

BABA EDUCATIONAL SOCIETY
INSTITUTE OF PARAMEDICALS
COLLEGE OF NURSING

Document No: BES/MRC/M/01/2023

Date: 11/01/2023

MINUTES OF MEETING

General Details

Committee : Management Review Committee

Date : 11/01/2023

Time : 03 PM to 3:30 PM

Venue : Principal Office

Chairperson : Dr. Archana Chouhan

Attendance details:

Attendees	Absentees
Mr. R.K. Vajpayee, Chairman	
Dr. Archana Chouhan, Chairperson	
Mrs. Manila Bibin, Secretary	
Ms. Deepa, Company Secretary	
Mrs. Smita Chitley, Support Dept. Management	
Dr. S.K. Dixit, Facility: Senior Representative	
Dr. Ashok Kumar Verma, Quality: Senior Representative	
Mr. Manoj, HR: Senior Representative	
All criteria in-charges	

Discussion Details:

Discussion	Action	Responsibility	Target Time
To check whether all committees working as per the rule.	All Criteria In-charges will take list out of the committees that comes under their criteria.	Criteria In-charges	
Regarding reports preparation	Monthly report should have to prepare. Should also collect reports within 3 days after the committee meetings from each committee secretary.	Criteria In-charges Secretary	
Documents Collection	<ul style="list-style-type: none">All the Committee meeting documents & photos,All events reports and photos should be saved in a folder	Criteria In-charges Secretary	

Next Meeting: As per the schedule

Prepared by: Mrs. Manila Bibin (Secretary)	Approved By Dr. Archana Chouhan (Chairperson)
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CC: All members

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

MANAGEMENT REVIEW COMMITTEE- 11.01.2023



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BABA EDUCATIONAL SOCIETY
INSTITUTE OF PARAMEDICALS
COLLEGE OF NURSING

Document No: BES/MRC/M/01/2023

Date: 13/07/2023

MINUTES OF MEETING

General Details

Committee : Management Review Committee

Date : 13/07/2023

Time : 11:00AM-11:30AM

Venue : Principal Office

Chairperson : Dr. Archana Chouhan

Attendance details:

Attendees	Absentees
Mr. R.K. Vajpayee, Chairman	
Dr. Archana Chouhan, Chairperson	
Mrs. Manila Bibin, Secretary	
Ms. Deepa, Company Secretary	
Mrs. Smita Chitley, Support Dept. Management	
Dr. S.K. Dixit, Facility: Senior Representative	
Dr. Ashok Kumar Verma, Quality: Senior Representative	
Mr. Manoj, HR: Senior Representative	
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Documents Collection	<ul style="list-style-type: none">All the Committee meeting documents & photos,All events reports and photos should be saved in a folder	Criteria In-charges Secretary	
New Recruitment	Report should be submitted to the principal regarding the shortage of staffs as per the department so we can fulfil the need.	Criteria In-charges Secretary	
Budget Related Updates	Planning and documentation of income and expenditure should be done.	Criteria In-charges Secretary	

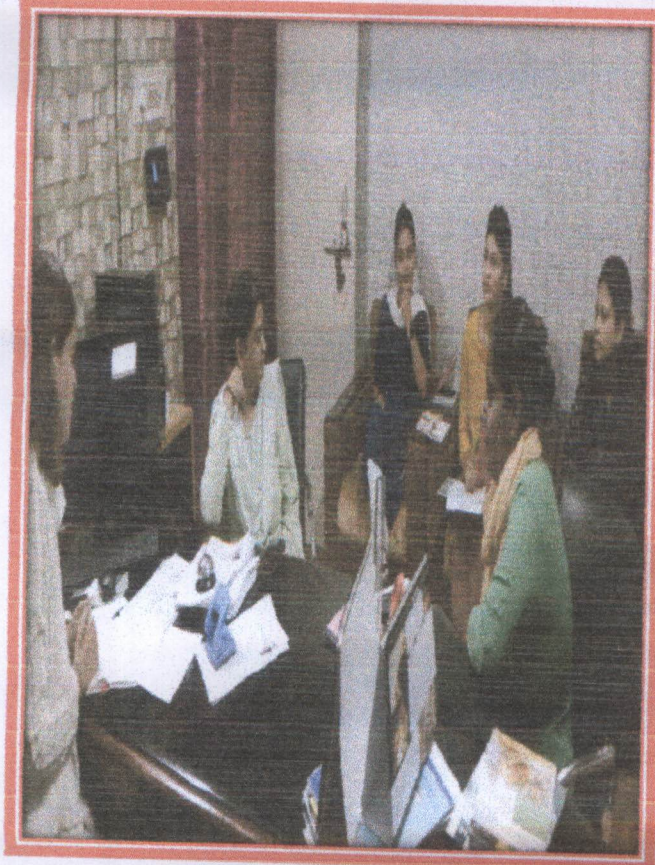
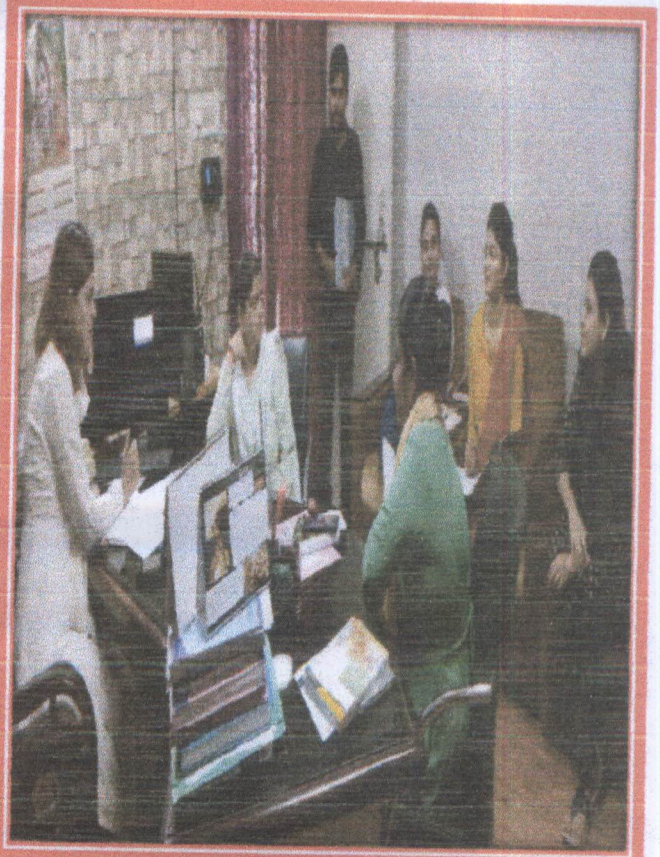
Next Meeting: As per the schedule


Prepared by: Mrs. Manila Bibin (Secretary)	Approved By Dr. Archana Chouhan (Chairperson)
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CC: All members


BABA EDUCATIONAL SOCIETY
INSTITUTE OF PARAMEDICALS
COLLEGE OF NURSING
56, MATIYARI DEVA ROAD
CHINHAT, LUCKNOW-226028

**BABA EDUCATIONAL SOCIETY
INSTITUTE OF PARAMEDICAL
COLLEGE OF NURSING
MANAGEMENT REVIEW COMMITTEE (13-07-23)**




PRINCIPAL
BABA EDUCATIONAL SOCIETY
INSTITUTE OF NURSING
-6, MATIYARI DEWA ROAD
BHAT, LUCKNOW-226028