

**Baba Educational Society, Institute of Paramedicals, College of Nursing**

Document No: BES/MRC/C/11/2019

Date: 22/11/2019

**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: MANAGEMENT REVIEW COMMITTEE**

**Meeting Schedule:** Semi-annually as per meeting calendar & as desired by the chairperson

**Quorum:** 50% of the members

SN	Name	Designation	Role	Signature
1.	Mr. R.K. Vajpayee	Head of the organization	Chairman	
2.	Mr. Apoorv	Secretary Company	Secretary	
3.	Mrs. Smita	Support Dept. Manag	Member	
4.	Mr. Anupum Tripathi	Finance: Senior representative	Member	
5.	Dr. S.K. Dixit	Facility: Senior representative	Member	
6.	Dr. Ashok Kumar Verma	Quality: Senior representative	Member	
7.	Mrs. Mahima	HR: Senior representative	Member	
8.	Prof. Dr. P. Kangeswari, Ms. Anamika, Mrs. Lubna, Om Prakash Sharma, Bhuri Singh, Mr. Raj Amit Singh, Tulika Srivastava, Mrs. Asha Bhandari	Principal & respective chairman: All committee	Members	
9.	Ms. Anamika	Secretary	Members	


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

- To supervise the functioning of overall Institute and all committees
- To review, upgrade and monitor the Quality Improvement planning for the organization
- Budget allocation for various categories
- Monitoring the statutory and regulatory compliance concerned with the organization
- Decide on organizational up-gradation & development activities from time to time
- Monitoring and discussing the resource management of the organization such as financial, human resource etc.

(Director)

Authorised Signatory

CC: All Members

  
Baba Educational Society  
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Lucknow-226028

**Baba Educational Society, Institute of Paramedicals, College of Nursing**

Document No: BES/MRC/M/05/2020

Date: 20/05/2020

**MINUTES OF MEETING**

**General Details**

**Committee:** Management Review Committee

**Date:** 20/05/2020

**Time:** 12:00 pm

**Venue:** Baba Educational Society, Institute of Paramedicals, College of Nursing

**Chairman:** Mr. R.K. Vajpayee

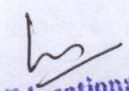
**Agenda:** Routine review meeting

**Attendance details:**

Attendees	Absentees
Mr. R.K. Vajpayee	Head of the organization
Mr. Apoorv	Company Secretary
Mrs. Smita	Support Dept. Manag.
Mr. Anupam Tripathi	Finance: Senior representative
Dr. S.K. Dixit	Facility: Senior representative
Dr. Asohk Kumar Verma	Quality: Senior representative
Mrs. Mahima	HR: Senior representative
Ms. Anamika	Secretary

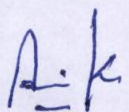
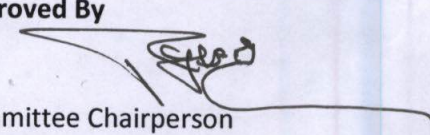
**Discussion Details:**

Discussion	Action	Responsibility	Target Time
NAAC certification activities to be initiated	• Criterion wise champions to be nominated & finalized.	IQAC & All chairman	Within 1 week
	• Responsibilities of all the champions to be explained & discussed		Within 15 days
	• All departmental activities related to certification to be initiated		Within 15 days
	• Documents (SSR, policies, procedures & reports) preparation to be initiated		Within 15 days
	• Resources to carry out all the certification activities to be allocated		

  
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NABH Accreditation activities to be initiated for teaching Hospital	<ul style="list-style-type: none"> <li>• Chapter wise champions to be nominated and finalized</li> <li>• All infrastructural changes needed to be identified &amp; discussed.</li> <li>• Policies and SOPs preparation to be initiated</li> </ul>	IQAC & Health Committee	Upcoming session
Resource requirement & dissemination	All departments and champions are required to forward their resource requirement to the Administrative office for dissemination of resources.	Financial Committee	1 month
COVID management Planning	Resource requirement on account of COVID-management protocols to be forwarded by Health committee in co-ordination with Discipline Committee & maintenance committee	Financial Committee	15 Days

**Next Meeting:** Last week of November 2020

<b>Prepared by</b>  Committee Secretary	<b>Approved By</b>  Committee Chairperson
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