

BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING

Document No: BES /IQAC/M/09/2021

Date: 04/09/2021

MINUTES OF MEETING

General Details

Committee: Internal Quality Assurance committee


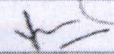

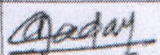





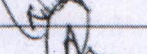



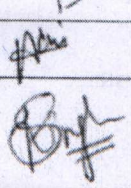
Date: 04/09/2021

Time: 02:00 to 04:00


Venue: Conference Hall

Chairperson: Mrs. Lubna

Attendance details:

S.N.	Name	Designation	Role	Signature
1.	Mr. Rajesh Vajpayee	Director	Chairmen	
2	Mrs. Lubna	Principal	Chairperson	
3	Mrs. UmaMaheswari	Professor	IQAC Director	
4	Mr. Madan Mohan Gupta	Assoc. Professor	Secretary	
5	Mr. Satish Kumar Saini	Assist. Professor	Joint Secretary	
6	Mrs. Arti Srivasatva	Assoc. Professor	Member	
7	Mrs. Tulika Srivastava	Assist. Professor	Member	
8	Mrs. Farheen Shah	Assist. Professor	Member	
9	Mrs. Navita Kawadkar	Assist. Professor	Member	
10	Mr. Apoorv Gaur	HR Manager	Member	
11	Mr. Pradeep Tyagi	Legal expert	External member	
12	Dr. S.K. Dixit	Administrative officer	Member	
13	Ms. Rani Singh	Student	Member	
14	Ms. Kumkum	B.Sc Nursing 4 th year Student	Member	

Review of the previous meeting: The minutes of last meeting which took place on 06/12/2021 were accepted without any changes. The actions arising from the last meeting are covered by taking appropriate action. Joint secretary Mr. Satiesh Kumar read the minutes from last meeting. The minutes were approved as read by Chairperson (Mrs. Lubna) seconded by Mrs. Arti Srivasatva (Nominee members from MSN department).


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Proceeding of meeting: All the newly appointed members are welcomed by the IQAC Director (Mrs. UmaMaheshwari). The meeting was preceded by IQAC secretary (Mr. Madan Mohan Gupta) by introducing newly appointed members with existing members.

Efforts made by IQAC Chairmen, Chairperson and Director appreciated by all new and existing members by accepting the proposed changes. The meeting agenda is approved by Chairperson seconded by Mrs. Navita Kawadkar (Nominee members from CoHN department).


Meeting discussion:

S N	Review of Agenda	Discussion/ Action	Responsibility	Target Time
1	Reconstruction of other committees	Done as per decided by Committee (See Annexure -1)	Mrs. Lubna
2	Re-allotment of NAAC criteria	Done as per decided by Committee (See Annexure -2)	Mrs. Lubna
3	Registration of Alumni Association	Alumni association has to be registered as soon as possible and same should be informed to Chairperson	Ms. Navita & Mrs. Uma Maheswari	4 weeks
4	Faculty requirement	Faculty requirement sent to management (See Annexure -3)	Mrs. Lubna
5	Allotment of class coordinator ship	Allotment of class coordinator ship done (See Annexure -4)	Mrs. Lubna
6	Distribution of lab in-charges	Distribution of lab in-charges (See Annexure -5)	Mrs. Lubna
7	Curriculum committee is instructed for subject allotment	Curriculum committee is instructed for subject allotment according to their speciality and submit a copy to IQAC (See Annexure -6)
8	Starting of classes of new batches of B.Sc. Nursing and M.Sc. Nursing	As per university order the classes of new batches of B.Sc. and M.Sc. Nursing will start from 20 th January, 2022 (proposed)	Class Coordinators of B.Sc. Nursing and M.Sc. Nursing 1 st year
9	Examination centre allotment	This year university had allotted our college as examination center for	Mrs. Lubna


