

THE OXFORD DENTAL COLLEGE (Recognized by the Govt. of Karnataka, Affiliated to Rajiv Gandhi University of Health Sciences, Karnataka & Dental Council of India, New Delhi) Bommanahalli, Hosur Road, Bangalore – 560 068. Ph: 080-61754680 Fax: 080 – 61754693E-mail:deandirectortodc@gmail.com

Website: www.theoxford.edu

Infrastructure and ICT [Maintenance, Upgradation, Condemnation] Meeting Minutes -1st Meeting

Meeting Information Date:10/7/2017

Location: College Auditorium

Time: 11:00 am

Committee members:

Name	Designation	Department	Signature
Mr. Sripadha Murthy	Chairperson	Office superintendent/	Siport
Mr. Ravi Raju	Member coordinator	Incharge infrastructure estate officer	that
Mr. Francis	Member	Campus Engineer	There
Mr. Ekambaram	Member	Incharge ICT	My
Mr. Suprabha Raju	Member	Incharge Purchase and sales	halbr.
Nataraj	Member	Incharge dental equipment's	Nan, 33
Raghavendra Rao	Member	Incharge dental equipment	De la
Mrs. Lalitha	Member	Incharge house keeping	Machanil
Dr. Shivu[Oral Medicine] Dr. Kavitha [Oral Surgery] Dr. Aarti Gupta[Cons and Endo] Dr. Praveen Jayaram[perio] Dr. Ravikumar [Prostho] Dr. Divya B.M[PHD] Dr. Vani[ortho] Dr. Sneha[pedo] Dr. Seema [oral path]	Member	Representatives from all departments	N Co-
Mr. Ravi Raju	Member	Incharge Transport	Man .
Boys hostel Gurumurthy Girls hostel-Ms. Priyanka	Member	Hostel Wardens	Surumuthey
Ms. Annie Thangam Paul	Member	UG Student Female	Amise
Mr. Nitin	Member	UG Student Male	NIKEL
Dr. Antam[Community]	Member	PG Student Female	datiser Char
Dr. Akhil Sankar [Surgery]	Member	PG Student Male	Athil Dimen

Dean and Director The Oxford Dental College, Bommnaha# Hosur Road Bengaluru - 560 068

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CHILDREN'S EDUCATION SOCIETY (Regd.) THE OXFORD DENTAL COLLEGE

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Infrastructure and ICT [Maintenance, Upgradation, Condemnation] Meeting Minutes –2nd Meeting

Meeting Information Date:10/10/2017

Location: College Auditorium

Time: 11:00 am

Committee members:

Name	Designation	Department	Signature
Mr. Sripadha Murthy	Chairperson	Office superintendent/ manager	Siram
Mr. Ravi Raju	Member coordinator	Incharge infrastructure estate officer	thet .
Mr. Francis	Member	Campus Engineer	Marion
Mr. Ekambaram	Member	Incharge ICT	hear
Mr. Suprabha Raju	Member	Incharge Purchase and sales	mails 1.
Nataraj	Member	Incharge dental equipment's	Nat iss
Raghavendra Rao	Member	Incharge dental equipment	P
Mrs. Lalitha	Member	Incharge house keeping	Mahadi
Dr. Shivu [Oral Medicine] Dr. Kavitha [Oral Surgery] Dr. Aarti Gupta[Cons and Endo] Dr. Praveen Jayaram[perio] Dr. Ravikumar[prostho] Dr. Divya B.M[PHD] Dr. Vani[ortho] Dr. Sneha[pedo] Dr. Seema [oral path]	Member	Representatives from all departments	N. P.
Mr. Ravi Raju	Member	Incharge Transport	eres.
Boys hostel. Gurumurthy Girls hostel-Ms. Priyanka	Member	Hostel Wardens	Surumithy Luthi
Ms. Annie Thangam Paul	Member	UG Student Female	Anne
Mr. Nitin	Member	UG Student Male	21:2
Dr. Antan [Community]	Member	PG Student Female	Antara Loron
Dr. Akhil Sankar [Surgery]	Member	PG Student Male	Awismos

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Agenda Items

Generally discussed regarding steriliser and autoclaves due to frequent complaints from those equipment's

