



CHILDREN'S EDUCATION SOCIETY (Regd.)

**THE OXFORD DENTAL COLLEGE**

(Recognized by the Govt. of Karnataka, Affiliated to Rajiv Gandhi University of Health Sciences,  
Karnataka & Recognised by Dental Council of India, New Delhi)

Bommanahalli, Hosur Road, Bangalore - 560 068.

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

Website: www.theoxford.edu

**Infrastructure and ICT [Maintenance, Upgradation, Condemnation]  
Meeting Minutes -1<sup>st</sup> Meeting**

Meeting Information

**Date:**10/7/2017

**Location:** College Auditorium

**Time:** 11:00 am

**Committee members:**

Name	Designation	Department	Signature
Mr. Sripadha Murthy	Chairperson	Office superintendent/ manager	
Mr. Ravi Raju	Member coordinator	Incharge infrastructure estate officer	
Mr. Francis	Member	Campus Engineer	
Mr. Ekambaram	Member	Incharge ICT	
Mr. Suprabha Raju	Member	Incharge Purchase and sales	
Nataraj	Member	Incharge dental equipment's	
Raghavendra Rao	Member	Incharge dental equipment	
Mrs. Lalitha	Member	Incharge house keeping	
Dr. Shivu[Oral Medicine] Dr. Kavitha [Oral Surgery] Dr. Aarti Gupta[Cons and Endo] Dr. Praveen Jayaram[perio] Dr. Ravikumar [Prosthodontics] Dr. Divya B.M[PHD] Dr. Vani[ortho] Dr. Sneha[pedodontics] Dr. Seema [oral path]	Member	Representatives from all departments	
Mr. Ravi Raju	Member	Incharge Transport	
Boys hostel- Gurumurthy Girls hostel-Ms. Priyanka	Member	Hostel Wardens	
Ms. Annie Thangam Paul	Member	UG Student Female	
Mr. Nitin	Member	UG Student Male	
Dr. Antara[Community]	Member	PG Student Female	
Dr. Akhil Sankar [Surgery]	Member	PG Student Male	

Dean and Director

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**Infrastructure and ICT [Maintenance, Upgradation, Condemnation]  
Meeting Minutes -2<sup>nd</sup> Meeting**

**Meeting Information**

**Date:**10/10/2017

**Location:** College Auditorium

**Time:** 11:00 am

**Committee members:**

Name	Designation	Department	Signature
Mr. Sripadha Murthy	Chairperson	Office superintendent/ manager	<i>Sripadha Murthy</i>
Mr. Ravi Raju	Member coordinator	Incharge infrastructure estate officer	<i>Ravi Raju</i>
Mr. Francis	Member	Campus Engineer	<i>Francis</i>
Mr. Ekambaram	Member	Incharge ICT	<i>Ekambaram</i>
Mr. Suprabha Raju	Member	Incharge Purchase and sales	<i>Suprabha Raju</i>
Nataraj	Member	Incharge dental equipment's	<i>Nataraj</i>
Raghavendra Rao	Member	Incharge dental equipment	<i>Raghavendra Rao</i>
Mrs. Lalitha	Member	Incharge house keeping	<i>Mahodari</i>
Dr. Shivu [Oral Medicine] Dr. Kavitha [Oral Surgery] Dr. Aarti Gupta[Cons and Endo] Dr. Praveen Jayaram[perio] Dr. Ravikumar[prostho] Dr. Divya B.M[PHD] Dr. Vani[ortho] Dr. Sneha[pedo] Dr. Seema [oral path]	Member	Representatives from all departments	<i>Dr. Shivu</i> <i>Dr. Kavitha</i> <i>Dr. Aarti Gupta</i> <i>Dr. Praveen Jayaram</i> <i>Dr. Ravikumar</i> <i>Dr. Divya B.M</i> <i>Dr. Vani</i> <i>Dr. Sneha</i> <i>Dr. Seema</i>
Mr. Ravi Raju	Member	Incharge Transport	<i>Ravi Raju</i>
Boys hostel. Gurumurthy Girls hostel-Ms. Priyanka	Member	Hostel Wardens	<i>Gurumurthy</i> <i>Priyanka</i>
Ms. Annie Thangam Paul	Member	UG Student Female	<i>Annie</i>
Mr. Nitin	Member	UG Student Male	<i>Nitin</i>
Dr. Antan[Community]	Member	PG Student Female	<i>Antan</i>
Dr. Akhil Sankar [Surgery]	Member	PG Student Male	<i>Akhil Sankar</i>

