

BABA EDUCATIONAL SOCIETY, INSTITUTE OF PARAMEDICAL, COLLEGE OF NURSING

Document No: BES/IQAC/C/9/2020

Date: 27-5-20

CIRCULAR (SESSION 2019-20)

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 for the current year with the following details:

COMMITTEE NAME: INTERNAL QUALITY ASSURANCE COMMITTEE

Meeting Schedule: Quarterly as per meeting calendar & as desired by the chairman

Quorum: 50% of the members

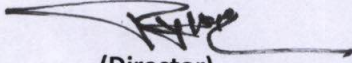
SN	Name	Designation	Role	Signature
1	Mr. Rajesh Vajpayee	Managing Director	Chair person	
2	Dr. P. Kangeswari	Principal	Member	
3	Mrs. Lubna	Vice Principal	Member	
4	Miss. Babita Bisht	Clinical instructor	IQAC Co-ordinator & Secretary	
5	Mrs. Kumari Nutan	Senior faculty	Quality Co-ordinator	
6	Mrs. Asha Bhandari	Senior faculty	Member	
7	Mr. Om Prakash sharma	Faculty	Member	
8	Mr. Sachin Chhari	Faculty	Member	
9	Dr. V.P. Chaturvedi	Administrator	Member	
10	Dr. Ashok Verma	Industry Expert	External member	
11	Mrs. Mahima Raikwar	HR Representative	Member	
12	Neha yadav	Alumni	Member	
13	Roshni kashudhan	Student	Member	

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

- To act as a central committee to undertake all Quality concerned operations in the Institute
- Development and application of Quality Culture/quality benchmarks/parameters for various academic and administrative activities of the institution
- 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
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles

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- Documentation of the various programmers/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC



(Director)

Authorised Signatory

CC: All Members

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Document No: BES/IQAC/1/06/2020

Date: 3-6-2020

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: Internal quality Assurance Committee


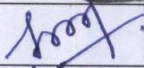

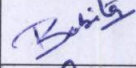



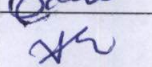


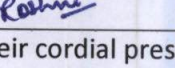

Date: 4-6-2020

Time: 1:30 – 2:00

Venue: Conference Hall

Chairperson: Mr. Rajesh Vajpayee

The following members are requested to attend the Meeting:

DESIGNATION	NAME	ROLE	Signature	Remarks
Managing Director	Mr.Rajesh Vajpayee	Chair Person		
Principal	Dr.P. Kangeswari	Member		
Vice Principal	Mrs. Lubna	Member		
Clinical Instructor	Ms. Babita Bisht	IQAC Co-ordinator & Secretary		
Professor	Kumari Nutan	Quality co-ordinator		
Professor	Asha bhandari	Member		
Asst. Professor	Mr.Om Prakash Sharma	Member		
Asst.professor	Mr. Sachin Chhari	Member		
Administrator	Dr. V.P. Chaturvedi	Member		
Industry Expert	Dr. Ashok Verma	External member		
HR representative	Mrs. Mahima Raikwar	Member		
Student	Roshni Kashudhan	Student		

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

Thank You

Warm Regards

Babita Bisht
(Secretary)
(Committee-Internal Quality Assurance Committee)

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Document No: BES/IQAC/M/06/2020

Date: 4/6/2020

MINUTES OF MEETING

General Details

Committee: Internal Quality Assurance Committee
Date: 4/6/2020
Time: 1:30-2:00
Venue: Conference Hall
Chairperson: Mr. Rajesh Vajpayee
Agenda: Routine Review Meeting


Attendance details:

Attendees	Absentee
Mr. Rajesh Vajpayee	
Dr. P. Kangeswari	
Mrs. Lubna	
Ms. Babita Bisht	
Mrs. Kumari Nutan	
Mrs. Asha Bhandari	
Mr. Om Prakash Sharma	
Mr. Sachin Chhari	
Dr. V. P. Chaturvedi	
Dr. Ashok Verma	
Mrs. Mahima Raikwar	

Discussion Details:

Discussion	Action	Responsibility	Target Time
Initiation of NAAC Application submission	Registration on NAAC portal has to be undertaken for initiating NAAC Application	Quality Co-ordinator & Clerical Staff	1 week
	Institutional Information for Quality Assessment has to be prepared and uploaded in NAAC Portal	Quality Co-ordinator	15 days
Awareness on NAAC Accreditation	Sensitization session has to be planned for all faculty & non-faculty members	Principal & Quality Co-ordinator	15 days
Feedback Initiation	Initiating online student feedback & curriculum feedback form from various stakeholders & undertaking analysis and CAPA as per proposed inputs	Quality Co-ordinator & respective criteria champions	30 days

Next Meeting: As per schedule

Prepared by Committee Secretary- Babita Bisht	Approved By  Committee Chairperson- Rajesh Vajpayee
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