

STAFF MEETING :-

TIME :- 11:00 AM

VENUE :- CONFERENCE CE

DATE :- 13.12.2022.

ROOM.

Chairperson :- Dr. Archana Chouhan.

Agenda of meeting :- Discussing regarding Demonstration labs and the upcoming QCI Inspection in the month of January 23 ic

Proceedings of meeting :- The meeting was sharply started at 11am, in the conference room, which was started with the welcome speech of Mrs. Susma Ganguly. (Assistant Professor, OBG Dept.)

Discussion of meeting :-

1. Principal Mam gave us a review about the Lab - Incharges and their co-ordinates.

2. Mam informed about the upcoming inspection by Quality Council of India in January 2023.


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AND PARAMEDICALS
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3. Mam notified us about the checklist to be assessed in respective labs.

4. All the Lab registers, i.e., Utilization Register





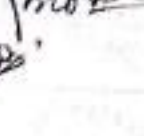



Inventory Register (monthly update), Issue Register to be maintained transparently and correctly.

5. Proper arrangements of articles, their maintenance and functioning to be done regularly.


6. Re-work on old models and posters to be done.

Adjournment of Meeting:-

The meeting was adjourned at 12 noon with a closing speech by Mrs. Durba Ganguly.

S.No.	NAME OF FACULTY	SIGNATURE
1.	MRS. DURBA GANGULY	
2.	MRS. FARHEEN SHAH	
3.	MRS. MANILA BIBIN	
4.	MS. RUCHI	
5.	MS. NEHA KUMARI	
6.	MS. POOJA SINGH	
7.	MRS. SANJANA OJHA	
8.	MS. BEMITA	
9.	MRS. PRATIMA KUSHWAHA	
10.	MS. ALIXA DAVAL	

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MATIYARI DEVA ROAD
CHUNAT, LUCKNOW-226028



STAFF MEETING :-

TIME - 2pm - 3pm
DATE - 15.12.2022

VENUE - CONFERENCE
ROOM

Chairperson :- Dr. Archana Chauhan


Agenda of meeting :- 1) Discussion regarding health checkup.

- 2) Discussion regarding each student academic performance.
- 3) Discussion regarding TNAI.
- 4) Discussion regarding software skill development for student performance and revision classes.

Proceedings of meeting :- The meeting was sharply started at 2pm, in the conference room, which was started with the welcome speech of Ms. Ruchi Daimedi (Nursing tutor)

Discussion of meeting :-

1. we planned & advised to Co-ordinator that rent the student for health checkup and advised for maintain the record of the health checkup.
2. we planned to & conduct revision


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classes for B.Sc and h.n.m student also who failed in their exam.

→ we planned that we inform all the student about the TNAI program and its benefits.

Adjournment of meeting:- The meeting was adjourned at 3pm with a closing speech by Ms. Ms. Ruchi Dainedi.

S. No.	Name of faculty	Signature
	Mr. Abhishek Dhamanija	Abhishek
	Ms. Ruchi Dainedi	Ruchi
	Ms. Apaksha	Apaksha
	Ms. Shilpi	shilpi
	Ms. Pooja	Pooja

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CHINNAI, TAMIL NADU-600028

AL

STAFF MEETING

TIME 12:00 - 1:00 PM
DATE 28/12/22

VENUE Conference Room

Chairperson -

Agenda of Meeting - Discussion regarding affiliation & Examination fees, electricity, lab, staff welfare expenses etc.

Proceeding of Meeting - The meeting was started at 12:00 PM in the Conference Hall, which was preceded by the welcome speech of Ms. Padma Pushkara (Nursing In-charge)

Discussion of Meeting -

1. Principal Mam discussed regarding how we compare the previous and current all expenses.
2. We discussed regarding the Lab Expenses.
3. We discussed regarding the

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MOTIVARI DEVA ROAD

9876543210

Computer and Stationery
expenses -

Adjournment of Meeting -

The meeting was adjourned at
1:00 pm ✓ to the closing speech
by Ms. Padma Kushwata. ✓

S. No	Name of faculty	Signature
1.	Padma Kushwata	
2.	Anupam Tripathi	
3.	Smita Chitley	
4.	Kishor Rawat	



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STAFF MEETING

TIME : 12:30-12:50 PM

VENUE - Conference Hall

DATE : 28/12/22

CHAIRPERSON : Dr. Archana Chouhan

AGENDA OF MEETING:

- Discussion regarding complaint box, e-mail and
- Using email for complaining so to maintain confidentiality.
- To arrange counselling session.
- To conduct few seminars for awareness.

Proceeding of Meeting:

The meeting was started at 12:30 pm and it was conducted in conference hall with the welcome speech of Mrs. Manika Bhatia (Nsg Tutor)

Discussion of Meeting:

1. Principal ma'am discussed regarding the awareness among students should be created through seminars.
2. Ma'am pointed on various boards which relate to sexual harassment has already in our various areas of college premises.