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**Agenda Items**

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

**Action Taken**

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

  
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**Infrastructure and ICT [Maintenance, Upgradation, Condemnation] 3<sup>rd</sup> meeting**

**Meeting Minutes - 3<sup>rd</sup> Meeting**

**Date: 10/1/2018**

**Location: College Auditorium**

**Time: 11:00 am**

**Committee members:**

Name	Designation	Department	Signature
Mr. Sripadha Murthy	Chairperson	Office superintendent/ manager	Sripadha Murthy
Mr. Ravi Raju	Member coordinator	Incharge infrastructure estate officer	Ravi Raju
Mr. Francis	Member	Campus Engineer	Francis
Mr. Ekambaram	Member	Incharge ICT	Ekambaram
Nataraj	Member	Incharge dental equipment's	Nataraj
Raghavendra Rao	Member	Incharge dental equipment	Raghavendra Rao
Mrs. Lalitha	Member	Incharge house keeping	Mehodan
Dr. Shivu [Oral Medicine] Dr. Kavitha [Oral Surgery] Dr. Aarti Gupta [Cons and Endo] Dr. Praveen Jayaram [perio] Dr. Ravikumar [prostho] Dr. Divya B.M [PHD] Dr. Vani [ortho] Dr. Sneha [pedo] Dr. Seema [oral path]	Member	Representatives from all departments	N. Pai Sneha
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**Agenda Items**

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

**Actions Taken**

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

  
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**Infrastructure and ICT [Maintenance, Upgradation, Condemnation]  
Meeting Minutes -4<sup>th</sup> Meeting**

**Meeting Information**

Date:10/4/2018

Location: College Auditorium

Time: 11:00 am

Committee members:

Name	Designation	Department	Signature
Mr. Sripadha Murthy	Chairperson	Office superintendent/ manager	Sripadha murthy
Mr. Ravi Raju	Member coordinator	Incharge infrastructure estate officer	Ravi Raju
Mr. Francis	Member	Campus Engineer	Francis
Mr. Ekambaram	Member	Incharge ICT	Ekambaram
Mr. suprabha Raju	Member	Incharge Purchase and sales	suprabha
Nataraj	Member	Incharge dental equipment's	Nataraj
Raghavendra Rao	Member	Incharge dental equipment	Raghavendra Rao
Mrs. Lalitha	Member	Incharge house keeping	Mahadani
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Dean and Director

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**Agenda Items**

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

**Action Taken**

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

  
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**Infrastructure and ICT [Maintenance, Upgradation, Condemnation]  
Meeting Minutes -1<sup>st</sup> Meeting**

