

**BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL  
COLLEGE OF NURSING**

Document No: BES/LC/RC/09/2023



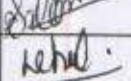


Date: 2/09/2022

**R-CIRCULAR**

With reference to Circular issued No: BES/LC/C/10/21 date 09/10/2021 this is to inform that the composition of the committee has to be revised as per the following details:

**COMMITTEE NAME: LIBRARY COMMITTEE**

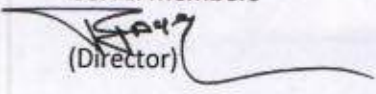
Meeting Schedule: Once in 3 months or as and when required

S. No.	Earlier member	Replaced by	Designation	Role	Signature
1.	Mrs. Lubna	Dr. Archana Chouhan	Principal	Chairman	
2.	Mrs. Jyoti	Ms. Pragya Singh	Librarian	Secretary	
3.	Ms. Navita	Ms. Saloni	Nursing Tutor	Member	
4.	Ms. Neha Kumari		Nursing Tutor	Member	
5.	Mr. Sachin	Mr. Alok Ranjan Mishra	Asst. Librarian	Member	


Scope of the committee can be expressed as follows.

- To frame general rules for the management of the library.
- To advice the librarian regarding general library development.
- To decide & adopt policies to govern the management & programme of the library.
- To prepare the annual budget, rules & regulation of the library.
- The committee also looks into the student complains, if any.
- To make recommendations for proper functioning of library.

CC: All Members

  
(Director)

Authorized Signatory

  
Dr. ARCHANA CHOUHAN  
PRINCIPAL  
COLLEGE OF NURSING  
BABA EDUCATIONAL SOCIETY  
56, MATIYARI DEWA ROAD  
CHINHAT, LUCKNOW-226028

**BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL  
COLLEGE OF NURSING**

Document No: BES/LC/ I/ 08/2022

Date: 31.08.2022

**MEETING INVITATION**

Dear All

This is to intimate you regarding the committee meeting to be held as per the schedule. The details of the meeting are as follows:

**Committee:** Library committee  
**Date:** 02/09/2022  
**Time:** 11:00 AM  
**Venue:** Conference Hall  
**Chairperson:** Dr. Archana Chauhan

The following members are requested to attend the Meeting:

S. No.	NAME	DESIGNATION	ROLE	Signature	Remarks
1.	Dr. Archana Chauhan	Principal	Chairperson	<i>For Dr</i>	
2.	Mrs. Pragya Singh	Librarian	Secretary	<i>Pragya Singh</i>	
3.	Ms. Navita	Asst. Professor	Member	<i>Navita</i>	
4.	Ms. Neha Kumari	Nursing Tutor	Member	<i>Neha</i>	
5.	Ms. Aarti	Asst. Librarian	Member	<i>Aarti</i>	

Agenda of the meeting as follows.

1. Improvement of e- library.
2. Purchasing of new book .
3. Subscription of e- journal.
4. Purchasing of journal.
5. Library hours have been extended from 9:00 AM to 05:00 PM.

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

Thank You

Warm Regards

Mrs. Pragya Singh  
Librarian

*Dr. Archana Chauhan*  
Dr. ARCHANA CHOUHAN  
PRINCIPAL  
COLLEGE OF NURSING  
BABA EDUCATIONAL SOCIETY  
56, MATIYARI DEWA ROAD  
CHINHAT, LUCKNOW-226028

## MINUTES OF MEETING

## General Details

Committee: Library Committee  
 Date: 02/09/2022  
 Time: 11:00 AM  
 Venue: Conference Hall  
 Chairperson: DR. Archana Chauhan

## Attendance details:

Attendees	Absentee
Mrs. Pragya Singh	Dr. Archana Chauhan
Ms. Navita	
Ms. Neha Kumari	
Ms. Aarti	

