

DINSHA PATEL COLLEGE OF

NURSING, NADIAD

NATIONAL ASSESSMENT AND ACCREDITATION

PROJECT (NAAC)

1. **Title of the committee:** Food, Fire & CCTV Camera Safety

2. **Details of committee members:**

SR.No	Name of Member	Designation in committee
1	Mr.Virendra Jain	Chairman
2	Ms.Sanjana Bhatia	Secretary
3	Mrs. Arpita Vaidya	Member
4	Mr.Kailash Nagar	Member
5	Ms. Vaibhavi Parmar	Member
6	Ms. Rashmi L	Member
7	Ms. Aldrina Christian	Member
8	Mr.Swapan M	Member
9	Mr.Bhargav M.	Member
10	Mr. Harsh Patel	Member
11	Mr.Hardik Parmar	Member

3. **Objective of Committee:**

Objectives for Food Safety

- The Food and Safety committee is constituted to ensure that there is access to wholesome food on the campus and kitchen premises conform to high standards of cleanliness. It shall regularly monitor matters related to pricing, variety and meal plans and address issues

Objectives for Fire Safety

- To eliminate the causes of fire, prevent loss of fire and property by fire in the Campus.
- To provide employees & Students with information and guidelines that will assist them in recognizing, reporting, and controlling fire hazards.

Objectives for CCTV Camera Safety

- To provide added protection for staff, students, visitors to the College in order to prevent any harm of college property, misbehavior of student, Indisciplinary act conduct by student.
- To determine crime and to protect the safety and property of the Campus.

4. Strategies/Policies for attainment of objectives

Definition

- "Campus" means campus of Dinsha Patel College of nursing, Nadiad.
- "Employee" means every person in the employment of the DPCN to which these guidelines are applicable, including any teaching/non-teaching staff or officers, temporary, part time, visiting persons, visiting faculty members engaged in any duties by whatever designation called and also employees employed on a short vacancy, casual or project basis.
- "Student" includes any person who is enrolled for any course of Diploma student, under graduate/Post graduate student, a Research Scholar and Repeater with the Dinshapatel college of Nursing.

Policy content and guidelines:

Food Preparation areas and staff:

- No one with signs of illness will be responsible for handling or preparing food.
- Hand washing sinks will be separate from food preparation sinks.

- Food preparation counters will be made of a solid surface, in good repair, and kept clean and sanitized.

Cooking:

- Food that has been served and not eaten (leftovers) from plates, serving bowls (any item taken out of the kitchen and served) will be discarded.

Nutritious Food

- As per ICMR, guidelines for students & Employees must receive supplementary intake of nutritious diet, which fulfill their daily requirements of their macro and micronutrients.

Personal hygiene

- Sufficient suitable facilities for ensuring the personal cleanliness of food handlers shall be provided within each kitchen area. Facilities shall include hand wash basins with suitable and sufficient supplies of hot and cold running water, liquid soap and clean, disposable paper towels. These items are to be used solely for securing the personal cleanliness of food handlers. All food handlers must wash their hands regularly throughout the working day, and especially:
 - on entering the food room
 - after using the toilet
 - before handling any food or equipment
 - in-between handling raw and cooked food
 - after handling cleaning chemicals
 - after handling refuse bags
 - after combing or touching hair
- Food handlers with minor cuts, burns and scalds must fully cover the wound with clean, waterproof dressings. A first aid box containing appropriately coloured, easily visible, waterproof dressings must be available in all food preparation areas. Application or changing of dressings must not take place in the food area.
- Food handlers must ensure that their nails are kept short and clean and must not wear nail varnish or false nails. Jewelry is also prohibited, with the exception of a single

plain band. Wrist watches must not be worn & rings are removed.

- Food handlers must ensure that their hair is kept tidy and must wear cap.

Health of food handlers

- Food handlers suffering from possible infectious conditions likely to give rise to food poisoning must report symptoms to their manager immediately and leave the food handling area.

Cleaning and maintenance

- Kitchen and food service areas must be kept clean and tidy at all times, with a suitable cleaning schedule in place. Individuals must clean up any spillages as they occur and areas which are noted by staff to be less than satisfactory must be brought to the attention of the nominated lead for action.
- A suitable and sufficient supply of approved cleaning materials shall be provided for use. Single use wiping cloths must be disposed of after each use and must not be left to stand in sinks or on work surfaces.
- Cleaning substances must be stored separately from food items; preferably in a separate room or cupboard. Careful storage will eliminate the risk of chemical contamination of food. Mops must be kept separate for use in food areas only. Crockery and utensils shall be washed appropriately and left to air dry.

Management of waste

- Waste food must be disposed of immediately after each meal or snack. Waste food can be disposed of with other domestic waste, provided it is not a large quantity or of a texture which will leak from bags. Food-operated waste bins with good fitting lids should be provided for temporary storage of waste materials. These should be emptied when two-thirds full, or at least daily. Hands must always be washed after handling waste.

Use of refrigerators and freezers

- Refrigerators should be sited in a well-ventilated area, preferably away from heat sources and direct sunlight. They should be in good repair, without cracks to the lining, corroded shelves or cabinet. Door seals must be clean and in good condition. The door to the ice-making compartment (if present) should be closely fitted and in good repair.
- Refrigerators should only be used for the storage of food items and cold beverages.
- Refrigerators will be maintained at 40° F or lower and freezers will be maintained below 0° F.

Storage of food products

- New stock must be stored toward the back in order to ensure good stock rotation. Stock levels must be maintained and over-stocking rectified. All goods should be stored above floor level. The cleaning of storage areas should be undertaken as part of routine work schedules.
- Dry, bulk foods not stored in original packaging will be stored in a sealed container that is labeled and dated.

Water coolers& RO System

- A maintenance contract should be established with the supplier, to include bi-annual change of filters and records should be maintained of all maintenance carried out.
- The surfaces of the water coolers should be cleaned regularly and the drip tray should be emptied and cleaned on a daily basis.
- In RO System, TDS level of water must be evaluated by the suppliers once in three month.

Monitoring and Records

- The implementation of this policy will be monitored during workplace secretary and members on a quarterly basis, and any remedial action documented within the template.
- The following documentation is the minimum expected of all Trust sites involved in food preparation and/or service of ad-hoc foods to visitors and colleagues
- Daily Record Book

FIRE SAFETY PROCEDURE AND GUIDELINE

- All employees, especially those in certain occupations, should learn to use a fire extinguisher.
- Call Safety and Security to set up a fire extinguisher training program

IF YOU DISCOVER AN ACTIVE FIRE ON YOUR FLOOR:

1. Manually activate the fire alarm system.
2. Immediately exit the building, closing doors behind you (DO NOT USE ELEVATORS).
3. Call 101 in emergency and must be reporting immediately to nearest fire station.

ONCE FIRE ALARM IS ACTIVATED:

- Walk to the nearest exit (DO NOT USE ELEVATORS).
- Assist persons with special needs.
- Notify fire personnel if you suspect someone is trapped inside the building or in elevators.
- Gather outside at a designated assembly area, and do not attempt to re-enter the building until instructed to do so by Security or Fire Incident Command.

IF TRAPPED IN A ROOM:

- Wet and place cloth material around and under the door to prevent smoke from entering the room.
- Close as many doors as possible between you and the fire.
- Be prepared to signal someone outside, but DO NOT BREAK GLASS until absolutely necessary (outside smoke may be drawn into the room).

IF CAUGHT IN SMOKE:

- Drop to hands and knees and crawl toward exit.
- Stay low, as smoke will rise to ceiling level.
- Breathe shallowly through nose and use a filter such as a shirt or towel.

IF FORCED TO ADVANCE THROUGH FLAMES (which should be a last resort):

- Hold your breath.

- Move quickly.
- Cover your head and hair with a blanket or large coat.
- Keep your head down and your eyes closed as much as possible.

USING A FIRE EXTINGUISHER:

- If you have been trained and it is safe to do so, you may fight small fires with a fire extinguisher.

FIRE EXTINGUISHER INSTRUCTIONS:

- Pull safety pin from handle.
Aim at base of fire.
Squeeze the trigger handle.
Sweep from side to side to side at base.

SAFETY EVALUATION GUIDELINES FOR EMPLOYEES AND STUDENTS

- Concern employees must evaluate fire prone regions in building and campus i.e electric boards with open wires and gas cylinders (nutrition laboratory, pantry and canteen).
- Emergency contact for help must be display over prime location of building.

CCTV CAMERA SAFETY PROCEDURE AND GUIDELINES

- The planned installation of cameras in College should lead to an improvement in the safety and security of all staff, students and visitors to the College, and should provide greater protection for buildings.
- The installation of a system of security cameras in College is intended as an aid to staff in carrying out their role of protecting life and property on the College premises. Security cameras will be used solely for the deterrence and detection of criminal activity, and for the purpose of detecting fires and fire hazards in College buildings.
- In the operation of the security camera system, the College will have the greatest possible regard for the protection of the fundamental right to privacy enjoyed by each member of the College and visiting members of the public, and their rights of free association and free expression within the law.