**Meeting Information**

**Date:**10/7/2018

**Location:** College Auditorium

**Time:** 11:00 am

**Committee members:**

Name	Designation	Department	Signature
Mr. Sripadha Murthy	Chairperson	Office superintendent/ manager	<i>Sripadha Murthy</i>
Mr. Ravi Raju	Member coordinator	Incharge infrastructure estate officer	<i>Ravi Raju</i>
Mr. Francis	Member	Campus Engineer	<i>Francis</i>
Mr. Ekambaram	Member	Incharge ICT	<i>Ekambaram</i>
Mr. suprabha Raju	Member	Incharge Purchase and sales	<i>Suprabha Raju</i>
Nataraj	Member	Incharge dental equipment's	<i>Nataraj</i>
Raghavendra Rao	Member	Incharge dental equipment	<i>Raghavendra Rao</i>
Mrs. Madhavi	Member	Incharge house keeping	<i>Madhavi</i>
Dr. Shivu [Oral Medicine] Dr. Kavitha [Oral Surgery] Dr. Aarti Gupta [Cons and Endo] Dr. Praveen Jayaram [perio] Dr. Ravikumar [Prosthodontics] Dr. Divya B.M [PHD] Dr. Vani [ortho] Dr. Sneha [pedo] Dr. Seema [oral path]	Member	Representatives from all departments	<i>Dr. Shivu</i> <i>Dr. Kavitha</i> <i>Dr. Aarti Gupta</i> <i>Dr. Praveen Jayaram</i> <i>Dr. Ravikumar</i> <i>Dr. Divya B.M</i> <i>Dr. Vani</i> <i>Dr. Sneha</i> <i>Dr. Seema</i>
Mr. Ravi Raju	Member	Incharge Transport	<i>Ravi Raju</i>
Boys hostel-. Gurumurthy Girls hostel-Ms. Priyanka	Member	Hostel Wardens	<i>Gurumurthy</i> <i>Priyanka</i>
Ms. Anu Santham Paul	Member	UG Student Female	<i>Anu Santham Paul</i>
Mr. Roshan	Member	UG Student Male	<i>Roshan</i>
Dr. Durga [Conservative 1 <sup>st</sup> year]	Member	PG Student Female	<i>Durga</i>
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**Agenda Items**

Complaints arise from various departments

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

**Actions Taken**

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

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**Infrastructure and ICT [Maintenance, Upgradation, Condemnation]  
Meeting Minutes - 2<sup>nd</sup> Meeting**

**Meeting Information**

**Date:**10/10/2018

**Location:** College Auditorium

**Time:** 11:00 am

**Committee members:**

Name	Designation	Department	Signature
Mr. Sripadha Murthy	Chairperson	Office superintendent/ manager	
Mr. Ravi Raju	Member coordinator	Incharge infrastructure estate officer	
Mr. Francis	Member	Campus Engineer	
Mr. Ekambaram	Member	Incharge ICT	
Mr. Suprabha Raju	Member	Incharge Purchase and sales	
Nataraj	Member	Incharge dental equipment's	
Raghavendra Rao	Member	Incharge dental equipment	
Mrs. Madhavi	Member	Incharge house keeping	
Dr. Shivu[Oral Medicine] Dr. Kavitha[Oral Surgery] Dr. Aarti Gupta [Cons and Endo] Dr. Praveen Jayaram[perio] Dr. Ravikumar[Prosthodontics] Dr. Divya B.M[PHD] Dr. Vani[ortho] Dr. Sneha[pedo] Dr. Seema[oral path]	Member	Representatives from all departments	
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Boys hostel-Gurumurthy Girls hostel-Ms. Priyanka	Member	Hostel Wardens	
Ms. Anu Santham Paul	Member	UG Student Female	
Mr. Roshan	Member	UG Student Male	
Dr. Durga [Conservative 1 <sup>st</sup> year]	Member	PG Student Female	
Dr. Vinayaka [Surgery 1 <sup>st</sup> year]	Member	PG Student Male	

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**Agenda Items**

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

**Actions Taken**

Attended the complaints and necessary action taken.

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

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**Infrastructure and ICT [Maintenance, Upgradation, Condemnation]  
Meeting Minutes -3<sup>rd</sup> Meeting**

