

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

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



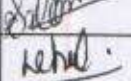


Date: 2/09/2022

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

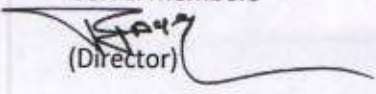
Meeting Schedule: Once in 3 months or as and when required

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	For [Signature]	
2.	Mrs. Pragya Singh	Librarian	Secretary	[Signature]	
3.	Ms. Navita	Asst. Professor	Member	[Signature]	
4.	Ms. Neha Kumari	Nursing Tutor	Member	[Signature]	
5.	Ms. Aarti	Asst. Librarian	Member	[Signature]	

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
Library Committee

[Signature]
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:

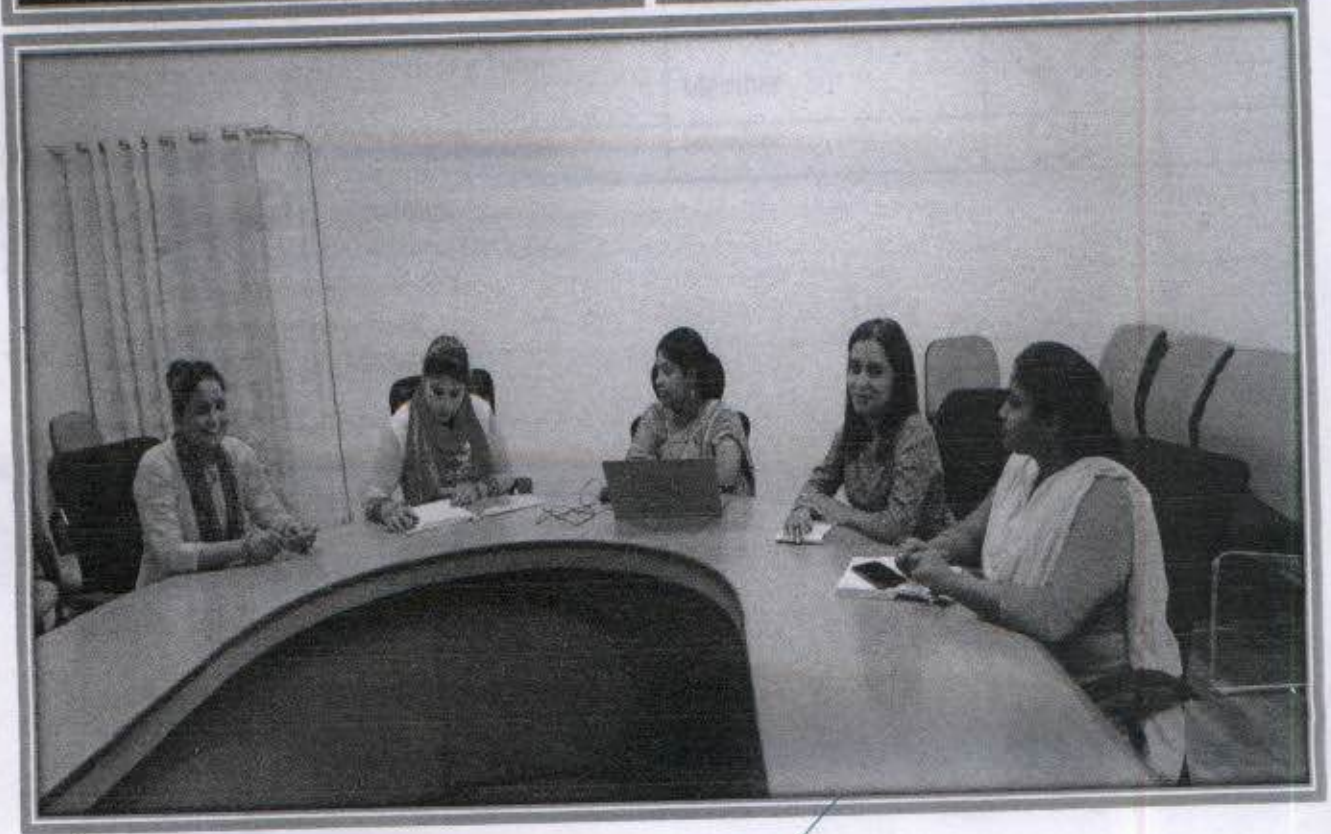
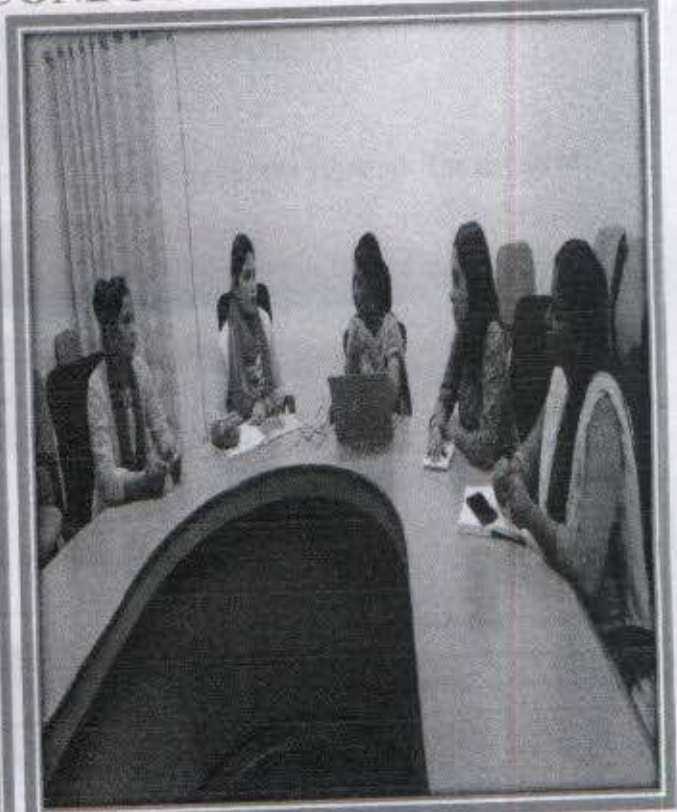
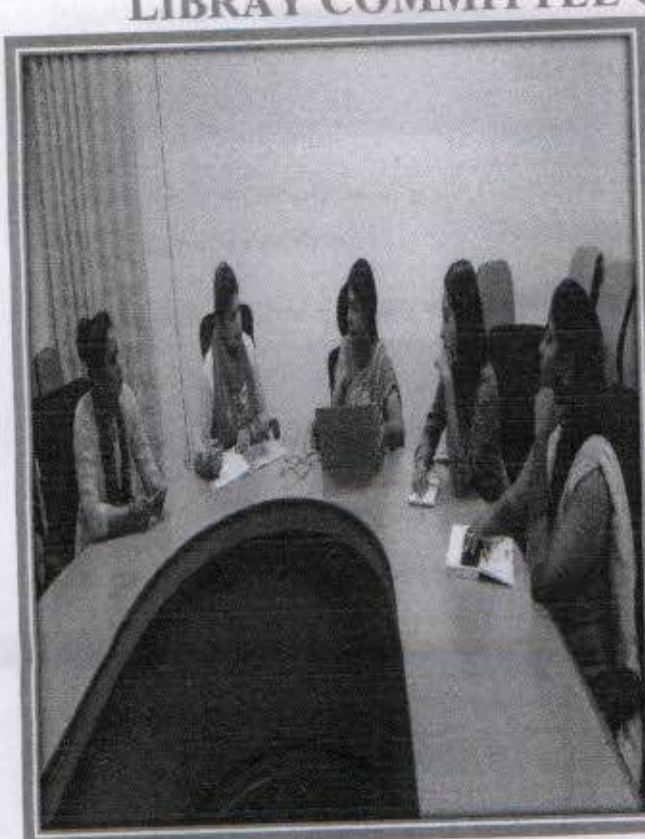

