

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.

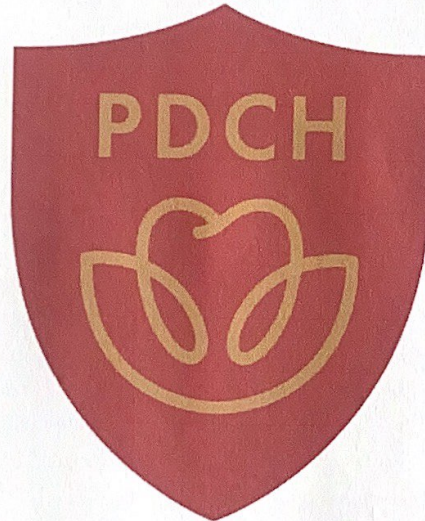


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CIVIL MAINTENANCE REGISTER

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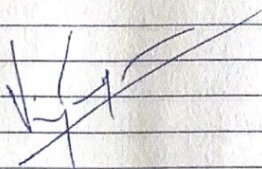
S.No: 5

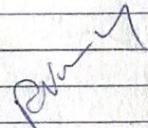
Date and time of
complaint reported : 10/6/2023, 10.30 am.

Root cause : tile damage (cracks) in dept. of Orthodontics

Action taken : patched the cracked tile using epoxy.

Remark and Date of
complaint closed : Complaint closed immediately on 10/6/23
3.00pm.

Signature of HOD
after complaint closed : 

Signature of Administrative
incharge : 

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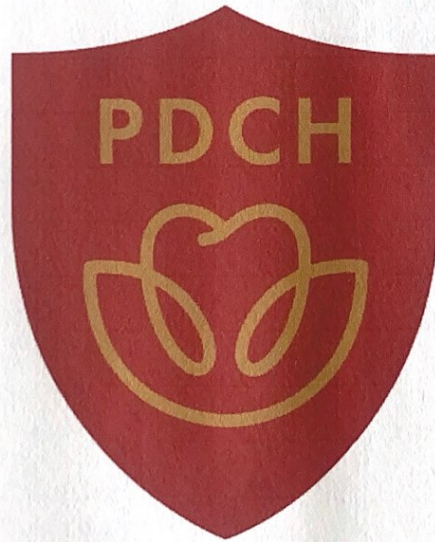


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ELECTRICAL MAINTENANCE REGISTER

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ELECTRICAL MAINTENANCE
MAY. 2023 11


S.No. 4.

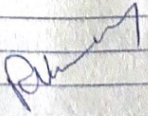
Date and time of
Complaint reported : 25/05/2023 11:00 am.

Cause : Loose and cracked light switch. in dept of
Public health dentistry


Action taken : Replacement of switches done.

Remark and date of 25/5/2023. 2:00 pm.
Complaint closed :

Signature of HOD after
complaint closed : 

Signature of administrative
incharge 

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**COMPUTER UPDATION &
IT REGISTER**

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COMPUTER MAINTENANCE REGISTER
MAY, JUNE MONTH.

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S.NO	DATE	DEPARTMENT	NATURE OF PROBLEM	ACTION TAKEN	SIGN.
1.	5/5/2023	PDCH OFFICE	Boot failure in cpu. in computer ①	New OS installed and checked	[Signature] 5.5.23
2.	5/5/2023	PEDODONTICS	Toner empty (printer)	Toner refilling done	[Signature] 5.5.23
3.	16/5/2023	DENTAL OFFICE	mouse roll button is not working in system no ②.	New mouse is given	[Signature] 16.5.23
4.	18/6/2023	Principal office	computer not turn on system ①.	power chord damaged new cable is given	[Signature] 18.6.23
5.	20/6/2023	vice-principal office	keyboard not working in system ②	New keyboard changed and checked	[Signature] 20.6.23
6.	24/6/2023	Prosthodontics	Hard disk failure	New hard disk changed and checked	[Signature] 24.6.23
7.	24/6/2023	Periodontics	computer not turn on system ①.	power chord changed new cable is given and checked.	[Signature] 24.6.23
8.	28/6/2023	Library	printer not working	Setting is done using resetter	[Signature] 28.6.23
9.	28/6/2023	Endodontics	keyboard not working	new keyboard changed and checked.	[Signature] 28.6.23

