

Date: 15.10.2021

Maintenance Committee: Minutes of Meeting- 004

Attendees :-

1. Mr. Vijay Sharma – Director Administration
2. Mr. Chandan Singh – Admin Officer
3. Dr. Tushar Sharma – Assistant Manager Operations
4. Dr. Himanshu – Oral Surgery

S.No	DISCUSSION	ACTION TO BE TAKEN	IN CHARGE	ETA
1	Smoke Detector need to be installed at every department and operational area.	Ensure installation of Smoke Detector at every department and operational area.	Mr. Chandan Singh	29.10.2021
2	calibration Report of Dental Chairs	To obtain Calibration report of Dental chairs of all departments.	Mr. Chandan Singh	22.10.2021
3	QA check and Screening of Exiting lead apron and thyroid collar.	To get QA check and Screening certificate of Exiting lead apron and thyroid collar.	Dr. Siddharth	25.10.2021

Chairperson – Mr. Vijay Sharma

Minutes By –Mr.Suman Kumar



Signature of Chairperson

Vijay Sharma
Director Administration
I.T.S. Dental College,
Greater Noida

Date: 14.07.2021

Maintenance Committee: Minutes of Meeting- 003

Attendees :-

1. Mr. Vijay Sharma – Director Administration
2. Mr. Suman Kumar- Admin Officer
3. Dr. Tushar Sharma – Assistant Manager Operations
4. Dr. Himanshu – Oral Surgery

S.NO	DISCUSSION	ACTION TO BE TAKEN	IN CHARGE	ETA
C	Equipment Break down Record , AMC, CMC, PMS to be review	Review Equipment Break down Record , AMC, CMC, PMS with maintenance team.	Mr. Suman	21.07.2021
2	Ramp availability at every entry and exit points.	Ensure Availability of Ramp at every Entry and Exit Points . Need to Repair Ramp if found damage.	Mr. Suman	28.07.2021
3	Mock drill for Code RED	To arrange mock Drill for Code red and its training	Dr. Tushar Sharma	21.07.2021

Chairperson – Mr. Vijay Sharma

Minutes By –Mr.Suman Kumar



Signature of Chairperson

Vijay Sharma
Director Administration
I.T.S. Dental College,
Greater Noida

Date: 15.04.2021

Maintenance Committee: Minutes of Meeting- 002

Attendees :-

- 1.Mr.Vijay Sharma – Director Administration
- 2.Mr. Suman Kumar- Admin Officer
- 3.Dr. Tushar Sharma – Assistant Manager Operations
- 4.Dr. Himanshu – Oral Surgery

S.NO	DISCUSSION	ACTION TO BE TAKEN	IN CHARGE	ETA
1	Availability of Oxygen Cylinders, Oxi meter, Oxygen Concentrator , medicine for staff and students .	Ensure Availability of Oxygen Cylinders, Oxi meter, Oxygen Concentrator , Basic medicine for staff and students .	Dr. Tushar Sharma	21.04.2021
2	Driver Duty Chart 24*7 on Ambulance	Transport Inchrge will make Duty chart for 24*7 for ambulance. Need to tie up with other vendor as second option.	Mr. Suman	21.04.2021
3	All fire Extinguishers need to Check	All fire Extinguishers need to check with due date tag and Bar Meter.	Mr. Suman	23.04.2021

Chairperson – Mr. Vijay Sharma

Minutes By –Mr. Suman Kumar



Signature of Chairperson

Vijay Sharma
Director Administration
I.T.S. Dental College,
Greater Noida

Date: 05.01.2021

Maintenance Committee: Minutes of Meeting- 001

Attendees:-

1. Mr. Vijay Sharma – Director Administration
2. Mr. Suman Kumar- Admin Officer
3. Dr. Tushar Sharma – Assistant Manager Operations
4. Dr. Himanshu – Oral Surgery

S.NO	DISCUSSION	ACTION TO BE TAKEN	IN CHARGE	ETA
1	Patient Care Room for Staff/ Students for having symptoms of COVID -19	Staff / Student showing symptoms of COVID -19 will take rest in COVID Patient room and after that he/ She will sent to COVID hospital (Sharda Hospital) for COVID TEST. Medical Amenities related to same will be purchased by Purchase dept.	Dr. Tushar Sharma	11.01.2021
2	To review S.O.P ,Reports related Medical waste Dispose off.	Need Suggestions , Review S.O.P , Reports related Medical waste Dispose off.	Mr. Suman	12.01.2021
3	Avability of Sanitizer to all Departments and operational area.	Ensure availability of sanitizers stands at all department and operational area.	Mr. Suman	09.01.2021

Chairperson – Mr. Vijay Sharma

Minutes By –Mr.Suman Kumar


Signature of Chairperson

Vijay Sharma
Director Administration
I.T.S. Dental College,
Greater Noida

Date: 13.10.2020

Maintenance Committee: Minutes of Meeting- 003

Attendees :-

1. Mr. Vijay Sharma – Director Administration
2. Mr. Suman Kumar- Admin Officer
3. Dr. Tushar Sharma – Assistant Manager Operations
4. Mr. K.K Sharma – Store Incharge

S.NO	DISCUSSION	ACTION TO BE TAKEN	IN CHARGE	ETA
1	Inventory stock check of store need to match against system	Need to tally Inventory Physical stock against in System.	K.K Sharma	21.10.2020
2	Repair and maintenance of Hostel Rooms (Boys/Girls)	To make list of all rooms need repair and maintenance work.	Mr. Suman	27.10.2020
3	To maintain Electric Power factor record on daily basis	Ensure to record power factor on daily basis.	Mr. Suman	28.10.2020

Chairperson – Mr. Vijay Sharma

Minutes By – Mr. Suman Kumar


Signature of Chairperson

Vijay Sharma
Director Administration
I.T.S. Dental College,
Greater Noida

Maintenance Committee: Minutes of Meeting- 002

Attendees :-

- 1.Mr.Vijay Sharma – Director Administration
- 2.Mr. Suman Kumar- Admin Officer
- 3.Dr. Tushar Sharma – Assistant Manager Operations
- 4.Mr. Raushan Ali – Human Resource

S.NO	DISCUSSION	ACTION TO BE TAKEN	IN CHARGE	ETA
1	Wearing of mask will be Mandatory for all staff and patients in college campus	To Ensure Wearing of mask will be Mandatory for all staff and patients in college campus.	Mr.Suman	04.07.2020
2	Sanitization of all class rooms and office frequently basis	To ensure Sanitization of all class rooms and office frequently basis.	Mr.Suman	06.07.2020
3	Construction of internal Team having at least 04 members to monitor COVID protocol	Construction of internal Team having at least 04 members to monitor COVID protocol. It will include two doctors ,One Admin Officer and one security Officer.	Mr.Raushan Ali	06.07.2020

Chairperson – Mr. Vijay Sharma

Minutes By –Mr.Suman Kumar



Signature of Chairperson

Vijay Sharma
 Director Administration
 I.T.S. Dental College,
 Greater Noida