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		PBB.Sc, B.Sc. and M.Sc. Nursing student. Approx. 250 students from 4 different colleges will appear in examination.		
10	Event celebration planning (Dept. wise)	HOD's of each department are instructed to organize or celebrate the events effectively individually or collaboration with other department. (See Annexure -7)	All HOD's & Event committee secretary	
11	Organization of student and faculty welfare programme	It is decided by the committee that every Saturday of week must be utilize for student and faculty welfare programme by organizing FDP, seminar, workshop, webinar, panel discussion, simulation training & paper presentation by students and faculty.	Ms. Ruchi	
12	Instruction to mass media committee regarding updation of website and other social media (Face book and you tube etc.)	Members of mass media committee have given a clear instruction to update the details of each programme or event on the website and other social media on regular basis and report the same to chairperson.	Mr. Madan Mohan and Mr. Satish Kumar	
13	All the newly appointed NAAC criteria in-charges are requested to upload the update information on NAAC portal in last week of every month	All the newly appointed NAAC criteria in-charges are given clear instructions to upload the updated information on NAAC portal every month and same should be intimated to IQAC Director.	All NAAC criteria in-charges	
14	B.Sc. Nursing and M.Sc. Nursing research projects	1. All the faculties who are eligible for guide-ship of students are instructed to carry out the research project as per guidelines. 2. All the research statement must be approved by the IEC.	Mrs. Uma Maheswari	
15	Faulty publication at-least 2 in a year (1 original and	1. All the faculties are instructed to make their contribution in other	Mrs. Uma Maheswari	

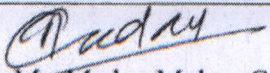
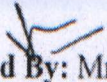

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	1 review paper)	professional activities by participating as a resource person/delegate in seminar, conferences, webinar etc. copy of participation certificate should be submitted to concerned department. 2. All the faculties are instructed to publish at-least 2 research publication in Scopus or Indexed journal.	& Mrs. Tulika	
16	Student clinical planning	All the clinical posting will be planned as per master rotation plan. (Form 1 st week of April, 2022)	All Class Coordinators	
17	Student industrial visit	As per curriculum student industrial visit will be planned after getting approval from concerned industry.	Class Coordinators	

Adjournment of meeting: The meeting was adjourned at 04:15 PM, with a closing speech by committee secretary.

Next Meeting: As per schedule

 Submitted by: Mr. Madan Mohan Gupta (Secretary)	 Approved By: Mrs. Lubna (Chairperson)
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BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING

Document No: BES /IQAC/M/12/2021

Date: 06/12/2021

MINUTES OF MEETING

General Details

Committee: Internal Quality Assurance committee




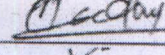
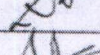
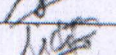





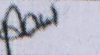

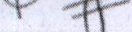
Date: 06/12/2021

Time: 02:00 to 04:00


Venue: Conference Hall

Chairperson: Mrs. Lubna

Attendance details:

S.N.	Name	Designation	Role	Signature
1.	Mr. Rajesh Vajpayee	Director	Chairmen	
2	Mrs. Lubna	Principal	Chairperson	
3	Mrs. UmaMaheswari	Professor	IQAC Director	
4	Mr. Madan Mohan Gupta	Assoc. Professor	Secretary	
5	Mr. Satish Kumar Saini	Assist. Professor	Joint Secretary	
6	Mrs. Arti Srivasatva	Assoc. Professor	Member	
7	Mrs. Tulika Srivastava	Assist. Professor	Member	
8	Mrs. Farheen Shah	Assist. Professor	Member	
9	Mrs. Navita Kawadkar	Assist. Professor	Member	
10	Mr. Apoorv Gaur	HR Manager	Member	
11	Mr. Pradeep Tyagi	Legal expert	External member	
12	Dr. S.K. Dixit	Administrative officer	Member	
13	Ms. Rani Singh	Student	Member	
14	Ms. Kumkum	B.Sc Nursing 4 th year Student	Member	

Review of the previous meeting: The minutes of last meeting which took place on 04/09/2021 were accepted without any changes. The actions arising from the last meeting are


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covered by taking appropriate action. Joint secretary Mr. Satiesh Kumar read the minutes from last meeting. The minutes were approved as read by Chairperson (Mrs. Lubna) seconded by Mrs. Tulika Srivastava (Nominee members from Pediatric department)

Proceeding of meeting: All the members are welcomed by the IQAC Director (Mrs. UmaMaheshwari). The meeting was preceded by IQAC secretary (Mr. Madan Mohan Gupta) by reading the agenda of meeting. The meeting agenda is approved by Chairperson seconded by Mrs. Farheen Saha (Nominee members from OBG department).

