

**DASMESH INSTITUTE OF RESEARCH & DENTAL SCIENCES
FARIDKOT**



Minutes

of the meeting of

MAINTENANCE COMMITTEE

held in the meeting room at

Dasmesh Institute of Research & Dental Sciences

FARIDKOT-151203

MAINTENANCE COMMITTEE

- 1) **CHAIRPERSON:** Dr. S.P.S Sodhi (Principal)
- 2) **INCHARGE** : Dr. Satnam Singh (Professor)
- 3) **SUPERVISOR** : Malkeet Singh
- 4) **MEMBERS** : Sarabjeet Singh (Dental Mechanic)
Rachpal Singh (Dental Mechanic)
Rajpal (JE-Electrician)
Mr. Arora (JE-Civil)
Deep (Carpenter)
Ranjeet Singh (Plumber)

(1) Chairperson's Welcome Address:

At the outset, Dr. S.P.S Sodhi, Principal, Dasmesh Institute of Research & Dental Sciences, Faridkot, Chairperson extended hearty welcome to the members in the meetings of Maintenance Committee, DIRDS, Faridkot. He further expressed thanks to all the members of the committee for showing their team work and for always gathering in a short notice for the meetings at scheduled time.

(2) Apologies of absence, if any:

The Chairperson informed the members, if any apologies have been received for the absence in the meeting by the members.

(3) Adoption of Agenda:

The Agenda, as circulated earlier to the members, was adopted for discussion in meetings.

YEAR: 2017

(a) **DATE:** 10/02/2017

(b) **VENUE:** Meeting Room, DIRDS, Faridkot

(c) **MEMBERS:**

Dr. S.P.S Sodhi
Dr. Satnam Singh
Malkeet Singh
Sarabjeet Singh
Rachpal Singh
Rajpal
Mr. Arora
Ranjeet Singh

(d) **MINUTES OF MEETING:**

- 1) Repair & maintenance of dental chairs in various departments
- 2) Suggestion for the renovation of staff quarters
- 3) Regarding repair of cardiac monitor in Dasmesh hospital
- 4) Regarding repair of projectors.

Incharge:

Satnam Singh
10/2/17

Dr. Satnam Singh (Prof.)
Dept. of Orthodontics
DIRDS, Faridkot

S.P.S. Sodhi
10/2/17

Principal
DIRDS, Faridkot
Dr. S.P.S. Sodhi
Principal
Dasmesh Institute of Research
& Dental Sciences, Faridkot.

(a) **DATE:** 12/07/2017

(b) **VENUE:** Meeting Room, DIRDS, FARIDKOT

(c) **MEMBERS:**

Dr. S.P.S Sodhi
Dr. Satnam Singh
Malkeet Singh
Sarabjeet Singh
Rajpal
Deep
Ranjeet Singh

(d) **MINUTES OF MEETING:**

- 1) Repair & purchase of spare parts of horizontal autoclave
- 2) Purchase of dental x-ray viewer
- 3) Regarding Service & AMC of Biostar Machine in Orthodontics dept.
- 4) Regarding AMC of OPG machine in OMR dept.
- 5) Repair of wooden furniture in DIRDS
- 6) Regarding short circuit problem in staff quarters

Incharge:

Satnam Singh
12/7/2017

Dr. Satnam Singh (Prof.)
Dept. of Orthodontics
DIRDS, Faridkot

S.P.S. Sodhi
12/7/17

Principal
DIRDS, Faridkot
Dr. S.P.S. Sodhi
Principal

Dasmesh Institute of Research
& Dental Sciences, Faridkot

(a) **DATE:** 18/10/2017

(b) **VENUE:** Meeting Room, DIRDS, FARIDKOT

(c) **MEMBERS:**

Dr. S.P.S Sodhi
Dr. Satnam Singh
Malkeet Singh
Rachpal Singh
Rajpal

(d) **MINUTES OF MEETING:**

- 1) Functioning problem in compressor of Periodontics dept.
- 2) Termite issue in Guest house & staff quarters.
- 3) Hydraulic dental chairs spare parts issue

Incharge:

Satnam Singh
18/10/17

Dr. Satnam Singh (Prof.)
Dept. of Orthodontics
DIRDS, Faridkot

S.P.S. Sodhi
Principal
DIRDS, Faridkot
Dr. S.P.S. Sodhi
Principal

Dasmesh Institute of Research
& Dental Services, Faridkot

(a) **DATE:** 13/12/2017

(b) **VENUE:** Meeting Room , DIRDS, FARIDKOT

(c) **MEMBERS:**

Dr. S.P.S Sodhi
Dr. Satnam Singh
Malkeet Singh
Rachpal Singh
Rajpal
Ranjeet Singh

(d) **MINUTES OF MEETING:**

- 1) Water problem in guest house
- 2) HEPA filter replacement in Oral Surgery department
- 3) Dental chair cavity holder breakage problem
- 4) Prostho lab machinery service issues

Incharge:

Satnam Singh
13/12/17

Dr. Satnam Singh (Prof.)
Dept. of Orthodontics
DIRDS , Faridkot

S.P.S Sodhi
13/12/17
Principal
DIRDS, Faridkot

Dr. S.P.S. Sodhi
Principal
Dasmesh Institute of Research
& Dental Sciences, Faridkot

YEAR: 2018

(a) DATE: 14/02/2018

(b) VENUE: Meeting Room , DIRDS, FARIDKOT

(c) MEMBERS:

Dr. S.P.S Sodhi
Dr. Satnam Singh
Malkeet Singh
Rachpal Singh
Mr. Arora
Rajpal
Ranjeet Singh

(d) MINUTES OF MEETING:

- 1) Regarding repair of Staff quarter building & wooden work issues
- 2) Regarding repair of dental chair stools
- 3) Renovation & repair of Decozy Canteen

Incharge:

Satnam Singh
14/2/18

Dr. Satnam Singh (Prof.)
Dept. of Orthodontics
DIRDS, Faridkot

S.P.S. Sodhi
14/2/18

Principal
DIRDS, Faridkot

Dr. S.P.S. Sodhi
Principal
Dasmesh Institute of Research
& Dental Sciences, Faridkot.

(a) **DATE:** 25/05/2018

(b) **VENUE:** Meeting Room , DIRDS, FARIDKOT

(c) **MEMBERS:**

Dr. S.P.S Sodhi
Dr. Satnam Singh
Malkeet Singh
Rachpal Singh
Rajpal
Ranjeet Singh

(d) **MINUTES OF MEETING:**

- 1) Regarding repair of Dialysis machine in Dasmesh hospital
- 2) Repair of wooden furniture in boys & girls hostel
- 3) Regarding leakage of water in the duct PG clinics in Orthodontics dept.
- 4) Repair of autoclave in Orthodontics dept.

Incharge:

Satnam Singh
25/5/18

Dr. Satnam Singh (Prof.)
Dept. of Orthodontics
DIRDS, Faridkot

S.P.S Sodhi
25/5/18

Principal
DIRDS, Faridkot

Dr. S.P.S. Sodhi
Principal

Dasmesh Institute of Research
& Dental Sciences, Faridkot

(a) **DATE:** 23/08/2018

(b) **VENUE:** Meeting Room, DIRDS, FARIDKOT

(c) **MEMBERS:**

Dr. S.P.S Sodhi
Dr. Satnam Singh
Malkeet Singh
Sarabjeet Singh
Rachpal Singh
Mr. Arora
Rajpal
Ranjeet Singh

(d) **MINUTES OF MEETING:**

- 1) Regarding Projector repair in certain departments
- 2) Regarding renovation of the building just next to the balcony of PG clinics of Periodontics dept.

Incharge:

Satnam Singh
23/8/18

Dr. Satnam Singh (Prof.)
Dept. of Orthodontics
DIRDS, Faridkot

S.P.S. Sodhi
Principal *23/8/18*
DIRDS, Faridkot

Dr. S.P.S. Sodhi
Principal

Dasmesh Institute of Research
& Dental Sciences, Faridkot

(a) **DATE:** 18/10/2018

(b) **VENUE:** Meeting Room, DIRDS, FARIDKOT

(c) **MEMBERS:**

Dr. S.P.S Sodhi
Dr. Satnam Singh
Malkeet Singh
Rachpal Singh
Mr. Arora
Rajpal
Ranjeet Singh

(d) **MINUTES OF MEETING:**

- 1) Regarding the repair of straight hand piece from Surgident corporation, Bangalore
- 2) Endoscopy machine repair in emergency ward of Dasmesh Hospital
- 3) Regarding construction of parking lot in staff quarters

