

6.2.1(A)

**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, MATILDA 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		

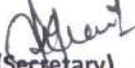
Agenda of the meeting

- 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
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

COLLEGE OF NURSING BABA EDUCATIONAL SOCIETY

56 Matiyari, Deva Road, Chinhat, Lucknow- 226028

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

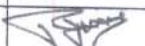




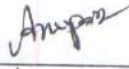



Date: 12/01/2024

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

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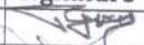

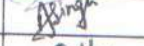


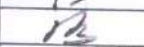
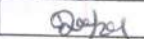

CIRCULAR

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	
2.	Dr. Archana Chouhan	Principal	Chairperson	
3.	Ms. Dhvani Singh	Nursing Tutor	Secretary	
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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
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BABA EDUCATIONAL SOCIETY
56, MATIYARI DEVA ROAD
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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	
4.	Ms. Deepa	Company Secretary	Member	
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The agenda of the meeting will be-

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- Financial Management Review regarding financial aids and scholarships.
- 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
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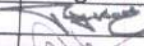

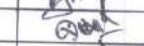






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- Monitoring the statutory and regulatory compliance concerned with organization.
- Decide on organisation up gradation & development activities from time to time.
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- To review all committees incharge 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


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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)

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