Meeting discussion:

S N	Review of Agenda	Discussion/ Action	Responsibility	Target Time
1	Starting of classes of new batches of B.Sc. Nursing and M.Sc. Nursing	As per university order the classes of new batches of B.Sc. and M.Sc. Nursing will start from 20 th January, 2022 (proposed)	Class Coordinators of B.Sc. Nursing and M.Sc. Nursing 1 st year
2	Timely submission of research projects by B.Sc. Nursing and M.Sc. nursing final year student	1. All the faculties who are eligible for guide-ship of students are instructed to carry out the research project as per INC and University guidelines.	Mrs. Uma- Maheswari	
3	Faulty publication at-least 2 in a year (1 original and 1 review paper)	1. All the faculties are instructed to make their contribution in other professional activities by participating as a resource person/delegate in seminar, conferences, webinar etc. copy of participation certificate should be submitted to concerned department. 2. All the faculties are instructed to publish at-least 2 research publication in Scopus or Indexed journal.	Mrs. Uma Maheswari & Mrs. Tulika	
4	Student clinical planning	All the clinical posting will be planned as per master rotation plan. (Form 1 st	All Class Coordinators	




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		week of April, 2022)		
5	Student industrial visit	As per curriculum student industrial visit will be planned after getting approval from concerned industry.	Class Coordinators	

Adjournment of meeting: The meeting was adjourned at 04:05 PM, with a closing speech by committee secretary.

Next Meeting: As per schedule

Submitted by: Mr. Madan Mohan Gupta (Secretary) 	Approved By: Mrs. Lubna  (Chairperson)
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Baba Educational Society Institute Of Paramedical College of Nursing

Document No: BES /IQAC/M/03/2022

Date: 05/03/2022

MINUTES OF MEETING

General Details

Committee: Internal Quality Assurance committee

Date: 05/03/2022

Time: 02:00 to 04:00

Venue: Conference Hall

Chairperson: Mrs. Lubna

Attendance details:

S.N.	Name	Designation	Role	Signature
1.	Mr. Rajesh Vajpayee	Director	Chairmen	
2	Mrs. Lubna	Principal	Chairperson	
3	Mrs. UmaMaheswari	Professor	IQAC Director	
4	Mr. Madan Mohan Gupta	Assoc. Professor	Secretary	
5	Mr. Satish Kumar Saini	Assist. Professor	Joint Secretary	
6	Mrs. Arti Srivasatva	Assoc. Professor	Member	
7	Mrs. Tulika Srivastava	Assist. Professor	Member	ABSENT
8	Mrs. Farheen Shah	Assist. Professor	Member	
9	Mrs. Navita Kawadkar	Assist. Professor	Member	
10	Mr. Apoorv Gaur	HR Manager	Member	
11	Mr. Pradeep Tyagi	Legal expert	External member	
12	Dr. S.K. Dixit	Administrative officer	Member	
13	Ms. Rani Singh	Student	Member	
14	Ms. Kumkum	B.Sc Nursing 4 th year Student	Member	

Review of the previous meeting: The minutes of last meeting which took place on 06/12/2021 were accepted without any changes. The actions arising from the last meeting are covered by taking appropriate action. Joint secretary Mr. Satish Kumar read the minutes from last meeting.

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The minutes were approved as read by Chairperson (Mrs. Lubna) seconded by Mrs. Tulika Srivastava (Nominee members from Pediatric department)

Proceeding of meeting: All the members are welcomed by the IQAC Director (Mrs. UmaMaheshwari). The meeting was preceded by IQAC secretary (Mr. Madan Mohan Gupta) by reading the agenda of meeting. The meeting agenda is approved by Chairperson seconded by Mrs. Farheen Saha (Nominee members from OBG department).

Meeting discussion:

S N	Review of Agenda	Discussion/ Action	Responsibility	Target Time
1	To monitor the progress report of each committee	The progress report of each committee read by the committee secretary in-front of the IQAC members and the necessary suggestions and modifications are suggested by the chairperson.	Committee secretary	
2	Work and responsibility distribution and formulation of some new policies in college.	Work and responsibilities of Class coordinators, lab in-charges and head of department was discussed in meeting. Some new policies like maintenance of discipline in college and hostel, changes in college timing, uploading of lecture PPT on Google classroom also made.	All class coordinators, lab in-charges and head of department.	
3	Purchase of some new material/articles for improved quality education	A list of requirement asked by the chairperson from each lab in-charges and class coordinators and each instructed to submit the list of requirement as soon as possible so that the quality of education can be improved.	IQAC chairman and chairperson	

