

# COLLEGE OF NURSING, BABA EDUCATIONAL SOCIETY

Document No: BES /IQAC/M/09/2023

Date: 08/09/2023

## MINUTES OF MEETING

### General Details

**Committee:** Internal Quality Assurance committee

**Date:** 08/09/2023

**Time:** 02:00 to 04:00

**Venue:** Conference Hall

**Chairperson:** Dr. Archana Chouhan

### Attendance details:

S.N.	Name	Designation	Role	Signature
1.	Mr. Rajesh Vajpayee	Director	Chairmen	
2	Dr. Archana Chouhan	Principal	Chairperson	
3	Mr. Nitin Soni	Professor	IQAC Director	
4	Mr. Hemendra Pal Singh	Professor	Secretary	
5	Mrs. Manita Acharya	Assistant Professor	Member	
6	Mr. Ankur Sharma	Professor	Joint Secretary	
7	Mr. Abhishek Dhamaniya	Assistant Professor	Member	
8	Ms. Jyoti Shukla	Nursing Tutor	Member	
9	Ms. Deepa Singh	HR Manager	Member	
10	Mr. Pawan	Legal expert	Member	
11	Dr. S.K. Dixit	Administrative officer	External member	
12	Ms. Ankita Chouhan	B.Sc Nursing 4 <sup>th</sup> year Student	Member	
13	Ms. Shivanshi Gupta	B.Sc Nursing 4 <sup>th</sup> year Student	Member	

**Review of the previous meeting:** The minutes of last meeting which took place on 17/07/2022 were accepted without any changes. The actions arising from the last meeting are covered by taking appropriate action. Joint Secretary Mr. Ankur Sharma read the minutes from last meeting. The minutes were approved as read by Chairperson (Dr. Archana Chouhan) seconded by Mr. Abhishek Dhamaniya (Nominee members from MSN department).

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

# COLLEGE OF NURSING, BABA EDUCATIONAL SOCIETY

**Proceeding of meeting:** All the newly appointed members are welcomed by the IQAC Director (Mr. Nitin Soni). The meeting was preceded by IQAC secretary (Mr. Hemendra Pal Singh) by introducing newly appointed members with existing members.

Efforts made by IQAC Chairmen, Chairperson and Director appreciated by all new and existing members by accepting the proposed changes. The meeting agenda is approved by Chairperson seconded by Mrs. Manita Acharya (Nominee members from OBG department).

### Meeting discussion:

SN	Review of Agenda	Discussion/ Action	Responsibility	Target Time
1	Reconstruction of other committees	Done as per decided by Committee (See Annexure -1)	Dr. Archana Chouhan	....
2	Re-allotment of NAAC criteria	Done as per decided by Committee (See Annexure -2)	Dr. Archana Chouhan	....
3	Faculty requirement	Faculty requirement sent to management (See Annexure -3)	Dr. Archana Chouhan	....
4	Allotment of class coordinator ship	Allotment of class coordinator ship done (See Annexure -4)	Dr. Archana Chouhan	....
5	Distribution of lab in-charges	Distribution of lab in-charges (See Annexure -5)	Dr. Archana Chouhan	....
6	Curriculum committee is instructed for subject allotment	Curriculum committee is instructed for subject allotment according to their speciality and submit a copy to IQAC (See Annexure -6)	....	....
7	Starting of classes of new batches of B.Sc. Nursing and M.Sc. Nursing	As per university order the classes of new batches of B.Sc. and M.Sc. Nursing	Class Coordinators of B.Sc. Nursing and M.Sc. Nursing 1 <sup>st</sup> year	....
8	Event celebration planning (Dept. wise)	HOD's of each department are instructed to organize or celebrate the events effectively individually or collaboration with other department.	All HOD's & Event committee secretary	

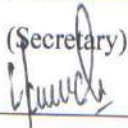
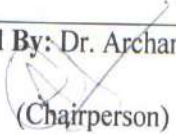
  
**Dr. ARCHANA CHOUHAN**  
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**COLLEGE OF NURSING,  
BABA EDUCATIONAL SOCIETY**

