

BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING

Deva Road, Chinhat, Matiyari, Lucknow- 226010

Document No: BES/MSC/C/11/2021

Date: 02.11.2021




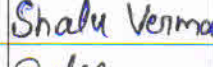
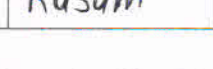
CIRCULAR

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. Lubna	Principal	Chairman	
2.	Mrs. Pooja Mishra	Assistant Professor	Secretary	
3.	Mr. Anupam Tripathi	Facility Manager	Manager	
4.	Dr. S.K. Dixit	Infection Control Supervisor	Supervisor	
5.	Miss. Shalu	Student	Member	
6.	Miss. Dalle	Student	Member	
7.	Miss. Kusum	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

BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING

Deva Road, Chinhat, Matiyari, Lucknow- 226010

MEETING INVITATION

Document No: BES/MS/1/11/2021




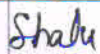

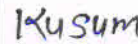
Date: 11/11/2021

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: 14/11/2021
Time: 1:30 PM
Venue: Conference Hall
Chairperson: Mrs. Lubna

The following members are requested to attend the Meeting:

S.N.	Name	DESIGNATION	ROLE	Signature	Remarks
1.	Mrs. Lubna	Principal	Chairman	—	✓
2.	Mrs. Pooja Mishra	Assistant Professor	Secretary		
3.	Mr. Anupam Tripathi	Facility Manager	Manager		
4.	Dr. S.K. Dixit	Infection Control Supervisor	Supervisor		
5.	Miss. Shalu	Student	Member		
6.	Miss. Dalle	Student	Member		
7.	Miss. Kusum	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
(Secretary)
Maintenance and sanitation Committee)

BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING

Deva Road, Chinhat, Matiyari, Lucknow- 226010

MINUTES OF MEETING

Document No: BE/MSC/M/11/2021

Date: 14/11/2021

General Details

Committee: Maintenance and Sanitation Committee

Date: 14/11/2021

Time: 1:30 pm

Venue: Conference Hall

Chairperson: Mrs. Lubna

Agenda:-

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

Attendance details:

Attendees	Absentees
Mrs. Lubna	
Mrs. Pooja Mishra	
Mr. Anupam Tripathi	
Dr. S.K. Dixit	
Miss. Shalu	
Miss. Dalle	
Miss. Kusum	

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 monitored thrice with the help of the checklist.	Mrs. Pooja Mishra Miss. Shalu	1 Week

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 Mishra 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"> • 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 Mishra 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 February.

<p style="text-align: center;"></p> <p>Prepared by Pooja Mishra (Secretary)</p>	<p>Approved By: </p> <p>(Chairperson)</p>
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**BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL
COLLEGE OF NURSING**

Deva Road, Chinhat, Matiyari, Lucknow- 226010

MEETING INVITATION

Document No: BES/MSC/1/02/2022


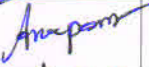

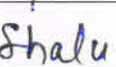

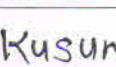
Date: 01/02/2022

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: 05/02/2022
Time: 1:30 PM
Venue: Conference Hall
Chairperson: Mrs. Lubna

The following members are requested to attend the Meeting:

S.N.	Name	DESIGNATION	ROLE	Signature	Remarks
1.	Mrs. Lubna	Principal	Chairman		
2.	Mrs. Pooja Mishra	Assistant Professor	Secretary		
3.	Mr. Anupam Tripathi	Facility Manager	Manager		
4.	Dr. S.K. Dixit	Infection Control Supervisor	Supervisor		
5.	Miss. Shalu	Student	Member		
6.	Miss. Dalle	Student	Member		
7.	Miss. Kusum	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
(Secretary)
Maintenance and sanitation Committee)

BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING

Deva Road, Chinhat, Matiyari, Lucknow- 226010

MINUTES OF MEETING

Document No: BES/MSC/M/02/2022

Date:05/02/2022

General Details

Committee: Maintenance and Sanitation Committee

Date: 05/02/2022

Time: 1:30 pm

Venue: Conference Hall

Chairperson: Mrs. Lubna

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
Mrs. Lubna	
Mrs. Pooja Mishra	
Mr. Anupam Tripathi	
Dr. S.K. Dixit	
Miss. Shalu	
Miss. Dalle	
Miss. Kusum	

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">• Duty roster of cleaning staff to be made.• Adequate supply of cleaning equipments and chemicals to be ensured.• Cleaning to be monitored one in a day with the help of the checklist.	Mrs. Pooja Mishra Miss. Shalu	Always

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Deva Road, Chinhat, Matiyari, Lucknow- 226010

•Cleanliness of the student hostel and mess.	Committee member discussed about the cleanliness of the student hostel and mess.	Monitoring should be done thrice with the help of checklist by hostel warden. It is instructed to all students that, they should not through leftover food in washing area and must be discarded in dust bin.	Mrs. Pooja Mishra Warden Miss. Dalle	Always
• 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 Mishra 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. Repair the wall clock of M.Sc. Nursing class room. Change the fan of GNM 3 rd year class room.	Mrs. Pooja Mishra 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 May.

Prepared by Pooja Mishra (Secretary)	Approved By: (Chairperson)
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**BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL
COLLEGE OF NURSING**

Deva Road, Chinhat, Matiyari, Lucknow- 226010

Document No: BES/MSC/RC/4/22






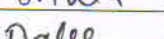
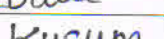
Date: 04/04/2022

R-CIRCULAR

With reference to Circular issued No: **BES/MSC/C/11/2020**, Dated: 02/11/2020, this is to inform that the composition of the committee has to be revised as per the following details:

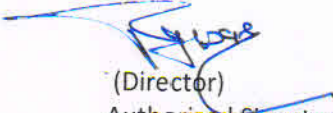
Committee Name: Maintenance and Sanitation Committee

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

SN	Earlier member	Replaced by	Designation	Role	Signature
1.	Mrs. Lubna	Dr. Archana Chauhan	Principal	Chairman	
2.	Mrs. Pooja Mishra		Assistant Professor	Secretary	
3.	Mr. Anupam Tripathi		Facility Manager	Manager	
4.	Dr. S.K. Dixit		Infection Control Supervisor	Supervisor	
5.	Miss. Shalu		Student	Member	
6.	Miss. Dalle		Student	Member	
	Miss. Kusum		Student	Member	

Change in composition of the committee

- Dr. Archana Chauhan, Principal has been appointed as chairperson of Maintenance and Sanitation Committee.


(Director)
Authorized Signatory

CC: All Members

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

Deva Road, Chinhat, Matiyari, Lucknow- 226010

MEETING INVITATION

Document No: BES/MSC/I/04/2022


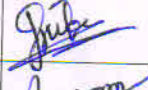

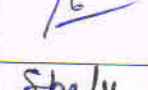

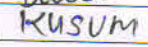
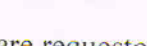
Date: 14/04/2022

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: 16/04/2022
Time: 1:30 PM
Venue: Conference Hall
Chairperson: Dr. Archana Chauhan

The following members are requested to attend the Meeting:

SN	Earlier member	Designation	Role	Signature	Remarks
1.	Dr. Archana Chauhan	Principal	Chairman		
2.	Mrs. Pooja Mishra	Assistant Professor	Secretary		
3.	Mr. Anupam Tripathi	Facility Manager	Manager		
4.	Dr. S.K. Dixit	Infection Control Supervisor	Supervisor		
5.	Miss. Shalu	Student	Member		1
6.	Miss. Dalle	Student	Member		'
	Miss. Kusum	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

(Secretary)

Maintenance and sanitation Committee)

