

BABA EDUCATIONAL SOCIETY, INSTITUTE OF PARAMEDICALS, COLLEGE OF NURSING

Document No: BES/MS/1/8/19

Date: 09/08/19

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: Maintenance and sanitation committee**





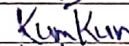

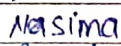

**Date: 12/08/19**

**Time: 1:00 PM**

**Venue: Conference Hall**

**Chairperson: Mrs. P. Kangerswari**

The following members are requested to attend the Meeting:

DESIGNATION	NAME	ROLE	Signature	Remarks
Principal	Mrs.P.Kangerswari	Chairperson		
Nursing Tutor	Ms. Neha gupta	Secretary		
Facility Manager	Anupam Tripathi	Member		
Infection Control Supervisor	Dr. S.K.Dixit	Member		
Student	Kumkum	Member		
Student	Shalu	Member		
Student	Nasima	Member		
Student	Ruchi Soni	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

Neha Gupta  
(Secretary)

Maintenance and sanitary Committee)

  
Baba Educational Society  
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BABA EDUCATIONAL SOCIETY, INSTITUTE OF PARAMEDICALS, COLLEGE OF NURSING

Document No: BE/M-SC/10/20

Date: 12/08/2019

MINUTES OF MEETING

General Details

Committee: Maintenance and Sanitation Committee

Date: 12/08/2019

Time: 1:00 pm

Venue: Conference Hall

Chairperson: Mrs. P. Kangerwari

Agenda: -

- Cleanliness of the academic block.
- Cleanliness of the student hostel.

Attendance details:

Attendees	Absentees
Mrs. P. Kangerwari	Kumkum
Ms. Neha gupta	Ruchi Soni
Dr. S. K. Dixit	
Mr. Anupam	Anupam
Shalu	Shalu
Nasima	Nasima

Review of last meeting:

- Given responsibility to the in-charge for supervision of the subordinate worker.
- Arranged all the material for cleanliness.

Discussion Details:

Discussion	Action	Responsibility	Target Time
- Cleanliness of the Academic block. Committee member discussed about the cleanliness of the student academic block.	<ul style="list-style-type: none"><li>• Duty roster of the cleaning staff to be made</li><li>• Adequate supply of cleaning equipments and chemicals to be ensured</li><li>• Cleaning checklist to be introduced &amp; cleaning to be</li></ul>	Mr Anupam	Within a week

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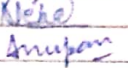

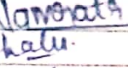
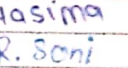


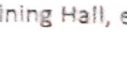
CIRCULAR

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.


SN	Name	Designation	Role	Signature
1.	Mrs. P.Kangerswari	Principal	Chairman	
2.	Ms. Neha gupta	Nursing Tutor	Secretary	
3.	Mr. Anupam Tripathi	Facility Manager	Member	
4.	Dr.S.K.Dixit	Infection Control Supervisor	Member	
5.	Namrata	Student	Member	
6.	Shalu	Student	Member	
7.	Nasima	Student	Member	
8.	Ruchi soni	Student	Member	

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

- ★ Inspection and Monitoring of the cleanliness part of Hostels, Academic Block, Dining Hall, etc of the campus & its surrounding areas.
- ★ To develop the habits among the children to keep their surrounding neat & Clean.
- ★ To develop the good manners and habits among students regarding regular washing and bathing etc.
- ★ To have the proper recording of the health reports of the students. In charge is responsible for the implementation of the commotion in a befitting manner.

CC: All Members

(Director)  
Authorized Signatory

  
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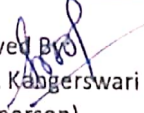
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	monitored thrice with the help of the checklist		
- Cleanliness of the student hostel. Committee member discussed about the cleanliness of the student hostel.	<ul style="list-style-type: none"><li>• Duty roster of the cleaning staff to be made</li><li>• Adequate supply of cleaning equipments and chemicals to be ensured</li><li>• Cleaning checklist to be introduced &amp; cleaning to be monitored thrice with the help of the checklist</li></ul>	Shalu Soni	Within a week

**Ending note (If required):**

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

**Next Meeting:** second week of November

Prepared by Neha gupta (Secretary)	Approved By  Mrs. P. K. Baggerswari (Chairperson)
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