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**BABA EDUCATIONAL SOCIETY
INSTITUTE OF PARAMEDICALS
COLLEGE OF NURSING**

Document No: BES/MRC/C/12/2022

Date: 09/01/2023

CIRCULAR

To deliver the optimum Quality Services to the Students & maintain the standards of all academic & non-academic areas across the organisation, the management has decided to form various committees with the chosen representatives to supervise the concerned activities in their respective fields.

The management is pleased to recruit the under signees as the part of the committee with the following details:

COMMITTEE NAME: MANAGEMENT REVIEW COMMITTEE

Meeting Schedule: Once in 6 months or as and when required.

S.No.	Name	Designation	Role	Signature
1	Mr. R.K. Vajpayee	Director	Chairman	
2	Dr. Archana Chouhan	Principal	Chairperson	
3	Mrs. Manila	Nursing Tutor	Secretary	
4	Ms. Deepa	Company Secretary	Member	
5	Mrs. Smita Chitley	Support Dept. Management	Member	
6	Mr. Anupam Tripathi	Finance Senior Representative	Member	
7	Dr. S.K. Dixit	Facility Senior Representative	Member	
8	Dr. Ashok Kumar Verma	Quality Senior Representative	Member	
9	Ms. Deepa	H.R. Senior Representative	Member	

The scope of the committee can be expressed as follows (but not limited to):

- To supervise the functioning of all committees by reviewing their minutes
- To review, upgrade and monitor the Quality Improvement planning for the organization
- Budget allocation for various categories
- Monitoring the statutory and regulatory compliance concerned with the organization
- Decide on organizational up-gradation & development activities from time to time
- Monitoring and discussing the resource management of the organization such as financial, human resource etc.
- To review all Criteria In-charge to check which all committees comes under their criteria, and related reports to be collected and to take monthly review of their committee.
- To review all Criteria In-charge to collect all meeting reports within 3 days.
- To review all committee working under Criteria In-charge should be collecting the photos of all events and generating an appropriate folder.

(R.K. Vajpayee)

Director
Authorised Signatory

CC: All Members

DR. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56, MATILAL DEWA ROAD
CHINHAT, LUCKNOW-226028

BABA EDUCATIONAL SOCIETY
INSTITUTE OF PARAMEDICALS
COLLEGE OF NURSING

Document No: BES/MRC/MI/01/2023

Date: - 11/01/2023

MEETING INVITATION

Dear All

This is to intimate you regarding the committee meeting to be held (as per the schedule/off schedule as requested by the chairman).The details of the meeting are as follows:

Committee : Management Review Committee

Date : 11/01/2023

Time : 11.00 A.M.

Venue : Conferance Hall

Chairperson : Mr. R.K Vajpayee

The following members are requested to attend the Meeting:

Name	Designation	Role	Signature	Remarks
Mr. R.K. Vajpayee	Director	Chairman		
Dr. Archana Chouhan	Principal	Chairperson		
Mrs. Manila	Nursing Tutor	Secretary		
Ms. Deepa	Company Secretary	Member		
Mrs. Smita Chitley	Support Dept. Management	Member		
Mr. Anupam Tripathi	Finance Senior Representative	Member		
Dr. S.K. Dixit	Facility Senior Representative	Member		
Dr. Ashok Kumar Verma	Quality Senior Representative	Member		
Ms. Deepa	H.R. Senior Representative	Member		

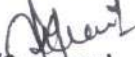
Agenda of the meeting

- Reviewing the all committee minutes.
- Budget allocation for various categories.
- Planning for staff and faculty recruitment.
- Planning for resource management.

All the members are requested to make their cordial presence. Be kind to confirm your attendance/ reason for absence.


