



**SREE KANDUKURI VEERESALINGAM THIESTIC GOVT. DEGREE  
COLLEGE, RAJAHMUNDRY.**

[ An outcome-based NAAC accredited HEI affiliated to Adikavi Nannaya University]

**DEPARTMENT OF HEALTH AND HYGIENE**

Rc.No:1/ DoH/ PO/2025-26, 20 August 2025

**POLICY DOCUMENT ON MAINTENANCE OF PHYSICAL FACILITIES :CLASS  
ROOMS,LABORATORIES, OTHER FACILITIES and AMENITIES**

The objective of the institution is to provide quality learning outcomes to all students . To achieve this, the cleanliness and hygiene in various learning and workspace, amenities and their maintenance play pivotal role. Hence, the college attaches importance to maintain hygiene in the campus. Its objective is to ensure hygiene in all the Classrooms, laboratories, rest rooms, along the roads and in all other facilities in the campus. Hence, a structured policy has been framed.

- The sergeant, regular scavengers and sweepers must be available in the college from 8:00 A.M – 9:00 A.M, from 11:00A.M-2:00 P.M and from 4:00 P.M-6:00 P.M. They shall report to sergeant at 8:00 A.M in the morning and to the Office Supdt/ Principal before leaving the campus in the evening.

**I. Duties of Sergeant:**

1. Sergeant Sri Ramdas shall attend college in the morning at 8:00AM and be ready to monitor the works of the scavenger, cleaners/ sweepers
2. Taking attendance of Scavenger, sweepers and other Class IV employees at 8:00AM
3. Supervising and ensuring student and staff washrooms cleaned by respective employees as per their places of working by 9:00A.M before entry of students into college.
4. Opening of academic buildings and classrooms by 9:00 AM in the morning

5. Sunday is also working day for sergeant, sweepers and scavengers.
6. The sergeant shall ensure that the premises are kept clean and tidy.
7. He shall see that no heaps of fallen leaves/ plastic waste/ waste food are present in the premises. The heaps of collected fallen leaves shall be dumped in the Organic Manure manufacturing unit managed by Botany Department for converting it into Vermi-compost. In no case, such biomass shall be burnt.
8. The sergeant shall ensure that all class rooms are locked, lights and fans turned off and no dogs are kept inside rooms every day at 6:00 P.M.
9. The sergeant shall ensure that all class rooms are open by respective department Office subordinates/ other persons endowed with such duty by 9:00 A.M.
10. All office subordinate cadre persons working in departments shall report to duty to sergeant at 9:00 A.M.
11. The sergeant shall get the countersignatures of the Principal on the attendance registers of all contingency staff by 11:00 AM every day.

**II. Cleaning Physical facilities and maintenance:**

1. Sweepers shall clean all class rooms, office, staff rooms, laboratories as per the frequency and job chart prescribed for sweepers. Each class room or facility assigned to a sweeper must be cleaned at least once in two days - Sunday, Tuesday, Thursday and Saturday. They shall take signature from the respective room-wise student committee as evidence for their work.

**III. Cleaning of Washrooms:**

1. The women wash rooms, men washrooms and staff washrooms shall be cleaned twice a day- between 8:00 A.M-9:00 A.M and between 2:00-2:30 A.M by Sri Tirumala Rao
2. The scavengers Sri Tirumala Rao and Sri Durga Prasad shall report to duty to sergeant at 8:00 A.M every day, complete cleaning wash rooms by 9:00 AM with cleaning agents and ensure that they are maintained stench-free through spraying room spray/ keeping odonil packs, etc.
3. They shall be mandatorily available in the campus from 8:00 to 10:00 A.M, 12:00 noon to 2:00 P.M and 4:00 PM-6:00 PM in the campus to ensure

cleanliness in the washrooms of students and staff.

