

4.5.2. There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports facilities, computers, classrooms etc.



PRIYADARSHINI
DENTAL COLLEGE AND HOSPITAL

(Approved by Dental Council of India, New Delhi & Affiliated to The Tamilnadu Dr. M.G.R Medical University, Chennai - 32.)

PDCH/Cir/MCI /MARCH-2023

Date: 01.03.2023

CIRCULAR

This is to inform that; the maintenance committee meeting will be held in the PDCH auditorium in Phase I on 20.03.2023 at 11.00AM. All faculty members are instructed to attend the meeting.

Agenda of the meeting:

- 1) Action taken on previous meeting
- 2) To discuss about the maintenance and repairs of dental chairs and other departmental equipment.
- 3) To review every complaint about the aforementioned concern that has been received from every department.
- 4) To address any other matter pertaining to infrastructure of the college.


CHAIRPERSON
PDCH - MAINTAINANCE COMMITTEE
PRIYADARSHINI DENTAL COLLEGE AND HOSPITAL,
PANDUR - 631 203.
THIRUVALLUR TK & DIST, TAMIL NADU.


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MINUTES OF THE MEETING

The maintenance committee meeting was held on 20.03.2023 at PDCH, auditorium in phase 1 at 11.00 AM.

The meeting was called to order at 11.05 am by Chairperson Dr. R. Veera Kumar. The minutes of previous meeting was reviewed and approved without any amendments.

Chairperson Dr. R. Veera Kumar, identified that communication gaps were identified in the resolution process, and steps were discussed to streamline communication between departments and the maintenance team.

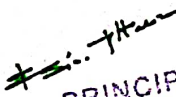
Dr. J. Pavithra, started a discussion on the current status of maintenance and repairs for dental chairs and other departmental equipment and insisted the repair of dental chairs in prosthodontics department and LED lights in preclinical laboratory.

Dr. D. Rupak Kumar, highlighted the frequent use of lifts by students despite several information, which stumbled the patient's movement and requested the committee to resolve the issue immediately.

Dr. P. Tharani, put in picture the lack of regular servicing of computers in all the department and the repair of RVG in the department of periodontics. She stood firm the action to be taken on an immediate basis.

With unanimous approval, the committee decided to establish a centralized system for reporting and tracking equipment issues to spearhead the implementation within 1 month.

The next committee meeting is scheduled for 11/09/2023. The meeting was adjourned at 12.00 pm by Dr. R. Veera Kumar.


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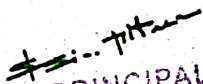


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ACTION TAKEN ON PREVIOUS MEETING HELD ON 7.06.2022

S.NO	AGENDA OF PREVIOUS MEETING	ACTION TAKEN	FACULTY INCHARGE
1	Poor quality of projection in amber hall	Repairing of projectors were done	Mr. Sugumar
2	Damaged chairs in auditorium	Damaged chairs were changed	Mr. Ravi
3	Repair of phantom heads in preclinical conservative lab	Phantom heads were repaired	Mr. Sugumar
4	Lack of servicing of computers in all department	Computers were serviced and updated	Mr. Parthasarathy
5	Repair of RVG in periodontics department	RVG were repaired	Dr. Tharani


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The meeting was attended by the following members

S.No	Name of the member	Designation	Department	Signature
1	Dr.R.Veera Kumar	Chairperson	Pedodontics	
2	Dr.D.Rupak Kumar	Vice-Chairperson	Pedodontics	
3	Dr.J.Pavithra	Member	Pedodontics	
3	Dr.P.Tharani	Member	Pedodontics	
4	Dr.A.Harika	Member	Pedodontics	
5	Mr.D.Sugumar	Member	Chair Mechanic	
6	Mr.S.Ravi	Member	Surgery Assistant	
7	Mr.Raju	Member	Electrician	
8	Mr.A.Iyappan	Member	Civil Engineer	
9	Mr.Soundarajan	Member	Plumber	

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PDCH/Cir/MC2/SEPT-2022

Date: 01.09.2022

CIRCULAR

This is to inform that; the maintenance committee meeting will be held in the PDCH auditorium in Phase I on 16.09.2022 at 11.00AM. All faculty members are instructed to attend the meeting.

Agendas of the meeting :

- 1) Action taken on previous meeting
- 2) To discuss about the maintenance and repairs of dental chairs and other departmental equipment.
- 3) To review every complaint about the aforementioned concern that has been received from every department.
- 4) To address any other matter pertaining to infrastructure of the college.

CHAIRPERSON
PDCH - MAINTAINANCE COMMITTEE
PRIYADARSHINI DENTAL COLLEGE AND HOSPITAL,
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MINUTES OF THE MEETING

The maintenance committee meeting was held on 16.09.2022 at PDCH, auditorium in phase 1 at 11.00 AM.

The meeting was called to order at 11.05 pm by Chairperson Dr.R.VeeraKumar. The minutes of previous meeting was reviewed and approved without any amendments.

Chairperson Dr.R.VeeraKumar, appreciated the efforts of Mr.A.Iyappan for his prompt and swift response to all the issue

Dr. Harika brought to notice the poor quality of projection in the Amber Hall. She addressed that students are facing difficulty in making notes and Dr.R.VeeraKumar advised Mr.Sugumar to repair the projectors immediately.

Dr.J.Pavithra stated that some of the chairs in auditorium specially the ones in the last rows were damaged. This caused inconvenience to the seated students. Dr.R.VeeraKumar personally inspected the chairs and instructed Mr. Ravi to look into the issue and report back to him about the exact status.