Thank You

Warm Regards


(Secretary)

(Management Review Committee)

Baba Educational Society, Institute of Paramedicals, College of Nursing


DR. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING

**BABA EDUCATIONAL SOCIETY
INSTITUTE OF PARAMEDICALS
COLLEGE OF NURSING**

Document No: BES/MRC/M/01/2023

Date: 11/01/2023

MINUTES OF MEETING

General Details

Committee : Management Review Committee

Date : 11/01/2023

Time : 03 PM to 3:30 PM

Venue : Principal Office

Chairperson : Dr. Archana Chouhan

Attendance details:

Attendees	Absentees
Mr. R.K. Vajpayee, Chairman	
Dr. Archana Chouhan, Chairperson	
Mrs. Manila Bibin, Secretary	
Ms. Deepa, Company Secretary	
Mrs. Smita Chitley, Support Dept. Management	
Dr. S.K. Dixit, Facility: Senior Representative	
Dr. Ashok Kumar Verma, Quality: Senior Representative	
Mr. Manoj, HR: Senior Representative	
All criteria in-charges	

Discussion Details:

Discussion	Action	Responsibility	Target Time
To check whether all committees working as per the rule.	All Criteria In-charges will take list out of the committees that comes under their criteria.	Criteria In-charges	
Regarding reports preparation	Monthly report should have to prepare. Should also collect reports within 3 days after the committee meetings from each committee secretary.	Criteria In-charges Secretary	
Documents Collection	<ul style="list-style-type: none">All the Committee meeting documents & photos,All events reports and photos should be saved in a folder	Criteria In-charges Secretary	

Next Meeting: As per the schedule

Prepared by: Mrs. Manila Bibin (Secretary)	Approved By: Dr. Archana Chouhan (Chairperson)
---	---

CC: All members

DR. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56, MATIYALI DEVI ROAD
GHINHAT, LUCKNOW-226028

**BABA EDUCATIONAL SOCIETY
INSTITUTE OF PARAMEDICAL
COLLEGE OF NURSING**

MANAGEMENT REVIEW COMMITTEE- 11.01.2023




Dr. ARPHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56, MATIYARI DEVA ROAD
CHINHAT, LUCKNOW-226028

BABA EDUCATIONAL SOCIETY
INSTITUTE OF PARAMEDICALS
COLLEGE OF NURSING
MEETING INVITATION

Dear All

This is to intimate you regarding the committee meeting to be held (as per the schedule/off schedule as requested by the chairman). The details of the meeting are as follows:

Committee : Management Review Committee

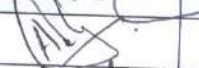
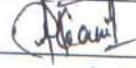
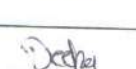
Date : 13/07/2023

Time : 11.00 A.M.

Venue : Conference Hall

Chairperson : Mr. R.K Vajpayee

The following members are requested to attend the Meeting:

Name	Designation	Role	Signature	Remarks
Mr. R.K. Vajpayee	Director	Chairman		
Dr. Archana Chouhan	Principal	Chairperson		
Mrs. Manila	Nursing Tutor	Secretary		
Ms. Deepa	Company Secretary	Member		
Mrs. Smita Chitley	Support Dept. Management	Member		
Mr. Anupam Tripathi	Finance Senior Representative	Member		
Dr. S.K. Dixit	Facility Senior Representative	Member		
Dr. Ashok Kumar Verma	Quality Senior Representative	Member		
Ms. Deepa	H.R. Senior Representative	Member		


Agenda of the meeting

- Reviewing the all committee minutes.
- Budget allocation for various categories.
- Planning for staff and faculty recruitment.
- Planning for resource management.
- So many staff are recruited and two vacancy are open, one from mental department and one from MSc department.
- Discussion on the status of any issues from the previous meeting.

All the members are requested to make their cordial presence. Be kind to confirm your attendance/ reason for absence.

Thank You

Warm Regards


(Secretary)


DR. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56, MATIYARI DEWA ROAD
CHINHAT, LUCKNOW-226029

**BABA EDUCATIONAL SOCIETY
INSTITUTE OF PARAMEDICALS
COLLEGE OF NURSING**

Document No: BES/MRC/M/01/2023

Date: 13/07/2023

MINUTES OF MEETING

General Details

Committee : Management Review Committee

Date : 13/07/2023

Time : 11:00AM-11:30AM

Venue : Principal Office

Chairperson : Dr. Archana Chouhan

Attendance details:

Attendees	Absentees
Mr. R.K. Vajpayee, Chairman	
Dr. Archana Chouhan, Chairperson	
Mrs. Manila Bibin, Secretary	
Ms. Deepa, Company Secretary	
Mrs. Smita Chitley, Support Dept. Management	
Dr. S.K. Dixit, Facility: Senior Representative	
Dr. Ashok Kumar Verma, Quality: Senior Representative	
Mr. Manoj, HR: Senior Representative	
All criteria in-charges	

