



# MES Dental College

Malaparamba, Perinthalmanna, Malappuram 679 338

TELE : 04933-258053/Fax : 258400

E-Mail: mesdentalcollege06@yahoo.com

4.5.2 – There are established systems and procedures for maintaining and utilising physical, academic and support facilities- laboratory, library, sports facilities, computers, classrooms, etc.

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Certificate of the Head of the Institution



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## To Whomsoever It May Concern

This is to certify that our Institution has established systems and procedures for maintaining and utilising physical, academic and support facilities- Laboratory, Library, Sports facilities, Computers, Classrooms, etc.

Details are given:

  
  
Prof. Dr. SACHIN ASLAM  
PRINCIPAL  
MES DENTAL COLLEGE  
PALACHODE, PERINTHALMANNA  
MALAPPURAM- 679 338

  
Prof. DR. ABDUL SHAMEEM. K  
PRINCIPAL  
MES DENTAL COLLEGE  
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## Minutes of the Meetings of the Maintenance Committee



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MES-PDCP-PO (Ad) - 1

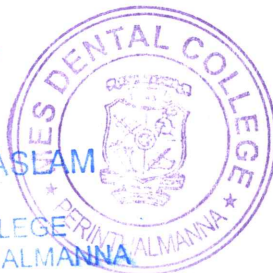
Date: 28/06/2021


## MAINTENANCE COMMITTEE (2021-2022)

The Maintenance committee for the year 2021-2022 was formed with the decision from the Principal with the following members.

|    |                     |                  |
|----|---------------------|------------------|
| 1  | Dr .Abdul Shameem   | Principal        |
| 2  | Dr Sameer           | Vice Principal   |
| 3  | Dr Sachin Aslam     | Registrar        |
| 4  | Dr Gazanafer Roshan | Deputy Registrar |
| 5  | Dr Fazil            | Committee Member |
| 6  | Dr Vincy Antony     | Committee Member |
| 7  | Dr Mohamed Nayaz VP | Committee Member |
| 8  | Dr Antony George    | Committee Member |
| 9  | Dr Sabir Muliya     | Committee Member |
| 10 | Dr Nandakumar       | Committee Member |
| 11 | Dr Abdulla Mufeed   | Committee Member |
| 12 | Dr. Sabin Siddique  | Committee Member |
| 13 | Dr Dhanesh          | Committee Member |
| 14 | Mr Rashiq           | Committee Member |
| 15 | Mr Sabu             | Committee Member |

  
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PRINCIPAL





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MES-PDCP-PO (Ad) -1

Date: 24/06/2021

## CIRCULAR

This is to inform that there will be a Maintenance committee meeting to discuss "Composition and Functioning of the committee" on 28/06/2021.

### Agenda of meeting


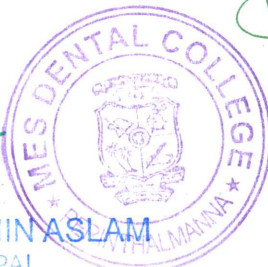
1. To discuss about the composition of the committee for A.Y 2021-2022.
2. To discuss roles and work responsibilities of the committee members.
3. To discuss required servicing/repairing in various departments.
4. To review the
  - a. Maintenance, condemnation and disposal policy of dental instruments and equipments.
  - b. List of disposables and consumables from each department.
  - c. Policy for optimum procurement and usage of dental instruments and equipments.

Time : 12.00 PM

Venue : Conference Room, Principal's Office

Prof. DR. ABDUL SHAMEEM. K  
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MES DENTAL COLLEGE  
PALACHODE, PERINTHALMANNA  
MALAPPURAM- 679 338

PRINCIPAL

  
  