Incharge:

Satnam Singh
18/10/18

Dr. Satnam Singh (Prof.)
Dept. of Orthodontics
DIRDS, Faridkot

S.P.S. Sodhi
Principal 18/10/18

Principal
DIRDS, Faridkot
Dr. S.P.S. Sodhi
Principal

Dasmesh Institute of Research
& Dental Sciences, Faridkot

YEAR: 2019

(a) DATE: 01/03/2019

(b) VENUE: Meeting Room, DIRDS, FARIDKOT

(c) MEMBERS:

Dr. S.P.S Sodhi
Dr. Satnam Singh
Malkeet Singh
Sarabjeet Singh
Rachpal Singh
Rajpal

(d) MINUTES OF MEETING:

- 1) LCD projector of Conservative dept. having display problem
- 2) Regarding the repair of 3 lab micromotor of Prosthodontics dept.
- 3) Regarding 7 micromotor handpieces, 02 dewaxing units, 01 deflasking and 01 acrylizer unit of Prosthodontics lab working issues
- 4) Regarding repair of refrigerator in Microbiology dept.

Incharge:

Satnam Singh
1/3/19

Dr. Satnam Singh (Prof.)
Dept. of Orthodontics DIRDS, Faridkot

S.P.S. Sodhi
Principal 1/3/19

Principal
DIRDS, Faridkot
Dr. S.P.S. Sodhi
Principal

Dasmesh Institute of Research
& Dental Sciences, Faridkot

(a) **DATE:** 20/05//2019

(b) **VENUE:** Meeting Room, DIRDS, FARIDKOT

(c) **MEMBERS:**

Dr. S.P.S Sodhi
Dr. Satnam Singh
Malkeet Singh
Rachpal Singh
Rajpal
Deep

(d) **MINUTES OF MEETING:**

- 1) Regarding the dental chair spare parts issue in Orthodontics dept.
- 2) Regarding the repair of HEPA filter in Oral surgery dept.
- 3) Defibrillator (ICU) service in Dept. of General Medicine
- 4) Dental items purchase of: suction filter, basin suction bottle, cavity holder, suction elbow & x-ray viewer
- 5) Repair of chairs in library
- 6) Rewinding of Periodontics dept. compressor motor 5HP

Incharge:

Satnam Singh
20/5/19

Dr. Satnam Singh (Prof.)
Dept. of Orthodontics
DIRDS, Faridkot

S.P.S. Sodhi
Principal
DIRDS, Faridkot
20/5/19
Dr. S.P.S. Sodhi
Principal

Dasmesh Institute of Research
& Dental Sciences, Faridkot.

(a) DATE: 20/10/2019

(b) VENUE: Meeting Room, DIRDS, FARIDKOT

(c) MEMBERS:

Dr. S.P.S Sodhi
Dr. Satnam Singh
Malkeet Singh
Rachpal Singh
Rajpal
Deep
Ranjeet Singh

(d) MINUTES OF MEETING:

- 1) Regarding the replacement of filter DIASFACE PLUS 4008 in dialysis machine of Dasmesh Hospital
- 2) Regarding the repair of NOUVAG micromotor system MD20 of physiodispenser in Oral Surgery dept.
- 3) Prosthetic lab waste water tank repair issue
- 4) Regarding Cardiac monitor repair at Dasmesh Hospital
- 5) Plastic waste campaign: to clear off and avoid use of plastic material in all manner so that clean campus is maintained and is made plastic free

Incharge:

Satnam Singh
20/10/19

Dr. Satnam Singh (Prof.)
Dept. of Orthodontics
DIRDS, Faridkot

S.P.S. Sodhi
Principal

DIRDS, Faridkot

Dr. S.P.S. Sodhi
Principal

Dasmesh Institute of Research
& Dental Sciences, Faridkot

(a) **DATE:** 29/11/2019

(b) **VENUE:** Meeting Room, DIRDS, FARIDKOT

(c) **MEMBERS:**

Dr. S.P.S Sodhi
Dr. Satnam Singh
Malkeet Singh
Rachpal Singh
Rajpal
Sagar
Ranjeet Singh


(d) **MINUTES OF MEETING:**

- 1) Regarding the purchase of organic waste to compost machine for campus to maintain clean environment.
- 2) Regarding installation of 25kg Compost machine in campus
- 3) Regarding the recovery of 25kg compost machine by the company and delivery of 100kg capacity compost machine to campus
- 4) Installation of 100 kg compost machine in parking lot shed