Discussion Details:

Discussion	Action	Responsibility	Target Time
To check whether all committees working as per the rule.	All Criteria In-charges will take list out of the committees that comes under their criteria.	Criteria In-charges	
Regarding reports preparation	Monthly report should have to prepare. Should also collect reports within 3 days after the committee meetings from each committee secretary.	Criteria In-charges Secretary	
Documents Collection	<ul style="list-style-type: none">All the Committee meeting documents & photos,All events reports and photos should be saved in a folder	Criteria In-charges Secretary	
New Recruitement	Report should be submitted to the principal regarding the shortage of staffs as per the department so we can fulfil the need.	Criteria In-charges Secretary	
Budget Related Updates	Planning and documentation of income and expenditure should be done.	Criteria In-charges Secretary	

Next Meeting: As per the schedule

Prepared by: Mrs. Manila Bibin (Secretary)	Approved By Dr. Archana Chouhan (Chairperson)
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CC: All members

DR. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56, MATIYARI DEWA ROAD
CHINHAT, LUCKNOW-226028

BABA EDUCATIONAL SOCIETY
INSTITUTE OF PARAMEDICALS
56, MATIYARI DEWA ROAD
CHINHAT, LUCKNOW-226028

**BABA EDUCATIONAL SOCIETY
INSTITUTE OF PARAMEDICAL
COLLEGE OF NURSING
MANAGEMENT REVIEW COMMITTEE (13-07-23)**



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PRINCIPAL
BABA EDUCATIONAL SOCIETY
COLLEGE OF NURSING
INSTITUTE OF PARAMEDICAL
5, MATIYAR, LEVA ROAD
KHAT, LUCKNOW-226028

COLLEGE OF NURSING BABA EDUCATIONAL SOCIETY

56 Matiyari, Deva Road, Chinhat, Lucknow- 226028

Document No: BES/MRC/RC/01/2024

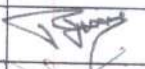




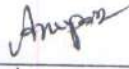



Date: 12/01/2024

R- CIRCULAR

When reference to circular issued No : BES/MRC/C/01/2024 Date 12/01/2024, this is to inform that the composition and scope of the committee has to be revised for the following details.

COMMITTEE NAME : MANAGEMENT REVIEW COMMITTEE


Meeting schedule : Once in 6 months or as and when required.

SN	Earlier member	Replaced by	Designation	Role	Signature
1.	Mr. R.K. Vajpayee		Director	Chairman	
2.	Dr. Archana Chouhan		Principal	Chairperson	
3.	Mrs. Manila	Ms. Dhvani Singh	Nursing Tutor	Secretar	
4.	Ms. Deepa		Company Secretary	Member	
5.	Mrs. Smita Chitley		Support Dept. Management	Member	
6.	Mr. Anupam Tripathi		Finance Senior Representative	Member	
7.	Dr.S.K.Dixit		Facility Senior Representative	Member	
8.	Dr. Ashok Kumar Verma		Quality Senior Representative	Member	
9.	Ms. Deepa		H.R. Senior Representative	Member	

CC: All Member


(Director)

Authorised Signatory


DR. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56, MATIYARI DEVA ROAD
CHINHAT, LUCKNOW-226028

COLLEGE OF NURSING BABA EDUCATIONAL SOCIETY
56 Matiyari, Deva Road, Chinhat, Lucknow- 226028

Document No: BES/MRC/RC/01/2024

Date: 12/01/2024

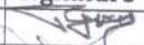

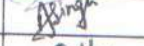


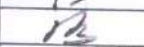
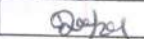

CIRCULAR

To deliver the optimum Quality Services to the Students & maintain the standards of all academic & non-academic areas across the organisation, the management has decided to form various committees with the chosen representatives to supervise the concerned activities in their respective fields.

The management is pleased to recruit the under signees as the part of the committee with the following details:

Committee Name- **MANAGEMENT REVIEW COMMITTEE**

Meeting Schedule: Once in 6 months or as and when required.

