

**BABA EDUCATIONAL SOCIETY, INSTITUTE OF PARAMEDICAL
COLLEGE OF NURSING
DEVA ROAD, CHINHAT, MATIYARI, LUCKNOW-226028**

Document No: BES/SDW/C/09/2019

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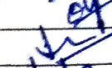


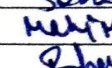





CIRCULAR

To deliver the optimum Quality Services to the Students & maintain the standards of all academic & non-academic activities areas across the organisation, the management has decided to form various committees with the chosen representatives to supervise the concerned activities in their respective fields.

The management is pleased to recruit the under signees as the part of the committee with the following details:

Committee name: Student development and welfare

Meeting Schedule: 2nd week of every quarter & as desired by the chairman

SN	Name	Designation	Role	Signature
1.	Dr. P Kangeswari	Principal	Chairperson	
2.	Mr. Omprakash Sharma	Assistant Professor	Secretary	
3.	Mrs. Lubna	Vice Principal	Member	
4.	Mrs. Asha Bhandari	Professor	Member	
5.	Mr. Raj Amit	Assistant Professor	Member	
6.	Mrs. Tulika Srivastava	Assistant Professor	Member	
7.	Ms Soni Yadav	Student representative	Member	
8.	Mahima	Student representative	Member	
9.	Ms Bharti Verma	Student representative	Member	
10.	Priya Sharma	Student representative	Member	


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

- To promote student welfare
- To develop co-operation and unity
- To establish and maintain good IPR with the staff
- To aware regarding scholarship and examination
- To develop sense of responsibility regarding hostel life
- To orient college and clinical area for developing the skill
- To promote of reputation of institution

CC: All Members


(Director)

Authorised Signatory


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Document No: BES/SDW/M/09/2019

Date: 14.09.2019

MINUTES OF MEETING

General Details

Committee: Student development and welfare
Date: 14.09.2019
Time: 2-3 Pm
Venue: Conference hall
Chairperson: Dr. P Kangeswari

Agenda: Discussion on orientation, health check-up and criteria to apply scholarship

Attendance details:

SN	Name	Designation	Role	Signature
1.	Dr. P Kangeswari	Principal	Chairperson	<i>[Signature]</i>
2.	Mr. Omprakash Sharma	Assistant Professor	Secretary	<i>[Signature]</i>
3.	Mrs. Lubna	Vice Principal	Member	<i>[Signature]</i>
4.	Mrs. Asha Bhandari	Professor	Member	<i>[Signature]</i>
5.	Mr. Raj Amit	Assistant Professor	Member	<i>[Signature]</i>
6.	Mrs. Tulika Srivastava	Assistant Professor	Member	<i>[Signature]</i>
7.	Ms Soni Yadav	Student representative	Member	<i>[Signature]</i>
8.	Mahima	Student representative	Member	<i>[Signature]</i>
9.	Ms Bharti Verma	Student representative	Member	<i>[Signature]</i>
10.	Priya Sharma	Student representative	Member	<i>[Signature]</i>

Discussion Details:

Discussion	Action	Responsibility	Target Time
Discussion regarding orientation program about the course for orientation	All the class coordinator are advised to oriented the student about there course such as syllabus, attendance and exam pattern etc	Mrs.asha bhandri, omprakash, tulika, raj amit	1 weeks
Discussion regarding scholarship	Students are informed to submitted the necessary and relevant documents Related to scholarship apply	Mrs Lubna and asha bhandari	2 weeks
Discussion regarding health check of new comers students	Advised to the class co-ordinator that sent the students for health check up also advised for maintain the record of health check up	Mrs.asha bhandri, omprakash, tulika, raj amit	4 weeks

Next Meeting: As per schedule

Prepared by: Omprakash Shrama (Secretary)	Approved By: Dr. P. Kangeswari (Chairperson)
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Document No: **BES/SDW/M/12/2019**

Date: **14.12.2019**

MINUTES OF MEETING

General Details

Committee: Student development and welfare
Date: 14.12.2019
Time: 2-3 Pm
Venue: Conference hall
Chairperson: Dr. P Kangeswari

Agenda: Educational visit planning and student academic performance

Attendance details:

SN	Name	Designation	Role	Signature
1.	Dr. P Kangeswari	Principal	Chairperson	<i>[Signature]</i>
2.	Mr. Omprakash Sharma	Assistant Professor	Secretary	<i>[Signature]</i>
3.	Mrs. Lubna	Vice Principal	Member	<i>[Signature]</i>
4.	Mrs. Asha Bhandari	Professor	Member	<i>[Signature]</i>
5.	Mr. Raj Amit	Assistant Professor	Member	<i>[Signature]</i>
6.	Mrs. Tulika Srivastava	Assistant Professor	Member	<i>[Signature]</i>
7.	Ms Soni Yadav	Student representative	Member	<i>[Signature]</i>
8.	Mahima	Student representative	Member	<i>[Signature]</i>
9.	Ms Bharti Verma	Student representative	Member	<i>[Signature]</i>
10.	Priya Sharma	Student representative	Member	<i>[Signature]</i>

Discussion Details:

Discussion	Action	Responsibility	Target Time
Discussion regarding planning for educational visits of students	Students are divided into groups for educational visit under Guidance of nursing tutor. Teachers are advised to guide to students for writing report and submission.	Mrs.asha bhandri, omprakash, tulika, raj amit	1 weeks
Discussion on each student academic performance	Students must be observed for academic performance. If need counselling should be done for students	Mrs Lubna and asha bhandari	2 weeks

Next Meeting: As per schedule

Prepared by: Omprakash Shrama (Secretary)	Approved By: Dr. P Kangeswari (Chairperson) <i>[Signature]</i>
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[Signature]
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Document No: BES/SWD/M/03/ 2020

Date: 14.03.2020

MINUTES OF MEETING

General Details

Committee: Student development and welfare
Date: 14.03.2020
Time: 2-3 Pm
Venue: Conference hall
Chairperson: Mrs. P Kangeshwari

Agenda: Clinical Posting and Completion of syllabus

Attendance details:

SN	Name	Designation	Role	Signature
1.	Dr. P Kangeshwari	Principal	Chairperson	<i>[Signature]</i>
2.	Mr. Omprakash Sharma	Assistant Professor	Secretary	<i>[Signature]</i>
3.	Mrs. Lubna	Vice Principal	Member	<i>[Signature]</i>
4.	Mrs. Asha Bhandari	Professor	Member	<i>[Signature]</i>
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9.	Ms Bharti Verma	Student representative	Member	<i>[Signature]</i>
10.	Priya Sharma	Student representative	Member	<i>[Signature]</i>

Discussion Details:

Discussion	Action	Responsibility	Target Time
Discussion regarding clinical posting	Advised to incharges to divided to students in groups and informed regarding roster of their clinical posting and students are instructed to keep ready with compulsory articles and daily diary while they are on clinical duty.	Mrs.asha bhandri, omprakash, tulika, raj amit	1 weeks
Discussion regarding completion of theory syllabus	Report taken from all co-ordinators regarding complete portion of syllabus.	Mrs Lubna and asha bhandari	2 weeks

Next Meeting: As per schedule

Prepared by: Omprakash Shrama
(Secretary)

Approved By: Dr. P Kangeshwari
(Chairperson)