

I.T.S Dental College, Hospital and Research Centre

47, Knowledge Park III, Greater Noida

Minutes of Meeting (I): maintenance Committee

Location: New Board Room

Date: 4th March' 2023

Time: 3:30 PM

Attendees:

- 1 Mr. Ashutosh Singh – Vice President (Operations)
- 2 Mr. Akash Tomar – Admin Officer
- 3 Mr. Varun Bhatia – Maintenance Supervisor
- 4 Dr. Tushar Sharma – Assistant Manager Operations

Minutes OF Meeting

S.No.	DISCUSSION	ACTION TO BE TAKEN	RESPONSIBILTY	ETA
1	Air Compressor Pipe Line Check and Air Compressor Health check.	Ensure all pipe line of Air Compressor at every department and operational area.	Mr. Varun Bhatia	14.03.2023
2	Planning the LPG to PNG Gas line convert.	Ensure the measurement of new pipe line and apply the new connection.	Mr. Akash Tomar	24.03.2023
3	PMS schedule of electric panels.	Ensure the all-electric panels Lugs, tarking & Carbon cleaning.	Mr. Varun Bhatia	10.03.2023

Chairperson: - Mr. Ashutosh Singh

Minutes by: - Mr. Varun Bhatia

Signature of Chairperson

**ASHUTOSH SINGH
VICE PRESIDENT
ITS GROUP**

I.T.S Dental College, Hospital and Research Centre

47, Knowledge Park III, Greater Noida

Minutes of Meeting (I): maintenance Committee

Location: New Board Room

Date: 2nd Dec' 2022

Time: 11:30 PM

Attendees: -

1. Mr. Ashutosh Singh – Vice President (Operations)
2. Mr. Candan Singh – Admin Officer
3. Dr. Tushar Sharma – Assistant Manager Operations
4. Ms. Parul Teotia - PA to Director Admin

Minutes OF Meeting

Sr.No.	DISCUSSION	ACTION TO BE TAKEN	RESPONSIBILITY	ETA
1	Availability of Oxygen Cylinders, Omi meter, Oxygen Concentrator, Medicine for Staff and students.	Ensure availability of Oxygen Cylinders, Oxi Meter, Oxygen Concentrator, Medicine for staff and students.	Dr. Tushar Sharma	10.12.2022
2	Smoke Detector need to be installed at every department and operational area.	Ensure Installation of Smoke Detector at every department and operational area.	Mr. Candan Singh	15.12.2022
3	Calibration Report of Dental Chairs.	To obtain Calibration report of Dental Chairs of all Departments.	Mr. Candan Singh	20.12.2022

Chairperson: - Mr. Ashutosh Singh

Minutes by: - Mr. Candan Singh

Signature of Chairperson

**ASHUTOSH SINGH
VICE PRESIDENT
ITS GROUP**

I.T.S Dental College, Hospital and Research Centre

47, Knowledge Park III, Greater Noida

Minutes of Meeting (I): maintenance Committee

Location: New Board Room

Date: 7th Sep' 2022

Time: 4:30 PM

Attendees:

1. Mr. Ashutosh Singh – Vice President (Operations)
2. Mr. Candan Singh – Admin Officer
3. Mr. Hari Parsad – Maintenance Supervisor
4. Dr. Tushar Sharma – Assistant Manager Operations
5. Ms. Parul Teotia- PA to Director Admin

Minutes OF Meeting

S.No.	DISCUSSION	ACTION TO BE TAKEN	RESPONSIBILITY	ETA
1	Review SOP/Reports related to Bio Medical Waste.	Need suggestions. Review SOP/Reports related medical waste disposal.	Mr. Candan Singh	12.09.2022
2	Driver Duty chart 24*7 on Ambulance.	Transport in-charge will take duty chart for 24*7 for Ambulance. Alternatively tie up with other vendors as well for secondary option.	Mr. Candan Singh	20.09.2022
3	Mock drill for Code Red	To arrange mock drill for Code red and its training.	Mr. Hari Parsad	17.09.2022

Chairperson: - Mr. Ashutosh Singh

Minutes by: - Mr. Candan Singh

Signature of Chairperson

**ASHUTOSH SINGH
VICE PRESIDENT
ITS GROUP**

I.T.S Dental College, Hospital and Research Centre

47, Knowledge Park III, Greater Noida

Minutes of Meeting (I): maintenance Committee

Location: New Board Room

Date: 5th Jun' 2022

Time: 3:30 PM

Attendees:

1. Mr. Ashutosh Singh – Vice President (Operations)
2. Mr. Candan Singh – Admin Officer
3. Mr. Hari Parsad – Maintenance Supervisor
4. Dr. Tushar Sharma – Assistant Manager Operations

Minutes OF Meeting

S.No.	DISCUSSION	ACTION TO BE TAKEN	RESPONSIBILITY	ETA
1	Dental Chair deep cleaning	Ensure Cleaning of Dental Chair at every department.	Mr. Hari Parsad	20.06.2022
2	Review of Fire Safety systems & Fire Extinguishers	Report to be made for review the status of Fire Safety and Fire extinguisher with due date and bar meter.	Mr. Candan Singh	15.06.2022
3	Equipment Break down Record, AMC, CMC, PMS to be review.	Review Equipment Break down Record, AMC, CMC, PMS, with maintenance team.	Mr. Candan Singh	17.06.2022

Chairperson: - Mr. Ashutosh Singh

Minutes by: - Mr. Hari Parsad

Signature of Chairperson

**ASHUTOSH SINGH
VICE PRESIDENT
ITS GROUP**