

6.5.1 (A)

**COLLEGE OF NURSING,
BABA EDUCATIONAL SOCIETY**

Document No: BES/IQAC/RC/11/2023

Date: 18/08/2023

R- CIRCULAR

With reference to circular issued No: **BES/IQAC/RC/07/2023** dated 17/07/2023 this is to inform that the composition of the committee has to be revised as per the following details

COMMITTEE NAME: INTERNAL QUALITY ASSURANCE COMMITTEE

Meeting Schedule: September, December, March & June

| S.N. | Earlier | Replaced by | Designation | Role | Signature |
|------|------------------------|------------------------|---|-----------------|-----------|
| 1. | Mr. Rajesh Vajpayee | | Director | Chairman | |
| 2 | Dr. Archana Chouhan | | Principal | Chairperson | |
| 3 | Mr. Nitin Soni | | Professor | IQAC Director | |
| 4 | Mr. Gagan Verma | Mr. Hemendra Pal Singh | Professor | Secretary | |
| 5. | Mrs. Manita Acharya | | Professor | Joint Secretary | |
| 6 | Mr. Ankur Sharma | | Assistant Professor | Member | |
| 7 | Mrs. Anjali Chaturvedi | 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 | External member | |
| 11 | Dr. S.K. Dixit | | Administrative officer | Member | |
| 12 | Ms. Ankita Chouhan | | B.Sc Nursing 4 th year Student | Member | |
| 13 | Ms. Shivanshi Gupta | | B.Sc Nursing 4 th year Student | Member | |

Changes in composition of committee

1. Mr. Gagan Verma is replaced by Mr. Hemendra Pal Singh, Professor as a Secretary.
2. Mrs. Anjali Chaturvedi is replaced by Ms. Jyoti Shukla, Nursing Tutor as a Member.

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

COLLEGE OF NURSING, BABA EDUCATIONAL SOCIETY

Scopes of committee: The Committee is constituted to fulfil the following objectives:

1. To act as a central committee to undertake all quality concerned operations in the institute.
2. Development and application of quality culture/ quality benchmarks/ parameters for various academic and administrative activities of the institute.
3. Facilitating the creation of a learner centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
4. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
5. Dissemination of information on various quality parameters of higher education.
6. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
7. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
8. To enhance the quality of research by sharing of research findings with other.
9. Ensure enhancement and coordination among various activities of the institution.
10. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

CC: All Members

(Director)

Authorised Signatory


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

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








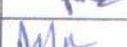
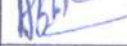


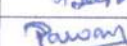

Date: 08/09/2023

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 th year Student | Member |  |
| 13 | Ms. Shivanshi Gupta | B.Sc Nursing 4 th 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 st 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 | |

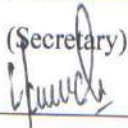
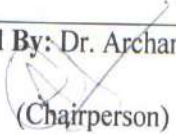

 Dr. ARCHANA CHOUHAN
 PRINCIPAL
 COLLEGE OF NURSING
 BABA EDUCATIONAL SOCIETY
 50, MATIYARI DEWA ROAD
 CHINHAT, LUCKNOW-228028

**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

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


Dr. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
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. |


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

| 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 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 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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 COLLEGE OF NURSING
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 CHINHAT, LUCKNOW-226028

| | | | | | | |
|-----|---|---|---------------------------------|---------------------|--|---|
| 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
 COLLEGE OF NURSING
 INSTITUTE OF PARAMEDICALS
 56, MATIYARI DEWA ROAD
 CHINHAT, LUCKNOW-226025


 (R.K Vajpayee)
 Director


Dr. ARCHANA CHOUHAN
 PRINCIPAL
 COLLEGE OF NURSING
 BABA EDUCATIONAL SOCIETY
 56, MATIYARI DEWA ROAD
 CHINHAT, LUCKNOW-226025

COLLEGE OF NURSING, BABA EDUCATIONAL SOCIETY

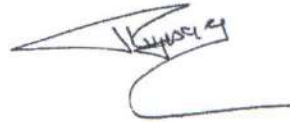
LIST OF NAAC CRITERIA IN-CHARGES

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
Principal
College of Nursing
Baba Educational Society
55, Matiyari Deva Road
Chinhhat, Lucknow-226028