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MES-PDCP-PO (Ad) -1

Date: 28/06/2021

## MAINTENANCE COMMITTEE

**Sub: Maintenance Committee Meeting on 28-06-2021**

**Time: 12pm-1pm**

|    |                     |                  |  |
|----|---------------------|------------------|--|
| 1  | Dr Abdul Shameem    | Principal        |  |
| 2  | Dr Sameer           | Vice Principal   |  |
| 3  | Dr Sachin Aslam     | Registrar        |  |
| 4  | Dr Gazanafer Roshan | Deputy Registrar |  |
| 5  | Dr Fazil            | Committee Member |  |
| 6  | Dr Vincy Antony     | Committee Member |  |
| 7  | Dr Mohamed Nayaz VP | Committee Member |  |
| 8  | Dr Antony George    | Committee Member |  |
| 9  | Dr Sabir Muliya     | Committee Member |  |
| 10 | Dr Nandakumar       | Committee Member |  |
| 11 | Dr Abdulla Mufeed   | Committee Member |  |
| 12 | Dr Sabin Siddique   | Committee Member |  |
| 13 | Dr Dhanesh          | Committee Member |  |
| 14 | Mr Rashiq           | Committee Member |  |
| 15 | Mr Sabu             | Committee Member |  |

### Minutes of the meeting

1. Defined the roles and responsibilities of each member in the purchase and condemnation committee.

2. Reviewed on  
**Prof. Dr. SACHIN ASLAM**

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- a. Maintenance, condemnation and disposal policy of dental instruments and equipments.
- b. List of disposables and consumables for each department.
- c. Policy for optimum procurement and usage of dental instruments and equipments.
- d. Updated stock list/condemnation list.
- e. Isolation room – Incharge, Req. disposables

3. Forthcoming undergraduate exams: All departments are informed to raise any complaints regarding maintenance in the department keeping in mind the upcoming exams to be conducted following COVID 19 protocol.



PRINCIPAL

DR. DR. ABDUL SHAMEEM,  
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MES-PDCP-PO (Ad) -2

Date: 19/01/2022

## CIRCULAR


This is to inform that there will be a Maintenance committee meeting to discuss "Composition and Functioning of the Committee" on 25/01/2022.

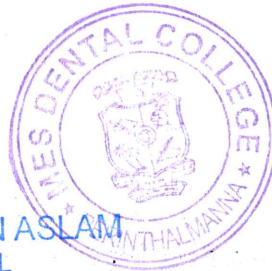
### Agenda of meeting


1. To discuss about the composition of the committee for A.Y 2022-2023.
2. To discuss about the roles and work responsibilities of the committee members.
3. To discuss about required servicing/repairing of dental chairs in various departments.
4. To review the
  - a. Maintenance, condemnation and disposal policy of dental instruments and equipments.
  - b. List of disposables and consumables from each department.
  - c. Policy for optimum procurement and usage of dental instruments and equipments.

Time : 12.00 PM

Venue : Conference Room, Principal's Office

  
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MES-PDCP-PO (Ad) -2

Date: 25/01/2022

## MAINTENANCE COMMITTEE

**Sub: Maintenance Committee Meeting on 25-01-2022**

**Time: 12pm-1pm**

|    |                     |                  |  |
|----|---------------------|------------------|--|
| 1  | Dr Abdul Shameem    | Principal        |  |
| 2  | Dr Sameer           | Vice Principal   |  |
| 3  | Dr Sachin Aslam     | Registrar        |  |
| 4  | Dr Gazanafer Roshan | Deputy Registrar |  |
| 5  | Dr Fazil            | Committee Member |  |
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| 9  | Dr Sabir Muliya     | Committee Member |  |
| 10 | Dr Nandakumar       | Committee Member |  |
| 11 | Dr Abdulla Mufeed   | Committee Member |  |
| 12 | Dr Sabin Siddique   | Committee Member |  |
| 13 | Dr Dhanesh          | Committee Member |  |
| 14 | Mr Rashid           | Committee Member |  |
| 15 | Mr Sabu             | Committee Member |  |

### Minutes of the meeting

1. Defined the roles and responsibilities of each member in the purchase and condemnation committee.

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## 2. Reviewed on

- a. Maintenance, condemnation and disposal policy of dental instruments and equipments.
- b. List of disposables and consumables for each department.
- c. Policy for optimum procurement and usage of dental instruments and equipments.
- d. Updated stock list/condemnation list.
- e. Isolation room – Incharge, Req. disposables

## 3. Complaint from Department of Prosthodontics:


The Department of Prosthodontics has requested for a new model trimmer as the current one is constantly under repair.

## 4. Request from Department of Pedodontics:

The Department of Pedodontics has requested for a fan to be installed in the maternal care area.

  
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