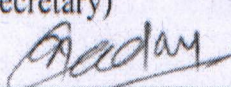
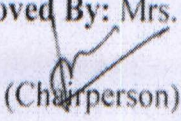

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4	Development of smart classes for student purpose	A proposal was kept in-front of the chairperson for development of smart classes.	IQAC chairman and chairperson
5	Conduct of 1 st terminal examination and discuss the progress	As per discussion with principal madam the 1st internal examinations for B.Sc. Nursing, GNM and ANM planned from 11/04/2022 to 18/04/2022. It was instructed by the principal madam that all the necessary arrangement should be made one day before commencement of examinations.	All class coordinators
6	Arrangement for visit of some VIP's	A visit of college was planned by some VIP's. So it was instructed by chairperson that all the necessary arrangement should be made by each faculty for the smooth visit.	All faculty members

Adjournment of meeting: The meeting was adjourned at 04:10 PM, with a closing speech by committee secretary.

Next Meeting: As per schedule

<p>Submitted by: Mr. Madan Mohan Gupta (Secretary) </p>	<p>Approved By: Mrs. Lubna (Chairperson) </p>
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Baba Educational Society Institute Of Paramedical College of Nursing

Document No: BES /IQAC/M/06/2022

Date: 24/06/2022

MINUTES OF MEETING

General Details

Committee: Internal Quality Assurance committee

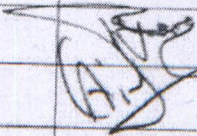
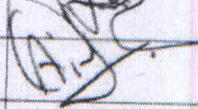

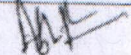
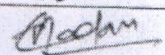
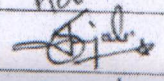
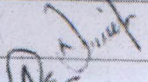
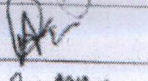
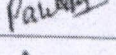


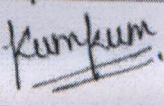
Date: 24/06/2022

Time: 12:00 PM to 1:00 PM


Venue: Conference Hall

Chairperson: Dr. Archana Chouhan

Attendance details:

S.N.	Name	Designation	Role	Signature
1.	Mr. Rajesh Vajpayee	Director	Chairmen	
2	Dr. Archana Chouhan	Principal	Chairperson	
3	Mrs. Umamaheswari	Professor	IQAC Director	
4	Mr. Abhishek Dhamaniya	Assistant professor	Secretary	
5	Mr. Madan Mohan Gupta	Ass. Professor	Joint Secretary	
6	Mrs. Pooja Mishra	Assistant Professor	Member	Absent
7	Mrs. Anjali Chaturvedi	Assistant Professor	Member	
8	Mrs. Farheen Shah	Assistant Professor	Member	Absent
9	Mrs. Navita Kawadkar	Assistant Professor	Member	
10	Mr. Apoorv Gaur	HR Manager	Member	
11	Mr. Pawan	Legal expert	External member	
12	Dr. S.K. Dixit	Administrative officer	Member	
13	Ms. Rani Singh	Alumni	Member	
14	Ms. Kumkum	B.Sc Nursing 4 th year Student	Member	

Review of the previous meeting: The minutes of last meeting which took place on 05/03/2022 were accepted without any changes. The actions arising from the last meeting are covered by


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taking appropriate action. Joint secretary Mr. Madan Mohan Gupta read the minutes from last meeting. The minutes were approved by Chairperson Dr. Archana Chouhan.

Proceeding of meeting: All the members are welcomed by the IQAC Director Mrs. Umamaheswari P. The meeting was preceded by IQAC secretary Mr. Abhishek Dhamaniya by reading the agenda of meeting. The meeting agenda is approved by Chairperson.


Meeting discussion:

SN	Agenda	Discussion	Action	Responsibility	Target Time
1	Revision of policies of all criteria.	Committee discussed about the importance of revision should be done on policies of all criteria.	Committee decided that all the policies should be revised. Such as	Mr. Abhishek All criteria incharge	2 weeks
2	Revision of teaching and non teaching performance appraisal Performa	Committee discussed about revision of teaching and non teaching performance appraisal Performa.	Committee decided that performance appraisal Performa should be revised. And also, it should taken four times a year.	Mr. Abhishek HR Manager	1 week
3	Development of SOP for all committees.	Committee discussed about development of SOP for all committees.	All committee secretaries are informed that they should prepare a Standard Operating Procedure (SOP) for the committee.	Mrs. Uma All committee secretaries	2 weeks
4	Collection of feedback on Curriculum from stakeholders.	Committee discussed about Collection of feedback on Curriculum from stakeholders.	The Curriculum Committee is instructed to get feedback on Curriculum from Stakeholder during the month August 2022.	Curriculum Committee Secretary	8 week


