



NIRMALA COLLEGE OF PHARMACY MUVATTUPUZHA

Muvattupuzha P.O., Ernakulam Dist., Kerala - 686661

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FIRST CYCLE NAAC ACCREDITATION 2023

CRITERION 7



INSTITUTIONAL VALUES AND BEST PRACTICES

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1. Green audit / Environment audit**
- 2. Energy audit**
- 3. Clean and green campus initiatives**
- 4. Beyond the campus environmental promotion and sustainability activities**

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



7.1.3 Quality audits on environment and energy regularly undertaken by the Institution.

7.1.3.3 Clean and green campus initiatives

The clean campus practices of the institution include

SI no	Practice	View page
1	Housekeeping policy	View
2	Housekeeping time table	View
3	Housekeeping Task card	View
4	Hygiene index	View
5	Guest satisfaction survey	View
6	Feedback analysis on housekeeping activity and action taken	View
7	Housekeeping guidelines	View





NIRMALA COLLEGE OF PHARMACY, MUVAATTUPUZHA

HOUSEKEEPING AND MAINTENANCE POLICY

PURPOSE

The HOUSEKEEPING AND MAINTENANCE POLICY serves to provide a well-maintained, clean, and safe educational environment in the institution.

SCOPE

The Housekeeping and Maintenance policy applies to students and staff of the institution.

POLICY STATEMENT

Housekeeping and Maintenance policy is in place to ensure that all areas of the building and premises are well-maintained, clean, and orderly, thus enhancing the aesthetic appeal. The policy ensures that a safe and comfortable environment is provided for all staff and students to work productively and maintain a hygienic atmosphere for visitors.



The institution makes sure to regularly maintain its infrastructure, premises, lab equipment, and other facilities to ensure they meet the highest standards for quality and functionality. The institution recognizes that maintaining a high-quality infrastructure is crucial for supporting effective teaching and learning, as well as promoting a sense of pride and community among all stakeholders.

STRATEGY

- ❖ A cleaning schedule is prepared and assigned tasks to employees that will help to ensure that all areas of institution are kept clean and orderly on a regular basis.
- ❖ To ensure effective and efficient cleaning of the institution, employees are provided with proper training and ensure that there are adequate cleaning supplies available for them to use.
- ❖ Proactive approach is taken in identifying and addressing any housekeeping and maintenance issues.
- ❖ Periodically communicated with employees about housekeeping and maintenance requirements to ensure that everyone is aware of their responsibilities.
- ❖ Welcomes any suggestions or feedback from the stakeholders on how to improve the housekeeping services.

DUTIES AND RESPONSIBILITIES

1. To ensure a clean working atmosphere for staff and students of the institution.
2. To perform safety checks and critical installation and maintain the necessary documents.

Sl. No	Document	Frequency
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1.	Electrical safety report	Twice a year. Frequency of six months
2.	Water safety report (QC)	Quarterly
3.	Food safety certificate	Once a year
4.	Gas maintenance certificate	Twice a year. Frequency of six months
5.	Fire extinguisher maintenance: Certificate/bill	Once a year
6.	Chemical waste disposal: Disposal register and waste received certificate from KEIL	Yearly once mandatorily. Dispose periodically if the chemicals are excess

3. To carry out calibration and servicing of instruments and equipments as and when necessary.
4. To conduct Safety training for students and staff.
5. To ensure water tank and water purifier maintenance and service.
6. To verify the stock of housekeeping materials and purchase as required.
7. To inspect the places where need of maintenance is required as the request is received and perform the activity as soon as possible.
8. To maintain the program register and do arrangements to conduct all programs as per the need of the program coordinator or chairman.
9. To collect and document the job card from all laboratory assistants and ministerial staff at the end of every month.
10. To prepare hospitality guidelines and update them when the need arises.
11. To collect and analyze the guest feedback form.
12. To maintain an inward register and visitor's diary.
13. Quality assessment of classrooms, labs and clinical classes as per specifications.
14. Quality assessment of common rooms, transportation, toilets, and canteen.



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6	Chemical waste disposal : Disposal register and waste received certificate from KEIL	Yearly once mandatorily. Dispose periodically if the chemicals are excess



3. To carry out calibration and servicing of instruments and equipments as and when necessary
4. To conduct Safety training to students and staff
5. To ensure water tank and water purifier maintenance and service
6. To verify the stock of housekeeping materials and purchase as required.
7. To inspect the places where the need of maintenance is required as the request received and perform the activity as soon as possible
8. To maintain program register and do arrangements to conduct all programs as per the need of program coordinator or chairman
9. To collect and document the job card from all laboratory assistants and ministerial staff at the end of every month.
10. To prepare hospitality guidelines and update when the need arises.
11. To collect and analyse the guest feedback form.
12. To maintain an inward register and visitor's diary.
13. Quality assessment of classrooms, labs, and clinical classes as per specifications.
14. Quality assessment of common rooms, transportation, toilets, canteen.





NIRMALA COLLEGE OF PHARMACY Muvattupuzha

Ministerial staff work schedule

Name of staff: **Lally**

	8.00-8.15	8.15Am-9.00Am	9.00-9.15	9.15-9.30	9.30-10.30	10.30-10.45	10.45-11.15	11.15-11.45	11.45-12.30	12.30-1.15	1.15- 3.00Pm	3.00-3.15 Pm	3.15-4.15
Monday	Girls Toilet clean	Administrator Office/Dining/reception/pass age	Vice principal	Prayer / Rest	Passage and Central stair upto first floor	Rest	Staircase Admin block	First aid room	Monthly work	Lunch Time	Waste collection/Toilet cleaning/Common Room	Rest	II /III/IV B Pharm class room/Teacher's table
Tuesday	Boys Toilet clean	Passage and Central stair upto first floor	Vice principal	Prayer / Rest	Seminar hall	Rest	Staircase Admin block	Dr Kuppaswamy room	Monthly work		Waste collection/Toilet cleaning/Common Room	Rest	II /III/IV B Pharm class room/Teacher's table
Wednesday	Boys Toilet clean	Administrator Office/Dining/reception/pass age	Vice principal	Prayer / Rest	Passage and Central stair upto first floor	Rest	Staircase Admin block	Monthly work	Monthly work		Waste collection/Toilet cleaning/Common Room	Rest	II /III/IV B Pharm class room/Teacher's table
Thursday	Boys Toilet clean	Passage and Central stair upto first floor	Vice principal	Prayer / Rest	Administrator room complete	Rest	Staircase Admin block	First aid room	Monthly work		Waste collection/Toilet cleaning/Common Room	Rest	II /III/IV B Pharm class room/Teacher's table
Friday	Boys Toilet clean	Administrator Office/Dining/reception/pass age	Vice principal	Prayer / Rest	Passage and Central stair upto first floor	Rest	Staircase Admin block	Monthly work	Monthly work		Waste collection/Toilet cleaning/Common Room	Rest	II /III/IV B Pharm class room/Teacher's table
Saturday	Boys Toilet clean	Passage and Central stair upto first floor	Vice principal	Prayer / Rest	Monthly work	Rest	Staircase Admin block	Monthly work	Monthly work		Waste collection/Toilet cleaning/Common Room	Rest	II /III/IV B Pharm class room/Teacher's table



Once in a Month	Class room	Door/Windows/Window glass/ Fan/Roof/Wall	1.5hr*3 class	4.5	Week 1
	Staff Room	Furniture/fan/electronic items/ toilet wall tile		1	week 2
	Dr Kuppaswamy	Furniture/fan/electronic items/ toilet wall tile		1	
	Common room	Window/wall/roof		1	
	Passage	Wall/roof/wndows		1	week 3
	Administrator room	Furniture/fan/electronic items/ toilet wall tile		2	week 4
	Toilet	Door/Windows/Window glass/ Fan/Roof/Wall		1	
Twice in a month	Seminar hall	Window/wall/roof/chair	2hr* 2 times	4	Week 2/week 3
			Total	15.5	
			Total free time Apart from daily work	22.5 hrs	
			Week Free hour Excluding Saturday	4.45 hrs	19hrs





NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

Ministerial staff work schedule Name of staff: Soly Benny

	8.00-8.15 Am	8.15Am-9.00Am	9.00-9.15	9.15-9.30	9.30-10.00	10.00-10.30	10.30-10.45	10.45-12.30	12.30-1.15	1.15- 3.00Pm	3.00-3.15Pm	3.15-4.15
Monday	Gents toilet/Girls toilet	Passage II/III Floor new block	Faculty room Pharmacy practice	Prayer/ Rest	Stair case Reception back side to IT Lab	Guest room sports room	Rest	Monthly work		gents toilet/Girls toilet	Rest	I/III/V Pharm D Class room
Tuesday	Gents toilet/Girls toilet	Passage II/III Floor new block	Faculty room Pharmacy practice	Prayer/ Rest	Stair case Reception back side to IT Lab	NBA Placement room	Rest	IT Lab/Furniture/Electronics Presentation Room		gents toilet/Girls toilet	Rest	I/III/V Pharm D Class room
Wednesday	Gents toilet/Girls toilet	Passage II/III Floor new block	Faculty room Pharmacy practice	Prayer/ Rest	Stair case Reception back side to IT Lab	Auditorium/green room/Compare room/stage/ Balcony				gents toilet/Girls toilet	Rest	I/III/V Pharm D Class room
Thursday	Gents toilet/Girls toilet	Passage II/III Floor new block	Faculty room Pharmacy practice	Prayer/ Rest	Stair case Reception back side to IT Lab	Monthly work	Rest	Monthly work		gents toilet/Girls toilet	Rest	I/III/V Pharm D Class room
Friday	Gents toilet/Girls toilet	Passage II/III Floor new block	Faculty room Pharmacy practice	Prayer/ Rest	Stair case Reception back side to IT Lab	NBA Placement room	Rest	IT Lab/Furniture/Electronics Presentation Room		gents toilet/Girls toilet	Rest	I/III/V Pharm D Class room
Saturday	Gents toilet/Girls toilet	Passage II/III Floor new block	Faculty room Pharmacy practice	Prayer/ Rest	Stair case Reception back side to IT Lab	Monthly work	Rest	Monthly work		gents toilet/Girls toilet	Rest	I/III/V Pharm D Class room



Once in a Month	Class room	Door/Windows/Window glass/ Fan/Roof/Wall	1.5hr*4 class	6	Week 1 & week 2
	Staff Room	Furniture/fan/electronic items/ toilet wall tile		1	
	NBA/Placeme nt room	Furniture/fan/electronic items/window		1	
	Auditorium	Furniture/fan/electronic items/window		3	week 3
	Passage	Wall/roof		2	
	Guest room	Furniture/fan/electronic items/ toilet wall tile		1	week 4
	Sports room	Furniture/fan/Window		1	
	Toilet	Door/Windows/Window glass/ Fan/Roof/Wall tile	2	2	
Twice in a month	Presentation room	Window/wall/roof/chair	1hr* 2 times	2	Week 1 & week 2
			Total	19	
Total free time Apart from daily work				20.30 hrs	
Week Free hour Excluding Saturday			4 hrs	16 hrs	





NIRMALA COLLEGE OF PHARMACY

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Ministerial staff work schedule Name of staff: Mary Sabu

