

**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.**

## **Indira College of Nursing**

(Approved by INC & Tamilnadu Nurses & Midwives Council) (Affiliated to the Tamilnadu Dr. M.G.R. Medical University)


**Date: 26.02.2023**


### **CIRCULAR**

This is to inform that the maintenance committee meeting will be held in the Indira College of Nursing seminar Hall on 02.03.2023 at 10.00am. All faculty members are instructed to attend the meeting.

#### **Agenda of the meeting:**

- 1) Action taken on previous meeting.
- 2) To discuss about the maintenance and repairs of nursing chairs and other departmental equipment.
- 3) To review every complaint about the after mentioned concern that has been received from every department.
- 4) To address any other matter pertaining to infrastructure of the college.

  
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## **Indira College of Nursing**

(Approved by INC & Tamilnadu Nurses & Midwives Council) (Affiliated to the Tamilnadu Dr. M.G.R. Medical University)

### **MINUTES OF THE MEETING**

The maintenance committee meeting was held on 02.03.2023 at Indira college of Nursing, seminar hall at 10.00 AM. The meeting was called to order at 10.00 AM by Chairperson Mr. Saravanan. The minutes of previous meeting was reviewed and approved without any amendments.

The Chairperson Mr. Saravanan, identified that communication gaps were identified in the resolution process, and steps were discussed to streamline communication between departments and the maintenance team.


Mrs. S.Abirami, started a discussion on the current status of maintenance and repairs for nursing chairs and other departmental equipment and LED lights in college campus.


Mrs. S. Narmatha, highlighted the frequent use of lifts by student despite several information which stumbled the students movement and requested the committee to resolve the issue immediately.

Mrs. Kalavathy, put in picture the lack of regular servicing of computers in all the department and the repair of RVG in the department of Nursing. She should firm the action to be taken on an immediate basis.

With unanimous approval, the committee decided to establish a centralized system for reporting and tracking equipment issues to spearhead the implementation within 1 month.

The next committee meeting is scheduled for 13.03.2024. The meeting was adjourned at 11.00 am by Mr.Saravanan.

  
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**ACTION TAKEN ON PREVIOUS MEETING HELD ON 02.03.2023**

S.NO	AGENDA OF PREVIOUS MEETING	ACTION TAKEN	FACULTY INCHARGE
1	To encourage the use of LED bulbs wherever possible	LED lights were substituted in the place of fused tube lights in the departments	Mrs.P.Kalyani
	To implement energy saving measures	Employees were educated about the importance of energy savings and the benefits of it. Instructions has been given to monitor the unnecessary electricity wastage	Mrs. Vatchala Devi

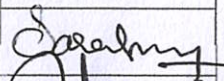
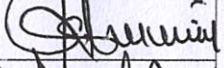

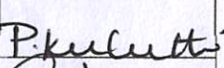
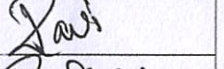
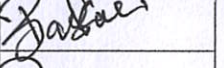
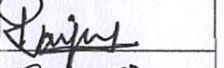

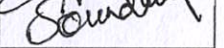
  
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## Indira College of Nursing

(Approved by INC & Tamilnadu Nurses & Midwives Council) (Affiliated to the Tamilnadu Dr. M.G.R. Medical University)

### The meeting was attended by the following members

S.No	Name of the member	Designation	Department	Signature
1.	Ms. Saravanan	Chairperson	Administration	
2.	Ms. Abirami	Vice chairperson	Nursing	
3.	Ms. Narmatha	Member	Nursing	
4.	Ms. Kalavathi	Member	Nursing	
5.	Mr. Ravi	Member	Engineer	
6.	Mr. Baskar	Member	Supervisor	
7.	Mr. Raju	Member	Electrician	
8.	Mr. Iyappan	Member	Civil Engineer	
9.	Mr. Soundarajan	Member	Plumber	



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## Indira College of Nursing

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Date: 24.02.2022


### CIRCULAR

This is to inform that; the maintenance committee meeting will be held in the Indira College of Nursing seminar hall on 07.03.2022 at 11.00am . All faculty members are instructed to attend the meeting.

#### **Agenda of the meeting:**

1. Action taken on previous meeting.
2. To discuss about the maintenance and repairs of nursing chairs and other departmental equipment.
3. To review every complaint about the after mentioned concern that has been received from every department.
4. To address any other matter pertaining to infrastructure of the college.

  
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**MINUTES OF THE MEETING**

The maintenance committee meeting was held on 07.03.2022 at Indira college of Nursing, seminar hall at 11.00am. The meeting was called to order at 10.00 AM by Chairperson Mr. Saravanan. The minutes of previous meeting was reviewed and approved without any amendments.

The Chairperson Mr. Saravanan, appreciated the efforts of Mr.A. Iyappan for his prompt and swift response to all the issue. Mrs.P. Kalyani brought to notice the poor quality of projection in the Amber hall. She addressed that students are facing difficulty in making notes and Mr. Saravanan advised Mr. Sugumar to repair the projectors immediately.

Mrs.R. Sophiya stated that some of the chairs in auditorium specially the ones in the last rows were damaged. This caused inconvenience to the seated students. Mr. Saravanan personally inspected the chairs and instructed Mr. Ravi to look into the issue and report back to him about the exact status.


Mrs. S. Narmatha insisted the repair of phantom heads in preclinical conservative laboratory and highlighted the frequent use of lifts by students despite several information, which stumbled the students movement and requested the committee to resolve the issue immediately.

