



# KARPAGA VINAYAGA INSTITUTE OF DENTAL SCIENCES

GST Road, Chinna Kolambakkam, Padalam (po), Chengalpattu (dt)  
Madhuranthagam(tk), Tamilnadu 603 308

## KARPAGA VINAYAGA INSTITUTE OF DENTAL SCIENCES AND RESEARCH

### MAINTENANCE COMMITTEE

### MINUTES OF THE MEETING

DATE: 13.02.2023

VENUE: COUNCIL ROOM

MEMBERS ATTENDED

KIDS/M.O.M/MC/2023/01

STAFF INCHARGE	Dr. S. Vishnu Prasad	
MEMBERS	Dr. Vignesh Gupta Dr. Mary Dr. Santhosh Dr. Ravisankar	
MAINTENANCE ENGINEER	Mr. Vijay Kumar	
DENTALCHAIR/EQUIPMENT TECHNICIAN	Mr. Anandhan	
CIVIL CONTRACTOR	Mr. Noyal	
ELECTRICAL CONTRACTOR	Mr. Viswanathian	
ELECTRICIAN	Mr. Gunasekaran	

The agenda points of the meeting are mentioned below:

	Item No.	Name of Agenda
MC/2023/01	01	Call to order
MC/2023/01	02	Confirmation of minutes taken on previous meeting
MC/2023/01	03	Department pending repair works
MC/2023/01	04	New plumbing



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MC/2023/01	05	Electrical equipments
MC/2023/01	06	Projector
MC/2023/01	07	AMC
MC/2023/01	08	Vote of thanks

MC/2023/01/01	Call to order
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Dr. S. Vishnu Prasad extended his warm welcome to the members of the committee and called the meeting to order at 10:00 am.

MC/2023/01/02	Confirmation of minutes taken on previous meeting
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## 1. Confirmation of minutes taken on previous meeting

S.No	Point of discussion in previous meeting	Actions Taken
1	Evaluation of Previous minutes of the meeting	All the points discussed in previous minutes of the meeting have been successfully implemented

MC/2023/01/03	Issue - Department pending repair works
Action to be taken	To discuss the pending repair works
Responsible person	Dr. Vishnu Prasad
Action taken	The pending repair and service works in different departments has been segregated and forwarded to concerned authorities



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MC/2023/01/04	Issue – New Plumbing
Action to be taken	<ul style="list-style-type: none"><li>To install new taps, change of water pipes in the department of Orthodontics, Oral medicine, Pedodontics and Public health dentistry</li><li>To repair and replace the wash basin in Physiology department.</li></ul>
Responsible person	Dr. Ravisankar
Action taken	Mr. Vijaya kumar from the plumbing department was sensitized to refurbish in the departments

MC/2023/01/05	Issue – Electrical equipments
Action to be taken	To install fans and tube lights in the department of Endodontics, Periodontics and Orthodontics
Responsible person	Dr. Santhosh
Action taken	The Electrical department was sensitized to refurbish in the department

MC/2023/01/06	Issue – Projector
Action to be taken	To acquire new projector accessories for the department of periodontics and prosthodontics
Responsible person	Dr. Vignesh Gupta
Action taken	The IT department was instructed to acquire the accessories at the earliest and install the same in the department

MC/2023/01/07	Issue – AMC
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Action to be taken	To check AMC for all equipments
Responsible person	Dr. S. Vishnu Prasad
Action taken	AMC for all the equipments for the upcoming year to be reviewed

- All the proceedings of this meeting will be forwarded to the Trust Board
- With no additional business brought to the committee, the meeting was adjourned following the vote of thanks



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