



4.5.2 (A)

COLLEGE OF NURSING, BABA EDUCATIONAL SOCIETY
56, Matiyari Deva Road Chinhat Lucknow



The maintenance department of college has trained technical staff that maintains infrastructure facilities. After physical examination, for any kind of maintenance or repair, duly filled & signed complaint form is forwarded to the respective maintenance department through proper channel & then rectify the problem.

1. Dry and wet cleaning of all the facilities such as class rooms, seminar hall, laboratories, faculty rooms, office, library, corridors and wash rooms is done daily as per daily cleaning chart.
2. Laboratory- Sophisticated instruments & equipment's usage is monitored through logbooks. The instruments and equipment's are cleaned, calibrated and maintained on regular basis. Major equipment's are installed with power backup. Also, the instruments and equipment's are serviced by the suppliers. Facilities in laboratories such as water taps, gas pipelines, and electrical fixtures are regularly checked by the respective laboratory and maintenance of the same is done with the help of a technical person. Facilities like Fire extinguishers and First aid kits are checked regularly and their refilling is done before their expiry date.
3. The gardeners are appointed for overall maintenance and care of Medicinal Plant Garden and amenity area.
4. Library- The books in library are accessioned, stamped and then shelved according to Dewey decimal classification. Book binding is done for damaged books to prevent further damage. Institution has constituted Library Advisory Committee is constituted for smooth functioning and efficient working of library. A suggestion box is kept in the library for improving library services & rendering the library user friendly.
5. Sports complex- The record for usage of sports and cultural facilities is maintained.
6. Computers- JSPM's IT Cell is responsible for maintenance of computers and network facility of the institution. One full time computer technician is available for day to day maintenance of computers and other IT facilities.
7. Working of LCDs, Overhead Projectors is checked on regular basis. Usage of these teaching aids is monitored by the use of log book.
8. Hostel- Hostel committee regularly monitors maintenance, hygiene and cleanliness of all facilities in hostel performed by in-house housekeeping staff and supervised by rector.
9. Canteen- The canteen maintenance committee takes care of quality and other related issues. Wastewater from canteen outlets is utilized for watering the plants.
10. Wi-Fi can be controlled through Cyber roam firewall.
11. Water harvesting and Sewage treatment plant- It has been constructed in our campus. The waste management is executed by the garbage collection vehicle in collaboration with Municipal Corporation.
12. Generator facility- The campus has 2 Diesel generators with capacity 160 KV for management/regulation of electricity and voltage. Two central RO plants and three water tanks are available.

Dr. ARCHANA CHOUHAN
 PRINCIPAL
 COLLEGE OF NURSING
 BABA EDUCATIONAL SOCIETY
 56, MATIYARI DEVA ROAD
 CHINHAT, LUCKNOW-226028

**COLLEGE OF NURSING BABA EDUCATIONAL SOCIETY
56 MATIYARI CHINAHT LUCKNOW**

DocumentNo:BES/MSC/C/02/2024

Date:14.02.2024

R-CIRCULAR

To deliver the optimum Quality Services to the students & maintain the standards of all academic & non-academic activities areas across the organization, 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: Maintenance and Sanitation Committee

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

S. No.	Name	Designation	Role	Signature
1.	Dr. Archana Chouhan	Principal	Chairman	
2.	Ms. Aditi Shukla	Clinical Instructor	Secretary	
3.	Mr. Anupam Tripathi	Facility Manager	Manager	
4.	Dr. S.K. Dixit	Infection Control Supervisor	Supervisor	
5.	Miss. Shalu	Student	Member	
6.	Miss. Juhi Sharma	Student	Member	
7.	Miss. Shweta Yadav	Student	Member	

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

- Inspection and monitoring of the cleanliness in academic block, administrative block, dining hall, hostels, restrooms, laboratories, garden areas, canteen, etc. of the campus & its surrounding areas. Cleanliness of the following areas should be ensured by the sanitation supervisor strictly on weekly basis.
- To divide and accommodate students according to their upcoming batches on respective floors and wings.
- To ensure cleanliness by the students on respective floors, and to punish the punishable students of which ever floors will be found untidy and dirty.
- Surprise inspection to be done by the authorized committee members weekly.
- To allocate washroom for female faculty members.

