

Baba Educational Society Institute of Paramedical College of Nursing

Document No: BES /IQAC/M/09/2020

Date: 04/09/2020

MINUTES OF MEETING

General Details

Committee: Internal Quality Assurance committee

Date: 04/09/2020

Time: 1-2pm

Venue: Conference Hall

Chairperson: Dr. P. Kangeswari

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

1. Preparation of curriculum
2. Reconstitution of other committees working in college for welfare of institution and student.
3. Re-allotment of NAAC criteria
4. Faculty requirement
5. Allotment of class coordinatorship
6. Distribution of lab in-charges
7. Subject allotment
8. Starting of classes of new batches of B.Sc. Nursing and M.Sc. Nursing
9. Event celebration planning (Dept. wise)
10. Organization of student and faculty welfare programme
11. B.Sc. Nursing and M.Sc. Nursing research projects
12. Student clinical planning
13. Student industrial visit

Attendance details:


Designation	Name	Role	Signature	Remarks
Principal	Dr. P. Kangeswari	Chairperson		
Vice-Principal	Mrs. Lubna	Member		
Professor	Mrs. Nutan Kumari	IQAC Director		
Professor	Mrs. Asha Bhandari	Member		
Clinical Instructor	Ms. Babita Bisht	Secretary		
Asso. Professor	Mr. Jubin Varghese	Member		
Asst. Professor	Mr. Sachin Chhari	Member		
Administrator	Dr. V.P. Chaturvedi	Member		
HR Representative	Mrs. Mahima	Member		
Industry Expert	Dr. Ashok Verma	External member		

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Alumni	Ms. Neha Yadav	Member	Neha	
Student	Ms. Jagreti Pandey	Member	Jagreti	

Discussion Details:


Discussion	Action	Responsibility	Target Time
Preparation of curriculum	It is instructed to all curriculum committee members to prepare the master rotation plan, clinical rotation plan, course plan, unit plan and lesson plan.	Curriculum committee secretary and class coordinator	4weeks
Reconstitution of other committees	According to the changes in faculty, committee should be reconstructed	Principal and Vice Principal	1week
Re-allotment of NAAC criteria	It is instructed to IQAC director to reallocate the NAAC criteria according to changes in faculty members.	IQAC director	1week
Faculty requirement	Few more faculty must be appointed	Principal	4weeks
Allotment of class coordinatorship	Class coordinator should be appointed for all the classes	Principal & vice Principal	1 week
Distribution of lab in-charges	Lab incharges should be appointed for all the classes	Principal & vice Principal	1 week
Subject allotment	Course distribution should be done	Principal & vice Principal Mrs. Asha Bhandari	2 weeks
Starting of classes of new batches of B.Sc. Nursing and M.Sc. Nursing	New classes should be started from October 2021	All first year coordinators	4 weeks
Event celebration planning (Dept. wise)	Event Calendar must be prepared	Event committee secretary Ms. Babita Bisht	1 Week
Organization of student and faculty welfare programme	Student welfare programme must be planned	Mr. Sachin Chhari	1 week


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B.Sc. Nursing and M.Sc. Nursing research projects	Research guideship plan should be prepared	Mr. Jubin Varghese	1 week
Student clinical planning	Clinical training must be started according to master rotation plan	Mrs. Asha Bhandari	
Student industrial visit	student industrial visit should be started according to dates availability	Mrs. Asha Bhandari	

Next Meeting:As per schedule

Prepared by: Ms. Babita Bisht (Secretary)	Approved By: Dr. P. Kangeswari (Chairperson)
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Baba Educational Society Institute of Paramedical College of Nursing

Document No: BES /IQAC/M/12/2020

Date: 04/12/2020

MINUTES OF MEETING

General Details

Committee: Internal Quality Assurance committee

Date: 04/12/2020

Time: 1-2pm

Venue: Conference Hall

Chairperson: Dr. P. Kangeswari

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

1. Conduction of term exam
2. Progression of student's research project
3. Awareness on NAAC accreditation for new faculty
4. Conduction of workshops, seminars & conferences

Attendance details:

Designation	Name	Role	Signature	Remarks
Principal	Dr. P. Kangeswari	Chairperson		
Vice-Principal	Mrs. Lubna	Member		
Professor	Mrs. Nutan Kumari	IQAC Director		
Professor	Mrs. Asha Bhandari	Member		
Clinical Instructor	Ms. Babita Bisht	Secretary		
Asso. Professor	Mr. Jubin Varghese	Member		
Asst. Professor	Mr. Sachin Chhari	Member		
Administrator	Dr. V.P. Chaturvedi	Member		
HR Representative	Mrs. Mahima	Member		
Industry Expert	Dr. Ashok Verma	External member		
Alumni	Ms. Neha Yadav	Member		
Student	Ms. Jagreti Pandey	Member		

Discussion Details:

Discussion	Action	Responsibility	Target Time
Conduction of term exam	1 st term exam should be planned	Vice Principal & Curriculum Committee	1week
Progression of students research project	It is instructed to all guide to conduct a student's research according to plan	Mr. Jubin Varghese	

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Awareness on NAAC accreditation for new faculty	Awareness programme on NAAC accreditation should be conducted for new faculty	Mrs. Nutan Kumari	2 weeks
Conduction of workshops, seminars & conferences	Committee instructed to all department to conduct workshops, seminars & conferences	Mr. Sachin Chhari & Ms. Babita Bisht	