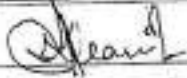
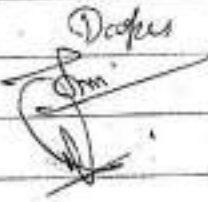
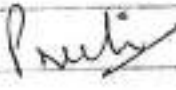
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CHINHAT, LUCKNOW-226029

3. - Maam Discussed regarding the approaches of victim; to whom all a victim can approach in case of any incident.

Adjournment of Meeting :

The meeting was adjourned at 1pm with the closing speech of Mrs. Manika Bisoi.

S.No	NAME OF FACULTY	SIGNATURE
1	MANIKA BISOI	
2	MRS. SMITA	
3	Ms. Deepa	
4	Ms. Jyoti Shukla	
5	Ms. Neta	
6	Ms. Manoj	
7	Ms. Bemita	
8	Ms. Preeti	
9	Ms. Sanjana	
10	Ms.	



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 CHINMAY, LUCKNOW-226028

STAFF MEETING

TIME -

DATE

VENUE - Conference Hall

Chairperson - Dr. Archana Chauhan

- Agenda of meeting :-
- Discussion regarding syllabus update, &
 - Discussion regarding to maintain class-coordinator file.
 - Discussion regarding terminal examination in the month of January 2023.

Proceeding of meeting :- The meeting was mainly started at 3 pm in the conference room which was started with the welcome speech of Mrs. Manika Bisen

Discussion of meeting :-

→ Principal man discussed regarding syllabus update for h.v.m. and A.V.M classes...

→ Principal man discussed regarding content of class-coordinator file & how to maintain it.

STAFF MEETING

DATE :

VENUE : Conference Hall

TIME :

CHAIRPERSON : Dr. Archana Chouhan.

AGENDAS OF MEETING :-

- regarding :- to review all criteria incharges to check all committees working under them.
- Criteria incharge to collect all reports within 3 days after committee meeting.
- to take monthly review of the committee
- to generate folders related to all events reports & photos.

PROCEEDING OF MEETING :

The meeting was started at 3 Pm in Principal office with the welcome speech of Mrs. Manita Babin (Nsg Tutor)

DISCUSSION OF MEETING :

- Principal MAAM Discussed with all to list out the committees working under each criteria by criteria incharges.

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Gurgaon, Haryana

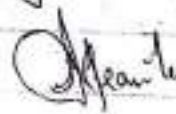
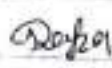


- Maam Discussed regarding preparation & maintenance of monthly report by criteria Incharge regarding their Committee updates.

- also discussed regarding the submission of reports within 3 days of events or Committee meeting.

- Discussed regarding the generation of photos and reports soft copies in particular folder.

Adjournment of meeting:-

Meeting adjourned at 3:30 pm with closing speech of Mrs. Manila Bibin.

S.No.	Name of faculty	Signature
1.	Mrs. Manila	
2.	Mrs. Smita	
3.	Ms. Deepa	
4.	Mr. Satish	
5.	Ms. Navita	
6.	Mr. Ankur	
7.	Mr. Gagan	
8.	Mr. Dr. ARCHANA CHOUHAN PRINCIPAL	

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HOD Meeting.

Date :- 12/01/2023.

Time :- 12:00 PM.

Venue :- Conference Hall.

Chairperson :- Dr. Archana Chouhan.

Agenda of Meeting :- Discussion regarding planning and preparation of Formates & Evaluation criteria related to the speciality subjects with the HOD's related to different - different departments.

Proceeding of Meeting :- The meeting was sharply started at 12 PM in the conference hall. which was proceeding with the welcome speech of Mrs. Jayaba Rappce, (HOD of OBG Department).

Meeting discussion points :-

* The meeting was called by principal Ma'am regarding preplanning of the whole year related to differ all speciality subjects.

* Principal Ma'am guide us for the course planning, Means how we can show the theory and well as lab hours with the name of

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effectively in a one sheet.

* Principal Ma'am discussed Regarding Requirement tracking sheet.

She told us the importance how we can track the fulfillment of requirements of the particular student in one sheet only.

* Ma'am discussed regarding some must have procedure should be learned by the students on their clinical areas.

* At last ma'am told us regarding Index of the HOD File.


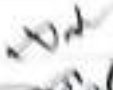

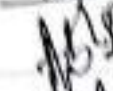


Adjournment of Meeting :-


The meeting was adjourn at 1:30 PM with the closing speech by Mrs. Jayana Ma'am.

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S.No.	Name of HOD's	Signature.
1)	Mrs. Jayana.	
2)	Mr. Gagan.	
3)	Mr. Ashish	
4)	Mrs. Anjali.	
5)	Mr. Abhishek.	
6)	Mrs. Henthai	


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 PRINCIPAL.

STAFF MEETING

Date - 13/1/2023

Time - 12:00 PM

Venue - Conference Hall

Chairperson - Dr. Archana Chouhan

Agenda of meeting :- Discussion regarding planning & preparation of Makarsankranti celebration

proceeding of meeting :- The meeting was sharply started at 12 PM in the conference hall, which was proceeding with the welcome speech of Ms. Anita Kowalkar (Assistant Prob.)