SN	Name	Designation	Role	Signature
1.	Mr. R.K. Vajpayee	Director	Chairman	
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7.	Dr. S.K.Dixit	Facility Senior Representative	Member	
8.	Dr. Ashok Kr Verma	Quality Senior Representative	Member	
9.	Ms. Deepa	H.R. Senior Representative	Member	

The scope of the committee can be expressed as follows (but not limited to):

- Review of previous meeting minutes.
- Academic program review of curriculum updates and changes.
- Financial Management Review regarding financial aids and scholarships.
- Student services update regarding campus facilities and resources.
- Campus safety and security regarding emergency preparedness.



(R. K. Vajpayee)

Director

Authorised Signatory

CC: All Member



Dr. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56, MATIYARI DEVA ROAD
CHINHAT, LUCKNOW-226028

COLLEGE OF NURSING BABA EDUCATIONAL SOCIETY

56 Matiyari, Deva Road, Chinhat, Lucknow- 226028

Document No: BES/MRC/RC/01/2024

Date: 12/01/2024

MEETING INVITATION

Dear

This is to intimate you regarding the committee meeting to be held(as per the Schedule/ off schedule as requested by the chairman). The details of the meeting are as follows:

Committee: MANAGEMENT REVIEW COMMITTEE

Date: 12/01/2024

Time: 2-3pm

Venue: Conference Hall

Chairman: Mr. R. K. Vajpayee

The following members are requested to attend the Meeting:

SN	Name	Designation	Role	Signature
1.	Mr. R.K. Vajpayee	Director	Chairman	
2.	Dr. Archana Chouhan	Principal	Chairperson	
3.	Ms. Dhvani Singh	Nursing Tutor	Secretary	
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The agenda of the meeting will be-

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- Student services update regarding campus facilities and resources.
- Campus safety and security regarding emergency preparedness.

All member are requested to make their cordial presence. Be kind to confirm your attendance/ reason for absence.

Thank you

Warm Regards

(Secretary)
(MANAGEMENT REVIEW COMMITTEE)
(COLLEGE OF NURSING BABA EDUCATIONAL SOCIETY)

DR. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56, MATIYARI DEWA ROAD
CHINHAT, LUCKNOW-226028

COLLEGE OF NURSING BABA EDUCATIONAL SOCIETY

56 Matiyari, Deva Road, Chinhat, Lucknow- 226028

Document No: BES/MRC/RC/01/2024

Date: 13/01/2024

MINUTES OF MEETING

General Details:

Committee - Management Review Committee

Date - 13/01/2024

Time - 2:00PM-3:00PM

Venue - Principal Office

Chairperson - Dr. Archana Chouhan

Attendance Details:

Attendees	Absentees
Mr. R. K. Vajpayee, Chairman	
Dr. Archana Chouhan, Chairperson	
Ms. Dhvani Singh, Secretary	
Ms. Deepa, Company Secretary	
Mrs. Smita Chitley, Support Dept. Management	
Mr. Anupam Tripathi, Finance Senior Representative	
Dr. S. K. Dixit, Facility Senior Representative	
Dr. Ashok Kumar Verma, Quality Senior Representative	
Ms. Deepa, H. R. Senior Representative	
All Criteria In- Charges	

Discussion Details:

Discussion	Action	Responsibility	Target Time
To check whether all committees working as per the rules	All criteria In-Charges will take list out of the committee that comes under their criteria.	Criteria In-Charges	
Regarding Scholarships.	<ul style="list-style-type: none">Aware all the students about the scholarship rule and regulations that students attendance is mandatory through	Criteria In-Charges Class- cordinators	


DR. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56, MATIYARI DEVA ROAD
CHINHAT, LUCKNOW-226028

	biometric. • Inform all students regarding Scholarships through the SNAI & what is the criteria make for the scholarship.		
Regarding Refund Security money of B.Sc. batch- 2022-2023	Planning for the distribution of security money of B.Sc. batch 2022-2023.	Criteria In-Charges Secretary	
Students services update	Perform Mock drill of fire. And providing information that how to secure form emergency situation.	Criteria In-Charges	
Campus safety and Security regarding emergency preparedness	Preparation of evacuation plan and applied. Refill the fire safety hazards.	Criteria In-Charges	

Next Meeting: As per the Schedule.

