



KMCT

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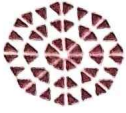
TO WHOMSOEVER IT MAY CONCERN

This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge.

Principal

Principal
KMCT College of Allied Health Sciences
P.O. Manassery, Mukkam
Kozhikode, Pin - 673602





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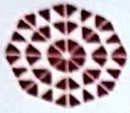
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4.5.2

Minutes of meeting of Maintenance committee



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Kozhikode, Pin - 673002



MAINTENANCE COMMITTEE MEETING 2018-2019 - (1)

Date: 04/06/2018 Time: 2:00 Pm
Venue: Seminar hall II - Medical college building.

Action taken on previous meeting

- Verification of lab log books : Verification was done and the mistakes were corrected.
- Existing infrastructure maintenance :
Ensured classrooms and common rooms and common room maintenance neatly and complaints were rectified.
- Computer lab maintenance : maintenance in the computer lab were done
- Shifting of campus setting into new building :
shifting process all evaluated and monitored by the maintenance committee.

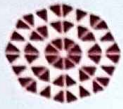
Agenda for current meeting

- 1) formation of maintenance committee members for the year 2018-2019.
- 2) Discussion on plans to be executed for the first quarter of 2018
- 3) New building shifting procedure
 - 1) Hostel and bus maintenance.
 - 2) Infrastructure maintenance
 - 3) Green campus development
 - 4) Lab maintenance



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8). Time for the next meeting

Minutes of discussed agenda

- 1) Formation of maintenance committee
- Allocation of duties to committee members
 - To discuss any matters to develop further suggestions.

Decision made

* The chairman, vice chairman, faculty members (Teaching & Non teaching) for the maintenance committee are chosen.

* chairman: Ms. Dina C.P. (MLT)

Vice chairman: Mr. Tajo A.P. (MLT)

Faculty members: Mrs. Rajeswari B.S. (MLT)

Mrs. Amala T. (MLT)

Administrative Officers: Mrs. Beena Rajitha

Non teaching faculties: Ajith Chandran

Prasanna

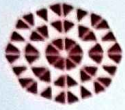
Tijio madh K

Babu. F

2) The choice to relocate to a new building was discussed.

Decision Made

* Everything pertaining to moving to the new building was discussed. Under the committee's direction, the required personnel were delegated to precisely transfer everything there.



A list of materials required for the new building need to collect from all departments

3) Total activities of the previous year were summarized and modified plans are prepared for the 1st half of the academic year.
Decision made.

* Check out the maintenance that needs to be done in the hostel by collaborating with the hostel warden and incharge.

* Verify the complaint books

* Hostel room shifting arrangements for the incoming first year - duty assigned to committee members and the hostel warden.

* Updated hostel bus maintenance is needed and specifics of upcoming work are being prepared.

* Resolve the issues with the school bus and make the necessary corrections by providing guidance.

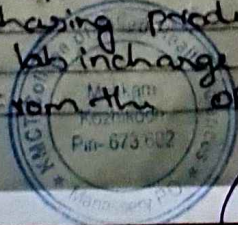
4) Details of deficiencies of the college were noted.

maintenance work in the infrastructure - class rooms, common rooms, toilets and exam hall.

Decision made.

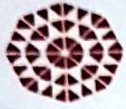
* Decided to inspect the test hall, confirm the register, and see if there is a plan to replace exam hall's curtains.

* Decided to give a request to IQAC and management for purchasing products from a list provided by the lab incharge and other common requirements from the office.



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* To check on ongoing projects and the future workplan, the incharge and the fire and safety maintenance - verification meeting were scheduled.

5) Maintenance work of garden and college surroundings
plastic free campus monitoring.

Decision made.

* Made the decision to check the plastic free campus program and planned to hold awareness sessions for both students and staff.

* It was decided to designate Tajo sir as its representative and to post bill boards requesting the rejection of plastic.

* Made the decision to undertake the necessary work on the grass, and if necessary, plant some small trees and plants in the garden.