Meeting Discussion point :-

* principal ma'am discuss regarding makarsankranti celebration in college campus.

* principal ma'am discuss about organizing a kite competition, arrange food & sweet for every student & staff.

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* regarding the function will be held in big open ground.

* Arrangement of Kite competition in ground area. student display their Kite in ground area.

* principal maam discuss about the timing of celebration.

Adjournment of meeting

The meeting was adjournment of 4pm with the closing speech of Ms. Manita Kawaalkar

Srlo	faculty name	signature
1	Ms Manita Kawaalkar	
2	Mrs Anjali	
3	Mrs Manita	
4	Ms Rooja Singh	
5	Ms Hathi	
6	Ms Darbo	
7	Ms Hinthoi	

Principal
Dr. ARCHANA CHOUHA
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CHINHAT, LUCKNOW-226002

Staff Meeting.

Date :- 21/01/23.

Time :- 12:00 PM to 1:00 PM.

Venue :- Conference Hall

Chairperson :- Dr. Archana Chouhan

Agenda of Meeting :- To improve the quality of students for procedural learning in the clinical area.

Proceeding of Meeting :- The meeting was sharply started at 12. PM, in the conference room, which was proceeding with the welcome speech of Mrs. Anjali Chaturvedi (Assistant professor).

Meeting discussion Points :-

- * Principal Ma'am discussed regarding procedure distribution according to all Speciality Subjects.
- * All the HoD's should prepare the monthly plan for clinical procedures.
- * Principal Ma'am discussed regarding how clinical instructors completed their

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targets related to particular demonstration.

* She give many ideas and tricks by using those ideas we can easily complete our monthly targets for demonstration & redemonstration.

* Principal Ma'am told us regarding how we can do the dem or how we can take demonstration if any article is missing on that particular time of period.

Adjournment of Meeting :-

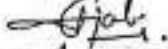
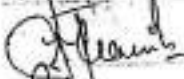
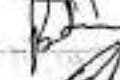

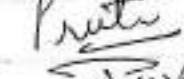
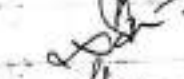


The meeting was adjourn at 1:30 p.m. with the closing speech of Mrs. Anjali Chaturvedi.

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CHINHAT, LUCKNOW-226028

S.No.

Name of Faculty

Signature.

- | | | |
|-----|---------------------------|---|
| 1.) | Mrs. Anjali Chaturvedi |  |
| 2.) | ANITA SHARMA |  |
| 3.) | Manita Polbin |  |
| 4. | Bedina Kushwaha |  |
| 5. | Chand Sahu |  |
| 6. | Tringujam Bemita |  |
| 7. | | |
| 8. | Preeti |  |
| 9. | Pooja Singh |  |
| 10. | Ms. Neha Kumari |  |
| 11. | Ms. Lushi Devi Medhi |  |
| 12. | Ms. Sushil Saini |  |
| 13. | Ms. Waribam Chame Henthai |  |




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58, MATIYARI DENA ROAD
CHINHAT, LUCKNOW-226028

Staff meeting

Date → 25/1/2023

Time → 12:00 pm to 1:00 pm

Venue → Conference hall

Chairperson → Dr. Archana Chaudhari

Agenda of meeting → To plan the program to be organized on college on 26th January 2023

Proceeding of meeting → The meeting was started at 12:00 pm in the conference hall. Which was proceeding with the welcome speech of Mrs. Asha Kameulkar. (Assistant professor).

Meeting discussion point → Discussed regarding preparation of Republic day.

We discuss about the program which program should be done.

We discuss about the decoration what kind of decoration should be.

We discuss about the program should be held at what time it should be held.


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INSTITUTE OF MANAGEMENT STUDIES
CLUBHOUSE, LUNARVADE
CLUBHOUSE, LUNARVADE-226028

We discuss about allotment of role and responsibility of each faculty involving program.

principal maam distributed the work here's the work distribution list of all the staff.

Work distribution for republic day event



S.NO	PROGRAMME	FACULTY NAME
1.	Cloth decoration with flag.	Mr. Satish Saini Mr. Abhishek Dhamniya Mr. Ankur Sharma
2.	Pathway Decoration	Ms. Ruchi Dewedi Ms. Pooja Singh Ms. Pooja Tiwari
3.	Pooja preparation	Ms. Bemita Ms. Neha Kumari Mrs. Anshika Mishra Ms. Aliza
4.	Prasad distribution	Mrs. Charul Mrs. Sanjana Ojha B.sc 4 th year (student's) Deeksha Shilpa
5.	Cultural precreation-	Mrs. Henthoi Chanu Mrs. Anjali Chaturvedi Ms. Navita Kawadkar Ms. Jyoti Shukla
6.	Discipline Committee	Mrs. Jayana Rupjee Mrs. Fahreen Shah Ms. Preeti Singh
7.	Anchoring	B.sc 4 th year (student's) Pooja Chaudhary Shilpa



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CHINHAT, LUCKNOW

Adjournment of meeting → The meeting was adjournment of 4 pm with the closing speech of Mrs. Navita Kawadkar.

