



# Surendera Dental College & Research Institute

H. H. Gardens, Power House Road, Sri Ganganagar, Rajasthan- 335001

Phone: 0154-2440072, 2443412, 2440071

## MAINTENANCE & INFRASTRUCTURE COMMITTEE MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 2.1.16

**Location:** Mr Suraj Aggarwal's office

**Date:** 2/1/16

**Time:** 11:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Jeet Singh

Mr Ranjeet Singh

Dr Rajnish Aggarwal

### Agenda

I. Equipment requirements - Following is the list of requirements/ Suggestion:

1. Duplicating Flask – 1
2. Analyser -CBC - M-20 Basic -1
3. Bone mill – 1
4. Bone stablizing kit with mallet -1
5. Bone collector with fitter – 1
6. Drill Box -1
7. Drill stopper -10
8. Trephine drill & disc drill – 4
9. BP Handle (180 degree) -1
10. Bone expansion kit (set of 6) – 1
11. Parallel drill guide pins -1

### Action taken

#### Agenda 1

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirements have been approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 1.4.16

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/4/16

**Time:** 11:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Jeet Singh

Mr Ranjeet Singh

Dr Rajnish Aggarwal

#### **Agenda**

- I. Equipment - Discussion on the requirements for the following equipment generated from respective departments.
  - a. Crown remover -4
- II. Infrastructure development
  - a. Flooring work of the stage in auditorium
  - b. Flooring of periphery of A and B block
  - c. Aluminum partition work in Oral Surgery and Pedodontics department
  - d. Aluminum partition work and painting in Oral Medicine department

#### **Action taken**

##### **Agenda 1**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 2**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 2.5.16

**Location:** Mr Suraj Aggarwal's office

**Date:** 2/5/16

**Time:** 11:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Jeet Singh

Mr Ranjeet Singh

Dr Rajnish Aggarwal

#### Agenda

I. Equipment - Discussion on the requirements for the following equipment generated from respective departments.

- |                      |    |
|----------------------|----|
| 1. Glucometer        | 1  |
| 2. Cheek Retractor   | 10 |
| 3. X Ray Holder      | 3  |
| 4. Probe             | 50 |
| 5. B P Handle        | 20 |
| 6. Marking Probe GDC | 3  |

II. AC requirement

Type of AC	Place	No. Of AC
Window	Pedo-seminar room Doc duty room no. 01 Doc duty room no. 02 Body room	04

III. Infrastructure development

- False ceiling work in A and B block
- Window glass fitting work in A and B block
- Sanitary goods requirement in Pedodontics department
- Glass work for Oral Medicine department and windows
- Repair work of doors in washroom blocks of hostels
- Ventilator glass fitting on top floor

## **Action taken**

### **Agenda 1**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

### **Agenda 2**

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

### **Agenda 3**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 6.6.16

**Location:** Mr Suraj Aggarwal's office

**Date:** 6 /6/16

**Time:** 10:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

#### **Agenda**

- I. Equipment - Discussion on the requirements for the following equipment generated from respective departments.
  1. Crown remover (GDC) - 1

#### **II. AC requirement**

TYPE OF AC	PLACE	NO. OF AC
SPLIT	OMR HOD room and seminar room OMR X RAY room OS minor OT OS PG OPD room OS SEMINAR room OS PRE OT room OS major OT	10
WINDOW	OS HOD room PEDO-HOD room ENDO-HOD room PROSTHO-HOD room ORAL PATH-microtomy lab and HOD room	06

- III. Infrastructure development
  - a. Glass fitting work

#### **Action taken**

#### **Agenda 1**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.

- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

#### **Agenda 2**

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

#### **Agenda 3**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 4.7.16

**Location:** Mr Suraj Aggarwal's office

**Date:** 4 /7/16

**Time:** 1:00 PM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

#### **Agenda**

- I. Equipment - Following list of requirements is received from respective departments.
  - a. Torquing key set- 1
  - b. IPR Gauge- 1
- II. Infrastructure development
  - a. Partition work in Orthodontics department
  - b. Repair of washrooms in A block
  - c. Cable for networking in A and B block
  - d. Flooring of the area behind A block
  - e. Construction material for top floor of A block

#### **Action taken**

##### **Agenda 1**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 2**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 2.8.16

**Location:** Mr Suraj Aggarwal's office

**Date:** 2 /8/16

**Time:** 12:30 PM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

#### **Agenda**

- I. Infrastructure development
  - a. Partition work in Orthodontics department
  - b. Flooring work in auditorium
  - c. Electrical boxes for A block
  - d. Repair of washroom block in hostels

#### **Action taken**

##### **Agenda 1**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 3.9.16

**Location:** Mr Suraj Aggarwal's office

**Date:** 3/9/16

**Time:** 12:30 PM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

#### **Agenda**

##### **I. Infrastructure development**

- a. False ceiling work in Oral Surgery department
- b. Aluminum work in Oral Surgery department
- c. Paint work in Oral Medicine department
- d. Glass partition work in Orthodontics department
- e. Sanitary goods for Pedodontics and Orthodontics department
- f. Electrical goods for A block and Prosthodontics department
- g. Material for installation of lift in A and B block
- h. Repair of washroom block in hostels

#### **Action taken**

##### **Agenda 1**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 1.10.16

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/10/16

**Time:** 11:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Mr Jeet Singh

#### Agenda

- I. Equipment - The following requirement is received from respective department.  
Portable compressor- 1
- II. Infrastructure development
  - a. Sanitary goods in A and B block
  - b. Pint work in A and B block
  - c. Partition work in the departments of Oral Medicine, Pathology and Anatomy