Prepared by: Miss Dhvani Singh (Secretary)	Approved By Dr. Archana Chouhan (Chairperson)
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DR. ARCHANA CHOUHAN
 CHAIRPERSON
 BABA EDUCATIONAL SOCIETY
 56, MATIYARI DEWA ROAD
 CHINHAT, LUCKNOW-226028

Dr. ARCHANA CHOUHAN
 PRINCIPAL
 COLLEGE OF NURSING
 BABA EDUCATIONAL SOCIETY
 56, MATIYARI DEWA ROAD
 CHINHAT, LUCKNOW-226028

COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56, Matiyari, Deva Road, Chinhat, Lucknow-226028
Management Review Commettee



Dr. ARCHANA CHODHAN
PRINCIPAL

COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56, MATIYARI DEVA ROAD
CHINHAT, LUCKNOW-226028

COLLEGE OF NURSING BABA EDUCATIONAL SOCIETY

56 Matiyari, Deva Road, Chinhat, Lucknow- 226028

Document No: BES/MRC/RC/06/2024

Date: 12/06/2024

CIRCULAR

To deliver the optimum Quality Services to the Students & maintain the standards of all academic & non-academic areas across the organisation, the management has decided to form various committees with the chosen representatives to supervise the concerned activities in their respective fields.

The management is pleased to recruit the under signees as the part of the committee with the following details:

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Meeting Schedule: Once in 6 months or as and when required.

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2.	Dr. Archana Chouhan	Principal	Chairperson	
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5.	Mrs. Smita Chitley	Support Dept. Management	Member	
6.	Mr. Anupam Tripathi	Finance Senior Representative	Member	
7.	Dr. S. K. Dixit	Facility Senior Representative	Member	
8.	Dr. Ashok Kumar Verma	Quality Senior Representative	Member	
9.	Ms. Deepa	H.R. Senior Representative	Member	

The scope of the committee can be expressed as follows (but not limited to):

- To supervise the functioning of all committees by reviewing their minutes.
- To review, upgrade and monitor the Quality improvement planning for organization.
- Budget allocation for various categories.
- Monitoring the statutory and regulatory compliance concerned with organization.
- Decide on organisation up gradation & development activities from time to time.
- Monitoring and discussing the resources management of the organisation such as financial, human resource etc.
- To review all criteria in charge to check which all committees comes under their criteria, and related report to be collected and to take monthly review of their committee.
- To review all committees incharge to collect all meeting reports within 3days.
- To review all committees working under criteria incharge should be collecting the photos of all events and generating an appropriate folder.


(R. K. Vajpayee)

Director

Authorised Signatory

CC: All Members


DR. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56, MATIYARI DEVA ROAD
CHINHAT, LUCKNOW-226028

COLLEGE OF NURSING BABA EDUCATIONAL SOCIETY

56 Matiyari, Deva Road, Chinhat, Lucknow- 226028

Document No: BES/MRC/RC/06/2024

Date: 12/06/2024

MEETING INVITATION

Dear All

This is to intimate you regarding the committee meeting to be held(as per the Schedule/ off schedule as requested by the chairman). The details of the meeting are as follows:

COMMITTEE: MANAGEMENT REVIEW COMMITTEE

Date : 12/06/2024
Time : 2-3pm
Venue : Conference Hall
Chairman : Mr. R. K. Vajpayee

The following members are requested to attend the Meeting:

SN	Name	Designation	Role	Signature
1.	Mr. R.K. Vajpayee	Director	Chairman	[Signature]
2.	Dr. Archana Chouhan	Principal	Chairperson	[Signature]
3.	Ms. Dhvani Singh	Nursing Tutor	Secretary	[Signature]
4.	Ms. Deepa	Company Secretary	Member	[Signature]
5.	Mrs. Smita Chitley	Support Dept. Management	Member	[Signature]
6.	Mr. Anupam Tripathi	Finance Senior Representative	Member	[Signature]
7.	Dr. S. K. Dixit	Facility Senior Representative	Member	[Signature]
8.	Dr. Ashok Kumar Verma	Quality Senior Representative	Member	[Signature]
9.	Ms. Deepa	H.R. Senior Representative	Member	[Signature]

The agenda of the meeting will be-

- Review of previous meeting minutes.
- Discussion regarding school counselling and admission process.
- Monitoring & discussion the resources management of the organisation such as financial human resource etc.
- Academic program review of curriculum updates and changes.
- Planning for staff and faculty recruitment.
- Student services update regarding campus facilities and resources.