6) Lab maintenance

Discussed about the purchasing of equipment and reagents for lab in all 2 departments

Decision made

* maintenance work on equipment were discussed and decided to report to management and IGAC.

Discussed about the things to be purchased including equipment and reagents for the academic year.

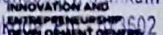


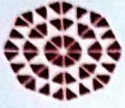
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KMCT College of Allied Health Sciences

P.O. Manassery Mukkam

INNOVATION AND ENTREPRENEURSHIP DEVELOPMENT CENTRE





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Tentative date of next meeting: December 2018

Attendees.

Name	Signature
Prof. Santhesh Sankar	
Ms. Dnu C P	
Mr. Tajo A P	
Mrs. Rajeswari	
Ms. Amala T.	
Ms Beena Ranjith	
Mrs. Prasanna	
Mr. Babu.	
Mr. Aji th	

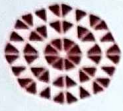
Signature



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INNOVATION AND ENTREPRENEURSHIP DEVELOPMENT CENTRE



Maintenance Committee Meeting 2018-19 - (2)

Date: 15/12/2018

Time: 3:00pm

Venue: Seminar Hall 1

Action taken for previous meeting

Suggested Actions

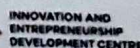
1. Formation of maintenance committee members for the year 2018-2019 academic year
2. Discussion on plans to be execution for the first quarter of 2018
3. New building shifting procedure
4. Hostel and bus maintenance
5. Infrastructure maintenance
6. Green campus development

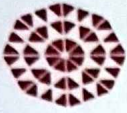
Line of action taken

- 1) A maintenance committee was formed, and the chairman and other committee members were assigned.
2. Proper plans and discussions were done for the first quarter of the academic year 2018-2019.
3. Shifting procedure completed and the maintenance committee conducted a precise evaluation and took the necessary actions.
4. Hostel and bus maintenance completed under the supervision of maintenance committee.
5. Routine inspections, preventive maintenance, and environmental considerations were considered and maintained for quality assurance.
6. Green campus development initiated and garden maintenance work completed.



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Agenda for Covert meeting

- 1) Discussion on plans to be executed for the second quarter of 2018
- 2) New building maintenance discussion
- 3) Hostel and bus maintenance
- 4) Green campus development
- 5) Lab maintenance
- 6) Time for the next meeting.

Minutes of discussed agenda.

- 1) Discussion on plans to be executed for the second quarter of 2018.

Decision made:

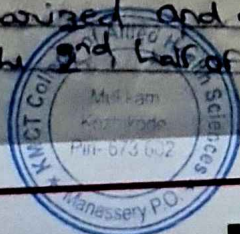
- Decisions were taken to make facilities for drinking water supply in the new building.
- The space required for parking vehicles for staff and students and safety were discussed.
- Proper cleaning and maintenance are assured by the committee members.

2) New building maintenance discussion

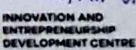
Decision made:

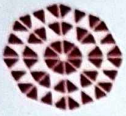
- Considering the need for more office assistants to work in the office. To ensure that the office runs smoothly, it has been suggested that new employees be hired.
- For the new labs, it was decided to setup new stock registers and lab records.
- All of the lab equipment is carefully inspected and any repairs or modifications that are required are recommended.

- 3) The total activities of the previous academic year were summarized and modified plans are prepared for the 2nd half of the academic year.



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Decisions made.

- Suggested strategies for resolving the drawbacks of the previous year plan.
- plans were prepared according to the need.
- Duties were assigned to the committee members to clear the drawbacks, by discussing with the previous year chairman and crosschecking with logbooks.

4) Hostel complaint book's reviewed and complaints were discussed; college bus maintenance work.

Decision made.

- check out the maintenance that needs to be done in the hostel by collaborating with the hostel warden and incharge.
- verify the complaint books.
- Hostel room shifting and arrangement for the incoming first year students - duty assigned to committee members and the hostel warden.
- updated hostel bus maintenance is needed, and specifics of upcoming work are being prepared.
- Resolve the issues with the school bus and make the necessary corrections by providing guidance

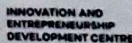
5) Maintenance work of garden and college surroundings; plastic free campus monitoring.

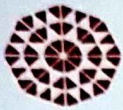
Decision made

- Made the decision to check the plastic free campus programme and planned to hold awareness sessions for both students and staff.
- Made the decision to undertake the necessary work on the grass and, if necessary plant some small trees and plants in the garden.



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6) Lab maintenance

- Discussed about the purchasing of equipment and reagents for lab in 3 departments.

Decision made:

- Maintenance work on equipment was discussed and decided to report to management and LOAC.
- Discussed about the things to be purchased including equipment and reagents for the academic year.

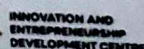
Tentative date for next meeting: June 2019

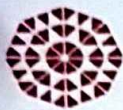
Attendees

Name	Signature
Prof. Sandheep Sankar	
Ms. Dinu C.P	
Mr. Tajo A.P	
Mrs. Rajeswari	
Ms. Amala T	
Mrs. Deena Ranjith	
Mrs. Prasanna	
Mr. Babu. E	
Mr. Tijin Nadh K.	



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KMCT COLLEGE OF ALLIED HEALTH SCIENCES

Manassery, Thoongumpuram, Muthalam, Kozhikode - 673602.

Committee	Maintenance
Meeting Number	1
Date	20/7/2019
Time	3.00 pm
Venue	Seminar hall 1

SUGGESTED ACTIONS ON PREVIOUS MEETING

1. Formation of maintenance committee members for the year 2018-2019 Academic year
2. Discussion on plans to be execution for the first quarter of 2018
3. New building shifting procedure
4. Hostel and bus maintenance
5. Infrastructure maintenance
6. Green campus development

ACTION TAKEN ON PREVIOUS MEETING

1. A maintenance committee was formed, and the chairman and other committee members were assigned.
2. Proper plans and discussion were done for the first quarter of 2018.
3. Shifting procedure completed and the maintenance committee conducted a precise evaluation and took the necessary actions.
4. Hostel and bus maintenance completed under the supervision of maintenance committee.
5. Routine inspections, preventive maintenance, and environmental considerations were considered and maintained for quality assurance.
6. Green campus development initiated and garden maintenance work completed under the supervision of maintenance committee.

AGENDA FOR CURRENT MEETING

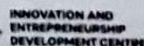
- 1) Discussion on plan to be executed for the first quarter of 2019
- 2) maintenance committee formation for the year 2019-2020
- 3) Hostel and bus maintenance
- 4) Green campus development
- 5) Lab maintenance
- 6) Time for the next meeting

MINUTES OF DISCUSSED AGENDA

- Discussion on plan to be executed for the first quarter of 2019
- Formation of maintenance committee for the year 2019-2020
- Allocation of duties to committee members.
- To discuss any matters to develop further suggestions
- New building maintenance discussion
- The total activities of the previous academic year were summarized and modified plans



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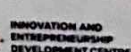
- are prepared for the first half of the academic year.
- Hostel complaint books reviewed and complaints were discussed
- College bus service maintenance work
- Maintenance work of garden and college surroundings
- Plastic free campus monitoring
- Lab maintenance
- Discussed about the purchasing of equipment and reagents for lab in 3 departments

