-type: none"> Collected Monthly syllabus completion report Collected certificate file from F.Y & S.Y P.B.B.Sc.
6	13/03/2023	4:00 pm TO 4:30 pm	Principal office	<ul style="list-style-type: none"> To Discuss about monthly syllabus completion report of February month To plan more certificate course. 	<ul style="list-style-type: none"> Collected monthly syllabus completion report. Given certificate list to remaining class
7	11/04/2023	12:00 pm to 1:00 pm	Principal office	<ul style="list-style-type: none"> To collect monthly syllabus completion report from all class coordinators. To plan remedial class for SY GNM. 	<ul style="list-style-type: none"> Collected monthly syllabus completion report. Planned remedial classes for SY GNM (ATKT) for 2 days 8-9 am
8	06/06/2023	4:30 pm to 5:00 pm	Principal office	<ul style="list-style-type: none"> To collect monthly syllabus completion report from all class coordinators To discuss about feedback 	<ul style="list-style-type: none"> Collected monthly syllabus completion report. Discussed regarding feedback to be

9	10/07/2023	12:00 to 1:00 pm	Principal office	<ul style="list-style-type: none"> To collect monthly syllabus completion report from all class coordinators To discuss about value-added course-YOGA 	<p>collected by this month.</p> <ul style="list-style-type: none"> Collected monthly syllabus completion report Planned & discuss with Ms. Arpita mam about yoga course will be done from next Monday.
10	07/08/2023	3:00 pm to 4:00 pm	Principal office	<ul style="list-style-type: none"> To collect monthly syllabus completion report from all class coordinators To discuss about feedback analysis 	<ul style="list-style-type: none"> Collected monthly syllabus completion report Feedback analysis will be done in 1 week.
11	14/09/2023	12:00 pm to 12:30 pm	Principal office	<ul style="list-style-type: none"> To collect monthly syllabus completion report of remaining class. To discuss about feedback analysis of remaining class. 	<ul style="list-style-type: none"> Collected monthly syllabus completion report of 4th year b.sc (n) class. Feedback analysis remaining classes will be done in next 2 days.

[Handwritten Signature]

Signature of Committee Secretary

Date: 18/09/23

Time: 12:15 pm

[Handwritten Signature]
18/9/23

Signature of Principal

Principal

DINSHA PATEL COLLEGE OF NURSING
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Date:

Time: