



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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Maintenance Committee Minutes 2018-19

Date: / / Page no: _____

Date - 20/11/2018
Time - 10 am - 11 am

Agenda :-

- 1) To discuss about the last meeting and resolutions
- 2) To review the last years and current year progress on physical maintenance
- 3) To purchase new cupboards for staff rooms & library
- 4) To purchase new chairs for board room and staff room
- 5) To repair of old cupboards of students hostel

Proceedings And Resolutions


Agenda 1 :- To discuss about the last meeting and resolutions
Last meeting was read and confirmed by all

Agenda 2 :- To review the last years and current year progress on physical maintenance. Last Maintenance progress of the infrastructure and the current year ideas of developing infrastructure were discussed.

Agenda 3 :- To purchase new chairs for board room and staff room for teachers. Purchasing of new chairs for board room for teachers was discussed.

Agenda 4 :- To purchase new cupboards for staff rooms & library. Purchasing of new cupboards for staff rooms and library for keeping books was discussed.

Agenda 5 :- To repair old cupboards of students hostel.
Repairing the old cupboards in students hostel was discussed.





Date: / / Page no: _____

Other Resolutions

- To issue new journals for library
- To bring new computer systems in computer lab
- To bring new furniture for classrooms and labs.

Attendees

- Dr. Prof. Usha UKande, Principal, (CAN)
- Prof. Anandhan Michael (HOD, CHS Dept.)
- Prof. Blessy Anthony (HOD, MHN Dept.)
- Prof. Sheetal Banerji
- Prof. Shreeja Vijayan (HOD, CHS Dept.)
- Mrs. Rakhi Chandel (Associate Professor)
- Mrs. Shweta Pattajik (Associate Professor)
- Mrs. Prachi Awasthi (Associate Professor)
- Mrs. Anny Varkay (Assistant Professor)
- Mrs. Yasmin Ansari (Assistant Professor)
- Mrs. Tini Varghese (Assistant Professor)





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Date: / / Page no: _____

Date: 02/04/2019

Time: 10:30am - 1:30pm

Agenda

- To discuss about the last meeting and resolutions
- To review the last years and current years progress on physical maintenance
- To paint of hostel rooms of ground floor
- To purchase new furniture for guest rooms

Proceedings And Resolutions

Agenda 1: Discussed about the last meeting and resolutions
Last meeting minutes was read and confirmed by all

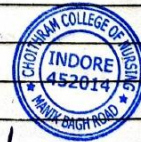
Agenda 2: Review the last year and current year progress on physical maintenance. Last year maintenance progress and the current year ideas of infrastructure and development were discussed

Agenda 3: Painting of hostel rooms & guest rooms of ground floor
To paint the hostel rooms and guest rooms of ground floor was discussed

Agenda 4: New furniture for guest rooms
To bring new furnitures for guest rooms was discussed

Other Resolutions :-

- To repair the main door of students hostel
- To bring a new telephone for students hostel
- To repair the washroom of ground floor





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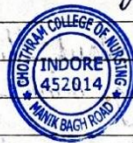
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Attendees

- Prof. Sheetal Saxena, Officiating Principal, CCON
- Prof. Anadhana Michael (HOD, CHN Dept.)
- Prof. Shreeja Vijayan, (HOD, CHN Dept.)
- Mrs. Shweta Pattnaik (Associate Professor)
- Mrs. Rakhi Chandel (Associate Professor)
- Mrs. Prachi Awasthi (Associate Professor)
- Mrs. Anny Varkey (Assistant Professor)
- Mrs. Yasmin Shazma (Assistant Professor)
- Mrs. Tini Varghese (Assistant Professor)





Maintenance Committee Minutes 2019-20

Date: / / Page no: _____

Date: 15/10/2019
Time: 11 am - 12 pm

Agenda

- 1) Discuss about the last meeting and resolution
- 2) Review the last and current progress on physical Maintenance
- 3) To purchase new utensils for nutrition lab
- 4) To repair the taps and sewage lines of students hostel
- 5) To purchase new chumies for advance lab.

Proceedings And Resolutions


Agenda 1:- Discussed about the last meeting and resolutions. Last meeting was read and confirmed by all.

Agenda 2:- Review the last and current progress on physical Maintenance. The maintenance & current year ideas of developing infrastructure were discussed.

Agenda 3:- To bring new utensils for nutrition lab. To purchase new utensils for nutrition lab was discussed.

Agenda 4:- To repair the taps and sewage lines of student hostel. To repair the taps and sewage lines of student hostel was discussed.

Agenda 5:- To bring new chumies for advance lab. To purchase new chumies for advance lab was discussed.





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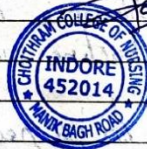
Date: / / Page no: _____

Other Resolutions

- To repair the cameras of student hostel
- To bring new printer for establishment office
- To bring new fans and coolers for college

Attendees

- Prof. Sheetal Saxena, Officiating Principal, (CAN) *Sharma*
- Prof. Aradhana Michael (HOD, CAN Dept.) *Sharma*
- Prof. Shreya Vijayan (HOD, CAN Dept.) *Sharma*
- Prof. Rakhi Chandel *Sharma*
- Mr. Sachin Awasthi (Associate Professor) *Sharma*
- Mrs. Anny Varkay (Associate Professor) *Sharma*
- Mrs. Yashini Sharma (Associate Professor) *Sharma*
- Mrs. Vaishali Tiwari (Assistant Professor) *Sharma*
- Mrs. Mananya S. (Assistant Professor) *Sharma*
- Mrs. Raniga Pillai (Assistant Professor) *Sharma*





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Date: / / Page no: _____

Date - 27/01/2020
Time - 11am - 12pm

AGENDA 1?

- ↳ Discuss about the last Meeting and Resolution
- ↳ Review the last and current Progress on physical Maintenance
- ↳ To bring new Reception table in college
- ↳ To bring new cameras for college Campus
- ↳ To Repair the Exit gates of student Hostel

PROCEEDINGS AND RESOLUTIONS

AGENDA 1:- Discuss about the last Meeting and Resolutions
Last Meeting was read and confirmed by all.

AGENDA 2 Review the Last and current Progress on Physical Maintenance last Maintenance programme of infrastructure & current year ideas of developing infrastructure were discussed

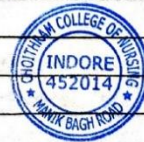
AGENDA 3 To bring new reception table in college. Purchasing new reception table in college was discussed.

AGENDA 4 To bring new cameras for College Campus
Purchasing the new cameras for college Campus was discussed.

AGENDA 5 To repair the Exit gates of student hostel
Repairing the Exit gate of student hostel was discussed

OTHER RESOLUTIONS

- To repair the Main door of library
- To bring new projectors for classrooms
- To bring new white boards for classrooms





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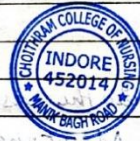
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ATTENDEES.

- Prof. Anadhana Micheal Principal, CCON A
- Prof. Sheetal Saxena (HOD, CHM Dept) Shree
- Prof. Shreeja Vijayan (HOD, CHM Dept) Shree
- Prof. Sheeta Pattnaik (HOD MSN Dept) Shree
- Prof. Rakhi Chandu Shree
- Prof. Prachi Anwasthi (HOD, OBG. DEPT) Prachi
- Mrs. Ancy Vaskey (Associate professor) Anny
- Mrs. Yashminsham (Associate professor) Yashmin
- Mrs. Jini Varghese (Assistant professor) Jini
- Mrs. Vaishali Tiwari (Assistant professor) Vaishali
- Mrs. Saranya S (Assistant professor) Saranya
- Mrs. Ramya Puri (Assistant professor) Ramya





