



# **SANTHIRAM ENGINEERING COLLEGE, NANDYAL**

Approved by AICTE, New Delhi: Permanently Affiliated to JNTUA, Ananthapuramu,  
An ISO 9001:2015 Certified Institution, Recognition of the college under 2(f) & 12 (B) of the UGC ACT, 1956  
NH-40, Nerawada "X" Roads, Nandyal, Kurnool Dist, Andhra Pradesh – 518501.

## **Policy of Maintenance, Housekeeping and Write-off**

### **Objective:**

The main objectives of general maintenance committee is to instruct and guide respective committee members to provide well maintained clean and safe educational environment for effective and efficient resource utilization under the guidance of Principal of the institution.

### **Standard Operating Procedure:**

#### **A. Maintenance**

- As per the need and the requests from staff members through the head of department, the committee will process maintenance work orders.
- Once the work order is registered, the functional head in consultation with the principal of the institution will assign work order to the respective committee member.
- If work order requires assignment of work to a contractor the same will be forwarded for consideration and further action to the principal of the institution.
- In a campus, if a staff member identifies a laboratory maintenance problem or facility problem then the staff members may resolve problem themselves or if they required assistance in completing work and it will be report to the respective functional head for further processing.
- Preventive maintenance work orders are assigns and monitors by the functional head. The completed documentation. The documentation of completed work as well analysis of maintenance expenses is done.
- The principal of the institution is conducting meeting to all committee members in every month, and a review is also taken, and further necessary action for improvement is discussed in the meeting.
- For the maintenance and housekeeping purpose, every year budget is allocated.
- As per the need and norms, the necessary as well required instruments are calibrated.

#### **B. Housekeeping**


- The day to day cleaning activities like sweeping, washing, sanitizing inside the campus are coming on under the housekeeping.
- Regularly cleaning & sweeping of the campus building premises.
- Periodically identify and clean the area around the building.

- Regular sanitizing the washrooms for maintain cleanliness.
- Housekeeping duties are maintained in record and it contains schedules.

### C. Write-off

- The equipments such as beyond repair or have lost functional significance are intimated to respective committee through the heads of the department.
- The equipments are regularly check by the committee members and convey the decision for further actions such as repair from outside agencies or write-off to higher authority such as the principal of the institution.

*M. Suresh*  
MC

  
PRINCIPAL  
Santhiram Engineering College  
Nandyal, Kumool(Dt), A.P