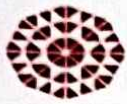
DECISION MADE

- For lab equipment across multiple departments and laboratories, preventive maintenance is advised.
- Reactive maintenance: When an unforeseen malfunction or breakdown occurs, quick fixes are made. It is essential to address such problems quickly in order to reduce downtime and reduce safety hazards.
- Prioritizing maintenance tasks based on urgency and importance requires careful budgeting and long-term planning, which are both necessary for efficient resource allocation.
- Proper cleaning and maintenance are assured by the committee members.
- The chairman, vice-chairman, and faculty members (teaching and nonteaching personnel) for the maintenance committee are chosen.
- Mr. Tajo A. P (Dept. of MLT) is the chairman, and Mr. Ajith Chandran (Librarian) is the co-chairman.
- Mrs. Mrs. Shahanas V C (MLT), Mrs. Deeshima P (MLT), Mr. Arun Baby (BPT) are faculty members.
- Mrs. Sruthi K is an administrative officer.
- Members of the faculty who do not teach: Prasanna, Neethu A.P, and Babu E.
- The decision was made to install the signboards right away in the absence of any existing ones.
- Actions are taken to ensure that the damaged fans and regulators were operational right away.
- Road maintenance
- Proposed solutions to address the shortcomings of the prior plan
- Plans were created in accordance with requirements.
- The committee members were tasked with clearing up the issues by speaking with the chairman from the prior year and double-checking logbooks.
- Work with the hostel warden and other responsible parties to inspect the maintenance that needs to be done in the hostel.
- Check the complaint records.
- Assigning responsibilities to community members and the hostel warden for rearranging and moving rooms in preparation for incoming first-year students
- The details of impending work are being prepared, and updated hostel bus maintenance is required.
- Provide guidance in order to address the problems with the school bus and make the required adjustments.
- Made the decision to repeat Plastic Free Campus program and planned to hold awareness sessions for both students and staff.
- Add a few small trees and plants to the garden.



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- Maintenance work on equipment were discussed and decided to report to management and IQAC
- Discussed about the things to be purchased including equipment and reagents for the academic year

TENTATIVE DATE OF NEXT MEETING: MARCH 2020

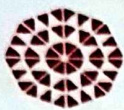
ATTENDEES AND SIGNATURE

- 1) Prof. Santheep sankar
- 2) Ms. Dinu c.p
- 3) Mr. Tajo a.p
- 4) Mrs. Rajeswari
- 5) Ms. Amala t
- 6) Mrs. Beena ranjith
- 7) Mrs. Prasanna
- 8) Mr. Ajith
- 9) Mr. Babu e
- 10) Mr. Arun Baby
- 11) Ms. Nimisha C
- 12) Prof. Vijay Selvan N
- 13) Mrs. Srisha Shasidharan



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MEETING MINUTES

MEETING TITLE: MAINTENANCE COMMITTEE MEETING (2020-2021 ACADEMIC YEAR-1)

DATE: 19/5/2021

TIME: 02.00 PM

VENUE: Seminar Hall 2

ACTION TAKEN ON PREVIOUS MEETING

SLNO:	SUGGESTED ACTIONS	LINE OF ACTION TAKEN
1	Discussion on plans to be executed for the ACADEMIC YEAR of 2020-2021	Proper plans and discussion were done for the second quarter of 2018.
2	New committee formation 2020-2021	2020-2021 maintenance committee developed.
3	Covid management	The committee actively intervened in all the activities during the COVID period and gave necessary suggestions.
5.	Classroom equipment's maintenance during covid pandemic	Following their time working as a hospital during the COVID pandemic, maintenance COMMITTEE once more took the lead in leading the college and executed their duties with accuracy.
6.	Green campus maintenance	garden maintenance work completed

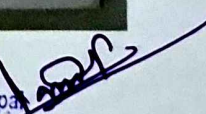
AGENDA FOR CURRENT MEETING

- 1) Formation of new maintenance committee
- 2) Discussion on plan to be executed for the first quarter for the academic year 2021-2022
- 3) Classroom equipment's maintenance
- 4) Hostel and bus maintenance
- 5) Green campus maintenance
- 6) Lab maintenance
- 7) Time for the next meeting.

