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

Minutes of the Meetings of the Maintenance Committee

Amala COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)
Amala Nagar, Thrissur – 680 555, Kerala
First Nursing College accredited by NAAC with A grade in the first cycle (RAF)
Affiliated to Kerala University of Health Sciences and recognized by Kerala Nurses and Midwives Council & Indian Nursing Council
(Certificate No. 18-16/2893-INC)

No. C/007/MHWC/2024 Date: 05.01.2024

CIRCULAR

The meeting of maintenance, housekeeping and write-off committee scheduled on Tuesday, 16th January 2024 at 12.30 pm. Kindly attend the same.

Venue: Amala Boulevard, College of Nursing

AGENDA:

MHWC 01	:	Maintenance Budget
MHWC 02	:	Action Plan for 2024-2025
MHWC 03	:	Maintenance Policy Revision
MHWC 04	:	New initiatives for 2024-2025
MHWC 05	:	Challenges and issues in maintenance related systems
MHWC 06	:	Training Schedule
MHWC 07	:	Any other matter with the permission of chair

AMALA COLLEGE OF NURSING ★ AMALA NAGAR, THRISSUR ★

Principal and Convenor

Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555

Copy to: Fr. Julious Arakkal CMI / Fr. Shibu Puthenpurackal CMI/ Fr. Antony Perinchery CMI / Fr. Antony Mannummel CMI / Sr. Litha Lizbeth / Prof. Lakshmi G (Invited Member)/ Sr. Jyothish CSC (Secretary)/ Tincy Abraham (Sr. Maria) / Er. Jose Mekkattukulam / Er. Jijo Lazarus T/ Mr. Sanu Krishna K. S/ Mrs. Shilsa James / Mrs. Surya K / Ms. Nova Elizabeth Tom (Student Representative) / Ms. Alina Mannanal Gigi (Student Representative)

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ATTENDANCE SHEET

Maintenance, Housekeeping on 16th January 2024

Sl. No.	Name of the Member	Signature
1	Fr. Julious Arakkal CMI	
2	Fr. Antony Perinchery CMI	
3	Fr. Shibu Puthenpurackal CMI	
4	Fr. Antony Mannummel CMI	
5	Dr. Rajee Reghunath	
6	Sr. Litha Lizbeth (Princy C J)	
7	Mrs. Lakshmi G	
8	Sr. Jyothish CSC (Shaji E J)	16/01/2024
9	Sr. Maria (Tincy Abraham)	
10	Er.Jose Mekkattukulam	
11	Er. Jijo Lazarus T	
12	Mr. Sanu Krishna K S	
13	Mrs. Shilsa James	
14	Mrs. Surya K	
15	Ms. Nova Elizabeth Tom	
16	Ms. Alina Mannanal Gigi	

No. C/007/MHWC/2024.

Circular.

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Agenda.

MHWC 01 : Maintenance Budget
MHWC 02 : Action plan for 2024-2025.
MHWC 03 : Maintenance Policy Revision.
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MHWC 07 : Any other matter with the permission of chair.

Sl. No	Members	Signature.
1.	Rev. Fr. Julious Arakkal CMI	
2.	Rev. Fr. Antony Perinchery CMI	
3.	Rev. Fr. Shibu Puthenpusackal CMI	
4.	Rev. Fr. Antony Mannummel CMI.	
5.	Sr. Litha Lizbeth	
6	Prof. Lakshmi G.	
7.	Sr. Jyothish csc	
8.	Sr. Tincy Abraham	
9.	Mr. Jose Mekkattukulam.	
10	Mr. Jijo Lazarus T	
11	Mr. Sanu Krishna K	
12	Mrs. Shilsa Jame	
13	Mrs - Surya K.	
14	Ms. Nova Elizabeth Tom	
15	Ms. Alina Mannanal Gigi.	

Action taken Report.

Agenda.	Action taken status.
MHWC 01 Maintenance budget	

Year	2015-16	2016-17	2017-18	2018-19	2019-2020	2020-21
Budgeted Expenditure	16.80	22.00	19.50	16.20	24.50	12.00
Actual Expenditure	16.22	22.96	18.73	17.34	23.66	5.88.

MHWC 01

Ideally 25% of Total expense excluding Salary.
Last year 3,16,50088.15
25% of this amount 7,912,522.

Green audit
Energy audit
Solar to the grid.
Water conservation
Awards for green campus energy efficiency waste disposal, water conservation.

MHWC 02

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 complains has to be registered online (IAPPS)
→ Maintenance Person inspects the site and completes the task
→ Once the Task is completed and

of department signs the job completion report.
Bill is generated and processed through the concerned authorities and forwarded through principal for final payment.
→ Monthly maintenance bills are brought to the notice of the principal.
→ The college has annual maintenance contracts for security and housekeeping.

MHWC 03 Maintenance Policy Revision

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.

Lab maintenance:
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 registes 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

Computer lab maintenance.

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.

→ The maintenance of computer laboratories are taken care by laboratory incharge and the systems administrators take care of the repairs and maintenance of all computers.

