



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.

Index

S.NO	DOCUMENT	PAGE NO.
1.	SOP Maintenance	1-2
2.	Maintenance Committee Members	3



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

CHOITHRAM COLLEGE OF NURSING



Policy Category	<u>MAINTENANCE POLICY</u>
Date of Implementation	16/01/2017
Date of Revision	14/03/2024
Signature of HOI	 Prof. Shreeja Vijayan Principal
Responsibility of Updating	Maintenance Committee

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 works. Which are then logged through HMS portal by the establishment office. Emergency maintenance repairs are attended on priority basis. Staffs 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 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 regular basis.

4. Maintenance of Computer and Accessories

The college has adequate number of the computers with internet connections. Computer maintenance and peripheral repairs, replacements are carried 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 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.





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

CHOITHRAM COLLEGE OF NURSING

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