

KMCT AYURVEDA MEDICAL COLLEGE

Approved by NCISM and Affiliated to Kerala University of Health Sciences.

TO WHOM SO EVER IT MAY CONCERN

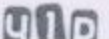
This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge.



Principal *Aradhana*
PRINCIPAL
K.M.C.T. AYURVEDA
MEDICAL COLLEGE



INNOVATION AND
ENTREPRENEURSHIP





KMCT
AYURVEDA MEDICAL COLLEGE

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4.5.2 MEETING MINUTES OF MAINTANANCE COMMITTEE



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PRINCIPAL
K.M.C.T. AYURVEDA
MEDICAL COLLEGE



INNOVATION AND
ENTREPRENEURSHIP
DEVELOPMENT CENTRE





KMCT AYURVEDA MEDICAL COLLEGE

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Minutes of the meetings of the maintenance committee

ACADEMIC YEAR (2024-2025)

Name of Meeting	Maintenance committee meeting
Date: 14/01/2024	Venue: Office

DETAILS OF COMMITTEE MEMBERS

FACULTY NAME	DESIGNATION	SIGNATURE
Dr. Subhasree GH	Principal	
Manu	Administrative Officer	
Sajal	IT professional	
Francis	Engineer civil	
Bljeesh	Electrical	
Pushkaran	Plumbing	

Review of previous meeting:

- Garden was developed
- Painting of the college done
- Placement of bulletin board in all lecture halls done
- Fire and Safety checking and maintenance done

Present agenda:

- Request for Placement of smart board
- Request for Placement of sign board
- Fire and Safety checking and maintenance.
- Maintenance of water purifier
- The Concerns of Space restrictions on arrival of new batch were expressed by hostel wardens.
- Creation of HOD Cabin and department library

Copy to

Principal

- Director
- Principal
- Administrative officer



PRINCIPAL
K.M.C.T. AYURVEDA
MEDICAL COLLEGE





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Minutes of the meetings of the maintenance committee

ACADEMIC YEAR (2023-2024)

Name of Meeting	Maintenance committee meeting
Date 12/3/2023	Venue :Office

DETAILS OF COMMITTEE MEMBERS

FACULTY NAME	DESIGNATION	SIGNATURE
Dr. Subhasree GH	Principal	
Manu	Administrative Officer	
Sajal	IT professional	
Francis	Engineer civil	
Bijeesh	Electrical	
Pushkaran	Plumbing	

Review of previous meeting:

1. Electrical and plumbing repairs done.
2. Computer maintenance and repairs done.

Present agenda:

1. Rechecking non-working equipment's to be included in condemn list.
2. Repair of audio system in lecture halls.
3. Repair of fan in lecture hall
4. Repair and maintenance of LCD in lecture rooms

Copy to

1. Director
2. Principal
3. Administrative officer



Principal

PRINCIPAL
KMCT AYURVEDA
MEDICAL COLLEGE



Minutes of the meetings of the maintenance committee

ACADEMIC YEAR (2022-2023)

Name of Meeting	Maintenance committee meeting
Date: 15/02/2022	
Venue: Office	

DETAILS OF COMMITTEEMEMBERS

FACULTY NAME	DESIGNATION	SIGNATURE
Dr. Subhasree GH	Principal	<i>Subhasree</i>
Mannu	Administrative Officer	<i>Mannu</i>
Sajeel	IT Professional	<i>Sajeel</i>
Francis	Engineer civil	<i>Francis</i>
Bijesh	Electrical	<i>Bijesh</i>
Pushkaran	Plumbing	<i>Pushkaran</i>

Review of previous meeting:

1. Garden was developed
2. Painting of the college done
3. Placement of bulletin board in all lecture halls done
4. Fire and Safety checking and maintenance done

Present agenda:

1. Request for Placement of smart board
2. Request for Placement of sign board
3. Fire and Safety checking and maintenance.
4. Maintenance of water purifier
5. The Concerns of Space restrictions on arrival of new batch were expressed by hostel wardens.
6. Creation of HOD Cabin and department library

Copy to

1. Director
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3. Administrative officer

PRINCIPAL
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Subhasree



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Minutes of the meetings of the maintenance committee

ACADEMIC YEAR (2021-2022)

Name of Meeting	Maintenance committee meeting
Date: 10/05/2021	Venue : Office

DETAILS OF COMMITTEE MEMBERS

FACULTY NAME	DESIGNATION	SIGNATURE
Dr. Subhasree GH	Principal	
Manu	Administrative Officer	
Sajel	IT professional	
Francis	Engineer civil	
Bijeesh	Electrical	
Pushkaran	Plumbing	

Review of previous meeting:

1. Fire and Safety checking and maintenance done
2. Repair and maintenance of bench and desk of lecture halls done

Present agenda:

1. Planning of developing garden in order to enhance the ecofriendliness of the building and to Improve the aesthetic of the College
2. Painting of the college
3. Placement of bulletin board in all lecture halls
4. Fire and Safety checking and maintenance.

Copy to

1. Director
2. Principal
3. Administrative officer



Principal
PRINCIPAL
K.M.C.T. AYURVEDA
MEDICAL COLLEGE





KMCT

AYURVEDA MEDICAL COLLEGE

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Minutes of the meetings of the maintenance committee ACADEMIC YEAR (2020-2021)

Name of Meeting	Maintenance committee meeting
Date 7/05/2021	Venue Office

DETAILS OF COMMITTEE MEMBERS

FACULTY NAME	DESIGNATION	SIGNATURE
Dr. Subhasree GH	Principal	
Manu	Administrative Officer	
Sajel	IT professional	
Francis	Engineer civil	
Bijeesh	Electrical	
Pushkaran	Plumbing	

Review of previous meeting:

- 1) Repair of bench and desk in lecture halls done
- 2) Repair of switch board in lecture hall done
- 3) Repair of water cooler in the college done

Present agenda:

1. Fire and Safety checking and maintenance.
2. Repair and maintenance of bench and desk of lecture halls.

Copy to

1. Director
2. Principal
3. Administrative office



Principal

PRINCIPAL
K.M.C.T. AYURVEDA
MEDICAL COLLEGE



Manassery PO, Mukkam, 673602, Kozhikode, Kerala

☎ 0495-229 4664 ✉ ayurveda@kmct.edu.in

🌐 www.kmctayurvedacollege.org



Minutes of the meetings of the maintenance committee

ACADEMIC YEAR (2019-20)

Name of Meeting	Maintenance committee meeting
Date 10/08/2020	Venue Office

DETAILS OF COMMITTEE MEMBERS

FACULTY NAME	DESIGNATION	SIGNATURE
Dr. Subhasree GH	Principal	
Manu	Administrative Officer	
Sajel	IT professional	
Francis	Engineer civil	
Bljeesh	Electrical	
Pushkaran	Plumbing	

Review of previous meeting:

1. Rechecked non-working equipment's and included in condemn list.
2. Repaired audio system in lecture halls.
3. Repaired fan in lecture hall
4. Repair and maintenance of LCD in lecture rooms done

Present agenda:

1. Repair of bench and desk in lecture halls
2. Repair of switch board in lecture hall
3. Repair of water cooler in the college

Copy to

1. Director
2. Principal
3. Administrative office



Principal
PRINCIPAL
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