Action Taken

Proper operation and maintenance instructed to concerned staff and instructed to use distilled water for autoclave

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Infrastructure and ICT [Maintenance, Upgradation, Condemnation] 3rd meeting

Meeting Minutes –3rd Meeting

Date:10/1/2018

Location: College Auditorium

Time: 11:00 am

Committee members:

Name	Designation	Department	Signature
Mr. Sripadha Murthy	Chairperson	Office	- 540
		superintendent/	Some
		manager	
Mr. Ravi Raju	Member	Incharge	1
	coordinator	infrastructure	Seet
		estate officer	
Mr. Francis	Member	Campus Engineer	Warre
Mr. Ekambaram	Member	Incharge ICT	John Mary
Nataraj	Member	Incharge dental	1200
		equipment's	Not
Raghavendra Rao	Member	Incharge dental	0
		equipment	19
Mrs. Lalitha	Member	Incharge house	
		keeping	Mahad
Dr. Shivu[Oral Medicine]	Member	Representatives	
Dr. Kavitha [Oral Surgery]		from all	
Dr. Aarti Gupta[Cons and		departments	I to be seen
Endo]			1
Dr. Praveen Jayaram[perio]			Mosi
Dr. Ravikumar [prostho]			W. Co
Dr. Divya B.M[PHD]			10
Dr. Vani[ortho]			
Dr. Sneha[pedo]			My
Dr. Seema [oral path]			2
Mr. Ravi Raju	Member	Incharge Transport	rel +
Boys hostel Gurumurthy	Member	Hostel Wardens	Surumethy
Girls hostel-Ms.Priyanka			Ruft
Ms. AnnieThangam Paul	Member	UG Student Female	Amnie
Mr. Nitin	Member	UG Student Male	N.O. Lu
Or. Antara [Community]	Member	PG Student Female	distara Chome
Or. Akhil Sankar [Surgery]	Member	PG Student Male	Aviland

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Agenda Items

Complaints from OMR, Prostho, Pedo regarding drier machine not working in the dept of OMR. In Prostho lab micromotor is not functioning. In pedo one chair has a problem in the dental light and reflector

Actions Taken

Rectified the above-mentioned complaints for smooth functioning of the department

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Infrastructure and ICT [Maintenance, Upgradation, Condemnation] Meeting Minutes -4th Meeting

Meeting Information

Date:10/4/2018

Location: College Auditorium

Time: 11:00 am

Committee members:

Name	Designation	Department	Signature
Mr. Sripadha Murthy	Chairperson	Office	And .
		superintendent/	Snin
		manager	, W
Mr. Ravi Raju	Member	Incharge	1
	coordinator	infrastructure estate	A T
		officer	0
Mr. Francis	Member	Campus Engineer	North
Mr. Ekambaram	Member	Incharge ICT	W.
Mr. suprabha Raju	Member	Incharge Purchase	11 252
		and sales	
Nataraj	Member	Incharge dental	2000
		equipment's	Na
Raghavendra Rao	Member	Incharge dental	PAP
:xc		equipment	
Mrs. Lalitha	Member	Incharge house	mahada
		keeping	Maranda
Dr. Shivu[Oral Medicine]	Member	Representatives	
Dr. Kavitha [Oral Surgery]		from all	
Dr. Aarti Gupta[Cons and		departments	
Endo]			6
Dr. Praveen Jayaram[perio]			N. Pai
Dr. Ravikumar [prostho]			0/
Dr. Divya B.M[PHD]			W
Dr. Vani[ortho]			
Dr. Sneha[pedo]			MIS
Dr. Seema[oral path]			8
Mr. Ravi Raju	Member	Incharge Transport	Elex
Boys hostel Gurumurthy	Member	Hostel Wardens	Surumethy
Girls hostel-Ms. Priyanka			Rulle.
Ms. Annie Thangam Paul	Member	UG Student Female	Annas
Mr. Nitin	Member	UG Student Male	NILL
Dr. Antara [Community]	Member	PG Student Female	Antara Shome
Dr. Akhil Sankar [Surgery]	Member	PG Student Male	Aral Szing

Dean and Director
The Oxford Dental College, Bommnahalli
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Agenda Items

- 1. 1 complaint from Jayadeva dental unit regarding Airotar.
- 2. Autoclave not working in the department of perio.
- 3. complaints from Singasandra hospital regarding compressor

Action Taken

In the Jayadeva problem in the Airotar cartridge and taking the permission for the needful. In the autoclave heating coil problem indented from store and replaced for the same. The permission for attending the complaint at Singasandra hospital regarding the compressor.

