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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	2000
2	Mr.Vadivel V	Administrative Officer	19. Valive
3	Mrs.Divya K	Member	Bout.
4	Mrs.Keerthika	Member	Keuthike Kungth
5	Mr.Kumar .R	Supervisor	Kunazia
6	Mr.Kamaraj S	Electrician	17
7	Mrs.Sathya A	Housekeeping supervisor	84
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ULUPALAYAM MORUR P.C. 63
SANKAGIRI (TK), SALEM, DI, ...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
10 17	Mrs.K.Uthramani	Principal	Doorg)
1	Mr.Vadivel V	Administrative Officer	J. vadrag
2	Mrs.Divya K	Member	Dust
3.	Mrs.Keerthika	Member	Kest Pho
3	Mr.Kumar .R	Supervisor	Lumeria.
4	Mr.Kamaraj S	Electrician	X:9-
5	Mrs.Sathya A	Housekeeping supervisor	Soft

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Sankari-Tiruchengode Main Road, Pullipalayam, Morur (Po), Sankari(Tk), Safem (dt), Tamilnadu, Pin-637304 E-mail : principalarichummighacomfilernad com l infestis-bammighamirsing edu in www.shammighamirsing edu in 1 Phone : 04283-262928, 261899, 262922



#### 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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Sankari- Tiruchengode Main Road, Pullipalayam, Morur (Po), Sankari(Tk), Salem (dt), Tamilnadu, Pin-637304

E-mail : principalari-hammughacon@gmail.com l-infesit-shammughaconing.edu.in

www.shammughanurstng.edu.is 1 Phone : 114283-262925, 261899, 262922



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	Dora)
2	Mr.Vadivel V	Administrative Officer	J. Vadicel
3	Mrs.Divya K	Member	Trans
.4	Mrs.Keerthika	Member	Kerthika
5	Mr.Kumar .R	Supervisor	Kurrait.
6	Mr.Kamaraj S	Electrician	4.00
7	Mrs.Sathya A	Housekeeping supervisor	St

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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

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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	X) FORFOR.
2	Mr.Vadivel V	Administrative Officer	O. Lediu
3	Mrs.Divya K	Member	These
4	Mrs.Keerthika	Member	Korthka
5	Mr.Kumar .R	Supervisor	Luncol
6	Mr.Kamaraj S	Electrician	k.se
7	Mrs.Sathya A	Housekeeping supervisor	8#

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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	8mg
2	Mr. Vadivel V	Administrative Officer	1) Vacher
3	Mrs.Divya K	Member	Day.
4	Mrs.Keerthika	Member	Kontlika
5	Mr.Kumar .R	Supervisor	Kournaul P.
6	Mr.Kamaraj S	Electrician	42
7	Mrs.Sathya A	Housekeeping supervisor	S#

Prof. SHEELAVATHI N.Ph.O.

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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

Prof. SHEELAVATHI N, Ph O

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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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SRI SHANMUGHA COLLEGE OF
NURSING FOR WOMEN,
PULLIPALAYAM, MORUR P.O. - 637 304
SANKAGIRI (TK), SALEM (DT), T N



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SSCON/CIR0024/2019

10.09.2019

## **CIRCULAR**

This is to inform that maintenance committee meeting on 15.09.2019 for the committee members. Members are instructed to attend this meeting without fail.

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SRI SHANMUGHA COLLEGE OF
NURSING FOR WOMEN,
PULLIPALAYAM, MORUR P.O. - 637 304
SANKAGIRI (TK), SALEM (DT), TN

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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.

PRINCIPAL
SRI SHANMUGHA COLLEGE OF
NURSING FOR WOMEN,
PULLIPALAYAM, MORUR P.O. - 637 304
SANKAGIRI (TK), SALEM (DT), TN

Prof. SHEELAVATHI N.Ph O

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www.shammaghæmæsing.edu in 1 Phone : 04283 262925, 261899, 262922

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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SRI SHANMUGHA COLLEGE OF
NURSING FOR WOMEN,
PULLPALYAM, MORUR P.O. - 637 364
SANKAGIRI (TK), SALEM (DT), T N

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SSCON/CIR0022/2022

04.10.2022

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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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