#### Action taken

##### Agenda 1

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### Agenda 2

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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### **MAINTENANCE & INFRASTRUCTURE COMMITTEE**

#### **MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 4.11.16**

**Location:** Mr Suraj Aggarwal's office

**Date:** 4/11/16

**Time:** 1:30 PM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

#### **Agenda**

- I. Infrastructure development
  - a. Electrical goods for B block
  - b. Sanitary goods for B block
  - c. Sanitary goods for pantry

#### **Action taken**

##### **Agenda 1**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 1.12.16

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/12/16

**Time:** 12:30 PM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

#### Agenda

- I. Infrastructure development
  - a. Tables required for departments and preclinical labs
  - b. Electrical goods for B block
  - c. Glass work for departmental libraries
  - d. Aluminum sheets required for operation theatre

#### Action taken

##### Agenda 1

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 3.1.17

**Location:** Mr Suraj Aggarwal's office

**Date:** 3/1/17

**Time:** 11:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Vikas Kumar

#### Agenda

- I. Equipment - The following requirements are received from respective departments.
  - a. Cable Arm 5
  - b. Hand Piece (W & H) 4
  - c. Developer Box 3
  - d. Photographic mirror 1
  - e. Hand piece (air rotor) 5
- II. Infrastructure development
  - a. Sanitary goods for operation theatre
  - b. Partition panels required for doors in all departments

#### Action taken

##### Agenda 1

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### Agenda 2

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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### MAINTENANCE & INFRASTRUCTURE COMMITTEE

#### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 1.2.17

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/2/17

**Time:** 11:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

#### **Agenda**

I. Equipment - The following requirements are received from respective departments.

Ultrasonic scaler 6

Hand piece for US scaler 2

II. Infrastructure development -

- a. Electrical goods requirement for departmental libraries
- b. Sanitary goods for boys hostel
- c. Road work required in front of girls hostel

#### **Action taken**

##### **Agenda 1**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 2**

- Mr Jeet Singh provided the committee with quotations for work. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## **MAINTENANCE & INFRASTRUCTURE COMMITTEE**

### **MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 2.3.17**

**Location:** Mr Suraj Aggarwal's office

**Date:** 2/3/17

**Time:** 11:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

#### **Agenda**

- I. Equipment - The following requirements are received from respective departments.
  - a. Needle Destroyer 3
  - b. Spot welder 1
- II. Infrastructure development -
  - a. Sanitary goods for boys hostel
  - b. Requirement in Pharmacology lab for – tables, partition work and false ceiling

#### **Action taken**

##### **Agenda 1**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 2**

- Mr Jeet Singh provided the committee with quotations for work. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## **MAINTENANCE & INFRASTRUCTURE COMMITTEE**

### **MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 2.3.17**

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/4/17

**Time:** 10:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Mr Jeet Singh

### **Agenda**

#### **I. Infrastructure development**

- a. Aluminum work required in central library, blood bank and Public Health Dentistry department
- b. Paint work required in central library and blood bank
- c. Glass for partition required in central library and blood bank

### **Action taken**

- Mr Jeet Singh provided the committee with quotations for materials required for maintenance and development work. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 1.5.17

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/5/17

**Time:** 10:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

#### **Agenda**

**I. Equipment - The following requirements are received from respective departments.**

Needle destroyer 8

Cheek Retractor 20

X ray machine (Satelec) 1

Sialography cannula 1

**II. Infrastructure development**

- a. Construction on top floor of boys hostel (truss work, bricks, cement etc required)
- b. Pipe work required in Orthodontics department
- c. Girls hostels – sinks required in washrooms and windows to be built
- d. Painting required in central library and blood bank
- e. Flooring requirement in Pharmacology and Pathology laboratory and 3<sup>rd</sup> floor gallery
- f. Electrical work in central library and blood bank

#### **Action taken**

##### **Agenda 1**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipment required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 2**

- Mr Jeet Singh provided the committee with quotations for materials required for maintenance and development work. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 5.6.17

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/6/17

**Time:** 11:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

### Agenda

- I. Furniture - Following are the requirements in hostel rooms/mess
  - a. Table top mess and hostel cupboard change
- II. Infrastructure development
  - a. Tiles and paint required for work in Pharmacology Lab
  - b. Floor tiles for gallery and window glass fitting on top floor (A block)
  - c. Construction in girls hostel – top floor
  - d. Electrical fittings in girls hostel

### Action taken

#### Agenda 1

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

#### Agenda 2

- Mr Jeet Singh provided the committee with quotations for materials required for maintenance and development work. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 6.7.17

**Location:** Mr Suraj Aggarwal's office

**Date:** 5/7/17

**Time:** 10:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

#### Agenda

- I. Equipment - The following requirements/suggestions are received from respective departments.
  1. Suction tip metal 2
  2. Lubrina - Hand piece oiling machine 1
- II. Furniture –
  1. Visiting Chair required in the departmental libraries and seminar rooms
- III. Infrastructure development
  - a. Glass work for partition and Paint required in Orthodontics department
  - b. Glass work for partition in Pharmacology lab
  - c. Flooring required on top floor of A block
  - d. Window glass fittings to be done in Library and blood bank
  - e. Intercom telephone work in A and B block
  - f. Glass and aluminum work in Biochemistry lab