Mrs. Kalavathy, put in picture the lack of regular servicing of computers in all the department and the repair of RVG in the department of Nursing. She should firm the action to be taken on an immediate basis.

With unanimous approval, the committee decided to establish a centralized system for reporting and tracking equipment issues to spearhead the implementation within 1 month.

The next committee meeting is scheduled for 02.03.2023. The meeting was adjourned at 10.00 AM by Mr. Saravanan.

  
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## Indira College of Nursing

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### ACTION TAKEN ON PREVIOUS MEETING HELD ON 07.03.2022.

S.NO	AGENDA OF PREVIOUS MEETING	ACTION TAKEN	FACULTY INCHARGE
1	Deficiency of drawers in reception	Addition of drawers were done	Mr. Ravi
2	Damaged floor in basketball coat	Patchwork was done in the damaged area	Mr. Iyappan
3	Broken tiles in the oral medicine department	Broken tiles were replaced immediately	Mr. Iyappan
4	Broken main sign board	Sign board was changed	Mrs. Kalavathy

  
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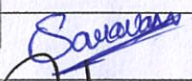
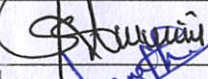
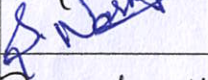
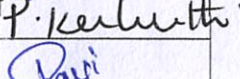
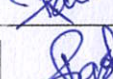
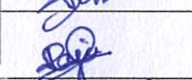
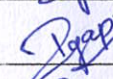
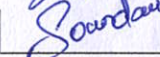

  
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## Indira College of Nursing

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### The meeting was attended by the following members

S.No	Name of the member	Designation	Department	Signature
1.	Ms. Saravanan	Chairperson	Administration	
2.	Ms. Abirami	Vice chairperson	Nursing	
3.	Ms. Narmatha	Member	Nursing	
4.	Ms. Kalavathi	Member	Nursing	
5.	Mr. Ravi	Member	Engineer	
6.	Mr. Baskar	Member	Supervisor	
7.	Mr. Raju	Member	Electrician	
8.	Mr. Iyappan	Member	Civil Engineer	
9.	Mr. Soundarajan	Member	Plumber	

  
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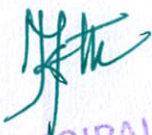
**Date: 15.01.2023**


### **CIRCULAR**

The Green Committee meeting for the year 2022-23 will be held on 27.01.2023 at 12.00 PM in lecture hall 1. All committee members are instructed to attend the meeting without fail.

#### **Agenda of the meeting:**

- 1) Action taken on previous meeting
- 2) To encourage water conservation
- 3) To implement eco-friendly transportation

  
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## **Indira College of Nursing**

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### **MINUTES OF THE GREEN COMMITTEE MEETING**


The green committee meeting for the year 2022-2023 held on 27.01.2023 at Indira college of Nursing, Auditorium at 12.00 PM. The meeting was called to order at 12.05 PM by Chairperson Mr. Saravanan. Action taken on minutes of previous meeting held on 07.03.2022 was discussed and it is enclosed.

Purpose of the meeting was to emphasize the importance of water conservation and promoting eco-friendly transportation within our institution.

Mrs. Vatchala Devi presented the current water consumption statistics within our institution and highlighted areas of concern potential improvements. Various water conservation measures were proposed and participants were encouraged to share any innovative water conservation methods. Specific tasks to individual and departments to implement water conservation measures were assigned.

For eco-friendly transportation initiatives Mrs. P. Kalavathy provided an overview of the current transportation methods used by our institution and identified areas for improvement. Benefits of eco- friendly transportation options such as Carpooling, public transportation and electric vehicles were discussed. Participants were invited to ask questions and share any additional ideas. Collective responsibility to implement water conservation and eco-friendly transportation initiatives were emphasized and progress updates were discussed. Next committee meeting is scheduled on 07.03.2022 and the meeting was adjourned at 11.00AM by Mr.Saravanan.

  
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**ACTION TAKEN ON PREVIOUS MEETING HELD ON 27.01.2023.**

S.NO	AGENDA OF PREVIOUS MEETING	ACTION TAKEN	FACULTY INCHARGE
1	To encourage the use of LED bulbs wherever possible	LED lights were substituted in the place of fused tube lights in the departments	Mrs.P.Kalyani
	To implement energy saving measures	Employees were educated about the importance of energy savings and the benefits of it. Instructions has been given to monitor the unnecessary electricity wastage	Mrs. Vatchala Devi

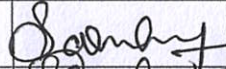
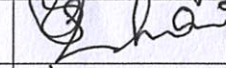

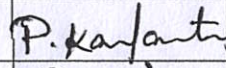
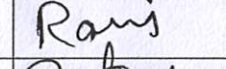
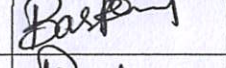
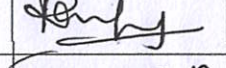
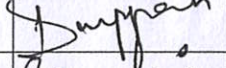
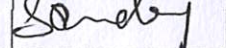
  
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## Indira College of Nursing

(Approved by INC & Tamilnadu Nurses & Midwives Council) (Affiliated to the Tamilnadu Dr. M.G.R. Medical University)

### The meeting was attended by the following members

S.No	Name of the member	Designation	Department	Signature
1.	Ms. Saravanan	Chairperson	Administration	
2.	Ms. Abirami	Vice chairperson	Nursing	
3.	Ms. Narmatha	Member	Nursing	
4.	Ms. Kalavathi	Member	Nursing	
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