		(See Annexure -7)		
9	Instruction to mass media committee regarding updation of website and other social media (Face book and you tube etc.)	Members of mass media committee have given a clear instruction to update the details of each programme or event on the website and other social media on regular basis and report the same to chairperson.	Mr. Ambika Mr. Abhishek	
10	Student clinical planning	All the clinical posting will be planned as per master rotation plan.	All Class Coordinators	

**Adjournment of meeting:** The meeting was adjourned at 04:15 PM, with a closing speech by committee secretary.

**Next Meeting:** As per schedule

<b>Submitted by:</b> Mr. Hemendra Pal Singh (Secretary) 	<b>Approved By:</b> Dr. Archana Chouhan (Chairperson) 
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**Dr. ARCHANA CHOUHAN**  
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86, MATYAS BUNGALOW ROAD  
CHINHAT, UDHRAMPUR-226028





Dewa Road, Chinhat, Matiyari, Lucknow 226028  
 LIST OF COMMITTEES -2023-24

SR	COMMITTEE	FREQUENCY	TIME	SECRETARY NAME	ESSENTIAL MEMBERS (apart from other general members to be added for complete composition)	BRIEF OBJECTIVE
1.	Management Committee	Once in a year and when required	4th week of September	Director / Principal	Director / Principal	
2.	Management Review Committee	Once in 6 months and when required	4th week of November and May	MS. DHWANI	Head of the organization, Finance : Senior representative, Principal, Faculty : Senior representative, HR: Senior representative, Quality: Senior representative	Include TOR of main Committee
3.	Internal Quality Assurance Committee	Once in 3 months and when required	1st week of September, December, March & June	MR. NITIN SONI	Head of the Institution, administrative officers, Principal, alumni, students, employers	Quality Assurance activities (also include TOR of existing annual report committee)
4.	Institutional Ethics Committee	Once in 6 months and when required	1st week of January & June	MS. JYOTI SHUKLA	Chairperson (Non institutional Member), peers, from other institutes, legal expert, NGO member Statistician, Layman,	Research & Ethics, thesis approval etc. (also include TOR of existing Research & Ethics Committee)
5.	Scientific research committee	Once in 3 months and when required	4th week of February, May, August & November	MRS. MANISHA CHOUDHRY	Please refer existing composition	Plan and initiate research activities for faculty and students manage data etc.
6.	Academics & Curriculum Committee	Once in 3 months and when required	4th week of February, May, August & November	MS. BABITA	Please refer existing composition	Academics & curriculum concerned activities (include TOR of existing examination committee & curriculum committee)
7.	Examination committee	Once in 3 months and when required	1ST week of December, March, June, September	MR. ANKUR SHARMA	Please refer existing composition	manage University and faculty examination, plan internal exam, manage data etc.

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	Sanitation Committee	months and when Required	February, May, August & November	SHUKLA	control supervisor	sanitation management (also include TOR of sanitary committee)
9.	Anti-ragging Committee	Once in 6 months and when required	1st week of October & April	MS. BABITA	Please refer existing composition	Anti-ragging
10.	Internal Complaint Committee/Vishakh Committee	Once in 6 months and when required	2nd week of November & May	MS. PRAGYA	Chairman (Preferably Female), administrative member, Non-academic member, HR Grievance Officer, NGO Member/Social Scientist, Student representative	Anti-sexual harassment
11.	Student Development & Welfare Committee	Once in 3 months and when required	2nd week of September, December, March & June	MS. GUNJAN	Student representative & refer existing composition	Student development & welfare activities (also include TOR of existing Clinical Duty Committee)
12.	Library Committee	Once in 3 months and when required	3rd week of February, May, August & November	MR. ALOK	Librarian, statistician	Library management
13.	Discipline Committee	Once in 6 months and when required	4th week of October & April	MS. DIPTI	Management representative, HR & refer existing composition	Committee to monitor adherence to the code of conduct (NAAC) & also include TOR of existing discipline Committee
14.	Event Planning Committee	Once in 6 months and when required	4th week of January, April, May, June, & October	MS. NEHA	Please refer existing composition	Include TOR of existing functional arrangement, cultural & Sports Committee, reception committee & CME & Workshop register
15.	Hostel & Mess Committee	Once in 6 months and when required	1st week of May & November	MS. ANCHAL	Please refer existing composition	Maintenance hygiene and manage food facilities
16.	Admission & Counseling Committee	Once in 6 months and as and when required	3rd week of September & March	MS. GUDIYA	Please refer existing composition	Admission & Counseling, (include TOR of existing academic committee : admission part & TOR of counselling committee
17.	Health Committee	Once in 6 months and as and when required	3rd week of October & April	MRS. RAJNI NEGI	Please refer existing composition ,Clinician	Health activities, vaccination ,monthly health checkup etc.