Cultural Committee Member

Sl. no	Faculty name	Signature
1	Mrs. Navita Kawadkar	
2	Mrs. Anjali Chaturvedi	
3	Mrs. Hesthai Chenu	
4	Mrs. Manika Bapin	
5	MS. Jyoti Shukla	- am
6	MS. Pooja Singh	


PRINCIPAL

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INSTITUTE OF PARAMEDICALS
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STAFF MEETING

DATE - 04/02/2023

VENUE - Conference Hall

TIME - 12:00 PM

Chairperson :- Dr. Archana Chouhan

Agenda of Meeting :- To discuss regarding Examination preparation and clinical duties of the students.

Proceeding of Meeting :- The meeting was started at sharp 12:00 PM. in the conference hall, which was proceeded with the welcome speech of Ms. Navita, Assistant Professor, Community Health Nursing.

Meeting discussion Points:-

- ★ Principal Ma'am discussed regarding upcoming examination of B.Sc. II semester.
- ★ Ma'am discussed regarding invigilation duty and the invigilator's responsibility.
- ★ Principal Ma'am also discussed regarding the clinical duties of students and the work load of the clinical instructors.

Dr. ARCHANA CHOUHAN

PRINCIPAL

BABA COLLEGE OF NURSING
INSTITUTE OF PARAMEDICALS

58 MATYAL, BENEES

* Ma'am has given the instruction; like senior coordinator take over the physical responsibility at the time, when particular class-coordinator is on clinical duties.

* Ma'am discussed regarding clinical preparation, before going to the clinical area.

* - Care plan should be compulsory for all the students, who are going to the clinical area.

* Ma'am also discussed regarding the storage of answer sheets of internal examination.

Adjournment of Meeting :- The meeting was adjourn at sharp 12:50 pm, with the closing speech of Ms. Navita.

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PRINCIPAL


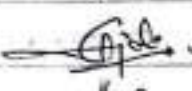



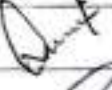





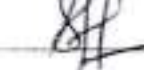

EMCA COLLEGE OF NURSING

INSTITUTE OF PARAMEDICALS

50, MATIYARI DEVA ROAD

CHINHAT, LUCKNOW-226028

Staff Meeting Members.

S.No.	Name of Faculty	Signature.
1.)	Mr. Gagan.	
2.)	Mrs. Anjali.	
3.)	Mrs. Henthai.	
4.)	Mr. Abhishek.	
5.)	Mrs. Durba.	
6.)	Mr. Ankur.	
7.)	Ms. Navita.	
8.)	Mrs. Charul.	
9.)	Ms. Pratima.	
10.)	Ms. Behita.	
11.)	Ms. Neha.	
12.)	Ms. Jyoti.	
13.)	Mrs. Sanjana.	



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56, MATANGI, CHINHAAT ROAD
CHINHAAT, LUCKNOW - 226028


Principal.

students and admit cards.

- ② Ma'am gave instructions regarding the Hall Entry timings (9am), checking of candidates, matching their admit cards to the verification sheets, proper uniforms, distribution of answer copies and question papers.
- ③ Examination Cell was given the instructions regarding sitting, water, toilet and storage of belongings arrangements for the candidates.
- ④ Ma'am also instructed on ^{giving} proper instructions to fill the first page of the answer copies and the attendance sheets.
- ⑤ Ma'am also instructed the Examination Committee regarding the packing and sealing of answer copies.

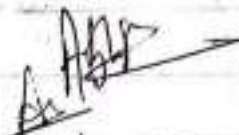
Adjournment of meeting: The meeting was adjourned at 1pm with the closing speech of Mrs. Surba.



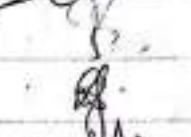
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Staff Meeting Members :-


S.No.	Name	Signature
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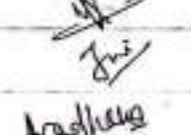
1.	Mr. Abhishek	
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2.	Mr. Ankur	
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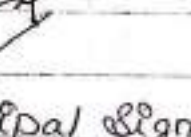
3.	Mrs. W.C. Henthori	
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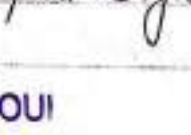
4.	Mrs. Anjali	
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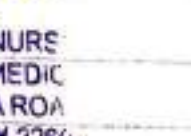
5.	Mrs. Facheen	
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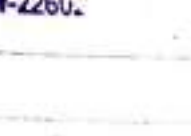
6.	Mrs. Queba	
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7.	Mr. Danish	
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8.	Mrs. Chakul	
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9.	Mrs. Reetima	
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10.	Mrs. Sarjana	
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11.	Mrs. Neha	
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12.	Mrs. Tyoti	
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13.	Mrs. Anuradha	
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14.	Mrs. Ruchi	
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15.	Mrs. Bernila	
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Principal Signature

Dr. ARCHANA CHOUJ
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INSTITUTE OF PARAMEDIC
58, MATIYARI DEVAROA
CHINHAT, LUCKNOW-2260.