Sean and Director

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Infrastructure and ICT [Maintenance, Upgradation, Condemnation] Meeting Minutes -1st Meeting

Meeting Information

Date:10/7/2018

Location: College Auditorium

Time: 11:00 am

Committee members:

Name	Designation	Department	Signature
Mr. Sripadha Murthy	Chairperson	Office superintendent/ manager	Sorring
Mr. Ravi Raju	Member coordinator	Incharge infrastructure estate officer	ther -
Mr. Francis	Member	Campus Engineer	Marier
Mr. Ekambaram	Member	Incharge ICT	1
Mr. suprabha Raju	Member	Incharge Purchase and sales	mason
Nataraj	Member	Incharge dental equipment's	Nations)
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Mrs. Madhavi	Member	Incharge house keeping	maherd
Dr. Shivu [Oral Medicine] Dr. Kavitha [Oral Surgery] Dr. Aarti Gupta [Cons and Endo] Dr. Praveen Jayaram[perio] Dr. Ravikumar [Prostho] Dr. Divya B.M[PHD] Dr. Vani[ortho] Dr. Sneha[pedo] Dr. Seema [oral path]	Member	Representatives from all departments	Fr. Coni
Mr. Ravi Raju	Member	Incharge Transport	el &
Boys hostel Gurumurthy Girls hostel-Ms. Priyanka	Member	Hostel Wardens	Surumyoth T
Ms. Anu Santham Paul	Member	UG Student Female	den la.
Mr. Roshan	Member	UG Student Male	Roll
Dr. Durga [Conservative 1 st year]	Member	PG Student Female	Dwga
Dr. Vinayaka [Surgery 1st year]	Member	PG Student Male	XT. Panter

Dear and Director The Oxford Dental College, Bommnahalli



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Agenda Items

Complaints arise from various departments

- 1. Pedo, Conservative, Prostho and MEDICAL college in pedo suction motor, C -79 Autoclave not working
- 2. Regarding some spares needs to be replaced

Actions Taken

As per the requirement permission taken from the higher authority and replaced the spares at the earliest for the smooth functioning of the department.

> Dean and Director The Oxford Dental College, Bommnahalli

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Infrastructure and ICT [Maintenance, Upgradation, Condemnation] Meeting Minutes –2nd Meeting

Meeting Information
Date:10/10/2018

Location: College Auditorium

Time: 11:00 am

Committee members:

Name	Designation	Department	Signature
Mr. Sripadha Murthy	Chairperson	Office superintendent/ manager	Simo
Mr. Ravi Raju	Member coordinator	Incharge infrastructure estate officer	eler
Mr. Francis	Member	Campus Engineer	Marie
Mr. Ekambaram	Member	Incharge ICT	A. Comment
Mr. S uprabha Raju	Member	Incharge Purchase and sales	matery
Nataraj	Member	Incharge dental equipment's	Noins
Raghavendra Rao	Member	Incharge dental equipment	PE
Mrs. Madhavi	Member	Incharge house keeping	mahar
Dr. Shivu[Oral Medicine] Dr. Kavitha[Oral Surgery] Dr. Aarti Gupta [Cons and Endo] Dr. Praveen Jayaram[perio] Dr. Ravikumar[Prostho] Dr. Divya B.M[PHD] Dr. Vani[ortho] Dr. Sneha[pedo] Dr. Seema[oral path]	Member	Representatives from all departments	N.Com
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Boys hostelGurumurthy Girls hostel-Ms. Priyanka	Member	Hostel Wardens	Surumenthy Rufthi
Ms. Anu Santham Paul	Member	UG Student Female	and a
Mr. Roshan	Member	UG Student Male	Pal.
Or. Durga [Conservative 1st year]	Member	PG Student Female	Duga
Or. Vinayaka [Surgery 1st vear]	Member	PG Student Male	V.T. Harried

and Director

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Agenda Items

- 1. Complaint taken from the dept of pedo regarding c-79 autoclave not working
- 2. complaint arise from the department of Prostho regarding cleaning

Actions Taken

Attended the complaints and necessary action taken.