## Discussion Details:

Agenda	Discussion	Action	Responsibility	Target Time
Improvement of e-library.	We discussed regarding the improvement E-library.	All the books must be entered in to the system to improve the E-library practice.	Librarian	4 weeks
Purchasing of new books.	We discussed regarding the purchase of new book.	All the subject teachers have to prepare the list of recent edition books & submit it to library.	Librarian and all HOD	15 days
Subscription of e-journal.	We discussed regarding the Subscription of e-journal.	Faculty has to prepare the list of E-journals required & submit to the librarian.	Faculty and Librarian	15 days
Purchasing of journal	We discussed regarding the purchase of journal.	Faculty has to prepare the list of journals required & submit to the librarian.	Faculty and Librarian	15 days
Library hours have been extended from 9:00AM to 5:00 PM.	We discussed regarding the maintenance of library & extending the library hours.	It was decided that library will opened from 9:00AM to 5:00 PM.	Librarian	Daily


Next Meeting: As per schedule

Prepared by: Pragya Singh

Committee Secretary



Approved By:

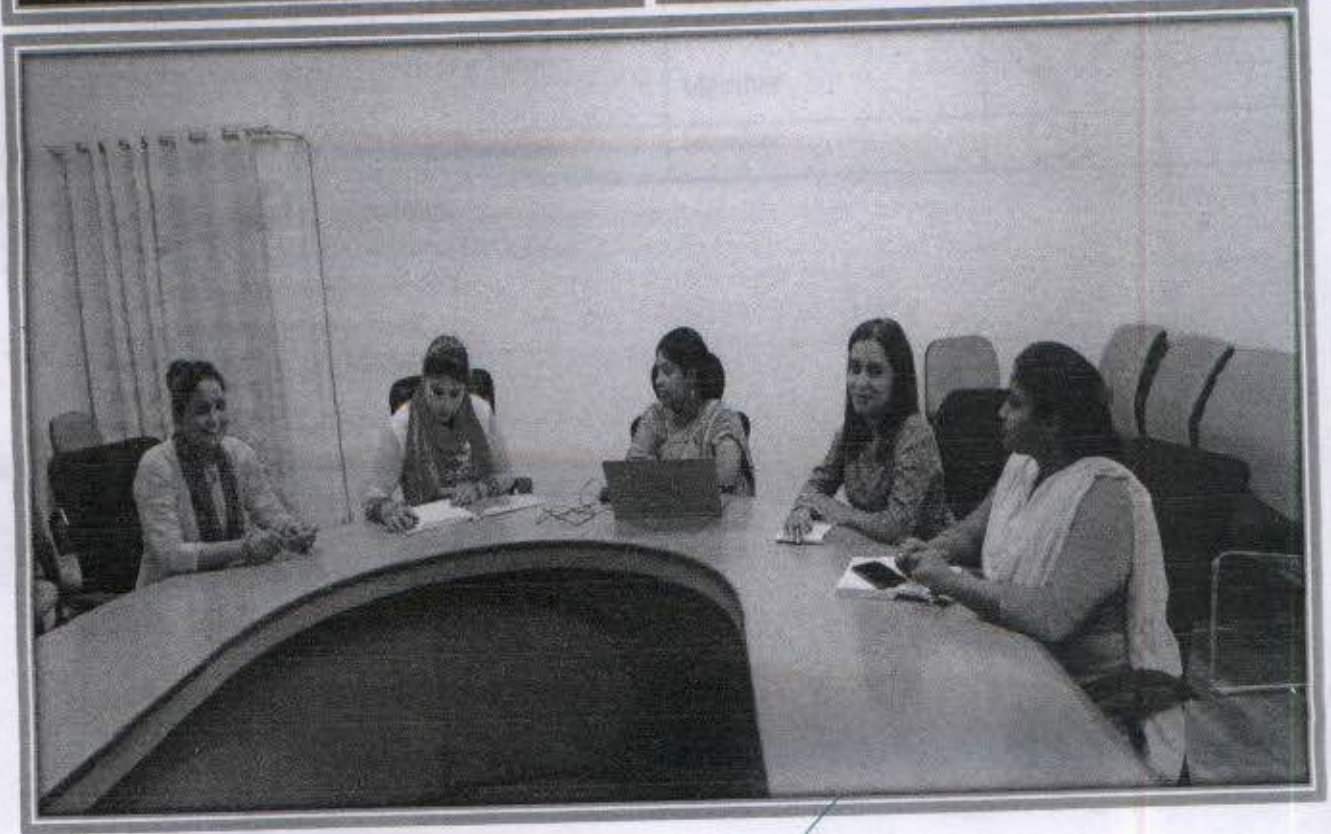
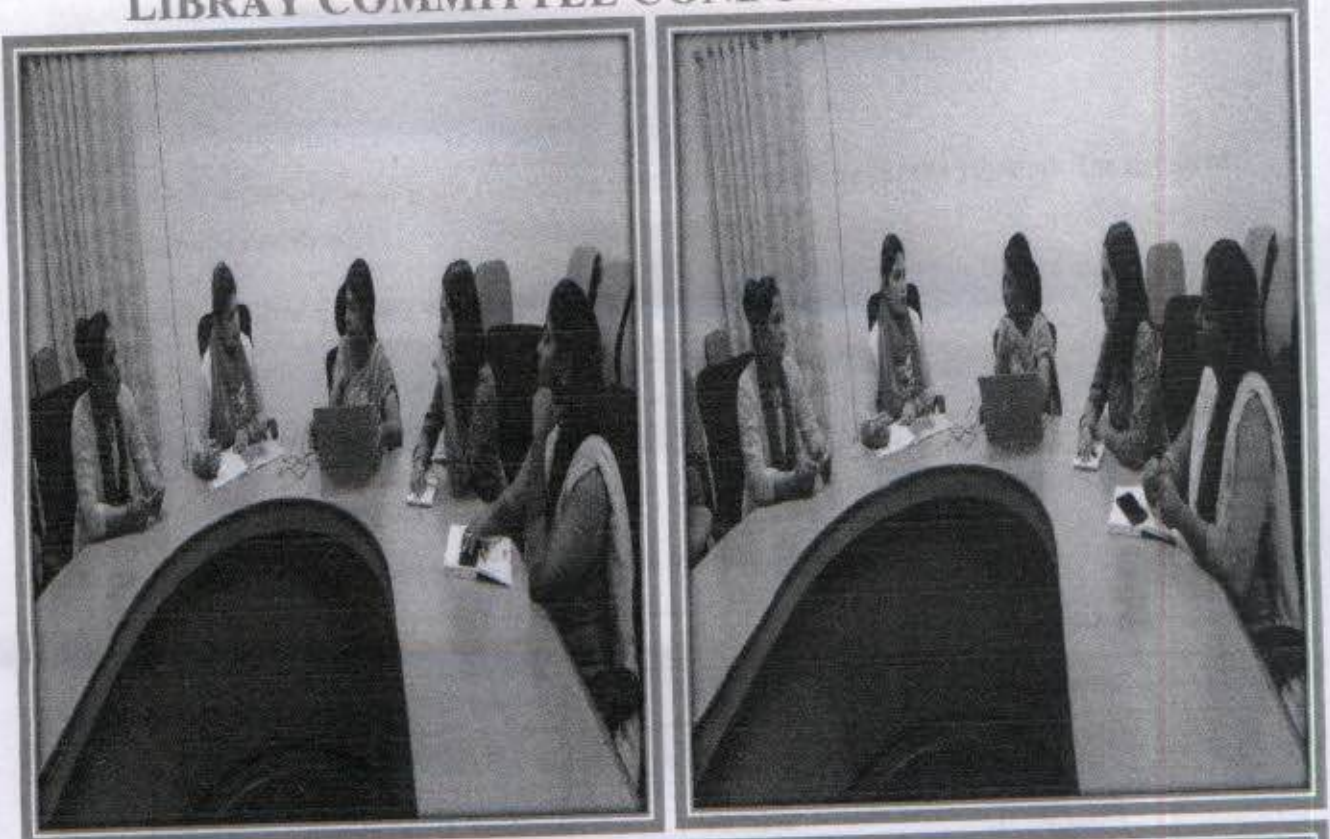
  
