

SURENDRA DENTAL COLLEGE AND RESEARCH INSTITUTE
III GARDENS SRI GANGANAGAR
MAINTENANCE AND INFRASTRUCTURE COMMITTEE



MINUTES OF MAINTENANCE AND INFRASTRUCTURE COMMITTEE MEETING
HELD ON 26-09-2023

Location: Chairman's office

Date: 26-09-23

Time: 11.00 AM

Attendees-

Name	Designation	Signature
Mr. Suraj Aggarwal	Chairman	
Mr. Gorav Gupta	Managing Director	
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. Repair- The repair of the following items/equipment is received from respective departments.

S. No	Equipment	Quantity
1.	Cylinder/Outer ring	4
2.	Teflon Cup/Gasket	4
3.	Ceramic stand	1

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4.	Rocker, GS electrical	1
5.	Trimmer	2
6.	Crucible mounting	1
7.	Coil for solenoid valve	1
8.	Scaler Cable, Woodpecker	3
9.	Adaptor	1
10.	Din socket	1
11.	H37L Ball bearing	4
12.	Armature	2
13.	Carbon brush	1
14.	Ball bearing	2
15.	ES6 Snap Ring	1
16.	403 C Cartridge	1

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

S. No	Equipment	Quantity
1.	AP hand piece	2
2	Vatech RVG (EZ- Classic)	2
3.	Vatech Hand held X- ray machine	1

III. Maintenance-related grievances.

Action taken

Agenda I-


- Mr. Ranjeet Singh is assigned the duty to get items/equipment repaired.

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. Vikas was assigned the duty to check maintenance-related grievances which were solved timely.


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MAINTENANCE AND INFRASTRUCTURE COMMITTEE

MINUTES OF MAINTENANCE AND INFRASTRUCTURE COMMITTEE MEETING

HELD ON 16-12-2023

Location: Chairman's office

Date: 16-12-23

Time: 11.00 AM

Attendees-

Name	Designation	Signature
Mr. Suraj Aggarwal	Chairman	
Mr. Gorav Gupta	Managing Director	
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. Repair- The repair of the following items/equipment is received from respective departments.


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S. No	Equipment	Quantity
1.	Air filter element for compressor	1
2.	Compressor service	1

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

S. No	Equipment	Quantity
1.	Aerotor hand piece	6
2.	Plane slide ISI alpha	1

III. 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 compressor service done.

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. Vikas was assigned the duty to check and resolve maintenance-related grievances timely.


Director/Principal
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MAINTENANCE AND INFRASTRUCTURE COMMITTEE

MINUTES OF MAINTENANCE AND INFRASTRUCTURE COMMITTEE MEETING

HELD ON 18-3-2024

Location: Chairman's office

Date: 18-3-24

Time: 11.00 AM

Attendees-

Name	Designation	Signature
Mr. Suraj Aggarwal	Chairman	
Mr. Gorav Gupta	Managing Director	
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. Repair- The repair of the following items/equipment is received from respective departments.

Director Principal
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S. No	Equipment	Quantity
1.	Handle for lock slide	1
2.	Door gasket	1
3.	Vita firing muffle	1
4.	Spare Armature for hanging motor	1
5.	Electric motor carbon set	1
6.	Electric motor bush	1
7.	Resistance	1

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

S. No	Equipment	Quantity
1.	CBCT Machine (J. Morita)	1
2.	Conscious sedation unit	1
3.	LIECA micromotor blade	1
4.	AP handpiece with fiberoptic	1
5.	Model storage box	1

III. Maintenance-related grievances.

Action taken

Agenda I-

- Mr. Ranjeet Singh is assigned the duty to get items/equipment repaired.

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. Vikas was assigned the duty to check and resolve maintenance-related grievances timely.


 Director Principal
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MAINTENANCE AND INFRASTRUCTURE COMMITTEE

MINUTES OF MAINTENANCE AND INFRASTRUCTURE COMMITTEE MEETING

HELD ON 24-6-2024

Location: Chairman's office

Date: 24-6-24

Time: 11.00 AM

Attendees-

Name	Designation	Signature
Mr. Suraj Aggarwal	Chairman	
Mr. Gorav Gupta	Managing Director	
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. Repair- The repair of the following items/equipment is received from respective departments.


Director Principal
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S. No	Equipment	Quantity
1.	Scaler	4
2.	Micromotor	1
3.	Heavy duty handpiece	1

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

S. No	Equipment	Quantity
1.	Implant motor with LED	1
2.	AP handpiece	1

III. Maintenance-related grievances.

Action taken

Agenda I-

- Mr. Ranjeet Singh is assigned the duty to get items/equipment repaired.

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. Vikas was assigned the duty to check and resolve maintenance-related grievances timely.



Director Principal
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