

# Institute of Dental Studies & Technologies

(Under the auspices of Dental & Medical Educational Trust)

**"NAAC ACCREDITED"**



Ref. No. IDST/CIR/07/2024-A

Date 19/01/2024

## NOTICE

To,

Dr. Deepankar Misra (Professor & Head, Dept of OMR)  
Mr. Siju Somarajan (Administrator, Manager Maintenance)  
Mr. Ram Avatar (Chair Technician)  
Mr. Tula Singh (Central Store Incharge)  
Mr. Abid (Carpenter)  
Mr. Kapil (Electrician)  
Mr. Ranjan (Plumber)

All are requested to attend a meeting in the Conference Room, IDST on 31/01/2024 at 10:30 hours to discuss the maintenance and other civil work of the various building of the campus.

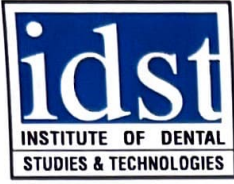
Institute of Dental Studies & Technologies

  
Dr Nidhi Agarwal  
Principal

Principal

Delhi-Meerut Road, Kadrabad, Modinagar-201201, Distt. Ghaziabad (U.P.)

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# Institute of Dental Studies & Technologies

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Ref. No. IDST /C.T.R./17/2024-A

Date 06/02/2024

## MINUTES OF THE MEETING OF THE MAINTENANCE COMMITTEE

**Date:** January 31, 2024

**Time:** 10:30 am

**Venue:** Conference Room, IDST

### **Agenda:**

1. Discuss the last meeting's minutes.
2. Review of the previous year's maintenance projects (civil, electrical, plumbing, furniture, and fixtures).
3. Scheduling routine of maintenance for the upcoming year
4. Any other subject with the chair's approval

### **Members attended:-**

Dr. Nidhi Agarwal (Principal Incharge, IDST Modinagar)  
Dr. Deepankar Misra (Professor, And Head Dept of OMR)  
Mr. Siju Somarajan (Administrator, Manager Maintenance)  
Mr. Ram Avatar (Chair Technician)  
Mr. Tula Singh (Central Store Incharge)  
Mr. Abid (Carpenter)  
Mr. Kapil (Electrician)

### **Decisions:-**

1. The previous meeting's minutes were reviewed and approved.
2. Dr Nidhi Agarwal (Principal) enquired about the maintenance work in the dental college, hospital and hostel areas.
3. It was agreed to create a maintenance schedule and assign members of the maintenance committee to visit each department every day to ensure that all dental chairs, electrical switches, furniture and other accessories are operating well.
4. List of the equipment and materials essential to the Dental College's regular maintenance.
5. The complaint registration will be centrally kept by Mr. Siju (Maintenance Manager) and monitored by all dental college departments.
6. Major projects that needed to be planned were addressed and presented to management for budgetary and approval purposes.

Institute of Dental Studies & Technologies

  
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Principal

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