#### Action taken

##### Agenda 1

- The requirement is approved and payment sanctioned to order the equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### Agenda 2 & Agenda 3

- Mr Jeet Singh provided the committee with quotations for materials required for maintenance and development work. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## **MAINTENANCE & INFRASTRUCTURE COMMITTEE**

### **MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 4.8.17**

**Location:** Mr Suraj Aggarwal's office

**Date:** 4/8/17

**Time:** 10:30 AM

**Attendees:**

Mr Suraj Aggarwal

Dr Rajnish Aggarwal

Mr Jeet Singh

#### **Agenda**

- I. Furniture
  - a. Cupboards required for the departmental libraries in OMR and OS dept
- II. Infrastructure development
  - a. Construction work in boys and girls hostel (bricks, cement, column work etc)
  - b. Pipes for washrooms in A block
  - c. Generator set requirement
  - d. Water tank to be constructed in A block

#### **Action taken**

##### **Agenda 1**

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 2**

- Mr Jeet Singh provided the committee with quotations for materials required for maintenance and development work. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 4.9.17

**Location:** Mr Suraj Aggarwal's office

**Date:** 4/9/17

**Time:** 10:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

#### **Agenda**

I. Equipment - The following requirements are received from respective departments.

1. Lead Apron 2
2. Thyroid Shield 3
3. X-ray developing box 3
4. Distal Cutter 1

II. Furniture –

- a. Table top required in the mess
- b. Hostel cupboards required to be changed

III. Infrastructure development

- a. Electrical work at top floor in A and B blocks.
- b. Painting in Prosthodontics department

#### **Action taken**

##### **Agenda 1**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 2**

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 3**

- Mr Jeet Singh provided the committee with quotations for materials required for maintenance and development work. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 6.10.17

**Location:** Mr Suraj Aggarwal's office

**Date:** 6/10/17

**Time:** 1:00 PM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

#### Agenda

- I. Equipment - The following requirement is received from respective department.
  1. X ray film holder 15
- II. Infrastructure development
  - a. Counter requirement in central library
  - b. Internet connection in A Block
  - c. Ongoing construction in hostels

#### Action taken

##### Agenda 1

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipment required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### Agenda 2

- Mr Jeet Singh provided the committee with quotations for materials required for maintenance and development work. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 1.11.17

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/11/17

**Time:** 10:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Mr Jeet Singh

#### Agenda

- I. Furniture – Following requirements are received from the departments
  1. Visiting Chair required in the departmental libraries and seminar rooms
- II. Infrastructure development
  - a. Review of ongoing construction work in boys and girls hostel

#### Action taken

##### Agenda 1

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### Agenda 2

- Mr Jeet Singh provided the committee with quotations for materials required for maintenance and development work. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



## **Surendera Dental College & Research Institute**

H. H. Gardens, Power House Road, Sri Ganganagar, Rajasthan- 335001

Phone: 0154-2440072, 2443412, 2440071

### **MAINTENANCE & INFRASTRUCTURE COMMITTEE**

#### **MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 1.11.17**

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/12/17

**Time:** 11:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Mr Jeet Singh

#### **Agenda**

- I. Infrastructure development
  - a. Review of ongoing construction work in boys and girls hostel
  - b. Electrical work in A block and B block
  - c. Water tank construction in A block
  - d. Electrical goods required for central library and blood bank
  - e. Glass partition in Biochemistry lab
  - f. Intercom connection in A and B blocks
  - g. Mirrors required in washrooms in girls hostel

#### **Action taken**

##### **Agenda 1**

- Mr Jeet Singh provided the committee with quotations for materials required for maintenance and development work. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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### **MAINTENANCE & INFRASTRUCTURE COMMITTEE**

#### **MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 1.11.17**

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/1/18

**Time:** 10:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Mr Jeet Singh

#### **Agenda**

- I. Infrastructure development
  - a. Electrical fittings and lights in A block and B block

#### **Action taken**

##### **Agenda 1**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 1.2.18

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/2/18

**Time:** 10:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

#### Agenda

- I. Equipment - The following requirements are received from respective departments.
  1. Self holding screw driver 1.5 mm teflon handle 1
  2. Self-holding screw driver 2 mm teflon handle 1
  3. Compressor oil free 0.75 HP 2
  4. W & H Handpiece Implant 1
- II. Infrastructure development –
  - a. Construction work at top floor – A block
  - b. Construction work in girls hostel

#### Action taken

##### Agenda 1

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### Agenda 2

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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### **MAINTENANCE & INFRASTRUCTURE COMMITTEE**

#### **MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 3.3.18**

**Location:** Mr Suraj Aggarwal's office

**Date:** 3/3/18

**Time:** 11:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

#### **Agenda**

- I. Equipment - The following requirements are received from respective departments.
  1. Staining rack- Aluminium- 20 slide 3
  2. Staining rack- Aluminium- 25 slide 2
  3. Autoclave (milug) 1

#### **Action taken**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 2.4.18

**Location:** Mr Suraj Aggarwal's office

**Date:** 2/4/18

**Time:** 11:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

### Agenda

#### I. AC requirement

TYPE OF AC	PLACE	NO. OF AC
Split	Hospital-major OT	03
	Hospital major OT	
	Hospital IPD private room 01	
Window	Hospital OPD room no. 02	01

#### II. Infrastructure development

- Electrical goods required in central library, blood bank and girls hostel
- Construction work in boys hostel and girls hostel (top floor)
- Regarding water tank in girls hostel
- Table top construction in Pharmacology lab

### Action taken

#### Agenda 1

- The requirement is approved and payment sanctioned to order the equipment.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

#### Agenda 2

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 1.5.18

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/5/18

**Time:** 11:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

#### Agenda

- I. Equipment - The following requirements are received from respective departments.