 Committee Chairperson

Dr. ARCHANA CHAUHAN  
 PRINCIPAL  
 COLLEGE OF NURSING  
 BABA EDUCATIONAL SOCIETY  
 56, MATIYARI DEWA ROAD  
 CHINHAT, LUCKNOW-226028

**BABA EDUCATIONAL SOCIETY  
INSTITUTE OF PARAMEDICAL,  
COLLEGE OF NURSING**

56 Matiyari, Deva Road, Chinhat, Lucknow- 226028

**LIBRARY COMMITTEE CONDUCTEON 02.09.2022**



*[Handwritten signature]*

*[Handwritten signature]*  
Dr. ARCHANA CHOUHAN  
PRINCIPAL  
COLLEGE OF NURSING  
BABA EDUCATIONAL SOCIETY  
56, MATIYARI DEVA ROAD,  
CHINHAT, LUCKNOW-226028.

# BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING

Document No: BES/LC/ 01/ 05/2023

Date: 01.05.2023

## MEETING INVITATION

Dear All

This is to intimate you regarding the committee meeting to be held as per the schedule. The details of the meeting are as follows:

**Committee:** Library committee  
**Date:** 03/05/2023  
**Time:** 11:00 AM  
**Venue:** Conference Hall  
**Chairperson:** Dr. Archana Chouhan

The following members are requested to attend the Meeting:

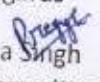
S. No.	NAME	DESIGNATION	ROLE	Signature	Remarks
1.	Dr. Archana Chouhan	Principal	Chairperson		
2.	Ms. Pragma Singh	Librarian	Secretary		
3.	Ms. Saloni	Nursing Tutor	Member		
4.	Ms. Neha Kumari	Nursing Tutor	Member		
5.	Mr. Alok Ranjan Mishra	Asst. Librarian	Member		


Agenda of the meeting as follows.

1. Improvement of e- library.
2. Purchasing of new book .
3. Subscription of e- journal.
4. Purchasing of journal.
5. Library hours have been extended from 9:00 AM to 05:00 PM.

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

Thank You

Warm Regards  
  
Ms. Pragma Singh  
Library Committee

  
DR. ARCHANA CHOUHAN

**BABA EDUCATIONAL SOCIETY  
INSTITUTE OF PARAMEDICALS  
COLLEGE OF NURSING**

56 Matiyari, Deva Road ,Chinhat, Lucknow – 226028

Document No: BES/LC/M/08/2023

Date :04/05/2023

**MINUTES OF MEETING**

**General Details**

Committee: Library Committee  
Date: 04/05/2023  
Time: 11:00 AM  
Venue: Conference Hall  
Chairperson: DR. Archana Chauhan

**Attendance details:**

Attendees	Absentee
DR. Archana Chouhan	Ms.NehaKumari
Ms .Pragya Singh	
Ms. Saloni	
Mr. Alok Ranjan Mishra	

**Discussion Details:**

Agenda	Discussion	Action	Responsibility	Target Time
Improvement of e-library.	We discussed regarding the improvement E-library.	All the books must be entered in to the system to improve the E-library practice.	Librarian	4 weeks
Purchasing of new book .	We discussed regarding the purchase of new book.	All the subject teacher have to prepare the list of recent edition books & submit it to library.	Librarian and all HOD	15 day
Subscription of e-journal.	We discussed regarding the Subscription of e-journal.	Faculty has to prepare the list of E-journals required & submit to the librarian.	Faculty and Librarian	15 day
Purchasing of journal.	We discussed regarding the Purchasing of journal.	Faculty has to prepare the list of journals required & submit to the librarian.	Faculty and Librarian	15 day
Library hours have been extended from 9:00AM to 5:00 PM.	We discussed regarding the maintenance of library & extending the library hours	It was decided that library will be opened from 9:00AM to 5:00 PM.	Librarian	Daily