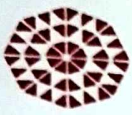
MINUTES OF DISCUSSED AGENDA

AGEND A	POINTS DISCUSSED	DECISION MADE	TIME FRAME
	<ul style="list-style-type: none"> • Formation of maintenance committee. • Allocation of duties to committee members. • To discuss any matters to develop further suggestions 	<ul style="list-style-type: none"> • The chairman, vice-chairman, and faculty members (teaching and nonteaching personnel) for the maintenance committee are chosen. • Mrs. Soumya V (Dept. of BPT) is the chairman, and Prof. Vijay Selvan N. (Dept of BPT) is the co-chairman. • Mr. Thirumaraivanan G (BPT), Mrs. Vipina K (MLT), Mrs. Safa C (BPT), Mrs. Binisha M.M are faculty 	



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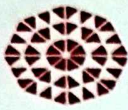
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		<ul style="list-style-type: none"> members. Mrs. Shruthi (office staff) is an administrative officer. Members of the faculty who do not teach: Prasanna and Babu E. 	
	<ul style="list-style-type: none"> Discussion on plans to be executed for the academic year of 2021-2022 	<ul style="list-style-type: none"> Lift maintenance tender Generator annual maintenance CCTV maintenance Canteen area maintenance 	
	<ul style="list-style-type: none"> Campus building maintenance discussion 	<ul style="list-style-type: none"> Exam hall curtains cleaning Fire and safety equipment's maintenance Lab equipment's log book verification 	
2	<ul style="list-style-type: none"> The total activities of the previous academic year were summarized and modified plans are prepared for the second half of the academic year. 	<ul style="list-style-type: none"> Suggested strategies for resolving the drawbacks of the previous plan Plans were prepared according to the need. Duties were assigned to the committee members to clear the drawbacks- by discussing with the previous year chairman and crosschecking with logbooks. 	
3	<ul style="list-style-type: none"> Hostel complaint books reviewed and complaints were discussed Hostel maintenance 	<ul style="list-style-type: none"> Check out the maintenance that needs to be done in the hostel by collaborating with the hostel warden and in charge Verify the Complaint books Hostel room shifting and arrangement for covid purposes 	
4	<ul style="list-style-type: none"> Maintenance work of garden and college surroundings Plastic free campus monitoring 	<ul style="list-style-type: none"> Decided to check the Plastic Free Campus initiative and planned to hold awareness events for both students and staff through online platform. Decided to do the necessary maintenance on the grass and, if necessary, plant some small trees and plants in the garden. 	
5	<ul style="list-style-type: none"> Lab maintenance Discussed about the purchasing of equipment and reagents for lab in 3 departments 	<ul style="list-style-type: none"> Maintenance work on equipment were discussed and decided to report to management and IQAC Discussed about the things to be purchased including equipment and reagents for the academic year 	



[Signature]
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TENTATIVE DATE OF NEXT MEETING: DECEMBER 2021

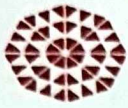
ATTENDEES

SLNO:	NAME	SIGNATURE
1	Prof. Santheep sankar	
2	Prof. Vijay Selvan N.	
3	Mr. Thirumaraivanan G	
4	Mr. Babu E	
5	Ms. Amala t	
6	Mrs. Beena ranjith	
7	Mrs. Prasanna	
8	Mr. Ajith	
9	Mrs. Soumya V	
10	Mrs. Vipina K	
11	Mrs. Binisha M M	
12	Mrs. Safa C	



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MEETING MINUTES

MEETING TITLE: MAINTENANCE COMMITTEE MEETING (2021-2022 ACADAMIC YEAR-2)

DATE: 18/12/2021

TIME: 3.00 PM

VENUE: Seminarhall

ACTION TAKEN ON PREVIOUS MEETING

SLNO:	SUGGESTED ACTIONS	LINE OF ACTION TAKEN
1.	Previous year pending maintenance were discussed and reported.	The pending maintenance were done
2.	Complaints regarding hostel and bus service were discussed	Necessary action taken to improve hostel and bus service facility
3.	Maintenance in the infrastructure	Fire and safety, Lift facility maintenance were verified. Common room and class room complaints were timely rectified and verified
4.	College campus maintenance	Green campus maintenance was properly monitored. Cleaning activity instructions given and verification of their works
5.	Lab maintenance	Maintenance works completed and purchased necessary things wanted.

