



AL-AZHAR DENTAL COLLEGE

(APPROVED BY DENTAL COUNCIL OF INDIA
& AFFILIATED TO KERALA UNIVERSITY OF HEALTH SCIENCE)
RUN BY NOORUL ISLAM TRUST
Perumpillichira P. O., Thodupuzha, Idukki Dt., Kerala - 685 605
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Date: 12-03-2018
Date

MAINTENANCE COMMITTEE GUIDELINES

Introduction

This committee is developed for maintenance of the infrastructure of the institute and related facilities. Committee ensures timely maintenance and repair of college infrastructure, equipments and other non-consumables. Identification and planning of preventive maintenance needs is also an important role.

Objectives

1. Regular review of infra structure and other facilities
2. Ordinary preventive maintenance
3. Long term plans for college
4. To ensure proper maintenance of the facilities

Committee Members

- 1) Dr. Afzal. V.A. - Principal
- 2) Dr. Amal E A - Administrative Officer
- 3) Dr Nishin K John – Coordinator
- 4) Dr Joe Manuel
- 5) Mr. Muhammed Hashim
- 6) Mr. Alexander George
- 7) Mr. Abin Thomas
- 8) Mr. Bibin Biju
- 9) Mrs. Kumari Gigi

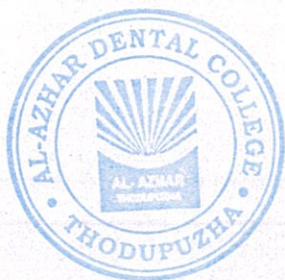
Maintenance Committee Guidelines

- The maintenance committee interprets and analyses the requirement on the basis of necessity, urgency, and available funds and makes a consolidated report.
- After getting the report from the committee, the Administrative Officer through the Principal submits this to the management every year for making provision in the budget and allocate funds for maintenance. Depending on the availability of the funds, requirements are fulfilled under the guidance of the Principal.



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- The Head of the departments of the college take a periodic review of repair and maintenance and requirements of their respective departments.
- The institution has Annual Maintenance Contract for physical facilities and equipment which is maintained on a regular basis. Annual maintenance contracts are maintained for bio-medical equipment's like Microscopes Compressors, OPG machines and printer and telephone and LAN network.
- The cleaning and the maintenance of the classrooms and laboratories are done by the cleaning staff as per cleaning schedule which is monitored by the Floor Supervisors.
- The college has adequate number of computers with IT facilities which is maintained by the System Administrator.
- The college website is maintained regularly by our System Administrator along with IT faculty.
- Maintenance of electrical equipment is regularly done by inhouse service personal visit on call basis.
- Repair works whether major or minor are monitored by the Administrative Officer along with the concerned HOD and completed as soon as possible. Electrical, masonry and plumbing related maintenance is done with the help of local skilled persons and expenditure is met from the budget gained by college from different sources as well as from the management.
- Sanitation purchases are done by one of the cleaning staff member under the supervision of the floor supervisors. Whereas other purchases of the laboratories and departments are done after inviting three tenders and handing them over to the college office for scrutiny subject to the approval by the Principal.
- The gardener appointed by the college maintains the garden.
- The maintenance of the generator and incinerator is regularly done through AMC.
- The maintenance of the sports department of the college is overseen by the sports committee coordinator.
- Library software is maintained by AMC.



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