(Director)

Authorized

Signature

CC: All members

DR. ARCHANA CHOUHAN
 PRINCIPAL
 COLLEGE OF NURSING
 BABA EDUCATIONAL SOCIETY
 56 MATIYARI DEWARCA
 LUCKNOW-226028

COLLEGE OF NURSING BABA EDUCATIONAL SOCIETY
56 MATIYARI CHINAHT LUCKNOW

MEETING INVITATION

Document No: BES/MSC/I/14/2024







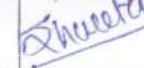
Date: 14/02/2024

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: Maintenance and sanitation committee
Date: 16/02/2024
Time: 12:30 PM
Venue: Conference Hall
Chairperson: Dr. Archana Chouhan


The following members are requested to attend the Meeting:

S.N.	Name	DESIGNATION	ROLE	Signature	Remarks
1.	Dr. Archana Chouhan	Principal	Chairman		
2.	Ms. Aditi Shukla	Clinical Instructor	Secretary		
3.	Mr. Anupam Tripathi	Facility Manager	Manager		
4.	Dr. S.K. Dixit	Infection Control Supervisor	Supervisor		
5.	Miss. Shalu	Student	Member		
6.	Miss. Juhi Sharma	Student	Member		
7.	Miss. Shweta Yadav	Student	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


Aditi Shukla
(Secretary)
Maintenance and sanitation Committee)


Dr. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56 MATIYARI DEWA ROAD
CHINAHT, LUCKNOW-226028

**COLLEGE OF NURSING, BABA EDUCATIONALSOCIETY
56, MATIYARI CHINHAT LUCKNOW**

MINUTES OF MEETING

Document No: BE/MS/M/02/2024

Date: 16/02/2024

General Details

Committee: Maintenance and Sanitation Committee

Date: 16/02/2024

Time: 12:30 pm

Venue: Conference Hall

Chairperson: Dr. Archana Chouhan

Agenda:-


- Cleanliness of the academic block.
- Division of hostel wings according to batches
- Cleanliness of the hostel.
- Decision of desirable punishments
- Round/inspection of hostel by committee member
- Allocation of female washroom (faculty)

Attendance details:

Attendees	Absentees
Dr. Archana Chouhan	
Ms. Aditi Shukla	
Mr. Anupam Tripathi	
Dr. S.K. Dixit	
Miss. Shalu	
Miss. Juhi Sharma	
Miss. Shweta Yadav	

Discussion Details:

Agenda	Discussion	Action	Responsibility	Target Time
•Cleanliness of the academic block.	Committee member discussed about the cleanliness of the academic block.	<ul style="list-style-type: none">• Duty roster of cleaning staff to be made.• Adequate supply of cleaning equipments and chemicals to be ensured.• Cleaning checklist to be introduced.• Cleaning to be	Ms. Aditi Shukla Miss. Shalu	1 Week




Dr. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56, MATIYARI DEWAR ROAD
CHINHAT, LUCKNOW-226023

		monitored thrice with the help of the checklist.		
<ul style="list-style-type: none"> Cleanliness and allotment of the student hostel. 	Committee member discussed about the cleanliness of the student hostel. To divide and accommodate students according to batches on each floor/wings	Monitoring should be done thrice with the help of checklist by committee members and hostel incharge	Ms. Aditi Hostel incharge	Always
<ul style="list-style-type: none"> Punishments to which ever floor is found guilty 	Desirable punishments to be given, which ever floor/wings will be found untidy and dirty.	Monitoring should be done weekly	Ms. Aditi Supervisor	Every week

Ending note (If required):

