

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**  
**INFRASTRUCTURE AND LEARNING RESOURCES**

**Re-allotment of Work**

Physical Facilities: Dr. Basavaraj SS, Dr. Zareena  
 Library as a Learning Resource: Librarian, Dr. Unni P  
 IT Infrastructure: Dr. Uthappa  
 Maintenance of Campus Facilities: Dr. Neha Subbaiah

*[Signature]*  
 Member secretary  
 INFRASTRUCTURE & MAINTENANCE COM  
 COORG INSTITUTE OF DENTAL SCIENC  
 MAGGULA, VIRAJPET - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL - 141 A  
 GENERAL MAINTENANCE

Date 24/10/18

From: \_\_\_\_\_  
 The Department of OMFS  
 To: \_\_\_\_\_  
 The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1)	OT wall cleaning	28/10/18	<i>[Signature]</i>
2)	AC repair (Cooling problem in automatic switch off)	30/10/18	<i>[Signature]</i>
3)			

*[Signature]*  
 Managing Trustee

*[Signature]*  
 HODs. Signature

This protocol is in Triplicate. The original must be submitted to the Managing Trustee's office (by the concerned department) after it is duly filled with proposed completion dates. The duplicate must be filed by the concerned department and the triplicate by the maintenance department. In case work is not completed as per the completion date mentioned, the Managing Trustee's office must be informed of the same by the concerned department.

*[Signature]*  
**PRINCIPAL**  
**PRINCIPAL**

Coorg Institute of Dental Sciences  
 VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B  
 DENTAL CHAIR MAINTENANCE

Date : 05/01/2019

From,  
 The Department of OPD FS

To,  
 The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
①	Foot & hand control not working : Chair No ②	04/01/2018	<del>Signature</del>
②	up & down not working : chair No ③	07/01/2018	<del>Signature</del>
③	light not working : chair No ④	07/01/2018	<del>Signature</del>
④	Hands & spitton leaking : chair No ⑤	07/01/2018	<del>Signature</del>
⑤	light not working : chair No ①, ②, ③, ④		
⑥	Chair not working : chair No ②, ③, ④, ⑤		
⑦	Spitton leaking & not working : Chair No ⑤	07/01/2018	<del>Signature</del>

Managing Trustee

*[Signature]*  
 HODs. Signature

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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B  
 DENTAL CHAIR MAINTENANCE

Date : 16/01/2019

From,  
 The Department of Periodontics

To,  
 The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1.	Chair No 1 → Full chair is not working → switch panel not working. → hot water supply → light not working → chair movement not functioning. → spitton unit not working.	4/01/2018	<del>Signature</del>
2.	Chair No 7 → Chair movement is not functioning. → leakage from spitton	4/01/2018	<del>Signature</del>
3.	Chair No 16 → Chair switchboard not working.	4/01/2018	<del>Signature</del>

Managing Trustee

*[Signature]*  
 HODs. Signature

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 VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B  
 DENTAL CHAIR MAINTENANCE

Date: 10-9-2018

From: Prosthodontics  
 The Department of

260

PARTS / COMPONENTS	CHAIR NUMBER											Completion date	Signature
	3	7	15	6	8	7	11	14	12	11	16		
Light/brightness control	X											12/09/2018 completing.	[Signature]
Light Movement													
Chair Up/Down movement												12/09/2018 completing.	[Signature]
Back rest Forward/Backward movement	X	X											
Head rest	X	X										12/09/2018 completing.	[Signature]
Saliva ejector	X	X											
High volume suction	X	X										12/09/2018 completing.	[Signature]
Water supply to dental chair	X	X											
Water for Tumbler												12/09/2018 completing.	[Signature]
Water for Spittoon													
Water flow to arotor	X	X										12/09/2018 completing.	[Signature]
Air pressure for arotor	X	X											
Air pressure for dental chair	X	X										12/09/2018 completing.	[Signature]
Outlet for water bottle	X	X											
Foot pedal for arotor												12/09/2018 completing.	[Signature]
Foot control for chair													
3 way syringe (Doctor)												12/09/2018 completing.	[Signature]
3 way syringe (Assistant)													
X-ray film viewer												12/09/2018 completing.	[Signature]
Instrument tray Movement													
Arotor outlet												12/09/2018 completing.	[Signature]
Airmotor outlet													
Arm rest												12/09/2018 completing.	[Signature]
Tubings													
Scaler												12/09/2018 completing.	[Signature]
Doctor's stool													
Others												12/09/2018 completing.	[Signature]

[Signature]  
 Managing Trustee

[Signature]  
 HODs, Signature

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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B

Date: 10-9-18

DEPT OF PROSTHODONTICS  
 PG CLINIC  
 DENTAL CHAIR COMPLAINTS

ENANCE

Date:

260

PARTS / COMPONENTS	CHAIR NUMBER											Completion date	Signature
	3	7	15	6	8	7	11	14	12	11	16		
Light/brightness control	X											12/09/2018 completing.	[Signature]
Light Movement													
Chair Up/Down movement												12/09/2018 completing.	[Signature]
Back rest Forward/Backward movement	X	X											
Head rest	X	X										12/09/2018 completing.	[Signature]
Saliva ejector	X	X											
High volume suction	X	X										12/09/2018 completing.	[Signature]
Water supply to dental chair	X	X											
Water for Tumbler												12/09/2018 completing.	[Signature]
Water for Spittoon													
Water flow to arotor	X	X										12/09/2018 completing.	[Signature]
Air pressure for arotor	X	X											
Air pressure for dental chair	X	X										12/09/2018 completing.	[Signature]
Outlet for water bottle	X	X											
Foot pedal for arotor												12/09/2018 completing.	[Signature]
Foot control for chair													
3 way syringe (Doctor)												12/09/2018 completing.	[Signature]
3 way syringe (Assistant)													
X-ray film viewer												12/09/2018 completing.	[Signature]
Instrument tray Movement													
Arotor outlet												12/09/2018 completing.	[Signature]
Airmotor outlet													
Arm rest												12/09/2018 completing.	[Signature]
Tubings													
Scaler												12/09/2018 completing.	[Signature]
Doctor's stool													
Others												12/09/2018 completing.	[Signature]

[Signature]  
 Managing Trustee

[Signature]  
 HODs, Signature

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Coorg Institute of Dental Sciences  
 VIRAJPET, PIN - 571 218



COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A  
 GENERAL MAINTENANCE

Date: 12/12/2017

Chair Number: 260

Sl. No.	Work Particulars	Completion date	Signature
1	Grinding out for seat done [work done]	12/01/2017	[Signature]
2		12/01/2017	[Signature]

Managing Trustee: [Signature]

HODs. Signature: [Signature]

