



CHOITHRAM COLLEGE OF NURSING

Accredited by NAAC, Affiliated to INC, MPNRC Bhopal, MPMSU Jabalpur
Choithram Hospital & Research Centre Manik Bagh Road, Indore 452014 (M.P.)



• Phone: 0731-2362491 to 99, • Ext. No.: 407/578
• Principal: +91-731-4939909

E-mail : cconursing@yahoo.co.in, choithramoffice@gmail.com
Webiste : www.choithramnursing.com

4.5.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports facilities, computers, classrooms etc.

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INSTITUTIONAL MAINTENANCE COMMITTEE 2022-23

S.No.	Member	Committee/ Designation
1	Mrs. Mercy P	Office Assistant
2	Mrs. Saroj	Hostel & Mess Incharge
3	Mr. Anmol J	Sports Coordinator
	Ms. Deepika S	Health In-charge
4	Mr. Philemon J	IT In-charge
5	Mrs. Kiran W	Librarian
6	Ms. Jyoti B	Office Assistant
7	Ms. Vijeta	Receptionist
8	Mr. Jayesh G	Receptionist

Mrs. Mercy P

Maintenance Committee Head

Dr. (Prof.) Aradhana Michael

Principal



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Getting Started Education Managem... Enrollment/Admission... Aarogya Infotech Pv...

AIMS Menu Recent Menu CHOITHRAM HOSPITAL & RESEARCH CENTRE MERCY S.PHILIP

IDAR Request

IDAR REQUEST

Request Number: 133184 Request Date: 20/04/2024 Time: 01:50:53 PM

Department: COLLEGE OF NURSING Requested By: MERCY S.PHILIP Priority: High

Action Group: ELECTRONICS Fire Related

Description: Fridge/Freezer/Water Cooler Fridge/Water Cooler Geyser HMS FEEDBACK-AIMS Hospital Furniture House Keeping IT Dept Mechanical MEDICAL GAS COMPLAINTS

Reason:

Aarogya Infotech & Management Systems Pvt. Ltd. | www.aarogyahms.com | Indore (M.P.) 01:45:48 PM

Complaint though HMIS

86

Choithram college of nursing

To

The Eng. DEPT

Kindly repair the 1
tube light & Fan regulator switch
of IQAC DEPT. Choithram
college of nursing pu Block.

11.30 AM

Done
06/06/23

05/06/2023

19

To
The Eng Dept.

We require the following electrical
work done in college of Engg.

- ① PVC Box - 3 modular - ①
6 modular - ②
- ② Switch Gmpr -
- ③ Socket - ③
- ④ Switch - ③
- ⑤ Fan regulator - 1 modular - ①
- ⑥ 16 modular PVC Box - 6 switch
Gmpr + 6 socket Gmpr

12.7.2022

12/7/22

COMPLAINT LOG BOOK



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Date	Name	Incoming	Outing	Area	Work done	Warden Sign	Worker Sign
16/12/22	Kunal, mahendra	11:30 am	3:11 pm	Old B 2nd floor 2nd floor	⇒ Mess. Hall 1 new LED fixed ⇒ TV Hall 1 new LED fixed ⇒ Stairs 1 new LED fixed (Ground floor)		
18/12/22	Muzna, Alfar, Ravindra	10:15 Am	4:50 pm	New Building	Tarress welding work Fire pipe.		
19/12/22	Bihari, Ravindra	09:00 am	5:00 pm	New building	Tarress welding work Fire pipe.		
24/12/22	Anil	01:30 pm	2:045 pm	old Building	Area plant checked		
28/12/22	Sunil	10:30 Am	11:00 am	mess	Emergency light	OK	Sunil
29/12/22	Sarfaraj, mahendra	10:40 Am	11:00 am		check WiFi	OK	
29/12/22	sumit sharma	03:55 pm	04:15 pm	old Building	For checking Ro plant Bang (for checking)	Behan	
30/12/22	Sunil Rao Mahendra	4:30 pm	"	old building 1st, 2nd & 3rd floor	For wifi connection & emergency light - wire fitting		
02/01/23	Mohan	10:40 pm	3:00 pm	Old building	Emergency light cable		
04/01/23	Sarfaraj	12:05 pm		wifi power	wifi power, all landline	Sarfaraj	
05/01/23	Sarfaraj	10:05 AM		wifi power	wifi power check Alt. number / Sarfaraj		
01/1/23	Kunal mahendra	2:00 pm	5:30 pm	Old B Ground floor	warden Room. 01 Tube light and Room. 03 of tube light		

