



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





Minutes of meeting (2023-24)

Name of Meeting	Maintenance committee meeting
Date 12/08/2023	Venue Office

DETAILS OF TEAM MEMBERS

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

Review of previous meeting:

Sl No	Item	Description	Action taken	In charge	Remarks
1	Renovation of seminar room in OMFS department	Assigned to Maintenance	Done	Rajesh	Satisfactory
2	Maintenance of Indoor Sports complex	Assigned to Maintenance	Done	Rajesh	Satisfactory
3	Updation of software in library	Assigned to IT	Done	Arjun	Satisfactory

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Present agenda:

5. . Building, equipment, plumbing,electrical,

Sl No	Item	Description	In charge	Remarks
1	Need to replace old system monitors	Assigned to Maintenance	Arjun	To be completed in 3 months
2	Preventive maintenance of all chairs in all departments	Assigned to Biomedical	Sajith	Urgent
3	Renewal of garden works	Assigned to IT	Rajesh	Periodic

Copy to

Principal

7. Director
8. Principal
9. Administrative office

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Minutes of meeting (2023-24)

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

DETAILS OF TEAM MEMBERS

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

Review of previous meeting:

Sl No	Item	Description	Action taken	In charge	Remarks
1	Need to replace old system monitors	Assigned to IT.	Done	Arjun	Satisfactory
2	Preventive maintenance of all chairs in all departments	Assigned to Biomedical	Done	Sajith	Satisfactory
3	Renewal of garden works	Assigned to Maintenance	Done	Rajesh	Satisfactory

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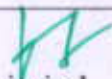


Present agenda:

6. . Building, equipment, plumbing,electrical,

Sl No	Item	Description	In charge	Remarks
1	Awareness of handling of dental chairs to students and postgraduates	Assigned to Biomedical	Sajith	To be completed in 1 month1
2	Yearly maintenance of mini auditorium	Assigned to Maintenance	Rajesh	Urgent
3	Updation of hospital softwares	Assigned to IT	Arjun	Urgent

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Principal

- 10. Director
- 11. Principal
- 12. Administrative office

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Minutes of meeting (2023-24)

Name of Meeting	Maintenance committee meeting
Date 16/04/2024	Venue Office

DETAILS OF TEAM MEMBERS

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

Review of previous meeting:

Sl No	Item	Description	Action taken	In charge	Remarks
1	Awareness of handling of dental chairs to students and postgraduates	Assigned to Biomedical	Done	Sajith	Satisfactory
2	Yearly maintenance of mini auditorium	Assigned to Maintenance	Done	Rajesh	Satisfactory
3	Updation of hospital softwares	Assigned to IT	Done	Arjun	Satisfactory

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Present agenda:

7. . Building, equipment, plumbing,electrical,

Sl No	Item	Description	In charge	Remarks
1	Construction of CAD/CAM Lab	Assigned to Maintenance	Rajesh	To be completed in 2 months
2	Rexin change of all dental chairs in all departments	Assigned to Biomedical	Sajith	Urgent
3	Installation of microscopes in Conservative Departments	Assigned to Biomedical	Sajith	Urgent

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Principal

- 13. Director
- 14. Principal
- 15. Administrative office

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