	8.00-8.15 Am	8.00Am-9.15Am		9.15-9.30	9.30-11.00	10.00-11.30	11.30-12.30	12.30-1.15	2.15-3.00Pm	3.00-3.15 Pm	3.15-3.30Pm	3.30-4.15 Pm
Mond ay	Girls Toilet	I Floor new block Passage	Staff Room Cology/Chemistry	Prayer/ Rest	Canteen side/Toilet/Lower Passage/staff room-Pharmaceutics				Girls Toilet/Com mon Room boys/girls	Rest	II Pharm D clean	Guest room ground floor
Tuesd ay	Girls Toilet	I Floor new block Passage	Staff Room Cology/Chemistry	Prayer/ Rest	Canteen side/Toilet/Lower Passage/staff room-Pharmaceutics				Girls Toilet/Com mon Room boys/girls	Rest	II Pharm D clean	II M Pharm
Wedn esday	Girls Toilet	I Floor new block Passage	Staff Room Cology/Chemistry	Prayer/ Rest	Canteen side/Toilet/Lower Passage/staff room-Pharmaceutics				Girls Toilet/Com mon Room boys/girls	Rest	II Pharm D clean	Chapel
Thursd ay	Girls Toilet	I Floor new block Passage	Staff Room Cology/Chemistry	Prayer/ Rest	Canteen side/Toilet/Lower Passage/staff room-Pharmaceutics				Girls Toilet/Com mon Room boys/girls	Rest	II Pharm D clean	Guest room ground II Floor
Friday	Girls Toilet	I Floor new block Passage	Staff Room Cology/Chemistry	Prayer/ Rest	Canteen side/Toilet/Lower Passage/staff room-Pharmaceutics				Girls Toilet/Com mon Room boys/girls	Rest	II Pharm D clean	II M Pharm
Saturd ay	Girls Toilet	I Floor new block Passage	Staff Room Cology/Chemistry	Prayer/ Rest	Canteen side/Toilet/Lower Passage/staff room-Pharmaceutics				Girls Toilet/Com mon Room	Rest	II Pharm D clean	Chapel



Once in a Month	Class room	Door/Windows/Window glass/ Fan/Roof/Wall	1.5hr*1 class	1	Week 1
	Staff Room	Furniture/fan/electronic items/ toilet wall tile/Exam store	3	3	
	Counselling room	Furniture/fan/electronic items/window		1	week 2
	chapel	Furniture/fan/electronic items/window		3	
	Common room	Furniture/fan/electronic items/window	2	2	week 3
	Passage	Wall/roof		2	
	Guest room	Furniture/fan/electronic items/ toilet wall tile	2	2	week 4
	Toilet	Door/Windows/Window glass/ Fan/Roof/Wall/wall tile	1	1	





NIRMALA COLLEGE OF PHARMACY

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Ministerial staff work schedule Name of staff: Annie

	8.00-8.15Am	8.15Am-9.15 (Every Monday & Thursday wet clean)		9.15-9.30	9.30-10.30 (Every Tuesday and Friday wet clean)	10.30 - 10.45	10.45-11.30	11.30-12.30	12.30-1.15	1.15- 3.00Pm	3.00-3.15Pm	3.15-3.30	3.30-4.15
Monday	Boys toilet clean	I Floor Passage and stair -Old block, M Pharm I	staff room cognosy	Prayer/ Rest	II Floor Passage / stair/Staff room pharmaceuticals-old block	Rest	Staircase store side	Library/Digital library		Waste collection/ Boys Toilet cleaning/Common Room	Rest	I B pharm class room	reading room/ Store
Tuesday	Boys toilet clean	I Floor Passage and stair -Old block, M Pharm I	staff room cognosy	Prayer/ Rest	II Floor Passage / stair/Staff room pharmaceuticals-old block	Rest	Staircase store side	Monthly work		Waste collection/ Boys Toilet cleaning/Common Room	Rest	I B pharm class room	Monthly work
Wednesday	Boys toilet clean	I Floor Passage and stair -Old block, M Pharm I	staff room cognosy	Prayer/ Rest	II Floor Passage / stair/Staff room pharmaceuticals-old block	Rest	Staircase store side	Library/Digital library		Waste collection/ Boys Toilet cleaning/Common Room	Rest	I B pharm class room	Monthly work
Thursday	Boys toilet clean	I Floor Passage and stair -Old block, M Pharm I	staff room cognosy	Prayer/ Rest	II Floor Passage / stair/Staff room pharmaceuticals-old block	Rest	Staircase store side	Monthly work		Waste collection/ Boys Toilet cleaning/Common Room	Rest	I B pharm class room	Monthly work
Friday	Boys toilet clean	I Floor Passage and stair -Old block, M Pharm I	staff room cognosy	Prayer/ Rest	II Floor Passage / stair/Staff room pharmaceuticals-old block	Rest	Staircase store side	Library Digital library		Waste collection/ Boys Toilet cleaning/Common Room	Rest	I B pharm class room	Monthly work
Saturday	Boys toilet clean	I Floor Passage and stair -Old block, M Pharm I	staff room cognosy	Prayer/ Rest	II Floor Passage / stair/Staff room pharmaceuticals-old block	Rest	Staircase store side	Monthly work		Waste collection/Boys Toilet cleaning/Common Room	Rest	I B pharm class room	Monthly work



Once in a Month	Class room	Door/Windows/Window glass/ Fan/Roof/Wall	1.5hr*2class	3	Week 1
	Staff Room	Furniture/fan/electronic items/ toilet wall tile	2	2	
	Library			3	Week 2
	Digital Library			2	
	Common room	Furniture/fan/electronic items/window	1	1	
	Passage	Wall/roof	2	4	Week 3
	Reading room	Furniture/fan/		1	
	Toilet	Door/Windows/Window glass/ Fan/Roof/Wall	1	1	
Twice in a month	Exam hall/Control room	Window/Electronics/control room	2 times* 3 hrs	6	Week 4
			Total	23	
Total free time Apart from daily work				23.5	
Week Free hour Excluding Saturday				20 hrs	





NIRMALA COLLEGE OF PHARMACY
Muvattupuzha
Ministerial staff work schedule Name of staff: Manju Anil

	8.00Am-9.15Am	9.15-9.30	9.30-10.30	10.30-10.45	10.45-11.15	11.15-12.30	12.30-1.15	1.15- 1.45 Pm	1.45-2.45	2.45-3.00	3.00-4.15
Monday	Reception/Principle cabin/office/Toilet	Prayer/Rest	Reception/ Passage Wet clean/ Manager room	Rest	IV Pharm D/Server room	Staircase Chapel side		Reception	Toilet near reception/Dining room	Rest	
Tuesday	Reception/Principle cabin/office/Toilet	Prayer/Rest	Reception/ Passage Wet clean/ Manager room	Rest	Dining room	Staircase Chapel side		Reception	Toilet near reception/Dining room	Rest	
Wednesday	Reception/Principle cabin/office/Toilet	Prayer/Rest	Reception/ Passage Wet clean/ Manager room	Rest	IV Pharm D	Staircase Chapel side		Reception	Toilet near reception/Dining room	Rest	
Thursday	Reception/Principle cabin/office/Toilet	Prayer/Rest	Reception/ Passage Wet clean/ Manager room	Rest	Dining room	Staircase Chapel side		Reception	Toilet near reception/Dining room	Rest	
Friday	Reception/Principle cabin/office/Toilet	Prayer/Rest	Reception/Passage Wet clean/Manager room	Rest	IV Pharm D	Staircase Chapel side		Reception	Toilet near reception/Dining room	Rest	
Saturday	Reception/Principle cabin/office/Toilet	Prayer/Rest	Reception/Passage Wet clean/Manager room	Rest		Staircase Chapel side		Reception	Toilet near reception/Dining room	Rest	



Once in a Month	Class room	Door/Windows/Window glass/ Fan/Roof/Wall	1.hr*1 class	1	
	Office	Furniture/fan/electronic items	2	2	
	Principal cabin	Furniture/fan/electronic items/ toilet wall tile/ shelf interior	1	1	
	Manager room	Furniture/fan/electronic items/ toilet wall tile	1	1	
	Dining room	Furniture/fan/electronic items/ toilet wall tile	1	1	
	Passage	Wall/roof	2	4	
	Toilet	Door/Windows/Window glass/ Fan/Roof/Wall	1	1	
Twice in a month	Sofa	Vacuum	1	1	

Total

17

Total free time Apart from daily work

27.5





NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

Ministerial staff work schedule Name of staff: Jincy

	8.00-8.15	8.00Am-9.15Am	9.15-9.30	9.30-10.30	10.30-10.45	10.45-11.45	11.15-12.30	12.30-1.15	1.15- 2. 45 Pm	2.45-3.00	3.00-3.30	3.30-4.15
Monday	Girls toilet near animal house	Courtyard plants irrigation/weeding	Prayer/Rest	Herbal garden/fertilization/weeding/cleaning/irrigation	Rest	Animal house cleaning/provide food & water			Waste collection/b Girls toilet near animal house Mess area/ Floor/table cleaning	Rest	Herbal garden irrigation	Courtyard plants irrigation/weeding
Tuesday	Girls toilet near animal house	Courtyard plants irrigation/weeding	Prayer/Rest	Herbal garden/fertilization/weeding/cleaning/irrigation	Rest	Animal house cleaning/provide food & water			Waste collection/ Girls toilet near animal house Mess area/ Floor/table cleaning	Rest	Herbal garden irrigation	Courtyard plants irrigation/weeding
Wednesday	Girls toilet near animal house	Courtyard plants irrigation/weeding	Prayer/Rest	Herbal garden/fertilization/weeding/cleaning/irrigation	Rest	Animal house cleaning/provide food & water			Waste collection/ Girls toilet near animal house Mess area/ Floor/table cleaning	Rest	Herbal garden irrigation	Courtyard plants irrigation/weeding
Thursday	Girls toilet near animal house	Courtyard plants irrigation/weeding	Prayer/Rest	Herbal garden/fertilization/weeding/cleaning/irrigation	Rest	Animal house cleaning/provide food & water	Animal Bed change		Waste collection/ Girls toilet near animal house Mess area/ Floor/table cleaning	Rest	Herbal garden irrigation	Courtyard plants irrigation/weeding
Friday	Girls toilet near animal house	Courtyard plants irrigation/weeding	Prayer/Rest	Herbal garden/fertilization/weeding/cleaning/irrigation	Rest	Animal house cleaning/provide food & water	Animal Bed change		Waste collection/ Girls toilet near animal house Mess area/ Floor/table cleaning	Rest	Herbal garden irrigation	Courtyard plants irrigation/weeding
Saturday	Girls toilet near animal house	Courtyard plants irrigation/weeding	Prayer/Rest	Herbal garden/fertilization/weeding/cleaning/irrigation	Rest	Animal house cleaning/provide food & water			Waste collection/ Girls toilet near animal house Mess area/ Floor/table cleaning	Rest	Herbal garden irrigation	Courtyard plants irrigation/weeding





NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

House Keeping Task card 2023-2024

The following task is allotted to the ministerial staff to plan the duties and to perform it more effectively. The concerned staff member is directed to strictly follow the pattern of work division and complete it on time.