Dr.D.Rupak Kumar insisted the repair of phantom heads in preclinical conservative laboratory and highlighted the frequent use of lifts by students despite several information, which stumbled the patient's movement and requested the committee to resolve the issue immediately

Dr.P.Tharani, put in picture the lack of regular servicing of computers in all the department and the repair of RVG in the department of periodontics. She stood firm the action to be taken on an immediate basis.

With unanimous approval, the committee decided to establish a centralized system for reporting and tracking equipment issues to spearhead the implementation within 1 month.

The next committee meeting is scheduled for 01.03.2023. The meeting was adjourned at 12.00 pm by Dr.R.VeeraKumar.

[Signature]
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ACTION TAKEN ON PREVIOUS MEETING HELD ON 11.04.2022

S.NO	AGENDAS OF THE PREVIOUS MEETING	ACTION TAKEN	FACULTY INCHARGE
1	Deficiency of drawers in reception	Addition of drawers were done.	Mr.S.Ravi
2	Damaged floor in basketball court	Patchwork was done in the damaged area	Mr.A.Iyappan
3	Broken tiles in the oral medicine department.	Broken tiles were replaced immediately.	Mr.A.Iyappan
4	Broken main sign board	Sign board was changed immediately.	Dr.D.Rupak kumar

Dr. D. Rupak Kumar
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The meeting was attended by the following members

S.No	Name of the member	Designation	Department	Signature
1	Dr.R.Veera Kumar	Chairperson	Pedodontics	<i>P. Veera Kumar</i>
2	Dr.D.Rupak Kumar	Vice-Chairperson	Pedodontics	<i>D. Rupak Kumar</i>
3	Dr.J.Pavithra	Member	Pedodontics	<i>J. Pavithra</i>
3	Dr.P.Tharani	Member	Pedodontics	<i>P. Tharani</i>
4	Dr.A.Harika	Member	Pedodontics	<i>A. Harika</i>
5	Mr.D.Sugumar	Member	Chair Mechanic	<i>D. Sugumar</i>
6	Mr.S.Ravi	Member	Surgery Assistant	<i>S. Ravi</i>
7	Mr.Raju	Member	Electrician	<i>Raju</i>
8	Mr.A.Iyappan	Member	Civil Engineer	<i>A. Iyappan</i>
9	Mr.Soundarajan	Member	Plumber	<i>S. Soundarajan</i>

S. Soundarajan
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PDCH/Cir/GCM/01/MAY 2023

Date: 05.05.2023


CIRCULAR

The green committee meeting for the year 2022-23 will be held on 18.05.2023 at 2 pm in lecture hall I in phase I block. All committee members are hereby directed to attend the meeting without fail.

Agendas of meeting-

1. Action taken on previous meeting
2. To encourage water conservation
3. To implement eco-friendly transportation


DIRECTOR
INSTITUTIONAL GREEN COMMITTEE
PRIYADARSHINI DENTAL COLLEGE AND HOSPITAL,
PANDUR - 631 203.
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MINUTES OF THE GREEN COMMITTEE MEETING

The green committee meeting for the year 2022-23 held on 18th May 2023 at PDCH, lecture hall I in phase I block at 02.00pm.

The meeting was called to order at 02.05 pm by Dr. R. Veerakumar. Action taken on the minutes of previous meeting held on 17.01.2022 was discussed and it is enclosed.

Purpose of the meeting was to emphasize the importance of water conservation and promoting eco-friendly transportation within our institution.

Dr. D. Rupak kumar presented the current water consumption statistics within our institution and highlighted areas of concern and potential improvements. Various water conservation measures were proposed and participants were encouraged to share any innovative water conservation methods. Specific tasks to individuals and departments to implement water conservation measures were assigned.

For eco-friendly transportation initiatives, Dr. P. Tharani provided an overview of the current transportation methods used by our institution and identified areas for improvement. Benefits of eco-friendly transportation options such as carpooling, public transportation, and electric vehicles were discussed. Participants were invited to ask questions and share any additional ideas. Collective responsibility to implement water conservation and eco-friendly transportation initiatives were emphasized and progress updates were discussed. Next committee meeting is scheduled on 18/03/2024 and the meeting was adjourned at 3.00pm by Dr. R. Veerakumar.

~~Signature~~
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ACTION TAKEN FOR THE MEETING HELD ON 17.01.2022

S.NO	AGENDA	ACTION TAKEN	FACULTY INCHARGE
1.	To encourage the use of LED bulbs wherever possible	LED lights were substituted in the place of fused tube lights in the departments	Dr. M. Saravanan
2.	To implement energy saving measures	Employees were educated about the importance of energy savings and the benefits of it. Instructions has been given to monitor the unnecessary electricity wastage.	Dr. D. Rupak kumar


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The meeting was attended by the following members

S.No.	Name of the member	Designation	Department	Signature
1	Dr. R. Veerakumar	Director of infrastructure	Pediatric Dentistry	
2	Dr. D. Rupak Kumar	Chairman	Pediatric Dentistry	
3	Dr. M. Saravanan	Secretary	Oral pathology	
4	Dr. P. Tharani	Coordinator	Pediatric Dentistry	
5	Dr D.L. Balaji	Coordinator	Prosthodontics	
6	Dr. M. Pavani	Coordinator	Oral Medicine and radiology	
7	Dr. V. Hemamalini	Coordinator	Pediatric Dentistry	
8	R. Sobana	Student Coordinator	2017-22	
9	V. Sabitha	Student Coordinator	2017-22	

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