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5	Collection of feedback on teaching and facilities regarding, clinical, skill and simulation labs.	Committee discussed about Collection of feedback on teaching and facilities regarding, clinical, skill and simulation labs.	The Curriculum Committee is instructed to conduct feedback on Curriculum from Students periodically.	Curriculum Committee Secretary	
6	Conduction B.Sc nursing first year (first semester), 2 nd internal exam, pre-university and pre-board examination	Committee discussed about conduction B.Sc nursing first year (first semester), 2 nd internal exam, pre-university and pre-board examination	Examination Committee is instructed to conduct B.Sc nursing first year (first semester), 2 nd internal exam, pre-university and pre-board examination as per Master Rotation Plan, University and Board schedule.	Examination Committee Secretary	
7	Encourage the faculty and students for more research publication	Committee discussed about the faculty and students research publication.	It is instructed to all Faculty Members and Students conduct more research publication.	Scientific Research Committee Secretary	
8	Conduction of more extension activities,, workshops, seminar, etc	Committee discussed about conduction of more extension activities,, workshops, seminar, etc	IQAC Committee is instructed to all Departments to conduct workshops, seminar, etc	All departmental HODs and secretary, Event planning committee	
9	Establish MOU with various organization	Committee discussed about establishment of MOU with various	MOU Certificate must be taken from various Government and Non-Government Universities and College.	Mr. Madan Mohan Gupta	8 weeks


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		organization.			
10	Conduction of M.Sc. Nursing 2 nd year research activity.	Committee discussed about Conduction of M.Sc. Nursing 2 nd year research activity.	All Subject Specialty Guides are informed to progress in their students Research activity as per plan.	All guides.	6 weeks

Adjournment of meeting: The meeting was adjourned at 01:05 PM, with a closing speech by committee secretary.

