

**BABA EDUCATIONAL SOCIETY , INSTITUTE OF PARAMEDICAL ,
COLLEGE OF NURSING ,LUCKNOW, U.P**

Document No: BE/LC/C/10/2021

Date: 9 Oct 2021

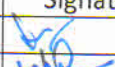




CIRCULAR

To deliver the optimum Quality Services to the Students & maintain the standards of all academic & non-academic activities 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: Library Committee

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

SN	Name	Designation	Role	Signature
1.	Mrs. Lubna	Principal	Chairman	
2.	Ms. Neha Kumari	Nsg.Tutor	Secretary	
3.	Ms. Jyoti	Librarian	Member	
4.	Mr.Sachin	Asst. Professor	Member	
5.	Ms. Navita	Asst. Professor	Member	

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

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


(Director)

Authorised Signatory

CC: All Members

Document No: BES/LC/I/11/2021

Date: 19.11.2021

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: 19.11.2021

Time: 1:00 PM

Venue: Conference Hall

Chairperson: Mrs. Lubna

The following members are requested to attend the Meeting:

DESIGNATION	NAME	ROLE	Signature	Remarks
Principal	Mrs. Lubna	Chairperson		
Nursing Tutor	Ms. Neha Kumari	Secretary		
Librarian	Ms. Jyoti	Member		
Asst. Profresor	Mr. Sachin	Member		
Asst. Profresor	Ms. Navita	Member		

The agenda shall be shared before the meeting. All the members are requested to make their cordial presence. Be kind to confirm your attendance/ reason for absence.

Thank You

Warm Regards


Ms. Neha Kumari
Library Committee

Letter Head/Name of Organization:- :-
BABA EDUCATIONAL SOCIETY, INSTITUTE OF PARAMEDICAL, COLLEGE OF NURSING LUCKNOW U.P

Document No: BES/LC/M/11/2021

Date: 24.11.2021

MINUTES OF MEETING

General Details

Committee: Library Committee
Date: 24.11.2021
Time: 1-2pm
Venue: Conference Hall
Chairperson: Mrs. Lubna
Agenda : Routine Review Meeting

Attendance details:

Attendees	Absentees
Mrs. Lubna	
Ms. Neha Kumari	
Ms. Jyoti	
Mr. Sachin	
Ms. Navita	



Discussion Details:

Discussion	Action	Responsibility	Target Time
Library acts and rules.	Keep library acts and rules up to date. The rules and acts which depend on the nature of library must be kept in mind. Mobile phone strictly prohibited in the library. If case of lost/damaged of books by student, so they to pay fine. To ensure that students maintain complete silence in the library. Library books issued only for 1 weeks, if they want to extend the days so they have to re-issue thr books again.	Librarian	1Week

Letter Head/Name of Organization:- :-
BABAEDUCATIONALSOCIETY,INSTITUTEOPPARAMEDICAL,COLLEGEFNURSINGLUCKNOWU.P

	If the time extended from more than one week, so the students have to pay fine.		
Every Student must carry library card.	Everyday while entering in the library, students have to carry their library card. At the time of issuing book, must carry library card. In case of lost of library card, it shall be reported immediately to the librarian with a written application.	Librarian	1Week

Next Meeting: As per schedule

Prepared by  Ms. Neha Kumari Committee Secretary	Approved By  Mrs. Lubna Committee Chairperson
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**BABA EDUCATIONAL SOCIETY, INSTITUTE OF PARAMEDICALS, COLLEGE OF NURSING
56-Matiyari,Deva Road Chinhat,Lucknow**

Document No: BES/LC/1/02/2022

Date: 23.02.2022

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: 24.02.2022

Time: 1:00 PM

Venue: Conference Hall

Chairperson: Mrs.Lubna

The following members are requested to attend the Meeting:

DESIGNATION	NAME	ROLE	Signature	Remarks
Principal	Mrs. Lubna	Chairperson		
Tutor	Ms. Neha Kumari	Secretary		
Librarian	Ms. Jyoti	Member		
Asst.Profresor	Mr.Sachin	Member		
Asst. Profresor	Ms. Navita	Member		

The agenda shall be shared before the meeting .All the members are requested to make their cordial presence. Be kind to confirm your attendance/ reason for absence.

