



AMALA COLLEGE OF NURSING

AQAR (2023-2024)



CRITERION 4 – Infrastructure and Learning Resources

Key Indicator 4.5–Maintenance of Campus Infrastructure

Metric No. 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

SUBMITTED TO



National Assessment and Accreditation Council



MAINTENANCE, HOUSEKEEPING AND WRITE-OFF POLICY

Objective:

The objectives of **Maintenance, Housekeeping** and **Write-off** committee is to guide and instruct the members to provide well maintained clean and safe educational environment for effective resource utilization under the Principal and Administration.

Maintenance, Housekeeping and Write-off Policy

1. The Department which is in need of repair and maintenance work has to register a written complaint to the maintenance committee through Principal. The details of the maintenance work need to be mentioned. The complaint has to be registered online (iApps).
2. Maintenance Person inspects the site and completes the task.
3. Once the task is completed, Head of Department signs the job Completion report.
4. Bill is generated and processed through the concerned authorities and forwarded through Principal for final payment.
5. All monthly maintenance bills are brought to the notice of the Principal.
6. The college has Annual Maintenance Contracts for Security and housekeeping.

Policies of Academic and Support Facilities:

Utilization and Maintenance of Class Rooms:

1. Classrooms are allotted as per the student strength.
2. Concerned departments are given responsibility for the maintenance of their class rooms.
3. Department Head, informs the maintenance committee regarding maintenance and requirement of repairs / cleanliness through iApps in HMS.

Utilization and Maintenance of Laboratory:

1. Laboratories are allotted for Practical session based on a timetable.
2. Standard Operational Procedures for handling various equipment and instruments are to be strictly followed.
3. Stock register is maintained and updated regularly.
4. Stock verification and inspection has to be carried out by the departments at the end of the Academic Year.
5. Old and outdated equipment, chemicals and instruments are discarded by standard procedure.

Utilization and Maintenance of Computer Laboratories:

1. The computer laboratories are allotted to the students as per their curriculum requirement, Respective class teachers have to prepare the schedules for allocating the computer labs to the students as per the timetables.
2. The maintenance of computer laboratories are taken care by laboratory In-charge and the system administrators take care of the repairs and maintenance of all computers
3. All outdated and under configured computers are disposed.
4. Additional requirements, if needed are processed through College Council/ IQAC as per the proposal raised by the concerned Head of Department during budget proposal.

Policy for Physical Infrastructure:

1. Maintenance head prepares the routine and preventive maintenance schedule for all physical infrastructures and allocate duties to the respective staff.
2. The maintenance schedules are executed with the support of both internal and external agencies.
3. The consolidated report of the yearly maintenance is recorded by Administrative officer for reference.

Policy for write-off:

1. Equipment which are beyond repair or have lost functional significance are intimated to committee through the Heads of Department.
2. Committee members personally check the equipment and convey the decision for further action like repair from outside agencies or write-off to higher authority.
3. For write-off of equipment, DSR records are updated by respective lab In-charge and same is authenticated by Head of Department and Principal.
4. Accordingly, such equipment are write-off at college level with consent of Principal.

Policy for house keeping

1. Housekeeping includes day to day cleaning activities like sweeping, washing, sanitizing inside the campus
2. Regularly cleaning & sweeping of the campus building premises.
3. To identify & clean the area around the building periodically.
4. Regular sanitizing the washrooms to maintain cleanliness.
5. Schedules and records for housekeeping duties are maintained.
6. Regular cleaning & sweeping of the campus building premises must be documented in the daily checklist




Principal

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