



**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**  
Affiliated to Pondicherry Central University, Recognized by Dental Council of India  
Chalakkara, P.O. Pallor, Mahe-673 310  
U.T. of Puducherry. Ph : 0490 2337765

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

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**CERTIFICATE OF THE HEAD OF INSTITUTION**



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**Dr.ANIL MELATH, MDS.,**  
**PRINCIPAL**

**TO WHOMSOEVER IT MAY CONCERN**

**This is to certify that ,our Institution established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports facilities, computers, classrooms etc. details are given:**



**PRINCIPAL**  
**Dr. Anil Melath, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O.Palloor, Mahe -673310  
UT of Puducherry



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**MINUTES OF THE MEETINGS OF THE MAINTENANCE COMMITTEE**





M I N D S

# MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL

A Unit of Mahe Educational & Charitable NRI Trust

PHYSICAL INFRASTRUCTURAL , MAINTENANCE AND UPGRADATION	
DATE :26-10-2022	
VENUE OF MEETING :CONFERENCE HALL	TIME:10.00 AM
MEMBERS PRESENT	

S.NO	DESIGNATION	NAME OF THE PERSON	SIGNATURE
1	CHAIRPERSON	K.JAYARAJAN	
2.	CONVENOR	MR.JITHESH .C	
MEMBERS:			
1.		DR.D.M.HEMALATHA	
2.		DR.M.SELVAMANI	
3.		DR.GEORGE THOMAS	
4.		DR.RAJ A.C	
5.		DR.PRASAD ARAVIND	
6.		MRS.SASIKALA	
7.		MR.MADHU VISWANATH	
8.		MRS.PRASHANTHI	
9.		MR.MURALIDHARA .B.V	
10.		MR.SANTHOSH .P	
11.		MR.MANOJ KUMAR	
12.		DR.MUJEEB RAHMAN	
13.		MR.PRASEETH C.K	

Chalakkara, Palloor, Mahe - 673 310, U.T. of Puducherry. | 0490 2337765, 2334406, 2337406

mahedentalcollege@gmail.com | www.mahedentalcollege.org.

SL NO	AGENDA WITH POINTS DISCUSSED	DECISION TAKEN	PERSON RESPONSIBLE FOR IMPLEMENTATION	TARGET DATE
1	CHAIRPERSON WELCOMED ALL THE MEMBERS, HELD ON 26-10-2022 AT CONFERENCE HALL FROM 10.30 TO 11.30 AM. REVIEWED THE DECISIONS AND ACTION TAKEN REPORT OF PREVIOUS MEETING.			
2	MR. JITHESH . C -CONVENOR ADDRESSED THE MEMBERS THE AGENDA OF THE MEETING .			
	1. GENERATOR AUTOMATION PROCESS	AFTER CHECKING THE COST INVOLVED . TO BE FORWARDED TO THE PURCHASE COMMITTEE	MR. PRASEETH C.K	31.12.2022
	2. NAVADARA AUDITORIUM - UPS MAINTENANCE	WORK IN PROGRESS (AMC FINALIZED)	MR. LATEESH	30.11.2022
	3. LECTURE HALL DAILY VERIFICATION OF WIFI,LIGHT, AIRCONDITIONER	TO BE IMPLEMENTED	MR.JITHESH	MAINTENANCE REGISTER TO BE MAINTAINED DAILY CHECKING WIFI, LIGHT, A/C

*Handwritten signature and date: 26/10/22*







*Handwritten signature and date: 26/11/22*

MACHINE IS NOT AVAILABLE			
10. PSP PLATE /DRUM SCANNER TO BE PROVIDED	PRESENTLY RVG/X RAY FACILITY AVAILABLE EACH DEPT TO BE FORWARDED TO PURCHASE COMMITTEE	MS.SASIKALA	31-12-2022
11. FIRE SAFETY	TRAINING TO BE PROVIDED TO OTHER MEMBERS/ NSS VOLUNTEERS  MOCK DRILL OF FIRE FIGHTING TO BE CARRIED OUT 4 TIMES IN A YEAR FOR CHECKING THE FIRE EQUIPMENTS INSTALLED. IF REQUIRED AMC TO BE FINALIZED TO BE IMPLEMENTED	MR. RAJESH - SECURITY OFFICER	31-12-2022
12. MAINTENANCE OF ALL DEPT AND AND COLLEGE CAMPUS (BUDGET ALLOCATION TO BE PRE-PLANNED AND FUND TO BE ALLOCATED)		ADMINISTRATION	31-12-2022
13. MAINTENANCE OF COMPLAINT BOOK	REMARKS COLOUM TO BE FILLED IN RESPECT OF COMPLETION OF ASSIGNMENTS	TO BE AVAILABLE AT ADMINISTRATION DEPT	IMMEDIATE

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MINDS.P.O/241022/3


24.10.2022

**CIRCULAR**

This is to inform that Physical Infrastructure Committee Meeting is scheduled on  
26.10.2022(Wednesday) at conference hall.

All the committee members are requested to attend the meeting without fail.

**Time: 10am**

  
Dr. Anil Melath,  
Principal

Principal  
Mahe Institute of Dental Sciences & Hospital  
MAHE

Copy to

- o Chairman.
- o Principal
- o Vice Principal.
- o Admin Manager / HR
- o All committee members
- o IQAC







M I N D S

# MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL

A Unit of Mahe Educational & Charitable NRI Trust

MEETING OF PHYSICAL INFRASTRUCTURAL , MAINTENANCE AND UPGRADATION	
DATE :16-02-2023	7
VENUE OF MEETING :CONFERENCE HALL	TIME:10.00 AM
MEMBERS PRESENT	

S.NO	DESIGNATION	NAME OF THE PERSON	SIGNATURE
1	CHAIRPERSON	K.JAYARAJAN	
2.	CONVENOR	MR.JITHESH .C	
MEMBERS:			
1.		DR.M.SELVAMANI	
2.		MR.MADHU VISWANATH	
3.		DR.GEORGE THOMAS	
4.		DR.PRASAD ARAVIND	
5.		DR.RAJ A.C	
6.		MR.MURALIDHARA B.V	
7.		DR.D.M.HEMALATHA	
8.		MRS.SASIKALA	
9.		MRS.PRASANTHI	
10.		MR.SANTHOSH .P	
11.		MR.MUJEEB RAHMAN	
12.		MR.MANOJ KUMAR	
13.		MR.PRASEETH C.K	

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SL NO	AGENDA WITH POINTS DISCUSSED	DECISION TAKEN	PERSON RESPONSIBLE FOR IMPLEMENTATION	TARGET DATE
1	CHAIRPERSON WELCOMED ALL THE MEMBERS, HELD ON 16-02-2023 AT CONFERENCE HALL FROM 10.00 TO 11.30 AM. REVIEWED THE DECISIONS AND ACTION TAKEN REPORT OF PREVIOUS MEETING.			
2	MR. JITHESH .C - THE CONVENOR ADDRESSED THE MEMBERS THE AGENDA OF THE MEETING .			
	<u>1. POSTGRADUATE COURSE ENHANCEMENT AND INFRASTRUCTURE DEVELOPMENT</u>	TO BE INFORMED TO THE MANAGEMENT	HOD TO BE STUDIED OF THE ENTIRE PROGRAM	MANAGEMENT DECISION TO BE OBTAINED .
	2. ASSET AUDITING	ONE FACULTY MEMBER TO BE IDENTIFIED BY EACH DEPARTMENT AND THE DOCUMENTS ARE TO BE PREPARED BY EACH DEPARTMENT	ALL DEPARTMENTS	BEFORE 31-03-2023
	3. WIFI FACILITY IN ALL THE AREAS OF THE COLLEGE PREMISES	TO BE IMPLEMENTED	MR.JITHESH	FUND SANCTION TO BE OBTAINED FROM THE MGT
	4. AMC RENEWALS	TO BE VERIFIED AND RENEWED ON BEFORE EXPIRY DATE	MS.SASIKALA	31-03-2023
	5. FREQUENT ACCIDENTS INSIDE THE COLLEGE COMPOUND/ROAD	THE DETAILED STUDY TO BE CONDUCTED THE ACCIDENT SPOTS ARE TO BE IDENTIFIED AND PROPER STRATEGY TO BE TAKEN TO REDUCE THE ACCIDENT	MR.MADHU VISHWANATH	31-03-2023
	6. SERVICE AND MAINTENANCE	URGENT ACTION	MAINTENANCE DEPT	IMMEDIATELY
	7. THIRD -YEAR CLASSROOM POWER FLUG TO BE FIXED	IMMEDIATE ACTION REQUIRED	MAINTENANCE DEPT	IMMEDIATELY
	8. SATELLITE CLINIC TO BE STARTED	4 SATELLITE CLINICS ARE TO BE STARTED AFTER PROPER STUDYING OF THE AREA TO BE STARTED	PHD DEPARTMENT	IMMEDIATELY

16/2/2023





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Accredited by NAAC with "A" grade

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A Unit of Mahe Educational & Charitable NRI trust | Chalakkara, Pallor, Mahe- 673310, U.T of Puducherry

Ref. No: MINDS.P.O/15022023/01

Date: 15.02.2023

## Circular

This is to inform that the Committee for Physical Infrastructure, Maintenance and Upgradation is scheduled on 16.02.2023 (Thursday) at 10.00am.

**Venue: Conference Hall**

### Committee Members:

Chairperson: Mr.Jayarajan

Convenor:: Mr.Jithesh.C

### Members:

Dr.M Selvamani

Mr. Madhu Viswanath

Dr.George Thomas

Dr.Prasad Aravind

Dr.Raj A.C

Mr.Muralidhara B.V

Dr.D.M Hemalatha

Mrs.Sasikala

Mrs.Prasanthi

Mr.Santhosh. P

Dr.Mujeeb Rahman

Mr.Manoj Kumar

Mr.Praseeth C.K

### COPY TO :

- 1.Chairman
2. CEO
- 3.Vice Principal
4. Administrative Manager
- 5.AJI HOD'S

Dr.Anil Melath  
PRINCIPAL

Principal  
Mahe Institute of Dental Sciences & Hospital  
MAHE

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✉ : principal@mahedentalcollege.org | administration@mahedentalcollege.org

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 **GPS-Map Camera**

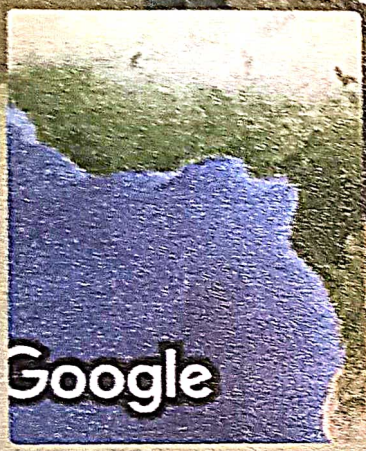
**Mahé, Puducherry, India**

**PGCQ+29C, Palloor, Mahé, Puducherry 670672,  
India**

**Lat 11.719786°**

**Long 75.538245°**

**16/02/23 10:22 AM GMT +05:30**



**Google**