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COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A  
 GENERAL MAINTENANCE

Date: 12/12/18

From: The Department of PHD

To: The Department of General Maintenance and Upkeep


902

Sl. No.	Work Particulars	Completion date	Signature
1	Grinding out for seat done [work done]	Sept 2018	[Signature]

Managing Trustee: [Signature]

HODs. Signature: [Signature]

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 Coorg Institute of Dental Sciences  
 VIRAJPET, PIN - 571 218



**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**

DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B  
DENTAL CHAIR MAINTENANCE

Date: 27.12.18

From,  
The Department of Pedodontics  
To  
The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
	<u>In P61 Section:</u>		
✓	All chair side buttons not working	01/01/2019	SS
	To adjust focus light in all chairs	01/01/2019	SS
	Micro motor hand piece not working in ① ② ③ ④ ⑤ ⑥	01/01/2019	SS
✓	To adjust nuclear wall for chair no ⑥ - nuclear not working	01/01/2019	SS
✓	8 way syringe not working		
	up + down not working chair no ⑥ - up down not working	01/01/2019	SS
	a gear out chair no ⑥ - to change chair piece	01/01/2019	SS
✓	chair no ⑥ ⑦ ⑧ ⑩	01/01/2019	SS
✓	pressure not work	01/01/2019	SS

Managing Trustee

HODs Signature

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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**

Committee for Infrastructure and Learning Resources

Ref. No: CIDS/ADM/1471A/2019

Date: 4-1-2019

AGENDA

Notice is hereby given for the members of the 'Infrastructure and Learning Resources Committee' to be held on 4-1-2019 at 3.00 pm at Principal's office to transact the following points.

1. To discuss the matters of the previous meeting held on 3.10.2018
2. To discuss updating of the infrastructure and learning resources for academic growth.

Member secretary

INFRASTRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES,  
MAGGULA, VIRAJPET - 571 218

Committee Members	Signature
Dr. Ponnappa KC	
Dr. Basavaraj SS	
Dr. Uthappa	
Librarian - Mr. Monappa	
Dr. Zareena	
Dr. Unni P	
Dr. Neha Subbaiah	
Mr. Bopanna	
Mr. Devaiah	
Mr. Manjappa	
Mr. Jayesh	
Mr. Meghesh	

PRINCIPAL  
PRINCIPAL

Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218

### Minutes of the meeting

Faculty present for the meeting:

1. Chairman : Dr. Ponnappa KC
2. Member Secretary : Dr. Basavaraj SS
3. Members :
4. Dr. Uthappa  
Librarian  
Dr. Zareena  
Dr. Unni P  
Dr. Neha Subbaiah
5. Support staff  
Mr. Bopanna  
Mr. Devaiah  
Mr. Manjappa  
Mr. Jayesh  
Mr. Meghesh

1. The minutes of the previous meeting held on 3.10.2018 were discussed.
2. The department of Pedodontics has asked for a front load autoclave for efficient sterilization of instruments.
3. Dept. of Oral Medicine requires an extraoral radiographic machine.
4. The department of Oral Pathology needs six each of monocular microscopes with reflecting mirrors and monocular microscopes with artificial lights.
5. For tobacco cessation program, the Public Health Dentistry department needs a carbon monoxide analyser.
6. One monitor and two wifi routers are required for IT section.
7. In department of Pedodontics, apex locator and endomotor need to be repaired.
8. Light cure unit needs to be repaired in department of Conservative dentistry.
9. In the department of periodontics airtor hand piece and dental chair needs to be repaired.
10. Light cure unit needs to be repaired in department of oral surgery.
11. Three scaler units were provided to department of public health dentistry.

12. UG boys and UG girls hostels:

- Boys hostel flush not working: Work completed
- Washrooms not cleaned properly: Informed housekeeping & wardens
- Window glass broken; mesh damaged: Work completed
- Common block-Water block in wash basin: Informed the housekeeping to clean the wash basin daily
- Flush tank not working: Replaced the flush tank

13. New issues of the following journals were purchased.

- Annals of Maxillofacial Surgery (Issue 2, vol 9, 2019)
- Journal of Indian Society of Periodontology (Issue 6, vol 23, 2019)
- Indian Journal of Dental Research (Issue 5, vol 30, 2019)
- Journal of Indian Association of Public Health Dentistry (Issue 4, vol 17, 2019)
- Journal of Oral and Maxillofacial Pathology (Issue 3, vol 23, 2019)

14. The following complaints from the departments of oral pathology, pedodontics and prosthodontics were received and rectified.

Member secretary

INFRASTRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES  
MAGGULA, VIRAJPET - 571 218

PRINCIPAL

Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A  
 GENERAL MAINTENANCE

Date : 15/12/18

From,  
 The Department of ORAL PATHOLOGY

To,  
 The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1	MICROWAVE MAINTAINENCE TICKED UP FOR SERVICE ON [04-01-19]	1 work from 02/01/2019	[Signature]
2	MICROWAVE MAINTAINENCE TICKED UP FOR SERVICE ON [04-01-19] Micro oven taken to maintenance Dept. for Repair	1 work from 22/11/2019	[Signature]
3	STICKERING OF FACULTY NAMES ON STAFF ROOM DOOR - Dr. ASHWINI MDS READER - Dr. ARCHANA V.K. MDS SENIOR LECTURER	10/1/19	[Signature]

Managing Trustee

For Dr. SHANKARA  
 HODs. Signature

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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A  
 GENERAL MAINTENANCE

Date : 18-12-18

From,  
 The Department of ORAL PATHOLOGY

To,  
 The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1	Repair of slope landing up to Hematology Section	5/2/19	[Signature]
2	Removal of shelf slabs in waiting Hall	30/1/19 (completed)	[Signature]
3	Repair of Tubelight in Microbiology Section	22/1/2019	[Signature]
4	Stickering of slab names - Dr. ASHWINI MDS Reader - Dr. ARCHANA V.K. MDS SENIOR LECTURER	30/1/19	[Signature]

Managing Trustee

HODs. Signature

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 VIRAJPET, PIN - 571 218



**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B  
 DENTAL CHAIR MAINTENANCE

Date: 27.12.18

From,  
 The Department of Pedodontics  
 To,  
 The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
	<b>In P61 Section:</b>		
✓	All chair side buttons not working	21/12/19	[Signature]
✓	To adjust focus light in all chair	21/12/19	[Signature]
✓	Micro motor hand piece not working in ① ② ③ ④ ⑤ ⑥	21/12/19	[Signature]
✓	To adjust suction in all chairs no. ① - ⑥ - Airwater not working	21/12/19	[Signature]
✓	3 way springs not working		
✓	up + down not working		
✓	chair no. ① - up + down not working	21/12/19	[Signature]
✓	gives out space		
✓	chair no. ① - to vary chair pace	21/12/19	[Signature]
✓	chair no. ② ③ ④ ⑤ ⑥		
✓	pressure not stable	21/12/19	[Signature]

