

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

Deva Road, Chinhat, Matiyari, Lucknow- 226010

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

Date: 16.08.2023


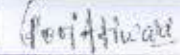
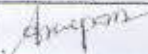



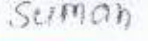
**CIRCULAR**

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.	Mrs. Archana Chauhan	Principal	Chairman	
2.	Mrs. Pooja Tiwari	Nursing Tutor	Secretary	
3.	Mr. Anupam Tripathi	Facility Manager	Manager	
4.	Dr. S.K. Dixit	Infection Control Supervisor	Supervisor	
5.	Miss. Juhi Sharma	Student	Member	
6.	Miss. Nisha	Student	Member	
7.	Miss. Suman	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 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  
PRINCIPAL  
COLLEGE OF NURSING  
BABA EDUCATIONAL SOCIETY  
50, MATIYARI DEVA ROAD  
CHINHAT, LUCKNOW-226028



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

Deva Road, Chinhat, Matiyari, Lucknow- 226010

**MEETING INVITATION**

Document No: BES/MSI/09/2023



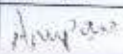

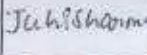


Date: 15/09/2023

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:** Conference Hall  
**Chairperson:** Dr. Archana Chauhan  
**Agenda :** 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	Signature	Remarks
1.	Dr. Archana Chauhan	Principal	Chairman		
2.	Mrs. Pooja Tiwari	Nursing Tutor	Secretary		
3.	Mr. Anupam Tripathi	Facility Manager	Manager		
4.	Dr. S.K. Dixit	Infection Control Supervisor	Supervisor		
5.	Miss. Juhi Sharma	Student	Member		
6.	Miss. Nisha	Student	Member		
7.	Miss. Suman	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 Tiwari  
(Secretary)  
Maintenance and sanitation Committee)

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



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

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	
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.	<ul style="list-style-type: none"><li>It is decided that electrical sockets should be arranged in all cabins.</li></ul>	Mrs. Pooja tiwari Mr. Anupam Tripathi	1 week
Cleanliness of all buildings	Committee member discussed about the cleanliness of all buildings.	<ul style="list-style-type: none"><li>It is decided to change the duty roaster according to the requirements.</li><li>Adequate supply of cleaning equipments and chemicals to be ensured.</li><li>Cleaning to be</li></ul>	Mrs. Pooja tiwari Supervisor	Always

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

**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 <b>Pooja Tiwari</b> (Secretary)	Approved By: <b>Dr. Archana Chauhan</b> (Chairperson)
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 DR. ARCHANA CHOUHAN  
 CHAIRPERSON  
 IQAC  
 BABA EDUCATIONAL SOCIETY  
 INSTITUTE OF PARAMEDICAL  
 COLLEGE OF NURSING  
 DEVA ROAD, CHINHAT, MATIYARI, LUCKNOW-226010



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



Google

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RWVX+JQ7, Park Rd, Raj Bhavan Colony, The Mall Avenue, Lucknow, Uttar Pradesh  
226001, India  
Lat 26.844124°  
Long 80.949414°  
19/09/23 02:18 PM OMT +05:30



Google

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Dr. ARCHANA CHOUHAN  
PRINCIPAL  
COLLEGE OF NURSING  
BABA EDUCATIONAL SOCIETY  
56, MATI PARK, LUCKNOW ROAD  
LUCKNOW, U.P. 226028



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

Deva Road, Chihat, Matiyari, Lucknow- 226010

**MEETING INVITATION**

Document No: BES/MSCL/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



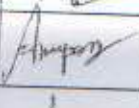

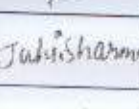
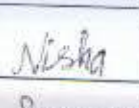
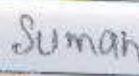
**Venue:** Conference Hall

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

Maintenance and sanitation Committee)

  
Dr. ARCHANA CHOUHAN  
PRINCIPAL  
COLLEGE OF NURSING  
BABA EDUCATIONAL SOCIETY  
DEVA ROAD, CHIHAT, MATIYARI, LUCKNOW-226010



**BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL  
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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**

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.

**Attendance details:**

Attendees	Absentees
DR. 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 Time
• Cleanliness of the Laboratory areas.	Committee member discussed about the cleanliness of the Laboratory areas.	<ul style="list-style-type: none"><li>• Duty roster of cleaning staff to be made.</li><li>• Adequate supply of cleaning equipments and chemicals to be ensured.</li><li>• Cleaning to be monitored one in a day with the help of the checklist.</li></ul>	Mrs. Pooja tiwari Miss. Suman	Always
• Cleanliness of the student hostel and mess.	Committee member discussed about the cleanliness of the	Monitoring should be done thrice with the help of checklist by hostel warden.	Mrs. Pooja tiwari Warden	Always

