



SRI SHANMUGHA COLLEGE OF NURSING FOR WOMEN

Approved by Government of Tamil Nadu & TNNMC, Approved by Indian Nursing Council, New Delhi
Affiliated to The Tamil Nadu Dr. MGR Medical University, Chennai

Sankari, Tiruchengode Main Road, Pullipalayam, Morur (Po), Sankari(TK), Salem (d), Tamil Nadu, Pin- 617104

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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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10.12.2018

MINUTES OF MEETING

Maintenance committee meeting was conducted on 10.12.2018 at 3 pm in Principal office.

The following members were present during the meeting

S.No	MEMBERS	DESIGNATION	SIGNATURE
1	Mrs.K.Uthramani	Principal	
2	Mr.Vadivel V	Administrative Officer	
3	Mrs.Divya K	Member	
4	Mrs.Keerthika	Member	
5	Mr.Kumar .R	Supervisor	
6	Mr.Kamaraj S	Electrician	
7	Mrs.Sathya A	Housekeeping supervisor	

Prof. SHEELAVATHI N. Ph.D
PRINCIPAL
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PADIPALAYAM MORUR P.O. DISTRICT
SANKAGIRI (TK), SALEM, DISTRICT, T.N.



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Agenda:

1. To discuss about policies and roles and responsibilities of members

Mr. Vadivel V Administrative officer welcomed the gathering

Key Points Discussed:


- Policies, roles and responsibilities

Policies

- ✓ To ensure proper maintenance of physical property and facilities in the campus
- ✓ Regular review of the conditions of infrastructure and other facilities

Roles and responsibilities

- ✓ Identify the need for the Maintenance and Repair etc.
- ✓ Listing out the specification of the repaired items.
- ✓ Preparing comparative statement for the price, scope of repair and technical specification.
- ✓ Estimating the approximate cost of the system from the supplier input and getting financial approval from the management.
- ✓ After getting confirmation from the management, call the suppliers for price negotiations before the purchase and technical committee.
- ✓ Based on the terms and conditions of the service order the supplier will supply and install or show the system/ equipment/ item
- ✓ Supervise the work done by the supplier as per our requirements.


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- ✓ After satisfactory completion of the work, the details of the equipment are entered in the respective department Maintenance Register.
- ✓ After the work completion necessary entries are made in work register and sent for payment.

The meeting concluded with a vote of thanks delivered by Mrs. Keerthika, Nursing Tutor.
The meeting adjourned at 3.00 pm.


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15.09.2019

MINUTES OF MEETING

Maintenance committee meeting was conducted on 15.09.2019 at 4 pm in Principal office.

The following members were present during the meeting

S.No	MEMBERS	DESIGNATION	SIGNATURE
	Mrs.K.Uthramani	Principal	
1	Mr.Vadivel V	Administrative Officer	
2	Mrs.Divya K	Member	
3.	Mrs.Keerthika	Member	
3	Mr.Kumar .R	Supervisor	
4	Mr.Kamaraj S	Electrician	
5	Mrs.Sathya A	Housekeeping supervisor	

Prof. SHEELAVATHI N, PhD

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Agenda:

1. campus maintenance and water quality and infrastructure
2. electrical maintenance work

Mr. Vadivel V Administrative officer welcomed the gathering

Key Points Discussed:

- Campus maintenance and water quality
 - ✓ Discussion regarding water tank should be cleaned as per the schedule and necessary
 - ✓ Monitor the quality of water regularly and cleanliness of campus regularly
 - ✓ Principal Suggested that rain water collection and drain points should regular monitor and cleaned
 - ✓ Close and careful monitoring fault and rectification of the electrical equipment's.
 - ✓ Discussion regarding energy consumption in the campus and reduce it adopting the energy conservative measures.

The meeting concluded with a vote of thanks delivered by Mrs. Keerthika, Nursing Tutor

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07.02.2020

MINUTES OF MEETING

Maintenance committee meeting was conducted on 07.02.2020 at 4 pm in Principal office.

The following members were present during the meeting

S.No	MEMBERS	DESIGNATION	SIGNATURE
1	Dr Uthramani	Principal	
2	Mr. Vadivel V	Administrative Officer	
3	Mrs. Divya K	Member	
4	Mrs. Keerthika	Member	
5	Mr. Kumar .R	Supervisor	
6	Mr. Kamaraj S	Electrician	
7	Mrs. Sathya A	Housekeeping supervisor	

Prof. SHEELAVATHI N., Ph.D
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Agenda:


1. Review and action plan for campus maintenance and water quality and infrastructure, the action taken report also discussed.
 2. Need for additional furniture in various areas of the college, CCTV Maintenance for Exam Hall.
- Mr. Vadivel V Administrative officer welcomed the gathering .