STAFF MEETING

DATE - 14.03.2023

VENUE - CONFERENCE ROOM

TIME - 10:15 AM onwards

CHAIRPERSON - DR. ARCHANA CHOUHAN

AGENDA OF MEETING:- To discuss regarding QCI inspection.

PROCEEDING OF MEETING:- The meeting was started at 10:15 AM in the conference hall, which was preceded by the welcome speech of Mrs. Durba Ganguly, Assistant Professor, OBG Dept.




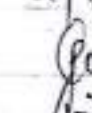



MEETING DISCUSSION POINTS :-


- Principal Ma'am discussed regarding the upcoming QCI inspection.
- Principal Ma'am discussed regarding the class co-ordinator file updation according to the format of QCI.
- Principal Ma'am discussed regarding monthly report for both theory and clinical.

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- Principal Ma'am also discussed regarding the different committee and their work.
- Ma'am discussed regarding about the lab. requirement in term of articles, instruments, checklist and utilization register.
- Ma'am discussed regarding about the monthly attendance for both theory and clinical duty.
- Discussed regarding about the updation of cumulative record.
- Discussed regarding about the admission record, Health record and leave record register.
- Principal Ma'am discussed regarding about, clinical ~~note~~ lesson plan, unit plan, course plan, rotation plan, clinical rotation plan and A.V aids.
- Adjournment of Meeting :- The meeting was adjourn at sharp 11:00a with the closing speech of Mrs. Durba Ganguly.

Staff Meeting Members:-

S.No	Name	Signature
1.	Mr. Satish	
2.	Mrs. Farheen	
3.	Mrs. Durba	
5.	Ms. Bemita	
6.	Mrs. Sanjana	
7.	Mrs. Pooja Tiwari	
8.	Ms. Aliza	
9.		


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Principal Maam

Staff meeting

Date - 12:00pm - 1:00pm.

Time - 29/04/23.

Venue - Conference hall.

Chairperson - Dr. Archana Chauhan.

Agenda of meeting - discussion regarding Syllabus update.

discussion regarding to maintain class coordinator file.

Proceeding of meeting - the meeting was started at sharp 12:00pm in the conference hall, which was presided by the welcome speech of Mrs. Divya Ganguly, (Assistant professor, OBGYN dept)

meeting discussion point -

- principal discussed regarding the Syllabus.

- ma'am discussed regarding about the monthly attendance.

- ma'am discussed regarding theory and clinical work load of

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GHINHATI, LUCKNOW-226028

Principal discussed regarding the Syllabus update of Bsc 1st sems of admission classes.

Adjournment of meeting.

The meeting was adjourned at sharp 2:00 pm. with the closing speech of Mrs. Divya Chougley (Assistant professor, ob/gyn Dept).

Staff meeting members.

SNo	Members	Signature
	Mrs. Bemita	
	Ms. Jyoti	
	Mrs. Divya	
	Mrs. Anjali	
	Mrs. Manika	
	Mrs. Gagan	
	Mr. Ankur	
	Mr. Abhishek	
	Mrs. Ruchi	
	Mrs. Banjara	
	Mrs. Anshika	
	Ms. Aliza	
	Ms. Archana	
	Ms. Anchal	
	Ms. Anushika	
	Ms. Ankita	

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Principal ma'am.

Staff meeting

Date :- 5/5/2023

Time :- 2-3 pm

Venue :- Conference hall

Chairperson :- Dr. Archana Chauhan

Agenda of meeting :- Discussion regarding TOT program to be organized on college on 9/05/23-11/05/2023.

Proceeding of meeting :- The meeting was started at 2 pm in the conference hall which was proceeded by the welcome speech of Mrs. Ajali Chaturvedi.

meeting discussion points :-

- Principal man discussed regarding TOT program.
- We discussed also about allotment of role and responsibility of each faculty involving program.

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- Principal & staff discussed regarding about the timing of TOT program.

Principal staff gave us a review about the TOT program.

Adjournment of meeting:-

The meeting was adjourn at sharp 3pm with the closing speech of Mrs. Anjali Chaturvedi.

Staff meeting members:-

Mrs. Anjali Chaturvedi

Mr. Nagan Verma

Mr. Ashishet


Mrs. Divya

Mr. Ankur

Mrs. Manila

Ms. Benita

Ms. Ruchi


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Principal.

Staff meeting

Date - 11/5/23.

Time - 2-3pm.

Venue - Conference hall.

Chairperson. Dr. Archana Chauhan.

Agenda of meeting -

Discussion regarding Nurses day celebration. On 12/05/23.