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DENTAL CHAIR AND EQUIPMENT MAINTENANCE REGISTER

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84					85
3/5/23	Department of Conservative	Booster to the Problem	<i>M/S</i>	Booster bottle inside old bottle cap broken. removed ok. → Be checked after correction	<i>AP</i>
4/5/23	Department of PHD	mobile van.	<i>AP</i>	mobile van things arrangements done x-ray and compressor. → x-ray done done.	<i>AP</i>
5/5/23	Biological Prosthetics Lab		AP	→ 15 Nos of Bionics repaired.	<i>AP</i>
6/5/23	A New Ergo Dental Chair	Spilled from Vario department and. Installed	at oral medicine		AP
7/5/23	All electrical connections are done.				<i>AP</i>
8/5/23	Fire from Public health department one (log under bush) fixed in oral		Compressor is Mont		<i>AP</i>
9/5/23	as per Mr. Principal Sir instructing		medicines department		<i>AP</i>
	Compressor get valve by Nandu Mani				<i>AP</i>

S. S. S. S.
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Date	Department	Service/Visit No.	Problem	Remarks	Signature
11/5/23	Department of Periodontics	Scaler Measure	Problem...	Booster bottle damaged. at booster cap fixed. All removed the edge piece. Booster cap ok.	ASB
11/5/23	Department of Periodontics	Scaler Visit No	Scaler	Inside the water tube dust blocked. after cleaned water flow is good.	Suraj
21/5/23	Department of Prosthetic Conservative Lab.			Two 20ml's of Pharyngeal head tablets are shifted into one line. as per the visit principal 5% of the tablets are shifted and connection given.	ASB
13/5/23	Consent house Air Compressor problem.			Due to loose cable shifted last hour Air Compressor is shifted and reconnected to one week work.	ASB
14/5/23				New pipe line for air and correct the nearby from by EB persons.	Suraj

Suraj
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**CONSUMABLE AND
NON- CONSUMABLE REGISTER**

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DENTAL COLLEGE AND HOSPITAL

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

Name of Articles		LA - With Adrenaline	Cost Rate					
Date	PARTICULARS	V.No. or Bill No.	RECEIPT		ISSUED		BALANCE	
			Quantity		Quantity		Quantity	
22/2/23	ISSUED				10 ^{no}			
4/3/23	From Store		10 ^{no}					
24/3/23	ISSUED				10 ^{no}			
6/5/23	From Store		5 ^{no}					
16/5/23	ISSUED				5 ^{no}			
24/5/23	From Store		5 ^{no}					
21/5/23	ISSUED				5 ^{no}			
21/6/23	From Store		5 ^{no}					
5/4/23	ISSUED				5 ^{no}			
19/4/23	From Store		5 ^{no}					
26/4/23	ISSUED				5 ^{no}			
25/4/23	From Store		7 ^{no}					
26/4/23	ISSUED				7 ^{no}			
31/5/23	From Store		3 ^{no}					
4/5/23	ISSUED				3 ^{no}			
8/5/23	From Store		8 ^{no}					
9/5/23	ISSUED				8 ^{no}			
17/5/23	From Store		5 ^{no}					
17/5/23	ISSUED				5 ^{no}			
20/5/23	From Store		5 ^{no}					
21/5/23	ISSUED				5 ^{no}			
27/5/23	From Store		5 ^{no}					
28/5/23	ISSUED				5 ^{no}			
6/6/23	From Store		7 ^{no}					
7/6/23	ISSUED				7 ^{no}			
16/6/23	From Store		5 ^{no}					
17/6/23	ISSUED				5 ^{no}			
21/6/23	From Store		7 ^{no}					
22/6/23	ISSUED				7 ^{no}			
28/6/23	From Store		7 ^{no}					
27/6/23	ISSUED				7 ^{no}			
8/7/23	From Store		5 ^{no}					
9/7/23	ISSUED				5 ^{no}			

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102		Name of Articles	SUTURE NEEDLE	Cost Rate			
Date	PARTICULARS	V.No. or Bill No.	RECEIPT		ISSUED	BALANCE	
			Quantity		Quantity	Quantity	
22/3/23	ISSUED			3 PK	3 PK		
1/3/23	From store						
2/3/23	ISSUED			3 PK	3 PK		
15/3/23	From store						
16/3/23	ISSUED			3 PK	3 PK		
20/3/23	From store						
21/3/23	ISSUED			3 PK	3 PK		
4/4/23	From store						
5/4/23	ISSUED			3 PK	3 PK		
19/4/23	From store						
10/4/23	ISSUED			3 PK	3 PK		
25/4/23	From store						
20/4/23	ISSUED			3 PK	3 PK		
3/5/23	From store						
4/5/23	ISSUED			4 PK	4 PK		
12/5/23	From store						
18/5/23	ISSUED			2 NO	2 NO		
20/5/23	From store						
21/5/23	ISSUED			3 NO	3 NO		
27/5/23	From store						
28/5/23	ISSUED			3 NO	3 NO		
6/6/23	From store						
7/6/23	ISSUED			3 NO	3 NO		
28/6/23	From store						
29/6/23	ISSUED			3 NO	3 NO		
13/7/23	From store						
14/7/23	ISSUED			3 NO	3 NO		
26/7/23	From store						
27/7/23	ISSUED			3 NO	3 NO		
27/8/23	From store						
31/7/23	ISSUED			3 NO	3 NO		
14/8/23	From store						
15/8/23	ISSUED			3 NO	3 NO		