Staff Name: Ms. Lally

Frequency	Area	Task
Daily	Passage and Central stair upto first floor	Passage dry & wet clean/Stair de dusting
	Vice principal	DE dusting daily and wet cleaning weekly once
	Staircase Admin block	De dust from top to bottom
	Waste collection/Toilet cleaning/Common Room	Collect food and non-biodegradable waste separately/toilet wet clean/common room desk clean/ floor clean
	II /III/IV B Pharm class room/Teachers table	De dust the class room/collect waste/clean teachers table/lecture stand/and side table
Twice a week	Administrator Office/Dining/reception/passage	Office, dining room, reception, passage wet clean/sofa vacuum/furniture/fan
	First aid room	Wet clean/bed making/ laundry collection/toilet/furniture
Once in a week	Seminar hall	chair wet clean/floor clean/furniture/open windows for air circulation
	Administrator room complete	Floor cleaning/sofa
	Dr Kuppaswamy room	floor/table
Once in a Month	Class room	Door/Windows/Window glass/ Fan/Roof/Wall
	Staff Room	Furniture/fan/electronic items/ toilet wall tile
	Dr Kuppaswamy	Furniture/fan/electronic items/ toilet wall tile
	Common room	Window/wall/roof
	Passage	Wall/roof/windows
	Toilet	Door/Windows/Window glass/ Fan/Roof/Wall
Twice in a month	Seminar hall	Window/wall/roof/chair

Apart from the above mentioned duties the following duties also has to perform in association with other staffs

1. Cleaning the courtyard area on second and fourth Saturday and perform the individual pending work.
2. Clean the cloth materials like mats curtains etc. periodically and mandatorily perform during the May month of every year.
3. Wash all corridors, parapets, staircase, and class rooms once in every year.
4. Any other duties as directed by the supervisor when needed.

Signature of Administrator

Signature of IQAC Director



Acceptance signature by concerned staff



NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

House Keeping Task card 2023-2024

The following task is allotted to the ministerial staff to plan the duties and to perform it more effectively. The concerned staff member is directed to strictly follow the pattern of work division and complete it on time.

Staff Name: Ms. Jibina

Frequency	Area	Task
Daily	Passage II/III Floor new block	Passage dry & wet clean/Stair de dusting
	Faculty room Pharmacy practice	De dusting daily and wet cleaning weekly once
	Stair case Reception back side to IT Lab	De dust from top to bottom
	gents toilet/Girls toilet	Collect food and non biodegradable waste separately/toilet wet clean/common room desk clean/ floor clean
	I/III/V Pharm D Class room	De dust the class room/collect waste/clean teachers table/lecture stand/and side table
Twice a week	NBA Placement room	Dedusting daily and wet cleaning weekly once
	IT Lab/Furniture/Electronics Presentation Room	Dedust, furniture wet clean, electronics de dust vacuum
Once in a week	Guest room / sports room	floor wet clean
	Auditorium/green room/Compare room/stage/Balcony	floor wet clean
Once in a Month	Class room	Door/Windows/Window glass/ Fan/Roof/Wall
	Staff Room	Furniture/fan/electronic items/ toilet wall tile
	NBA/Placement room	Furniture/fan/electronic items/window
	Auditorium	Furniture/fan/electronic items/window
	Passage	Wall/roof/windows
	Guest room	Furniture/fan/electronic items/ toilet wall tile
	Sports room	Furniture/fan/Window
	Toilet	Door/Windows/Window glass/ Fan/Roof/Wall
Twice in a month	Presentation room	Window/wall/roof/chair

Apart from the above mentioned duties the following duties also has to perform in association with other staffs

1. Cleaning the courtyard area on second and fourth Saturday and perform the individual pending work.
2. Clean the cloth materials like mats curtains etc. periodically and mandatorily perform during the May month of every year.
3. Wash all corridors, parapets, staircase, and class rooms once in every year.
4. Any other duties as directed by the supervisor when needed.

Signature of Administrator



Signature of IQAC Director

Acceptance signature by concerned staff



NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

House Keeping Task card 2023-2024

The following task is allotted to the ministerial staff to plan the duties and to perform it more effectively. The concerned staff member is directed to strictly follow the pattern of work division and complete it on time.

Staff Name: Ms. Jini

Frequency	Area	Task
Daily	I Floor new block Passage	Passage dry & wet clean/Stair de dusting
	Staff Room PharmaCology/Chemistry	De-dusting daily and wet cleaning weekly once
	Canteen side/Toilet/Lower Passage/staff room-Pharmaceutics	de dust/ staff room de dust and wet clean once in a a week
	Girls Toilet/Common Room boys/girls	Collect food and non biodegradable waste separately/toilet wet clean/common room desk clean/ floor clean
Twice a week	II M Pharm	De dust the class room/collect waste/clean teachers table/lecture stand/and side table
	Chappel	De dust
Once in a week	Guest room ground floor	De dust/Ventilate/table/toilet/furniture
	Guest room ground II Floor	De dust/Ventilate/table/toilet/furniture
Once in a Month	Class room	Door/Windows/Window glass/ Fan/Roof/Wall
	Staff Room	Furniture/fan/electronic items/ toilet wall tile
	Counselling room	Furniture/fan/electronic items/window
	chapel	Furniture/fan/electronic items/window
	Common room	Furniture/fan/electronic items/window
	Passage	Wall/roof/windows
	Guest room	Furniture/fan/electronic items/ toilet wall tile
	Toilet	Door/Windows/Window glass/ Fan/Roof/Wall/wall tile

Apart from the above mentioned duties the following duties also has to perform in association with other staffs

1. Cleaning the courtyard area on second and fourth Saturday and perform the individual pending work.
2. Clean the cloth materials like mats curtains etc. periodically and mandatorily perform during the May month of every year.
3. Wash all corridors, parapets, staircase, and class rooms once in every year.
4. Any other duties as directed by the supervisor when needed.

Signature of Administrator

Signature of IQAC Director



Acceptance signature by concerned staff



NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

House Keeping Task card 2023-2024

The following task is allotted to the ministerial staff to plan the duties and to perform it more effectively. The concerned staff member is directed to strictly follow the pattern of work division and complete it on time.

Staff Name: Mrs Ani

Frequency	Area	Task
Daily	I Floor Passage and stair -Old block	Passage dry & wet clean/Stair de dusting
	staff room Pharmacognosy	De-dusting daily and wet cleaning weekly once
	Staircase store side	De dust from top to bottom
	II Floor Passage / stair/Staff room pharmaceutics-old block	Passage dry & wet clean/Stair de dusting
	Waste collection/Boys toilet cleaning/Common Room	Collect food and non-biodegradable waste separately/toilet wet clean/common room desk clean/ floor clean
	I B pharm class room	De dust the class room/collect waste/clean teachers table/lecture stand/and side table
Twice a week	Library	De dust/wet clean/furniture clean
	Digital library/reading room	De dust/wet clean/furniture clean
	M Pharm I	De dust the class room/collect waste/clean teachers table/lecture stand/and side table
Once in a Month	Class room	Door/Windows/Window glass/ Fan/Roof/Wall
	Staff Room	Furniture/fan/electronic items/ toilet wall tile
	Library	Fan/Window/Electronic items
	Digital Library	Fan/Window/Electronic items
	Common room	Furniture/fan/electronic items/window
	Passage	Wall/roof/windows
	Reading room	Furniture/fan/
	Toilet	Door/Windows/Window glass/ Fan/Roof/Wall
Twice in a month	Exam hall/Control room	Window/Electronics/control room

Apart from the above mentioned duties the following duties also has to perform in association with other staffs

1. Cleaning the courtyard area on second and fourth Saturday and perform the individual pending work.
2. Clean the cloth materials like mats curtains etc. periodically and mandatorily perform during the May month of every year.
3. Wash all corridors, parapets, staircase, and class rooms once in every year.
4. Any other duties as directed by the supervisor when needed.

Signature of Administrator

Signature of IQAC Director



Acceptance signature by concerned staff



NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

House Keeping Task card 2023-2024

The following task is allotted to the ministerial staff to plan the duties and to perform it more effectively. The concerned staff member is directed to strictly follow the pattern of work division and complete it on time.

Staff Name: Ms. Manju Anil

Frequency	Area	Task
Daily	Reception/Principle cabin/office/Toilet	Wet clean/de dust/table/ glass clean/sofa clean
	Reception/Passage Wet clean/Manager room	Wet clean/de dust/table/ glass clean/sofa clean
	Staircase Chappel side	De dust from top to bottom
	Waste collection/Girls toilet near animal house /Toilet near reception/Dining room	Collect food and non biodegradable waste separately/toilet wet clean/common room desk clean/ floor clean
Twice a week	IV Pharm D	De dust the class room/collect waste/clean teachers table/lecture stand/and side table
	Server room	de dust
Once in a week	Dining room	Wet clean/toilet clean
Once in a Month	Class room	Door/Windows/Window glass/ Fan/Roof/Wall
	Office	Furniture/fan/electronic items
	Principal cabin	Furniture/fan/electronic items/ toilet wall tile/ shelf interior
	Manager room	Furniture/fan/electronic items/ toilet wall tile
	Dining room	Furniture/fan/electronic items/ toilet wall tile
	Passage	Wall/roof/windows
	Toilet	Door/Windows/Window glass/ Fan/Roof/Wall
Twice in a month	Reception Sofa	Vacuum

Apart from the above mentioned duties the following duties also has to perform in association with other staffs

1. Cleaning the courtyard area on second and fourth Saturday and perform the individual pending work.
2. Clean the cloth materials like mats curtains etc. periodically and mandatorily perform during the May month of every year.
3. Wash all corridors, parapets, staircase, and class rooms once in every year.
4. Any other duties as directed by the supervisor when needed.

Signature of Administrator

Signature of IQAC Director



Acceptance signature by concerned staff



NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

House Keeping Task card 2023-2024

The following task is allotted to the ministerial staff to plan the duties and to perform it more effectively. The concerned staff member is directed to strictly follow the pattern of work division and complete it on time.

Staff Name: Ms. Jincy

Frequency	Area	Task
Daily	Front Garden	Irrigation /Weeding/Planting
	Herbal Garden	Irrigation /Weeding/Planting
	Girls Toilet	Collect food and non-biodegradable waste separately/toilet wet clean
	Cafeteria	Mess area/ Floor/table cleaning
	Animal house	Provide food & water/ clean the house and peripheral area
Twice a week	Animal house	Animal Bed change
		Animal Bed change

Apart from the above mentioned duties the following duties also has to perform in association with other staffs

1. Cleaning the courtyard area on second and fourth Saturday and perform the individual pending work.
2. Clean the cloth materials like mats curtains etc. periodically and mandatorily perform during the May month of every year.
3. Wash all corridors, parapets, staircase, and class rooms once in every year.
4. Any other duties as directed by the supervisor when needed.

Signature of Administrator

Signature of IQAC Director



Acceptance signature by concerned staff



NIRMALA COLLEGE OF PHARMACY, MUVATTUPUZHA

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Approved by Government of Kerala, AICTE and PCI, New Delhi

Managed by: Nirmala Education Society (Reg .no.ER.928/2001). Under Catholic Diocese of Kothamangalam

**HYGIENIC INDEX FOR LABORATORIES FOR THE MONTH OF
August 2023**

LAB NO	Hygienic Index
1	69
2	80
3	88
4	79
7	94
8	69
9	60
10	88
11	79
12	72
14	94
15	84
16	46
17	79
18	81
19	87
20	72
21	59

Congratulate the Lab Assistants *Mr. Anil, Mrs Jasmine, Mr Cijo, Mr Jose,*

***Mr Saloosh and Mrs Saloomy* for Good Performances and Keeping the**

Hygienic Index Above 80

Head House and Record Keeping Committee





NIRMALA COLLEGE OF PHARMACY

GUEST SATISFACTION SURVEY, MUVATTUPUZHA

Dear sir/ madam

Welcome to Nirmala College of Pharmacy. We would love to hear your thoughts or feedback on how we can improve the experience of our guests. Request you to kindly take a moment to fill out this form. Thank you for giving us the opportunity to serve you.