Managing Trustee

HODs Signature

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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A  
 GENERAL MAINTENANCE

Date: 27.12.18

From,  
 The Department of Tooth dentures  
 To,  
 The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
①	Integrated section panel of the aluminium partition (consequence area) to be fixed	6/2/19	[Signature]
②	Two aluminium doors (2 at junction of 29 chairs) to be fixed	6/2/19	[Signature]
③	One broken tile in front of reception counter needs to be replaced	7/2/19	[Signature]

Managing Trustee

HODs Signature

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Coorg Institute of Dental Sciences  
 VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**

**Committee for Infrastructure and Learning Resources**


Ref. No: CIDS/ADM/1518A/2019

Date: 11-4-2019

AGENDA

Notice is hereby given for the members of the 'Infrastructure and Learning Resources Committee' to be held on 11-4-2019 at 3.00 pm at Principal's office to transact the following points.

1. To discuss the matters of the previous meeting held on 4-1-2019
2. To discuss updating of the infrastructure and learning resources for academic growth.













  
Member Secretary

Committee Members	Signature
Dr. Ponnappa KC	
Dr. Basavaraj SS	
Dr. Uthappa	
Librarian - Monappa	
Dr. Zareena	
Dr. Unni P	
Dr. Neha Subbaiah	
Mr. Bopanna	
Mr. Devaiah	
Mr. Manjappa	
Mr. Jayesh	
Mr. Meghesh	

INFRASTRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES  
MAGGULA, VIRAJPET - 571 218

**Minutes of the meeting**

Faculty present for the meeting:

1. Chairman : Dr. Ponnappa KC 
2. Member Secretary : Dr. Basavaraj SS 
3. Members :
4. Dr. Uthappa   
Librarian   
Dr. Zareena   
Dr. Unni P   
Dr. Neha Subbaiah 
5. Support staff:  
Mr. Bopanna   
Mr. Devaiah   
Mr. Manjappa   
Mr. Jayesh   
Mr. Meghesh 


1. As per the discussion in the previous meeting on 4.1.2019, new equipment for the departments of Pedodontics, Oral Medicine and Radiology, Oral Pathology, Public Health Dentistry and IT section.
2. A new front load autoclave has been installed in Department of Pediatric and Preventive Dentistry.
3. Light cure unit bulb replaced in department of conservative.
4. Dental chairs and airtor hand piece repaired in department of periodontics.
5. Light cure unit repaired and handed over to department of oral surgery.
6. Airtor needs to be repaired in department of public health dentistry.
7. UG boys and UG girls hostels:
  - Fan not working: Work completed
  - Library Dom bathroom tap water not working: Work completed
  - Replace tube light and light holders: Work completed
  - Tap leakage in Sindhu block: Work completed

  
PRINCIPAL  
PRINCIPAL

Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218

- Tap, wash basin, Mirror & Led bulb required for Narmada block: Work completed

7. The following complaints from the departments of periodontics and oral pathology were noted and rectified.

  
Member secretary





INFRASTRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES  
MAGGULA, VIRAJPET - 571 218


DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP


PROTOCOL - 141 B  
DENTAL CHAIR MAINTENANCE

Date: 21/01/2019


From:  
The Department of Periodontics  
To:  
The Department of General Maintenance and Upkeep

Sl No	Work Particulars	Completion date	Signature
✓	Chair No-2 (UG) → Chair functioning → Broken hand rest	21/01/2019	
✓	Chair No-3 (UG) → Chair movement not functioning	21/01/2019	
	Chair No-4 (UG) → Broken hand rest → Light not working	25/01/2019 21/01/2019	
✓	Chair No-5 (UG) → Light not working	21/01/2019	
✓	Chair No-6 (UG) → Back rest broken		
	Chair No-7 (UG) → Light not working		

  
Managing Trustee

  
for HODs. Sign

This protocol is in Triplicate. The original must be submitted to the Managing Trustee's office (by the concerned department) after it is duly filled with proposed completion dates. The duplicate must be filed by the concerned department by the maintenance department. In case work is not completed as per the completion date the Managing Trustee's office must be informed of the same by the concerned department.

  
**PRINCIPAL**  
Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218



**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B  
 DENTAL CHAIR MAINTENANCE

From: \_\_\_\_\_ Date: 17/01/19

To: \_\_\_\_\_  
 The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1	Chair no. 16 ✓ → Switch panel not working ✓ → No chair movement ✓ → No light. chair control panel replaced ✓ → Spittoon water tap not working	17/01/19	[Signature]
2	Chair no. 1 Switch board <del>is</del> broken	21/01/2019	[Signature]
3	Chair no. 9 water not coming in spittoon water tap not working	17/01/2019	[Signature]
4	Air Tube replaced.		
5	Light fixture replaced, working condition ok.		

Managing Trustee

[Signature]  
 HODs. Signature

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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A  
 GENERAL MAINTENANCE

Date: 8/04/19

From: \_\_\_\_\_  
 The Department of Oral Pathology

To: \_\_\_\_\_  
 The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1	Repair of UPS in microbiology Lab [Treatment of culture done and possible w/o a stable UPS. There is loss of Inoculum samples & Bio material. Kindly do the needful at the earliest]	10/04/2019	[Signature]
2	Repair of UPS in Hematology Lab [the UPS is fixed to the cell counter - each restart initiates an auto-flush mechanism that leads to loss of expensive Analyte fluid]	it will take one week. Infused Rajappa.	[Signature]
3	Shocking on staff room door Dr. DIVANESH N. MBS Dr. VISHALAKSHMI MBS Reader	15/4/19	[Signature]

Managing Trustee

[Signature]  
 HODs. Signature

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**PRINCIPAL**  
**PRINCIPAL**

Coorg Institute of Dental Sciences  
 VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**

**Committee for Infrastructure and Learning Resources**

Ref. No: CIDS/ADM/1541/2019

Date: 3-7-2019

**AGENDA**

Notice is hereby given for the members of the 'Infrastructure and Learning Resources Committee' to be held on 3-7-2019 at 3.00 pm at Principal's office to transact the following points.

1. To discuss the matters of the previous meeting held on 11-4-2019
2. To discuss updating of the infrastructure and learning resources for academic growth.

