

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

56 Matiyari, Deva Road, Chinhat, Lucknow- 226028

Document No: BES/BAA/C/01/2022

Date: 06/01/2022

**R- CIRCULAR**

When reference to circular issued No: BES/BAA/C/01/2022 Date 06/01/2022, this is to inform that the composition and scope of the committee has to be revised for the following details.


**COMMITTEE NAME: ALUMNI ASSOCIATION**

Meeting schedule: one in six months as desire by the chairman

SN	Earlier member	Designation	Role	Signature
1.	Mr. R.K Vajpayee	Director	Founder	
2.	Mrs. Lubna	Principal	Co-Founder	
3.	Mrs. Umamaheswari	Assistant professor	President	
4.	Mrs. Tulika Shrivastava	Professor	Vice President	
5.	Ms. Navita Kawadkar	Associate professor	Secretary	
6.	Ms. Jyoti Shukla	Professor	Joint Secretary	
7.	Mr. Abhishek Dhamniya	Associate professor	Treasure	
8.	Ms. Sunita Singh	Assistant Professor	Member	
9.	Ms. Neha Kumari	Nursing Tutor	Member	
10.	Mrs. Nisha Yadav	Assistant Professor	Member	
11.	Ms. Ruchi Dwivedi	Nursing Tutor	Member	
12.	Mrs. Sanjana Ojha	Nursing Tutor	Member	

**Scope:**

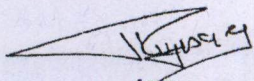
- 1- To conduct alumni meet for Pass-out students of the college.
- 2- To conduct job-related seminars and fetes for the students and alumni.
- 3- To provide job assistants by conducting a Campus Interview.
- 4- To conduct fairs and other fun programs to raise funds.
- 5- To conduct seminars, workshops, conferences about various topics for the knowledge improvement to the students and alumni.

  
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- 6- To encourage the Alumni to get an active and permanent interest in the work and progress of the Institute by publishing the newsletter, journals and magazines.
- 7- To provide scholarship funds to help the needy and deserving students.
- 8- To introduce prizes and awards for outstanding project work, research papers or other professional activity by the students of the Institute.
- 9- To support the management in infrastructure development of the college.
- 10- To celebrate various special days like nurse's day, WHO day, Breastfeeding week, etc.
- 11- To conduct cultural activities like dramas, dances, singing, etc. regarding health to improve the health in rural areas.
- 12- To run adult education centres to popularise topics like family planning, breastfeeding, prevention of COVID infection, immunization, etc and to publicize the Government's development activities.
- 13- To conduct free medical camps for the people from weaker societies.
- 14- To conduct rallies and other educational activities regarding health.
- 15- To assist and organize support centre for use and welfare of general public aimed to provide assistant to the people affected by natural calamities like floods, cyclones, drought, earthquakes, fire with the prior approval of Govt. Authorities.
- 16- To provide admission guidance and career counselling to all for the economic, social, educational and cultural development of the people of India, particularly for the weaker section.
- 17- To improve rural and urban development knowledge by undertaking lectures, meetings, conferences, seminars, discussions, exhibitions, research activities and publications of literature on problems.
- 18- To strengthen and promote voluntary effort in rural development through building up of local leadership, local institutions and to organize works in conducting service, carrying investigations, drawing plans and implementing development activities, particularly amongst the weaker sections.
- 19- To act as a link between the Government and people, so the assistance of the Government reaches to whom it is intended.
- 20- To collaborate with other institutions, associations and societies in India and abroad interested in a similar object.

CC: All Member

  
(Director)

Authorised Signatory

  
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BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING

Document No: BES/BAA/I/01/2022

Date: 15/01/2022

MINUTES INVITATION

General Details

Committee: Baba Alumni Association

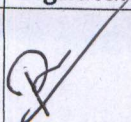
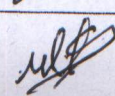
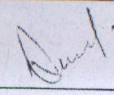

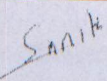

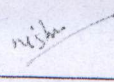

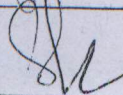
Date: 15/01/2022


Time: 12:00 PM-01:00 PM

Venue: Conference Hall

President: Mrs. Umamaheshwari  
(President Alumni)

The following members are requested to attend the meeting:

Sl. No.	Name	Designation	Role	Signature	Remarks
1	Mrs. Umamaheshwari	Professor	President		
2	Mrs. Tulika Shrivastava	Associate professor	Vice President		
3	Ms. Navita Kawadkar	Assistant Professor	Secretary		
4	Ms. Jyoti Shukla	Nursing Tutor	Joint Secretary		
5	Mr. Abhishek Dhamaniya	Assistant Professor	Treasure		
6	Ms. Sunita Singh	Nursing Tutor	Member		
7	Ms. Neha Kumari	Nursing Tutor	Member		
8	Mrs. Nisha Yadav	Nursing Tutor	Member		
9	Ms. Ruchi Dwivedi	Nursing Tutor	Member		
10	Mrs. Sanjana Ojha	Nursing Tutor	Member		

  
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**Agenda:**

Alumni Association Registration.

Planning For Alumni association Bank account opening

Planning for Alumni Meet.

Celebration environmental day.


