

BABA EDUCATIONAL SOCIETY
INSTITUTE OF PARAMEDICALS
COLLEGE OF NURSING

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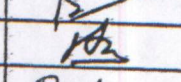
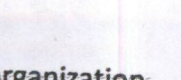
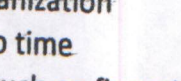
CIRCULAR

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 with the following details:


COMMITTEE NAME: MANAGEMENT REVIEW COMMITTEE

Meeting Schedule: Once in 6 months or as and when required.

S.No.	Name	Designation	Role	Signature
1	Mr. R.K. Vajpayee	Director	Chairman	
2	Dr. Archana Chouhan	Principal	Chairperson	
3	Mrs. Manila	Nursing Tutor	Secretary	
4	Ms. Deepa	Company Secretary	Member	
5	Mrs. Smita Chitley	Support Dept. Management	Member	
6	Mr. Anupam Tripathi	Finance Senior Representative	Member	
7	Dr. S.K. Dixit	Facility Senior Representative	Member	
8	Dr. Ashok Kumar Verma	Quality Senior Representative	Member	
9	Ms. Deepa	H.R. Senior Representative	Member	

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

- To supervise the functioning of all committees by reviewing their minutes
- To review, upgrade and monitor the Quality Improvement planning for the organization
- Budget allocation for various categories
- Monitoring the statutory and regulatory compliance concerned with the organization
- Decide on organizational up-gradation & development activities from time to time
- Monitoring and discussing the resource management of the organization such as financial, human resource etc.
- To review all Criteria In-charge to check which all committees comes under their criteria, and related reports to be collected and to take monthly review of their committee.
- To review all Criteria In-charge to collect all meeting reports within 3 days.
- To review all committee working under Criteria In-charge should be collecting the photos of all events and generating an appropriate folder.


(R.K. Vajpayee)

Director
Authorised Signatory

CC: All Members