(Prof. (Dr.) Archana Chouhan)
Principal



(R.K Vajpayee)
Director



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

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 |


Dr. Archana Chouhan
Principal
College of Nursing
Baba Educational Society
55, Matiyari Dewa Road,
Chinhhat, Lucknow-226028

(DR. ARCHANA CHOUHAN)
PRINCIPAL



(R.K. VAJPAYEE)
DIRECTOR


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

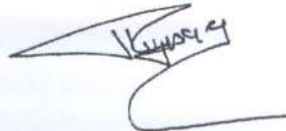
**BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL
COLLEGE OF NURSING**

**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
College of Nursing
Baba Educational Society
56, Matiyari Dewa Road
Chinhhat, Lucknow-226023

(DR. ARCHANA CHOUHAN)
PRINCIPAL



(R.K VAJPAYEE)
DIRECTOR


DR. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
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. 1ST & 2ND YEAR
MR. HEMENDRA PAL
SINGH

SR.CO-ORDINATOR

MR. ABHISHEK
DHAMANIYA

MRS. SANJANA
OJHA

MRS. POOJA
TIWARI

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

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

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

Dr. Archana Chouhan
Principal
College of Nursing
Baba Educational Society
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
BABA EDUCATIONAL SOCIETY
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
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56, MATIYARI DEVA ROAD
CHINHAT, LUCKNOW-226023

COLLEGE OF NURSING, BABA EDUCATIONAL SOCIETY

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

Date: 11/12/2023

MEETING INVITATION

Dear All,

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

Committee: Internal Quality Assurance committee

Date: 13/12/2023

Time: 02:00 to 04:00 PM

Venue: Conference Hall

Chairperson: Dr. Archana Chouhan

Agenda of the meeting: The agenda of meeting included the following

1.- Timely submission of research projects by B.Sc. Nursing and M.Sc. nursing final year student.

1. Faulty publication at-least 2 in a year (1 original and 1 review paper)

2. Student clinical and community posting planning

3. Student industrial visit

The following members are requested to attend the Meeting:

| S.N. | Name | Designation | Role | Signature |
|------|------------------------|------------------------|-----------------|-----------|
| 1. | Mr. Rajesh Vajpayee | Director | Chairmen | |
| 2 | Dr. Archana Chouhan | Principal | Chairperson | |
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CHINHAT, LUCKNOW-226026


**COLLEGE OF NURSING,
BABA EDUCATIONAL SOCIETY**

| | | officer | | |
|----|---------------------|--|--------|--------------------|
| 12 | Ms. Ankita Chouhan | B.Sc Nursing 4 th year Student | Member | Ankita Chouhan |
| 13 | Ms. Shivanshi Gupta | B.Sc Nursing 4 th year Student | Member | Shivanshi Gupta |


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

Thank You

Warm Regards


Mr. Hemendra Pal Singh

(Secretary)


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

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 |
|------|------------------------|---|-----------------|-----------|
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CHINHAT, LUCKNOW-226026

COLLEGE OF NURSING, BABA EDUCATIONAL SOCIETY


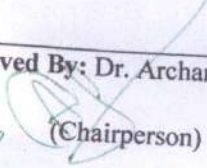
Proceeding of meeting: All the members are welcomed by the IQAC Director (Mr. Nitin Soni). The meeting was preceded by IQAC secretary (Mr. Hemendra Pal Singh) by reading the agenda of meeting. The meeting agenda is approved by Chairperson seconded by Mrs. Manita Acharya (Nominee members from OBG department).

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 st 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 | |