Next Meeting: As per schedule

Prepared by: Pragya Singh Committee Secretary 	Approved By: Dr. Archana Chauhan Committee Chairperson 
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**DR. ARCHANA CHAUHAN**  
PRINCIPAL  
BABA COLLEGE OF NURSING  
INSTITUTE OF PARAMEDICALS  
56, MATIYARI DEVA ROAD  
CHINHAT, LUCKNOW-226028

BABA EDUCATIONAL SOCIETY  
INSTITUTE OF PARAMEDICALS  
COLLEGE OF NURSING  
LIBRARY COMMITTEE



Dr. ARCHANA CHOUHAN  
PRINCIPAL  
COLLEGE OF NURSING  
BABA EDUCATIONAL SOCIETY  
58, MATIYARI DEVA ROAD  
CHINHAT, LUCKNOW-226029

Dr. ARCHANA CHOUHAN  
PRINCIPAL  
BABA COLLEGE OF NURSING  
INSTITUTE OF PARAMEDICALS  
58, MATIYARI DEVA ROAD  
CHINHAT, LUCKNOW-226029

# BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING

Document No: BES/LC/ 25/ 08/2023

Date: 25.08.2023

## MEETING INVITATION

Dear All

This is to intimate you regarding the committee meeting to be held as per the schedule. The details of the meeting are as follows:

**Committee:** Library committee  
**Date:** 28/08/2023  
**Time:** 11:00 AM  
**Venue:** Conference Hall  
**Chairperson:** Dr. Archana Chouhan

The following members are requested to attend the Meeting:


S. No.	NAME	DESIGNATION	ROLE	Signature	Remarks
1.	Dr. Archana Chouhan	Principal	Chairperson		
2.	Ms. Pragya Singh	Librarian	Secretary		
3.	Ms. Saloni	Nursing Tutor	Member		
4.	Ms. Neha Kumari	Nursing Tutor	Member		
5.	Mr. Alok Ranjan Mishra	Asst. Librarian	Member		

Agenda of the meeting as follows.

1. Improvement of e- library.
2. Purchasing of new book .
3. Subscription of e- journal.
4. Purchasing of journal.
5. Library hours have been extended from 9:00 AM to 05:00 PM.

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

Thank You

Warm Regards  
  
Ms. Pragya Singh  
Library Committee

  
Dr. ARCHANA CHOUHAN  
PRINCIPAL  
COLLEGE OF NURSING  
BABA EDUCATIONAL SOCIETY  
56 MAHYARDEVI WADI ROAD  
GURUHATI, LUCKNOW 228028



**BABA EDUCATIONAL SOCIETY  
INSTITUTE OF PARAMEDICALS  
COLLEGE OF NURSING**

56 Matiyari, Deva Road ,Chinhat, Lucknow – 226028

Document No: BES/LC/M/08/2023

Date :29/08/2023

**MINUTES OF MEETING**

**General Details**

Committee: Library Committee  
Date: 29/08/2023  
Time: 11:00 AM  
Venue: Conference Hall  
Chairperson: DR. Archana Chauhan

**Attendance details:**

Attendees	Absentee
DR. Archana Chouhan	Ms.NehaKumari
Ms. Pragya Singh	
Ms. Saloni	
Mr. Alok Ranjan Mishra	

**Discussion Details:**

Agenda	Discussion	Action	Responsibility	Target Time
Improvement of e-library.	We discussed regarding the improvement E-library.	All the books must be entered in to the system to improve the E-library practice.	Librarian	4 weeks
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Next Meeting: As per schedule

Prepared by: Pragya Singh  Committee Secretary  	Approved By: Dr.Archana Chauhan   Committee Chairperson  
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BABA EDUCATIONAL SOCIETY  
INSTITUTE OF PARAMEDICALS  
COLLEGE OF NURSING  
LIBRARY COMMITTEE