Thank You

Warm Regards


Ms. Neha Kumari
Library Committee

**BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING
LUCKNOW U.P**

Document No: BES/LC/M/02/2022

Date: 24.02.2022

MINUTES OF MEETING

General Details

Committee: Library Committee
Date: 24.02.2022
Time: 1-2pm
Venue: Conference Hall
Chairperson: Mrs. Lubna
Agenda : Routine Review Meeting

Attendance details:

Attendees	Absentees
Mrs. Lubna	
Ms. Neha Kumari	
Ms. Jyoti	
Mr. Sachin	
Ms. Navita	

Discussion Details:

Discussion	Action	Responsibility	Target Time
Regarding the library card.	Every day while entering in the library, students must have carry their library card.	Librarian	1 weeks
Regarding the suggestion of book by teachers.	All the subject teachers forwarded the list of books needed for their subject to be procured for the upcoming sessions.	Librarian & coordinators	15 days

Next Meeting: As per schedule

Prepared by  Ms. Neha Kumari Committee Secretary	Approved By  Mrs. Lubna Committee Chairperson
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BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING

Document No: BES/LC/RC/04/2022


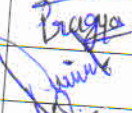
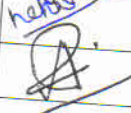


Date: 03/04/2022

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 Chauhan	Principal	Chairman	
2.	Ms. Jyoti	Mrs. Pragya Singh	Librarian	Secretary	
3.	Ms. Navita		Asst. Professor	Member	
4.	Ms. Neha Kumari		Nursing Tutor	Member	
5.	Mr. Sachin	Ms. Aarti	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

BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING

Document No: BES/LC/ 1/ 05/2022

Date: 26.05.2022

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: 28.05.2022
Time: 12:00 PM
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		
2.	Mrs. Pragya Singh	Librarian	Secretary		
3.	Ms. Navita	Asst. Professor	Member		
4.	Ms. Neha Kumari	Nursing Tutor	Member		
5.	Ms. Aarti	Asst. Librarian	Member		

Agenda of the meeting as follows.

1. Revision of rules and regulation.
2. Confirmation of the timing for student.
3. Improvement of e- library.
4. Purchasing of new book .
5. Subscription of e- journal.
6. Subscription of journal.

7. Library Maintenance.

The agenda shall be shared before the meeting .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
Library Committee



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

56 Matiyari, Deva Road ,Chinahat, Lucknow – 226028

Document No: BES/LC/M/05/2022

Date: 28/05/2022

MINUTES OF MEETING

General Details

Committee: Library Committee
Date: 28/05/2022
Time: 12:00 pm
Venue: Conference Hall
Chairperson: DR. Archana Chauhan

Attendance details:



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

Discussion Details:

Agenda	Discussion	Action	Responsibility	Target Time
Revision of rules and regulation.	Committee discussed about library rule and regulation for students.	It is decided that, library hours must be allotted for the students, especially for student who are doing research. It is instructed that, all students' strictly follow library rules and regulations.	Class coordinator Librarian	Every days
Confirmation of the timing for student	Discussion done regarding the library hours for student.	It is decided that, according to time table, library hours has to be arranged for the students.	Class coordinator	Regular

Improvement of e-library.	We discussed regarding Improvement of e-library.	All the books and journal must be uploaded in library software system.	Librarian	15 days
Purchasing of new book.	Committee discussed about purchasing of new book.	It is decided that procure textbook for library. Before that, book demand list must be prepared with the help of respected subject teachers.	Librarian	15 day
Subscription of e-journal and journal.	Committee discussed about subscription of New E- journal.	It is decided that, online subscription for e-journal must be checked and order the national and international E-journal	Librarian	15 days
Subscription of journal.	Committee discussed about subscription of journal.	It is decided that, national and international journal must be purchased according to need.	Librarian	4 weeks
Library Maintenance	Committee discussed about Library Maintenance.	Requirement given to director sir for maintenance of library like library door, almeria and reading table requirements.	Librarian and principal mam	

Next Meeting: As per schedule

Prepared by: Pragma singh Committee Secretary 	Approved By: Dr. Archana Chauhan Committee Chairperson 
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**BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL
COLLEGE OF NURSING**

