Deva Road, Chinhat, Matiyari, Lucknow- 226010

Document No: BES/MSC/C/08/2023

#### CIRCULAR

Date: 16.08.2021

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.	Mrs. Archana Chauhan	Principal	Chairman	AL
2.	Mrs. Pooja Tiwari	Nursing Tutor	Secretary	(PeriAtiva)
3.	Mr. Anupam Tripathi	Facility Manager	Manager	American
4.	Dr. S.K. Dixit	Infection Control Supervisor	Supervisor	
5.	Miss. Juhi Sharma	Student	Member	Silver
6.	Miss.Nisha	Student	Member	Alle
7.	Miss. Suman	Student	Member	Suman

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 develop the habits among the student to keep their surrounding neat & clean.
- To develop the good manners and habits among students regarding regular washing and bathing, etc.
- To supervise the maintenance work of the institution with log book.

(Director)

Authorized Signatory

CC: All members

Dr. ARCHANA CHOUHAN

COLLEGE OF NURSING
ST. MARIEMAN AND NAL SOCIETY

CHEST TO LOSS OF SOCIETY

CHEST TO LOSS OF SOCIETY

CHEST TO LOSS OF SOCIETY

Deva Road, Chinhat, Matiyari, Lucknow- 226010

MEETING INVITATION

Document No: BES/MSC/I/09/2023

Date: 15/09/2023

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:

15/09/2023

Time:

2:00 PM

Venue: Chairperson:

Conference Hall

Agenda :

Dr.Archana Chauhan Cleanliness of the Laboratory areas.

Cleanliness of the hostel and mess.

Cleanliness of the hostel and academic block washroom.

Maintenance work of academic block.

The following members are requested to attend the Meeting:

S.N.	Name	DESIGNATION	ROLE	Signatur	Remarks
1.	Dr.Archana Chauhan	Principal	Chairman	e .	
2.	Mrs. Pooja Tiwari	Nursing Tutor	Secretary	Reid	S TOTAL
3.	Mr. Anupam Tripathi	Facility Manager	Manager	yours -	
4.	Dr. S.K. Dixit	Infection Control Supervisor	Supervisor	1	
5.	Miss. Juhi Sharma	Student	Member	Julishanna	
6.	Miss. Nisha	Student	Member	Nesha	
7.	Miss. Suman anda shall be shared	Student	Member	Suman	

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

Pooja Tiwari (Secretary)

Maintenance and sanitation Committee)

Dr. Al PANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BASA I DUCATIONAL SOCIETY
56 MATIYARI DEWA ROAD
CHINHAT, LUCKNOW-226028

Deva Road, Chinhat, Matiyari, Lucknow- 226010

Maintenance and sanitation Committee)

#### MINUTES OF MEETING

Document No: BES/MSC/M/09/2023

Date: 15/09/2023

#### **General Details**

**Committee: Maintenance and Sanitation Committee** 

Date:

15/09/2023

Time:

2:00pm

Venue:

Conference Hall

Chairperson: Dr. Archana Chauhan

Attendance details:

Attendees	Absentees	
Dr. Archana Chauhan	40	
Mrs. Pooja Tiwari		
Mr. Anupam Tripathi		
Dr. S.K. Dixit		
Miss. Juhi		
Miss. Nisha		
Miss. Suman		

**Discussion Details:** 

Agenda	Discussion	Action	Responsibility	Target Time
Maintenance work of H.O.D. Rooms.	Committee member discussed about the maintenance work of H.O.D. Rooms.	It is decided that electrical sockets should be arranged in all cabins.	Mrs. Pooja tiwari Mr. Anupam Tripathi	1 week
Cleanliness of all buildings	Committee member discussed about the cleanliness of all buildings.	It is decided to change the duty roaster according to the requirements.  Adequate supply of cleaning equipments and chemicals to be ensured.  Cleaning to be	Mrs. Pooja tiwari Supervisor	Always

BABA EDUCATIONAL SOCIETY

66. MATIYARI DEVA ROAD

CHINHAT, LUCKNOW-226028

Deva Road, Chinhat, Matiyari, Lucknow- 226010

		monitored one in a day with the help of the checklist.		
Arrangement of of LCD Projectors screen in all class	Committee member discussed about the LCD	It is instructed to purchasing in charge to	Mrs. Pooja tiwari	1 week
room.	Projectors Screen arrangement in all class room.	fix the screen in needed class rooms.	Supervisor	
Maintenance work of IQAC.	Committee member discussed about the	Tube light of IQAC should be changed. Fan condenser must fixed in	Mrs. Pooja Mishra	2 days
	maintenance work of IQAC.	all four fans.	Supervisor	