Key Points Discussed:

- Campus maintenance, CCTV cameras, additional furniture
- ✓ The committee reviewed the need for additional furniture in various areas of the college, focusing particularly on the exam hall.
 - ✓ The maintenance and functionality of CCTV cameras in the exam hall were discussed. Periodically monitor before examination
 - ✓ Close and careful monitoring fault and rectification of the electrical equipment's
 - ✓ Discussion regarding water tank should be cleaned as per the schedule and necessary
 - ✓ Monitor the quality of water regularly and cleanliness of campus regularly

The meeting concluded with a vote of thanks delivered by Mrs. Keerthika, Nursing Tutor


Principal


Smt SHEELAVATHI N., Ph.D
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MINUTES OF MEETING

24.09.2021

Maintenance committee meeting was conducted on 24.09.2021 at 4 pm in Principal office.

The following members were present during the meeting

S.No	MEMBERS	DESIGNATION	SIGNATURE
1	Prof.Mrs.Vijiyalakshmi K	Principal	
2	Mr.Vadivel V	Administrative Officer	
3	Mrs.Divya K	Member	
4	Mrs.Keerthika	Member	
5	Mr.Kumar .R	Supervisor	
6	Mr.Kamaraj S	Electrician	
7	Mrs.Sathya A	Housekeeping supervisor	

Prof. SHEELAVATHI N. Ph.D

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Agenda:


1. Review and action plan for campus maintenance and water quality and infrastructure, electrical maintenance the action taken report also discussed.
2. To discuss about the building maintenance, Garden Maintenance, Campus cleanliness

Key Points Discussed:

- Campus maintenance, building maintenance, Garden Maintenance
- ✓ Electrical repair issues, including switchboard and fan fixing.
 - ✓ Discussed matters related to general building maintenance of the campus.
 - ✓ Gardening practices and maintenance routines in different areas of the college, including gardens, lawns, and green spaces.
 - ✓ Discussion regarding allocation of resources such as manpower, tools, and materials for gardening activities
 - ✓ All area should sanitize the with sanitizer as per government rules

The meeting concluded with a vote of thanks delivered by Mrs. Keerthika, Nursing Tutor

Principal


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10.10.2022

MINUTES OF MEETING

Maintenance committee meeting was conducted on 10.10.2022 at 4 pm in Principal office.

The following members were present during the meeting

S.No	MEMBERS	DESIGNATION	SIGNATURE
1	Dr.Sheelavathi N	Principal	
2	Mr. Vadivel V	Administrative Officer	
3	Mrs.Divya K	Member	
4	Mrs.Keerthika	Member	
5	Mr.Kumar .R	Supervisor	
6	Mr.Kamaraj S	Electrician	
7	Mrs.Sathya A	Housekeeping supervisor	

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Agenda:

1. Review and action plan for campus maintenance and water quality and infrastructure, electrical maintenance, building maintenance, Garden Maintenance the action taken report also discussed.
2. Furniture maintenance, campus maintenance, electrical maintenance

Key Points Discussed:

- ✓ Campus maintenance, building maintenance, Garden Maintenance, Close and careful monitoring fault and rectification of the electrical equipment.
-
- ✓ Discuss regarding the maintenance schedules, repair backlog, and operational status of equipment were discussed. Specific issues such as malfunctioning devices,
- ✓ The committee members discussed various aspects related to gardening within the college premises. The following points were addressed:
- ✓ Reviewed the current gardening practices and maintenance routines followed across different areas of the college, including gardens, lawns, and green spaces, evaluating plant health and landscaping features.
- ✓ Maintenance Schedule monitor periodically - regular watering, pruning, weeding, and pest control was drafted to ensure consistent care of garden areas throughout the year.
- ✓ Close and careful monitoring fault and rectification of the electrical equipment's

The meeting concluded with a vote of thanks delivered by Mrs. Keerthika, Nursing


Principal

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SSCON/CIR0048/2018

03.12.2018

CIRCULAR

This is to inform that maintenance committee meeting on **10.12.2018** for the committee members. Members are instructed to attend this meeting without fail.

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SSCON/CIR0024/2019


10.09.2019

CIRCULAR

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SSCON/CIR0015/2020


01.02.2020

CIRCULAR

This is to inform that maintenance committee meeting on 07.02.2020 for the committee members. Members are instructed to attend this meeting without fail.


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SSCON/CIR0014/2021

22.09.2021

CIRCULAR

This is to inform that maintenance committee meeting on 24.9.2021 for the committee members. Members are instructed to attend this meeting without fail.

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SSCON/CIR0022/2022

04.10.2022

CIRCULAR

This is to inform that maintenance committee meeting on **10.10.2022** for the committee members. Members are instructed to attend this meeting without fail.

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