Incharge:


29/11/19

Dr. Satnam Singh (Prof.)
Dept. of Orthodontics
DIRDS, Faridkot


Principal
DIRDS, Faridkot
Dr. S.P.S. Sodhi
Principal

Dasmesh Institute of Research
& Dental Sciences, Faridkot

YEAR: 2020

(a) **DATE:** 28/JANUARY/2020

(b) **VENUE:** Meeting Room, DIRDS, FARIDKOT

(c) **MEMBERS:**

Dr. S.P.S Sodhi
Dr. Satnam Singh
Mohinder Singh
Sarabjeet Singh
Rachpal Singh
Rajpal

(d) **MINUTES OF MEETING:**

- 1) Regarding the repair of Electrocautery unit (Model ART, E1; Bionart, serial number J11532) of Periodontics dept. & compressor also.
- 2) Regarding dental chair repair in Oral Surgery dept.
- 3) Regarding purchase of dental x-ray viewer (small)
- 4) Regarding the repair of SURGIC AP control unit of Oral Surgery dept.
- 4) Regarding the repair of NORIS, NOUVAG & EQUINOX Physiodispensers of Oral Surgery dept.

Incharge:

Satnam Singh
28/1/20

Dr. Satnam Singh (Prof.)
Dept. of Orthodontics
DIRDS, Faridkot

S.P.S. Sodhi
Principal 28/1/20
DIRDS, Faridkot

Dr. S.P.S. Sodhi
Principal
Dasmesh Institute of Research
& Dental Sciences, Faridkot.

(a) **DATE:** 27/05/2020

(b) **VENUE:** Meeting Room, DIRDS, FARIDKOT

(c) **MEMBERS:**

Dr. S.P.S Sodhi
Dr. Satnam Singh
Mohinder Singh
Sarabjeet Singh
Rachpal Singh
Deep
Ranjeet Singh

(d) **MINUTES OF MEETING:**

- 1) Regarding the repair of Horizontal & top loading autoclave
- 2) Regarding the repair of straight handpiece FX65HPS (BBK11543) from surgident corporation
- 3) Replacement of bulb of Endoscopy machine in emergency ward of Dasmesh Hospital
- 4) Replacement of 10" diamond disc for dental model trimmer in Orthodontics dept.

Incharge:

Satnam Singh
27/5/20

Dr. Satnam Singh (Prof.)
Dept. of Orthodontics
DIRDS, Faridkot

S.P.S Sodhi
Principal 27/5/20
DIRDS, Faridkot
Dr. S.P.S. Sodhi
Principal

Dasmesh Institute of Research
& Dental Sciences, Faridkot

(a) **DATE:** 17/09/2020

(b) **VENUE:** Meeting Room, DIRDS, FARIDKOT

(c) **MEMBERS:**

Dr. S.P.S Sodhi
Dr. Satnam Singh
Mohinder Singh
Rachpal Singh
Rajpal
Deep

(d) **MINUTES OF MEETING:**

- 1) Regarding the repair Apex locator of Conservative dept.
- 2) Replacement of OPG, SND Board & AMC of OPG machine of OMR dept
- 3) Regarding repair & replacement of MONOBLOC (Tube head) of CBCT Machine of OMR dept.
- 4) INFOCUS IN projector repair problems of Conservative dept.
- 5) Suction machine repair of OS dept.

Incharge:

Satnam Singh
17/9/20

Dr. Satnam Singh (Prof.)
Dept. of Orthodontics
DIRDS, Faridkot

S.P.S. Sodhi
17/9/20

Principal
DIRDS, Faridkot
Dr. S.P.S. Sodhi
Principal

Dasmesh Institute of Research
& Dental Sciences, Faridkot.

(a) DATE: 18/11/2020

(b) VENUE: Meeting Room, DIRDS, FARIDKOT

(c) MEMBERS:

Dr. S.P.S Sodhi
Dr. Satnam Singh
Mohinder Singh
Rachpal Singh
Rajpal
Sagar
Ranjeet Singh

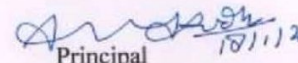
(d) MINUTES OF MEETING:

- 1) Regarding the repair OF Semi Auto Analyzer (Star 21 Plus) of Biochemistry dept.
- 2) Regarding sanction for the purchase of CR system under buy back scheme.
- 3) Repair of water leakage in HOD room of Orthodontics dept
- 4) Regarding renovation of the building just next to the balcony of PG clinics of Orthodontics dept.

