

BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING

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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. Asha Bhandari	Senior faculty	Member	
6	Mr. Om Prakash Sharma	Faculty	Member	
7	Mr. Sachin Chhari	Faculty	Member	
8	Dr. V.P. Chaturvedi	Administrator	Member	
9	Dr. Ashok Verma	Industry Expert	External Member	
10	Mrs. Mahima Raikwar	HR Representative	Member	
11	Ms. Neha Yadav	Alumni	Member	
12	Ms. Roshni Kashudhan	Student	Member	

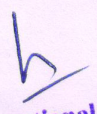
The scope of the committee can be expressed as follows (but not limited to):

- 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
- 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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