AGENDA FOR CURRENT MEETING

1. Library Maintenance
2. Ensure regular maintenance of building, equipment and gadgets of the institute.
3. Computer lab maintenance
4. Laboratory maintenance
5. Verification of log books
6. Time for the next meeting.

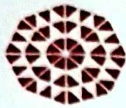
MINUTES OF DISCUSSED AGENDA

AGENDA	POINTS DISCUSSED	DECISION MADE	TIME FRAME
1	<ul style="list-style-type: none"> Maintenance works in the library including structural as well as books 	<ul style="list-style-type: none"> The following decisions were made: Changed the book shelves to better suit the needs of the staff and students; Decided to perform the required repair on the library's computers; and Verified the book inventory and decided to produce a list of the volumes that were lacking. 	



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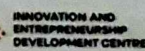
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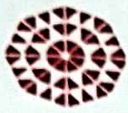
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2	<ul style="list-style-type: none"> Ensure regular maintenance of building, equipment and gadgets of the institute. 	<ul style="list-style-type: none"> decided to compile a list of the maintenance tasks that needed to be performed on the college's equipment, gadgets, and other items. Infrastructure maintenance, including that of the principal room, common room office, and classrooms, was discussed and a plan was made to make the necessary arrangements for it. 	
3	<ul style="list-style-type: none"> Computer lab infrastructure and repairment work Regarding the internet connection 	<ul style="list-style-type: none"> Wi-Fi connection issues were addressed and it was agreed to contact IT staff. Computer lab infrastructure maintenance work was discussed and determined to conduct as needed. It was planned to repair the computers, and the office personnel was charged. 	
4	<ul style="list-style-type: none"> Laboratory maintenance and planning for the required item purchasing 	<ul style="list-style-type: none"> Talked about the things that needed to be acquired, such as equipment and reagents for the pending academic year, and decided to submit maintenance work on equipment to management and IQAC 	
5	<ul style="list-style-type: none"> Verification of maintenance registers and logbooks 	<ul style="list-style-type: none"> All maintenance work logbooks were examined, needs were discussed, previous commitments and pending tasks were listed out, and it was determined to make the necessary arrangements. 	



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TENTATIVE DATE OF NEXT MEETING: JUNE 2022

ATTENDEES

SL.NO:	NAME	SIGNATURE
1	PROF. DR. SANTHEEP SANKAR	
2	AMRUTHA.P	
3	ASLY P	
4	NAYANA KBABU	
5	ARCHANA K.P	
6	KASHMEERA P.K.	
7	NIMYA N.K	
8	ANANYA	
9	BABU	
10	PRASANNA	
11	SRUTHI	
12	AKHILA	
13	MOIDEEN	



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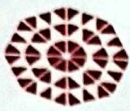
Muthalam, Mukkam, Kozhikode - 673602

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MEETING MINUTES

MEETING TITLE: MAINTENANCE COMMITTEE MEETING (2022-2023 ACADAMIC YEAR-1)

DATE: 10/06/2022

TIME:

VENUE: Seminarhall 1

ACTION TAKEN ON PREVIOUS MEETING

SI.NO.	SUGGESTED ACTIONS	LINE OF ACTION TAKEN
1.	Previous year pending maintenance were discussed and reported.	<ul style="list-style-type: none"> The pending maintenance were done
2.	Complaints regarding men's hostel building and bus service were discussed.	<ul style="list-style-type: none"> Action taken to improve men's hostel-building changed and bus service facility arranged.
3.	Maintenance in the infrastructure, checking fire and safety equipment's expiry dates	<ul style="list-style-type: none"> Fire and safety, Lift facility maintenance and expiry dates were verified. Common room and class room complaints were timely rectified and verified.
4.	College campus maintenance	<ul style="list-style-type: none"> Green campus maintenance was properly monitored. Cleaning activity instructions given and verification of their works
5.	Lab maintenance	<ul style="list-style-type: none"> Maintenance works completed and purchased necessary things wanted.