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18.	Financial Committee	Once in 6 months and as and when required	2nd week of September & March	MS. ANUSHIKA	Please refer existing composition	Finance management, BUDGET PLANNING
19.	HR, complaint & grievance Handling Committee	Once in 6 months and as and when required	2nd week of December & June	MS. ANKITA	HR In charge & Grievance Officer (Staff)	HR recruitment & Employee Grievance management (also include TOR of existing Grievance holding Committee)
20.	Student Complaint & grievance Redressal Committee	Once in 6 months and as and when required	2nd week of March & September	MRS. ANSHIKA NANDAN	HR In charge & Grievance Officer (Student), student representative	Student complaint & grievance management
21.	ST/SC, Minority & disability Cell Committee	Once in 6 months and as and when required	3rd week of April & September	MRS. RAJNI NEGI	Management representative, HR & Committee co-coordinator, Student representative	Policies development & management concerning under privileged group
22.	Sports committee	Once in 6 months and when required	3rd week of March and September	MR. SAURABH	Please refer existing composition	Manage and organize sports activities
23.	Faculty development and welfare committee	Once in 6 months and when required	2nd week of October and April	MS. GUNJAN	Please refer existing composition	Conduct and manage CNPD, FDP for faculty, manage and plan activities for welfare.
24.	Mass Media & Communication	Once in 6 months and when Required	1st week of November and May	MR. AMBIKA	Please refer existing composition	Handling social media manage events and update them on social media, manage mass media.

Principal  
 -ASA EDUCATIONAL SOCIETY  
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 56, MATIYARI DEWA ROAD  
 CHINHAT, LUCKNOW-226025

  
 (R.K Vajpayee)  
 Director


Dr. ARCHANA CHOUHAN  
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**COLLEGE OF NURSING, BABA EDUCATIONAL SOCIETY**

**LIST OF NAAC CRITERIA IN-CHARGES**

**2023-2024**


S.NO	NAME OF NAAC CRITERIA	NAME OF THE INCHARGE
1	Extended profile Data	MS. Deepa Singh
2	Curricular Aspects (CRITERIA- I)	Mrs. Manita Acharya
3	Teaching -Learning and Evaluation (CRITERIA -II)	Mr. Abhishek dhamaniya
4	Research, Innovation and Extension (CRITERIA -III)	Ms. Navita kawadkar
5	Infrastructure and Learning Resources (CRITERIA- IV)	Ms. Ruchi Dwivedi
6	Student Support and Progression (CRITERIA- V)	Mr. Ankur sharma
7	Governance Leadership and Management (CRITERIA- VI)	Ms. Jyoti shukla
8	institutional Values and Best Practice (CRITERIA -VII)	Mrs. Pooja Tiwari
9	Nursing Criteria (CRITERIA -VIII)	Mrs. Sanjana Ojha

  
Prof. (Dr.) Archana Chouhan  
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(Prof. (Dr.) Archana Chouhan )  
Principal



(R.K Vajpayee)  
Director


  
Dr. ARCHANA CHOUHAN  
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# COLLEGE OF NURSING, BABA EDUCATIONAL SOCIETY


## LIST OF LAB INCHARGE

2023-2024

SR. NO.	LAB NAME	LAB INCHARGE NAME
1.	PRE-CLINICAL SCIENCE LAB (ANATOMY)	MR. SAURABH
2.	COMMUNITY HEALTH NURSING	MS. ANKITA PANDEY
3.	NUTRITION	MRS. RAJNI
4.	M.C.H.	Ms. RUCHI DWIVEDI
5.	NURSING FOUNDATION	MS. NEHA
6.	SKILL LAB	MS. JYOTI SHUKLA
7.	A.V. AIDS	MS. PRAGYA
8.	SPORTS ROOM	MS. ANCHAL SINGH
9.	COMPUTER LAB	MS. DIPTI
10	AUDITORIUM, CONFERENCE ROOM	MR. AMBIKA KUMAR

