



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

2022 - 2023 (1st)

90

CRT-4

4.5-2-DOC-1.

Proceedings of Maintenance department committee

① meeting

TODC/MDC/2022-2023. Date - 12/7/22

Our department organized maintenance committee meeting on 11/7/2022 in college Auditorium at 11:00 AM. Based on feedback given by departmental staff's following activities and actions plan are discussed.

Agenda: Generally discussed on various complaints regarding dental chairs:

- In ortho suction fall down solvent of dental chair is not working
- Complaint from conservative department regarding sensor light and micro motor problem for new confident dental chair
- Discussed some new auto clave required for Peds and Peds departments.
- Complaint from Public health dentistry, Compressor not working at Singaondra, and central air unit of mobile unit needs to be serviced.
- Tube lights not working in Boy's hostel.
- Some TMR leakage in Girls hostel.

Action taken: In ortho, new motor of PCB has been installed & solved the problem.

- In conservative, permission taken for sending the sensor light PCB for servicing


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In Public health dentistry complex problem at peripheral unit in Singasara Central Jail had been solved.

- Informed to college electrician for replacement of tube light.
- Informed to college plumber regarding tap leakage

The following members Attended the meeting

Designation	Office	Name
Chairperson	Mr. Siddarama	Mr. Siddarama
Member	In charge Infrastructure	Mr. Francis
Co-ordinator	Estate office	Mr. Dayanand Patil
Member	Hall, Garden	Mr. Premod
Member	Computer engineer	Mr. Shankaran
Member	In charge I.T	Mr. Madhav
Member	In charge dental equipment	Dr. Shiva (CMA)
Member	In charge House Keeping	Dr. Deena Pandey (CMA)
Member	Representative from all departments	Dr. Ravi Kumar (Postgrad)
Member	Dr. Jenifa Jayaraman (M)	Dr. Anitha (CMA)
Member	In charge Transport	Mr. Kishan Patel
Member		Dr. Guruswamy

The following members are not attended the meeting

- 1) member - Mrs. Raghavendra Rao (In charge dental assistant)
- 2) member (Representative) - Dr. Jayakumar (Cons.), Dr. Poornima (Perio)
- 3) member (Purchase) - Dr. Eshwar (Ortho)
- 4) member - Mrs. Sushanta Jaju
- 5) member of P-G Student - Hetal Warden Elsam Joseph (Ortho), Yash & Indu Joseph (Cons)



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<u>Designation</u>	<u>Department</u>	<u>Name</u>
Chairperson	Office superintendent/office manager	Mr. Siddaramu
Member coordinator	In charge infrastructure /estate officer	Mr. Ravi Raju
Member	Campus Engineer	Mr. Francis
Member	In charge ICT	Mr. Ekambaram
Member	In charge Sales and Purchase	Mr. Suprabhu Raju
Member	In charge of Dental equipment	Mr. Nataraj
Member	In charge of Dental equipment	Mr. Raghavendra
Member	In charge house keeping	Mrs. Madhavi
Member	Representatives of all Departments	Dr. Shivu (OMR) Dr. Deepa Pandey (OS) Dr. Jayakumar (Endo) Dr. Seema (OP) Dr. Khader (Ortho) Dr. Praveen (Perio) Dr. Ravikumar (Prosthodontics) Dr. Anthara (PHD) Dr. Kiran (Pedo)
Member	In charge transport	Mr. Gurumurthy
Member	Hostel Warden	Mr. Dayanand (Boys) Mrs. Elsanna Joseph
Member	Ug Student	Ms. Jennifer (Female) Mr. Jagannath (Male)
Member	Pg Student	Dr. Indu Joseph (Female) Dr Yogesh (Male)



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2022 - 2023 (2nd)

CRT-4

4.C.2 - DOEL

Proceeding of Maintenance department committee meeting

Topic/MDC/2022-2023.

