



MAINTENANCE COMMITTEE

The College Maintenance Committee has been constituted with following members listed below. This committee is responsible for developing and implementing strategies for the effective maintenance of the college infrastructure and other related facilities.

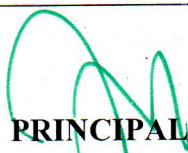
This committee is only valid for 2 years.

Members List:

S.NO	Name of the faculty	Dept/Designation	Member Designation
1.	Dr.Senthilnathan.S	Principal	Chairperson
2.	Dr.Yuvaraj	Vice Principal Clinics	Member Secretary
3.	Dr.Shanmugavadivel G	Reader,Pedodontics	Member
4.	Dr.Hema	Senior Lecturer,Periodontics	Member
5.	Ms.Magasvari.S	Administrative Officer	Member
6.	Mr.Sundaramoorthy	Purchase Officer	Member
7.	Mr.Suresh	Maintenance Supervisor	Member
8.	Mr.Babu	Dental Chair Mechanic	Member


COMMITTEE
MEMBER SECRETARY




PRINCIPAL
PRINCIPAL
SRI VENKATESHWARARA DENTAL COLLEGE
ARIYUR, PUDUCHERRY - 605 102.

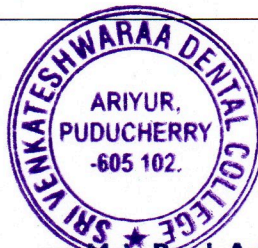


MAINTENANCE POLICY

Last reviewed:
Issue:1
Pages :1-4

Policy	Maintenance policy for proper maintenance and periodical supervision of all maintenance work, utilizing physical, and support facilities etc.
Purpose	Up keeping the maintenance and to maintain hygiene, cleanliness and infrastructure in the College campus.
Scope	The College Management is responsible for all the maintenance activities in the campus with adequate support from our group of institutions.
Procedure	<p>MEMBERS OF MAINTENANCE COMMITTEE</p> <p>To establish regular maintenance of the building, surrounding areas and the equipments etc. The objective of the committee has responsibility for the maintenance and monitor the quality of the work</p> <p>Composition of Maintenance committee</p> <ol style="list-style-type: none">1. Chairperson: Head of the Institution2. Member secretary – 1 non-teaching3. Members – 1 teaching faculty4. One nominee each from Maintenance Supervisor, Project Engineer (Electrical), Environmental Engineer , Transport Manager, Chair Technician, Electrician, Fire Officer. <p>The membership of such nominated members shall be for a period of two years.</p>


**COMMITTEE
MEMBER SECRETARY**



**PRINCIPAL
SRI VENKATESHWARAA DENTAL COLLEGE
ARIYUR, PUDUCHERRY - 605 102.**



	<p>The quorum for the meeting shall be two third of the total number of members. The agenda, minutes and action taken reports are to be documented with official signatures and maintain electronically in a retrievable format.</p>
	<p>The main tasks of Maintenance Policy</p> <ul style="list-style-type: none">• To supervise periodic preventive maintenance and breakdown maintenance• To maintain stock verification of all labs, compliance register, clinical records and log books.
	<p>Objectives of Maintenance Policy:</p> <ul style="list-style-type: none">• To maintain Periodical registration, Personal Hygiene• To provide ASEPSIS and Protection of Radiation• To dispose Bio-waste, solid-state waste etc.
	<p>Working Mechanism of Maintenance Policy</p> <ul style="list-style-type: none">• Keeping classrooms, meeting rooms, laboratories, library clean and tidy and maintaining discipline.• Periodical maintenance of clinical establishment, Pest control, RO water, biomedical waste and sanitary.• Personal hygiene – clean aprons and personal clothing, trimmer of finger nails, regular clipping of hair (girls), regular hair cut shot (Boys)• Clean mask, head cap and autoclaved gloves must be worn along with protective eye wear


PRINCIPAL
SRI VENKATESHWARAA DENTAL COLLEGE
ARIYUR, PUDUCHERRY - 605 102.



sri venkateshwarraa Dental College

KNOWLEDGE IS POWER



(Recognized by Dental Council of India - Affiliated to Pondicherry University)

	<ul style="list-style-type: none">• Followed protocol of disposal of waste in clinic• Maintaining biodegradable waste is disposed by way of manure pits and liquid waste used for irrigation purpose• Black bags – Paper, wrapper and kitchen waste etc.• Red bags – Gloves, suction tips, syringe without needle• Yellow bags – Cotton, gauze, head cap, mouth mask• Green Bags – Biodegradable waste• All protection measures and devices used
Annual Maintenance Contract Service (AMCS)	<ul style="list-style-type: none">• Maintaining AMCS for all major equipments.• Periodical service of instruments and equipments• Maintaining ICT smart classrooms, CCTV Cameras, water purifiers, generators and air conditioners.

PRINCIPAL
SRI VENKATESHWARAA DENTAL COLLEGE
ARIYUR, PUDUCHERRY - 605 102.




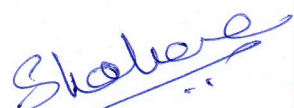

sri venkateshwarraa Dental College



KNOWLEDGE IS POWER

(Recognized by Dental Council of India - Affiliated to Pondicherry University)

Reconstitution of committee	Once in 2 years
Related/Supportive Documents	LOG BOOKS AND MAINTENANCE REGISTERS
Custodian	MEMBER SECRETARY

Prepared by  Dr.D.S.Dinesh	Verified  Dr.Shabana Fathima CO-ORDINATOR IQAC	Approved by  Principal
--	--	--

PRINCIPAL
SRI VENKATESHWARAA DENTAL COLLEGE
ARIYUR, PUDUCHERRY - 605 102.