AGENDA FOR CURRENT MEETING

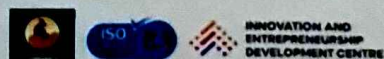
- 1) Library Maintenance
- 2) Ensure regular maintenance of building, equipment and gadgets of the institute.
- 3) Computer lab maintenance
- 4) Laboratory maintenance
- 5) Verification of log books
- 6) Time for the next meeting.

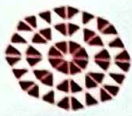
MINUTES OF DISCUSSED AGENDA

AGENDA	POINTS DISCUSSED	DECISION MADE	TIME FRAME
1	<ul style="list-style-type: none"> Ensure regular maintenance of building, equipment and gadgets of the institute. 	<ul style="list-style-type: none"> decided to compile a list of the maintenance tasks that needed to be performed on the college's equipment, gadgets, and other items. Infrastructure maintenance, including that of the principal room, common room office, and classrooms, was discussed and a plan was made to make the necessary arrangements for it. 	



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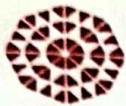
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2	<ul style="list-style-type: none">• Computer lab infrastructure and repairment work Regarding the internet connection	<ul style="list-style-type: none">• Wi-Fi connection issues were addressed and it was agreed to contact IT staff. Computer lab infrastructure maintenance work was discussed and determined to conduct as needed.• It was planned to repair the computers, and the office personnel was charged.	
3	<ul style="list-style-type: none">• Laboratory maintenance and planning for the required item purchasing	<ul style="list-style-type: none">• Talked about the things that needed to be acquired, such as equipment and reagents for the pending academic year, and decided to submit maintenance work on equipment to management and IQAC	
4	<ul style="list-style-type: none">• Verification of maintenance registers and logbooks	<ul style="list-style-type: none">• All maintenance work logbooks were examined, needs were discussed, previous commitments and pending tasks were listed out, and it was determined to make the necessary arrangements.	



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TENTATIVE DATE OF NEXT MEETING: JANUARY 2023

ATTENDEES

SLNO.	NAME	SIGNATURE
1.	PROF. DR. SANTHEEP SANKAR	
2.	AMRUTHA P	
3.	ASLY P	
4.	NAYANA K.BABU	
5.	ARCHANA K.P	
6.	KASHIMEERA P.K.	
7.	NIMYA N.K	
8.	ANANYA	
9.	BABU	
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12.	AKHILA	
13.	MOIDEEN	



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MEETING MINUTES

MEETING TITLE: MAINTENANCE COMMITTEE MEETING (2022-2023 ACADAMIC YEAR-2)

DATE: 07/06/2023

TIME: 11.00 AM

VENUE: SEMINAR HALL

ACTION TAKEN ON PREVIOUS MEETING

SLNO:	SUGGESTED ACTIONS	LINE OF ACTION TAKEN
1	Green campus initiatives-Hygiene maintenance	Instruction was given to the cleaning staff about the waste management in and around the college and verified their work
2	Verification of Lab log books	Verification was done and the mistakes were corrected
3	Infrastructure maintenance	Ensured Class rooms and common room maintenance neatly and complaints were rectified
4	Computer lab maintenance	Maintenance in the computer lab were done

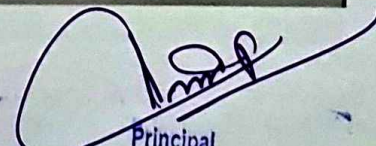
AGENDA FOR CURRENT MEETING

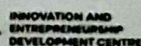
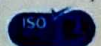
- 1) Formation of maintenance committee members.
- 2) Discussion on plan to be executed for the first quarter of 2022-2023
- 3) Digital evaluation room
- 4) Hostel and bus maintenance
- 5) Infrastructure maintenance
- 6) Green campus maintenance
- 7) Lab maintenance
- 8) Time for the next meeting.