1. Name: Mr/Mrs/Ms _____
2. Designation: _____
3. Institution: _____
4. Phone Number at which you would like to be contacted: _____
5. Reason for visit or stay at the Nirmala College: _____
6. For each of the questions below, please tick the response that best characterizes how you feel about the statement.

- a. The overall ambiance at the college

Excellent	Very Good	Good	Satisfactory	Poor
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- b. The hospitality staffs were courteous, helpful and provided room services promptly.

Excellent	Very Good	Good	Satisfactory	Poor
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



c. Room services:

	Excellent	Very Good	Good	Satisfactory	Poor
Cleanliness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Efficiency of services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Amenities in your room	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bathroom facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

d. Food quality:

	Excellent	Very Good	Good	Satisfactory	Poor
The menu had a good variety of items	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Portion size was satisfying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The food was tasty and flavorful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promptness of services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

e. Considering your overall experience at the college, how would you rate our services?

Excellent	Very Good	Good	Satisfactory	Poor
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

THANK YOU



GUEST FEEDBACK REPORT 2020-21

The overall ambiance of College	The hospitality staffs were courteous, helpful and provided room services promptly	Room Services [Cleanliness]	Room Services [Efficiency of services]	Room Services [Amenities in the room]	Room Services [Bathroom facilities]	Room Services [Overall]	Food quality [The menu had a good variety of items]	Food quality [Portion size was satisfying]	Food quality [The food was tasty and flavourful]	Food quality [Promptness of services]	Food quality [Overall]	Considering your overall experience at the college, how would you rate our services
4	4	4	4	4	4	4	4	4	4	4	4	4
4	4	3	3	3	3	3	3	3	3	3	3	3
5	5	5	5	5	5	5	5	5	5	5	5	5
5	5	5	5	5	5	5	5	5	5	5	5	5
5	3	5	2	3	2	3	5	5	5	5	5	4
5	5	4	4	3	3	4	4	4	4	4	4	5
AVERAGE												
4.67	4.33	4.33	3.83	3.83	3.67	4.00	4.33	4.33	4.33	4.33	4.33	4.33





NIRMALA COLLEGE OF PHARMACY, MUVAATTUPUZHA

Affiliated to Kerala university of Health sciences Thrissur

Approved by Government of Kerala, AICTE and PCI, New Delhi

Managed by: Nirmala Education Society (Reg .no.ER.928/2001).Under Catholic Diocese of Kothamangalam

Feedback Analysis on Housekeeping Activity and action Taken Report

Date of Feedback Collection- 10/3/21 to 12/3/21

Mode of collection-Google Form

No of Participants: 21

Category of people allowed giving feedback: Teaching and non-Teaching staffs

Objective: To identify the weak areas and quality of housekeeping and Hospitality in the common areas of Campus.

Feedback Score

Sl.No	Area	Score (4)
1	Reception	3.7
2	Office	3.7
3	Principal Cabin and Toilet	3.7
4	Dining Room	3.4
5	Conference Hall	4.0
6	Staff Toilet -Back to reception	3.5
7	Museum	2.9
8	Vice principal Cabin and Toilet	3.1
9	Seminar Hall	3.5
10	Herbal Garden	2.9
11	Animal House	3.3
12	Old Block Front Area	3.8
13	Library	4.0
14	Digital Library	3.3
15	Reading Room	3.2
16	Exam Hall	3.0
17	Pharmaceutics Staff Room	3.0



18	Pharmacognosy Staff Room and toilet	3.3
19	Pharmacy Practice Staff Room	3.7
20	Language Lab	3.4
21	Auditorium	4.1
22	Pharmaceutical Chemistry Staff Room	3.4
23	Pharmacology Staff Room	3.5
24	Chapel	3.9
25	New Block Front area	3.9

Feedback Suggestions:

1. Excellent Going. Keep up the performance
2. Special arrangements for bio waste collection, especially near to boys common room in old block.
3. Provision to report the complaints in a blind way.
4. Area near model pharmacy to be cleaned regularly
5. Walls, ventilations and ceilings can be kept dust free.
6. Cleanliness of classrooms are found very pathetic.
7. Students dumped their used records and notebooks carelessly which is to be removed from there time to time.
8. Teaching area is seemed dirty all the time with chalk powder and dumped papers.
9. Teachers table and chairs In classrooms also not cleaned properly.
10. There are so many substandard writings on the tables (even in exam hall) and boys toilet walls. It would be better if consider these matters seriously

Action Taken:

Sl. No	Suggestions	Action Taken	Signature of the respective staff
1	Special arrangements for bio waste collection, especially near to boys common room in old block.	Instructed to collect the food waste exactly at 1.15 Pm.	
2	Provision to report the complaints in a blind way	Inform the committee head immediately.	
3	Area near model pharmacy to be cleaned regularly	Cleaning of model pharmacy was assigned to Mrs Lally. She has instructed to Perform the task daily.	
4	Walls, ventilations and ceilings can be kept dust free	This work was pending due to the tight schedule of lab assistant in the post covid 19 situation. It will be resolved after completing the pending lab work on Saturdays.	
5	Cleanliness of classrooms are found very pathetic	1. Class are cleaning on daily basis. The students are putting the waste materials down. to dispose the waste materials in	

		<p>the waste basket a strict education is required for the students. This will be conducted through principal and class incharge.</p> <p>2. The floor supervisors are instructed to evaluate the quality of daily cleaning</p>	
6	Students dumped their used records and notebooks carelessly which is to be removed from their time to time	<p>1. A recommendation will be given to students through the principal to take back the students belongings and not to keep the things under the desk.</p> <p>2. The cleaning staff ARE instructed to collect all materials lying under the desk and return to lost and found. This ensure the cleanliness properly.</p>	
7	Teaching area is seemed dirty all the time with chalk powder and dumped papers	<p>1. The house keeping staffs are instructed to clean the teachers deck daily. The floor supervisors will instructed again to evaluate the quality of daily cleaning</p> <p>2. The teachers will be instructed through the principal not to keep the Duster and chalk on the teachers table.</p> <p>3. A rearrangement on teachers table and Lecture stand is required to avoid the chalk dust while using the board. The teachers table will be moved to door side and lecture stand on the centre/ Near to LCD projector. This avoid the dust during the intraday.</p>	
8	Teachers table and chairs In classrooms also not cleaned properly	The same action mentioned against point 7 will resolve the issue	
9	There are so many substandard writings on the tables (even in exam hall) and boys toilet walls	The committee will recommend the administrator to paint the boys toile at the earliest.	





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Feedback Analysis on Housekeeping Activity and action Taken Report

Date of Feedback Collection- 24/11/22 to 18/12/22

Mode of collection-Google Form

No of Participants: 07

Category of people allowed giving feedback: Teaching and non-Teaching staffs

Objective: To identify the weak areas and quality of housekeeping and Hospitality in the common areas of Campus.

Feedback Score

Sl.No	Area	Total Mark (4)	Percentage %
1	[Reception]	3.7	92.5%
2	[Office]	3.4	85%
3	[Principal Cabin and Toilet]	3.4	85%
4	[Vice principal Cabin and Toilet]	3.4	85%
5	[Pharmaceutics Staff Room]	2.75	69%
6	[Pharmaceutical Chemistry Staff Room]	3.4	85%
7	[Pharmacology Staff Room]	3.25	81%
8	[Pharmacognosy Staff Room and toilet]	3.25	81%
9	[Pharmacy Practice Staff Room]	3.4	85%
10	[Library]	3.3	82.5%
11	[Digital Library]	3.1	77%
12	[Reading Room]	3.1	77%
13	[IT/ Language Lab]	3.7	92.5%
14	[Exam Hall]	1.42	35.5%
15	[Chapel]	3.83	96%
16	[Dining Room]	3.33	96%
17	[Seminar Hall]	3	75%
18	[Conference Hall]	3.4	85%
19	[Auditorium]	3.4	85%
20	[New Block Front area]	3.4	85%
21	[Old Block Front Area]	3.4	85%
22	[Staff Toilet -Back to reception]	3	75%



23	[Herbal Garden]	2.5	62.5%
24	[Animal House]	2.25	56.25%
25	[Museum]	3	75%

Guest Feedback On hospitality:

1. Improve the quality of food
2. Lady faculty said its is difficult to stay at night.

NOTE: 4: Excellent; 3: Very Good; 2: Good; 1: Satisfactory.

Action Taken Report:

The area with score less than 80% is considered for action taken for less score.

Sl. No	rea	Action Taken	Signature of the respective staff
1	[Pharmaceutics Staff Room]	The members were suggested to improve the quality of cleaning and frequency	
2	[Exam Hall]	The members were suggested to improve the quality of cleaning and frequency	
3	[Seminar Hall]	The members were suggested to improve the quality of cleaning and frequency	
4	[Staff Toilet -Back to reception]	The members were suggested to improve the quality of cleaning and frequency	
5	[Herbal Garden]	The members were suggested to improve the quality of cleaning and frequency	
6	[Animal House]	The members were suggested to improve the quality of cleaning and frequency	
7	[Museum]	The members were suggested to improve the quality of cleaning and frequency	



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Feedback Analysis on Housekeeping Activity and action Taken Report

Date of Feedback Collection- 14/1/22 to 06/02/22

Mode of collection-Google Form

No of Participants: 16

Category of people allowed giving feedback: Teaching and non-Teaching staffs

Objective: To identify the weak areas and quality of housekeeping and Hospitality in the common areas of Campus.

Feedback Score

Sl.No	Area	Total Mark (4)	Percentage %
1	[Reception]	3.47	86.7
2	[Office]	3.50	87.5
3	[Principal Cabin and Toilet]	3.33	83.3
4	[Vice principal Cabin and Toilet]	2.90	72.5
5	[Pharmaceutics Staff Room]	3.00	75.0
6	[Pharmaceutical Chemistry Staff Room]	3.58	89.6
7	[Pharmacology Staff Room]	3.55	88.6
8	[Pharmacognosy Staff Room and toilet]	3.20	80.0
9	[Pharmacy Practice Staff Room]	3.50	87.5
10	[Library]	3.33	83.3
11	[Digital Library]	3.23	80.8
12	[Reading Room]	3.17	79.2
13	[IT/ Language Lab]	3.36	84.1
14	[Exam Hall]	2.57	64.3
15	[Chapel]	3.62	90.4
16	[Dining Room]	3.40	85.0
17	[Seminar Hall]	2.94	73.4
18	[Conference Hall]	3.53	88.3
19	[Auditorium]	3.57	89.3
20	[New Block Front area]	3.60	90.0
21	[Old Block Front Area]	3.06	76.6
22	[Staff Toilet -Back to reception]	3.00	75.0