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Maintenance Committee Minutes 2020-21

Date: / / Page no: _____

Date: 15/09/2020
Time: 10 am - 11 am

AGENDA

1. Discuss about the last meeting and resolution
2. Review the last document progress on physical Maintenance
3. To repair the Corridor and Railing of student hostel
4. To purchase New articles for advance and preclinical lab
5. To paint the Rooms of new buildings

PROCEEDINGS AND RESOLUTIONS:-

Agenda 1 Discuss about the last meeting and resolutions
Last Meeting was read and confirmed by all

Agenda 2 Review the last document progress on physical Maintenance
Last Maintenance progress of infrastructure & current year ideas
developing infrastructure were discussed


Agenda 3
To repair the Corridor & Railing of student hostel. Repairing
of the corridor and railing of student hostel was discussed

Agenda 4
To paint the room of new building. Painting the new building was
discussed.

Agenda 5
To bring new articles for advance and preclinical labs
Purchasing New articles for advance and preclinical
lab was discussed

OTHER RESOLUTIONS:

- To bring New charts & Model for Labs
- To repair old Cupboards & Tables of Classroom
- To repair the wash room of U9 and P9 building





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ATTEN DEES

Prof. Aradhana Michael (Principal)	A
Prof. Sheetal Saxena (HOD, CHN DEPT)	Shruti
Prof. Shreeja Vijayan (HOD, CHN DEPT)	Shruti
Prof. Shweta Patthak (HOD, MSN DEPT)	Shruti
Prof. Rakhi Chandel	Principal
Prof. Prachi Awasthi	Principal
Ms. Anny Varkay (Associate Professor)	Anny
Ms. Yasmin Sharma (Associate Professor)	Yasmin
Ms. Jimi Varghese (Assistant Professor)	Jimi
Ms. Vanshali Turlair (Assistant Professor)	Vanshali
Ms. Saranya S (Assistant Professor)	Saranya
Ms. Ranuya Pillai (Assistant Professor)	Ranuya



Date: / / Page no: _____

Date: 17/04/2021
Time: 11 am - 12 pm

Agenda

- 1) Discuss about the meeting and resolutions
- 2) Review the last years and current years progress on Maintenance
- 3) Discussion on maintaining the skill lab and various fidelity simulators
- 4) IT maintenance and infrastructure maintenance requirements
- 5) Separate wash area for students
- 6) Pest control policy and covid control

Proceedings And Resolutions

Agenda 1:- Discuss about the last meeting and resolutions
Last meeting minutes was read and confirmed by all

Agenda 2:- Review the last years and current years progress on Maintenance. Last year Maintenance progress of the infrastructure and the current year ideas of infrastructure were discussed

Agenda 3:- Discussion on maintaining the skill lab and various fidelity simulators discussion was done for the Maintenance of skill lab with advance fidelity simulator. Regular inventory and maintenance will be under the respective HOD's of the lab.

Agenda 4:- IT maintenance and infrastructure maintenance requirement. Making the students help with internet facilities, committee decided to provide WiFi facilities to both hostel buildings for students

Agenda 5:- Separate wash area for students. A Separate washing area for the hostel students to built during





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This year:

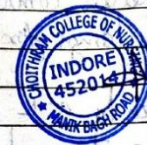
Agenda 6:- Pest control policy and covid control
Discussion was done for the pest control and
the covid control measures in the college and hostel.