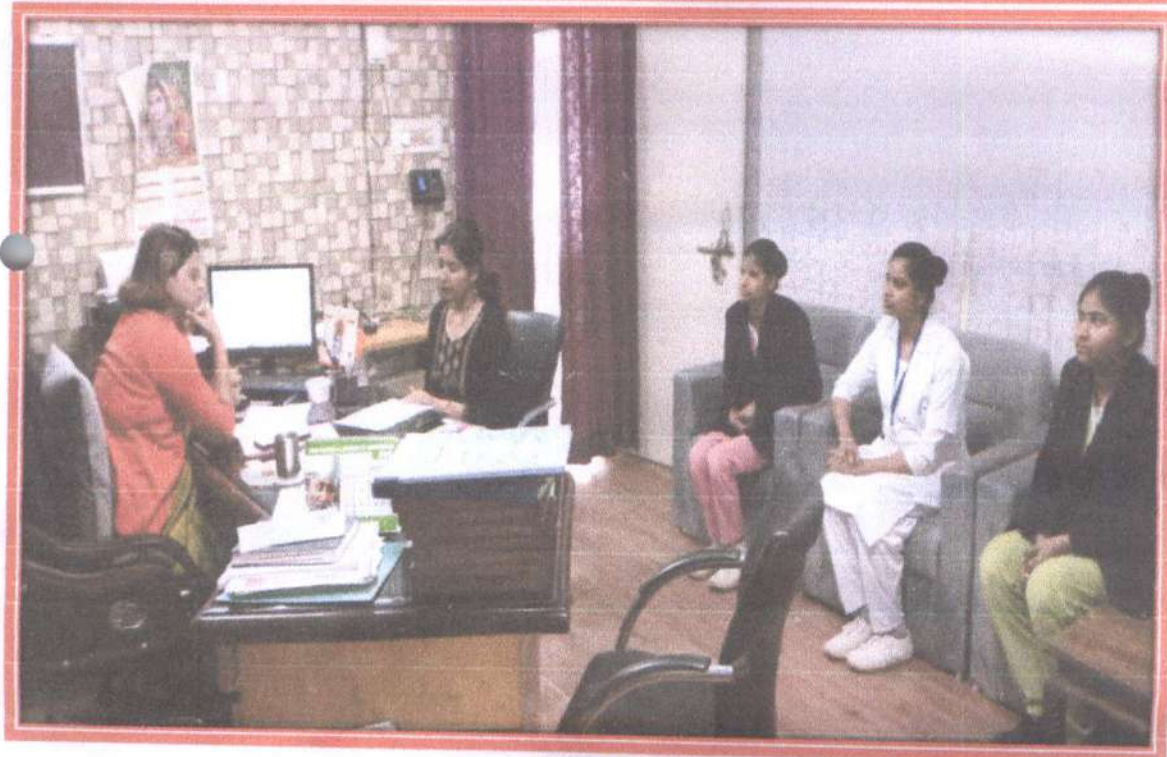
Inspect various parts of the college from time to time and take necessary measures for ensuring Maintenance and cleanliness.

Next Meeting: second week of May.

Prepared by Ms. Aditi Shukla (Secretary)		Approved By:  (Chairperson)
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DR. ARCHANA CHOUHAN
 PRINCIPAL
 COLLEGE OF NURSING
 BHARATI EDUCATIONAL SOCIETY
 65, MATIYARI DEWA ROAD
 GHAZIABAD, LUCKNOW-226028

**COLLEGE OF NURSING,
BABA EDUCATIONAL SOCIETY
56, MATIYARI, DEVA ROAD, CHINHAT, LUCKNOW-226028
MAINTAINANCE AND SANITATION**



Dr. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56, MATIYARI DEVA ROAD
CHINHAT, LUCKNOW-226028

**COLLEGE OF NURSING, BABA EDUCATIONAL SOCIETY
CHINHAT DEVA ROAD, LUCKANOW-226028**

Document No: BES/MSC/C/08/2024

Date: 22.08.2024


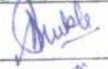

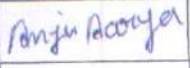

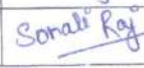
R-CIRCULAR

To deliver the optimum Quality Services to the students & maintain the standards of all academic & non-academic activities areas across the organization, 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: Maintenance and Sanitation Committee

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

S. No.	Name	Designation	Role	Signature
1.	Dr. Archana Chouhan	Principal	Chairman	
2.	Ms. Aditi Shukla	Clinical Instructor	Secretary	
3.	Mr. Anupam Tripathi	Facility Manager	Manager	
4.	Dr. S.K. Dixit	Infection Control Supervisor	Supervisor	
5.	Miss. Anju	Student	Member	
6.	Miss. Ananya	Student	Member	
7.	Miss. Sonali	Student	Member	

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

- Inspection and monitoring of the cleanliness in academic block, administrative block, dining hall, hostels, restrooms, laboratories, garden areas, canteen, etc. of the campus & its surrounding areas.
- To maintain the cleanliness of each block.
- To ensure cleanliness by the students on respective floors, and to punish the punishable students of which ever floors will be found untidy and dirty.
- Quick inspection to be done by the authorized committee members weekly.
- To replace the articles which are meant to be replaced or changed.