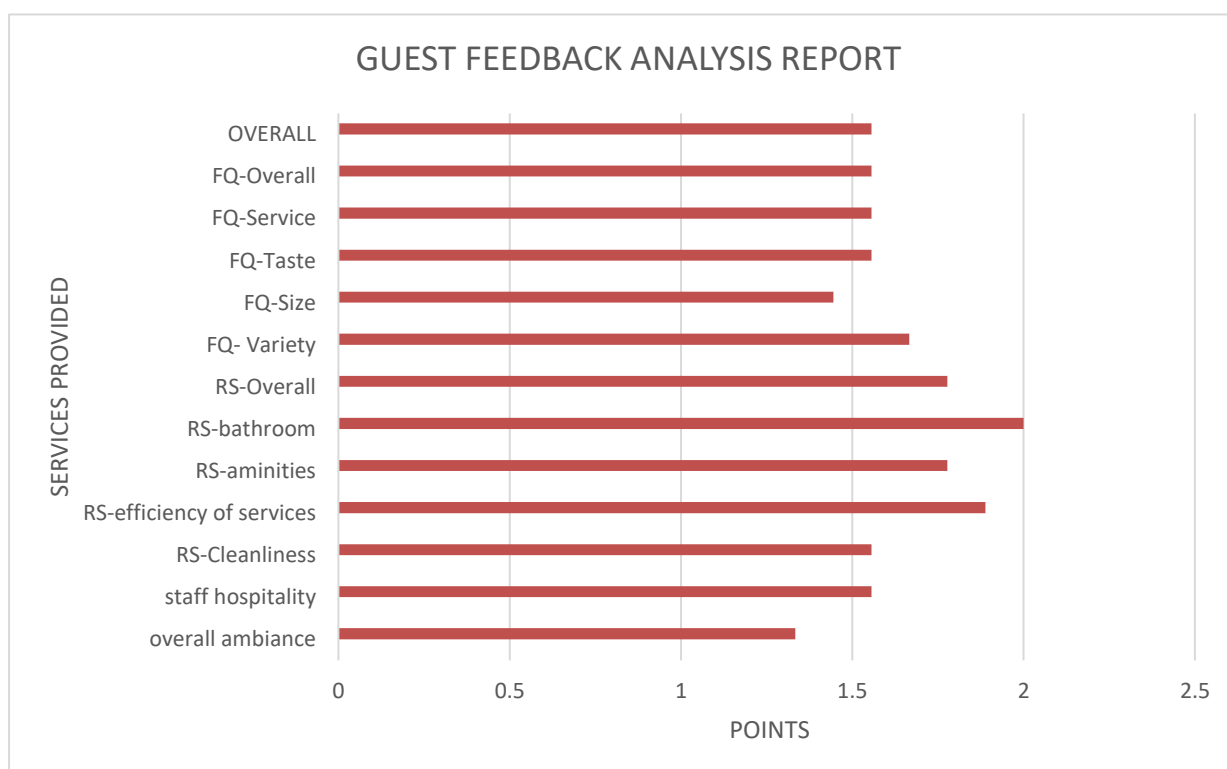


23	[Herbal Garden]	2.69	67.3
24	[Animal House]	2.63	65.6
25	[Museum]	2.90	72.5

Feedback Suggestions:

1. Need improvement in cleaning of exam hall and first sem classroom in old block
2. Maintenance in classroom needs serious attention.
3. Fans are making sound. Replacement of old fans in staff room required.
4. Measures to improve cleanliness in classroom can be enhanced.

Guest Feed back On hospitality:



NOTE: 1: Excellent; 2: Very Good; 3: Good; 4: Satisfactory; 5: Poor

Maintenance work requested by staff not attended:

1. Table maintenance, fan replacement in department staff room
2. Principle cabin table , side cupboard, door mica and plywood replacement required , toilet inside lock system
3. Examination Hall leakage of roof
4. Projector repairment in Presentation room



Action Taken Report:

Sl. No	Suggestions	Action Taken	Signature of the respective staff
1	Need improvement in cleaning of exam hall	Informed the matter to the respective staff	Mrs. Annie Thomas-
2	Need improvement in first sem classroom in old block	Informed the matter to the respective staff	Mrs. Lally Jose -
3	Fans are making sound. Replacement of old fans in staff room required.		
4	Measures to improve cleanliness in classroom can be enhanced. Books Chalk powder	Instructed to Cleaning staff and the same will be monitored by All supervisors.	Mrs. Jasmine- Mr. Cijo- Mr. Jose Mathew Mrs. Arunya- Mrs. Saloomy-
5	Table maintenance, in staff room fan replacement in department staff room- Pharmacognosy.		
6	Principle cabin table , side cupboard, door mica and plywood replacement required , toilet inside lock system		
7	Principle cabin table , side cupboard, door mica and plywood replacement required , toilet inside lock system		
8	Examination Hall leakage of roof	Will be performed during the AY 22-23	
9	Reception Side toilet need more attention	Informed the matter to the respective staff	Mrs. Manju-





NIRMALA COLLEGE OF PHARMACY

MUVATTUPUZHA -686661

Guideline for House Keeping

(January 2019)

Version 01



Prepared By

Dhanish Joseph

Committee Head

Verified By

Dr Bharat Mishra

IQAC Head

Approved By

Dr Manju Maria Mathews

Principal

Approved By

Fr. Jos Mathai Mailadiath

Administrator

Guideline for House Keeping

1.0 Introduction:

An important factor of quality assurance is good housekeeping. Laboratory and other operational areas need regular cleaning and disinfection, in order to remove spillage powders, dust and dirt. Cleaning ensures working environment tidy, healthy and safe.

2.0 Objectives:

- 2.1 To facilitate smooth movement of goods and personnel
- 2.2 To maintain cleanliness and hygienic condition
- 2.3 To prevent contamination of stored material
- 2.4 To create an excellent working atmosphere.
- 2.5 To prepare the campus more pleasant
- 2.6 To avoid damage to the goods

3.0 Equipment and Accessories needed:

- 3.1 Sponge mop
- 3.2 Rubber mop
- 3.3 Broom
- 3.4 Dustbin
- 3.5 Antiseptics & disinfectant
- 3.6 Round Brush with stick
- 3.7 Bucket
- 3.8 Vertical brush with stick
- 3.9 Paint brush
- 3.10 Cloth



Guideline for House Keeping

4.0 Procedure:

4.1 General area

4.1.1 The general area like Corridor, Staircase, Reception must be cleaned daily.

4.1.2 These areas must be cleaned with broom /sponge mop to remove the dust and powder in floors, walls, ceilings and ventilators. Wet cleaning is done immediately after booming

4.1.3 Floor is firstly cleaned with normal water

4.1.4 The floor must be mopped with water.

4.1.5 Oil spillage if any, is wiped off immediately to prevent area contamination with 70% IPA.

Sl.No	Area to be cleaned:	Methodology
1	Floor	De dust daily
2	Window	De dust monthly
3	Window glass	clean with wet cloth monthly
4	Window grill	clean with dry cloth monthly
5	Notice board, Display board and other informative charts	wet/dry cloth regularly
6	Stair case hand rail	Monthly once with wet cloth
7	Door	Monthly with wet cloth and brush
8	Fan	Monthly with brush
9	Switch board	Monthly with dry cloth
10	Parapet- side wall	cleaned daily
11	Wall and roof	Monthly with brush
12	Notice Board	Vacuum clean
13	Disposal of waste from basket	Daily
14	Sofa/Chair	Vacuum regularly
15	Glass parts in reception and other area	Regularly with Wet cloth followed by Paper
16	Staircase	Daily



Guideline for House Keeping

4.2 Laboratory

4.2.1 The cleanliness of laboratory must be maintained, monitored by the corresponding lab assistant only.

4.2.2 The laboratory (floor, work bench) must be well cleaned, before and after every practical.

4.2.3 All utensils used in Laboratory must be cleaned after the experiment by appropriate cleaning solution by the student itself.

4.2.4 The lab assistant has to ensure the glassware's /apparatus and Work bench has properly cleaned and items were returned back before the student left the laboratory

4.2.5 The lab assistant has to get the return signature from student only after verifying the above (4.2.4) has performed.

4.2.6 Cleaning of sink, wash basin, floor, furniture, walls (in and out), maintenance of hygienic atmosphere is sole responsibility of lab assistant.

4.2.7 After cleaning with solution all equipment rinsed with water, dried and stored .

4.2.8 The equipment must be cleaned and trial run must be done on regular basis. The trial run of all equipment must be recorded.



Guideline for House Keeping

Document:

4.2.9 The job card must be duly filled after the completion of work

4.2.10 Students issue and return register must be signed to ensure the cleanliness of work place and used apparatus

Sl No	Area to be cleaned	Methodology
1	Lab floor	Wet clean daily after practical
2	Work bench	Wet clean daily after practical
3	Sink/Wash basin	Wet clean daily after practical
4	Water tap	Monthly with suitable detergent
5	Teachers table	Daily clean with wet cloth
6	Black board	Clean with wet cloth Regularly
7	Display board	Clean with wet cloth
8	Window	De dust monthly
9	Window glass	Clean with wet cloth monthly
10	Window grill	Clean with dry cloth monthly
11	Notice Board	Vacuum clean
12	Instruments	Dry cloth regularly
13	Instruments trial run	Weekly once and document
14	Cupboard/Reagent Rack	Monthly
15	Apparatus/Glass wares	Wet detergent clean daily after practical
16	Proper arrangement of Apparatus/Glass wares in cupboard	Daily
17	Proper arrangement of Documents	Daily
18	Fan	Monthly with brush
19	Duly filled job card	Immediately after the work
20	Wall and roof	Monthly with brush
21	Disposal of waste from basket	Daily



Guideline for House Keeping

4.3 Class room:

Sl.No	Area to be cleaned:	Methodology
1	Floor	De dust daily
2	Window	De dust monthly
3	Window glass	clean with wet cloth monthly
4	Window grill	clean with dry cloth monthly
5	Students' desk and chair	whenever needed
6	Teachers table	Daily clean with wet cloth
7	Door	Monthly with wet cloth and brush
8	Fan	Monthly with brush
9	Switch board	Monthly with dry cloth
10	Projector	Monthly with cloth
11	Wall and roof	Monthly with brush
12	Notice Board	Vacuum cleanwhen ever necessary
13	Disposal of waste from basket	Daily



Guideline for House Keeping

4.4 Administrative area/ Staff room/ Office:

Sl No	Area to be cleaned	Methodology
1	Floor	Wet clean daily
2	Wall and roof	Monthly with brush
3	Teachers table	Daily clean with dry cloth
4	Partition	Monthly with wet dry cloth
5	Display board	Clean with wet cloth
6	Window	De dust monthly
7	Window glass	Clean with wet cloth monthly
8	Window grill	clean with dry cloth monthly
9	Notice Board	Vacuum clean when ever necessary
10	Cupboard	Monthly
11	Computers and electronics devices	De dust regularly
12	Toilet	Wash Daily
13	Sink/Wash basin	Wash daily
14	Water tap	Monthly with suitable detergent
15	Mirror	Daily clean with dry cloth
16	Fan	Monthly with brush
17	Wall tile toilet	Clean with wet cloth monthly
18	Toilet door	Wash monthly once
19	Availability of cleaned bucket and mug	Wash regularly
20	Carpet and curtains	Wash once in an year
21	Disposal of waste from basket	Daily



Guideline for House Keeping

4.5 Common room/ Students toilet

Sl No	Area to be cleaned	Methodology
1	Floor	Wet clean daily twice morning and after noon
2	Wall and roof	Monthly with brush
3	Toilet	Wash Twice Daily
4	Wall tile toilet	Clean with wet cloth monthly once
5	Sink/Wash basin	Wash daily
6	Window	De dust monthly
7	Window glass	Clean with wet cloth monthly
8	Window grill	clean with dry cloth monthly
9	Water tap	Monthly with suitable detergent
10	Mirror	Daily clean with dry cloth
11	Toilet door	Wash monthly once
12	Availability of cleaned bucket and mug	Wash regularly
13	Cleanlines of housekeeping storage space	Monthly once
14	Common room furniture	Clean Daily
15	Disposal of food waste	Daily after lunch brake
16	Burn sanitary napkins	Daily
17	Disposal of waste from basket	Daily