 Committee Chairperson

Dr. ARCHANA CHAUHAN
 PRINCIPAL
 COLLEGE OF NURSING
 BABA EDUCATIONAL SOCIETY
 56, MATIARI 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

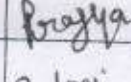
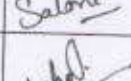
MEETING INVITATION

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:

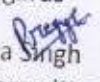
S. No.	NAME	DESIGNATION	ROLE	Signature	Remarks
1.	Dr. Archana Chouhan	Principal	Chairperson		
2.	Ms. Pragma Singh	Librarian	Secretary		
3.	Ms. Saloni	Nursing Tutor	Member		
4.	Ms. Neha Kumari	Nursing Tutor	Member		
5.	Mr. Alok Ranjan Mishra	Asst. Librarian	Member		


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:

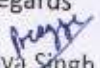
S. No.	NAME	DESIGNATION	ROLE	Signature	Remarks
1.	Dr. Archana Chouhan	Principal	Chairperson		
2.	Ms. Pragya Singh	Librarian	Secretary		
3.	Ms. Saloni	Nursing Tutor	Member		
4.	Ms. Neha Kumari	Nursing Tutor	Member		
5.	Mr. Alok Ranjan Mishra	Asst. Librarian	Member		

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 MAHARAJA ROAD
GURMATA, 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



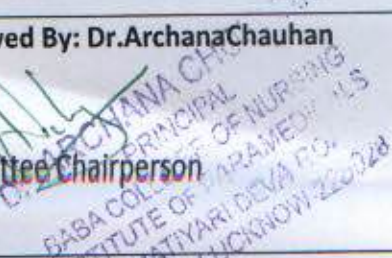
Attendance details:

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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