

SURENDERA DENTAL COLLEGE AND RESEARCH INSTITUTE

III GARDENS SRI GANGANAGAR



MAINTENANCE AND INFRASTRUCTURE COMMITTEE

MINUTES OF MAINTENANCE AND INFRASTRUCTURE COMMITTEE MEETING  
HELD ON 6-01-2022

Location: Mr. Suraj Aggarwal's office

Date: 6-01-22

Time: 11.00 AM

Attendees-

Mr. Suraj Aggarwal

Mr. Ranjeet Singh

Mr. Jeet Singh


Mr. Vikas

Mr. Gurjinder Singh

Agenda

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

S. No	Equipment	Quantity
1.	Tip Drill	1
2.	OLC drill	4

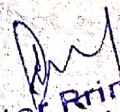
  
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Research Institute, SGNR



## II. Maintenance related grievances.

### Action taken

- Mr. Ranjeet Singh provided the committee with quotation from trusted vendors for equipments required from 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.
- Maintenance related grievances are checked and solved timely.

  
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MAINTENANCE AND INFRASTRUCTURE COMMITTEE

MINUTES OF MAINTENANCE AND INFRASTRUCTURE COMMITTEE MEETING

HELD ON 5-04-2022

Location: Mr. Suraj Aggarwal's office

Date: 5-04-22

Time: 11.00 AM

Attendees-

Mr. Suraj Aggarwal

Mr. Ranjeet Singh

Mr. Jeet Singh

Mr. Vikas

Mr. Gurjinder Singh

Agenda

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

S. No	Equipment	Quantity
1.	Physiodispensor ultrasonic repair	1
2.	Gas kit autoclave	3
3.	ES6 Spindle Asy	1

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4.	Ball bearing 840 HSN	1
5.	Marathon straight hand piece	1
6.	X- ray film holder	10
7.	Surgical wrench rachet	1

## II. Maintenance related grievances.

### Action taken

- Mr. Ranjeet Singh provided the committee with quotation from trusted vendors for equipments required from 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.
- Maintenance related grievances are checked and solved timely.

  
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MAINTENANCE AND INFRASTRUCTURE COMMITTEE

MINUTES OF MAINTENANCE AND INFRASTRUCTURE COMMITTEE MEETING

HELD ON 8-07-2022

Location: Mr. Suraj Aggarwal's office

Date: 8-07-22

Time: 11.00 AM

Attendees-

Mr. Suraj Aggarwal

Mr. Ranjeet Singh

Mr. Jeet Singh


Mr. Vikas

Mr. Gurjinder Singh

Agenda

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

S No.	Equipment	Quantity
1.	Chair-side Micro-abrasion unit	1
2.	Needle cutter	10
3.	Implant hand piece	1
4.	PP corrugated Box	230

  
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5.	Pulp tester	1
6.	Micro-motor	1
7.	Microsurgery Endo kit	1
8.	Rubber dam kit	3
9.	Hand scaler	2
10.	Sub gingival scaler	10
11.	Pressure sensitive probe	1
12.	Mini 5 curette	1
13.	Periosteal elevator	2
14.	Bone graft carrier	1
15.	Bone compactor+ carrier	1
16.	Diamond pencil	1
17.	Leica high profile blades	50
18.	NRV for EG compressor	1

## II. Maintenance related grievances.

### Action taken

- Mr. Ranjeet Singh provided the committee with quotation from trusted vendors for equipments required from 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.
- Maintenance related grievances are checked and solved timely.

  
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MAINTENANCE AND INFRASTRUCTURE COMMITTEE

MINUTES OF MAINTENANCE AND INFRASTRUCTURE COMMITTEE MEETING

HELD ON 8-11-2022

Location: Mr. Suraj Aggarwal's office

Date: 8-11-22

Time: 11.00 AM

Attendees-

Mr. Suraj Aggarwal

Mr. Ranjeet Singh

Mr. Jeet Singh

Mr. Vikas

Mr. Gurjinder Singh

Agenda

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

S. No	Equipment	Quantity
1.	Glassvan Blade	1
2.	Surgical blade	1
3.	Luxator set for implants	6

  
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4.	Renewal of licence of diagnostic X- ray units	14
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II. Non- functioning of CCTV cameras in the campus.

III. Installation of Turnstile gate in the hostels and library.

**Action taken**

**Agenda I**


- Mr. Ranjeet Singh provided the committee with quotation from trusted vendors for equipments required from departments, which were reviewed.
- The requirement is approved and payment sanctioned to order the required equipment.
- Mr. Ranjeet Singh is assigned to contact Raydent Meditech Pvt. Ltd, New Delhi for renewal of AERB licence of fourteen diagnostic X- ray units (both intra- oral and extraoral).
- 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 II**

- It is noticed that CCTV repair is required all around the campus. Mr. Chander Prakash is assigned to get it repaired and report to the undersigned.

**Agenda III**

- The matter of installation of Turnstile gate in the library and to prevent the entry of non- hostellers in the hostels and to curb the menace of ragging was discussed. Mr. Jeet Singh was assigned to get quotations from trusted vendors.