Guideline for House Keeping

4.6 Seminar hall/ Auditorium/ Exam hall/Library

Sl No	Area to be cleaned	Methodology
1	Floor	Dry/Wet clean
2	Wall and roof	Monthly with brush
3	Table	Clean with dry cloth
4	Chair	Monthly Twice
5	Display board	Clean with wet cloth
6	Window	De dust monthly
7	Window glass	Clean with wet cloth monthly
8	Window grill	Clean with dry cloth monthly
9	Notice Board	Vacuum clean when ever necessary
10	Cupboard	Monthly
11	Computers and electronics devices	De dust regularly
12	Sink/Wash basin	Wash daily
13	Water tap	Monthly with suitable detergent
14	Mirror	Daily clean with dry cloth
15	Fan	Monthly with brush
16	Carpet and curtains	Wash once in an year
17	Disposal of waste from basket	Daily



Guideline for House Keeping

4.7 Computer /IT Lab

SI No	Area to be cleaned	Methodology
1	Floor	Dry/Wet clean
2	Wall and roof	Monthly with brush
3	Table	Daily clean with dry cloth
4	Chair	Monthly Twice
5	Display board	Clean with wet cloth
6	Window	De dust monthly
7	Window glass	Clean with wet cloth monthly
8	Window grill	Clean with dry cloth monthly
9	Notice Board	Vacuum clean
10	Cupboard	Monthly
11	Computers and electronics devices	De dust regularly
12	Water tap	Monthly with suitable detergent
13	Mirror	Daily clean with dry cloth
14	Fan	Monthly with brush
15	Carpet and curtains	Wash once in an year
16	Disposal of waste from basket	Regularly
17	Monitor	De dust regularly
18	Keyboard	Do with paint brush/vacuum
19	Wooden panel	Clean with very slight wet cloth
20	CPU Cabinet	Do with dry cloth
21	Door	Clean with very slight wet cloth monthly



Guideline for House Keeping

5.0 Personal engaged in housekeeping activity:

- 5.1 The house keeping activity in all the area within the campus (inside and outside the building) except working laboratory must be performed by the ministerial staff
- 5.2 The working laboratories have to be cleaned and maintained by the corresponding lab assistants.
- 5.3 If the concerned staff is on leave for any day the work must be altered with the available staff members and must ensure they performed the duty.
- 5.4 In any particular area of the campus, if the concerned ministerial staff alone cannot undertake the duty, they can avail the support from external members with prior permission from management.

6.0 Time schedule for ministerial staff

- 6.1 The working time of Time schedule for ministerial staff is from 8.00am to 4.30pm
- 6.2 Ministerial staff has to perform their duties only as per the daily time table prescribed in (annexure 1)

7.0 Frequency of cleaning

- 7.1 The frequency of cleaning must be performed as stated above in “4.0”

8.0 Division of area

- 8.1 The entire building will be divided equally among the ministerial staff to smoothen the work performance.
- 8.2 A separate task card stating the area and frequency also will be issued individually (annexure II)

9.0 Procedure for purchasing and issueof material for cleaning

- 9.1 The requirements for housekeeping activity need to inform prior to the purchase department through proper channel
- 9.2 The item purchased and issued must be documented in college office.

10.0 Maintenance activities

- 10.1 Performance of the maintenance activities of building is the duty of Housekeeping committee



Guideline for House Keeping

10.2 The duty allotted committee member must inspect all common area of the building for any maintenance work periodically in the prescribed format. (**Annexure III**)

10.3 A department wise inspection on maintenance need to conduct every six months to ensure the proper lab facilities. Suggestion and requirements need to be collected from the Head of the department in prescribed format (**annexure IV**)

10.4 The collected maintenance activities must be documented in maintenance register (**annexure V**) and informed to the maintenance in charge on time

10.5 Further it is the sole responsibility of the maintenance in charge to conduct the activity and document it in the maintenance register

11.0 Strategies for evaluating the quality of work

11.1 To evaluate the quality of housekeeping activity periodic surprise inspection will be conducted

11.2 The performance of each personal will be rated based on the prepared questionnaire

11.3 The questionnaire will be different in all area

11.4 The inspection will be conducted by any faculty

11.5 The inspection questionnaire for laboratories and for common area (**annexure VII**)

11.6 Based on the inspection “Hygienic score” for each area will be published.

11.7 Laboratory or general area constantly scoring less than the target percentage will be questionable.

11.8 The target score will be published in every year.

11.9 In case of laboratory the lab in charge must be responsible for maintaining the hygiene and in common are the house keeping in charge must be responsible.



Guideline for House Keeping

12.0 Waste disposal

12.1 The collected waste materials must be segregated and separated as Biodegradable, non-biodegradable, Glass, Chemical etc..

12.2 The disposal of waste materials must be performed very cautiously. The Biodegradable waste materials must be disposed on daily basis in the allotted area.

12.3 The non-biodegradable materials must collect from all labs and other area separately and should be shredded periodically.

12.4 Solid chemical waste in all laboratories must be preserved for a period further it will be collected and disposed separately as per government regulation in association with KEIL. The list of chemicals disposed must be documented (**annexure VII**)

13.0 Documentation of work

After the performance of work the staff must be document the same in job card (**annexure VIII**) placed in the concerned area , also ensure it is verified by any other staff..





NIRMALA COLLEGE OF PHARMACY
Muvattupuzha
Ministerial staff work schedule Name of staff: Manju Anil
Annexure I

	8.00Am-9.15Am	9.15-9.30	9.30-10.30	10.30-10.45	10.45-11.15	11.15-12.30	12.30-1.15	1.15- 1.45 Pm	1.45-2.45	2.45-3.00	3.00-4.15
Mond ay	Reception/Pr inciple cabin/office/ Toilet	Prayer/Rest	Reception/ Passage Wet clean/ Manager room	Rest	IV Pharm D/Server room	Staircase Chapel side		Reception	Toilet near reception/Dini ng room	Rest	
Tuesd ay	Reception/Pr inciple cabin/office/ Toilet	Prayer/Rest	Reception/ Passage Wet clean/ Manager room	Rest	Dining room	Staircase Chapel side		Reception	Toilet near reception/Dini ng room	Rest	
Wedn esday	Reception/Pr inciple cabin/office/ Toilet	Prayer/Rest	Reception/ Passage Wet clean/ Manager room	Rest	IV Pharm D	Staircase Chapel side		Reception	Toilet near reception/Dini ng room	Rest	
Thursd ay	Reception/Pr inciple cabin/office/ Toilet	Prayer/Rest	Reception/ Passage Wet clean/ Manager room	Rest	Dining room	Staircase Chapel side		Reception	Toilet near reception/Dini ng room	Rest	
Friday	Reception/Pr inciple cabin/office/ Toilet	Prayer/Rest	Reception/Passage Wet clean/Manager room	Rest	IV Pharm D	Staircase Chapel side		Reception	Toilet near reception/Dini ng room	Rest	
Saturd ay	Reception/Pr inciple cabin/office/ Toilet	Prayer/Rest	Reception/Passage Wet clean/Manager room	Rest		Staircase Chapel side		Reception	Toilet near reception/Dini ng room	Rest	





NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

House Keeping Task card-Annexure II

The following task is allotted to the ministerial staff to plan the duties and to perform it more effectively. The concerned staff member is directed to strictly follow the pattern of work division and complete it on time.

Staff Name: Ms. Lally

Frequency	Area	Task
Daily	Passage and Central stair upto first floor	Passage dry & wet clean/Stair de dusting
	Vice principal	DE dusting daily and wet cleaning weekly once
	Staircase Admin block	De dust from top to bottom
	Waste collection/Toilet cleaning/Common Room	Collect food and non-biodegradable waste separately/toilet wet clean/common room desk clean/ floor clean
	II /III/IV B Pharm class room/Teachers table	De dust the class room/collect waste/clean teachers table/lecture stand/and side table
Twice a week	Administrator Office/Dining/reception/passage	Office, dining room, reception, passage wet clean/sofa vacuum/furniture/fan
	First aid room	Wet clean/bed making/ laundry collection/toilet/furniture
Once in a week	Seminar hall	chair wet clean/floor clean/furniture/open windows for air circulation
	Administrator room complete	Floor cleaning/sofa
	Dr Kuppuswamy room	floor/table
Once in a Month	Class room	Door/Windows/Window glass/ Fan/Roof/Wall
	Staff Room	Furniture/fan/electronic items/ toilet wall tile
	Dr Kuppuswamy	Furniture/fan/electronic items/ toilet wall tile
	Common room	Window/wall/roof
	Passage	Wall/roof/windows
	Toilet	Door/Windows/Window glass/ Fan/Roof/Wall
Twice in a month	Seminar hall	Window/wall/roof/chair

Apart from the above mentioned duties the following duties also has to perform in association with other staffs

1. Cleaning the courtyard area on second and fourth Saturday and perform the individual pending work.
2. Clean the cloth materials like mats curtains etc. periodically and mandatorily perform during the May month of every year.
3. Wash all corridors, parapets, staircase, and class rooms once in every year.
4. Any other duties as directed by the supervisor when needed.

Signature of Administrator

Signature of IQAC Director

Acceptance signature by concerned staff





NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

Common Area Maintenance Evaluation

Annexure III

Part-A

Toilet area	Light	Switch	Drainage	Water taps	Closet	wash basin
Toilet-Pharmaceutics department						
Boys toilet Old block						
common room Boys old block						
Girls toilet-Old block						
Common room-old block						
common room -New block 2 floor						
Common room-New block 3 floor						
girls toilet Near animal house						
Toilet -Reception						
Girls toilet- New block First floor						
Girls toilet-4 floor new block						
Toilet near Auditorium						
First aid room						





NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

Common Area Maintenance Evaluation

Put v Mark if the performance is good

Administrator room	Light	fan	AC	LAN		
administrator office	Light	fan	AC	LAN		
Canteen	Light	fan	Fire extinguisher	Furniture		
Examination store room	Light	fan	Furniture			
Drinking water facility Old block Ground floor	System performance	Water testing				
First aid room						
Drinking water facility Old block Second floor	System performance					
Drinking water facility New block Ground floor	System performance					
Central Store	Light	fan	fire extinguisher	Furniture	safety measures	
cafeteria	Light	fan	Water supply	Furniture	Drainage	
Sports store room	Storage space					
Chapel	Light	fan	Sound			
Office	Light	fan	fire extinguisher			
stationary store	Proper arrangement	Maintenance of issue register				
principal cabin	Light	fan	AC			
Dining room	Light	fan	Fridge	Toilet	Drainage	
Reception	Light	fan	Telephone			
Museum	Light	fan	fire extinguisher			
Guest room-I	Light	fan	Fridge	Toilet	Drainage	AC
Guest room-II	Light	fan	Fridge	Toilet	Drainage	AC
Empty room	Light	fan				
Sports room	Light	fan	Facilities			
Guest room-III	Light	fan	Fridge	Toilet	Drainage	
stair passage	Light	Remarks :				





