

### Minutes of Meeting

Minutes of meeting held with Maintenance staff & stores on 03.09.2019 at 4pm in the conference hall at 1<sup>st</sup> floor of main building. With regard renovation of Prosthodontics Laboratory.

#### Members Present :-

- |                         |                             |
|-------------------------|-----------------------------|
| 1) Mr. R.Subramoniam    | Administrative officer      |
| 2) Er. M. Siva Chandran | Civil Engineer              |
| 3) Dr. P. Vanukrishnan  | Electrical Engineer         |
| 4) Mr. Thiraviam        | Maintenance In-charge       |
| 5) Mr. Milton           | Campus Supervisor           |
| 6) Mr. C.Sivakumar      | Dental Equipment Technician |
| 7) Mr. Sankaralingam    | Electrician                 |

Administrative officer welcoming the members and informed them that the reason to called about the discussion of renovation of Prostho Laboratory in the ground floor. After had a elaborate discussion with the Department Head and staff members of Prosthodontics to the need of renovation.

1) The Civil Engineer Mr. Sivachandran opined that the whole item of Existing Laboratory should replaced another safe place and dismantled the old concrete tables which will not be used in future. He assured to undertake the job with suitable qualified civil contractor to do the renovation work.

2) The Electrical Engineer Mr. Vanukrishnan suggested to procure the Latest electrical materials to be fitted in the renovated laboratory and under take that he will do the work according to specification.

3) Mr. C. Sivakumar, Dental Equipment Technician said that he will give the latest required list of equipments as per DCI norms.

  
PRINCIPAL  
RAJAS DENTAL COLLEGE & HOSPITAL  
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TIRUNELVELI DISTRICT.


Dismantling work shall be started after the estimated total expenditure for renovation after the approval of finance section or Chairman.

Decided to conduct the meeting after the finance approval before 30<sup>th</sup> Sept. 2019 and conduct the meeting on 1<sup>st</sup> October 2019 at 10am in the conference hall to the allocation of work

The meeting concluded with Tea, snacks at 5.00pm.

Copy to :-

- 1) Principal
- 2) Vice Principal
- 3) Financial officer
- 4) Members of Maintenance

  
R. Subramanian  
Administrative Officer

  
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