



# THE DALE VIEW

## COLLEGE OF PHARMACY AND RESEARCH CENTRE

Punalal P.O, Poovachal, Trivandrum 695 575

**Purpose:** Campus Maintenance Committee is to make sure that all facilities and maintenance in The Dale View College of Pharmacy and Research Centre are being addressed. This includes routine maintenance, cleaning, recycling, waste management, conservation and implementing new facilities.

**Constitution:**

The maintenance committee shall be constituted by :

Dr P Manoj Kumar  
Dr Shaiju David Alfi  
Mrs Seena H  
Mrs Anoop John  
Mrs Jessiya  
Mr Shibu

The maintenance committee shall meet once 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 Annual College Maintenance Committee shall come in to action only with the approval of the Registrar.

**Coordinator--IQAC,** The Dale View College of Pharmacy and Research Centre, shall be a special invitee for all the meetings and activities of the committee

**Responsibilities:**

1. Maintenance organisation, which relates to creating an organisational structure for facilities maintenance, which shall clearly define duties and responsibilities, and should vary with the complexity of the colleges and departments.
2. Maintenance inspection, which relates to building examination in order to prepare a maintenance plan and most importantly, gather information to form the basis for the maintenance programme, using various forms of inspection checklists for building structures including roofing, grounds and service systems.
3. Maintenance planning, which relates to formulating a maintenance strategy for achieving better use of facilities and minimising the cost of resources tied up in grounds and buildings.
4. Maintenance planning invariably includes maintenance policy formulation and aspects of
5. To conduct meetings and to prepare and distribute meeting agendas and minutes of the meeting and to be familiar with Institutional structures, committee guidelines and activities.
6. To maintain vendor list related to Campus Maintenance.
7. To share resources amongst the constituent colleges and departments.
8. To review projections of future facility an infrastructure requirement.
9. To monitor and advise on the Greening of the campus, waste disposal & management /recycling process etc.
10. To contribute in conservation and beautification of campus
11. To support strategies and activities related to “Smart Campus Policy of JSSAHER”
12. To help revision of “Energy conservation & recycle policy “with annual audit.



## THE DALE VIEW COLLEGE OF PHARMACY & RESEARCH CENTRE

Approved by PCI, AICTE and Affiliated to Kerala University of Health Science

An ISO 9001-2015 Certified Institution

ACCREDITED BY NAAC

Recognized under Section 2 (f) of the UGC Act 1956

Punalai P.O., Thiruvananthapuram, Pin- 695575, Ph: 0472 2853763, 2852394, 9446802073

Fax: 0472-2852394, Website: [www.daleviewcollege.com](http://www.daleviewcollege.com) / Email: [dvpharma@gmail.com](mailto:dvpharma@gmail.com)

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

The institute has a established systems for maintaining and utilizing the physical and support facilities. Maintenance is carried out throughout the year and as and when required.

Institute has appointed external agencies for maintenance of infrastructure, equipment and other facilities such as lifts, fire extinguishers, fire systems, generator, UPS, air conditioners, water purifiers, water coolers, photocopy machines, laboratory equipment, computer systems. Some of them are maintained through an annual maintenance contract.

To maintain internet connectivity and CCTV security system, Dale View College has a team working under the IT Personnel . For electrical repairs, the institute has electrician on call. For other repairs and maintenance, there is a set procedure that is followed by the institute. The request for repairs and maintenance is entered in a register at the Institute level which is then discussed by the administrative staff with the HOD and the Principal. Minor repairs of the equipment, computers etc. are done in-house by the technical staff. For maintenance by an external agency, quotations are called from multiple vendors and finalised by the purchase department. The purchase requisitions are raised by the departments followed by purchase orders, invoice preparations etc.

#### **Maintenance of different facilities:**

**Cleaning and sweeping:** An authorised external agency has the annual contract of cleaning and sweeping of the passages, classrooms, washrooms, surroundings etc. The Lab Technicianstaffs monitors their work and related maintenance issues.

**Network system:** The Institute has a team of qualified people under the IT administrator for maintaining computer systems, software, licences etc. and networking facilities like WI-FI & LAN.

**Overhead and underground water tank:** The facilities assistant takes care of the cleaning of the overhead and underground tanks regularly on-call basis.

**Garden:** All gardening activities on the campus like cutting, cleaning, watering, soiling etc. are handled by the contract employee.