Member secretary

INFRASTRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES,  
MAGGULA, VIRAJPET - 571 218

Committee Members	Signature
Dr. Ponnappa KC	
Dr. Basavaraj SS	
Dr. Aparna HG	
Librarian - Monappa	
Dr. Annaji Sridhar	
Dr. Nanjamma	
Dr. Radhika	
Mr. Bopanna	
Mr. Devaiah	
Mr. Manjappa	
Mr. Jayesh	
Mr. Meghesh	

**Minutes of the meeting**

Faculty present for the meeting:

1. Chairman : Dr. Ponnappa KC
2. Member Secretary : Dr. Basavaraj SS
3. Members :
4. Dr. Uthappa
- Librarian
- Dr. Zareena
- Dr. Unni P
- Dr. Neha Subbaiah
5. Support staff:
- Mr. Bopanna
- Mr. Devaiah
- Mr. Manjappa
- Mr. Jayesh
- Mr. Meghesh

1. The minutes of the previous meeting held on 11.4.2019 were discussed.
2. In department of Pediatric dentistry apex locator and endomotor was repaired.
3. Microscopes needs to be repaired in department of conservative dentistry.
4. Dental chair spittoon and chair functions not working in department of periodontics.
5. The department of Implantology needs surgical kits, hand pieces, prosthetic kits, sinus lift instruments and drill stopper kit for their forthcoming basic implant course.
6. IT section has asked for a new monitor and a lcd projector.
7. Minor OT dental chair needs to be repaired and needle burner not working in the department of oral surgery.
8. Autoclave connector needs to be replaced in department of public health department.
9. UG boys and UG girls hostels:
  - Fan not working: Work completed
  - Tube light not working: Work completed
10. New issues of the following journals were procured.

**PRINCIPAL**  
Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218

- Journal of Maxillofacial and Oral Surgery (Issue 1,2, vol 18, 2019)

10. The following complaints from the departments of conservative dentistry, orthodontics, oral pathology and prosthodontics were noted and rectified.

INFRASTRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES,  
MAGGULA, VIRAJPET - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**

DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B  
DENTAL CHAIR MAINTENANCE

Date: 27/09/2019

From,  
The Department of Conservative Dentistry

To,  
The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
①	X-ray machine has stopped working (Shows error message)		
②	Dental operator and patient complains of electric shocks with regard to chair No. 2 in P.G. Clinic	28/09/2019	JPT
③	Suction not working in U.G clinic	28/09/2019	

Managing Trustee

for HODs Signature

This protocol is in Triplicate. The original must be submitted to the Managing Trustee's office (by the concerned department) after it is duly filled with proposed completion dates. The duplicate must be filed by the concerned department and the triplicate by the maintenance department. In case work is not completed as per the completion data mentioned, the Managing Trustee's office must be informed of the same by the concerned department.

  
PRINCIPAL  
PRINCIPAL

Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218



COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218  
DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A  
GENERAL MAINTENANCE

Date: 22/6/19

From,  
The Department of Pathology  
To,  
The Department of General Maintenance and Upkeep

Sl No.	Work Particulars	Completion date	Signature
1	Slab and Bed Block Repairment (2 Nos)	21/06/2019	[Signature]
2	Wiring in the wiring table - Repairment	21/06/2019	[Signature]

Managing Trustee  
HOD's Signature

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COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218  
DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A  
GENERAL MAINTENANCE

Date: 10/6/19

From,  
The Department of Oral Pathology  
To,  
The Department of General Maintenance and Upkeep

Sl No.	Work Particulars	Completion date	Signature
1	Installation of windows in the department	Completed 15/6/19	[Signature]
2	Fixing U.V light in microbiology (pending work given to Mr. Jayesh Zambhakar)	21/06/2019	[Signature]
3	Tubelight in UG Coating Lab	21/06/2019	[Signature]

Managing Trustee

To: Dr. Shashidhar R  
HOD's Signature

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PRINCIPAL  
PRINCIPAL

Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B  
 DENTAL CHAIR MAINTENANCE Date: 5-10-2019

From, The Department of Prosthodontics 261

To, The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1	Pg Clinic: Chair No. 6 → Electric chair controls are not working.		
2	Pg Clinic: Chair No. 21 → Water supply does not work	7/10/2019	[Signature]
	Sobana-Irabe Rashed, working condition OK.		

Managing Trustee [Signature]  
 HODs. Signature [Signature]

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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A  
 GENERAL MAINTENANCE Date: 30-9-2019

From, The Department of Prosthodontics

To, The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1.	The floor tiles in the passage way in patient waiting area are very lippety. They need to be placed with rough surfaced tiles (About 15 tiles).		

Managing Trustee [Signature] HODs. Signature [Signature]

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**PRINCIPAL**  
**PRINCIPAL**  
 Coorg Institute of Dental Sciences  
 VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**

Committee for Infrastructure and Learning Resources

Ref. No: CIDS/ADM/1580A/2019

Date: 8-10-2019

AGENDA

Notice is hereby given for the members of the 'Infrastructure and Learning Resources Committee' to be held on 8-10-2019 at 3.00 pm at Principal's office to transact the following points.

1. To discuss the matters of the previous meeting held on 3-7-2019
2. To discuss updating of the infrastructure and learning resources for academic growth.

*[Signature]*  
Member secretary

Committee Members	Signature
Dr. Ponnappa KC	<i>[Signature]</i>
Dr. Basavaraj SS	<i>[Signature]</i>
Dr. Aparna HG	<i>[Signature]</i>
Librarian - Monappa	<i>[Signature]</i>
Dr. Annaji Sridhar	<i>[Signature]</i>
Dr. Nanjamma	<i>[Signature]</i>
Dr. Radhika	<i>[Signature]</i>
Mr. Bopanna	<i>[Signature]</i>
Mr. Devaiah	<i>[Signature]</i>
Mr. Manjappa	<i>[Signature]</i>
Mr. Jayesh	<i>[Signature]</i>
Mr. Meghesh	<i>[Signature]</i>

INFRASTRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES,  
MAGGULA, VIRAJPET - 571 218

**Minutes of the meeting**

Faculty present for the meeting:

1. Chairman : Dr. Ponnappa KC *[Signature]*
2. Member Secretary : Dr. Basavaraj SS *[Signature]*
3. Members :
4. Dr. Uthappa *[Signature]*  
Librarian *[Signature]*  
Dr. Zareena *[Signature]*  
Dr. Unni P *[Signature]*  
Dr. Neha Subbaiah *[Signature]*
5. Support staff:  
Mr. Bopanna *[Signature]*  
Mr. Devaiah *[Signature]*  
Mr. Manjappa *[Signature]*  
Mr. Jayesh *[Signature]*  
Mr. Meghesh *[Signature]*