Other Resolutions

- Monthly review to be done on all the models and manikins to update the works.
- Maintaining a proper records of the usage of labs by the students.
- New reception table to be brought
- Purchasing of new photocopier machine
- Small gate to be built in hostel entrance area
- Men wash area to be restructured

Attendees

- 1) Prof. Asadhana Michael Principal (CNS)
- 2) Prof. Shetal Saxena
- 3) Prof. Shweta Kulkarni
- 4) Prof. Shweta Pathwal
- 5) Prof. Rakhi Chandel
- 6) Prof. Prachi Desai
- 7) Prof. Anu Vankar
- 8) Mrs. Yasuni Sharma
- 9) Mrs. Vaishali Tiwari
- 10) Mrs. Ranu Kulkarni
- 11) Mrs. Marlene Helen
- 12) Mrs. Nisha Singh
- 13) Mrs. Anmol Joshi





Maintenance Committee Minutes 2021-22

Date: / / Page no: _____

Date: 12/07/2022
TIME: 11:00am - 12:00pm


AGENDA :-

1. To discuss about the last meeting & resolutions.
2. To review the last and current progress on physical maintenance.
3. To purchase new cupboards and repair the old cupboards for students hostel.
4. To purchase new mirrors and repair the windows and doors of students hostel.
5. To paint the UG and PG buildings of college.
6. To repair the old tables of labs.
7. To bring new LCD for the classrooms and portable LCD and screen for college.

PROCEEDINGS & RESOLUTIONS :-

Agenda 1: To discuss about the last meeting and resolutions.
The last maintenance minutes were read & discussed by all.

Agenda 2: To review the last and current progress on physical maintenance.
The last maintenance progress of the infrastructure





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and the current year ideas of developing the infrastructure were discussed.


Agenda 3 : To purchase new cupboards and repair the old cupboards for students hostel. Discussion was done regarding purchasing of new cupboards and repair the old cupboards for students hostel.

Agenda 4 : To purchase new mirrors & repair the windows and doors of students hostel. Discussion was done regarding purchasing of new mirrors & repair the windows and doors of students hostel.

Agenda 5 : To paint the UG and PG buildings of college. Discussion was done to paint the UG and PG buildings of college.

Agenda 6 : To repair the old tables of lab & purchasing the new tables. Discussion was done on repairing of old tables of labs and purchasing new tables.

Agenda 7 : To bring new LCD for classrooms and portable LCD and screen for college. Discussion was done on purchasing LCD for the classrooms & portable LCD & screen for college.





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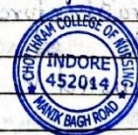
Date: / / Page no: _____

OTHER RESOLUTIONS :-

- To develop policies of all the departments of college.
- To purchase first aid box.
- To make a separate cell for guidance and counseling.
- To purchase new color printers for college.

ATTENDEES :-

- 1) Prof. Anadhana Michael, Principal, CCON.
- 2) Prof. Sheetal Saxena (HOD, CHN Dept).
- 3) Prof. Shreya Vijayan (HOD, CHN Dept)
- 4) Prof. Shweta Pattnaik (HOD, MSN Dept)
- 5) Prof. Rakhi Chandel (CHN Dept)
- 6) Prof. Prachi Awasthi (HOD, OBG Dept)
- 7) Mrs. Anny Varkkey.
- 8) Mrs. Vaishali Sharma
- 9) Mrs. Vaishali Tiwari
- 10) Mrs. Pamyia Pillai
- 11) Mrs. Martene Peter
- 12) Mrs. Nibha Soy.
- 13) Mr. Sinsu R. Alex Jr
- 14) Mr. Anmol Joseph
- 15) Mrs. Mercy philips (HOD, Establishment Dept).





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DATE: 24/03/2022
TIME: 10am - 11am

AGENDA :-

- 1) Discuss about the last meeting & resolutions.
- 2) Review the last years and current years progress on physical maintenance.
- 3) Physical set ups of the skill labs.
- 4) Washroom maintenance and cleaning.
- 5) Geyser availability in each washrooms of students.

PROCEEDINGS AND RESOLUTIONS :-

Agenda 1: Discuss about the last meeting and resolutions.
Last meeting minutes was read and confirmed by all.

Agenda 2: Review the last years and current years progress on physical maintenance. Last year maintenance progress of the infrastructure and the current year ideas of infrastructure maintaining were discussed.