Dr. ARCHANA CHOUHAN
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CHINHAT DEVA ROAD, LUCKANOW-226028

MEETING INVITATION

Document No: BES/MSI/08/2024

Date: 23/08/2024

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 : Maintenance and sanitation committee




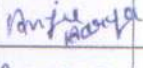
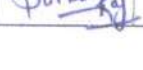
Date : 23/08/2024

Time : 12:30 PM

Venue : Conference Hall


Chairperson : Dr. Archana Chouhan

The following members are requested to attend the Meeting:

S.N.	Name	DESIGNATION	ROLE	Signature	Remarks
1.	Dr. Archana Chouhan	Principal	Chairman		
2.	Ms. Aditi Shukla	Clinical Instructor	Secretary		
3.	Mr. Anupam Tripathi	Facility Manager	Manager		
4.	Dr. S.K. Dixit	Infection Control Supervisor	Supervisor		
5.	Miss. Anju	Student	Member		
6.	Miss. Ananya	Student	Member		
7.	Miss. Sonali	Student	Member		

Agenda to be discussed are:-

- Divide the students according to wings and allocate respective washrooms to use.
- Place student name list in front of the washrooms used so as to keep a check on the use of washroom and its cleanliness.
- Instruct the students to arrange their own toiletries so as to clean the washroom if found dirty after the cleaning of the sweepers.


Dr. ARCHANA CHOUHAN
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CHINHAT, LUCKNOW-226028

In academic block washrooms to be used are as follows:-

- On ground floor (both the washroom to be used by only female students).
- On 1st floor (both the washrooms to be used by only female students).
- On 2nd floor (one washroom should be used by male students and one washroom to be used by faculty members).


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


Aditi Shukla
(Secretary)

Maintenance and sanitation Committee)


Dr. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56, MARIYARI DEVA ROAD
CHINHAT, LUCKNOW-226023

MINUTES OF MEETING

Document No: BE/MS/M/08/2024

Date: 23/08/2024

General Details

Committee : Maintenance and Sanitation Committee

Date : 23/02/2024

Time : 12:30 pm

Venue : Conference Hall

Chairperson : Dr. Archana Chouhan

Agenda:-

- Divide the students according to wings and allocate respective washrooms to use.
- Place student name list in front of the washrooms used so as to keep a check on the use of washroom and its cleanliness.
- Instruct the students to arrange their own toiletries so as to clean the washroom if found dirty after the cleaning of the sweepers.

In academic block washrooms to be used are as follows:-

- On ground floor(both the washroom to be used by only female students).
- On 1st floor (both the washrooms to be used by only female students).
- On 2nd floor (one washroom should be used by male students and one washroom to be used by faculty members).

Attendance details:

Attendees	Absentees
Dr. Archana Chouhan	
Ms. Aditi Shukla	
Mr. Anupam Tripathi	
Dr. S.K. Dixit	
Miss. Anju Arya	
Miss. Ananya	
Miss. Sonali	

Discussion Details:


Agenda	Discussion	Action	Responsibility	Target Time
divide the students according to wings and allocate respective washrooms to use.	Committee member discussed about the division of the hostel wings	As soon as the new batch will arrive the hostel incharge as well as the hostel warden should divide the students in respective wings.	Mr. Anupam Tripathi Miss. Neha	1 Week
Place the students name list in front of the washroom used so as to keep a check on the use of washroom and its cleanliness	Committee members discussed about , placement of student name list	To place student name list in front of each washroom which was already divided according to respective wings.	Ms. Aditi Hostel incharge	Always



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CHAIRPERSON
58, MATIYAPIDEWA ROAD
CHINHAT, COIMBATORE-226029

instruct the students to arrange their own toiletries so as to clean the washroom if found dirty after the cleaning of the sweepers.	To arrange toiletries	Students should arrange common toiletries so as to clean the toilet as well as washroom area if found dirty after the cleaning of the sweepers if the drainage is found clogged.	Ms. Aditi Ms. Neha	Every week
Division of the washroom in academic block	Committee members discussed about the division of the washrooms in academic block.	<ul style="list-style-type: none"> • In the academic block the washrooms to be used are as follows:- • On ground floor(both the washrooms to be used by only female students). • On 1st floor (both the washrooms to be used by only female students). • On 2nd floor(one washroom should be used by male students and one washroom to be used by faculty members). 	Ms. Aditi shukla	Always

Ending note (If required):

Inspect various parts of the college from time to time and take necessary measures for ensuring Maintenance and cleanliness.

Prepared by 
Ms. Aditi Shukla
(Secretary)


Dr. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
55, PATIYARI DEWA ROAD
CHINHAT, LUCKNOW-226028

**COLLEGE OF NURSING BABA EDUCATIONAL SOCIETY
56, MATIYARI CHINHAT LUCKNOW
MAINTENANCE AND SANITATION COMMITTEE**



Dr. Anshu Chouhan
COLLEGE OF NURSING
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56, MATIYARI CHINHAT LUCKNOW-226028