THE SYSTEM

- The security camera system will comprise of 16 numbers of closed circuit television cameras, which will be fixed in public areas of the College to cover public areas such as entrances to the College, foyer and classrooms. Notices will be placed throughout the College indicating that security cameras are in operation. Signals from the cameras will be monitored at the security control base in the room no 7 and staff authorised to carry out this function by Mr. Virendrajain, Principal of the college.
- The signals received from the cameras will be recorded on video tape, and the recordings will be held for a period of 7 days before video tapes are erased and re-used, unless video tape recordings are required by the Principal or the courts for evidential purposes, in which case the recordings will be preserved in a secure location until the termination of any legal proceedings.

ACCESS TO VIDEO RECORDINGS

- Video recordings will be stored by the control of the Principal. Recordings will only be removed from the cabin with the authorisation of the Principal and a copy of the note of authorisation will be kept on file.
- Access to recordings will only be granted in cases where such access is legitimately required, in relation to the investigation of fires, fire hazards, or possible criminal activities, or to provide evidence for legal proceedings. Recordings will be used in relation to the investigation of staff or student disciplinary matters & matters which

- may involve criminal or legal proceedings, or serious College offences.
- Interested or concerned members of College will be given reasonable access for the purpose of inspection of the operation of the security camera system by arrangement with the permission of Principal. These facilities will be made available to the Monitoring Committee comprising representatives of staff established by the college for the purpose of ensuring compliance with this code of practice.
 - The Monitoring Committee will have particular regard to ensuring that the cameras will not be used in any unauthorised or inappropriate manner.

Operational Mechanism:

Meetings:

- The meeting agenda will be linked to the objectives of Food, Fire and CCTV Camera safety annual action plan. However the committee will also assess the current needs and develops the agenda accordingly.
- The committee will meet on every 5th in a month. The chair of the committee may convene additional meetings, as he/she deems necessary.
- A minimum of 5 members of the committee will be present for the meeting.

Plan of Activities:-

- Quality checks to ensure that our food canteen serve good quality, healthy and hygienic food.
- Organize periodic meetings and visits with Consultants and other cafeterias & implement innovative ideas, such as packed lunch, etc.
- Monitor menu, provide inputs on a variety of cuisines.
- Check the RO System and TDS of water every 3 month.
- Ensure adequacy of safe drinking water and periodic maintenance of water coolers & RO system in the Institute.
- Clean the water tank at Periodic time.
- Encourage regular feedback and consider suggestions for improvement from the employees and students.
- Check periodically fire system, alarm and arrange mock drill every 6 monthly.
- Check CCTV camera system, working condition&recording.
- Any other duties the Director / Principal may assign.

Review of policy:

The chairperson is authorized to make recommendations to the college about changes in the policy.

The policy will be reviewed after 2 academic years.

5. Related Laws:

- FOOD SAFETY AND STANDARDS ACT, 2006
- Fire Prevention and Life Safety Measures Act, Gujarat.
Year 2013

6. DISTRIBUTION OF WORK:**Members:**

- Work accordingly to fulfill the objectives
- To searching issues
- To visit periodically at canteen kitchen.
- To check the fire safety system and CCTV Camera working properly

Secretary:

- To making agenda on every 5th
- Planning accordingly policy
- Resolve the problems related food, fire & CCTV camera
- Forward to the chair person

Chair person:

- Guide to Secretary and whole group members.
- Give their suggestion
- Solve the problems/ Issue related to food, fire and CCTV Camera
- Evaluation of teamwork.
- As per need, chairperson reserved rights to make changes in the policy & hold the right to change the members and secretary of the committee.

Implementation of work:

Sr.no	Name of Members	Distribution of work	Visit
1	Ms.Sanjana Bhatia Ms.Aldrina Christian. Mr.Hardik Parmar	Food Safety	Every 15 days of Month
2	Mr.Kailash Nagar Mr.Swapan M Mr.Bhargav M.	Fire Safety	
3	Ms. Rahmi L Ms.Vaibhavi Parmar Mr. Harsh Patel	CCTV camera	

7. List of records to be maintained in committee:

- Agenda and minutes of the meetings register
- Monthly report
- Circulars
- Water tank clean report
- Bills of fire system, RO plant & CCTV Camera maintenance record



Principal



Secretary

Dinsha Patel College of Nursing, Nadiad

National Assessment and Accreditation Project (NAAC)

1. Title of the Committee: National Service Scheme (NSS) [2019 - 2020].

➤ The committee comprises of the following members:

Sr. No.	Name	Designation	Designation in Committee	Mobile No.
1	Mr. Virendra Jain	Principal	Chairperson	7567660166
2	Mr. Kailash Nagar	Asst. Prof.	Secretary	9509323044
3	Mrs. Arpita Vaidya	Vice-Principal	Member	9687669548
4	Ms. Neha Parmar	Asst. Prof.	Member	8128965608
5	Mr. Nickson das	Asst. Prof.	Member	9173190661
6	Ms. Vohra Fiza	NSS Volunteer	Students Leader	
7	Mr. Meet Patel	NSS Volunteer	Students Leader	7096723844