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

Thank You

Warm Regards



(Secretary)  
Ms. Navita Kawadkar  
(Alumni Association)



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

Document No: BES/BAA/I/01/2022

Date: 15/01/2022


**MINUTES OF MEETING**

**General Details**

Committee: **Baba Alumni Association**  
Date: **15/01/2022**  
Time: **12:00 PM-01:00 PM**  
Venue: **Conference Hall**  
Chairperson: **Mrs. Umamaheshwari  
(President Alumni)**

**Attendance details:**

Attendees	Absentee
Mrs. Umamaheshwari	
Mrs. Tulika Shrivastava	
Ms. Navita Kawadkar	
Ms. Jyoti Shukla	
Mr. Abhishek Dhamaniya	
Ms. Sunita Singh	
Ms. Neha Kumari	
Ms. Ruchi Dwivedi	
Mrs. Sanjana	
Ms. Nisha Yadav	

  
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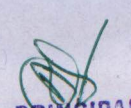
**Discussion Details:**

Agenda	Discussion	Action	Responsibility	Target Time
Alumni Association Registration.	Committee discussed about Alumni Association Registration.	It is decided that Alumni registration completed in the month of January 2022.	Mrs. Umamaheswari Ms. Navita Kawadkar	2 weeks
Planning For Alumni association Bank account opening	Committee discussed about open a bank account for Alumni Association	We have to open account at the end of this month.	Ms. Navita Kawadkar Mr. Abhishek Dhamaniya	2 weeks
Planning for Alumni Meet.	Committee discussed about Alumni Meet.	We have to plan for Alumni Meet in March 2022	Ms. Navita Kawadkar Ms. Ruchi Dwivedi Ms. Neha Kumari Mrs. Sanjana	8 weeks
Celebration environmental day.	Committee discussed about celebration of environmental day.	Committee decided that environmental day celebrate must be at college campus. All the batches have to participated in this program.	Ms. Navita Kawadkar Ms. Nisha Yadav Ms. Jyoti Shukla	June month

**Next Meeting:** As per the schedule

Prepared by: Ms. Navita Kawadkar (Secretary)	Approved By: Mrs. Umamaheshwari (President)
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CC: All members

  
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Document No: BES/AA//08/2022

Date: 21/08/2022

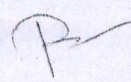
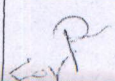
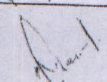
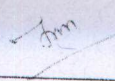
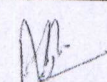
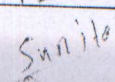
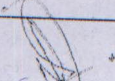
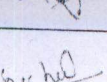
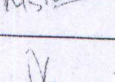

MEETING INVITATION


Dear All

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

Committee: Alumni Association  
Date: 31/08/2022  
Time: 12:00 PM-01:00 PM  
Venue: Conference Hall  
President: Mrs. Umamaheswari

The following members are requested to attend the meeting:

Sl. No.	Name	Designation	Role	Signature	Remarks
1	Mrs. Umamaheswari	Professor	President		
2	Mrs. Tulika Shrivastava	Associate professor	Vice President		
3	Ms. Navita Kawadkar	Assistant Professor	Secretary		
4	Ms. Jyoti Shukla	Nursing Tutor	Joint Secretary		
5	Mr. Abhishek Dhamaniya	Assistant Professor	Treasure		
6	Ms. Sunita Singh	Nursing Tutor	Member		
7	Ms. Neha Kumari	Nursing Tutor	Member		
8	Mrs. Nisha Yadav	Nursing Tutor	Member		
9	Ms. Ruchi Dwivedi	Nursing Tutor	Member		
10	Mrs. Sanjana Ojha	Nursing Tutor	Member		

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

**AGENDA**

- Preparation of membership register and account register.
- Preparation of receipt book.
- Issue and print of Alumni ID card.
- Planning for Seminar.
- Preparation of annual report of Alumni Association.


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

Thank You

Warm Regards

  
(Secretary)

**Ms. Navita Kawadkar**  
**(Alumni Association)**

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

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

Date: 31/08/2022

**MINUTES OF MEETING**

**General Details**

**Committee:** Baba Alumni Association  
**Date:** 31/08/2022  
**Time:** 12:00 PM-01:-00 PM  
**Venue:** Conference Hall  
**President:** Mrs. Umamaheshwari

**Attendance details:**

Attendees	Absentee
Mrs. Umamaheshwari	Mrs. Tulika Shrivastava
Ms. Navita Kawadkar	Ms. Nisha Yadav
Ms. Jyoti Shukla	
Mr. Abhishek Dhamaniya	
Ms. Sunita Singh	
Ms. Neha Kumari	
Ms. Ruchi Dwivedi	
Mrs. Sanjana	

**Discussion Details:**

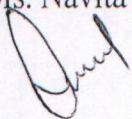

Agenda	Discussion	Action	Responsibility	Target Time
Preparation of membership register and account register	Committee discussed about membership registration and account registration.	We have to prepare account registration at the end of this month.	Mrs. Umamaheshwari Ms. Navita Kawadkar	2 weeks
Preparation of receipt book.	Committee discussed about receipt book.	We have to print receipt book end of September.	Ms. Navita Kawadkar Mr. Abhishek Dhamaniya	3 weeks

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Issue and print of Alumni ID card.	Committee discussed about Issue and print of Alumni ID card.	We have decided that we have to Alumni ID card must be printed.	Ms. Navita Kawadkar Ms. Neha Kumari Mrs. Sanjana	4 weeks
Planning for some seminar	Committee discussed about Planning for seminar.	We have to plan for conduct a seminar.	Ms. Navita Kawadkar Ms. Sunita Singh	1 weeks
Preparation of annual report of Alumni Association.	Committee discussed about Preparation of annual report of Alumni Association.	We have to complete annual report end of this session.	Ms. Navita Kawadkar Ms. Ruchi Dwivedi	

**Next Meeting:** As per the schedule

Prepared by: Ms. Navita Kawadkar (Secretary) 	Approved By: Mrs. Umamaheshwari (President) 
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CC: All members

  
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