Proceeding of meeting -

The meeting was started at sharp 2pm. in the conference hall which was preceded by the welcome speech Mrs. Anjali Chaturvedi.

meeting discussion points -

→ Principal ma'am discussed regarding Nurses day celebration.

→ we discussed about the role and responsibility of each face event committee member.

→ Principal ma'am discussed regarding the food menu.

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→ And also discussed regarding the decoration and Stage decoration.

→ ~~Prin~~ And then we discussed regarding the cultural programmes.

→ Principal ma'am discussed regarding the chief guest in the meeting (Kunjol Singh IAS officer).

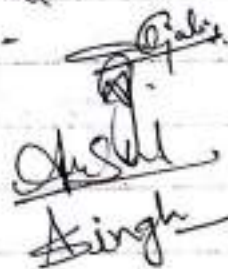
Adjournment of meeting -

the meeting was adjourned at sharp 3 pm. with the closing of Dr. Archana Chauhan.


Staff meeting members -

Mrs. Tyeti Shukla.
Ms. Ruchi Duvvedi
Mrs. Manila Bibis
Mrs. Anjali Chaturvedi
Mrs. Dewba Chauguly.
Ms. Anushika Pandey.
Ms. Anchal Singh.






Principal.


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Staff Meeting

Date - 8/06/23

Time - 3-4 P.M

Venue - Conference hall

→ P

Chairperson - Dr. Archana Chauhan

→ P

Agenda of Meeting - Discussion regarding about the section.

Proceeding of Meeting:

The meeting was started at sharp 3 P.M in the conference hall which was proceed by the welcome speech Mrs. Durba Ganguly.

Meeting Discussion Points:

- Principal ma'am discussed to all section incharge what has to improved and what to be added.
- Principal ma'am discussed regarding about lesson plan of G.N.M and A.N.M.
- Principal ma'am that their should be specific **Principal objectives** must be added in

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- Principal ma'am discuss with section 1 incharge about the lab. equipement which is needed to be in communitand fundamental lab.
- Principal ma'am discuss regarding PPT their should mention about timing.

Adjournment of meeting: The meeting was adjourn at sharp 4 P.M with closing speech of Mr. Ankur.

Staff meeting members:

Mr. Gagan

Mrs. Durba

Mr. Ankur

Mrs. Manika

Ms. Bemita

Ms. Ruchi

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Principal:

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STAFF MEETING

TIME = 12pm to 1pm

DATE = 10/6/23

Chairperson :- Dr. Archana Chauhan

Agenda of meeting :-

- 1) Discussion regarding Course Completion.
- 2.) Discussion regarding 15 basic procedure for each batch
- 3.) Discussion regarding one day all students have to come College from clinical duty

Proceeding of Meeting :-

The meeting was started at sharp 12 pm in the Conference hall. which was proceed by the welcome speech Mrs. Durba ganguly.

Meeting discussion Points :-

- 1.) Principal mam discussed about Course Completion of each and every batch (ANM, GNM, B.Sc).

- 2.) Principal mam discussed basic procedure which is compulsory to all students to study. Remember.

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3) Discussion regarding about the updation of record book.

Adjournment of meeting :-

The meeting was adjourn at sharp 2 pm. with closing speech of Dr. Archana Chauhan.

staff meeting members :-

Mrs. Gagan S.

Mrs. Durga Ganguly

Mrs. Ankur

Mrs. Anjali

Mrs. Manika

Mrs. Bombita

Mrs. Saloni

Mrs. Abhishek

Mrs. Ruchi

Mrs. Jyoti

Mrs. Neha

Mrs. Sanjira

Mrs. Anshika

Mrs. Pooja Tiwari

Mrs. Ambika

Mrs. Aliza

Mrs. Aradhana

Mrs. Anushika

Mrs. Anjali

Mrs. Ankita

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Ankur
Anshika
Anjali
Ankita

STAFF MEETING (Event)

DATE: 14th June '2023

VENUE: CONFERENCE

TIME: 3-4 pm

HALL

CHAIRPERSON : DR. ARCHANA CHOCHAN

AGENDA OF MEETING : Discussion regarding yoga day.

PROCEEDING OF MEETING :

The meeting was started sharp at 3pm in the conference hall which was proceed by the welcome speech by. Abheshek Dhamariya.

MEETING MINUTES :

Principal ma'am Discussed regarding yoga day.

Discussion regarding the timing of yoga day.

And also discussion regarding the dress code of yoga day.

We ~~discuss~~ ^{Dr. Archana Chohan} ~~discuss~~ ^{Principal} ~~discuss~~ ^{BABA COLLEGE OF NURSING} ~~discuss~~ ^{INSTITUTE OF PARAMEDICALS} ~~discuss~~ ^{5, PATILVADEVIYA ROAD} ~~discuss~~ ^{Chinnai, LUCKNOW-226028} ~~discuss~~ ^{discuss} the role and responsibility of the staff.

Adjournment of meeting-

The meeting was adjourned at Sharp 4pm with closing speech of Mr. Abhishek Dhamaniya.