### 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
Pooja Tiwari

( Secretary)

Approved By:
Dr. Archana Chauhan
( Chairperson)

DE ARCHANA CHOUHAN

# BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICALS COLLEGE OF NURSING MAINTENANCE AND SANITATION COMMITTEE







Deva Road, Chinhat, Matiyari, Lucknow- 226010

<u>MEETING INVITATION</u>

Document No: BES/MSC/I/06/2023

Date: 16/06/2023

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:

16/06/2023

Time:

1:30 PM

Venue:

Conference Hall

Chairperson:

Dr. Archana Chauhan

Agenda:

- Cleanliness of the Laboratory areas.
- Cleanliness of the hostel and mess.
- Maintenance of LCD Projectors in all class room.

Maintenance work of academic block.

The following members are requested to attend the Meeting:

S.N.	Name	DESIGNATION	ROLE	Signatur	Remarks
1.	Dr.Archana Chauhan	Principal	Chairman	MIL	
2.	Mrs. Pooja Tiwari	Nursing Tutor	Secretary	Poorth_	
3.	Mr. Anupam Tripathi	Facility Manager	Manager	Spiriture .	
4.	Dr. S.K. Dixit	Infection Control Supervisor	Supervisor	1/2/	
5.	Miss. Juhi Sharma	Student	Member	Takisharma	
6.	Miss. Nisha	Student	Member		
7.	Miss. Suman	Student	Member	Nisha Suman	

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

Pooja Tiwari (Secretary)

Maintenance and sanitation Committee)

Dr. ARCHANA CHOUHAN

ORINGIPAL

COLUMN CONTROL

OCTOR

OCT

Deva Road, Chinhat, Matiyari, Lucknow- 226010

## MINUTES OF MEETING

Document No: BES/MSC/M/06/2023

Date: 16/06/2023

## **General Details**

Committee: Maintenance and Sanitation Committee 16/06/2023

Time:

1:30 pm

Venue:

Conference Hall

Chairperson: Dr. Archana Chauhan

Agenda:-

Cleanliness of the Laboratory areas.

- Cleanliness of the hostel and mess.
- Maintenance of LCD Projectors in all class room.
- Maintenance work of academic block.

## Attendance details:

DR.Archana Chauhan	Absentees
Mrs. Pooja tiwari	
Mr. Anupam Tripathi	
Dr. S.K. Dixit	
Miss. Juhi sharma	
Miss. Nisha	
Miss. Suman	
Discussion Details:	

Agenda	Discussion	Anti-		
Cleanliness of the Laboratory areas.	Committee member discussed about the cleanliness of the Laboratory areas.	Adequate supply of cleaning equipments and chemicals to be ensured.  Cleaning to be monitored one in a day with the help of	Responsibility  Mrs. Pooja tiwari  Miss. Suman	Targe Time Always
Cleanliness of the tudent hostel and less.	Committee member discussed about the cleanliness of the	Monitoring should be done thrice with the help of checklist by hostel	Mrs. Pooja tiwari Warden	Always

Dr. ARCHANA CHOUHAN PRINCIPAL COULD IN NURSING
BABATTUM AUDIONAL SOCIETY
BABATTUM AUDIONAL SOCIETY
S6 MAI AUDIONAL SOCIETY
LICKNOW-226028

Deva Road, Chinhat, Matiyari, Lucknow- 226010

	student hostel and mess.	It is instructed to all students that, they should not through leftover food in washing area and must be discarded in dust bin.		
<ul> <li>Maintenance of LCD Projectors in all class room.</li> </ul>	Committee member discussed about the maintenance work of LCD Projectors in all class room.	It is instructed to supervisor to check the working condition of LCD projectors and sound system of all class rooms and do the needed maintenance work.	Mrs. Pooja tiwari Supervisor	2 weeks
Maintenance work of academic Block	Committee member discussed about the maintenance work of academic block	Change the Tube light of ANM class rooms. Change the fan of GNM 3 <sup>rd</sup> year class room.	Mrs. Pooja tiwari Supervisor	Within a week

#### Ending note (If required):

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

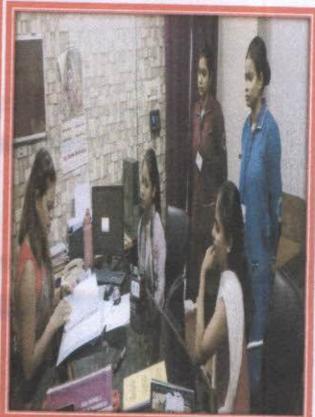
Next Meeting: second week of September.