**Security:** An authorised security agency has the annual contract for ensuring safety on the campus.



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Institute has appointed external agencies for maintenance of infrastructure, equipment and other facilities such as lifts, fire extinguishers, fire systems, generator, UPS, air conditioners, water purifiers, water coolers, photocopy machines, laboratory equipment, computer systems. Some of them are maintained through an annual maintenance contract.

### Utilization of facilities:

Lab assistants under the supervision of the Technicians maintain the efficiency of the college computers and accessories. Every department maintains a stock register for the available equipment. Proper inspection is done and verification of stock takes place at the end of every year. Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office.

Parking facility is well organized and utilized. The campus maintenance is monitored through surveillance Cameras. Housekeeping services are regularly executed and monitored.

Thus, a smooth, systematic and orderly learning environment is ensured with maintaining & utilizing the physical, academic and support facilities.

| Facility                           | Maintenance Contractor |
|------------------------------------|------------------------|
| Air Conditioners                   | Mr.Ajin Santhosh       |
| Water Tanks                        | Mr. Suresh             |
| Furniture                          | Mr. Sayijith           |
| Computer Systems, Projectors       | Mr. Raman S            |
| Telephone, Intercom                | Mr. Shivaram           |
| Equipments at Instrumentation Room | Mr. Vinodh             |
| Generator                          | Mr. JatinVarma         |
| Solar Panels                       | Mr. Biju               |
| Vehicle Maintenance                | Ms.Nirmala Devi        |



*Manoj*



# BETHANY GROUP

BUILDING CONSTRUCTION & INTERIOR DESIGN

Soumya Bhavan Thadatharikathuveedu Punalal P.O Trivandrum - 695575

Website: [www.bethanygroups.in/](http://www.bethanygroups.in/) email id: [bhp4433@gmail.com](mailto:bhp4433@gmail.com)

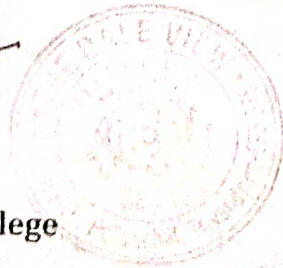
Office : 7736798403/8593034470/9447343099

## AGREEMENT/WORK ORDER

This agreement of contract/work order Is herewith issued on the 10<sup>th</sup> August 2022 for the Lift well work of a Dale View College Of Pharmacy And Research Centre, executed between Mr.Dipin Das , Director, The dale view college of research centre poovachal, Trivandrum. (here after referred to as the client), On part, and M/s. Bethany Group, Soumya bhavan thadatharikkathu punalal p.o, Trivandrum Represented by Managing Director S. Selvarajan , as it is Managing Director (hereafter reffered to as the contractor), To the contractor for the quoted amount of Rs.2,24,370/- Duly signed and form part of this agreement/ work order

All above points as mentioned in this work order quotation/ specification, terms and conditions form and integral part of this work order and is fully understood and accepted by the contractor M/s Bethany Group and agreed up on this day, 10<sup>th</sup> August 2022 .

Mr.Dipin Das ,  
Director, The dale view college  
of research centre



M/s S Selvarajan  
Bethany group  
Manging Director



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BUILDING CONSTRUCTION & INTERIOR DESIGN

Soumya Bhavan Thadatharikathuveedu Punalal P.O Trivandrum - 695575

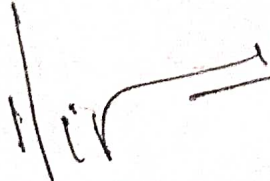
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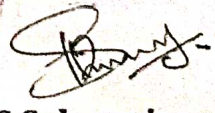
## AGREEMENT/WORK ORDER

This agreement of contract/work order is herewith issued on the 22<sup>ND</sup> August 2022 for the Painting work of a Dale View College Of Pharmacy And Research Centre, executed between Mr.Dipin Das , Director, The dale view college of research centre poovachal, Trivandrum. (here after referred to as the client), On part, and M/s. Bethany Group, Soumya bhavan thadatharikkathu punalal p.o, Trivandrum Represented by Managing Director S. Selvarajan , as it is Managing Director (hereafter referred to as the contractor), To the contractor for the quoted amount of Rs. 6,50,000/-Duly signed and form part of this agreement/ work order

All above points as mentioned in this work order quotation/ specification, terms and conditions form and integral part of this work order and is fully understood and accepted by the contractor M/s Bethany Group and agreed up on this day, 22<sup>ND</sup> August 2022 .

  
Mr.Dipin Das ,  
Director, The dale view college  
of research centre



  
M/s S Selvarajan  
Bethany group  
Manging Director