**Meeting Information**

**Date:**10/1/2019

**Location:** College Auditorium

**Time:** 11:00 am

**Committee members:**

Name	Designation	Department	Signature
Mr. Sripadha Murthy	Chairperson	Office superintendent/ manager	<i>Sripadha Murthy</i>
Mr. Ravi Raju	Member coordinator	Incharge infrastructure estate officer	<i>Ravi Raju</i>
Mr. Francis	Member	Campus Engineer	<i>Francis</i>
Mr. Ekambaram	Member	Incharge ICT	<i>Ekambaram</i>
Mr. Suprabha Raju	Member	Incharge Purchase and sales	<i>Suprabha Raju</i>
Nataraj	Member	Incharge dental equipment's	<i>Nataraj</i>
Raghavendra Rao	Member	Incharge dental equipment	<i>Raghavendra Rao</i>
Mrs. Madhavi	Member	Incharge house keeping	<i>Madhavi</i>
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Mr. Ravi Raju	Member	Incharge Transport	<i>Ravi Raju</i>
Boys hostel-. Gurumurthy Girls hostel-Ms. Priyanka	Member	Hostel Wardens	<i>Gurumurthy</i> <i>Priyanka</i>
Ms. Anu Santham Paul	Member	UG Student Female	<i>Anu Santham Paul</i>
Mr. Roshan	Member	UG Student Male	<i>Roshan</i>
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### Agenda Items

Complaints arising from dept of perio, pedo, Prosthodontics regarding the dental equipment's.

In auditorium LCD projector problem to be rectified

### Actions Taken

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

  
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**Infrastructure and ICT [Maintenance, Upgradation, Condemnation]  
Meeting Minutes -4<sup>th</sup> Meeting**

**Meeting Information**

**Date:**10/4/2019

**Location:** College Auditorium

**Time:** 11:00 am

**Committee members:**

Name	Designation	Department	Signature
Mr. Sripadha Murthy	Chairperson	Office superintendent/ manager	<i>Sripadha Murthy</i>
Mr. Ravi Raju	Member coordinator	Incharge infrastructure estate officer	<i>Ravi Raju</i>
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**Agenda Items**

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

Pedo -water fountain not working.

Ortho-replacement of LCD projector for seminar room

Conservative-repair of LC unit

**Action Taken**

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

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

  
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**Infrastructure and ICT [Maintenance, Upgradation, Condemnation]  
Meeting Minutes -1<sup>st</sup> Meeting****Meeting Information****Date:**10/7/2019**Location:** College Auditorium**Time:** 11:00 am**Committee members**

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Ms. Anu Santham Paul	Member	UG Student Female	
Mr. Roshan	Member	UG Student Male	
Dr. Durga [Conservative]	Member	PG Student Female	
Dr. Vinayaka [Surgery]	Member	PG Student Male	

Dean and Director

The Oxford Dental College, Bommanahalli  
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**CHILDREN'S EDUCATION SOCIETY (Regd.)**

**THE OXFORD DENTAL COLLEGE**

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**Agenda Items**

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

**Action Taken**

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

  
Dean and Director

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**Infrastructure and ICT [Maintenance, Upgradation, Condemnation]  
Meeting Minutes -2<sup>nd</sup> Meeting****Meeting Information****Date:** 10/10/2019**Location:** College Auditorium**Time:** 11:00 am**Committee members**

Name	Designation	Department	Signature
Mr. Sripadha Murthy	Chairperson	Office superintendent/manager	
Mr. Ravi Raju	Member coordinator	Incharge infrastructure estate officer	
Mr. Francis	Member	Campus Engineer	
Mr. Ekambaram	Member	Incharge ICT	
Mr. Suprabha Raju	Member	Incharge Purchase and sales	
Nataraj	Member	Incharge dental equipment's	
Raghavendra Rao	Member	Incharge dental equipment	
Mrs. Madhavi	Member	Incharge house keeping	
Dr. Shivu [Oral Medicine] Dr. Kavitha [Oral Surgery] Dr. Aarti Gupta [Cons and Endo] Dr. Praveen Jayaram [perio] Dr. Ravikumar [Prosthodontics] Dr. Divya B.M [PHD] Dr. Vani [ortho] Dr. Sneha [pedo] Dr. Seema [oral path]	Member	Representatives from all departments	
Mr. Ravi Raju	Member	Incharge Transport	
Boys hostel- Gurumurthy	Member	Hostel Wardens	
Girls hostel- Ms. Priyanka			
Ms. Anu Santham Paul	Member	UG Student Female	
Mr. Roshan	Member	UG Student Male	
Dr. Durga [Conservative 1 <sup>st</sup> year]	Member	PG Student Female	
Dr. Vinayaka [Surgery 1 <sup>st</sup> year]	Member	PG Student Male	