56 Matiyari, Deva Road, Chinhat, Lucknow- 226028

LIBRARY COMMITTEE CONDUCTED ON 02.06.2022



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BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING

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

Date: 31.08.2022


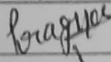
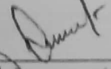

MEETING INVITATION

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

Mrs. Pragya Singh
Library Committee

BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING
56 Matiyari, Deva Road ,Chinahat, Lucknow – 226028

Document No: BES/LC/M/09/2022

Date :02/09/2022

MINUTES OF MEETING

General Details

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

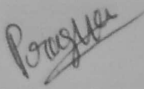
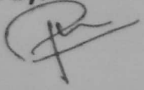
Attendance details:

Attendees	Absentee
Mrs.Pragya Singh	Dr .ArchanaChauhan
Ms.Navita	
Ms.NehaKumari	
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

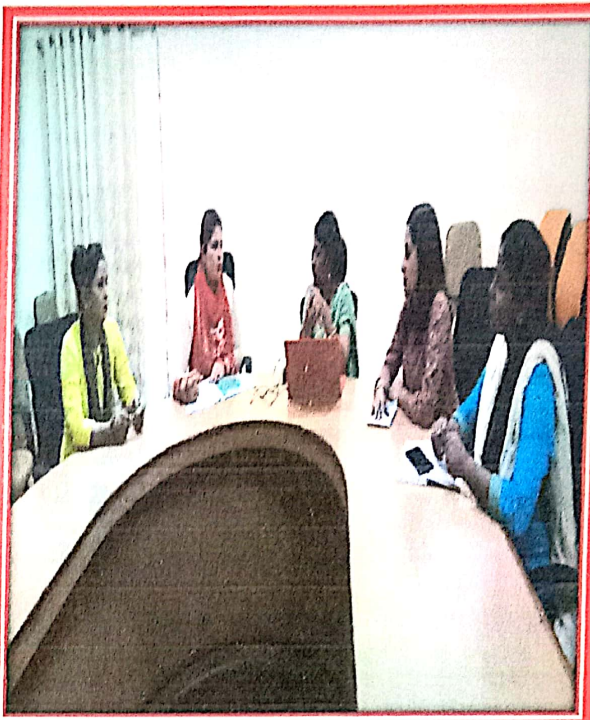
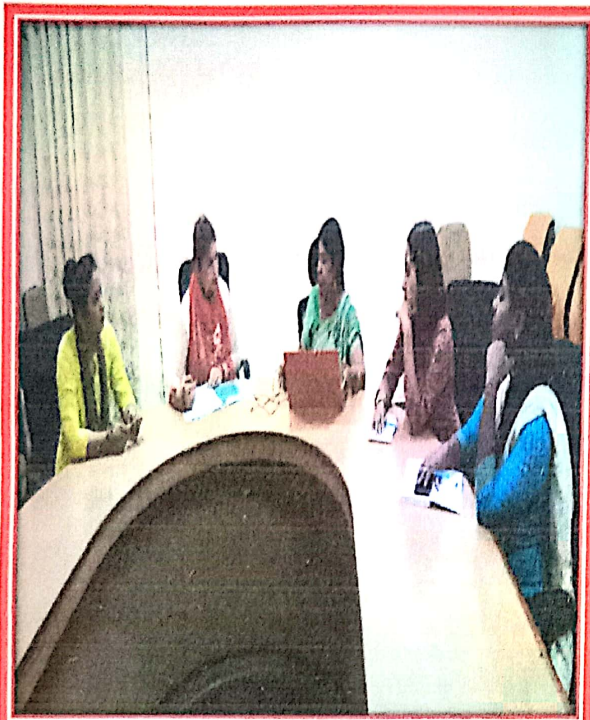
Next Meeting: As per schedule

Prepared by: Pragya Singh Committee Secretary 	Approved By: For  Committee Chairperson
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**BABA EDUCATIONAL SOCIETY
INSTITUTE OF PARAMEDICAL,
COLLEGE OF NURSING**

56 Matiyari, Deva Road, Chinhat, Lucknow- 226028

LIBRARY COMMITTEE CONDUCTEON 02.09.2022



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