  
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(DR. ARCHANA CHOUHAN)  
PRINCIPAL



(R.K. VAJPAYEE)  
DIRECTOR


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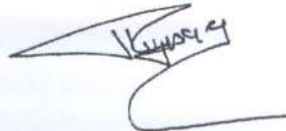
**BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL  
COLLEGE OF NURSING**

**LIST OF HEAD OF DEPARTMENT  
2023-2024**

S.NO	SPECIALITY	NAME OF THE H. O. D
1	MEDICAL SURGICAL NURSING	MR. ABHISHEK DHAMANIYA
2	PSYCHIATRIC	MR. ANKUR SHARMA
3	CHILD HEALTH NURSING	MR. HEMENDRA PAL SINGH
4	COMMUNITY HEALTH NURSING	MR. NITIN SONI
5	MIDWIFERY, OBST. & GYNAECOLOGY	MRS. MANITA ACHARYA
6	NURSING FOUNDATION	MS. MANISHA CHAUDHRY

  
Dr. Archana Chouhan  
Principal  
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(DR. ARCHANA CHOUHAN)  
PRINCIPAL



(R.K VAJPAYEE)  
DIRECTOR

  
DR. ARCHANA CHOUHAN  
PRINCIPAL  
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56, MATIYARI DEWA ROAD  
CHINHAT, LUCKNOW-226023

# CLASS CO-ORDINATOR

M.SC NURSING

B.SC NURSING

G.N.M

A.N. M

CLASS CO-ORDINATOR  
M.SC. 1<sup>ST</sup> & 2<sup>ND</sup> YEAR  
MR. HEMENDRA PAL  
SINGH

SR.CO-ORDINATOR

MR. ABHISHEK  
DHAMANIYA

MRS. SANJANA  
OJHA

MRS. POOJA  
TIWARI

CLASS CO-ORDINATORS  
B.SC 1<sup>ST</sup> AND 2<sup>ND</sup>  
SEMESTER-(2023  
BATCH)  
SECTION A- MS. NAVITA  
SECTION B- MS. RUCHI  
B.SC 3<sup>rd</sup> and 4<sup>TH</sup>  
SEMESTER-(2022  
BATCH)  
MRS. MANISHA  
B.SC 5<sup>TH</sup> SEMESTER-  
(2021 BATCH)  
MS. BABITA  
B.SC 4<sup>TH</sup> YEAR-  
MS.NEHA KUMARI

CLASS CO-  
ORDINATORS  
G.N.M 2<sup>ND</sup> YEAR  
MS. ANUSHIKA  
PANDEY  
G.N.M.3<sup>RD</sup> YEAR  
MRS. ANSHIKA  
NANDAN

CLASS CO-  
ORDINATORS  
A.N.M 1<sup>ST</sup> YEAR  
MS. GUDIYA  
A.N.M 2<sup>ND</sup> YEAR  
MS. DHWANI  
SINGH

*Dr. Archana Chouhan*  
Principal  
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56, Matiyari Dewa Road  
Chinhhat, Lucknow-226028

(Dr. Archana Chouhan )  
Principal

*MR.R.K Vajpayee*

( MR.R.K Vajpayee)  
Director

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



**COLLEGE OF NURSING**  
**BABA EDUCATIONAL SOCIETY**  
56, Matiyari, Deva Road, Chinhat, Lucknow-226028  
**IOAC COMMITTEE MEETING OF SEPTEMBER MONTH 2023**



**Dr. ARCHANA CHOUHAN**  
PRINCIPAL  
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BABA EDUCATIONAL SOCIETY  
56, MATIYARI DEVA ROAD  
CHINHAT, LUCKNOW-226023