Plaster dispensor	3
Dental Dewaxing Digital SS body	3
Dental Lathe M 501	3
Dental Model Trimmer Double Disc	4
Spot welder	1
Burnout furnace	1
Austin tissue retractor forked	2
Mouth Prop set of 3	4
Dissecting microscope	3
Dissecting microscope	2
stop watch	5
Clinical Thermometer	5
Height Measuring device	1
stop watch ....	1
electric weighting machine	5
Thermometer 360 degree	5
Clinical Thermometer	1
Hydrosolder unit	1
Ultrasonic cleaner .....	1
Ultrasonic cleaner .....	1
Endo Surgical Kit GDC set of 13	2
Rubber dam kit GDC	2
Pedo forcep kit	1
Bone mill GDC	1

Bone Scraper GDC	1
Sinus lifting kit	1
Gracey currette kit	1
Ridge splint GDC	1
Crown remover Anthygor	1
Air Polisher	1
Woodpecker curing LED	6
Incubator	1
Water Bath 6 holes	1
Haemometer Indian	21
Needle destroyer	2
GP Cutter	3
Ultrasonic cleaner	9
Piezo Surgery Kit	1
Extraction forcep Pado (set of 6)	10
Handpiece straight	1
X-ray positioner system	1
Basic trauma kit	1
Lucas Currettes	6
Spongs holding forceps 6"	9
Transbuccal device with tracer & cheek retractor	1
Microscope (labomed) with camera	1
stethoscope	10
Fingertip Pulse oximeter	2
Glucometer	2
B P Apparatus	10
Thermometer	10
Needle Destroyer	2
Chital forcep	6
Instrument tray 10x12	6
Anti Scatter Grid	1
EZ Retriever System	1

**II. Furniture – Bed , cupboard and table top required in girls hostel**

**III. AC requirement**

TYPE OF AC	PLACE	NO. OF AC
Split	Dental guest kitchen Dental conference hall VC office Principal office Hospital IPD private room no. 02	05
Window	Dental reception Principal PA office Class room no. 01 Class room no. 01	04

**IV. Infrastructure development**

- a. Painting work in examination hall, blood bank and A block building

- b. Boys hostel construction work related to columns and beams

**Action taken**

**Agenda 1**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

**Agenda 2 & 3**

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

**Agenda 4**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 1.6.18

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/6/18

**Time:** 2:00 PM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

#### Agenda

- I. Equipment -The following requirements are received from respective departments.
  - a. Cautery pencil 2
  - b. Dental Trephine set 1
  - c. All on four / six guide 1
  - d. Ridge splitting chisel set 1
  - e. Centering set 1
  - f. Dental Surgical guide (Implant centering guide) 1
  - g. Saw disc cutter 1
  - h. Bone scraper with blade 1
  - i. Suction cannula with stylite 1
  - j. Suction tips (silicone) 5
- II. Infrastructure development
  - a. Painting work in B block building
  - b. Fittings in top floor washrooms – A block
  - c. Construction work in girls hostel including washrooms

#### Action taken

##### Agenda 1

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipment required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### Agenda 2

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 1.7.18

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/7/18

**Time:** 1:00 PM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

### **Agenda**

- I. Infrastructure development
  - a. CCTV installation in A and B block
  - b. Construction at top floor in boys hostel
  - c. Telephone goods for A and B block
  - d. Electrical goods requirement for girls hostel and Orthodontics department
  - e. Maintenance work in library of Orthodontics department
  - f. Construction of roof of auditorium

### **Action taken**

#### **Agenda 1**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 4.8.18

**Location:** Mr Suraj Aggarwal's office

**Date:** 4/8/18

**Time:** 10:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

#### Agenda

- I. Equipment - The following requirements are received from respective departments.
  - a. Invisible modification accessory molds (set of 7) 1
  - b. Spirit Lamp 5
  - c. Scissor 10
  - d. Instrument tray plastic 5
  - e. Flask 11
- II. Infrastructure development
  - a. Electrical work in girls hostel
  - b. Construction (truss) work and plaster work in girls hostel
  - c. Sanitary goods required in girls hostel

#### Action taken

##### Agenda 1

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### Agenda 2

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 20.9.18

**Location:** Mr Suraj Aggarwal's office

**Date:** 20/9/18

**Time:** 10:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

#### Agenda

I. Equipment - The following requirements are received from respective departments.

1. Hand piece for US scaler 1
2. Graft holding syringe 1
3. Ridge split 4
4. Sinus lifting kit 5
5. Expansion kit 5
6. Ridge split disc 1
7. Tocha kit 1
8. Metal Gauge 1
9. Camera canon 55 lens 1

II. AC Requirement –

Type of AC	Place	No. Of AC
Split	Orthodontics seminar room Periodontics-minor OT Lecture Theater no. 02 Pedodontics minor OT Lecture Theater no. 03	09
Window	Periodontics -HOD room and seminar room	02

III. Infrastructure development

- a. False ceiling and glass for Orthodontics department
- b. Lab tables and flooring tiles required for Pharmacology lab
- c. Glass for Pathology and Pharmacology lab
- d. Construction material for girls hostel
- e. Electrical wires and PVC pipes for girls hostel
- f. Roof sheeting for girls and boys hostel