1. The minutes of the previous meeting held on 3-7-2019 were discussed.
2. As per the requirement of the department of Implantology, new surgical kits, hand pieces, prosthetic kits, sinus lift instruments and drill stopper kit for their forthcoming basic implant course have been procured.
3. IT section has been provided with a new monitor and a led projector.
4. Microscopes taken by maintenance department from department of conservative dentistry. Apex locator and auto clave needs to be repaired.
5. New scaler unit is installed in department of periodontics.
6. Cautery machine from OT needs to be repaired in department of oral surgery.
7. New UPS installed in department of Public Health Dentistry.
8. UG boys and UG girls hostels:
  - Tube light not working: Work completed
  - Curtain rod broken: Work completed
  - Cupboard to be replaced: Work completed
  - Window mesh to be fixed: Work completed

*[Signature]*  
**PRINCIPAL**  
**PRINCIPAL**

Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218



- Switch board not working: Work completed
  - Rat problem in room, please fix the mesh: Work completed
  - Boys hostel-Door is not fixed properly: Work completed
9. Latest issues of the following journals were procured.
- Journal of Endodontics (Issue 4,7, vol 45, 2019)
  - Community Dental Health (Issue 1,2, vol 36, 2019)
  - Journal of Esthetic and Restorative Dentistry (Issue 1,2,3, vol 31, 2019)
  - Journal of Oral and Maxillofacial Surgery (Issue 1,2,3,5,6, vol 77, 2019)
  - Operative Dentistry (Issue 1,2,3, 5 vol 44, 2019)
  - Journal of Endodontics (Issue 5,6, vol 45, 2019)
  - Oral Surgery Oral Medicine Oral Pathology (Issue 2, 2019)
  - Journal of Oral and Maxillofacial Surgery (Issue 8, vol 77, 2019)
  - Journal of Indian Orthodontic Society (Issue 1,2, 3, vol 53, 2019)
  - Journal of Maxillofacial and Oral Surgery (Issue 3, vol 18, 2019)
  - Community Dental Health (Issue 3, vol 36, 2019)
  - Jerd (Issue 4, vol 31, 2019)
  - Journal of Endodontics (Issue 4, 7, 8, vol 45, 2019)
  - Journal of Indian Association of Public Health Dentistry (Issue 3, vol 17, 2019)
  - International Journal of Clinical Pediatric Dentistry (Issue 1,2,3, vol 12, 2019)
10. The following complaints from the departments of oral and maxillofacial surgery, prosthodontics, public health dentistry and oral pathology were noted and rectified.

*[Signature]*

**INFRASTRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES.  
MAGGULA, VIRAJPET - 571 218**

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A  
GENERAL MAINTENANCE

Date: 19/1/19

From: The Department of \_\_\_\_\_

To: The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
①	Department wall painting + Seminar room painting		
②	Sterilization room disinfection + deep cleaning		
③	Minor work in Drain cover closing.		
④	A.T. wall cleaning + sterilization room wall cleaning.		
⑤	Door concrete repair [Work done]		

Managing Trustee HODs. Signature

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*[Signature]*  
**PRINCIPAL  
PRINCIPAL**  
Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218

COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218  
DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B  
DENTAL CHAIR MAINTENANCE

Date: 5-10-2019

From, The Department of Orthodontics

903

To, The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1	By Chair: Chair No. 6 → Electric drive controls are not working		
2	By Chair: Chair No. 21 → Water supply does not work. Submergence Pumped, working condition ok.	7/10/2019	[Signature]

Managing Trustee

[Signature]  
HODs Signature

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COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218  
DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A  
GENERAL MAINTENANCE

Date: 26/10/19

From, The Department of Public Health Dentistry

903

To, The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1	UV Sterilizer [lights and lock are not working]		

Managing Trustee

[Signature]  
HODs Signature

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PRINCIPAL  
PRINCIPAL

Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218

COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218  
DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A  
GENERAL MAINTENANCE

Date : 4-10-19

From,  
The Department of Oral Pathology

To,  
The Department of General Maintenance and Upkeep

Completion date not provided  
by the department

Sl. No.	Work Particulars	Completion date	Signature
1	Repair of microbiology (UPS)	11/10/2019.	[Signature]
2	Tube light in Corving hall <i>(pending since June 2019)</i>	11/10/2019	[Signature]
3	Returning LED projects for PEJ Seminar hall		
4	Earthing in Hematology - Cell counter		
5	Plastering work of floor & Roof <i>(Corving hall.)</i>	11/10/2019.	[Signature]
6	Fixing tube lights in Corving hall		
6	Fixing 3 thermostat controls in Histopathology Lab.	11/10/2019.	[Signature]

Managing Trustee

[Signature]  
HODs. Signature

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COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218  
DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A  
GENERAL MAINTENANCE

Date : 11-10-19

From,  
The Department of Restorative

To,  
The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1	Repair notes on leaking Roof of air Reg. plant W	11/10/19	[Signature]

Managing Trustee

[Signature]  
HODs. Signature

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*[Signature]*  
PRINCIPAL  
PRINCIPAL

Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218



**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**

Committee for Infrastructure and Learning Resources


Ref. No: CIDS/ADM/1642A/2020




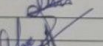


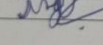





Date: 20-5-2020

AGENDA

Notice is hereby given for the members of the 'Infrastructure and Learning Resources Committee' to be held on 20-5-2020 at 3.00 pm at Principal's office to transact the following points.













1. To discuss the matters of the previous meeting held on 2-1-2020
2. To discuss updating of the infrastructure and learning resources for academic growth.

  
Member secretary


Committee Members	Signature
Dr. Ponnappa KC	
Dr. Basavaraj SS	
Dr. Uthappa	
Librarian - Monappa	
Dr. Zareena	
Dr. Unni P	
Dr. Neha Subbaiah	
Mr. Bopanna	
Mr. Devaiah	
Mr. Manjappa	
Mr. Jayesh	
Mr. Meghesh	


**Minutes of the meeting**

Faculty present for the meeting:

1. Chairman : Dr. Ponnappa KC 
2. Member Secretary : Dr. Basavaraj SS 
3. Members :
4. Dr. Uthappa   
Librarian   
Dr. Zareena   
Dr. Unni P   
Dr. Neha Subbaiah 
5. Support staff:  
Mr. Bopanna   
Mr. Devaiah   
Mr. Manjappa   
Mr. Jayesh   
Mr. Meghesh 

1. The minutes of the previous meeting held on 2-1-2020 were discussed.
2. In department of Pediatric dentistry micromotor control box needs to be repaired.
3. Pulp tester and micro-motor control box needs to be repaired in department of Conservative Dentistry.
4. In department of Periodontics BP apparatus is not working.
5. LED x-ray viewer not working in department of oral surgery.
6. UG boys and UG girls hostels:
  - Tube light not working: Work completed
  - Library Dom LED bulb not working: Bulb fixed
  - Door latch to be replaced: Latch has been fixed
  - Ganga block tap not working: New tap has been fixed
7. New issues of the following journals were purchased.
  - Journal of Esthetical and Restorative Dentistry (Issue 6, vol 31, 2019)
  - Journal of Maxillofacial and Oral Pathology (Issue 3, vol 23, 2019)
  - Journal of Dental Research (Issue 6, vol 30, 2019)
  - Journal of Forensic Dental Sciences (Issue 2, vol 11, 2019)
  - Journal of Endodontics (Issue 12, vol 45, 2019)
  - International Journal of Clinical Pediatric Dentistry (Issue 5, vol 12, 2019)
8. The following complaints from the departments of prosthodontics were noted and rectified.

