

LENORA INSTITUTE OF DENTAL SCIENCES

(Permitted by Govt. of India / Dental Council of India & Affiliated to Dr.NTRUHS)

NH-16, Rajanagaram, Rajahmundry, East Godavari (Dt), AP.

Phones: +91 883 2484492, e-mail: lidsrajahmundry@gmail.com, Fax: 0883 2484493

CAMPUS MAINTENANCE COMMITTEE

Purpose:

The Management of Lenora Institute of Dental Sciences please to constitute the Campus Maintenance Committee with the following member for the year 2020-21 with the objectives of routine maintenance, cleaning, recycling, waste management, conservation and implementing new facilities and any other relevant mater .

Constitution:

The maintenance committee shall be constituted by:

1. Dr. V. Dal Singh, Vice-Principal-Chairman
2. Dr. G. Anusha, Reader-Member
3. Dr. N. Prashanth Kumar, Sr.Lecturer-Member
4. Dr. B. Ganesh Babu, Reader-Member
5. Mr. V. Srinivas Reddy, Assistant A.O-Member
6. Mr. B. Ramesh, Supervisor & Housekeeping-Member
7. Mr. K. George, Dental Chair/ Equipment technician-Member
8. Mr. Ramana, Electrical Contractor-Member

The maintenance committee shall meet thrice a year and additionally as needed. Calendar dates and location of meetings will be decided by the committee on a yearly basis. Decisions of the Campus Maintenance Committee shall come in to action only with the approval of the Chairman of the Campus Maintenance Committee.

PRINCIPAL

Lenora Institute of Dental Sciences
RAJANAGARAM

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MAINTENANCE COMMITTEE POLICY DOCUMENT

Objectives :

- To ensure proper maintenance of the physical property and facilities in the campus
- Ordinary preventive maintenance as well annual maintenance Long range plans for repairs / replacement of equipment
- Regular review of the conditions of the infrastructure and other facilities Rules and regulations
- Develop a plan to respond quickly and appropriately To maintenance emergencies
- Coordinate maintenance work with concerned staff
- To regularly review the condition of the campus building , ground utilities and other infrastructure to ensure their adequacy through different sections
- To bring to the notice of authority on any irregularities in the conditions of the infrastructure and facilities .
- The maintenance log will be held in the office wherein the issues the concerned departments need to be registered .
- The maintenance log book will be periodical scrutinized by a staff in charge , in rotation from the maintenance committee once in two weeks .
- Any issue in the library related to physical facilities and facility related to books will be inspected and addressed periodically.
- Any issue regarding to sports facility will be survey and tackled in a timely manner .


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MINUTES OF MEETING

Maintenance committee meeting was held on 08-05-2020 with presence of maintenance committee members at 9:30 to 11.00 AM in the board room

The following members are attended

1. Dr. V. Dal Singh, Vice-Principal-Chairman - *DS*
2. Dr. G. Anusha, Reader-Member *A.G.*
3. Dr. N. Prasanth Kumar, Sr.Lecturer-Member *N.P.K.*
4. Dr. B. Ganesh Babu, Reader-Member *B.G.B.*
5. Mr. V. Srinivas Reddy, administrative officer-Member *V.S.R.*
6. Mr. B. Ramesh, Supervisor & Housekeeping-Member *B.R.*
7. Mr. K. George, Dental Chair/ Equipment technician-Member *K.G.*
8. Mr. Ramana, Electrical Contractor-Member *B.V.V.*

The following topics are discussed and accordingly the committee suggested certain things

TIME	DISCUSSION	PRESENTED BY
9:00	Opening of the meeting. The plan to be discussed for the day. designing of the BMW posters	Dr.G.Anusha
10:00	SOP for F&S and BMW	Dr.N.Prasanth
11:00	Meeting concluded	Mr.V.SrinivasReddy

ACTIONS

Where all the fire F&S-extinguishers and Sand Buckets are placed marked

ACTION TO BE TAKEN BY
SOP for BMW and F&S to be Made to design the BMW Posters for departments

DATE TO BE ACTIONED BY
SOP by 12-05-2020
BMW posters by 14-05-2020

G.M.L.
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MINUTES OF MEETING

Maintenance committee meeting was held on 10-08-2020 with presence of maintenance committee members at 9:30 to 11.00 AM in the board room

The following members are attended

1. Dr. V. Dal Singh, Vice-Principal-Chairman *D.V.S.*
2. Dr. G. Anusha, Reader-Member *G. Anusha*
3. Dr. N. Prashanth Kumar, Sr.Lecturer-Member *N. Prashanth Kumar*
4. Dr. B. Ganesh Babu, Reader-Member *B. Ganesh Babu*
5. Mr. V. Srinivas Reddy, administrative officer-Member *V. Srinivas Reddy*
6. Mr. B. Ramesh, Supervisor & Housekeeping-Member *B. Ramesh*
7. Mr. K. George, Dental Chair/ Equipment technician-Member *K. George*
8. Mr. Ramana, Electrical Contractor-Member *B.V.V. Ramana*

The following topics are discussed and accordingly the committee suggested certain things

TIME	DISCUSSION	PRESENTED BY
9:30	Opening of the meeting. The SOP for F&S and BMW were submitted	Dr.G.Anusha
10:00	Design for BMW was in progress	Dr.N.Prasanth
10:30	Design for the escape floor plan for fire safety for each floor was decided and area was marked in each floor	Mr.V.SrinivasReddy
11:00	Meeting concluded	Dr.V.Dalsingh

ACTIONS

SOP was made

ACTIONS TO BE TAKEN BY

confirm BMW poster design floor plan for each Floor for F&S escape

DATE TO BE ACTIONED BY

13-08-2020

BMW posters by 15-08-2020

[Signature]
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MINUTES OF MEETING

Maintenance committee meeting was held on 13-02-2021 with presence of maintenance committee members at 9:30 to 11.00 AM in the board room

The following members are attended

1. Dr. V. Dal Singh, Vice-Principal-Chairman *D.V.S.*
2. Dr. G. Anusha, Reader-Member *G. Anusha*
3. Dr. N. Prashanth Kumar, Sr.Lecturer-Member *N. Prashanth Kumar*
4. Dr. B. Ganesh Babu, Reader-Member *B. Ganesh Babu*
5. Mr. V. Srinivas Reddy, administrative officer-Member *V. Srinivas Reddy*
6. Mr. B. Ramesh, Supervisor & Housekeeping-Member *B. Ramesh*
7. Mr. K. George, Dental Chair/ Equipment technician-Member *K. George*
8. Mr. Ramana, Electrical Contractor-Member *R. Ramana*

The following topics are discussed and accordingly the committee suggested certain things

TIME	DISCUSSION	PRESENTED BY
9:30	Opening of the meeting	Dr.G.Anusha
9:35	Design for the escape floor plan for fire safety for each floor was decided and area was marked in each floor and plan was fixed	Dr.N.Prasanth
9:50	BMW posters and dust bins were allotted to each department from the stores	Mr.V.SrinivasReddy
11:00	Meeting concluded	Dr.V.Dalsingh

ACTIONS

BMW posters and dustbins were allotted
F&S floor plans were fixed

ACTIONS TO BE TAKEN BY

Floor plan for each floor for F&S escape

DATE TO BE ACTIONED BY

16-02-2021

[Signature]
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