Date - 10/10/2022

(11.0 am)

our department organised maintenance committee meeting on 10/10/2022 in college auditorium at 11.0 am. based on feed back given by respective departments. Staffs

The following activities and action plan are discussed

Agenda: Generally discussed on various complaints regarding respective departments

- complaint from Pedo, ortho, & conservative regarding dental chairs.
- complaint from Medical & Jayadeva dental unit regarding x-ray machine.
- Complaint from auditorium, regarding audio system not working
- Complaint from class room regarding ~~projector~~ LCD projectors.
- ^{some} Tube light not working in girls Hostel.
- Switch board not working in a room in boys Hostel.

Action taken: • Complaint regarding dental chairs rectified,

- Some setting problem at x-ray timer PCB rectified & solved.
- Mike problem, replaced the new one against defective.
- 2n formed to college electrician for replacement of tube light.
- 2n formed to college electrician,



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The following members attended the meeting

Designation	Department	Name
Chair Person	Office	Ms. Siddaramu.
Members - (Coordinators)	Encharge Infrastructure Estate office	Mr. Francis
Members	Campus Engineer	Mr. Pramod
Member	Encharge Purchase	Mr. Suprabha Raju
Member	(Encharge Dental equipment)	Ms. Raghav Rao
Member	Encharge House keeping	Ms. Madhuri
Member	Representatives from all departments	

Dr. Jay Kumar. (Conf. Secy)
 Dr. Pooja Jayaram (P.O.)
 Dr. Ravikumar. P.O. (P.O.)
 Dr. Anitha (P.H.D.)
 Dr. Khader (P.H.D.)
 Dr. Easa (P.H.D.)
 Dr. Seema. (Urd. Med.)

The following staff members attended the meeting

1) member	Encharge Est.	Mr. Ekambaram
member	(Representative for the staff)	Dr. Shiva. (Urd. Med.)
member	(Encharge of dental equipment)	Dr. Deepa Pandey (Urd. Med.)
member	Encharge of Transport	Mr. Gauramurthy
member	Hotel warden	Ms. Dayanand Patti
member	- do -	Ms. Easamma (P.H.D.)
member	UG student (male)	Jayannath
member	PG student (male)	Dr. Yogesh. (Conf.)

Members not attended the meeting

1) UG students female
 PG - do - do - Dr. Indu



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Chairperson	Office superintendent/office manager	Mr. Siddaramu
Member coordinator	In charge infrastructure /estate officer	Mr. Ravi Raju
Member	Campus Engineer	Mr. Francis
Member	In charge ICT	Mr. Ekambaram
Member	In charge Sales and Purchase	Mr. Suprabhu Raju
Member	In charge of Dental equipment	Mr. Nataraj
Member	In charge of Dental equipment	Mr. Raghavendra
Member	In charge house keeping	Mrs. Madhavi
Member	Representatives of all Departments	Dr. Shivu (OMR) Dr. Deepa Pandey (OS) Dr. Jayakumar (Endo) Dr. Seema (OP) Dr. Khader (Ortho) Dr. Praveen (Perio) Dr. Ravikumar (Prosthodontics) Dr. Anthara (PHD) Dr. Kiran (Pedo)
Member	In charge transport	Mr. Gurumurthy
Member	Hostel Warden	Mr. Dayanand (Boys) Mrs. Elsanna Joseph
Member	Ug Student	Ms. Jennifer (Female) Mr. Jagannath (Male)
Member	Pg Student	Dr. Indu Joseph (Female) Dr Yogesh (Male)



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2022-2023 (2nd)

CRT-4. 4:52 → DOC-1

Proceedings of maintenance committee meeting
TODC / mpc / 2022-2023 Date: 10/1/2023

our department organised maintenance committee meeting on 10/1/2023 in college auditorium at 11:0 a.m. based on feed back given by respective department staffs.

The following activities and action plans are discussed.

Agenda: • Complaint from the medical dental unit regarding to connect the centralised air line for all dental units.

• VGA cable for class room need to be replaced.

• Complaint from all departments saying that the tap water is not coming after 2:0 PM.

• Complaint from Peds that the new autoclave machine is not working properly need to be ~~replaced~~ send back to company for replacement.