HOSTEL COMPLAINT REGISTER



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S.No	Date	Complaint	Block Area	Forwarded	Follow Up	Work Done DN	Feed Back
26.	12/12/22	Kindly repair the 2 tubelight in first floor.	PG.	To Eng. Dep.	work Done.	work Done.	New Tubelight.
27	30/1/23	Kindly repair the tubelight in staff room.	PG.	To Eng. Dep.	Not Come.	work Not Done 30/02/2023.	Dima Dinesh Send there worker but He not come to the college.
28.	02/02/23.	Repair the Tubelight and electric wire.	PG.	To Eng. Dep.	not Come. Done. work.	Not Done. work Done on 06/2/23.	Because of NPHM work worker is not coming but they click the photo New Tubelight.
29.	02/02/23.	Repair the Door of Establishment office.	PG.	To Eng. Dep.	work Done.	02/2/23 work Done.	Repair the Door.
30.	06/02/23	Repair the switches of classroom and lab.	UG.	To Eng. Dep.	work Done	06/2/23 work Done.	New switches Done.
31.	08/2/23	Kindly make the new Desk in Staff Room for Net Respose.	UG	To Eng. Dep.	work Done	on 13/2/23 work has Done	New Desk in staff Room.
32.	08/2/23.	Kindly make the following item. * New Aluminium windows for 3 rooms * Carpet for top of platform. * New Aluminium door for 5 rooms.					

COLLEGE COMPLAINT REGISTER



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MINUTES OF MAINTENANCE COMMITTEE 22-23

Date : 15/09/2022

Time : 11am - 01pm.

Agenda :-

1.) To discuss about the last meeting and resolution

2.) To review the last and current progress on physical maintenance.

3.) To repair old cupboard of student hostel

4.) To purchase new tables for students

5.) To repair sewage lines of student's hostel.

Proceedings and Resolutions :-

* Agenda 1 : Discuss about the last meeting and resolutions.

Last meeting minutes was read and discussed by all.

* Agenda 2 : To review the last and current year progress on maintenance, progress of the infrastructure and the current year ideas of developing the infrastructure was discussed.

* Agenda 3 : To purchase new cupboards and repair the old cupboards for student hostel discussion was done regarding purchasing of new cupboards and repair the old cupboard for student hostel.



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* Agenda 4: To purchase new tables and weight machine for college of nursing. Discussions were done regarding purchase of tables, weight machine & install it at the labs and other required areas of college of nursing.

* Agenda 5: To repair the taps, sewage line of student hostel washroom and do cleaning of blockages of sewage lines & maintain the cleanliness of washrooms of hostel.

Other resolution :-

- Install a stepper for the reception door
- Install curtain pipes of the library
- Monthly review to be done of all agendas discussed above.

Attendees :-

- 1) Mrs. Nereya R. (Office Assistant) ✓
- 2) Mrs. Saroj (Hostel & Mess Incharge) ✓
- 3) Mrs. Anuradha (Sports coordinator) ✓
- 4) Mrs. Deepika S. (Health Incharge) ✓
- 5) Mr. Pholomon J. (IT in charge) ✓
- 6) Mrs. Kishan K. (Librarian) ✓
- 7) Mr. Jyoti B. (Office Assistant) ✓
- 8) Mrs. Vijeta (Receptionist) ✓
- 9) Mr. Jayesh S. (Receptionist) ✓





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DATE : 08/10/2022

TIME : 2pm - 4:30pm

AGENDA :-

- 1) Discuss about the last meeting & resolution
- 2) To review last and current progress
- 3) Discuss about the requirements of articles & equipments for the lab.
- 4) To purchase new water cooler or repair the old one.
- 5) To repair the old tube lights or install new tube lights at required areas of college of nursing.

Proceedings and Resolutions :-

- * Agenda 1 :- Discuss about the last meeting and resolution. Last meeting's minutes were read & confirmed by all.
- * Agenda 2 :- To review the last and current progress of the infrastructure maintenance department & purchasing of new articles. and the current year idea of developing the infrastructure was discussed.
- * Agenda 3 :- Discussion was done regarding requirements of few articles for lab & install door stopper in the lab door.



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Agenda 4: To repair old water cooler of student hostel and discussion was done regarding purchasing new water cooler for college of nursing

Agenda 5: discussion was done regarding repairing old tubelight of staffroom of P.G. block & requirement of new switch boards.