## **Action taken**

### **Agenda 1**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipment required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

### **Agenda 2**

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

### **Agenda 3**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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### MAINTENANCE & INFRASTRUCTURE COMMITTEE

#### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 6.10.18

**Location:** Mr Suraj Aggarwal's office

**Date:** 6/10/18

**Time:** 12:30 PM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

#### **Agenda**

**I. Furniture – Bed , cupboard and table top required in girls hostel**

#### **II. AC requirement**

TYPE OF AC	PLACE	NO. OF AC
Split	Hospital doctor's rest room	04
	Hospital recovery room	
	Prosthodontics - seminar room	
	Oral path IHC lab	
Window	Oral path- seminar room	02
	Exam cell	

#### **III. Infrastructure development**

- Electrical goods for boys hostel
- Sanitary goods for girls hostel
- Table tops required in Biochemistry, Pathology and Pharmacology Lab
- Aluminum partition and glass work in Pedodontics department
- Flooring and column work in girls hostel
- Flooring work material at top floor in A block
- Material required for continuing construction of Auditorium

- h. Material for windows in boys hostel

**Action taken**

**Agenda 1 & 2**

- The requirement is approved and payment sanctioned to order the equipment.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

**Agenda 3**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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### **MAINTENANCE & INFRASTRUCTURE COMMITTEE**

#### **MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 6.11.18**

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/11/18

**Time:** 12:30 PM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

#### **Agenda**

- I. Equipment - The following requirements are received from respective departments.
  1. Electro polisher beggo 1
  2. Essential microtome leica 1
  3. Wax block cabinet for 10000 blocks msw 474 1
  4. Micro slide cabinet MAC 1
- II. Furniture –
  - a. Bed , cupboard and table top required in girls hostel
  - b. Sofa set in administrative office
- III. Infrastructure development
  - a. Material for roof sheeting in girls hostel
  - b. Construction material and sanitary goods for the new washroom block in boys hostel
  - c. Electrical goods for boys hostel
  - d. POP work in Orthodontics department

#### **Action taken**

##### **Agenda 1**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 2**

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 3**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 5.12.18

**Location:** Mr Suraj Aggarwal's office

**Date:** 5/12/18

**Time:** 1:30 PM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

#### **Agenda**

- I. Equipment - The following requirement is received from respective department.
  - a. Implant kit - cortex 1
- II. Furniture –
  - a. Sofa set requirement in administrative block
- III. Infrastructure development
  - a. Construction material and sanitary goods for the new washroom block in boys hostel
  - b. Sanitary goods for girls hostel
  - c. Flooring of top floor in girls hostel

#### **Action taken**

##### **Agenda 1 & 2**

- The requirement is approved and payment sanctioned to order the equipment.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 3**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### **MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 3.1.19**

**Location:** Mr Suraj Aggarwal's office

**Date:** 3/1/19

**Time:** 1:30 PM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

#### **Agenda**

- I. Equipment - The following requirement is received from respective department.
  - a. PSP plate- imaging plate 2
  - b. Retractor langenback small 4
  - c. Root Tip Elevator 2
  - d. Elevator D/E 1
- II. Infrastructure development
  - a. Aluminum partition, electrical work and paint required in Pedodontics department
  - b. Electrical goods for boys hostel
  - c. Girls hostel – flooring work material required for top floor and sanitary goods required

#### **Action taken**

##### **Agenda 1**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 2**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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### MAINTENANCE & INFRASTRUCTURE COMMITTEE

#### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 3.1.19

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/2/19

**Time:** 2:30 PM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

#### **Agenda**

- I. Infrastructure development
  - a. False ceiling, partition work, electrical goods and paint requirement in Conservative department

#### **Action taken**

##### **Agenda 1**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### **MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 8.3.19**

**Location:** Mr Suraj Aggarwal's office

**Date:** 6/3/19

**Time:** 10:30 PM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Rajnish Aggarwal

Mr Jeet Singh

#### **Agenda**

- I. Equipment - The following requirement is received from respective department.

Equipment	Qty
Bipap Philips	1
System One Humidifier-IN6T Philips	1
Comfort Gel Full face mask Philips	1

- II. Infrastructure development

- Sanitary goods for boys and girls hostel
- Electrical goods for boys hostel
- Construction material for new washroom block for boys hostel
- Partition work in Conservative department
- Tables required preclinical lab of Prosthodontics department
- Material for flooring work in girls hostel

#### **Action taken**

##### **Agenda 1**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 2**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 2.4.19

**Location:** Mr Suraj Aggarwal's office

**Date:** 2/4/19

**Time:** 10:30 AM

**Attendees:**

Mr Suraj Aggarwal  
Mr Ranjeet Singh  
Dr Rajnish Aggarwal  
Mr Jeet Singh

**Agenda**

- I. Equipment - The following requirement is received from respective department.