# COLLEGE OF NURSING, BABA EDUCATIONAL SOCIETY

Document No: BES /IQAC/M/12/2023

Date: 13/12/2023

## MINUTES OF MEETING

### General Details

Committee: Internal Quality Assurance committee

Date: 13/12/2021

Time: 02:00 to 04:00

Venue: Conference Hall

Chairperson: Dr. Archana Chouhan

### Attendance details:

S.N.	Name	Designation	Role	Signature
1.	Mr. Rajesh Vajpayee	Director	Chairmen	
2	Dr. Archana Chouhan	Principal	Chairperson	
3	Mr. Nitin Soni	Professor	IQAC Director	
4	Mr. Hemendra Pal Singh	Professor	Secretary	
5	Mrs. Manita Acharya	Professor	Joint Secretary	
6	Mr. Ankur Sharma	Assistant Professor	Member	
7	Ms. Jyoti Shukla	Nursing Tutor	Member	
8	Mr. Abhishek Dhamaniya	Assistant Professor	Member	
9	Ms. Deepa Singh	HR Manager	Member	
10	Mr. Pawan	Legal expert	Member	
11	Dr. S.K. Dixit	Administrative officer	External member	
12	Ms. Ankita Chouhan	B.Sc Nursing 4 <sup>th</sup> year Student	Member	
13	Ms. Shivanshi Gupta	B.Sc Nursing 4 <sup>th</sup> year Student	Member	

**Review of the previous meeting:** The minutes of last meeting which took place on 08/09/2023 were accepted without any changes. The actions arising from the last meeting are covered by taking appropriate action. Joint secretary Mr. Hemendra Pal Singh read the minutes from last meeting. The minutes were approved as read by Chairperson (Dr. Archana Chouhan) seconded by Mrs. Manita Acharya (Nominee members from OBG department)

Dr. ARCHANA CHOUHAN  
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# COLLEGE OF NURSING, BABA EDUCATIONAL SOCIETY

**Proceeding of meeting:** All the members are welcomed by the IQAC Director (Mr. Nitin Soni). The meeting was preceded by IQAC secretary (Mr. Hemendra Pal Singh) by reading the agenda of meeting. The meeting agenda is approved by Chairperson seconded by Mrs. Manita Acharya (Nominee members from OBG department).

**Meeting discussion:**

S N	Review of Agenda	Discussion/ Action	Responsibility	Target Time
1	Timely submission of research projects by B.Sc. Nursing and M.Sc. nursing final year student	1. All the faculties who are eligible for guide-ship of students are instructed to carry out the research project as per INC and University guidelines.	All Research Guide	
2	Faulty publication at-least 2 in a year (1 original and 1 review paper)	4. All the faculties are instructed to make their contribution in other professional activities by participating as a resource person/delegate in seminar, conferences, webinar etc. copy of participation certificate should be submitted to concerned department. 5. All the faculties are instructed to publish at-least 2 research publication in Scopus or Indexed journal.	All Faculty Members	
3	Student clinical and Community posting planning	All the clinical posting will be planned as per master rotation plan. (Form 1 <sup>st</sup> week of April, 2023)	All Class Coordinators	
4	Student industrial visit	As per curriculum student industrial visit will be planned after getting approval from concerned industry.	Class Coordinators	

