



**Dayananda Sagar College of Dental Sciences,**  
**Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru**

**FACILITY MANAGEMENT COMMITTEE**

**Roles and Responsibilities:**

1. Term of the committee shall be for three years.
2. Committee shall look into the maintenance of Dental Chairs and other equipment of the Dental College, infrastructural requirements, and logistics for the students. Purchase of spares activities of the institution shall go through the committee.
3. The committee will coordinate with Facilities , DSI for repairs related to electrical, plumbing, carpentry and other issues pertaining to general maintenance
4. Department of Prosthodontics will be in charge of the Acrylic/metal/ceramic lab related equipment & the Department of Oral Surgery will be in charge for the clinical pathology lab & Implantology.
5. The committee shall prepare a Standard Operating Protocol (SOP) for preventive maintenance, repairs and purchase of spares.
6. Committee shall prepare a preventive maintenance timetable for the technician to visit each clinical department daily and member secretary shall monitor it.
7. Technician will follow the timetable given to him on a daily basis. However, he will be available to any department, on-call for urgent cases
8. The member from each department shall identify the problem and submit a letter duly signed by the HOD to the Member Secretary.
9. Committee shall meet every month to discuss the problems related to equipment of each department. Committee shall prepare a consolidated requirement document for maintenance purpose which will be submitted to the principal for approval. However in case of Emergency, repairs shall be carried out by the committee after oral /written approval from the Principal.
10. The proposal for repair shall be signed by the Member Secretary and submitted to the principal for approval.
11. Bills for repair shall be certified and signed by the Member Secretary prior to submission to the Principal for payment.
12. For purchase of spares, the committee shall call for three quotations, prepare a comparative statement and submit it to the purchase committee. They shall follow up the procedure with member secretary of purchase committee till the process of the purchase and payment is completed.
13. Technician shall report to the committee member in each department and the Member Secretary and apprise them about the various maintenance/repair work carried out.
14. Relevant registers have to be maintained by the technician & committee members of respective departments.
15. Committee will conduct review meetings every three months to discuss and present the requirements of each departments.
16. Minutes of every meeting shall be maintained by the committee.
17. Committee will be responsible to prepare a policy document regarding the standard operating procedures, duties and responsibilities of its members etc.,

**PRINCIPAL**  
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