Staff meeting member.

Mrs. Anjali Chaturvedi

Mrs. Manika Bibin

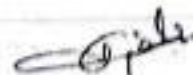
Ms. Jyoti Shukla.

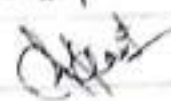
Ms. Ruchi Dwevedi

Ms. Neha.

Mr. Abhishek Dhamaniya.

Ms. Anushika










Principal.

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DE. MALWARI DE. ROAD
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STAFF MEETING

DATE - 05.07.2023.

VENUE - CONFERENCE HALL

TIME - 12PM - 1PM.

CHAIRPERSON - DR. ARCHANA CHOUHAN.

AGENDA :- To discuss regarding Lab updated list and cleanliness and handling of Labs.

PROCEEDING OF THE MEETING :-

The meeting was started at 12pm in the conference hall, which was preceded by the Welcome speech of Mrs. Manita Biswas (Nursing Tutor, OBG Dept.)

MEETING MINUTES :-

① The Laboratory Equipments and articles list to be updated according to INC, BCI and Jhpaigo recommendation

② All Lab - Incharges to update their lab stock register and also the new dummies / kits / trainers to be included in the stock list (soft copies also)

③ Soft copies of the Inventory to be updated with Dr. Archana Chouhan (HR Dept)

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① Lab cleaning time to be fixed during lunch hours, under the supervision of Lab Incharge.

② The responsibility of the Lab Key to be taken by the Lab In-charge and Co-Inch. In absence of both Incharges, the Key must be submitted to Principal In-charge.

③ Respective teacher taking Lab Class must take key from the In-charge in person and also hand it back to the In-charge itself.

④ Not more than one group of students to be taken in Lab Class.

⑤ Utilization Register to be maintained strictly by teacher taking Lab Class. (include name of class)

⑥ Issue Register to be maintained while taking any articles from Lab.




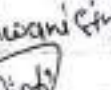
⑦ Any damage made to the Lab Instruments Equipments, the responsible student group or teacher will have to replace. The Lab Incharge if unaware of the damage made then it will have to be replaced by the Lab Incharge.

ADJOURNMENT OF MEETING:-

The meeting was adjourned at 12:55 PM with the closing speech of Mrs. Manika.

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3F, MATIVARI DEVA ROAD
GHINPAT, LUCKNOW-226028

Staff Meeting Members :-

S.No.	NAME	SIGN :-
1.	Mrs. Manita Bibin	
2.	Mrs. Deeba Ganguly	
3.	Mrs. Bemita	
4.	Mrs. Ruchi	
5.	Mrs. Dhvani	Dhvani Singh
6.	Mrs. Dipti	Dipti
7.	Mrs. Anushka	Anushka
8.	Mrs. Archana	Archana
9.		


PRINCIPAL SIGNATURE :-
Dr. ARCHANA CHOOHAN
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REPORT ON

Teachers Training for Quality Improvement Team as "Mentor"

EVENT NAME: Teachers Training for Quality Improvement Team as "Mentor"

ORGANIZER : U.P. State Medical Faculty & Jhpigeo
LOCATION : Lucknow, Uttar Pradesh.
DATE : 12.09.2023 to 16.09.2023
TIME : 09:00 AM – 5:30 PM
VENUE : S.S. AGARWAL LECTURE THEATRE
NO. OF ATTENDEES: 03

EVENT BRIEF AND HIGHLIGHTS:

Training was organized by UPSMF & Jhpigeo on Teachers Training for Quality Improvement Team as "Mentor". It was held on 12/09/2023 to 16/09/2023 for all Mentor Institutes. The Department of Medical Education and Training, Govt. of Uttar Pradesh is committed to improving the quality of Nursing & Paramedical Education in the state. In this regards, several initiatives are being undertaken to streamline processes for students, institutes & faculties by U.P. State Medical Faculty.

Introduction

The Department of Medical Education and Training, Govt. of Uttar Pradesh and Uttar Pradesh state Medical Faculty with co-ordination of Jhpigeo proposed various initiatives under Mission Niramaya, among which one is Quality Improvement Team as "Mentor" for strengthening of nursing and paramedical professions.

- For certification, Mentors have to successfully complete supportive supervision of at least 2 Mentees Institute.
- Mentee Institutes on boarded.
- Performance standards orientation, conduct baseline assessment and prepare actions plans for Mentee Institute.
- At least 2 faculty members in Mentee Institute Trained as prospective mentors for Mentee Institute.
- 85% of faculty of at least 2 Mentee Institute achieve teaching, demonstration and coaching skills.
- Successful completion of supportive supervision of at least 2 mentee Institute.