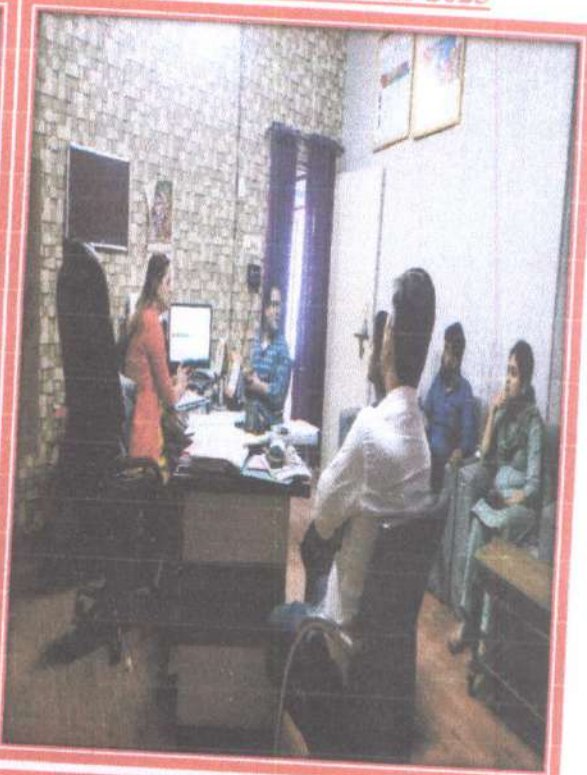
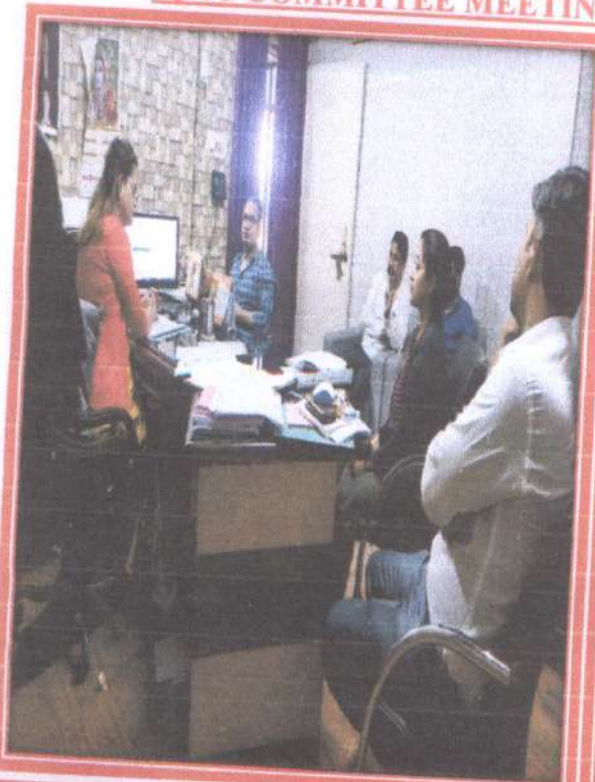
**Adjournment of meeting:** The meeting was adjourned at 04:05 PM, with a closing speech by committee secretary.

**Next Meeting:** As per schedule

Submitted by: Mr. Hemendra Pal Singh (Secretary)	Approved By: Dr. Archana Chouhan (Chairperson)
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**DR. ARCHANA CHOUHAN**  
 PRINCIPAL  
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 CHINHAT, LUCKNOW-226028

**COLLEGE OF NURSING  
BABA EDUCATIONAL SOCIETY  
56, MATIYARI, DEVA ROAD, CHINHAT, LUCKNOW-226028  
IQAC COMMITTEE MEETING OF DECEMBER MONTH-2023**



**Dr. ARCHANA CHOUHAN**  
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# COLLEGE OF NURSING, BABA EDUCATIONAL SOCIETY

Document No: BES /IQAC/M/03/2024

Date: 07/03/2024

## MINUTES OF MEETING

### General Details

Committee: Internal Quality Assurance committee

Date: 07/03/2024

Time: 02:00 to 04:00

Venue: Conference Hall

Chairperson: Dr. Archana Chouhan

### Attendance details:

S.N.	Name	Designation	Role	Signature
1.	Mr. Rajesh Vajpayee	Director	Chairmen	
2	Dr. Archana Chouhan	Principal	Chairperson	
3	Mr. Nitin Soni	Professor	IQAC Director	
4	Mr. Hemendra Pal Singh	Professor	Secretary	
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Dr. ARCHANA CHOUHAN  
PRINCIPAL  
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56, MATIYARI DEVI, ROAD  
CHINHAT, LUCKNOW-226007

# COLLEGE OF NURSING, BABA EDUCATIONAL SOCIETY

**Proceeding of meeting:** All the members are welcomed by the IQAC Director (Mr. Nitin Soni). The meeting was preceded by IQAC secretary (Mr. Hemendra Pal Singh) by reading the agenda of meeting. The meeting agenda is approved by Chairperson seconded by Mrs. Manita Acharya (Nominee members from OBG department).