Agenda 3: Physical set ups of the skill labs. Discussion was done for the physical set ups of skill lab by respective HOD's of the lab.

Agenda 4: Washroom maintenance and cleaning.
Washroom maintenance and cleaning to be done daily with strict order in college as well as in hostel. Repairs to be done in hostel washrooms.

Agenda 5: Geyser availability in each washroom of students.
New geyser to be put in washrooms of the students.

OTHER RESOLUTIONS :-

- Monthly review to be done on all the models and manikins to update the works.
- New gate to be built in hostel area.
- New hand washing area in New college building.
- For energy savings all lights to be changed to LED bulbs and tube lights.

ATTENDEES :-

- 1) Dr. Prof. Aradhana Michael. Principal
- 2) Prof. Shetal Saxena. (HOD Community dept)
- 3) Prof. Shreya Vijayan. (IQAC Co-ordinator)
- 4) Prof. Shweta Pathak. (HOD Med Surg)



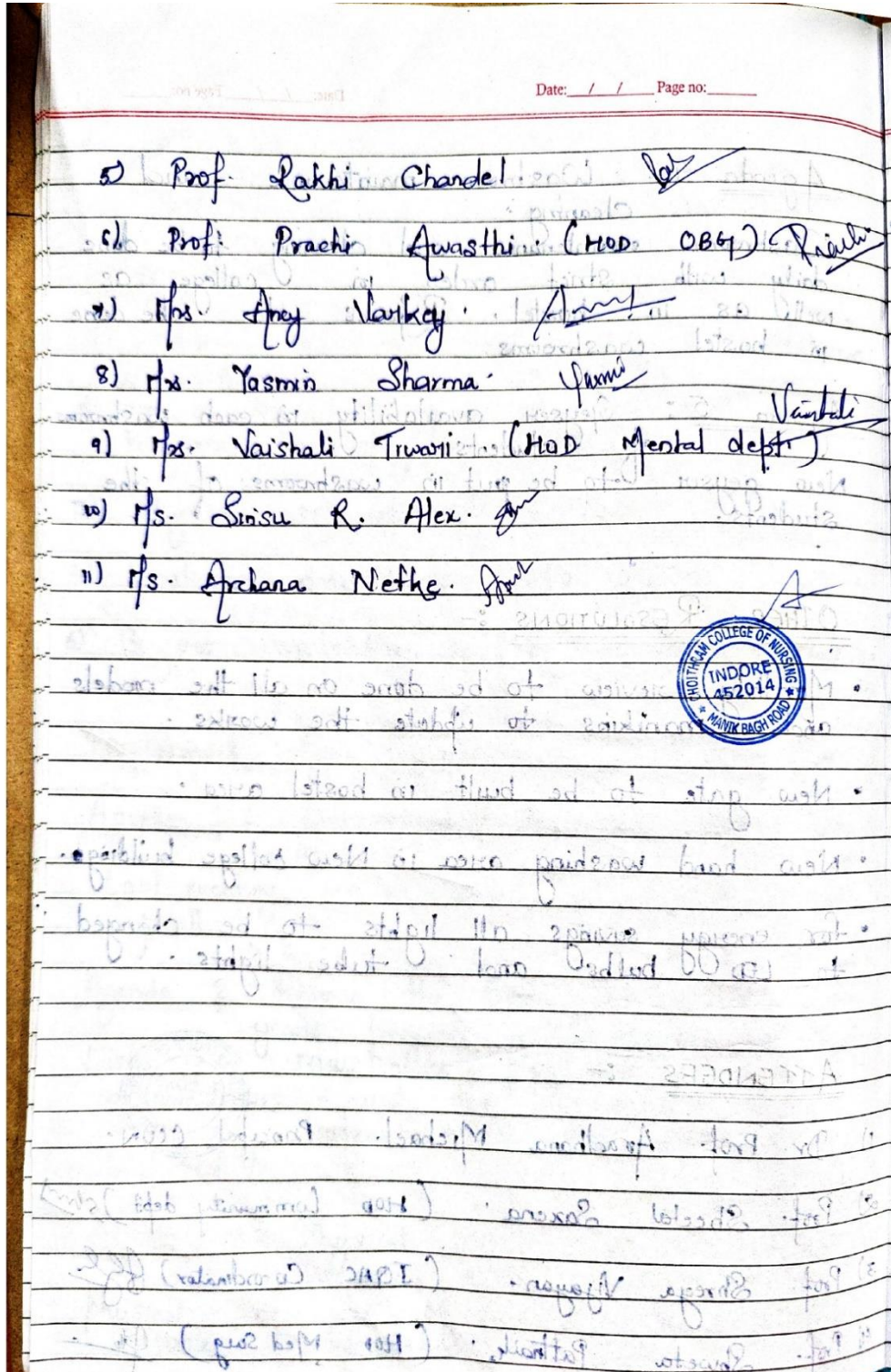
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Maintenance Committee Minutes 2022-23