Next Meeting: As per schedule

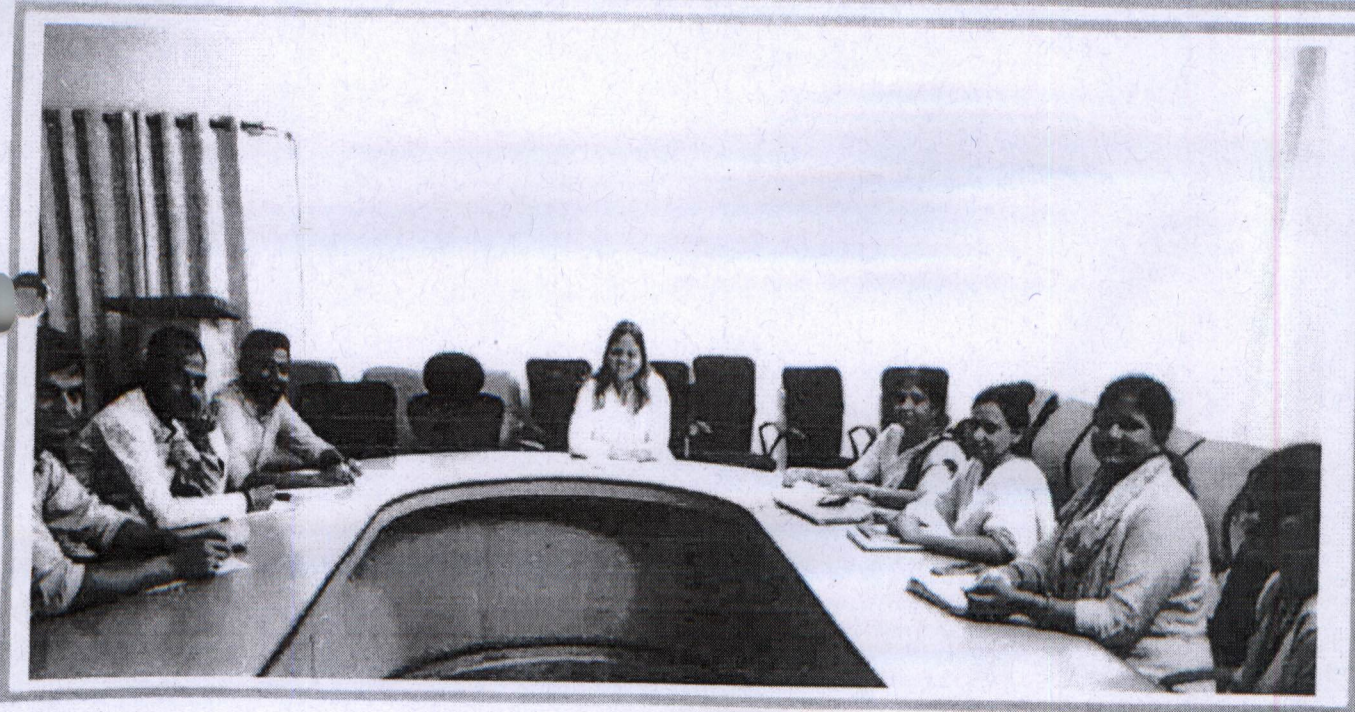
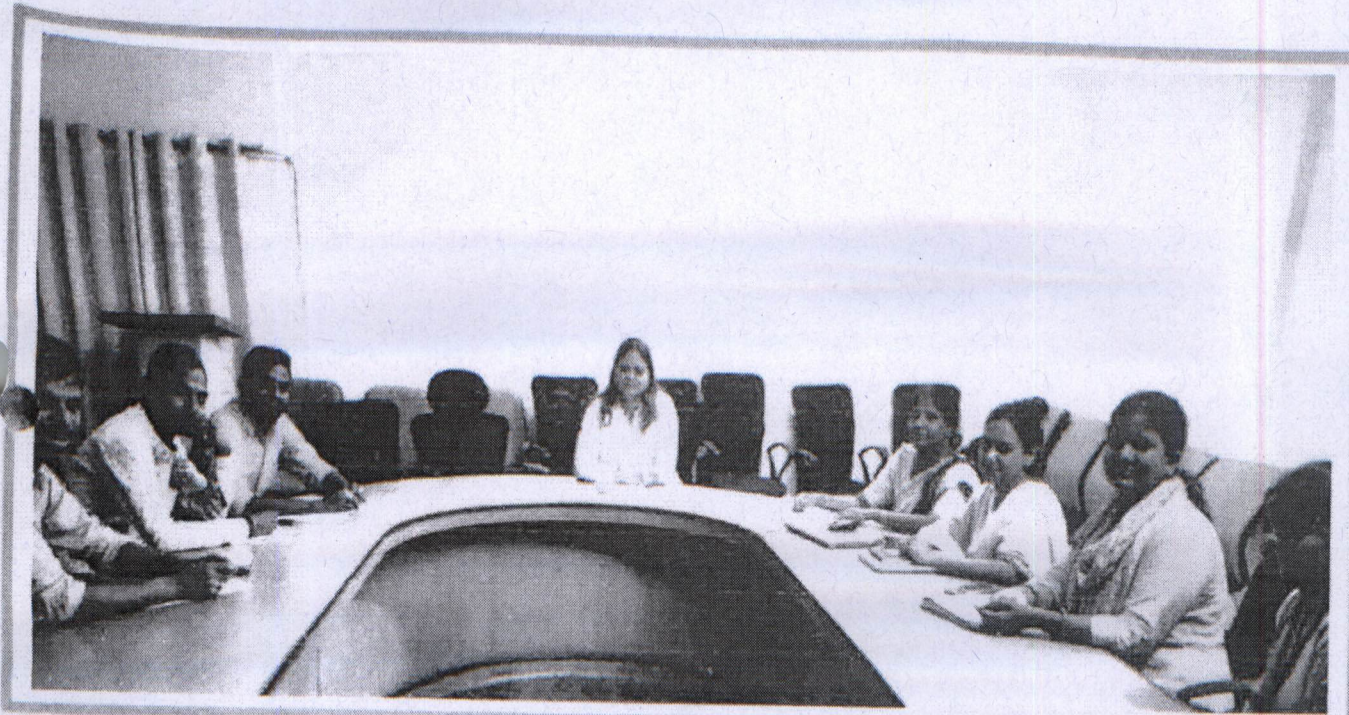
<p align="center"><i>[Signature]</i> Submitted by: Mr. Abhishek Dhamaniya (Secretary)</p>	<p align="center"><i>[Signature]</i> Approved By: Dr. Archana Chouhan (Chairperson)</p>
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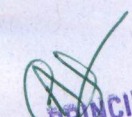
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