**Meeting discussion:**

SN	Agenda	Discussion	Action	Responsibility	Target Time
1	Revision of all policies of all criteria.	Committee discussed about the importance of revision should be done on policies of all criteria.	Committee decided that all the policies should be revised. Such as in Examination Committee;- Prepare the question paper according to respective authority such as ABVMU, and UPSMF. Then follow the proper methods and channel to prepare question paper, give marks for each and every question.  In answer sheet make one more note for signature of students after evaluation of answer sheet for his/her satisfaction.	All criteria in charge (Examination Committee)	2 weeks
2	Revision of teaching and non teaching performance appraisal Performa	Committee discussed about revision of teaching and non teaching performance appraisal Performa.	Committee decided that performance appraisal Performa should be revised. And also, it should taken four times a year.	HR Manager	1 week
3	Conduction B.Sc nursing first and second year (Second and third Semester) 1 <sup>st</sup> Internal Exam.	Committee discussed about conduction B.Sc nursing first and second year (Second and third Semester) 1 <sup>st</sup> Internal Exam.	Examination Committee is instructed to conduct B.Sc nursing first and second year (Second and third Semester) 1 <sup>st</sup> Internal Exam. as per Master Rotation Plan, University and Board schedule .	Examination Committee Secretary	
4	Encourage the	Committee discussed	It is instructed to all Faculty	Scientific	

  
**Dr. ARCHANA CHOUHAN**  
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
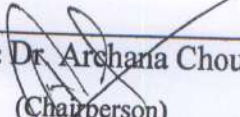


**COLLEGE OF NURSING,  
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	faculty and students for more research publication	about the faculty and students research publication.	Members and Students conduct more research publication.	Research Committee Secretary	
5	Conduction of more extension activities,, workshops, seminar, etc	Committee discussed about conduction of more extension activities,, workshops, seminar, etc	IQAC Committee is instructed to all Departments to conduct workshops, seminar, etc	All departmental HODs and secretary, Event planning committee	
6	Establish MOU with various organization	Committee discussed about establishment of MOU with various organization.	MOU Certificate must be taken from various Government and Non-Government Universities and College.  Prepare the plan for B.Sc. (N) fourth year and 5 <sup>th</sup> semester Community duty Field Visit permission letter send for visit their Institution.	Mr. Nitin Soni	8 weeks
7	Conduction of M.Sc. Nursing 2 <sup>nd</sup> year research activity.	Committee discussed about Conduction of M.Sc. Nursing 2 <sup>nd</sup> year research activity.	All Subject Specialty Guides are informed to progress in their students Research activity as per plan.	All guides.	6 weeks

**Adjournment of meeting:** The meeting was adjourned at 01:05 PM, with a closing speech by committee secretary.

**Next Meeting:** As per schedule

Submitted by:  Mr. Hemendra Pal Singh (Secretary)	Approved By:  Dr. Archana Chouhan (Chairperson)
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# COLLEGE OF NURSING, BABA EDUCATIONAL SOCIETY

Document No: BES /IQAC/M/06/2024

Date: 26/06/2024

## MINUTES OF MEETING

### General Details

**Committee:** Internal Quality Assurance committee

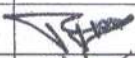


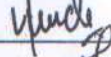


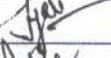
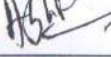

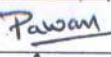

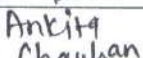
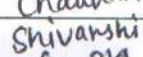
**Date:** 26/06/2024

**Time:** 12:00 to 01:00


**Venue:** Conference Hall

**Chairperson:** Dr. Archana Chouhan

### Attendance details:

S.N.	Name	Designation	Role	Signature
1.	Mr. Rajesh Vajpayee	Director	Chairmen	
2	Dr. Archana Chouhan	Principal	Chairperson	
3	Mr. Nitin Soni	Professor	IQAC Director	
4	Mr. Hemendra Pal Singh	Professor	Secretary	
5	Mrs. Manita Acharya	Professor	Joint Secretary	
6	Mr. Ankur Sharma	Assistant Professor	Member	
7	Ms. Jyoti Shukla	Nursing Tutor	Member	
8	Mr. Abhishek Dhamaniya	Assistant Professor	Member	
9	Ms. Deepa Singh	HR Manager	Member	
10	Mr. Pawan	Legal expert	Member	
11	Dr. S.K. Dixit	Administrative officer	External member	
12	Ms. Ankita Chouhan	B.Sc Nursing 4 <sup>th</sup> year Student	Member	
13	Ms. Shivanshi Gupta	B.Sc Nursing 4 <sup>th</sup> year Student	Member	

**Review of the previous meeting:** The minutes of last meeting which took place on 07/03/2024 were accepted without any changes. The actions arising from the last meeting are covered by taking appropriate action. Joint secretary Mr. Hemendra Pal Singh read the minutes from last meeting. The minutes were approved as read by Chairperson (Dr. Archana Chouhan) seconded by Mrs. Manita Acharya (Nominee members from OBG department)

  
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**Proceeding of meeting:** All the members are welcomed by the IQAC Director (Mr. Nitin Soni).