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### **Agenda Items**

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

### **Action Taken**

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

  
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**Infrastructure and ICT [Maintenance, Upgradation, Condemnation]  
Meeting Minutes - 3<sup>rd</sup> Meeting**

**Meeting Information**

**Date:**10/1/2020

**Location:** College Auditorium

**Time:** 11:00 am

**Committee members:**

Name	Designation	Department	Signature
Mr. Sripadha Murthy	Chairperson	Office superintendent/ manager	
Mr. Ravi Raju	Member coordinator	Incharge infrastructure estate officer	
Mr. Francis	Member	Campus Engineer	
Mr. Ekambaram	Member	Incharge ICT	
Mr. Suprabha Raju	Member	Incharge Purchase and sales	
Nataraj	Member	Incharge dental equipment's	
Raghavendra Rao	Member	Incharge dental equipment	
Mrs. Madhavi	Member	Incharge house keeping	
Dr. Shivu [Oral Medicine] Dr. Kavitha [Oral Surgery] Dr. Aarti Gupta [Cons and Endo] Dr. Praveen Jayaram[perio] Dr. Ravikumar [Protho] Dr. Divya B.M[PHD] Dr. Vani[ortho] Dr. Sneha[pedo] Dr. Seema [oral path]	Member	Representatives from all departments	
Mr. Ravi Raju	Member	Incharge Transport	
Boys hostel. Gurumurthy Girls hostel-Ms. Priyanka	Member	Hostel Wardens	
Ms. Anu Santham Paul	Member	UG Student Female	
Mr. Roshan	Member	UG Student Male	
Dr. Durga [Conservative 1 <sup>st</sup> year]	Member	PG Student Female	
Dr. Vinayaka [Surgery 1 <sup>st</sup> year]	Member	PG Student Male	

Dean and Director

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**Agenda Items**

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

**Action Taken**

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

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

  
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**Infrastructure and ICT [Maintenance, Upgradation, Condemnation]  
Meeting Minutes - 1<sup>st</sup> Meeting**

**Meeting Information**

**Date:**1/10/2020

**Location:** College Auditorium

**Time:** 11:00 am

**Committee members:**

Name	Designation	Department	Signature
Mr. Siddaramu	Chairperson	Office superintendent/ manager	
Mr. Ravi Raju	Member coordinator	Incharge infrastructure estate officer	
Mr. Francis	Member	Campus Engineer	
Mr. Ekambaram	Member	Incharge ICT	
Mr. Suprabha Raju	Member	Incharge Purchase and sales	
Nataraj	Member	Incharge dental equipment's	
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Dr. Shivu [Oral Medicine] Dr. Kavitha [Oral Surgery] Dr. Aarti Gupta [Cons and Endo] Dr. Praveen Jayaram [perio] Dr. Ravikumar [Prosthodontics] Dr. Divya B.M [PHD] Dr. Vani [ortho] Dr. Sneha [pedo] Dr. Seema [oral path]	Member	Representatives from all departments	
Mr. Ravi Raju	Member	Incharge Transport	
Boys hostel-. Gurumurthy Girls hostel-Ms. Priyanka	Member	Hostel Wardens	
Ms. Anvesha Mohanty	Member	UG Student Female	
Mr. Rohan bora	Member	UG Student Male	
Dr. Likitha [Periodontics 1 <sup>st</sup> year]	Member	PG Student Female	
Dr. Nikhil [Orthodontics 1 <sup>st</sup> year]	Member	PG Student Male	

Dean and Director

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**Agenda Items**

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

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

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


More importance was given for sterilization equipment's and protocol

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

**Action Taken**

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

As per the HOD instructions all the dental chairs were checked from the above-mentioned departments

  
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