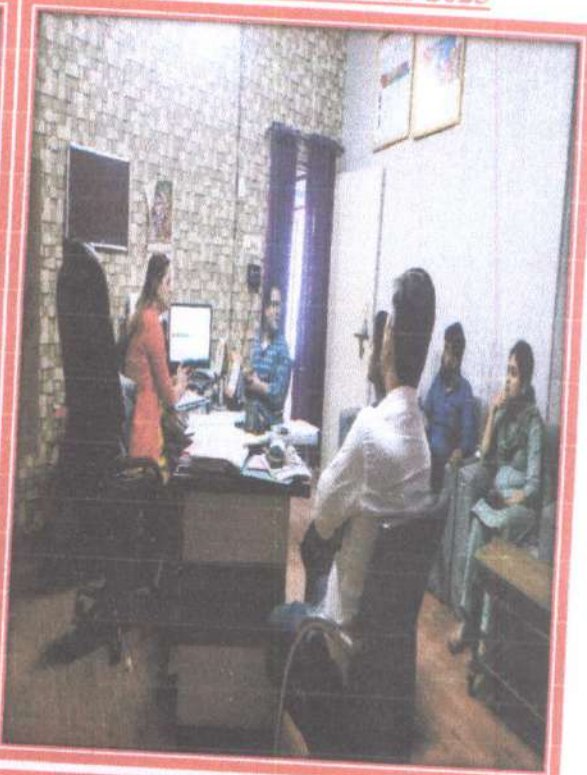
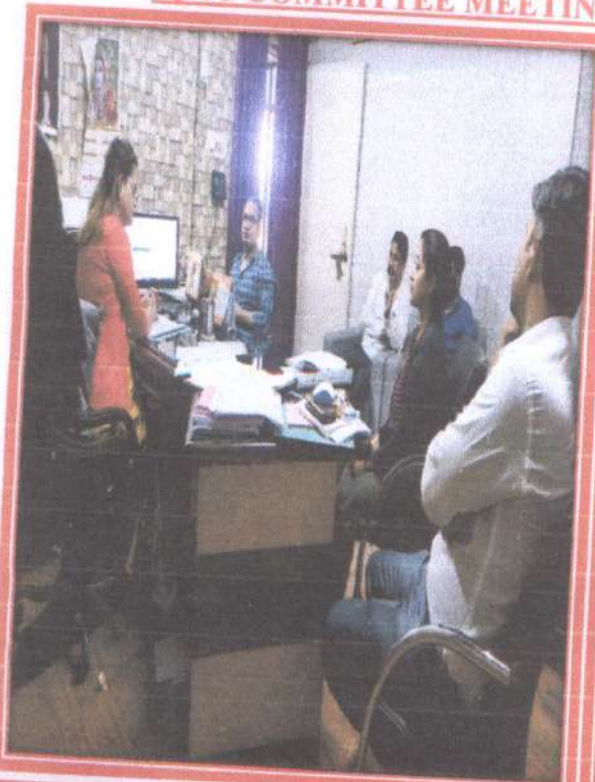
Adjournment of meeting: The meeting was adjourned at 04:05 PM, with a closing speech by committee secretary.

Next Meeting: As per schedule

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

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

COLLEGE OF NURSING, BABA EDUCATIONAL SOCIETY

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

Date: 04/03/2024

MEETING INVITATION

Dear All,

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

Committee: Internal Quality Assurance committee

Date: 07/03/2024

Time: 02:00 to 04:00 PM

Venue: Conference Hall

Chairperson: Dr. Archana Chouhan

Agenda of the meeting: The agenda of meeting included the following

1. Revision of policies of all criteria.
2. Revision of teaching and non teaching performance appraisal Performa.
3. Conduction B.Sc. Nursing First & Second year (Second & Third semester) , 1st internal exam.
4. Encourage the faculty and students for more research publication.
5. Conduction of more extension activities,, workshops, seminar, etc.
6. Establish MOU with various organizations.
7. Conduction of M.Sc. nursing 2nd year research activity.

The following members are requested to attend the Meeting:

| 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 | External member | |

Dr. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56, MATIYARI DEWARO
CHINHAT, LUCKNOW-226025

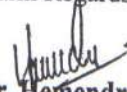
**COLLEGE OF NURSING,
BABA EDUCATIONAL SOCIETY**


| | | officer | | |
|----|---------------------|--|--------|--------------------|
| 12 | Ms. Ankita Chouhan | B.Sc Nursing 4 th year Student | Member | Ankita Chouhan |
| 13 | Ms. Shivanshi Gupta | B.Sc Nursing 4 th year Student | Member | Shivanshi Gupta |

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

Thank You

Warm Regards


Mr. Hemendra Pal Singh
(Secretary)


DR. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
58, MATIYARI DEWAT
CHINHAT, LUCKNOW