The meeting was preceded by IQAC secretary (Mr. Hemendra Pal Singh) by reading the agenda of meeting. The meeting agenda is approved by Chairperson seconded by Mrs. Manita Acharya (Nominee members from OBG department).

**Meeting discussion:**

SN	Agenda	Discussion	Action	Responsibility	Target Time
1	Revision of policies of all criteria.	Committee discussed about the importance of revision should be done on policies of all criteria.	Committee decided that all the policies should be revised. Such as	Mr. Nitin Soni & Mr. Hemendra Pal Singh  All criteria incharge	2 weeks
2	Revision of teaching and non teaching performance appraisal Performa	Committee discussed about revision of teaching and non teaching performance appraisal Performa.	Committee decided that performance appraisal Performa should be revised. And also, it should taken four times a year.	Mr. Nitin Soni  HR Manager	1 week
3	Development of SOP for all committees.	Committee discussed about development of SOP for all committees.	All committee secretaries are informed that they should prepare a Standard Operating Procedure (SOP) for the committee.	Mr. Nitin Soni  All committee secretaries	2 weeks
4	Collection of feedback on Curriculum from stakeholders.	Committee discussed about Collection of feedback on Curriculum from stakeholders.	The Curriculum Committee is instructed to get feedback on Curriculum from Stakeholder during the month August 2024.	Curriculum Committee Secretary	8 week
5	Collection of feedback on teaching and	Committee discussed about Collection of feedback on teaching and	The Curriculum Committee is instructed to conduct feedback on Curriculum from Students	Curriculum Committee Secretary	

  
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	facilities regarding, clinical, skill and simulation labs.	facilities regarding, clinical, skill and simulation labs.	periodically.		
6	Encourage the faculty and students for more research publication	Committee discussed about the faculty and students research publication.	It is instructed to all Faculty Members and Students conduct more research publication.	Scientific Research Committee Secretary	
7	Conduction of more extension activities,, workshops, seminar, etc	Committee discussed about conduction of more extension activities,, workshops, seminar, etc	IQAC Committee is instructed to all Departments to conduct workshops, seminar, etc	All departmental HODs and secretary, Event planning committee	
8	Establish MOU with various Clinical organization	Committee discussed about establishment of MOU with various clinical organization.	MOU Certificate must be taken from various Government and Non-Government Hospitals.	Mr. Hemendra Pal Singh	8 weeks
9	Conduction of M.Sc. Nursing 2 <sup>nd</sup> year research activity.	Committee discussed about Conduction of M.Sc. Nursing 2 <sup>nd</sup> year research activity.	All Subject Specialty Guides are informed to progress in their students Research activity as per plan.	All guides.	6 weeks
10.	Expand clinical exposure of students.	Committee discussed about expand the clinical exposure of students	It is instructed to all Coordinators and Students for exposure of clinical experiences in their respective fields.	All Coordinators	
11.	Renew the MOU with Mentee Institutes.	Committee discussed about renew of MOU with Mentee Institutes.	MOU Renewal Certificate must be taken from Mentee Institutes	Mr. Hemendra Pal Singh, Mr. Abhishek Dhamaniya,	

  
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				Mr. Nitin Soni	
12.	Make mandatory TNAI & NRTS registration for all Faculty.	Committee discussed about registration of TNAI and NRTS	It is instructed to all faculty Members to do TNAI & NRTS registration immediately.	All Faculty Members.	

**Adjournment of meeting:** The meeting was adjourned at 01:05 PM, with a closing speech by committee secretary.

**Next Meeting:** As per schedule

Submitted by: Mr. Hemendra Pal Singh (Secretary)	Approved By: Dr. Archana Chouhan (Chairperson)
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IQAC MEETING



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