All members are requested to make their cordial presence. Be kind to confirm your attendance/ reason for absence.

Thank you

Warm Regards

(Secretary)

(MANAGEMENT REVIEW COMMITTEE)
(COLLEGE OF NURSING BABA EDUCATIONAL SOCIETY)

DR. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56, MATIYARI DEVA ROAD
CHINHAT, LUCKNOW-226028

COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
 56 Matiyari, Deva Road, Chinhat, Lucknow- 226028

Document No: BES/MRC/RC/06/2024

Date: 13/06/2024

MINUTES OF MEETING

General Details:

Committee- Management Review Committee

Date: 13/06/2024

Time: 2:00PM-3:00PM

Venue: Principal Office


Chairperson: Dr. Archana Chouhan

Attendance Details:

Attendees	Absentees
Mr. R.K.Vajpayee, Chairman	
Dr. Archana Chouhan, Chairperson	
Ms. Dhvani Singh, Secretary	
Ms. Deepa, Company Secretary	
Mrs. Smita Chitley, Support Dept. Management	
Mr. Anupam Tripathi, Finance Senior Representative	
Dr.S.K.Dixit, Facility Senior Representative	
Dr. Ashok Kumar Verma, Quality Senior Representative	
Ms. Deepa, H. R. Senior Representative	
All criteria in- Charges	

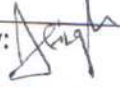
Discussion Details:


Discussion	Action	Responsibility	Target Time
To check whether all committees working as per the rules	All criteria in- charges will take list out of the committee that comes under their criteria.	Criteria In-Charges	
Regarding School counselling and admission process.	Counselling people about the importance and scope of nursing and encouraging them for admission so that they can get benefits in their life and serve them.	Criteria In-Charges Class- coordinators	
Regarding Recruitment.	Provide jobs to some people as per vacancy and provide recruitment on the basis of their knowledge or skills and provide recruitment as per department.	Criteria In-Charges	
Students services update	Update their knowledge and skills regarding practical based and theoretical based.	Criteria In-Charges	
Regarding conduction program.	We are conducting 15 days conduction program for new batch so that they can learn and know All the rule, regulation and policy of college in these days:- <ul style="list-style-type: none"> Orientation of college, library, lab, HOD office and principal and director office also. With the orientation also explain about rule regulation of all the areas like- Maintain discipline and silence. Don't go principal 	Criteria In-Charges Class-Cordinator	


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	<p>and director office without the permission of class coordinator or senior coordinator. If there is any emergency situation then only you are allow to meet principal mam not to the director sir.</p> <ul style="list-style-type: none"> • Some information regarding SNAI benefits and fill the form of SNAI. • Students will be told about the syllabus as per the INC syllabus, how many subjects will be taught and what will be taught, apart from this they will also be told about the conduct of their demonstration and demonstration class. • Provide knowledge that the internal exam, practical and preparing files are beneficial for their internals. If they are not attending the exams and not preparing requirements then they loss thier internal marks also. • Explain them that they have only 30 leave yearly, and these leaves will be only consider with the sign of Coordination and Principal. If anyone are taking leave without application, it will not be considered. • Students should be given information about their duty and also told that if they do not complete their duty then their compensation duty will also be charged & they will not get holidays during vacation time, besides if they do not complete their compensation duty then you will not get course completion certificate due to remaining duty. • Informing the students that their account will be opened in the bank through the college. Because of this, students do not need to take leave and when the bank staff will come, the student's bank account will be opened inside the college campus for scholarship. 		
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Next meeting: As per the schedule.

<p>Prepared by:  Miss Dhwani Singh (Secretary)</p>	<p>Approved by:  Dr. Archana Chouhan (Chairperson)</p>
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MANAGEMENT REVIEW COMMITTEE**



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