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



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COLLEGE OF NURSING**


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.		
• Maintenance of LCD Projectors in all class room.	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 <b>Pooja Tiwari</b> (Secretary)	Approved By:  (Chairperson)
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**BABA EDUCATIONAL SOCIETY  
INSTITUTE OF PARAMEDICAL  
COLLEGE OF NURSING  
56, MATIYARI DEVA ROAD, CHINHAT LUCKNOW  
MAINTENANCE AND SANITATION COMMITTEE**



*Dr. Archana Chouhan*  
DR. ARCHANA CHOUHAN  
PRINCIPAL  
COLLEGE OF NURSING  
BABA EDUCATIONAL SOCIETY  
56, MATIYARI DEVA ROAD  
CHINHAT LUCKNOW-228028



**BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL  
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Deva Road, Chinhat, Matiyari, Lucknow- 226010

**MEETING INVITATION**

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





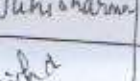

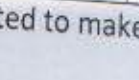

Date: 14/11/2022

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:

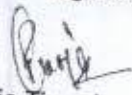
Committee: Maintenance and sanitation committee  
Date: 14/11/2022  
Time: 1:30 PM  
Venue: Conference Hall  
Chairperson: Dr.Archana Chauhan

The following members are requested to attend the Meeting:

S.N.	Name	DESIGNATION	ROLE	Signature	Remarks
1.	Dr.Archana Chauhan	Principal	Chairman		
2.	Mrs. Pooja Tiwari	Nursing Tutor	Secretary		
3.	Mr. Anupam Tripathi	Facility Manager	Manager		
4.	Dr. S.K. Dixit	Infection Control Supervisor	Supervisor		
5.	Miss.juhi	Student	Member		
6.	Miss. Nisha	Student	Member		
7.	Miss. Suman	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 Tiwari  
(Secretary)  
Maintenance and sanitation Committee)

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



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

Deva Road, Chinhat, Matiyari, Lucknow- 226010

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

**MINUTES OF MEETING**

Date: 14/11/2022

**General Details**

Committee: Maintenance and Sanitation Committee  
Date: 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:**

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

**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"><li>• Duty roster of cleaning staff to be made.</li><li>• Adequate supply of cleaning equipments and chemicals to be ensured.</li><li>• Cleaning checklist to be introduced.</li><li>• Cleaning to be monitored thrice with the help of the checklist.</li></ul>	Mrs. Pooja Tiwari Miss. Juhi	1 Week

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



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

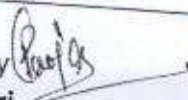
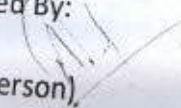
Deva Road, Chinhat, Matiyari, Lucknow- 226010


•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 B.Sc. (N) Second Year class room and Auditorium.	Committee member discussed about the maintenance work of B.Sc. (N) Second Year class room.	<ul style="list-style-type: none"> <li>• Change the Tube light and fan in B.Sc. (N) Second Year class.</li> <li>• Windows curtains should be changed in B.Sc. (N) Second Year class.</li> <li>• Painting must be done on the stage wall in auditorium.</li> </ul>	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 March

Prepared by  <b>Pooja Tiwari</b> (Secretary)	Approved By:  (Chairperson)
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**Dr. ARCHAN CHOUHAN**  
 PRINCIPAL  
 COLLEGE OF NURSING  
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 56, MATIYARI DEVA ROAD  
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COLLEGE OF NURSING**

Deva Road, Chinhat, Matiyari, Lucknow- 226010

**MEETING INVITATION**

Document No: BES/MSI/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


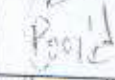
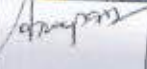



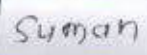
Venue: Conference Hall

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:


S.N.	Name	DESIGNATION	ROLE	Signature	Remarks
1.	Mrs. Archana Chauhan	Principal	Chairman		
2.	Mrs. Pooja Tiwari	Nursing Tutor	Secretary		
3.	Mr. Anupam Tripathi	Facility Manager	Manager		
4.	Dr. S.K. Dixit	Infection Control Supervisor	Supervisor		
5.	Juhi Sharma	Student	Member		
6.	Miss. Nisha	Student	Member		
7.	Miss. Suman	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  
PRINCIPAL  
BABA EDUCATIONAL SOCIETY  
INSTITUTE OF NURSING  
DEVA ROAD, CHINHAT, MATIYARI  
LUCKNOW-226010



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

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 Time
• 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. <ul style="list-style-type: none"><li>• Cleaning checklist to be introduced.</li><li>• Cleaning to be monitored thrice with the help of the checklist.</li></ul>	Miss. Juhi Sharma	1 Week

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





# BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING

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.	<ul style="list-style-type: none"> <li>• Change the Tube light in class.</li> <li>• Windows curtains should be managed in class.</li> <li>• Painting must be done on the stage wall in auditorium.</li> </ul>	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.

Prepared by Pooja Tiwari (Secretary) 	Approved By: (Chairperson) 
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 Dr. ARCHANA CHOUHAN  
 PRINCIPAL  
 COLLEGE OF NURSING  
 BABA EDUCATIONAL SOCIETY  
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