Regarding the autoclave PCB sent to the company for repair and instructed the housing supervisor regarding cleaning.

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Date:10/1/2019

Location: College Auditorium

Time: 11:00 am

Committee members:

Name	Designation	Department	Signature
Mr. Sripadha Murthy	Chairperson	Office	a mare
		superintendent/	Sny
		manager	\mathcal{L}_{\text{\tin}\ext{\texi{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\tin}\tint{\text{\text{\text{\text{\text{\text{\text{\text{\text{\tin}\tint{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\texi}\tint{\text{\text{\text{\texi}\tint{\text{\text{\text{\text{\text{\text{\texi}\tint{\text{\ti}\tinz{\text{\text{\texi}\tinz{\text{\texi}\tinz{\text{\texi}\til\tint{\text{\text{\text{\texi}\tint{\text{\tii}\tint{\tiint{\ti}\tint{\tiint{\tint{\tinte\tint{\tiin}\tint{\tiin}\tiint{\
Mr. Ravi Raju	Member	Incharge	1 1
	coordinator	infrastructure estate	efect
		officer	0.7
Mr. Francis	Member	Campus Engineer	Dame
Mr. Ekambaram	Member	Incharge ICT	Mar.
Mr. Suprabha Raju	Member	Incharge Purchase and sales	Maken
Nataraj	Member	Incharge dental	(4:5)
		equipment's	Nati
Raghavendra Rao	Member	Incharge dental	N
		equipment	-
Mrs. Madhavi	Member	Incharge house	1
		keeping	Malmes
Dr. Shivu [Oral Medicine]	Member	Representatives	AU 7 - 1 - 1
Dr. Kavitha[Oral Surgery]		from all	100
Dr. Aarti Gupta [Cons and		departments	1
Endo]			1
Dr. Praveen Jayaram[perio]			1. Oni
Dr. Ravikumar [Prostho]	7:		7
Dr. Divya B.M[PHD]			West of the second
Dr. Vani[ortho]			
Dr. Sneha[pedo]			410
Dr. Seema [oral path]			8
Mr. Ravi Raju	Member	Incharge Transport	- And
Boys hostel Gurumurthy	Member	Hostel Wardens	Surumonthy
Girls hostel-Ms. Priyanka			Kryttu
Ms. Anu Santham Paul	Member	UG Student Female	Da Do
Mr. Roshan	Member	UG Student Male	Parla
Dr. Durga [Conservative 1st	Member	PG Student Female	Dwgn
year]			~
Dr. Vinayaka [Surgery 1st	Member	PG Student Male	
/ear]			VT. Dancor



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Agenda Items

Complaints araised from dept of perio, pedo, Prostho regarding the dental equipment's.

In auditorium LCD projector problem to be rectified

Actions Taken

As per the complaint's spares were replaced in the respective departments and the problem regarding the LCD projector was rectified

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Infrastructure and ICT [Maintenance, Upgradation, Condemnation]

Meeting Minutes –4th Meeting

Meeting Information

Date:10/4/2019

Location: College Auditorium

Time: 11:00 am

Committee members:

Name	Designation	Department	Signature
Mr. Sripadha Murthy	Chairperson	Office superintendent/	Sylpadia
		manager	V.
Mr. Ravi Raju	Member	Incharge	1 >
	coordinator	infrastructure	Steep
		estate officer	A
Mr. Francis	Member	Campus Engineer	Marol
Mr. Ekambaram	Member	Incharge ICT	3072
Mr. Suprabha Raju	Member	Incharge Purchase and sales	mater
Nataraj	Member	Incharge dental equipment's	Narins
Raghavendra Rao	Member	Incharge dental	and the
		equipment	1
Mrs. madhavi	Member	Incharge house	do
		keeping	Mana
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Dr. Aarti Gupta [Cons and		departments	
Endo]			De
Dr. Praveen Jayaram[perio]			J. Demi
Dr. Ravikumar [Prostho]			7
Dr. Divya B.M[PHD]			Home
Dr. Vani[ortho]			
Dr. Sneha[pedo]			A TO
Dr. Seema [oral path]	Manahan	Inchess Torons at	8
Mr. Ravi Raju	Member	Incharge Transport	They
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	Momber	IIC Chudast Famal	Kullu.
Ms. Anu Santham Paul Mr. Roshan	Member	UG Student Female	du dat.
	Member	UG Student Male	Tobe
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Agenda Items