Date: / / Page no: _____


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 area 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 cooles of student hostel and discussion was done regarding purchasing new water cooles for college of nursing

Agenda 5: dicussion was done regarding repairing old sublight of staffroom of P.G block & requirement of new Smith 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 student

Attendees :-

- 1) Mrs. Nancy P (Office Assistant)
- 2) Mrs. Jaroj (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. Kiran W (Librarian)

Date: / / Page no: _____

- 7) Mr. Jyoti B (Office Assistant)
- 8) Mr. Heta (Receptionist)
- 9) Mr. Jyoti B (Receptionist)



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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 examination
- 4) Discussion regarding upcoming Christmas Celebration

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 hour) was done. Planning was 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.

Date: / / Page no: _____

Other Resolutions :-

- * Clearing of the ground of college of nursing premises to be done.
- * Arrangements for the white washing of the kitchen areas of mess (student hostel) has to be done.

Attendees :-

- 1) Mr. Mery P (Office Assistant) *[Signature]*
- 2) Mrs. Saroj (Hostel & Mess Incharge) *[Signature]*
- 3) Mr. Anmol J (Sports Coordinator) *[Signature]*
- 4) Ms. Deepika S (Health in charge) *[Signature]*
- 5) Mr. Phitenon J (IT In-Charge) *[Signature]*
- 6) Mr. Kiran W (Librarian) *[Signature]*
- 7) Ms. Syali B (Office Assistant) *[Signature]*
- 8) Ms. Vijeta (Receptionist) *[Signature]*
- 9) Mr. Jayesh G (Receptionist) *[Signature]*



CHOITHRAM COLLEGE OF NURSING

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Date: / / Page no: _____

Date - 07/02/18
Time - 3 to 4 pm

Agenda

- 1) To discuss about the last meeting resolution
- 2) To repair the door of establishment office.
- 3) To repair the switches of classroom and lab.

Proceeding and Resolution

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

Agenda 2 - Discussion was done regarding the repairment of the door of establishment office.

Agenda 3 - Discussion was done regarding the repairment of the switches of classroom and lab.

Other Resolutions

- To develop policies for the safety of food in hostel
- To purchase new aluminium doors for rooms

Date: / / Page no: _____

Attendees

- 1) Mrs. Manu P (Office Assistant)
- 2) Mr. Jasoj (Hostel & mess incharge)
- 3) Mr. Anant J (Sports Coordinator)
- 4) Ms Deepika Singh (Health in charge)
- 5) Mr. Phulekar S. (IT incharge)
- 6) Mrs. Kiran W (Librarian)
- 7) Ms. Tyoti Bishumiy (Office Assistant)
- 8) Ms. Vijeta (Receptionist)
- 9) Mr. Jayesh Gupta (Receptionist)