Prepared by Pooja Tiwari ( Secretary)	Approved By: ( Chairperson)	



# BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING 56, MATIYARI DEVA ROAD, CHINHAT LUCKNOW MAINTENANCE AND SANITATION COMMITTEE







DE PECHANA CHOUHAN

DE PECHANA CHOUHAN

DE PECHANA CHOUHAN

CHECK TOWN SOCIETY

BABA FLITTING TOWN 226028

56 MAINTAIN TOWN 226028

Deva Road, Chinhat, Matiyari, Lucknow- 226010

## MEETING INVITATION

Document No: BES/MSC/I/11/2022

Date: 14/11/2022

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:

14/11/2022

Time:

1:30 PM

Venue:

Conference Hall

Chairperson:

Dr. Archana Chauhan

The following members are requested to attend the Meeting:

S.N.	Name	DESIGNATION	ting:		
1.	Dr.Archana	Principal	ROLE	Signature	Remark
	Chaunan	P	Chairman		- India
2.	Mrs. Pooja	Nursing Tutor		11/1/2	
4.	Tiwari	Tutof	Secretary	Ph h	+
3.	Mr. Anupam	Facility Manager		Rup	
3.	Tripathi		Manager	into Cano	
4.	Dr. S.K. Dixit	Infection Control Supervisor		I thirt was	
7.	10	Control Supervisor	Supervisor	1	
5.	Miss.juhi	Student			
	MC NO.		Member		
6.	Miss. Nisha	Student		Juhi Charma	
-	Mics C.		Member	100	
1.	Miss. Suman	Student	N/ 1	niska	
agen	da shall be about	before the meeting. All the men	Member	1	Sum

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

Pooja Tiwari (Secretary)

Maintenance and sanitation Committee)

Dr. ARCHANA CHOUHAN

PRINCIPAL COLLEGE OF NUTISING

BALLATING OF BOTTONIA 56 MARYARI DE WILLOAD CHIMHAT LUCKROUN 220028

Deva Road, Chinhat, Matiyari, Lucknow- 226010 MINUTES OF MEETING

Document No: BE/MSC/M/11/2022

Date: 14/11/2022

## **General Details**

Committee: Maintenance and Sanitation Committee

14/11/2021 Time: 1:30 pm

Venue: Conference Hall Chairperson: Dr.Archana Chauhan

Agenda:-

Cleanliness of the academic block.

Cleanliness of the hostel.

 Maintenance of Second Year class room and Auditorium. Attendance details:

Dr.Archana Chauhan	Absentees
Mrs. Pooja Tiwari	
Ar. Anupam Tripathi	
Or. S.K. Dixit	
liss. Juhi	
liss. Nisha	
iss. Suman	

Discussion Details:

Agenda	Discussion	Anti-		
Cleanliness of the academic block.	Committee member discussed about the cleanliness of the academic block.	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 monitored thrice with the help of the checklist.	Responsibility  Mrs. Pooja Tiwari  Miss. Juhi	Targe Time 1 Week



Deva Road, Chinhat, Matiyari, Lucknow- 226010

•Cleanliness of the student hostel.	Committee member discussed about the cleanliness of the student hostel.	hat, Matiyari, Luckr Monitoring should be done thrice with the help of checklist by hostel warden.	Mrs. Pooja Tiwari Warden	Always
	Committee member discussed about the maintenance work of B.Sc. (N) Second Year class room.	Change the Tube light and fan in B.Sc. (N) Second Year class. Windows curtains should be changed in B.Sc. (N) Second Year class. Painting must be done on the stage wall in auditorium.	Mrs. Pooja Tiwari Supervisor	Within a week

## Ending note (If required):

Inspect various parts of the college from time to time and take necessary measures for ensuring Next Meeting: second week of March

Prepared by (1) Pooja Tiwari	
Pooja Tiwari	Approved By:
(Secretary)	
	( Chairperson),
The state of the s	

LEHOUHAN COLLEGE OF NURSING BABA EDUCATIONAL SOCIETY 56, MATIYARI DEWA ROAD CHINHAT, LUCKNOW-226028

Deva Road, Chinhat, Matiyari, Lucknow- 226010

### MEETING INVITATION

Document No: BES/MSC/I/03/2023

Date: 16/03/2023

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:

16/03/2023

Time:

3:00PM

Venue:

Conference Hall

Chairperson:

Mrs. Archana Chauhan

Agenda:-

- Cleanliness of the academic block.
- Cleanliness of the hostel.
- Maintenance of class room and Auditorium.