  
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MAINTENANCE AND INFRASTRUCTURE COMMITTEE

MINUTES OF MAINTENANCE AND INFRASTRUCTURE COMMITTEE MEETING

HELD ON 15-03-2023

Location: Chairman's office

Date: 15-03-23

Time: 11.00 AM

Attendees-

Name	Designation	Signature
Mr. Suraj Aggarwal	Chairman	
Mr. Mihir Aggarwal	Board of management	
Dr. Sandeep Kumar Bains	Committee head	
Mr. Ranjeet Singh	Member	
Mr. Jeet Singh	Member	
Mr. Vikas	Member	
Mr. Gurjinder Singh	Member	

Agenda

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

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S. No	Equipment	Quantity
1.	Wire cutter	1

## II. Maintenance-related grievances.

### Action taken

- Mr. Ranjeet Singh provided the committee with quotations from trusted vendors for equipment required from departments, which were reviewed.
- The requirement is approved and payment is 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.
- Maintenance-related grievances are checked and solved timely.

  
Director, Principal  
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MAINTENANCE AND INFRASTRUCTURE COMMITTEE

MINUTES OF MAINTENANCE AND INFRASTRUCTURE COMMITTEE MEETING  
HELD ON 20-06-2023

Location: Chairman's office

Date: 20-06-23

Time: 11.00 AM

Attendees-

Name	Designation	Signature
Mr. Suraj Aggarwal	Chairman	
Mr. Mihir Aggarwal	Board of management	
Dr. Sandeep Kumar Bains	Committee head	
Mr. Ranjeet Singh	Member	
Mr. Jeet Singh	Member	
Mr. Vikas	Member	
Mr. Gurjinder Singh	Member	

Agenda

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

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S. No	Equipment	Quantity
1.	Intra Oral Sensor (RVG)	2
2.	Intra Oral X-Ray machine (Portable)	1
3.	Blade for Lieca microtome	1

## II. Maintenance-related grievances.

### Action taken

- Mr. Ranjeet Singh provided the committee with quotations from trusted vendors for equipment required from departments, which were reviewed.
- The requirement is approved and payment is 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.
- Maintenance-related grievances are checked and solved timely.

  
**Director Principal**  
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MAINTENANCE AND INFRASTRUCTURE COMMITTEE

MINUTES OF MAINTENANCE AND INFRASTRUCTURE COMMITTEE MEETING

HELD ON 25-08-2023

Location: Chairman's office

Date: 25-08-23

Time: 11.00 AM

Attendees-

Name	Designation	Signature
Mr. Suraj Aggarwal	Chairman	
Mr. Mihir Aggarwal	Board of management	
D. Sandeep Kumar Bains	Committee head	
Mr. Ranjeet Singh	Member	
Mr. Jeet Singh	Member	
Mr. Vikas	Member	
Mr. Gurjinder Singh	Member	

Agenda

1. Repair- The repair of the following items/equipment is received from respective departments.

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S. No	Equipment	Quantity
1.	Aerotor hand piece	8
2.	Pulp tester	2
3.	Autoclave	6
4.	TENS unit	1
5.	Burn out furnace	4
6.	Die cutter	1
7.	Acrylizer	1
8.	Gyser	1
9.	Dewaxing unit	1
10.	Model trimmer	2
11.	Straight handpiece heavy duty	2
12.	Refrigerator	1
13.	Ceramic furnace	1
14.	Hanging engine	1

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

S. No	Equipment	Quantity
1.	Aerotor hand piece	2


III. Renewal of Quality assurance (QA) of diagnostic x- ray units.

IV. Maintenance-related grievances.

Action taken

Agenda I-

- \* Mr. Ranjeet Singh is assigned the duty to get items/equipment repaired.
- \* Mr. Vikas was assigned the duty to get the Refrigerator repaired.

  
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Agenda II-

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

Agenda III-

- Mr. Ranjeet Singh is assigned to contact different QA providers for the renewal of Quality assurance (QA) of diagnostic x-ray units.

Agenda IV-

- Maintenance-related grievances are checked and solved timely.

  
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MAINTENANCE AND INFRASTRUCTURE COMMITTEE

MINUTES OF MAINTENANCE AND INFRASTRUCTURE COMMITTEE MEETING  
HELD ON 28-10-2023

Location: Chairman's office

Date: 28-10-23

Time: 11.00 AM

Attendees:-

Name	Designation	Signature
Mr. Suraj Aggarwal	Chairman	
Mr. Mihir Aggarwal	Board of management	
Mr. Sandeep Kumar Bains	Committee head	
Mr. Ranjeet Singh	Member	
Mr. Jeet Singh	Member	
Mr. Nile	Member	
Mr. Gurjinder Singh	Member	

Agenda

1. Whitewash of staff quarters and hostels required.
2. Requiring of hostels water geysers.


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III. Other maintenance-related grievances.

Action taken

- Mr. Jeet Singh is assigned the work for whitewash of staff quarters and hostels,
- Mr. Vikar is assigned to get repair of hostel water geysers.
- Other maintenance-related grievances are checked and solved timely.

  
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