→ All outdated and under configured computers are disposed

→ Additional requirements if needed are processed through college council/ IQAC as per the proposal raised by the concerned Hedd of department during budget proposal.

Policy for physical infrastructure

→ Maintenance head prepares the routine and preventive maintenance schedule for all physical infrastructures and allocate duties to the respective staff.

→ The maintenance schedules are executed with the support of both internal and external agencies.

→ The consolidated report of the yearly maintenance is recorded by Administrative offices for reference.

JBW

Write off policy.

⇒ Equipment which are beyond repair or have lost functional significance are intimated to committee through the heads of department.

⇒ Committee members pessonally check the equipment and convey the decision for further action like repair from outside agencies or write-off to higher authority.

⇒ For write-off of equipment DSR records are updated by respective lab in-charge and same is authenticated by head of department and Principal.

⇒ Accordingly such equipment are write-off at college level with consent of principal

House keeping policy

⇒ Housekeeping includes day to day cleaning activities like sweeping washing, sanitizing inside the campus.

⇒ Regularly cleaning & sweeping of the campus building premises

⇒ To identify & clean the area around the building periodically

⇒ Regular sanitizing the washrooms to maintain cleanliness.

⇒ Schedules and records for housekeeping duties are maintained

New initiatives for 2024-25.

New initiatives for 2024-2025

⇒ Construction of an eco friendly open air class discussion area

→ Application for awards
→ MAHEP Green and clean campus wards.
→ Green gown awards
→ Kerala renewable energy awards.

MHWC 05 challenges & Issues in maintenance.
challenges → Needs more awareness on systems
and issues → Maintenance documentation to be in maintenance documents
Related Systems → Students participation in activities
→ Energy conservation drives.

MHWC 06 Training Schedule.
Training → Quarterly training in alternates
Schedule. energy source and energy conservation measures.

Signature of Approving Authority.-

Amala
COLLEGE OF NURSING
ACCREDITED BY NAAC WITH A GRADE

No. C/025/MHWC/2024 Date: 31.05.2024

CIRCULAR

The meeting of maintenance, housekeeping and write-off committee scheduled on Monday, 3rd June 2024 at 9.30 am. Kindly attend the same.

Venue: Amala Boulevard, College of Nursing

AGENDA:

MHWC 01	:	Maintenance Challenges and issues in maintenance related systems
MHWC 02	:	IQAC room expansion
MHWC 03	:	Energy champions
MHWC 04	:	Yearly Schedule, plans
MHWC 05	:	Any other matter with the permission of chair

AMALA COLLEGE OF NURSING ★ AMALA NAGAR ★ THRISSUR

Principal and Convenor

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No e/025/MHWC/2024

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Venue - Amala Boulevard, College of Nursing.

Agenda.

MHWC 01 - Maintenance challenges and issues in maintenance related systems

MHWC 02 → IQAC Room expansion.

MHWC 03 → Energy champions.

MHWC 04 → Yearly Schedule, Plans.

MHWC 05 → Any other matter with the permission of chair.

Sl. No	Membess	Signature
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8.	Sr. Tincy Abraham	
9.	Sr. Moly Thomas	Moly Thomas
10	Mrs. Nimmy P S	
11	Mrs. Shilsa James	
12	Mrs. Surya K	
13	Mr. Jose Melkattukulam	
14	Mr. Jijo Lazarus T	
15	Mr. Sah Krishna K.S	
16	Ms. Kavya Nath	
17.	Ms. Alina Mannanal Giji.	Alina

Action taken Report

Agenda	Action taken	status
MHWC-01. maintenance challenges & issues in maintenance related systems	→ Previous meeting minutes presented and approved → updated policy on e-waste, mercury contamination to ask with purchase department → A Separate green audit and energy audit to the college to be done. → Skill lab purchase to be done for the better learning experience. → Garden library initiation to consider	approved. To be update On progress done.
MHWC-02. IQAC room expansion.	→ Msc. Second years classrooms can be converted as IQAC room for the time being.	Done.
MHWC-03 Energy champion	→ A new initiative to be Coinsider and discussed more.	On progress
MHWC-04 yearly schedules plans	→ Need to Consider. → But need workup and discussions due to the ~~by~~ packed schedules in the academies.	On progress
MHWC-05 Any other matter with permission of Chair JBW	Suggestions and complaints raised ~~from~~ the student representative for follows.	On progress

→ Hostel cleaning thoroughly

→ Leaking in Hostel rooms need to be changed. Done.

→ Waste disposal seems to be difficult.

→ Volleyball Court selling in hostel

→ Need for common room for girls in college.

→ Rock in each class room.

→ SNA new stationary shop in hostel to start.

→

→ Another Suggestion regarding Connection to EE, electrical learn on the after office time seems to be difficult. clear communication is not possible. On progress

for that a separate number to be (internal number) to be set so that can be handled by Mr. electus.

→ Need change in hostel food transportation timing. Done.

Meeting dispersed at 11 am. after the discussion

Minutes prepared by :-

Shilsa James

Minutes Passed by :-

Minutes approved by :-