A general meeting regarding the complaints from the dept of pedo, conservative and ortho.

Pedo -water fountain not working.

Ortho-replacement of LCD projector for seminar room

Conservative-repair of LC unit

Action Taken

Quotation taken from the vendors for purchase of new motor and LCD projector.

Gate pass has been done for sending the LC unit for repair

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Mr. Ekambaram	Member	Incharge ICT	The sales
Mr. Suprabha Raju	Member	Incharge Purchase and sales	77.
Nataraj	Member	Incharge dental equipment's	NOW
Raghavendra Rao	Member	Incharge dental equipment	Per
Nataraj	Member	Incharge dental equipment's	Novins
Raghavendra Rao	Member	Incharge dental equipment	P
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Dr. Durga [Conservative]	Member	PG Student Female	Awger
Dr. Vinayaka [Surgery]	Member	PG Student Male	V Samuel

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The Oxford Dental College, Bommnahalli
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Agenda Items

- Complaint received from Public health dentistry regarding repair of X –RAY in medical college.
- 2. complaints received from the dept of Pedo, Perio, Surgery regarding dental lights

Action Taken

- 1. Informed to company for the necessary action for repair of X RAY unit
- 2. Attended the complaints and solved.

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Time: 11:00 am

Committee members

Name	Designat	Department	Signature
Mr. Sripadha Murthy	Chairper	Office	
	son	superintendent/	Sail
		manager	J. Mir
Mr. Ravi Raju	Member	Incharge	1
	coordina	infrastructure estate	Treet
	tor	officer	7
Mr. Francis	Member	Campus Engineer	May
Mr. Ekambaram	Member	Incharge ICT	The state of the s
Mr. Suprabha Raju	Member	Incharge Purchase	17.
		and sales	
Nataraj	Member	Incharge dental	(4)
		equipment's	No
Raghavendra Rao	Member	Incharge dental	000
		equipment	
Mrs. Madhavi	Member	Incharge house	, 1
		keeping	Mahade
Dr. Shivu [Oral Medicine]	Member	Representatives	
Dr. Kavitha [Oral Surgery]		from all departments	
Dr. Aarti Gupta [Cons and Endo]			0
Dr. Praveen Jayaram[perio]			1
Dr. Ravikumar[Prostho]			2 Pari
Dr. Divya B.M[PHD]			91
Dr. Vani[ortho]			1
Dr. Sneha[pedo]			MUS
Dr. Seema [oral path]			2
Mr. Ravi Raju	Member	Incharge Transport	refeat
Boys hostel Gurumurthy	Member	Hostel Wardens	Quantimenty
Girls hostel-Ms. Priyanka			Ruth
Ms. Anu Santham Paul	Member	UG Student Female	And Da
Mr. Roshan	Member	UG Student Male	Roha
Or. Durga [Conservative 1st year]	Member	PG Student Female	Durger
Or. Vinayaka [Surgery 1st year]	Member	PG Student Male	V.T. Barrer

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Dean and Director

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CHILDREN'S EDUCATION SOCIETY (Regd.) THE OXFORD DENTAL COLLEGE

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Bommanahalli, Hosur Road, Bangalore – 560 068.