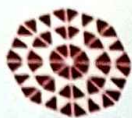
MINUTES OF DISCUSSED AGENDA

AGEND A	POINTS DISCUSSED	DECISION MADE	TIME FRAME
1	<ul style="list-style-type: none"> • Formation of maintenance committee. • Allocation of duties to committee members. • To discuss any matters to develop further suggestions 	<ul style="list-style-type: none"> • The chairman, vice-chairman, and faculty members (teaching and nonteaching personnel) for the maintenance committee are chosen. • Mrs. Amrutha P (BPT) is the chairman, and Jithin Johny (Dept. of Optometry) is the co-chairman. • Mrs. Amritha P (MLT), 3Ms. Nimya are faculty members. Mrs. Kashmeera P.K., Mrs. Ananya, and Mrs. Nayana • Mrs. Sruthi is an administrative officer. • Members of the faculty who do not teach: Nimisha, Akhila, Prasanna, Bijesh Babu, and Moideen 	




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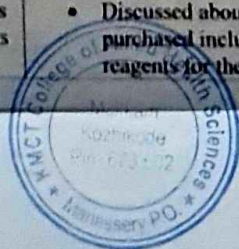


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2	<ul style="list-style-type: none"> The total activities of the previous academic year were summarized and modified plans are prepared for the 1st half of the academic year 	<ul style="list-style-type: none"> Suggested strategies for resolving the drawbacks of the previous plan Plans were prepared according to the need. Duties were assigned to the committee members to clear the drawbacks- by discussing with the previous year chairman and crosschecking with logbooks 	
3	<ul style="list-style-type: none"> Digital evaluation room 	<ul style="list-style-type: none"> Cleaning personnel are instructed to maintain the computers and other electronic equipment in the evaluation room properly. 	
3	<ul style="list-style-type: none"> Hostel complaint books reviewed and complaints were discussed College bus service maintenance work 	<ul style="list-style-type: none"> Check out the maintenance that needs to be done in the hostel by collaborating with the hostel warden and in charge Verify the Complaint books Hostel room shifting and arrangement for the incoming first-year students—duty assigned to comity members and the hostel warden Updated hostel bus maintenance is needed, and specifics of upcoming work are being prepared. Resolve the issues with the school bus and make the necessary corrections by providing guidance. 	
4	<ul style="list-style-type: none"> Details of deficiencies of the college were noted Maintenance work in the infrastructure -Class rooms common rooms, toilets, exam hall 	<ul style="list-style-type: none"> Decided to inspect the test hall, confirm the register, and see if there is a plan to replace the exam hall's curtains. Decided to give a request to IQAC and management for purchasing products from a list provided by the lab in charge and other common requirements from the office. To check on ongoing projects and the future workplan, the in charge and the fire and safety maintenance-verification meeting were scheduled. 	
5	<ul style="list-style-type: none"> Maintenance work of garden and college surroundings Plastic free campus monitoring 	<ul style="list-style-type: none"> Made the decision to check the Plastic Free Campus program and planned to hold awareness sessions for both students and staff. Made the decision to undertake the necessary work on the grass and, if necessary, plant some small trees and plants in the garden. 	
6	<ul style="list-style-type: none"> Lab maintenance Discussed about the purchasing of equipment and reagents for lab in 3 departments 	<ul style="list-style-type: none"> Maintenance work on equipment were discussed and decided to report to management and IQAC Discussed about the things to be purchased including equipment and reagents for the academic year 	



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THE DATED DATE OF NEXT MEETING: DECEMBER 2023

ATTENDEES

SLNO:	NAME	SIGNATURE
1)	PROF. DR. SANTHEEP SANKAR	
2)	PROF. DR. VIJAY SELVAN	
3)	AMRUTHA P	
4)	JITHIN JOHNY	
5)	NAYANA K. BABU	
6)	AMRITHA P	
7)	KASIMEERA P. K.	
8)	NIMYA N.K	
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