  
Member secretary

  
**PRINCIPAL**  
**PRINCIPAL**  
Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A  
 GENERAL MAINTENANCE

Date 10-1-2020

From  
 The Department of Prosthodontics

To  
 The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1.	UG Clinic; Many chair-side metallic trolleys are rusted (partially). They need repainting.		
2.	All the window glasses of the department need to be cleaned.		

Managing Trustee

HODs. Signature

This protocol is in Triplicate. The original must be submitted to the Managing Trustee's office (by the concerned department) after it is duly filled with proposed completion dates. The duplicate must be filed by the concerned department and the triplicate by the maintenance department. In case work is not completed as per the completion date mentioned, the Managing Trustee's office must be informed of the same by the concerned department.

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A  
 GENERAL MAINTENANCE

Date 22-1-2020

From  
 The Department of Prosthodontics

To  
 The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1.	Some of the floor tiles in the passage way in patient waiting area are dislodged and are very slippery too. They need to be replaced with rough surfaced tiles.	25/01/2020	Jaleel
2.	2 tube lights and 2 LED bulbs need to be replaced with new in 1st clinic.	03/01/2020	[Signature]

Managing Trustee

HODs. Signature

This protocol is in Triplicate. The original must be submitted to the Managing Trustee's office (by the concerned department) after it is duly filled with proposed completion dates. The duplicate must be filed by the concerned department and the triplicate by the maintenance department. In case work is not completed as per the completion date mentioned, the Managing Trustee's office must be informed of the same by the concerned department.

**PRINCIPAL**  
**PRINCIPAL**

Coorg Institute of Dental Sciences  
 VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**

Committee for Infrastructure and Learning Resources


Ref. No: CIDS/ADM/1657-B/2020











Date: 7-7-2020

**AGENDA**

Notice is hereby given for the members of the 'Infrastructure and Learning Resources Committee' to be held on 7-7-2020 at 3.00 pm at Principal's office to transact the following points.













1. To discuss the matters of the previous meeting held on 20-5-2020
2. To discuss updating of the infrastructure and learning resources for academic growth.

  
Member secretary


Committee Members	Signature
Dr. Ponnappa KC	
Dr. Basavaraj SS	
Dr. Aparna HG	
Librarian - Monappa	
Dr. Annaji Sridhar	
Dr. Nanjamma	
Dr. Radhika	
Mr. Bopanna	
Mr. Devaiah	
Mr. Manjappa	
Mr. Jayesh	
Mr. Meghesh	


**Minutes of the meeting**

Faculty present for the meeting:

1. Chairman : Dr. Ponnappa KC 
2. Member Secretary : Dr. Basavaraj SS 
3. Members :
4. Dr. Uthappa   
Librarian   
Dr. Zareena   
Dr. Unni P  
Dr. Neha Subbaiah 
5. Support staff   
Mr. Bopanna   
Mr. Devaiah   
Mr. Manjappa   
Mr. Jayesh   
Mr. Meghesh 

1. The minutes of the previous meeting held on 20-5-2020 were discussed.
2. In department of Pediatric Dentistry projector was replaced.
3. Scaler unit repaired in department of periodontics.
4. Department of Oral Medicine and Radiology requires a phantom head x ray training manikin with torso.
5. X- ray viewer repaired and handed over to department of oral surgery.
6. LCD Projector needs to be repaired in department of Public Health Dentistry.
7. Autoclave needs to be repaired in department of Conservative Dentistry.
8. Newer issues of the following journals were procured.
  - Dental Materials (Issue 1,2, vol 36, 2020)
  - Journal of Endodontics (Issue 1-3, vol 46, 2020)
  - Operative Dentistry (Issue 1, vol 45, 2020)
  - International Journal of Clinical Pediatric Dentistry (Issue 6, vol 12, 2019)

  
Member secretary

  
**PRINCIPAL**  
**PRINCIPAL**  
Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218



**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**

**Committee for Infrastructure and Learning Resources**

Ref. No: CIDS/ADM/1657-B/2020

Date: 7-7-2020

**AGENDA**

Notice is hereby given for the members of the 'Infrastructure and Learning Resources Committee' to be held on 7-7-2020 at 3.00 pm at Principal's office to transact the following points.

1. To discuss the matters of the previous meeting held on 20-5-2020
2. To discuss updating of the infrastructure and learning resources for academic growth.

Member secretary

Committee members	Signature
Dr. Ponnappa KC	
Dr. Basavaraj SS	
Dr. Uthappa Librarian	
Dr. Zareena	
Dr. Unni P	
Dr. Neha Subbaiah	
Mr. Bopanna	
Mr. Devaiah	
Mr. Manjappa	
Mr. Jayesh	
Mr. Meghesh	

**Minutes of the meeting**

Faculty present for the meeting:

1. Chairman : Dr. Ponnappa KC
2. Member Secretary : Dr. Basavaraj SS
3. Members :
4. Dr. Uthappa Librarian
- Dr. Zareena
- Dr. Unni P
- Dr. Neha Subbaiah
5. Support staff:
- Mr. Bopanna
- Mr. Devaiah
- Mr. Manjappa
- Mr. Jayesh
- Mr. Meghesh

1. The minutes of the previous meeting held on 20-5-2020 were discussed.
2. In department of Pediatric Dentistry projector was replaced.
3. Scaler unit repaired in department of periodontics.
4. Department of Oral Medicine and Radiology requires a phantom head x ray training manikin with torso.
5. X-ray viewer repaired and handed over to department of oral surgery.
6. LCD Projector needs to be repaired in department of Public Health Dentistry.
7. Autoclave needs to be repaired in department of Conservative Dentistry.
8. Newer issues of the following journals were procured.
  - Dental Materials (Issue 1,2, vol 36, 2020)
  - Journal of Endodontics (Issue 1-3, vol 46, 2020)
  - Operative Dentistry (Issue 1, vol 45, 2020)
  - International Journal of Clinical Pediatric Dentistry (Issue 6, vol 12, 2019)

INFRASTRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES,  
MAGGULA, VIRAJPET - 571 218

**PRINCIPAL**  
Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**  
**Committee for Infrastructure and Learning Resources**


Ref. No: CIDS/ADM/1686A/2020

Date: 5-10-2020

AGENDA

Notice is hereby given for the members of the 'Infrastructure and Learning Resources Committee' to be held on 6-10-2020 at 3.00 pm at Principal's office to transact the following points.