Ph: 080-61754680 Fax: 080 – 61754693E-mail:deandirectortodc@gmail.com

Website: www.theoxford.edu

Agenda Items

Complaints from Public health dentistry, Prostho regarding autoclave, model trimmer and LC unit

Action Taken

Do the necessary action for the above-mentioned equipment's

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Infrastructure and ICT [Maintenance, Upgradation, Condemnation] Meeting Minutes –3rd Meeting

Meeting Information

Date:10/1/2020

Location: College Auditorium

Time: 11:00 am

Committee members:

Name	Designation	Department	Signature
Mr. Sripadha Murthy	Chairperson	Office superintendent/ manager	Singuista
Mr. Ravi Raju	Member coordinator	Incharge infrastructure estate officer	what I
Mr. Francis	Member	Campus Engineer	Mours
Mr. Ekambaram	Member	Incharge ICT	THE PARTY OF THE P
Mr. Suprabha Raju	Member	Incharge Purchase and sales	mason
Nataraj	Member	Incharge dental equipment's	Nowy
Raghavendra Rao	Member	Incharge dental equipment	
Mrs. Madhavi	Member	Incharge house keeping	maked
Dr. Shivu [Oral Medicine] Dr. Kavitha [Oral Surgery] Dr. Aarti Gupta [Cons and Endo] Dr. Praveen Jayaram[perio] Dr. Ravikumar [Prostho] Dr. Divya B.M[PHD] Dr. Vani[ortho] Dr. Sneha[pedo] Dr. Seema [oral path]	Member	Representatives from all departments	W.Car
Mr. Ravi Raju	Member	Incharge Transport	- Select
Boys hostel. Gurumurthy Girls hostel-Ms. Priyanka	Member	Hostel Wardens	goumertty Ruth
Ms. Anu Santham Paul	Member	UG Student Female	an ha
Mr. Roshan	Member	UG Student Male	lane
Dr. Durga [Conservative 1st year]	Member	PG Student Female	Doga
Dr. Vinayaka [Surgery 1st year]	Member	PG Student Male	VIT Danker

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Agenda Items

Complaints received from pedo, conservative, ortho and perio regarding booster bottle and suction problem

Action Taken

Some booster bottle indented from the store and issued for the required department

Necessary action taken for the suction problem and instructed to the attenders to clean the suction filters regularly

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Infrastructure and ICT [Maintenance, Upgradation, Condemnation] Meeting Minutes – 1st Meeting

Meeting Information

Date:1/10/2020

Location: College Auditorium

Time: 11:00 am

Committee members:

Name	Designation	Department	Signature
Mr. Siddaramu	Chairperson	Office superintendent/ manager	Silver
Mr. Ravi Raju	Member coordinator	Incharge infrastructure estate officer	ef t
Mr. Francis	Member	Campus Engineer	Mauris
Mr. Ekambaram	Member	Incharge ICT	The state of the s
Mr. S uprabha Raju	Member	Incharge Purchase and sales	mater
Nataraj	Member	Incharge dental equipment's	Nais
Raghavendra Rao	Member	Incharge dental equipment	
Mrs. Madhavi	Member	Incharge house keeping	maden
Dr. Shivu [Oral Medicine] Dr. Kavitha [Oral Surgery] Dr. Aarti Gupta [Cons and Endo] Dr. Praveen Jayaram[perio] Dr. Ravikumar [Prostho] Dr. Divya B.M[PHD] Dr. Vani[ortho] Dr. Sneha[pedo] Dr. Seema [oral path]	Member	Representatives from all departments	The state of the s
Mr. Ravi Raju	Member	Incharge Transport	248
Boys hostel Gurumurthy Girls hostel-Ms. Priyanka	Member	Hostel Wardens	genumus/to
Ms. Anwesha Mohanty	Member	UG Student Female	dustri
Mr. Rohan bora	Member	UG Student Male	(Da)
Dr. Likitha [Periodontics 1 st year]	Member .	PG Student Female	Alibette
Dr. Nikhil [Orthodontics 1 st year]	Member	PG Student Male	1/

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Agenda Items

A general meeting new airline connection for conservative pre-clinical lab.

Dept of community dentistry to rectify the mobile dental unit and AC issues in the mobile unit.

College was re-opened after the covid. due to pandemic situation only two departments were instructed to continue the treatment during emergency condition.

More importance was given for sterilization equipment's and protocol

Two particular departments were instructed to check proper dental chair working conditions

Action Taken

Quotation taken from the vendors for further needful action from the management.

As per the HOD instructions all the dental chairs were checked from the abovementioned departments

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