The following members are requested to attend the Meeting:

Name	DESIGNATION		Signature		
Mrs.Archana Chauhan	Principal	Chairman	Signature	Remarks	
Mrs. Pooja Tiwari	Nursing Tutor	Secretary	Part		
Mr. Anupam Tripathi	Facility Manager	Manager	Janupan		
Dr. S.K. Dixit	Infection Control Supervisor	Supervisor			
Juhi Sharma	Student	Member	Like		
Miss. Nisha	Student	Member	0/		
Miss. Suman	Student	Member	*HALLES		
	Mrs. Archana Chauhan Mrs. Pooja Tiwari Mr. Anupam Tripathi Dr. S.K. Dixit Juhi Sharma Miss. Nisha	Mrs. Archana Chauhan  Mrs. Pooja Tiwari  Mr. Anupam Tripathi Dr. S.K. Dixit  Infection Control Supervisor  Juhi Sharma  Student  Miss. Nisha  Student	Mrs. Archana Chauhan  Mrs. Pooja Tiwari  Mr. Anupam Tripathi  Dr. S.K. Dixit  Infection Control Supervisor  Juhi Sharma  Student  Mrs. Archana Principal Chairman  Chairman  Secretary  Manager  Manager  Manager  Member  Member	Mrs. Archana Chauhan  Mrs. Pooja Tiwari  Mr. Anupam Tripathi Dr. S.K. Dixit  Infection Control Supervisor  Juhi Sharma  Student  Mrs. Archana Chairman  Chairman  Chairman  Chairman  Secretary  Manager  Manager  Manager  Member  Member  Miss. Nisha  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

Pooja Mishra

Dr. ARCHANA CHOUHAN UNCIPAL

Deva Road, Chinhat, Matiyari, Lucknow- 226010

## MINUTES OF MEETING

Document No: BE/MSC/M/03/2023

Date: 16/03/2023

#### **General Details**

Committee: Maintenance and Sanitation Committee

Date:

16/03/2023

Time:

3:00PM

Venue:

Conference Hall

Chairperson: Mrs. Archana Chauhan

Agenda:-

- · Cleanliness of the academic block.
- Cleanliness of the hostel.
- Maintenance of class room and Auditorium.

Attendance details:

Attendees	Absentees
Mrs. Archana Chauhan	
Mrs. Pooja Tiwari	
Mr. Anupam Tripathi	
Dr. S.K. Dixit	
Miss.juhi Sharma	
Miss. Nisha	
Miss. Suman	

### Discussion Details:

Agenda	Discussion	Action	Responsibility	Target
•Cleanliness of the academic block.	Committee member discussed about the cleanliness of the academic block.	Adequate supply of cleaning equipments and chemicals to be ensured.  Cleaning checklist to be introduced.  Cleaning to be monitored thrice with the help of the checklist.	Miss. Juhi Sharma	Time   Week

Dr ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BARA F DUCATIONAL SOCIETY MATIYARI DEWA ROAD

Deva Road, Chinhat, Matiyari, Lucknow- 226010

•Cleanliness of the student hostel.	Committee member discussed about the cleanliness of the student hostel.	Monitoring should be done thrice with the help of checklist by hostel warden.	Mrs. Pooja Tiwari Warden	Always
Maintenance work of class room and Auditorium.	Committee member discussed about the maintenance work of class room.	Change the Tube light in class. Windows curtains should be managed in class. Painting must be done on the stage wall in auditorium.	Mrs. Pooja Tiwari Supervisor	Within a week

## Ending note (If required):

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

Prepared by Approved By: Pooja Tiwari (Secretary) (Chairperson)

Dr. ARCHANA CHOUHAN
PRINCIPAL
COLLECT OF MURSING
BARA FORCATIONAL SOCIETY
LES LIGHT ME BARA SOCIETY
COLLECTION OF THE BARA S

# BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING, LUCKKNOW MAINTENANCE AND SANITATION COMMITTEE

DATE: 16.03.23