Other Resolution:-

- * Monthly review to be done on all the electrical equipments
- * To develop policies for all the department of the college.
- * Maintaining a proper records of the usage of labs by the students

Attendees:-

- 1) Mrs. Manoj P (Office Assistant)
- 2) Mrs. Laxoj (Hostel & Mess incharge)
- 3) Mr. Anand J (Sports Coordinator)
- 4) Mr. Deepthi S (Health in charge)
- 5) Mr. Phuleman J (IT In-charge)
- 6) Mrs. Kinan W (Librarian)



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7) Ms. Jyoti B (Office Assistant) ✓

8) Ms. Vyeta (Receptionist) ✓

9) Mr. Jayesh G (Receptionist) ✓



[Faint, mostly illegible handwritten text on lined paper, possibly bleed-through from the reverse side.]



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Date: / / Page no: _____

Date: 18/12/2022

Time: 11am - 12:30pm

AGENDA :-

- 1.) To discuss about the last meeting & resolution
- 2.) To discuss about new session and management
- 3.) Discussion about internal assessment ^{and} examination
- 4.) Discussion regarding upcoming Christmas Celebration event

Proceeding and resolutions :-

- * Agenda 1 :- Discussion about last meeting and resolution. Last meeting's minutes were read and confirmed by all.
- * Agenda 2 :- Discussion regarding new session which is to be started was done and the management of all batches (completion of academic & clinical syllabus as per the allotted house) was done. Planning were done.
- * Agenda 3 :- Discussion about the completion of course and planning of conducting internal assessment was done before the end of ongoing session of all batches.
- * Agenda 4 :- Discussion regarding preparation of Christmas celebration was done. Committees were made and work responsibilities of every committee was discussed.



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Other Resolutions :-

* Cleaning of the ground of college of nursing
has to be done.

* Arrangements for the whitewashing of the
kitchen area of mess (student hostel)
has to be done.

Attendees:-

1) Mrs. Mary P (Office Assistant) *Mary P*

2) Mrs. Saroj (Hostel & Mess Incharge) *Saroj*

3) Mr. Anmol J (Sports Coordinator) *Anmol J*

4) Ms. Seepika S (Health in charge) *Seepika S*

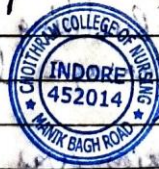
5) Mrs. Phitenarsi J (IT In-Charge) *Phitenarsi J*

6) Mrs. Kiran W (Librarian) *Kiran W*

7) Ms. Syoti B (Office Assistant) *Syoti B*

8) Ms. Vijeta (Receptionist) *Vijeta*

9) Ms. Jayesh G (Receptionist) *Jayesh G*





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Date - 30/1/23

Time - 11am - 12:30 pm

Agenda

- 1) To discuss about the last meeting & resolutions
- 2) To review the last and current progress on physical maintenance
- 3) To repair the taps and sewage lines of UG Building
- 4) To repair the tubelight of first floor in staffroom

Proceeding and Resolution

Agenda 1 - Discussion about last meeting and resolutions last meeting minutes were read and confirmed by all.

Agenda 2 - To review of the last and current progress of the infrastructure maintenance requirement of purchasing of new articles and the current year idea of developing the infrastructure.

Agenda 3 - Discussion was done regarding old taps of UG building & requirement of new taps and clearing of sewage lines of UG Building.

Agenda 4 - Discussion was regarding repairing old tubelight of staffroom of P/G block & requirement of new tubelight.



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Other Resolutions:-

- To develop policies of all the departments of colleges.
- To purchase new first aid box.
- To purchase new taps for staffroom washrooms.

Attendees:

- 1) Mrs. Manoj (Office Assistant) *Manoj*
- 2) Mrs. Sonoj (Hostel & Mess Incharge) *Sonoj*
- 3) Mr. Anmol J (Sports Coordinator) *Anmol*
- 4) Mr. Deepika Singh (Health in charge) *Deepika*
- 5) Mr. Philomena S (IT in charge) *Philomena*
- 6) Mrs. Kiran W (Librarian) *Kiran*
- 7) Mr. Jyoti Bhanu Singh (Office Assistant) *Jyoti*
- 8) Mr. Nitya (Receptionist) *Nitya*
- 9) Mr. Jayesh Gupta (Receptionist) *Jayesh*