Dr. ARCHANA CHOUHAN  
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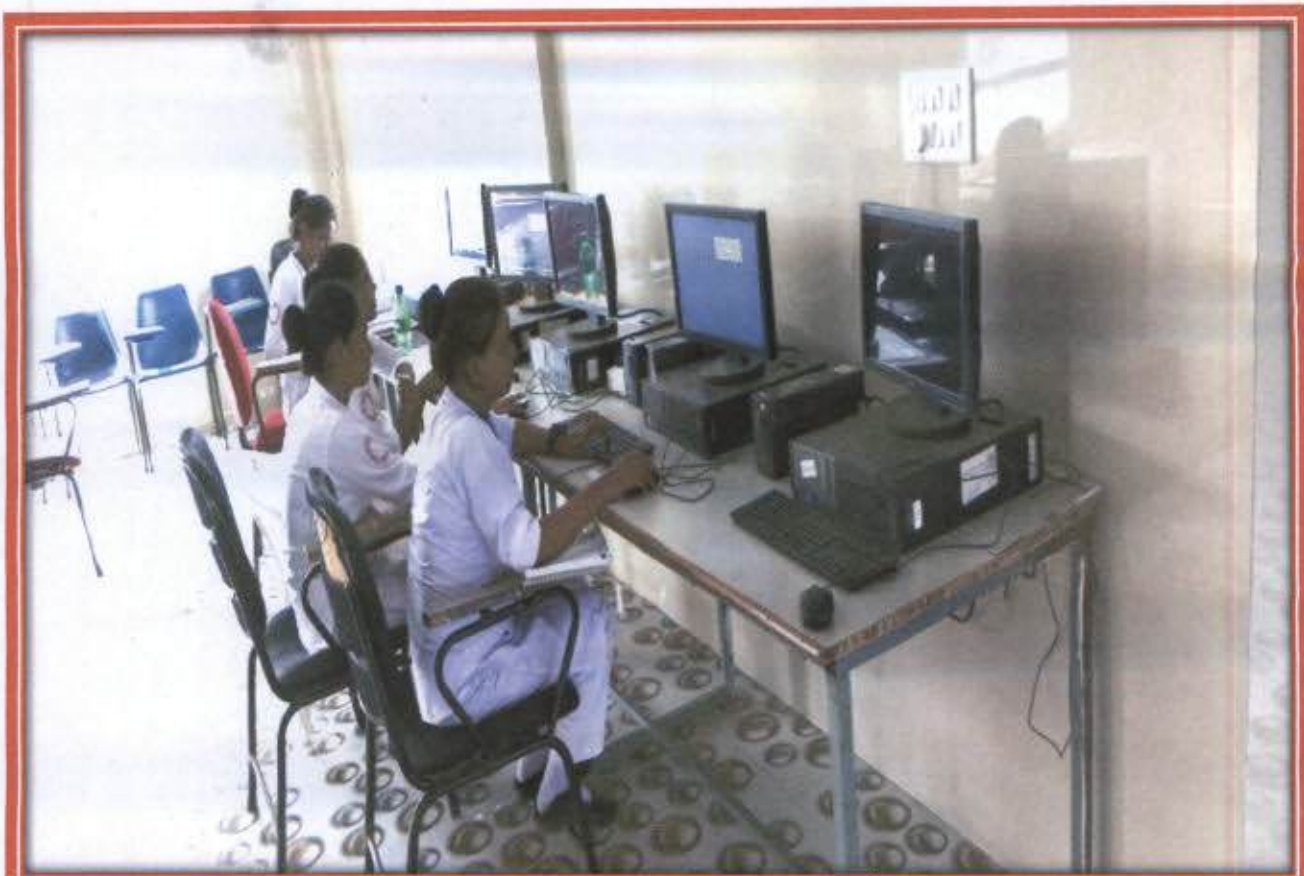
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**BABA EDUCATIONAL SOCIETY  
INSTITUTE OF PARAMEDICAL  
COLLEGE OF NURSING  
LIBRARY MANAGEMENT SYSTEM (ILMS)**

Library Automation: All the active book collection is update in the library software database and the online public access catalogue (OPAC) is available for students and faculty members. The issue and return of book have been activated in the library software.



Dr. ARCHANA  
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