Equipment	Qty
Smoke Analyzer	1

- II. Furniture – Requirements received are as follows

- Revolving chairs for departments
- Department table and cupboard in Pedodontics Department

- III. Infrastructure development

- Flooring and wall tiles work in boys hostel
- Sanitary goods requirement for girls hostel and boys hostel and for A and B block washrooms
- Electrical goods for girls and boys hostel
- Gas pipe fitting in Biochemistry department
- Partition work in Periodontics and Conservative department
- Painting work requirement in staff quarters
- Painting work requirement in Conservative department

**Action taken**

**Agenda 1**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

**Agenda 2**

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

**Agenda 3**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



## **Surendera Dental College & Research Institute**

H. H. Gardens, Power House Road, Sri Ganganagar, Rajasthan- 335001

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### **MAINTENANCE & INFRASTRUCTURE COMMITTEE**

#### **MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 1.5.19**

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/5/19

**Time:** 10:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Mr Jeet Singh

#### **Agenda**

- I. Infrastructure development
  - a. Networking cable requirement for A and B block
  - b. Sanitary goods requirement for boys hostel
  - c. Electrical goods requirement for boys and girls hostel
  - d. Material requirements for flooring and wall tiles work in boys hostel
  - e. Construction material for the new block of washrooms in boys hostel

#### **Action taken**

##### **Agenda 1**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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### MAINTENANCE & INFRASTRUCTURE COMMITTEE

#### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 1.6.19

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/6/19

**Time:** 11:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

Mr Jeet Singh

#### **Agenda**

- I. Equipment- The following requirement is received from respective department.
  1. Cable Arm 4
  2. Handpiece sicko 4
- II. Furniture –
  - a. Counter table required in central library
- III. Infrastructure development
  - a. Material requirement for flooring and wall tiles work in boys hostel
  - b. Sanitary goods requirement for boys hostel
  - c. Electrical goods requirement for girls hostel

#### **Action taken**

##### **Agenda 1**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 2**

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 3**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 5.7.19

**Location:** Mr Suraj Aggarwal's office

**Date:** 5/7/19

**Time:** 12:30 PM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

Mr Jeet Singh

#### Agenda

- I. Equipment - The following requirement is received from respective department.
  - Distilled water plant Meladest 65 melag 2
- II. AC requirement -

TYPE OF AC	PLACE	NO. OF AC
Split	Orthodontics - Reader room	01
Window	Orthodontics -HOD room	01
Tower	OMR OPD Ortho-PG OPD room Perio-PG OPD room Pedo -PG OPD room	04

- III. Infrastructure development
  - a. Paint work requirement in Orthodontics department
  - b. Sanitary goods required for boys hostel
  - c. Electrical goods for girls hostel
  - d. Flooring and tiles work material required in boys hostel

#### Action taken

##### Agenda 1

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.

- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

#### **Agenda 2**

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

#### **Agenda 3**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 1.8.19

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/8/19

**Time:** 11:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

Mr Jeet Singh

#### Agenda

- I. Equipment -The following requirements of equipment are received from respective departments.
  1. Surgical kit 1
  2. Replaceable tips for IDO 5
  3. PSP plate- imaging plate 4
- II. AC requirement

TYPE OF AC	PLACE	NO. OF AC
Split	Lecture theater no 01 Hospital OPD room 07 Hospital- general medicine, general surgery OPD room	05
Window	Hospital- OPD room no. 04,05	02

#### III. Infrastructure development

- a. Electrical goods for Conservative department and girls and boys hostel
- b. Wall paint for top floor and doors to be painted in girls hostel
- c. Sanitary goods for boys hostel
- d. Partition work in Conservative and Pedodontics department

#### Action taken

##### Agenda 1

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.

- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

#### **Agenda 2**

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

#### **Agenda 3**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 3.9.19

**Location:** Mr Suraj Aggarwal's office

**Date:** 3/9/19

**Time:** 10:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

Mr Jeet Singh

### Agenda

- I. Equipment - The following requirement is received from respective department.
- Implant kit -Basal Implant 1

- II. AC requirement

TYPE OF AC	PLACE	NO. OF AC
Split	Lect. Theater no. 01	01

- III. Infrastructure development

- a. Sanitary goods for boys hostel
- b. Electrical goods in Pedodontics department
- c. Paint work in boys hostel

### Action taken

#### Agenda 1

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

#### Agenda 2

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

#### Agenda 3

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 5.10.19

**Location:** Mr Suraj Aggarwal's office

**Date:** 5/10/19

**Time:** 10:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

Mr Jeet Singh

#### **Agenda**

##### **I. AC requirement**

TYPE OF AC	PLACE	NO. OF AC
Split	Public health- seminar room	04
	Lecture theater no. 04	
Window	Public health-HOD room	02
	Prosthodontics PG lab 02	
Tower	Prosthodontics PG lab	01

##### **II. Infrastructure development**

- Electrical goods for Orthodontics, Pedodontics and Endodontics department
- Flooring work in girls and boys hostel
- Electrical and sanitary goods in girls hostel

#### **Action taken**

##### **Agenda 1**

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 2**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 5.11.19

**Location:** Mr Suraj Aggarwal's office

**Date:** 5/11/19

**Time:** 10:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

Mr Jeet Singh

#### Agenda

- I. Equipment - The following requirements of equipment are received from respective departments.

1.	Mirror with handle	200
2.	Mirror top	100
3.	Mirror top	100
4.	Handpiece NSK	1
5.	Artery Forcep	10

II. Furniture –

- a. Furniture required for blood testing lab

III. Infrastructure development

- a. Electrical work in Periodontics department  
b. Electrical work in boys hostel  
c. Flooring and cupboard requirement in girls hostel

#### Action taken

##### Agenda 1

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.

- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

#### **Agenda 2**

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

#### **Agenda 3**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 2.12.19

**Location:** Mr Suraj Aggarwal's office

**Date:** 2/12/19

**Time:** 10:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

Mr Jeet Singh

#### Agenda

- I. Furniture –
  - a. Department table and cupboard required in Pedodontics Department
- II. Infrastructure development
  - a. Flooring work (wooden) in Principal office, Orthodontics and Endodontics department HOD rooms
  - b. False ceiling work in girls hostel

#### Action taken

##### Agenda 1

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### Agenda 2

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 3.1.20

**Location:** Mr Suraj Aggarwal's office

**Date:** 3/1/20

**Time:** 10:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

Mr Jeet Singh

#### **Agenda**

- I. Equipment - The following requirement is received from respective department.

Equipment	Qty
Furnance beggo	1

- II. Furniture –

- Counter table required in central library
- Furniture required for blood testing lab

- III. Infrastructure development

- Flooring work on top floor in girls hostel
- Sanitary goods in girls hostel

#### **Action taken**

##### **Agenda 1**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 2**

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 3**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 2.3.20

**Location:** Mr Suraj Aggarwal's office

**Date:** 2/3/20

**Time:** 10:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

Mr Jeet Singh

#### Agenda

- I. Equipment - The following requirement of equipment is received from respective departments.

SPO2 Nellcor 9 pin adult 10 ft
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2
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II. Infrastructure development

- Electrical goods for Periodontics department
- Flooring work on top floor in girls hostel
- Electrical and sanitary goods for girls hostel
- Material for cupboards in girls hostel

#### Action taken

##### Agenda 1

- The requirement is approved and payment sanctioned to order the equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### Agenda 2

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 3.4.20

**Location:** Mr Suraj Aggarwal's office

**Date:** 3/4/20

**Time:** 10:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

Mr Jeet Singh

### Agenda

- I. Infrastructure development
  - a. Sanitary goods in girls & boys hostel
  - b. Paint work at boys & girls hostel

### Action taken

#### Agenda 1

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### **MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 4.5.20**

**Location:** Mr Suraj Aggarwal's office

**Date:** 4/5/20

**Time:** 10:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

Mr Jeet Singh

### **Agenda**

- I. Infrastructure development
  - a. Electric fans required in girls hostel
  - b. Construction material for new toilet block in boys hostel
  - c. Water Motor Pump requirement for girls hostel
  - d. Construction material for top floor of girls hostel

### **Action taken**

#### **Agenda 1**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 1.6.20

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/6/20

**Time:** 10:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

Mr Jeet Singh

#### **Agenda**

- I. Infrastructure development
  - a. Water motor pump required for boys hostel
  - b. Material requirement for flooring, window fabrication & pantry work in boys hostel
  - c. Construction of new toilet block for boys hostel
  - d. Electrical goods required in Orthodontic, Endodontic, Periodontology & Pedodontics department

#### **Action taken**

##### **Agenda 1**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### **MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 1.7.20**

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/7/20

**Time:** 2:00 PM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

Mr Jeet Singh

#### **Agenda**

- I. Equipment - The following requirement is received from respective departments.

Pulse oxymeter	2
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- II. Furniture –

- a. Furniture required for departmental library in departments of Prosthodontics, Orthodontics and Conservative Dentistry.

- III. AC requirement

TYPE OF AC	PLACE	NO. OF AC
Split	Conservative & Endo -seminar room	02
	Hospital –general lab.	
Window	Prosthodontics –lab	01
Tower	Prosthodontics PG OPD room	02
	Conservative & Endo PG OPD room	

- IV. Infrastructure Development

- Window & tiles work in boys hostel
- Sanitary goods, flooring material & toilet work requirement in boys hostel
- Electric work at girls & boys hostel
- Electric goods for Orthodontic Department

## **Action taken**

### **Agenda 1**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

### **Agenda 2 & 3**

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

### **Agenda 4**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 4.8.20

**Location:** Mr Suraj Aggarwal's office

**Date:** 4/8/20

**Time:** 12:00 PM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

#### **Agenda**

- I. Equipment - The following requirement of equipment is received from respective departments.

Physio dispensor and Implant hp	1
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- II. Furniture –

- a. Furniture required for departmental library in departments of Prosthodontics, Orthodontics and Conservative Dentistry.

- III. Infrastructure Development

- False ceiling in Orthodontics department
- Electric work in oral surgery department
- Sanitary goods requirement for girls & boys hostel
- Construction at top floor in boys hostel
- Wood work, Kota stone & window fabrication in boys hostel
- Paint work & window fabrication for girls hostel

#### **Action taken**

##### **Agenda 1**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 2**

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 3**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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### MAINTENANCE & INFRASTRUCTURE COMMITTEE

#### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 2.9.20

**Location:** Mr Suraj Aggarwal's office

**Date:** 2/9/20

**Time:** 10:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

Mr Jeet Singh

#### **Agenda**

##### **I. Infrastructure development**

- a. Tiles work, sanitary goods, window fabrication and flooring work for boys hostel
- b. Electrical work & paint work required girls hostel
- c. Racks required for exam cell
- d. Flooring work in A block

#### **Action taken**

##### **Agenda 1**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 3.10.20

**Location:** Mr Suraj Aggarwal's office

**Date:** 3/10/20

**Time:** 10:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

Mr Jeet Singh

#### **Agenda**

- I. Infrastructure development
  - a. Electrical goods requirement for girls hostel
  - b. Paint work in girls hostel
  - c. Electrical work & flooring work for boys hostel
  - d. Repair of common washrooms at top floor of boys hostel

#### **Action taken**

##### **Agenda 1**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## **MAINTENANCE & INFRASTRUCTURE COMMITTEE**

### **MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 4.11.20**

**Location:** Mr Suraj Aggarwal's office

**Date:** 4/11/20

**Time:** 10:30 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Mr Jeet Singh

#### **Agenda**

- I. Infrastructure development
  - a. Sanitary & electrical goods required for boys hostel
  - b. Boys & girls hostel door work

#### **Action taken**

##### **Agenda 1**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 4.12.20

**Location:** Mr Suraj Aggarwal's office

**Date:** 4/12/20

**Time:** 12:00 PM

**Attendees:**

Mr Suraj Aggarwal

Dr Manish Kumar

Mr Ranjeet Singh

Dr Jeet Singh

### **Agenda**

#### I. Furniture –

- a. Furniture required for departmental library in departments of Prosthodontics, Orthodontics and Conservative Dentistry.
- b. Tables required in departments of Prosthodontics and Conservative Dentistry.