NIRMALA COLLEGE OF PHARMACY
Muvattupuzha
Common Area Maintenance Evaluation

Class room Evaluation

Annexure III

Part-B

	Fan	Light	switch	Computer	LCD Projector	Furniture	UPS	Sound System	LAN
I B Pharm class room				NA			NA		NA
II B Pharm class room				NA			NA		NA
III B Pharm class room				NA			NA		NA
IV B Pharm class room				NA			NA		NA
Seminar hall				NA			NA		
I Pharm d class room				NA			NA		NA
II Pharm D Class room				NA			NA		NA
III Pharm D class room				NA			NA		NA
IV Pharm D Class room				NA			NA		NA
V Pharm d class room				NA			NA		NA
Tutorial room				NA					NA
Library					NA				
Reading room					NA				NA
Digital library					NA				
Auditorium				NA			NA		
Examination hall					NA		NA		NA
Exam control room					NA			NA	

IN any deficiency mention in back side





NIRMALA COLLEGE OF PHARMACY
Muvattupuzha
Common Area Maintenance Evaluation





NIRMALA COLLEGE OF PHARMACY
Muvattupuzha
Department Wise Maintenance Evaluation-Annexure IV

Department: Pharmaceutics

Date of evaluation:

Lab/Facility	Electrical switch	Gas valve and burner	Water taps	Drainage facility	Chemical Stock register	Instrument stock register	Demo working of all instrument and documentation	Exhaust fan	Ceiling fan	Light	Emergency eye wash	Waste collection in separate box	First aid kit medicine availability	Fire fighter	safety measures availability	Instrument working condition
Lab 1: Machine room																
Lab 2: Pharmaceutics																
Lab 2 A Preparation room																
Lab 10: Microbiology																
Lab 10 A Preparation room																
Lab 10 B aseptic room																
Lab 11: PG lab																
Lab 14: Pharmaceutics																
Lab 15: Research lab																
Lab 17: Pharmaceutics																
Lab 17 A: Preparation room																

Remarks If any

Signature of HoD





NIRMALA COLLEGE OF PHARMACY
Muvattupuzha
Department Wise Maintenance Evaluation-Annexure IV

Department: Pharmaceutics

Date of evaluation:

	Electrical switch	Water taps	Drainage facility	Toilet	wash basin	Ceiling fan	Teachers table& chair	Shelf	LAN	Intercom
Pharmaceutics staff room 1										
HOD Room										
Staff room : Pharmaceutics 2										

Remarks If any

Signature of HoD





NIRMALA COLLEGE OF PHARMACY
Muvattupuzha
Department Wise Maintenance Evaluation-Annexure IV

Department: Pharmaceutical Chemistry

Date of evaluation:

Lab/Facility	Electrical switch	Gas valve and burner	Water taps	Drainage facility	Chemical Stock register	Instrument stock register	Demo working of all instrument and documentation	Exhaust fan	Ceiling fan	Light	Emergency eye wash	Waste collection in separate box	First aid kit medicine availability	Fire fighter	safety measures availability	Instrument working condition
Lab3 Chemistry																
Lab 3 A Preparation room																
lab 4 chemistry																
Lab 4A Weighing room																
vice principal room																
Instrument room: lab 6																
Lab 9: chemistry																
Lab 12 : chemistry																
Lab 12 A: Preparation room																
Lab 16: Instrument room																
staff room chemistry																
Lab 20: chemistry																

Remarks If any

Signature of HoD





NIRMALA COLLEGE OF PHARMACY
Muvattupuzha
Department Wise Maintenance Evaluation-Annexure IV

Department: Pharmaceutical Chemistry

Date of evaluation:

	Electrical switch	Water taps	Drainage facility	Toilet	wash basin	Ceiling fan	Teachers table & chair	Shelf	LAN	Intercom
Pharmaceutical chemistry staff room 1		NA	NA	NA	NA					

Remarks If any

Signature of HoD





NIRMALA COLLEGE OF PHARMACY
Muvattupuzha
Department Wise Maintenance Evaluation-Annexure IV

Department: Pharmacology:

Date of evaluation:

Lab/Facility	Electrical switch	Gas valve and burner	Water taps	Drainage facility	Chemical Stock register	Instrument stock register	Demo working of all instrument and documentation	Exhaust fan	Ceiling fan	Light	Emergency eye wash	Waste collection in separate box	First aid kit medicine availability	Fire fighter	safety measures availability	Instrument working condition
lab 18: Pharmacology																
lab 19: HAP																
Staff room Pharmacology																
animal house																
Lab 13:																
Lab 13 A: Preparation room																

Remarks If any

Signature of HoD





NIRMALA COLLEGE OF PHARMACY
Muvattupuzha
Department Wise Maintenance Evaluation-Annexure IV

Department: Pharmacology:

Date of evaluation:

	Electrical switch	Water taps	Drainage facility	Toilet	wash basin	Ceiling fan	Teachers table& chair	Shelf	LAN	Intercom
Pharmacology staff room 1		NA	NA	NA	NA					

Remarks If any

Signature of HoD





NIRMALA COLLEGE OF PHARMACY
Muvattupuzha
Department Wise Maintenance Evaluation-Annexure IV

Department: Pharmacognosy

Date of evaluation:

Lab/Facility	Electrical switch	Gas valve and burner	Water taps	Drainage facility	Chemical Stock register	Instrument stock register	Demo working of all instrument and documentation	Exhaust fan	Ceiling fan	Light	Emergency eye wash	Waste collection in separate box	First aid kit medicine availability	Fire fighter	safety measures availability	Instrument working condition
Lab:7 Pharmacognosy																
Lab:8 Pharmacognosy																

Remarks If any

Signature of HoD





NIRMALA COLLEGE OF PHARMACY
Muvattupuzha
Department Wise Maintenance Evaluation-Annexure IV

Department: Pharmacognosy

Date of evaluation:

	Electrical switch	Water taps	Drainage facility	Toilet	wash basin	Ceiling fan	Teachers table & chair	Shelf	LAN	Intercom
Pharmacognosy staff room 1		NA	NA	NA	NA					

Remarks If any

Signature of HoD





NIRMALA COLLEGE OF PHARMACY
Muvattupuzha
Department Wise Maintenance Evaluation-Annexure IV

Department: Pharmacy Practice

Date of evaluation:

Lab/Facility	Electrical switch	Gas valve and burner	Water taps	Drainage facility	Chemical Stock register	Instrument stock register	Demo working of all instrument and documentation	Exhaust fan	Ceiling fan	Light	Emergency eye wash	Waste collection in separate box	First aid kit medicine availability	Fire fighter	safety measures availability	Instrument working condition
Lab 22: IT Lab																
Presentation room																





NIRMALA COLLEGE OF PHARMACY
Muvattupuzha
Department Wise Maintenance Evaluation-Annexure IV

Department: Pharmacy Practice

Date of evaluation:

	Electrical switch	Water taps	Drainage facility	Toilet	wash basin	Ceiling fan	Teachers table & chair	Shelf	LAN	Intercom
Pharmacy Practice staff room		NA	NA	NA	NA					

Remarks If any

Signature of HoD



Annexure v

Maintenance request Register



Annexure VI
Housekeeping Inspection questioner
Area: Laboratory

Laboratory No:

Date of inspection:--/--/----

Q.No	Area Cleaned	Mark allotted					
1	Floor is shining or not ?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
2	Teachers table neat ?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
3	Work bench free from dust?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
4	Black board cleaned well ?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
5	Instruments free from dust ?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
6	Sink/wash basin free from waste?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
7	Water tap free from hard debris?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
8	top of Swith board is neat?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
9	Fan free from dust?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
10	Window frame is properly cleaned?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
11	Any dust on window glass ?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
12	Window grill is properly cleaned?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
13	Notice board, Display board and other informative charts	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
14	Cupboard/Reagent Rack	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
15	Apparatus/Glass wares	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>

Name and signature of inspector

Total mark



16	Proper arrangement of Apparatus/Glass wares in cupboard	<div>0</div>	<div>1</div>	<div>2</div>	<div>3</div>	<div>4</div>	<div>5</div>
17	Wall and roof	<div>0</div>	<div>1</div>	<div>2</div>	<div>3</div>	<div>4</div>	<div>5</div>
18	Disposal of waste from basket	<div>0</div>	<div>1</div>	<div>2</div>	<div>3</div>	<div>4</div>	<div>5</div>
19	Top of first aid box	<div>0</div>	<div>1</div>	<div>2</div>	<div>3</div>	<div>4</div>	<div>5</div>
20	Demo performance of equipment's conducted	<div>0</div>	<div>1</div>	<div>2</div>	<div>3</div>	<div>4</div>	<div>5</div>

Additional Comments:

Total mark:

% Mark:

Name and signature of inspector

Total mark



Housekeeping Inspection questioner

House Keeping Incharge: Ms Lalley Area: Old block Ground floor

Date of inspection:--/--/----

Q.No	Area Cleaned	Mark allotted					
1	Administrator area wooden panels are clean ?	0	1	2	3	4	5
2	Administrator reception fan is cleaned?	0	1	2	3	4	5
3	Administrator room Furniture is cleaned?	0	1	2	3	4	5
4	Topside display board is clean or not?	0	1	2	3	4	5
5	Top of Side wall is clean or not	0	1	2	3	4	5
6	Window frame is free of dirt?	0	1	2	3	4	5
7	Roof and wall is cleaned?	0	1	2	3	4	5
8	Vice principals room Partition is cleaned	0	1	2	3	4	5
9	Vice principal room Toilet/ wash basin/Ventilator	0	1	2	3	4	5
10	Top of Model pharmacy clean or not?	0	1	2	3	4	5
11	Solar system Panel and battery case?	0	1	2	3	4	5

Name and signature of inspector

Total mark



12	Faculty room IV free of dust?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
13	Staircase grill is neat?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
14	Top of notice board is cleaned?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
15	Notice board glass is clear?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
16	IV B Pharm class room Window glass is clear?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
17	Seminar hall overall maintenance?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
18	First aid room Curtains are clean?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
19	III B Pharm Class doors are e cleaned?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
20	III B Pharm Teachers table is leaned?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
21	II B pharm Window grill is neat?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
22	II B pharm Notice board free of dust	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
23	Student's tables are neat?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
24	Corridor side wall free from dust?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
24	II Floor girl's toilet door?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
25	II Floor girls toilet wall tile	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
26	II Floor girls common room wall	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
27	II Floor girls common room fan	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
28	ELCB Free from dust	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>

Name and signature of inspector

Total mark



29	Hand rail second horizontal pipe is cleaned?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
30	Corridor Fire fighter free from dust?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
31	Pharmaceutics staff room fan free from dust?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
32	Pharmaceutics staff room outside window frame ?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
33	Pharmaceutics staff room staff cabin partition free of dust	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
34	Pharmaceutics staff room top of alamaraha free from dust	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
35	Corridor side wall top is neat?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
36	Side wall design free from dust?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>

Additional Comments:

Total mark:

% Mark:

Name and signature of inspector

Total mark



Housekeeping Inspection questioner

House Keeping Incharge: Ms Annie Area: Old block First floor/Second floor

Date of inspection:--/--/----

Q.No	Area Cleaned	Mark allotted					
1	Hand rail second horizontal pipe is cleaned?	0	1	2	3	4	5
2	Corridor side wall free from dust?	0	1	2	3	4	5
3	Library window frame cleaned?	0	1	2	3	4	5
4	Outer side Library window glass clear?	0	1	2	3	4	5
5	Library Fan free from dust?	0	1	2	3	4	5
6	CD library glass clear?	0	1	2	3	4	5
7	Library computer parts are free from dust?	0	1	2	3	4	5
8	Top of library shelf is clean?	0	1	2	3	4	5
9	Outside bag shelf is cleaned?	0	1	2	3	4	5
10	Outside of Waste basket free of dust	0	1	2	3	4	5
11	Reading room furniture?	0	1	2	3	4	5
12	Reading room fan?	0	1	2	3	4	5
13	Digital library computers free of dust?	0	1	2	3	4	5

