

CHOITHRAM COLLEGE OF NURSING

MAINTENANCE POLICY



Choithram College of Nursing,
Choithram Hospital & Research
Center, Manik Bagh, Indore
Pin 452014

Introduction:

Choithram College of nursing established in 1982 at Indore. Impart quality nursing education across the nation. The Institute has an established system for maintenance and utilization of computers, classrooms, equipment and laboratories in the campus. This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

Purpose:

To ensure effective maintenance and utilization of physical, academic, and support facilities to provide a conducive learning environment.

Scope:

This policy applies to all physical, academic, and support facilities including laboratories, libraries, sports facilities, computers, and classrooms.

1. Maintenance of Physical Facilities

The Maintenance Department of Choithram Hospital and Research Centre is responsible for the upkeep of the physical infrastructure. The campus has round-the-clock access to plumbers, electricians, carpenters, and computer analysts. The electrician ensures an uninterrupted power supply and maintains equipment such as generator sets, general lighting, the power distribution system, and solar panels. Maintenance of water plumbing systems, sewage, and drainage is managed by the support staff. Centralized housekeeping services are available and some services are outsourced on an annual contract basis which are available throughout the day, every day. The Housekeeping Supervisor oversees the maintenance and cleanliness of buildings, classrooms, labs, furniture, campus grounds, and sports facilities. All the complaint/ issues are logged through institutional HMS portal.

2. Maintenance of Classrooms, Auditorium, Furniture and Laboratories

Classrooms with furniture, teaching aids, auditorium and laboratories are maintained by the respective department faculty and attendants and is supervised by the Principal. The teachers report to the designated person in-charge periodically for all the maintenance work. which are then logged through HMS portal by the establishment office. Emergency maintenance repairs are attended on a priority basis. Staff of respective department monitor effective utilization of the laboratories.

3. Maintenance and Utilization of Library and Library Resources

The librarian is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of books, journals, thesis and other library resources. The Educational committee conducts regular library meetings to ensure optimal library functions. Also, the librarian is responsible for proper maintenance of library computers through IT department of Choithram Hospital and Research Centre. By the housekeeping staffs cleaning is done on a regular basis.

4. Maintenance of Computer and Accessories

The college has an adequate number of computers with internet connections. Computer maintenance and peripheral repairs, replacements are carried out by IT department of Choithram Hospital and Research Centre through institution HMS portal. The upgrading of the computers and the maintenance required are also done by the IT department on a regular basis.

5. . Sport Facilities:

Sports in-charge of the college coordinates with the sports department of Choithram School for smoothly functioning of all the sports related activities. Regular inventory checks are conducted to ensure proper quality of sports gear. Through physical education expert training in various sports and games activities is provided. These facilities can be utilized as and when required with prior permission of the parent institution.