

Standard Operating Procedure (SOP) for Student amenities committee 2024-2025

Student amenities committee strives hard to upgrade and improve student amenities of the college. The committee works towards the services rendered by the Institute to the students and staff members like contracts for the Photocopy shop, canteen, Sanitary cleanliness, RO for water coolers and canteen. The committee holds several meetings regularly for the smooth functioning of the work. Furthermore the whole committee has been divided into various sub-committees to look into specific areas of student amenities. The details of SOP's for these sub committees are shared in the document mentioned below. Prompt action is taken by the committee in case of any complaint by the students.

- Canteen
- Washroom
- Floor cleanliness
- Girls common room

1.SOP for Canteen Sub committee:

- The college canteen caters to students, faculty and non-teaching staff with freshly cooked meals, snacks as well as ready-to-eat foods at affordable prices. Canteen in IHE promotes safe, nutritious, and healthy foods in the canteen with no MSG policy. Single use plastics are minimized.
- Good canteen practices are followed like clean hair caps, hand Gloves and aprons are worn while cooking & serving of food. Fingernails are kept short and clean. Hands are properly washed before cooking. All cooking equipment are clean and sanitized. Cooking and eating areas are clean and exhausts are working.
- Cleanliness is monitored twice a week. Canteen area is free from insect/parasites/rodents/flies/cobwebs. Smoking, consuming alcohol, tobacco or any product based on them is strictly prohibited in canteen.
- Only the certified food commodities from FSSAI/ BIS/ AGMARK are used in cooking. Registered/ licenced Food Business Operators by FSSAI, GoI is desired.
- Menu list with their approved rates is displayed in the canteen area. Regular medical/ health check-ups for contagious diseases are done. Eat Right Campus Certification (Hygiene Audit) FSSAI is being undertaken.

2.SOP for Girls Common Room

Facilities available

Seating area, Mirror ,Racks for keeping bags,Charging points,Work space, Room cooler

Usage :The room is available to all female students for relaxation, study, and informal discussions. The room can also be used for rehearsals of co-curricular activities such as drama, music, dance, and other student-led initiatives.

3. SOP for Floor cleanliness in both the blocks.

The Floor sub-committee ensures that basic amenities like clean floor, safe water, and accessible corridors are provided to all (primarily students & staff). To maintain clean floors there are more than 35 dustbins used to ensure proper cleanliness and hygiene of the floors. Floor gets bloomed and mopped daily twice.

Cleanliness and functionality of the floors in both of the blocks (A & B) are monitored at a regular interval (3 times a week) by the sub-committee along with Sulabh supervisor.

Floor Cleanliness sub committee ensures:

- * Repair of wear and tear of floors.
 - * Proper disposal of garbage collected from everywhere.
 - * Placement of mops, brooms, etc
 - * Well-lit and ventilated floors everywhere.
 - * Regular cleanliness (2 times a day) is done by sulabh workers. The functioning of coolers is checked regularly, which is there for drinking water on every floor.
 - * Putting signages to use water cooler hygienically
- Putting stickers of maintenance date on coolers. Ensuring dustbins are covered with garbage bags and are with lids.
- * Repairs like tap leakages, blockages, clogging, etc were checked and corrective actions are taken care. Sub-committee members and sulabh supervisor ensure proper placement of the dustbins near every washroom and also at the place where it may be needed and also cleaning materials.

4. SOP for Washroom Sub-Committee

The washroom sub-committee ensures that basic amenities like clean, safe, and accessible toilets are provided to all on the campus. Cleanliness and functionality of the washrooms, present at various locations in blocks A & B of the college is continuously monitored at a regular interval of 2-3 times a week by the washroom sub-committee and sulabh supervisor. Regular repairs and installation of new facilities in the washroom are being done from time to time. Informative posters in the washrooms promote hygienic practices among its users.

Cleanliness of washrooms is done twice daily and weekly monitoring is followed. Despite this, a “Complaint and Suggestion Book” is available to anyone who desires to record any complaint or suggestion. The same shall be submitted to the Principal’s Office/ Convener, and washroom committee for inspection.