

**POLICY FOR MAINTAINING & UTILIZATION OF PHYSICAL, ACADEMIC AND SUPPORT SERVICE FACILITIES:**

**POLICY STATEMENT:**

- To excel in value based dental education, healthcare, research and technology of global standards enriched with quality, contributing to national development.
  
- The management ensures optimal allocation of financial resources to the institute after processing the budget proposal from the Head of the Institute. Optimal utilization of the resources for maintenance and upkeep of different facilities is under taken by holding regular meetings of various committees constituted for this purpose as per requirements and also the interests of students.

**GENERAL ADMINISTRATION:**

1. The Estate Officer looks into all the construction needs of the institution. Similarly, the general maintenance department looks after overall functioning and maintenance of the various infrastructure facilities including and not limited to electrical, civil and plumbing etc.,

2. In addition to the general administration department, sanitary supervisors maintain the cleanliness and hygiene of the institution and its surroundings.

3. The equipment of the institute (clinical and laboratories) are maintained by a team of trained Bio technicians in addition to many of the equipment being under AMC of the respective companies. An online system of registering maintenance issues and monitoring is carried out.

4. The security of the institute is maintained by the Chief Security Officer and his team along with the help of surveillance cameras. Fire fighting mechanism, including fire extinguishers and water hoses are placed at strategic locations.

Support systems of a post office, ATMs and an array of food joints cater to the needs of everyone. The campus is environmentally friendly and reduces the carbon print by using solar energy and is covered by a green canopy

5. The Human Resource department looks into recruitment and staff welfare policies of the institution, including health are extended to all the employees and students. The institute encourages the faculty to continuously upgrade their knowledge in their respective fields, by

providing research opportunities, encouraging the faculty to participate in National and International platforms.

6. The Purchase committee looks into the procurement of various medical, non-medical, equipment, consumable and non-consumable materials and maintains quality. An annual audit is conducted and submitted to the management.

### **Support System:**

1. An in-house IT department develops software that supports the ICT of the class rooms, seminar halls, Hospital information system, student information system, inventory management system, payroll etc, . .

2. The Knowledge resource centre is headed by the chief Librarian, who purchases through the appointed committee, books and journals. In addition, a digital section is available for the students.

3. Student progress is maintained online and regular follow-ups are carried out by the Academic Dean through the Mentor and Mentee system. The Research Board develops a scientific temperament by encouraging Under graduate and Post graduate students to take up Research Projects other than the curriculum requirements. The Institutional Review Board promotes quality scientific work in the institution.

3.The Institute has full fledged sports complex headed by the Physical Director. Students are encouraged to take part in various competitions, which are organised by the Sport Committee from time to time. So also does the cultural committee organises cultural competitions to bring out the talents of the students.

4. The NSS unit is active in taking up social responsibilities by providing various services to the community like blood donation camps, environmental awareness campaigns and health education etc,.

5. Registered Alumni Body N-DOSA is an active and integral part of the support and development of the institute. ([alumni.narayanadentalcollege.com](http://alumni.narayanadentalcollege.com)).