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

Deva Road, Chinhat, Matiyari, Lucknow- 226010

MINUTES OF MEETING

Document No: BES/MSC/M/04/2022

Date: 16/04/2022

General Details

Committee: Maintenance and Sanitation Committee

Date: 16/04/2022

Time: 1:30 pm

Venue: Conference Hall

Chairperson: Dr. Archana Chauhan

Attendance details:

Attendees	Absentees
Dr. Archana Chauhan	
Mrs. Pooja Mishra	
Mr. Anupam Tripathi	
Dr. S.K. Dixit	
Miss. Shalu	
Miss. Dalle	
Miss. Kusum	

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

BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING



Deva Road, Chinhat, Matiyari, Lucknow- 226010

		<ul style="list-style-type: none">• Cleaning to be 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 Mishra 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.

Next Meeting: second week of August.

Prepared by  Pooja Mishra (Secretary)	Approved By:  Dr. Archana Chauhan (Chairperson)
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**BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL,
COLLEGE OF NURSING**

56 Matiyari, Deva Road, Chinhat, Lucknow- 226028

MAINTANANCE AND SANITATION COMMITTEE MEETING

CONDUCTED ON 16.04.2022



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

Deva Road, Chinhat, Matiyari, Lucknow- 226010

MEETING INVITATION

Document No: BES/MSC/1/08/2022


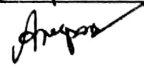

Date: 16/08/2022

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: 17/08/2022
Time: 1:30 PM
Venue: Conference Hall
Chairperson: Dr. Archana Chauhan

The following members are requested to attend the Meeting:

SN	Earlier member	Designation	Role	Signature	Remarks
1.	Dr. Archana Chauhan	Principal	Chairman		
2.	Mrs. Pooja Mishra	Assistant Professor	Secretary	For Pooja Mishra	
3.	Mr. Anupam Tripathi	Facility Manager	Manager		
4.	Dr. S.K. Dixit	Infection Control Supervisor	Supervisor		
5.	Miss. Shalu	Student	Member	Shalu Verma	
6.	Miss. Dalle	Student	Member	Dalle	
	Miss. Kusum	Student	Member	KUSUM	

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


(Secretary)

Maintenance and sanitation Committee)

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

Deva Road, Chinhat, Matiyari, Lucknow- 226010

MINUTES OF MEETING

Document No: BES/MSC/M/08/2022

Date: 17/08/2022

General Details

Committee: Maintenance and Sanitation Committee

Date: 17/08/2022

Time: 1:30 pm

Venue: Conference Hall

Chairperson: Dr. Archana Chauhan

Attendance details:

Attendees	Absentees
Mr. Anupam Tripathi	Dr. Archana Chauhan
Dr. S.K. Dixit	Mrs. Pooja Mishra
Miss. Shalu	
Miss. Dalle	
Miss. Kusum	

Discussion Details:

Agenda	Discussion	Action	Responsibility	Target Time
Arrangement of notice board and white board in all Labs	Committee member discussed about the arrangement of notice board and white board in all Labs	<ul style="list-style-type: none">It is decided that new white boards and notice board have been purchased. That should be placed in appropriate position.	Mr. Gagan Mr. Abhishek Mr. Anupam Tripathi	1 week
Cleanliness of all buildings	Committee member discussed about the cleanliness of all buildings.	<ul style="list-style-type: none">It is decided to change the duty roaster according to the requirements.Adequate supply of cleaning equipments and chemicals to be ensured.	Mr. Gagan Cleaning Supervisor	Always

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



Deva Road, Chinhat, Matiyari, Lucknow- 226010

		• Cleaning to be monitored one in a day with the help of the checklist.		
Arrangement of new LCD lights in academic block.	Committee member discussed about arrangement of new LCD lights in academic block.	It is instructed to electrician that he has to change the old lights with new one wherever required.	Mr. Gagan Supervisor	1 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 August.

FOI:  Prepared by (Secretary)	FOI:  Approved By: (Chairperson)
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