Next Meeting: As per schedule

Prepared by: Ms. Babita Bisht (Secretary)	Approved By: Dr. P. Kangeswari (Chairperson)
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Baba Educational Society Institute of Paramedical College of Nursing

Document No: BES /IQAC/M/03/2021

Date: 04/03/2021

MINUTES OF MEETING

General Details

Committee: Internal Quality Assurance committee

Date: 04/03/2021

Time: 1-2pm



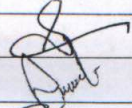
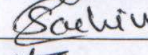

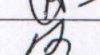
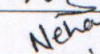
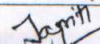
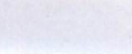
Venue: Conference Hall

Chairperson: Mrs. Lubna

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


1. Discussion regarding student's performance in 1st term exam
2. Discussion regarding course completion
3. Student clinical planning
4. Encourage the faculty to attend various massive open online courses

Attendance details:

Designation	Name	Role	Signature	Remarks
Principal	Mrs. Lubna	Chairperson		
Professor	Mrs. Nutan Kumari	IQAC Director		
Professor	Mrs. Asha Bhandari	Member		ABSENT
Clinical Instructor	Ms. Shalini Rai	Secretary		
Asst. Professor	Ms. Navita	Member		
Asst. Professor	Mr. Sachin Chhari	Member		
Administrator	Dr. V.P. Chaturvedi	Member		
HR Representative	Mr. Apoorv Gaur	Member		
Industry Expert	Dr. Ashok Verma	External member		
Alumni	Ms. Neha Yadav	Member		
Student	Ms. Jagreti Pandey	Member		

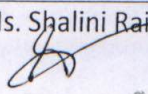
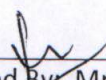
Discussion Details:


Discussion	Action	Responsibility	Target Time
Discussion regarding student's performance in 1 st term exam	Committee reviewed 1 st term exam result. It is instructed to organize the extra classes for students who have given poor performance	Curriculum Committee Secretary Mrs. Shalini Rai	2 weeks
Discussion regarding course completion	Committee discussed about course completion, also instructed to all faculty complete the course on time	Mrs. Nutan Kumari	2 weeks


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Student clinical Training	Clinical training must be started according to master rotation plan	Mr. Sachin Chhari	4 weeks
Encourage the faculty to attend various massive open online courses	it is the instructed all faculty attend various online courses like <ul style="list-style-type: none"> • capacity building of midwifery faculty • Good clinical practice • Research and mythology 	Staff development committee and secretary	

Next Meeting: As per schedule

Prepared by: Ms. Shalini Rai (Secretary) 	Approved By: Mrs. Lubna (Chairperson) 
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MINUTES OF MEETING

General Details

Committee: Internal Quality Assurance committee

Date: 14/06/2021

Time: 1-2pm





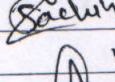




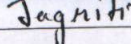
Venue: Conference Hall

Chairperson: Mrs. Lubna

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

1. Encourage the faculty and students for more research publications.
2. Review of course completion though conducted by online mode.
3. Organizes the more extension activities.
4. Establish MOU with various governmental and non-governmental universities and college.
5. Conduction of the pre-university & pre board examination.
6. Collection of feedback on curriculum from stakeholder.
7. Collection of feedback on teaching and facilities regarding clinical skills and simulation labs.

Attendance details:

Designation	Name	Role	Signature	Remarks
Principal	Mrs. Lubna	Chairperson		
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Professor	Mrs. Asha Bhandari	Member	-	ABSENT
Clinical Instructor	Ms. Shalini Rai	Secretary		
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Industry Expert	Dr. Ashok Verma	External member		
Alumni	Ms. Neha Yadav	Member		
Student	Ms. Jagreti Pandey	Member		

Discussion Details:

Discussion	Action	Responsibility	Target Time
Encourage the faculty and students for more research publications.	IQAC instructed to all faculty has to conduct more research and publish in indexed journal.	Research committee secretary	8week
Review of course completion though conducted by online mode	Committee reviewed the course completion which conducted by online mode. It is instructed to complete the remaining course	Curriculum committee secretary, Mr. Sachin Chhari	

Organizes the more extension activities.	Following extension activities must be conducted <ul style="list-style-type: none"> • World breastfeeding week • Mental health day • World AIDS day 	Event committee Secretary, Mrs. Shalini Rai	8 Weeks
Establish MOU with various governmental and non-governmental universities and college.	MOU must be taken from various governmental and nongovernmental university and college	Research Committee secretary Ms. Uma Maheshwari	8 Weeks
Conduction of the pre-university & pre board examination,	In last week of September, pre-university & pre-board should be conducted	Mrs. Arti Srivastava	4 Weeks
Collection of feedback on curriculum from stakeholder.	It is instructed to curriculum committee collect the feedback on curriculum from stakeholder	Ms. Navita	1Week
Collection of feedback on teaching and facilities regarding clinical skills and simulation labs.	It is instructed to curriculum committee collect the feedback from students	Ms. Shalini Rai	8 Weeks

Next Meeting: As per schedule

Prepared by: Ms. Shalini Rai (Secretary)	Approved By: Mrs. Lubna (Chairperson)
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