

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

47, Knowledge Park III, Greater Noida

## Minutes of the Meeting (2): Maintenance Committee

Location: New Board Room

Date: 4<sup>th</sup> Apr' 2022

Time: 02:30 PM

### Attendees:


1. Mr Vijay Sharma – Director Administration
2. Mr Chandan Singh – Administration
3. Dr Tushar Sharma – Assistant Manager Operations
4. Dr Himanshu Bhutani – Oral Surgery
5. Ms. Parul Teotia – PA to Director Admin

### Minutes of Meeting

S.No.	DISCUSSION	ACTION TO BE TAKEN	RESPONSIBILITY	ETA
1	Availability of Oxygen Cylinders, Oxi 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	11.04.2022
2	Driver Duty cahrt 24*7 on Amulance	Transport incharge will take duty chart for 24*7 for Ambulance. Alternatively tie up with other vendors as well for secondary option	Mr. Chandan Singh	15.04.2022
3	Review of Fire Safety Systems & Fire extinguishers	Report to be made for review the status of Fire safety systems and Fire extinguishers with due date and bar meter	Mr. Chandan Singh	15.04.2022

Chairperson – Mr. Vijay Sharma

Minutes By - Ms. Parul Teotia

  
 Signature of Chairperson  
 Vijay Sharma  
 Director Administration  
 I.T.S. Dental College,  
 Greater Noida

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

47, Knowledge Park III, Greater Noida

## Minutes of the Meeting (1): Maintenance Committee

Location: New Board Room

Date: 7<sup>th</sup> Jan' 2022

Time: 04:30 PMD

### Attendees:

1. Mr Vijay Sharma – Director Administration
2. Mr Chandan Singh – Administration
3. Dr Tushar Sharma – Assistant Manager Operations
4. Dr Himanshu Bhutani – Oral Surgery

### Minutes of Meeting

S.No.	DISCUSSION	ACTION TO BE TAKEN	RESPONSIBILITY	ETA
1	Review of Patients temperature monitoring at OPD	Temperature monitoring of all patients at OPD Gate. Register should be maintained with patients name & mob numbers	Dr. Tushar Sharma	10.01.2022
2	Review of availability of Sanitizers to all department and	Ensure availability of sanitizers with stands at all departments and operational areas	Mr. Chandan Singh	10.01.2022
3	Review SOP/Reports related to Bio Medical Waste	Need suggestions, Review SOP/Reports related medical waste disposal	Mr. Chandan Singh	11.01.2022

Chairperson – Mr Vijay Sharma

Minutes By – Mr Chandan Singh

Signature of Chairperson

Vijay Sharma  
Director Administration  
I.T.S. Dental College,  
Greater Noida

Date: 15.10.2021

**Maintenance Committee: Minutes of Meeting- 004**

Attendees :-

1. Mr. Vijay Sharma – Director Administration
2. Mr. Chandan Singh – Admin Officer
3. Dr. Tushar Sharma – Assistant Manager Operations
4. Dr. Himanshu – Oral Surgery

S.No	DISCUSSION	ACTION TO BE TAKEN	IN CHARGE	ETA
1	Smoke Detector need to be installed at every department and operational area.	Ensure installation of Smoke Detector at every department and operational area.	Mr. Chandan Singh	29.10.2021
2	calibration Report of Dental Chairs	To obtain Calibration report of Dental chairs of all departments.	Mr. Chandan Singh	22.10.2021
3	QA check and Screening of Exiting lead apron and thyroid collar.	To get QA check and Screening certificate of Exiting lead apron and thyroid collar.	Dr. Siddharth	25.10.2021

Chairperson – Mr. Vijay Sharma

Minutes By – Mr. Suman Kumar



Signature of Chairperson

Vijay Sharma  
Director Administration  
I.T.S. Dental College,  
Greater Noida

Date: 14.07.2021

**Maintenance Committee: Minutes of Meeting- 003**

Attendees :-

1. Mr. Vijay Sharma – Director Administration
2. Mr. Suman Kumar- Admin Officer
3. Dr. Tushar Sharma – Assistant Manager Operations
4. Dr. Himanshu – Oral Surgery

S.NO	DISCUSSION	ACTION TO BE TAKEN	IN CHARGE	ETA
C	Equipment Break down Record , AMC, CMC, PMS to be review	Review Equipment Break down Record , AMC, CMC, PMS with maintenance team.	Mr. Suman	21.07.2021
2	Ramp availability at every entry and exit points.	Ensure Availability of Ramp at every Entry and Exit Points . Need to Repair Ramp if found damage.	Mr. Suman	28.07.2021
3	Mock drill for Code RED	To arrange mock Drill for Code red and its training	Dr. Tushar Sharma	21.07.2021

Chairperson – Mr. Vijay Sharma

Minutes By –Mr.Suman Kumar



Signature of Chairperson

Vijay Sharma  
Director Administration  
I.T.S. Dental College,  
Greater Noida