#### II. Infrastructure development

- a. Tiles work, toilet work, water fitting, electricity fitting for boys hostel
- b. Paint work for girls & boys hostel
- c. Sanitary & electrical goods for boys hostel
- d. Paint work of windows in A & B block

### **Action taken**

#### **Agenda 1**

- The requirement is approved and payment sanctioned to order the equipment.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

#### **Agenda 2**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 1.1.21

**Location:** Mr Suraj Aggarwal's office

**Date:** 1/1/21

**Time:** 11:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

*[Handwritten signatures]*

#### Agenda

- I. Equipment - The following requirement of equipment is received from respective departments.

Screw driver	1
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II. Infrastructure development

- Sanitary and electrical goods for boys hostel
- Paint work and earthing requirement for boys hostel
- Aluminium Work for Partition
- Washrooms repair at first floor of A block

#### Action taken

##### Agenda 1

- The requirement is approved and payment sanctioned to order the equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### Agenda 2

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 8.2.21

**Location:** Mr Suraj Aggarwal's office

**Date:** 8/2/21

**Time:** 11:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

#### **Agenda**

- I. Equipment - The following requirement of equipment is received from respective departments.

S.No	Equipment	Qty
1.	Cable Arm	10
2.	Mouth Mirror top	200
3.	Handpieces RPS	10
4.	Crown remover	2
5.	Intra Oral Photographic Mirror HIC	2

#### **Action taken**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 5.3.21

**Location:** Mr Suraj Aggarwal's office

**Date:** 5/3/21

**Time:** 10:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

#### **Agenda**

- I. Equipment - The following requirement of equipment is received from respective departments.

S.No	Equipment	Qty
1.	Crown remover	2
2.	Single probe	200
3.	PMT set	100
4.	Mirror with handle	100
5.	Physio dispenser and Implant hp	1

- II. Infrastructure development

- Window fabrication for boys hostel
- Washrooms repair at 2<sup>nd</sup> floor of boys hostel

#### **Action taken**

##### **Agenda 1**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### **Agenda 2**

- Mr Jeet Singh provided the committee with quotations for material required. The requirement is approved and Mr Jeet Singh is assigned to supervise the work.



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### MAINTENANCE & INFRASTRUCTURE COMMITTEE

#### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 4.5.21

**Location:** Mr Suraj Aggarwal's office

**Date:** 4/5/21

**Time:** 10:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

#### **Agenda**

The following requirement of equipment is received from respective departments.

S.No	Equipment	Qty
1.	Casting ring	2
2.	Fogger Machine	1

#### **Action taken**

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 7.7.21

**Location:** Mr Suraj Aggarwal's office

**Date:** 7/7/21

**Time:** 11:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

#### Agenda

- I. Equipment - The following requirement of equipment is received from respective departments.

S.No	Equipment	Qty
1.	Mouth gag histon	2

II. Furniture –

- a. Sofa set, tables and chairs required in chairman office

#### Action taken

##### Agenda 1

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### Agenda 2

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.



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## **MAINTENANCE & INFRASTRUCTURE COMMITTEE**

### **MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 7.9.21**

**Location:** Mr Suraj Aggarwal's office

**Date:** 7/9/21

**Time:** 11:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

#### **Agenda**

##### **I. Furniture –**

- a. Sofa set, tables and chairs required in chairman office
- b. Chairs and tables required for the conference room

#### **Action taken**

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.



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## **MAINTENANCE & INFRASTRUCTURE COMMITTEE**

### **MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 2.11.21**

**Location:** Mr Suraj Aggarwal's office

**Date:** 2/11/21

**Time:** 11:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

### **Agenda**

#### **II. Furniture –**

- a. Sofa set, tables and chairs required in chairman office

### **Action taken**

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.



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## MAINTENANCE & INFRASTRUCTURE COMMITTEE

### MINUTES OF MAINTENANCE & INFRASTRUCTURE COMMITTEE MEETING HELD ON 2.12.21

**Location:** Mr Suraj Aggarwal's office

**Date:** 2/12/21

**Time:** 11:00 AM

**Attendees:**

Mr Suraj Aggarwal

Mr Ranjeet Singh

Dr Manish Kumar

#### Agenda

- I. Equipment - The following requirement of equipment is received from respective departments.

S.No	Equipment	Qty
1.	Implant drill	6

II. Furniture –

- a. Sofa set, tables and chairs required in chairman office

#### Action taken

##### Agenda 1

- Mr Ranjeet provided the committee with quotations from trusted vendors for equipments required by the departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr Ranjeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.

##### Agenda 2

- The requirement is approved and payment sanctioned.
- Mr Jeet Singh is assigned to follow and update the status of orders and report to the undersigned in case of any query / discrepancy.