Incharge:


18/11/20

Dr. Satnam Singh (Prof.)
Dept. of Orthodontics
DIRDS, Faridkot


18/11/20

Principal
DIRDS, Faridkot

Dr. S.P.S. Sodhi
Principal

Dasmesh Institute of Research
& Dental Sciences, Faridkot.

YEAR : 2021

(a) **DATE:** 05/01/2021

(b) **VENUE:** Meeting Room, DIRDS, FARIDKOT

(c) **MEMBERS:**

Dr. S.P.S Sodhi
Dr. Satnam Singh
Mohinder Singh
Rachpal Singh
Rajpal
Deep
Ranjeet Singh

(d) **MINUTES OF MEETING:**

- 1) Regarding the repair & service of compost machine in campus
- 2) Regarding repair of projector of Oral Surgery dept. & projector in lecture hall no: 8 and their replacement
- 3) Regarding purchase of new projectors for Oral Surgery & lecture hall no:2at Dasmesh hospital
- 4) Regarding repair of Burnout furnace and purchase of its spare parts in Dept. of Prosthodontics

Incharge:

Satnam Singh
5/1/21

Dr. Satnam Singh (Prof.)
Dept. of Orthodontics
DIRDS, Faridkot

S.P.S Sodhi
Principal
DIRDS, Faridkot

Dr. S.P.S. Sodhi
Principal

Dasmesh Institute of Research
& Dental Sciences, Faridkot.

(a) **DATE:** 03/03/2021

(b) **VENUE:** Meeting Room, DIRDS, FARIDKOT

(c) **MEMBERS:**

Dr. S.P.S Sodhi
Dr. Satnam Singh
Mohinder Singh
Rachpal Singh
Rajpal
Deep
Ranjeet Singh

(d) **MINUTES OF MEETING:**

- 1) Regarding the working issue of NSK S MAX OBC70231, SG20 Implant handpiece of Oral Surgery dept.
- 2) Regarding repair of projector of Periodontics dept.
- 3) Unrepairable projectors lying in central store, deposition for E-waste
- 4) Regarding repair of Micromotor PCB & main display working problem in Oral surgery dept. (PCB SR No: DCS-STK 16A-DRY 180516, DCS-16-DIGI-KBD & Display PCB -1712151)
- 5) Distillation unit in Periodontics dept. working issue & its replacement.

Incharge:

Satnam Singh
3/3/21
Dr. Satnam Singh (Prof.)
Dept. of Orthodontics
DIRDS, Faridkot

S.P.S. Sodhi
2/2/21
Principal
DIRDS, Faridkot
Dr. S.P.S. Sodhi
Principal

Casmesh Institute of Research
& Dental Sciences, Faridkot.

(a) DATE: 08/06/2021

(b) VENUE: Meeting Room, DIRDS, FARIDKOT

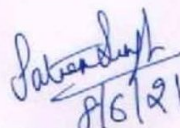
(c) MEMBERS:

Dr. S.P.S Sodhi
Dr. Satnam Singh
Mohinder Singh
Sarabjeet Singh
Rachpal Singh
Rajpal

(d) MINUTES OF MEETING:

- 1) Regarding the IOPA Machine Gnathus Timex working issue in OMR dept.
- 2) Regarding purchase of new BP apparatus for Dasmesh hospital & repair of invertoe in major OT of Dasmesh hospital
- 3) Regarding repair & service of Avantar 3 Part Haematology analyzer H31 in Dasmesh hospital lab
- 4) Regarding repair & maintenance of 130 DENTAL CHAIRS in our institute, purchase of their spare parts and elimination of 28 unrepairable dental chairs from various departments
- 5) Repair of Compost machine & projectors of Prostho dept., Cons dept. & Main lecture theatre

Incharge:


Dr. Satnam Singh (Prof.)
Dept. of Orthodontics
DIRDS, Faridkot


Principal
DIRDS, Faridkot

Dr. S.P.S. Sodhi
Principal
Dasmesh Institute of Research
& Dental Sciences, Faridkot.