(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:

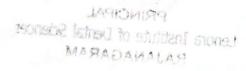
The Management of Lenora Institute of Dental Sciences please to constitute the Campus Maintenance Committee with the following member for the year 2020-21 with the objectives of routine maintenance, cleaning, recycling, waste management, conservation and implementing new facilities and any other relevant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



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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.

PRINCIPAL

Lenora Institute of Dental Science:

RAJANAGARAM

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MINUTES OF MEETING

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

The following members are attended

1. 1	Dr.	٧.	Dal	Singh,	Vice-Princi	pal-	Chair	man
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Dr. G. Anusha, Reader-Member Aur Y
 Dr. N. Prashanth Kumar, Sr. Lecturer-Member Grown
 Dr. B. Ganesh Babu, Reader Manner

5. Mr. V. Srinivas Reddy, administrative officer-Member

6. Mr. B. Ramesh, Supervisor & Housekeeping-Member 3. R.

7. Mr. K. George, Dental Chair/ Equipment technician-Member

8. Mr. Ramana, Electrical Contractor-Member

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 SOP for BMW and F&S to be and Sand Buckets are placed marked

ACTION TO BE TAKEN BY Made to design the BMW Posters for departments

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

RAJANAGARAM

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

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

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, administrative officer-Member

6. Mr. B. Ramesh, Supervisor & Housekeeping-Member B. Ramb

7. Mr. K. George, Dental Chair/ Equipment technician-Member Leewy

8. Mr. Ramana, Electrical Contractor-Member 3.V.V.

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 BMWposter design floor planfor each

Floor for F&S escape

DATE TO BE ACTIONED BY

13-08-2020

BMW posters by 15-08-2020

Lenora Institute of Dental Sciences
RAJANAGARAM

Lenote Inditute of Dental Sciences.
PRANAGARAM

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MINUTES OF MEETING

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

The following members are attended

1. Dr. V. Dal Singh, Vice-Principal-Chairman

2. Dr. G. Anusha, Reader-Member (d)

3. Dr. N. Prashanth Kumar, Sr. Lecturer-Member

4. Dr. B. Ganesh Babu, Reader-Member B

5. Mr. V. Srinivas Reddy, administrative officer-Member the

6. Mr. B. Ramesh, Supervisor & Housekeeping-Member B. Rowl

7. Mr. K. George, Dental Chair/ Equipment technician-Member K George

8. Mr. Ramana, Electrical Contractor-Member $\not \sim \checkmark$

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

TIME	DISCUSSION	PRESENTED BY Dr.G.Anusha Dr.N.Prasanth	
9:30	Opening of the meeting		
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		
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

ACTIONS TO BE TAKEN BY

DATE TO BE ACTIONED BY

BMW posters and

Floor plan for each floor for F&S

16-02-2021

dustbins were allotted

F&S floor plans were fixed