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The following agenda were discussed-

Duration	Content
Day 1	
08:30 Onwards	Registration
30 min 09:00-09:30 am	Welcome, Overview, Lamp lighting, Opening remarks by Chief Guest
(30 min) 09:30-10:00 am	Tea
60 min 10:00-11:00 am	Introduction and Expectations, Norms and Apprehension, Goals and Objectives, Day 1 Agenda.
(60 min) 11:00-12:00 pm	Value and consumer of our work
65 min 12:00-01:05 pm	Quality of education, competencies of faculty, and policy implications- Present status and way forward
(60 min) 01:05-02:05 pm	Lunch
60 min 02:05-03:05 pm	Who is a mentor? Attributes Roles & responsibilities Scope of work
(30 min) 03:05-03:35 pm	Overview of the mentorship program
(30 min) 03:35-04:05 pm	Tea
(25 min) 04:05-04:30 pm	Nursing Education Study Center
(30 min) 04:30-05:00 pm	Summary and feedback for training.
Day 2	
(15 min) 09:00-09:15 am	Recap
(45 min) 09:15-10:00 am	Understanding Quality
(75 min) 10:00-11:15 am	What is the Quality Improvement process?
(30 min) 11:15-11:45 am	Tea
(30 min) 11:45-12:15 pm	Quality improvement approaches Performance Standards
(75 min) 12:15-01:30 pm	Quality Improvement Cycle
(60 min) 01:30-02:30 pm	Lunch
(15 min) 02:30-02:45 pm	Nursing education Performance standards
(30 min) 02:45-03:15 pm	Group work on each section
(30 min) 03:15-03:45 pm	Tea
(75 min) 03:45-05:00 pm	Presentations on group work (15 min each)
(30 min) 05:00-05:30 pm	What do you mean by mentor institute?
(15 min) 05:30-05:45 pm	Closing of the day
Day 3	



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(10min) 08:50-09:00 am	Registration
(40 min) 09:00-09:40 am	Welcome/ Introduction/ Goal & Objectives/ group norms/ apprehension/
(5 min) 09:40-09:45 am	Day Agenda
(15 min) 09:45-10:00 am	Overview of Mission Niramaya
(30min) 10:00-10:30 am	Tea
(180 min)10:30-01:30 pm	Nursing Ecosystem- Institutional Curriculum Plan
(60 min) 01:30-02:30 pm	Lunch
(20 min) 02:30-02:50 pm	Preparing teaching environment
(20 min) 02:50-03:10 pm	Effective content delivery in the classroom
(20 min) 03:10-03:30 pm	Listing of different methods of group teaching-learning activities
(30 min) 03:30-04:00 pm	Tea
(30 min) 04:00-04:30 pm	Developing a skill
(30 min) 04:30-05:00 pm	Knowledge assessment
(30 min) 05:00-05:30 pm	Skill assessment
(15 min) 05:30-05:45 pm	Summary

Day 4

(10 min) 08:50-09:00 am	Registration
(20min) 09:00-09:20 am	Pre-training knowledge assessment
(20min) 09:20-09:40 am	Welcome/Introduction/Expectations/Norms/Apprehension/Agenda
(40min) 09:40-10:20 am	Procedures to be performed by students and; develop & implement clinical objectives and Clinical Rotation Plan
(30 min) 10:20-10:50 am	Tea
(60min) 10:50-11:50 am	Composition, roles and responsibilities of the Clinical Coordination Committee (CCC)
(60min) 11:50-12:50 pm	Understand the stakeholders related to clinical practices and discuss their Roles & responsibilities
(45min) 12:50- 01:35 pm	Competency tracking of students
(60 min) 01:35-02:35 pm	Lunch
(15min) 02:35-02:50 pm	Summary and Feedback (clinical practice processes training)
(30 min) 02:50-03:20 pm	Competencies need to be achieved by students in community health nursing
(30min) 03:20-03:50 pm	Areas to be included in the community rotation plan
(10min) 03:50-04:00 pm	Summary and Feedback for (Community Practice Processes)
(30min) 04:00-04:30 pm	Tea



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(20min) 04:30-04:50 pm	Post-training knowledge assessment
(10 min) 04:50-05:00 pm	Feedback form filling
Day 5	
08:30 onwards	Registration
(30 min) 09:00-09:30 am	Presentation by GIMS
(30 min) 09:30-10:00 am	Presentation by Kailash institute of nursing
(30 min) 10:00-10:30 am	Presentation by KGMU
(30 min) 10:30-11:00 am	Tea
(30 min) 11:00-11:30 am	Presentation by Popular college of nursing
(30 min) 11:30-12:00 pm	Presentation by Samarpan institute of nursing
(30 min) 12:30-01:00 pm	Presentation by SPGI
(30 min) 01:00-01:30 pm	Presentation by St. Mary's school of nursing
(60 min) 01:30-02:30 pm	Lunch
(30 min) 02:30-03:00 pm	Presentation by Vedanta college of nursing
(30 min) 03:00-03:30 pm	Way forward
(60 min) 03:30-04:30 pm	MoA signing
(30 min) 04:30-05:00 pm	Tea
(30 min) 05:00-05:30 pm	Closing remarks

After feedback, the programme was dispersed at 5:30 PM at last day of Training.



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