2. Objectives of Committee:

The broad objectives of NSS are to:

- Understand the community in which they work
- Understand themselves in relation to their community
- Identify the needs and problems of the community and involve them in problem solving process
- Develop among themselves a sense of social and civic responsibility
- Utilize their knowledge in finding practical solution to individual and community problems
- Develop competence required for group living and sharing of responsibilities
- Gain skills in mobilizing community participation
- Acquire leadership qualities and democratic attitude
- Develop capacity to meet emergencies and natural disasters and
- Practice national integration and social harmony.

ACADEMIC CALENDER OF NSS

(April-2019 to March-2020)

MONTH	DATE	DAY	ACTIVITY	REMARKS
April-2019	07/04/19	Sunday	World Health Day	FY B.Sc. and GNM
	05/06/2019	Wednesday	World environment Day	NSS Volunteers
June-2019	13/06/19	Thursday	World Blood Donation Day (DPCN Campus)	All class
	21/06/19	Friday	International Yoga Day	All class
July-2019	07/07/19	Sunday	Van Mahostav Tree plantation	NSS Volunteers
Aug-2019	01-07/08/19	Thursday	World breast feeding week	4 th Year B.Sc.
	15/08/19	Thursday	Independence Day	All class
Sept-2019	24/09/19	Tuesday	NSS Day (NSS Orientation)	NSS Volunteers
Oct-2019	02/10/19	Wednesday	Ghandhi Ji Jayanti, And Swachh Bharat Abhiyan	NSS Volunteers
Nov-2019	14/11/19	Thursday	World Diabetes Day	2 nd GNM
Dec-2019	01/12/19	Sunday	World AIDS Day	P.B.B.SC
	22/12/19	Sunday	Green college clean college, (campus Cleaning)	All team of DPCN
Jan-2020	11/01/20	Saturday	Road Safety Week (Awareness Rally)	NSS Volunteers
	26/01/20	Sunday	Republic Day	J.S. Ayurveda coll.
Feb-2020	01/02/20 to 07/02/20	Saturday	NSS Special 7-days Camp	T.B. Hospital, Palana
	08/03/20	Sunday	International Women's Days	WDC Cell
March-20	12/03/20	Thursday	World Kidney Day	SY B.Sc. & GNM
	24/03/20	Tuesday	World Tuberculosis Day Celebrate	TY GNM

4. Responsibility/work distribution details

Sr. No.	Faculty Name	Role and Responsibility
1	Mr. Virendra Jain (Chairman) Mrs. Arpita Vaidhya	<ul style="list-style-type: none"> Guidance, Decision making, Supervision of the work progress of team.
3	Mr. Kailash Nagar (Programme Officer)	<ul style="list-style-type: none"> Meeting conduction (on 19th date bimonthly). Maintain record and report (Documentation) Planning related to NSS activities Conduction of NSS activities and programme. Financial, Budget and Grant related Work Follow up of the work. Maintain relation with other Agencies
3	Ms. Neha Parmar Mr. Nickson das	<ul style="list-style-type: none"> Help in the maintain the record and reports Manage activities of NSS
4	Ms. Vohra Fiza (SL Sy B.Sc.) Mr. Meet Patel (SL Sy B.Sc.)	<ul style="list-style-type: none"> Enrollment of the new students Maintain Attendance of NSS Volunteers. Coordinate with NSS PO

5. NSS Volunteer Enrollment Policy


1. First and Second year B.Sc. Nursing students will be the member of NSS.
2. Every year B.Sc. First year students will be enroll as new volunteers.
3. Only second year students will go for NSS-07 days Special Camp.
4. NSS Volunteer has to complete 2 years (120 Hours) as a volunteer.
5. The Volunteers those who will attend 07 days camp they will receive a Certificate from Sardar Patel University.

6. List of the records to be Maintain

1. NSS Meeting Register
2. Inward Register
3. Outward Register
4. Student Enrollment Register
5. Students Attendance Register
6. Financial / Audit Register
7. Cash Book Register
8. Stock Register
9. Project and Planning file
10. NSS Camp File
11. Feedback File
12. Forms and Record File
13. Inward Record File
14. Outward Record File
15. Press Note File
16. Certificate Record File
17. Master Record File
18. Boucher File
19. Students Enrollment File
20. Circular File
21. Audit and Financial Record File.



Sign of Principal



Sign of NSS Program Officer