Name and signature of inspector

Total mark



Nirmala College of pharmacy, Muvattupuzha -686661

14	Digital library fan free of dust?	0	1	2	3	4	5
15	Digital library furniture?	0	1	2	3	4	5
16	Digital library Computers free of dust?	0	1	2	3	4	5
17	I B Pharm class room door neat?	0	1	2	3	4	5
18	I B phram Teachers table?	0	1	2	3	4	5
19	I B pharm top ventilator grill under roof free from dust?	0	1	2	3	4	5
20	ELCB CLEAR	0	1	2	3	4	5
21	Switch board near staircase clear?	0	1	2	3	4	5
22	Staircase Scurting neat?	0	1	2	3	4	5
23	Pharmacognosy staff room fan?	0	1	2	3	4	5
24	Inside Pharmacognosy staff room top of beam	0	1	2	3	4	5
25	Toilet ventilator ?	0	1	2	3	4	5
26	Wall tile of toilet	0	1	2	3	4	5
27	Pharmacognosy staff room Telephone stand neat?	0	1	2	3	4	5
28	I M pharm class room shelf?	0	1	2	3	4	5
29	I M pharm class room Down shelf?	0	1	2	3	4	5
30	Boys common room furniture?	0	1	2	3	4	5

Name and signature of inspector

Total mark



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31	Boys common room window frame?	0	1	2	3	4	5
32	Boys common room window glass	0	1	2	3	4	5
33	Boys toilet door?	0	1	2	3	4	5
34	Boys toilet wall tile?	0	1	2	3	4	5
35	Boys toilet smell?	0	1	2	3	4	5
36	Outside Boys toilet under the wash basin neat?	0	1	2	3	4	5
37	Corridor Fire fighter free from dust	0	1	2	3	4	5
38	Exam hall outside window free from dust?	0	1	2	3	4	5
39	Exam hall window glass	0	1	2	3	4	5
40	Exam hall fan grill?	0	1	2	3	4	5
41	Exam hall desk?	0	1	2	3	4	5
42	Exam hall roof free from dust?	0	1	2	3	4	5
43	Exam control room waste removed?	0	1	2	3	4	5
44	exam control room floor neat?	0	1	2	3	4	5
45	Exam control room UPS is neat?	0	1	2	3	4	5
46	Exam controll room top of alamarah is neat?	0	1	2	3	4	5
47	Outside of waste basket in corridor is neat?	0	1	2	3	4	5

Name and signature of inspector

Total mark



48 Top of water cooler is neat?

0

1

2

3

4

5

Additional Comments:

Total mark:

% Mark:

Name and signature of inspector

Total mark



Housekeeping Inspection questioner

Area: New block Ground floor

Date of inspection:--/--/----

Q.No	Question	Mark Allotted					
1	Reception glass clear?	0	1	2	3	4	5
2	Reception floor?	0	1	2	3	4	5
3	Statue of mother Mary?	0	1	2	3	4	5
4	College name board on reception?	0	1	2	3	4	5
5	Sofa free from dust	0	1	2	3	4	5
6	Lower side of teapot free from dust?	0	1	2	3	4	5
7	Corridors window inside and outside?	0	1	2	3	4	5
8	Conference room centre of furniture?	0	1	2	3	4	5
9	Manager room mat?	0	1	2	3	4	5
10	Manager room toilet?	0	1	2	3	4	5
11	IV Pharm D Class room fan?	0	1	2	3	4	5
12	IV Pharm D Class room floor	0	1	2	3	4	5
13	Corridors window frame?	0	1	2	3	4	5
14	Office furniture?	0	1	2	3	4	5

Name and signature of inspector

Total mark



15	Office fan grill	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
16	Principal table	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
17	Principal cabin toilet	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
18	Principle cabin Window frame?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
19	Principal cabin Alamarah glass?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
20	Office reception Sofa backside?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
21	Dining room shelf?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
22	Dining table?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
23	Staircase steel grill free from dust?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>

Additional Comments:

Total mark:

% Mark:



Name and signature of inspector

Total mark

Housekeeping Inspection questioner

Area: New block First floor

Date of inspection:--/--/----

Q.No	Question	Mark Allotted					
1	Chapel floor	0	1	2	3	4	5
2	Chapel Window glass	0	1	2	3	4	5
3	Chapel sangerthy?	0	1	2	3	4	5
4	Chapel wooden panel	0	1	2	3	4	5
5	Chapel annex window?	0	1	2	3	4	5
6	Corridors window frame?	0	1	2	3	4	5
7	Corridors window glass?	0	1	2	3	4	5
8	Pharmaceutical chemistry fan?	0	1	2	3	4	5
9	Pharmaceutical Chemistry staff room roof?	0	1	2	3	4	5
10	Pharmaceutical Chemistry staff room waste basket?	0	1	2	3	4	5
11	Pharmaceutical chemistry staff room down side of window?	0	1	2	3	4	5
12	Pharmaceutical chemistry staff room floor corners?	0	1	2	3	4	5

Name and signature of inspector

Total mark



Nirmala College of pharmacy, Muvattupuzha -686661

13	Pharmacology staff room glass partition clear?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
14	Pharmacology staff room top of alamaraha?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
15	Pharmacology staff room floor corners?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
16	Pharmacology staff room back side of window curtain?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
17	II Pharm d class room window?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
18	II Pharm d curtain?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
19	II Pharm D furniture?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
20	II Pharm d window glass clear?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
21	Front side of guest room	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
22	Boys common room furniture	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
23	Back side hand rail towards auditorium	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
24	Girls common room furniture	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
25	Girls common room backside of lift	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
25	Sports store room	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>



Name and signature of inspector

Total mark

Additional Comments:

Total mark:

% Mark:



Name and signature of inspector

Total mark

Housekeeping Inspection questioner

Area: New block Second/ Third floor

Date of inspection:--/--/----

Q.No	Question	Mark Allotted					
1	second floor staircase hand rail?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
2	Auditorium floor?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
3	auditorium roof?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
4	auditorium window?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
5	auditorium stage furniture?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
6	Auditorium window frame?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
7	Auditorium chair?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
8	I Pharm d class room door?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
9	I Pharm d window frame?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
10	III Pharm d shutter free from dust?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
11	III Pharm d roof?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
12	Placement room furniture?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
13	Placement room fan?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
14	Pharmacy practice staff room floor?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>



Name and signature of inspector

Total mark

Nirmala College of pharmacy, Muvattupuzha -686661

15	Practice staff room door?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
16	Practice staff room furniture?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
17	Tutorial room floor?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
18	Tutorial room roof?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
19	V Pharm d class room Window?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
20	V Pharm d class room shutter?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
21	V Pharm d class room switch board?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
22	Corridors window?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
23	Stair case skirting?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
24	Outside waste basket ?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
25	IT Lab roof?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
26	IT Lab computer?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
27	IT lab table?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
28	Presentation room floor?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
29	Presentation room roof?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
30	Guest room floor?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
31	Guest room furniture?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
32	Sports room window?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
33	sports room Floor	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>



Name and signature of inspector

Total mark

34	TT Table?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
35	Girls toilet?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
36	Girls toilet wall tile?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
37	Corridors window frame?	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>

Additional Comments:

Total mark:

% Mark:



Name and signature of inspector

Total mark



NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

House Keeping Job card-Annexure VIII

Location: Class Room

Class Room No:

Maintained By (Name) :

Month:

Date	Activity (Put v Mark after doing)								Cleaning Staff signature	Verified By	
	Daily			Weekly	Monthly					Remarks	Name and signature
	Collect waste	Floor De dust	Clean teachers table/Lecture stand	Floor Wet clean (Every Monday)	Roof & wall	Fan	Windows	Furniture			
1											
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NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

House Keeping Job card

Location: Common Room

Maintained By (Name):

Month:

Date	Activity (Put v Mark after doing)						Cleaning Staff signature	Verified By	
	Daily			Monthly				Remarks	Name and signature
	Floor Wet clan	Collect food waste	Clean Furniture	Roof & wall	Fan	Windows			
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NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

House Keeping Job card

Location: Passage

Maintained By (Name):

Month:

Date	Activity (Put v Mark after doing)					Verified By	
	Daily	Weekly	Monthly			Remarks	Name and signature
	De dust	Floor Wet clan	Roof	wall	Windows		
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NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

House Keeping Job card

Location: Library

Maintained By (Name):

Month:

Date	Activity (Put v Mark after doing)							Verified By	
	Daily	Weekly		Monthly				Remarks	Name and signature
	De dust	Furniture clean	Floor wet clean	Electronics (Vacuum)	Roof & wall	Fan	Windows		
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NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

House Keeping Job card

Location: IT Lab/Digital Library

Maintained By (Name):

Month:

Date	Activity (Put V Mark after doing)								Verified By	
	Weekly				Monthly				Remarks	Name and signature
	Floor De Dust	Furniture	Floor wet clean	Electronics (Vacuum)	Roof & wall	Fan	Windows	Furniture (Wet clean)		
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NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

House Keeping Job card

Location: Students Toilet

Maintained By (Name):

Month:

Date	(Put V Mark after doing)								Verified By	
	Daily					Monthly			Remarks	Name and signature
	Wash basin	Closet	Floor wet clean	Incinerator	Waste disposal	Roof & wall	Wall tiles	Windows		
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NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

House Keeping Job card

Location: Seminar hall

Maintained By (Name):

Month:

Date	Activity (Put v Mark after doing)							Verified By	
	Weekly				Twice Monthly			Remarks	Name and signature
	Floor wet clean	Waste disposal	Furniture de dust	Aeration	Roof & wall	Windows	Chair wet clean		
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NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

House Keeping Job card

Location: Auditorium

Maintained By (Name):

Month:

Date	Activity (Put v Mark after doing)							Verified By	
	Weekly			Monthly				Remarks	Name and signature
	Floor wet clean	Furniture de dust	Aeration	Roof & wall	Windows	Furniture	fan		
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NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

House Keeping Job card

Location: Office/Principal cabin

Maintained By (Name):

Month:

Date	Activity (Put ✓ Mark after doing)							Verified By	
	Daily			Monthly				Remarks	Name and signature
	Floor wet clean	Furniture de dust	Table	Roof & wall	Windows	Fan	Electronics items		
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NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

House Keeping Job card

Location: Administrator office/room

Maintained By (Name):

Month:

Date	Activity (Put v Mark after doing)										Verified By	
	Daily	Twice weekly				Monthly					Remarks	Name and signature
	Dining table & waste collection/Kitchen area cleaning	Floor wet clean	Furniture de dust	Sofa	Table	Roof & wall	Windows	Fan	Furniture	Electronics items		
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NIRMALA COLLEGE OF PHARMACY

Muvattupuzha

House Keeping Job card

Location: Laboratory/Preparation room

Maintained By (Name):

Month:

Date	Activity (Put V Mark after doing)										Verified By	
	Daily				Weekl y	Monthly					Remarks	Name and signature
	Floor de dust	All Work Bench	All Wash basin	Used Instru ments	Floor wet clean	Roof & wall	Wind ows	Fan	Furni ture	Electronics items		
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Location: Examination hall/control room

Maintained By (Name):

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