4. At 10:00 A.M, the Superintendent shall verify the attendance of scavengers.

#### **IV. Cleaning roads and drinking water sinks:**

1. The roads and other thoroughfares shall be cleaned by the scavengers Sri Durga Prasad and Sri Tirumala Rao every day.
2. The sweepers shall pick up plastic litter between 12:00 Noon and 1:00 P.M on Saturday, Tuesday and Thursday. They shall empty the dust bins in the designated place of dump yard every day.
3. The student drinking water sinks located in Administrative Block, B.A blocks and the premises around them shall be cleaned every day by Scavenger Sri Tirumala rao with cleaning agents such as phenol .
4. Sri M. Siva Prasad, Convener, Sanitation ( Campus premises cleaning) shall monitor the cleaning of the premises of the campus and class rooms every day in association with the sergeant and ensure that the premises are clean and tidy.
5. Sri T.C.Y. Ratnam, Convener, Sanitation ( Washrooms, Drinking Platforms) shall make rounds every day in the morning especially, to vantage places such as dining halls, Drinking water facilities, class rooms, laboratories etc., and see that the hygienic conditions are prevailed in all roads, drinking water sinks. He shall ensure that no collected debris is deposited on roads. The collected leaf debris shall be supplied to Botany and Horticulture Departments for their start ups.

#### **V. Water Supply for washrooms, staff rooms, R.O plants, etc:**

1. Sri Ramdas, the sergeant is placed monitoring incharge of the drinking water facilities, water supply tanks. He shall ensure that drinking water is supplied to all students through all RO plants 24x7, to all facilities including washrooms, taps and all other facilities. He can engage a sweeper for operating motors and fill up water in overhead water tanks.
2. He shall attend college at 9:00 AM, all water tanks are filled up and make water available to the students. He shall oversee it water supply in washrooms, RO plants without any interruption.
3. He shall ensure that the water tanks are cleaned with bleaching power on

last day of every month.

4. He shall take steps for backwashing of RO plant tanks atleast once a month.
5. Sri T.C.Y Ratnam, member of Campus maintenance shall oversee the water supply system for all facilities including motor functioning, RO plant backwashing, etc. He shall periodically carry out repairs, renovations, etc., to the motors, plumbing, etc.

#### **VI. Duties of Gardener: Beautification, Landscaping and Gardening of premises:**

- The Gardener shall take care of existing plants/ saplings; regular watering, and ensure proper irrigation system through repairs. He shall take measures for controlling pests and weeds. He shall Remove dead or overgrown branches through pruning and provide essential nutrients to the plants for their healthy growth by applying fertilizers., especially organic manures, shaping plants, and maintaining overall plant health.
- He shall learn and operate operating equipment such as lawnmowers, hedge trimmers, and chainsaws. He shall engage in **Landscape Design** by Assisting with the planning and layout of gardens. He shall manage and utilize compost to enrich the soil.

#### **VII. Class room infrastructure maintenance- formation of student committees and room wise faculty incharges:**

All HoDs shall place a lecturer as incharge for each class room and laboratories , under their control along with room student committee comprising three students for monitoring cleaning, working of teaching-learning tools, electrical equipment, etc., and ensure that all rooms are well equipped, ventilated and maintained. The lecturer incharge of rooms shall see the room assigned to them is always kept clean and tidy, well ventilated and teaching-learning tools such as boards, internet, LCD projectors, smart boards, electrical equipment such as lights, fans, are properly working. If not, it shall be notified to the respective coordinator and the Principal. The respective faculty incharge of rooms will be held responsible for proper maintenance of cleanliness and classroom infrastructure including electrical switchboards,etc., in the class room.

Each employee mandated to carry out such job roles are requested to adhere to the timelines and instructions given to maintain health of all stake holders. Strict action will be initiated for deviation and dereliction of the duties.

Lets join hands in providing good learning environment to all our students, our prime stakeholder, in the campus. This would be possible only when each and every stakeholder including Principal, teaching and non-teaching staff and students plays his mandated role.

  
Principal  
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Principal

August 20, 2025.