1. To discuss the matters of the previous meeting held on 7-7-2020
2. To discuss updating of the infrastructure and learning resources for academic growth.














  
 Member secretary

INFRASTRUCTURE & MAINTENANCE COMMI  
 COORG INSTITUTE OF DENTAL SCIENCE  
 MAGGULA, VIRAJPET - 571 218


Committee Members	Signature
Dr. Ponnappa KC	
Dr. Basavaraj SS	
Dr. Uthappa	
Librarian - Monappa	
Dr. Zareena	
Dr. Unni P	
Dr. Neha Subbaiah	
Mr. Bopanna	
Mr. Devaiah	
Mr. Manjappa	
Mr. Jayesh	
Mr. Meghesh	

**Minutes of the meeting**

Faculty present for the meeting:


1. Chairman : Dr. Ponnappa KC 
2. Member Secretary : Dr. Basavaraj SS 
3. Members :
4. Dr. Uthappa 
- Librarian 
- Dr. Zareena 
- Dr. Unni P 
- Dr. Neha Subbaiah 
5. Support staff: 
- Mr. Bopanna 
- Mr. Devaiah 
- Mr. Manjappa 
- Mr. Jayesh 
- Mr. Meghesh 

1. The department of Oral Medicine and Radiology requires a soft tissue laser unit.
2. Lathe machine and trimmer needs to be repaired in department of Pediatric dentistry.
3. Dental chair needs to be repaired in both ug and pg section in Conservative department.
4. Straight hand piece not working in department of oral surgery.
5. Latest issues of the following journals were procured.
  - International Journal of Periodontics and Restorative Dentistry (Issue 2,3,4,5,6, vol 39, 2019)
  - Journal of Oral and Facial Pain and Headache (Issue 1-4, vol 33, 2019)
  - Journal of Oral and Maxillofacial Surgery (Issue 1, vol 77, 2019)
  - Operative Dentistry (Issue 2, 3, vol 45, 2020)
  - Oral Radiology (Issue 1,2,3, vol 36, 2020)
  - Dental Materials (Issue 1, 2, vol 36, 2020)
  - Journal of Endodontics (Issue 1,2,3,4,5,6, vol 46, 2020)
  - Journal of Forensic Dental Sciences (Issue 3, vol 11, 2019)
  - Oral Surgery Oral Medicine Oral Pathology (Issue 2,5, vol 127, 2019)
  - Journal of Oral and Maxillofacial Surgery (Issue 7, vol 77, 2019)
  - Journal of Oral and Maxillofacial Surgery (Issue 9-12, vol 77, 2019)
  - Journal of Oral and Maxillofacial Surgery (Issue 1-5, vol 78, 2020)

  
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 Coorg Institute of Dental Sciences  
 VIRAJPET, PIN - 571 218

- Journal of Oral and Maxillofacial Surgery (Issue 6-8, vol 78, 2020)
- International Journal of Clinical Pediatric Dentistry (Issue 1,2, vol 13, 2020)

6. The following complaint from the prosthodontics department were noted and rectified.

  
Member secretary

INFRASTRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES  
MAGGULA, VIRAJPET - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP


PROTOCOL : 141 C


DENTAL EQUIPMENT MAINTENANCE

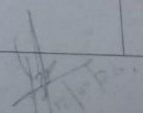
Date: 5-1-2020

From: The Department of Prosthodontics

To: The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
	Provision of temporary work-around for control of spread of aerosol during use of ultra-soft handpieces for crown & FPDs for postgraduate students. Identified area: For the clinic in UG clinic.	12/1/20	 Work done

  
Managing Trustee

  
HODs Signature

This protocol is in Triplicate. The original must be submitted to the Managing Trustee's office (by the concerned department) after it is duly filled with proposed completion dates. The duplicate must be filed by the concerned department and the triplicate by the maintenance department. In case work is not completed as per the completion date mentioned, the Managing Trustee's office must be informed of the same by the concerned department.

  
PRINCIPAL  
PRINCIPAL

Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218



**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**

**Committee for Infrastructure and Learning Resources**


Ref. No: CIDS/ADM/1728A/2021

Date: 5-1-2021

**AGENDA**

Notice is hereby given for the members of the 'Infrastructure and Learning Resources Committee' to be held on 5-1-2021 at 3.00 pm at Principal's office to transact the following points.

1. To discuss the matters of the previous meeting held on 6-10-2021
2. To discuss updating of the infrastructure and learning resources for academic growth.














  
Member secretary

Committee Members	Signature
Dr. Ponnappa KC	
Dr. Basavaraj SS	
Dr. Uthappa	
Librarian - Monappa	
Dr. Zareena	
Dr. Unni P	
Dr. Neha Subbaiah	
Mr. Bopanna	
Mr. Devaiah	
Mr. Manjappa	
Mr. Jayesh	
Mr. Meghesh	

INFRASTRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES  
MAGGULA, VIRAJPET - 571 218

**Minutes of the meeting**

Faculty present for the meeting:


1. Chairman : Dr. Ponnappa KC 
2. Member Secretary : Dr. Basavaraj SS 
3. Members :
4. Dr. Uthappa 
- Librarian 
- Dr. Zareena 
- Dr. Unni P 
- Dr. Neha Subbaiah 
5. Support staff 
- Mr. Bopanna 
- Mr. Devaiah 
- Mr. Manjappa 
- Mr. Jayesh 
- Mr. Meghesh 

1. The minutes of the previous meeting held on 6-10-2021 were discussed.
2. Dental chairs in ug and pg section was repaired in conservative department.
3. The institute requires 13 desktop computers and five monitors as IT infrastructure.
4. X ray machine needs to be repaired in Pediatric Dentistry department.
5. Needle burner not working in department of oral surgery.
6. UG boys and UG girls hostels:
  - Fan not working in Sindhu Block: Work completed
  - Tube light not working: Work completed
  - White wash required for few rooms: Work completed
  - Geyser not working: Work completed
  - Window mesh to be fixed: Work completed
7. New issues of the following journals were purchased.
  - Community Dental Health (Issue 1, vol 37, 2020)
  - Journal of Maxillofacial & Oral Surgery (Issue 1,2,3,4, vol 19, 2020)
  - International Journal of Periodontics and Restorative Dentistry (Issue 5, vol 40, 2020)
  - Journal of Oral & Maxillofacial Pathology (Issue 1, vol 24, 2020)