• Complaint from oral medicine regarding x-ray processor.

• Complaint from Boys Hostel hot water not coming.

Action taken: • centralised air line connected to all dental units.

• Regarding VGA cable, informed to higher authority to purchase the new cables.

• In Peds, Auto clare machine has sent to company for replacement.

• X-ray processor, has sent to LSC for repair.

• Inforance to college plumber regarding hot water problem.



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The following Staff member attended the meeting.

Designation.	Department	Name.
Chair Person.	Office Superintendent / Manager	Mr. Siddarama.
member (co-ordinator)	In charge Infrastructure Estate offices.	Mr. Francis
member	compul Engineer.	Mr. Pramod
member	In charge IET	Mr. K. Ramesh
member	In charge Dental equipment	Mr. N. Raj
member	In charge Dental equipment	Mr. Raghavendra Reddy
member	In charge House Keeping	Mrs. Madhuri
member	Representative from all departments	Dr. Shiva Oral. Medicine
		Dr. Deela Prasad Orthodonty
		Dr. Jay Kumar (Conservative)
		Dr. Praveen Kumar Reddy
		Dr. Anthon PHD.
		Dr. Anon (Pedo)
member	In charge Transport.	Mr. G. Suresh
member	Hostel Warden	Mr. Dayanand (Boys)
member	- do -	Mr. Elamma Joseph (Girls)
member	U.G. student female	Mr. Venkatesh
	U.G. student male	Mr. Jagannath
member	P.G. student (male)	Mr. Rajesh (Cons.)
	P.G. student (female)	Dr. Indu Joseph (ortho)

The following members were absent not attended the meeting (Absents)

1) member (representative)	Dr. Ravikumar (ortho)
- do -	Dr. Akhilesh (ortho)
	Dr. Seema Oral Pathology



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Member	In charge transport	Mr. Gurumurthy
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Member	Ug Student	Ms. Jennifer (Female) Mr. Jagannath (Male)
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112.

2023-2024
CRT-4 U.S.2 → DOC-1

1st meeting

Proceedings of Maintenance committee meeting
TODC/MDC/ 2023-2024 Date: 10/7/23

Our department organized maintenance committee meeting on 10/7/2023 in college Auditorium at 2:30 P.M. based on decisions given by respective department staff's. The following activities & action plans are discussed.

- Agenda:
- Discussed about stored requirements for P.G. Practical exam.
 - Discussed regarding ^{airline for} new comprehensive clinic.
 - Discussed all departments regarding condemnation of ~~un~~ not working equipments.

Action taken: Taken permission for purchasing of ^{dentist} stored.
Approval taken from ^{new} chairman sir regarding new airline for comprehensive. Condemnation list had been done for all the departments under all the presence of all the HOD.



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Member (Co-ordinator)	Incharge infrastructure estate officer	Mr. Prashanth (9964183040)
Member	Comput Engineer	Ms. Premal
Member	Incharge PAT	Ms. Ekambaram
Members	Incharge dental equipment	Ms. Nandini B.C Ms. Raghavendra Rao
Member	Incharge Housekeeping	Ms. Lalitha
Member	Representative from all departments	Dr. Divya, oral medicine Dr. Seema Dr. Neha (oral pathology) Dr. Rashmi (ortho.) DR. Jay Poojari DR. Adithya Narayana (conservative) DR. Ravi Kumar. Prostho DR. Vinod, PHS DR. Kisan (Peto)
Member	Incharge Transport	Ms. Gayamurthy
Member	Hostel Warden	Ms. Dayanand (Boys)
Member	Hostel Warden	Ms. Elamma Joseph
Member	U.G. Student - Female	Ms. Jennifer (Girls)
Member	UG Student - Male	Ms. Jagannath
Member	P.G. Student - Female	Dr. Indira Joseph
Member	P.G. Student - Male	Ms. Yogesh

The following staff were not attended the meeting (Absent)

- 1) members Representative - Dr. Seema oral pathology
- do - Dr. Vinod Community
- do -



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