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 | |
| 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 th year Student | Member | |
| 13 | Ms. Shivanshi Gupta | B.Sc Nursing 4 th year Student | Member | |

Review of the previous meeting: The minutes of last meeting which took place on 13/12/2023 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
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
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 st Internal Exam. | Committee discussed about conduction B.Sc nursing first and second year (Second and third Semester) 1 st Internal Exam. | Examination Committee is instructed to conduct B.Sc nursing first and second year (Second and third Semester) 1 st 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 | |


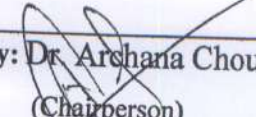

Dr. ARCHANA CHOUHAN
 PRINCIPAL
 COLLEGE OF NURSING
 BABA EDUCATIONAL SOCIETY
 58, MATYARI DEWA ROAD,
 CHINHAT, LUCKNOW-226028

**COLLEGE OF NURSING,
BABA EDUCATIONAL SOCIETY**

| | | | | | |
|---|---|---|---|---|---------|
| | 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 th semester Community duty Field Visit permission letter send for visit their Institution. | Mr. Nitin Soni | 8 weeks |
| 7 | Conduction of M.Sc. Nursing 2 nd year research activity. | Committee discussed about Conduction of M.Sc. Nursing 2 nd 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) |
|--|---|

DR. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
66, MAT YARI DEWA ROAD
CHINHAI, LUCKNOW-226028

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

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

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

Date: 25/06/2024

MEETING INVITATION

Dear All,

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

Committee: Internal Quality Assurance committee

Date: 26/06/2024

Time: 12:00 PM to 1:00 PM

Venue: Conference Hall

Chairperson: Dr. Archana Chouhan

The following members are requested to attend the Meeting:

| 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 th year Student | Member | |
| 13 | Ms. Shivanshi Gupta | B.Sc Nursing 4 th year Student | Member | |

Dr. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56, MATYARI DEWA ROAD
CHINHAT, LUCKNOW-228029

COLLEGE OF NURSING, BABA EDUCATIONAL SOCIETY

Agenda of the meeting :

The agenda of meeting included the following

1. Revision of policies of all criteria.
2. Revision of teaching and non teaching performance appraisal Performa.
3. Development of SOP for all committees.
4. Collection of feedback on Curriculum from stakeholders.
5. Collection of feedback on teaching and facilities regarding, clinical, skill and simulation labs.
6. Encourage the faculty and students for more research publication.
7. Conduction of more extension activities,, workshops, seminar, etc.
8. Establish MOU with various clinical organization.
9. Conduction of M.Sc nursing 2nd year research activity.
10. Expand clinical exposure of students.
11. Renew the MOU with Mentee Institutes.
12. Make mandatory TNAI & NRTS registration for all Faculty.


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

Thank You

Warm Regards


Mr. Hemendra Pal Singh

(Secretary)


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

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

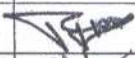


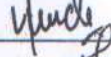


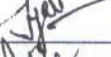
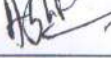

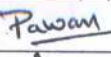

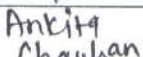
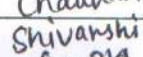
Date: 26/06/2024

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 th year Student | Member |  |
| 13 | Ms. Shivanshi Gupta | B.Sc Nursing 4 th 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)


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

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 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 | |


DR. ARCHANA CHOUHAN
 PRINCIPAL
 COLLEGE OF NURSING
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**COLLEGE OF NURSING,
BABA EDUCATIONAL SOCIETY**

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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 nd year research activity. | Committee discussed about Conduction of M.Sc. Nursing 2 nd 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, | |


Dr. ARCHANA CHOUHAN
 PRINCIPAL
 COLLEGE OF NURSING
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 56, MATIYARI DEWA ROAD
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**COLLEGE OF NURSING,
BABA EDUCATIONAL SOCIETY**

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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) |
|---|---|


DR. ARCHANA CHOUHAN
PRINCIPAL
BABA EDUCATIONAL SOCIETY
33, MATURAN DEWA ROAD
CHINAI, LUCKNOW-226028

COLLEGE OF NURSING BABA EDUCATIONAL SOCIETY
56, MATIYARI CHINHAT LUCKNOW
IQAC MEETING



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