

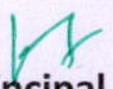


KMCT
DENTAL COLLEGE

TO WHOM SO EVER IT MAY CONCERN

This is to certify that the information in the attached document is verified by me and is true to the best of my knowledge.




Principal

DR. MANOJ KUMAR. K.P
Principal
KMCT Dental College
Manassery, Mukkam

Recognised by UGC u/s 2(f), Accredited by NAAC with A+ Grade, Approved Research Centre of KUHS

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INNOVATION AND
ENTREPRENEURSHIP
DEVELOPMENT CENTRE
DEVELOPMENT CENTRE





Minutes of meeting (2022-23)

Name of Meeting	Maintenance committee meeting
Date 11/04/2022	Venue Office

DETAILS OF TEAM MEMBERS

NAME	DESIGNATION	SIGNATURE
Dr Manoj Kumar KP	Principal	
Sujatha S	Administrative Officer	
Sajith M	Biomedical in charge	
Aswin	IT professional	
Rajesh	Electrician	

Review of previous meeting:

Sl No	Item	Description	Action taken	In charge	Remarks
1	Requirement of open Gym	Assigned to Maintenance	Done	Rajesh	Satisfactory
2	Requirement of USG scanning machine	Assigned to Biomedical department	Processing	Sajith	Satisfactory
3	Reconstruction of front area of hospital	Assigned to Maintenance	Done	Rajesh	Satisfactory



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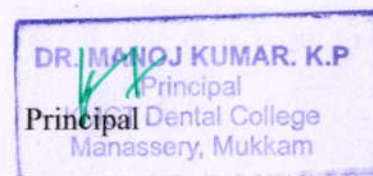
Present agenda:

1. . Building, equipment, plumbing,electrical,

Sl No	Item	Description	In charge	Remarks
1	Requirement of new dental chairs	Assigned to Biomedical department	Sajith	To be completed in 2 months
2	Requirement of maintenance of garden area in the campus	Assigned to Maintenance	Rajesh	Urgent
3	Maintenance works of Mini Theatre in the dental college building	Assigned to IT	Aswin	Urgent

Copy to

1. Director
2. Principal
3. Administrative office



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Minutes of meeting (2022-23)

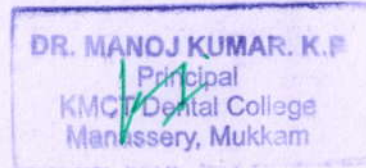
Name of Meeting	Maintenance committee meeting
Date 12/08/2022	Venue Office

DETAILS OF TEAM MEMBERS

NAME	DESIGNATION	SIGNATURE
Dr Manoj Kumar KP	Principal	
Sujatha S	Administrative Officer	
Sajith M	Biomedical in charge	
Aswin	IT professional	
Rajesh	Electrician	

Review of previous meeting:

Sl No	Item	Description	Action taken	In charge	Remarks
1	Requirement of new dental chairs	Assigned to Bio medical department	Done	Sajith	Satisfactory
2	Requirement of maintenance of garden area in the campus	Assigned to maintenance department	Processing	Rajesh	Satisfactory
3	Maintenance works of Mini Theatre in the dental college building	Assigned to IT department	Done	Aswin	Satisfactory



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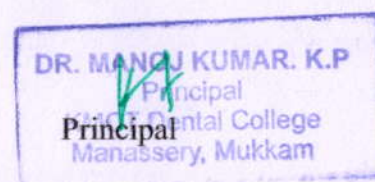
Present agenda:

2. . Building, equipment, plumbing,electrical,

Sl No	Item	Description	In charge	Remarks
1	Requirement of software updation	Assigned to IT	Aswin	To be completed in 1 month
2	Requirement of generator maintenance	Assigned to Maintenance	Rajesh	Urgent
3	Maintenance works of Prostho preclinical lab	Assigned to Biomedical department	Sajith	Urgent

Copy to

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Minutes of meeting (2022-23)

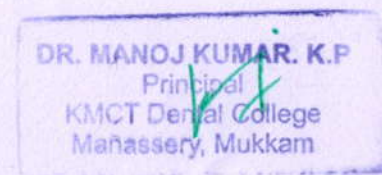
Name of Meeting	Maintenance committee meeting
Date 13/12/2022	Venue Office

DETAILS OF TEAM MEMBERS

NAME	DESIGNATION	SIGNATURE
Dr Manoj Kumar KP	Principal	
Sujatha S	Administrative Officer	
Sajith M	Biomedical in charge	
Aswin	IT professional	
Rajesh	Electrician	

Review of previous meeting:

Sl No	Item	Description	Action taken	In charge	Remarks
1	Requirement of software updation	Assigned to IT	Done	Aswin	Satisfactory
2	Requirement of generator maintenance	Assigned to maintenance department	Done	Rajesh	Satisfactory
3	Maintenance works of Prostho preclinical lab	Assigned to biomedical department	Done	Sajith	Satisfactory



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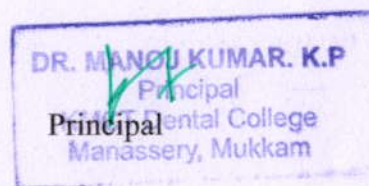
Present agenda:

3. . Building, equipment, plumbing,electrical,

Sl No	Item	Description	In charge	Remarks
1	Expansion of Public Health Department	Assigned to Maintenance	Rajesh	To be completed in 3 months
2	Refurbishing and installation of dental equipments for Public Health Department	Assigned to Biomedical Department	Sajith	Urgent
3	Renovation of Perio department	Assigned to Maintenance	Rajesh	Urgent
4	Maintenance of dental equipments in Perio department	Assigned to Biomedical Department	Sajith	Urgent

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Minutes of meeting (2022-23)

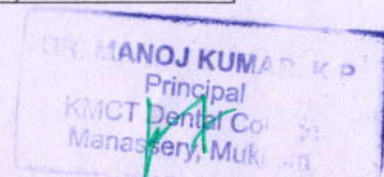
Name of Meeting	Maintenance committee meeting
Date 12/04/2023	Venue Office

DETAILS OF TEAM MEMBERS

NAME	DESIGNATION	SIGNATURE
Dr Manoj Kumar KP	Principal	
Sujatha S	Administrative Officer	
Sajith M	Biomedical in charge	
Aswin	IT professional	
Rajesh	Electrician	

Review of previous meeting:

Sl No	Item	Description	Action taken	In charge	Remarks
1	Expansion of Public Health Department	Assigned to maintenance	Done	Rajesh	Satisfactory
2	Refurbishing and installation of dental equipments for Public Health Department	Assigned to Biomedical department	Done	Sajith	Satisfactory
3	Renovation of Perio department	Assigned to maintenance	Done	Rajesh	Satisfactory
4	Maintenance of dental equipments in Perio department	Assigned to Biomedical Department	Done	Sajith	Satisfactory



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Present agenda:

4. . Building, equipment, plumbing,electrical,

Sl No	Item	Description	In charge	Remarks
1	Renovation of seminar room in OMFS department	Assigned to Maintenance	Rajesh	To be completed in 2 months
2	Maintenance of Indoor Sports complex	Assigned to Maintenance	Rajesh	Urgent
3	Updation of software in library	Assigned to IT	Aswin	Urgent

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5. Principal
6. Administrative office

