

Baba Educational Society, Institute of Paramedicals, College of Nursing

Document No: BES/MRC/MM/11/2021

Date: 22/11/2021

MINUTES OF MEETING

**General Details**

Committee : Management Review Committee

Date : 22/11/2021

Time : 11: AM

Venue : Baba Educational Society, Institute of Paramedicals, College of Nursing

Chairperson : Mr. R.K. Vajpayee

Agenda : Routine Review meeting & Committee Meeting calendar compliance discussion.

**Attendance details:**

Attendees	Absentees
Mr. R.K. Vajpayee, Head of the Organization	
Mr. Apoorv Gaur, Company Secretary	
Mrs. Smita Chitley, Support Dept. Management	
Mr. Anupam Tripathi, Finance: Senior Representative	
Dr. S.K. Dixit, Facility: Senior Representative	
Dr. Ashok Kumar Verma, Quality: Senior Representative	
Mr. Apoorv Gaur, HR: Senior Representative	

**Review of last meeting:**

All activities delegated as per previous meetings have been accomplished.

**Discussion Details:**

Discussion	Action	Responsibility	Target Time
Committee meeting status	All meetings have been conducted timely.	Secretary	15 days
Funds allocation	Upon request, discussion & analysis, the management has approved to sanction the budget as follows: Library: 25306/- Trainings: CNE: 168000/-	Mr. Anupam Tripathi	1 month
Facility up gradation	Seat has been upgraded.	Dr. S.K. Dixit	1 week

**Ending note (If required):**

Next Meeting: As per the schedule

Prepared by: .....  
(Secretary)

Approved By: .....  
(Chairperson)

CC: All members

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

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

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

Date: 31/05/2022

**MINUTES OF MEETING**

**General Details**

Committee : Management Review Committee

Date : 31/05/2022

Time : 12 PM to 1 PM

Venue : Conference Hall


Chairperson : Dr. Archana Chouhan

**Attendance details:**

Attendees	Absentees
Mr. R.K. Vajpayee, Chairman	Mr. Anupam Tripathi, Finance: Senior Representative
Dr. Archana Chouhan, Chairperson	
Mrs. Umamaheswari, Secretary	
Mr. Apoorv Gaur, 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	

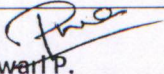

**Discussion Details:**

Agenda	Discussion	Action	Responsibility	Target Time
Reviewing the all committee minutes.	Committee reviewed all committee minutes.	It was decided that, pending work like preparation of SOP, revision of policies, etc. should be done. Also, some of the meeting should be scheduled according to plan. Committee also decided to conduct NAAC criteria In charge meeting in the following months. Reports regarding review of other committee minutes are attached with meeting minutes.	Mrs. Umamaheswari	15 days
Budget allocation for various categories.	Committee discussed about the budget and provisional expenses for	Upon request, discussion & analysis, the management has approved the budget plan and sanctioned the total amount Rs. 26270000. Provisional expenses list also attached.	Mr. Anupam Tripathi	


  
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	the financial year 2021-22.			
Planning for staff and faculty recruitment.	Committee discussed about staff and faculty recruitment.	It was decided that, according to the need more faculty will be appointed.	Mr. Apoorv Gaur Mr. Manoj	4 weeks
Planning for resource management.	Committee discussed about resource management	New lab articles, LCD projector with screen, furniture, etc were purchased. If new demands arise, committee will fulfil those requirements.	Dr. S.K. Dixit	

**Next Meeting:** As per the schedule

Prepared by: <b>Prof. Umamaheswar P.</b> (Secretary)		Approved By Dr. Archana Chouhan (Chairperson)	
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CC: All members

  
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# Baba Educational Society Institute of Paramedicals

## College of Nursing


### Management Review Committee

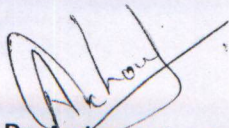
#### Review of all Committee Minutes


Sl. No.	Name of the Committee	Remarks
1.	Internal Quality Assurance Committee	SOP should be prepared for all the committee. Revision of policies should be done.
2.	Institutional Ethical Committee	Committee should be reformed with external members. M.Sc. student has to get formal approval from IEC.
3.	Scientific research committee	B.Sc. 4 <sup>th</sup> and M.Sc. 2 <sup>nd</sup> research project should be completed. Encouragement of faculty research and publication.
4.	Academics & Curriculum Committee	Fields Visits should be started.
5.	Examination committee	Conduction of following exams.
6.	Anti-ragging Committee	Anti-ragging Poster was posted.
7.	Maintenance & Sanitation Committee	Maintenance log register must be printed.
8.	Internal Complaint Committee/Vishakha Committee	There are no serious issues.
9.	Student Development & Welfare Committee	Meeting is scheduled following weeks. Personality development program can be conducted.
10.	Library Committee	E-Library maintenance and journal subscription.
11.	Event Planning Committee	Conduction of program according to plan.
12.	Discipline Committee	Meeting is scheduled following weeks.
13.	Hostel and Mess Committee	Meeting is scheduled following weeks.
14.	Admission & Counselling	Admission Planning for next session.

  
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	Committee	
15.	Health Committee	Hepatitis Vaccination should be completed.
16.	Financial Committee	Budget is planned, execution is going on.
17.	HR, complaint & grievance Handling Committee	Nearly 14 new faculties were joined. And According to need, recruitment should be done.
18.	Student complaint & grievance Redressal Committee	Some problems of student were solved.
19.	ST/SC, Minority & disability Cell Committee	All meeting were completed.
20.	Sports committee	Planning for sport week.
21.	Faculty development and welfare committee	Report should be for FDP.
22.	Mass Media & Communication	Working according to plan.

  
 Prof. Umamaheswari P.  
 (Secretary)  
 (Management Review Committee)

  
 Dr. Archana Chouhan  
 (Chairperson)  
 (Management Review Committee)

  
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