



ANNOOR DENTAL COLLEGE & HOSPITAL

Recognized by the Dental Council of India, New Delhi,
Affiliated to Kerala University of Health Sciences
& Recognized by Govt. of India

4.5.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports facilities, computers, classrooms etc.

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CERTIFICATE OF THE HEAD OF INSTITUTION



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**Dr. GIJU GEORGE BABY, M.D.S.,
PRINCIPAL**

TO WHOMSOEVER IT MAY CONCERN

This is to certify that, our Institution established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports facilities, computers, classrooms etc.details are given:

PRINCIPAL



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MINUTES OF THE MEETINGS OF THE MAINTENANCE COMMITTEE



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MEMBERS OF MAINTENANCE AND CONDEMN COMMITTEE

1. Dr.Giju George Baby ,Principal As Chairperson
2. Dr Liza George, Vice Principal As Co- Chairperson
3. Dr .Jose Paul Students Dean
4. Biju K Joseph Chief Operating Officer
5. KC Murali Maintenance In Charge
6. Elju K P Chair Technician
7. Bibin Scariah System Administrator(It)
8. Nikhil MR, Electrician

PRINCIPAL



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MINUTES OF MEETING

Maintenance Committee Meeting

Date: October 22, 2022

Location: Lecture hallno:03,Annoor Dental College

Members Present:

Dr. Giju George Baby - Principal (Chairperson)
Dr. Liza George - Vice Principal (Co-Chairperson)
Dr. Jose Paul - Student Dean
Biju K Joseph - Chief Operating Officer
KC Murali - Maintenance In Charge
Elju K P - Chair Technician
Bibin Scariah - System Administrator (IT)
Nikhil MR – Electrician
Head of the departments

Agenda:

- Review of current maintenance and condemn committee activities.
- Discussion of ongoing maintenance projects and issues.
- Planning for future maintenance and improvement projects.



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MEETING OF MINUTES

The meeting was called to order by Dr. Giju George Baby, the Principal, at 12 PM on October 22, 2022. The Chairperson welcomed all members and expressed gratitude for their participation.

Item 1: Review of Current Maintenance and Condemn Committee Activities

Dr. Jose Paul, the Student Dean, provided an update on the current status of maintenance and condemn committee activities. He mentioned that the committee has been actively monitoring the maintenance of the campus facilities and had recently conducted a condemn exercise to identify areas that require immediate attention. The report on condemned items was circulated among the members for their reference.

Item 2: Discussion of Ongoing Maintenance Projects and Issues

KC Murali, the Maintenance In Charge, reported on the progress of ongoing maintenance projects. He highlighted some of the key issues faced, including the need for additional resources and the schedule for completion. The committee discussed these issues and agreed to allocate necessary resources to expedite the maintenance projects.

Item 3: Planning for Future Maintenance and Improvement Projects

Biju K Joseph, the Chief Operating Officer, presented a proposal for future maintenance and improvement projects. The proposal included plans for upgrading electrical systems, HVAC maintenance, and campus beautification. The committee discussed the proposal and decided to prioritize and allocate budgets for these projects in the upcoming fiscal year.

Elju K P, the Chair Technician, raised a concern regarding the shortage of maintenance staff and suggested hiring additional personnel to address the workload. The committee agreed to explore options for recruitment.

Bibin Scariah, the System Administrator (IT), provided updates on the campus IT infrastructure. He mentioned the need for regular updates and maintenance of IT equipment and software. The committee agreed to ensure timely IT maintenance to prevent any disruptions.

Nikhil MR, the Electrician, shared insights into the electrical systems' performance and highlighted the importance of preventive maintenance to avoid electrical failures.

Next Meeting:

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The next Maintenance Committee meeting was scheduled for 06.03.23 at 12 PM at the same location.

Adjournment:

The meeting was adjourned at 1 PM by Dr. Giju George Baby, the Principal.

These minutes were recorded and approved by the Chairperson.

Dr. Giju George Baby

Chairperson

22.10.22



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MINUTES OF MEETING

Maintenance Committee Meeting

Date: 6th March , 2022

Location: Lecture hall no: 03, Annoor Dental College

Members Present:

Dr. Giju George Baby - Principal (Chairperson)
Dr. Liza George - Vice Principal (Co-Chairperson)
Dr. Jose Paul - Student Dean
Biju K Joseph - Chief Operating Officer
KC Murali - Maintenance In Charge
Elju K P - Chair Technician
Bibin Scariah - System Administrator (IT)
Nikhil MR – Electrician
Head of the departments

Agenda:

Review of the previous maintenance committee meeting's action items.

- Update on ongoing maintenance projects.
- Planning for upcoming maintenance projects.
- Discussion on maintenance staff recruitment.
- IT infrastructure updates and requirements.
- Electrician's report on electrical systems.

MEETING MINUTES

The meeting was called to order by Dr. Giju George Baby, the Principal, at 12 PM on March 6, 2023. The Chairperson welcomed all members and expressed appreciation for their continued commitment to the maintenance of the institution.

Item 1: Review of Previous Meeting's Action Items



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The Chairperson initiated the meeting by reviewing the action items from the previous maintenance committee meeting held on October 22, 2022. Each action item was reviewed, and progress was noted. All open items were discussed, and updates were provided.

Item 2: Update on Ongoing Maintenance Projects

KC Murali, the Maintenance In Charge, provided updates on the status of ongoing maintenance projects. Progress, challenges, and any additional resource requirements were discussed. The committee reaffirmed its commitment to allocate resources as needed to ensure the timely completion of these projects.

Item 3: Planning for Upcoming Maintenance Projects

Biju K Joseph, the Chief Operating Officer, presented proposals for upcoming maintenance and improvement projects. The committee discussed these proposals and decided to prioritize and allocate budgets for the upcoming fiscal year.

Item 4: Discussion on Maintenance Staff Recruitment

Elju K P, the Chair Technician, raised concerns about the shortage of maintenance staff. The committee discussed the need for additional personnel and agreed to explore recruitment options to address the workload effectively.

Item 5: IT Infrastructure Updates and Requirements

Bibin Scariah, the System Administrator (IT), presented updates on the campus IT infrastructure. The need for regular updates and maintenance of IT equipment and software was emphasized. The committee committed to ensuring timely IT maintenance to prevent any disruptions.

Item 6: Electrician's Report on Electrical Systems

Nikhil MR, the Electrician, shared insights into the performance of the electrical systems and highlighted the importance of preventive maintenance to avoid electrical failures.

Adjournment:

The meeting was adjourned at 1.30 PM by Dr. Giju George Baby, the Principal.

These minutes were recorded approved by the Chairperson.

Dr. Giju George Baby



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Chairperson