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18		STOCK REGISTER				
Name of Articles		Cost Rate				
Date	PARTICULARS	V.No. or Bill No.	RECEIPT		ISSUED	BALANCE
			Quantity	OLD STOCK	Quantity	Quantity
5/2/22	Ambu Bag	03Nos				03Nos
31/3/22	Ambu Bag	03Nos				03Nos
30/4/22	Ambu Bag	03Nos				03Nos
28/5/22	Ambu Bag	3Nos				3Nos
28/6/22	Ambu Bag	3 Nos				3 Nos
21/7/22	Ambu bag	3 Nos				3 Nos
10/8/22	Ambu bag	3No.				3No.
03/9/22	Ambu bag	3No.				3No.
29/10/22	Ambu bag	3No.				3No.
7/11/22	Ambu bag	2No				2No
3/1/23	Ambu bag	3No				3No
14/2/23	Ambu bag	3No				3No
9/3/23	Ambu bag	3No				3No
1/4/23	Ambu bag	3No				3No
2/5/23	Ambu bag	3No				3No
9/6/23	Ambu bag	3No				3No
7/7/23	Ambu bag	3No				3No
3/8/23	Ambu bag	3No				3No
2/9/23	Ambu bag	3Nos				3Nos
3/10/23	Ambu bag	3Nos				3Nos
1/11/23	Ambu bag	3Nos				3Nos
4/12/23	Ambu bag	3Nos				3Nos
2/1/24	Ambu bag	3Nos				3Nos

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38		STOCK REGISTER				
Name of Articles		NEEDLE BURNER		Cost Rate		
Date	PARTICULARS	V.No. or Bill No.	RECEIPT		ISSUED	BALANCE
			Quantity	Stock	Quantity	Quantity
27/7/21	Needle Destroyer (From stores)		06		+ 04 Nos	10 Nos
5/2/22	Needle burner		10 Nos			10 Nos
31/3/22	Needle burner		10 Nos			10 Nos. Dr. Parthi
30/4/22	Needle burner		10 Nos			10 Nos. Dr. Parthi
28/5/22	Needle burner		10 Nos			10 Nos. Dr. Parthi
28/6/22	Needle burner		10 Nos			10 Nos. Dr. Parthi
21/7/22	Needle burner		10 Nos			10 Nos. Dr. Parthi
10/8/22	Needle burner		9 Nos			9 Nos. Dr. Parthi
08/09/22	Needle burner		10 Nos			10 Nos. Dr. Parthi
29/10/22	Needle burner		10 Nos			10 Nos. Dr. Parthi
22/11/22	Needle Destroyer		10 Nos			10 Nos. Dr. Parthi
3/1/23	Needle Destroyer		10 Nos			10 Nos. Dr. Parthi
14/2/23	Needle Destroyer		10 Nos			10 Nos. Dr. Parthi
9/3/23	Needle Destroyer		10 Nos			10 Nos. Dr. Parthi
14/4/23	Needle Destroyer		10 Nos			10 Nos. Dr. Parthi
2/5/23	Needle Destroyer		10 Nos			10 Nos. Dr. Parthi
9/6/23	Needle Destroyer		10 Nos			10 Nos. Dr. Parthi
7/7/23	Needle Destroyer		10 Nos			10 Nos. Dr. Parthi
7/8/23	Needle Destroyer		10 Nos			10 Nos. Dr. Parthi
2/9/23	Needle Destroyer		10 Nos			10 Nos. Dr. Parthi
3/10/23	Needle Destroyer		10 Nos			10 Nos. Dr. Parthi
1/11/23	Needle Destroyer		10 Nos			10 Nos. Dr. Parthi
1/12/23	Needle Destroyer		10 Nos			10 Nos. Dr. Parthi
2/1/24	Needle Destroyer		10 Nos			10 Nos. Dr. Parthi

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