  
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- Annals of Maxillofacial Surgery (Issue 1, vol 10, 2020)
- Indian Journal of Dental Research (Issue 1,2,3 vol 31, 2020)
- Indian Journal of Periodontics and Preventive Dentistry (Issue 1,2, vol 38, 2020)
- Journal of Indian Society of Periodontology (Issue 1, vol 24, 2020)
- Journal of Endodontics (Issue 10, vol 46, 2020)
- Dental Materials (Issue 10, vol 36, 2020)
- Journal of Facial Pain and Headache (Suppl. issue, vol 34, 2020)
- International Journal of Periodontics and Restorative Dentistry (Issue 3,4, vol 40, 2020)
- Oral Radiology (Issue 4, vol 36, 2020)
- Operative Dentistry (Issue 4, vol 45, 2020)

  
Member secretary

INFRASTRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES  
MAGGULA, VIRAJPET - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**

**Committee for Infrastructure and Learning Resources**


Ref. No: CIDS/ADM/1781A/2021

Date: 4-5-2021













AGENDA

Notice is hereby given for the members of the 'Infrastructure and Learning Resources Committee' to be held on 4-5-2021 at 3.00 pm at Principal's office to transact the following points.

1. To discuss the matters of the previous meeting held on 5-1-2021
2. To discuss updating of the infrastructure and learning resources for academic growth.

  
Member secretary

INFRASTRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES  
MAGGULA, VIRAJPET - 571 218

Committee Members	Signature
Dr. Ponnappa KC	
Dr. Basavaraj SS	
Dr. Uthappa	
Librarian - Monappa	
Dr. Zareena	
Dr. Unni P	
Dr. Neha Subbaiah	
Mr. Bopanna	
Mr. Devaiah	
Mr. Manjappa	
Mr. Jayesh	
Mr. Meghesh	

  
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PRINCIPAL

Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218

### Minutes of the meeting

Faculty present for the meeting:

1. Chairman : Dr. Ponnappa KC
2. Member Secretary : Dr. Basavaraj SS
3. Members :
4. Dr. Uthappa  
Librarian  
Dr. Zareena  
Dr. Unni P  
Dr. Neha Subbaiah
5. Support staff:  
Mr. Bopanna  
Mr. Devaiah  
Mr. Manjappa  
Mr. Jayesh  
Mr. Meghesh

1. The minutes of the previous meeting held on 5-1-2021 were discussed.
2. The institute has procured 13 desktop computers and five monitors as IT infrastructure.
3. The department of Oral Medicine and Radiology has been provided with a soft tissue laser unit.
4. In department of oral surgery, there is requirement for a new X- ray viewer.
5. UG boys and UG girls hostels:
  - Wash basin leakage: Work completed
  - Sindhu Block-Dorm and common bathroom bulb not working: New bulbs have been fixed
  - Fan regulator not working: Work completed
  - Boys hostel-Mesh to be replaced: Work completed
  - Painting for walls & Extra sockets (Interns dorm):
  - New Dust bins for each floor (Kaveri block) : Work completed
  - Flush tank replace for 2 bathrooms (Narmada block) : Work completed
  - Window mesh for rooms form outside (Ganga Block) : Work completed

- Window glass broken and main door need to be replaced Maggula boys hostel: Work completed
- Request for new T.V room with few indoor games (Ganga block): Work completed with new T.V room and few indoor games
- New Dust bins for each floor (Kaveri block): Work completed with installing new bins in Kaveri block for both the ends of the block
- Requested for new drinking water filter plant: Work completed with installing new drinking water plant for Narmada block.
- 3 water taps in bathroom and 2 fan (Interns dorm): Work completed with new taps and 2 fans for interns dorm
- 7. Latest issues of the following journals were procured.
  - Operative Dentistry (Issue 6, vol 45, 2020)
  - International Journal of Clinical Pediatric Dentistry (Issue 3,4, vol 13, 2020)
  - Journal of Endodontics (Issue 11,12, vol 46, 2020)
  - Journal of Oral and Maxillofacial Surgery (Issue 11, 12, vol 78, 2020)
  - Dental Materials (Issue 2 to 12, vol 36, 2020)
  - Journal of Indian Society of Periodontology (Issue 31, vol 24, 2020)

8. The following complaints from the departments of orthodontics and oral medicine and radiology were noted and rectified.

Member secretary  
INFRASTRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES  
MAGGULA, VIRAJPET - 571 218

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Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218



COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218  
DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL - 141 B  
DENTAL CHAIR MAINTENANCE Date: 20/12/20

From: The Department of ORIMC BONTICS 551

To: The Department of General Maintenance and Upkeep

Sl No	Work Particulars	Completion date	Signature
1)	Ammer water supply (repaired)	20/12/20	[Signature]
2)	Suction not working (repaired)	20/12/20	[Signature]
3)	Ammer <del>not</del> working (Reopen)	20/12/20	[Signature]

Managing Trustee

HODs Signature

This protocol is in Triplicate. The original must be submitted to the Managing Trustee's office (by the concerned department) after it is duly filled with proposed completion dates. The duplicate must be filed by the concerned department by the maintenance department. In case work is not completed as per the completion date mentioned, the Managing Trustee's office must be informed of the same by the concerned department.

COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218  
DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL - 141 B  
DENTAL CHAIR MAINTENANCE Date: 20/12/20

From: The Department of ORIMC BONTICS 551

To: The Department of General Maintenance and Upkeep

Sl No	Work Particulars	Completion date	Signature
1)	Ammer Not working ✓	20/12/20	[Signature]
2)	Ammer not working ✓	20/12/20	[Signature]

Managing Trustee

HODs Signature

This protocol is in Triplicate. The original must be submitted to the Managing Trustee's office (by the concerned department) after it is duly filled with proposed completion dates. The duplicate must be filed by the concerned department by the maintenance department. In case work is not completed as per the completion date mentioned, the Managing Trustee's office must be informed of the same by the concerned department.

  
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Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**

**Committee for Infrastructure and Learning Resources**

Ref. No: CIDS/ADM/1791A/2021

Date: 6-7-2021

**AGENDA**

Notice is hereby given for the members of the 'Infrastructure and Learning Resources Committee' to be held on 6-7-2021 at 3.00 pm at Principal's office to transact the following points.

1. To discuss the matters of the previous meeting held on 4-5-2021
2. To discuss updating of the infrastructure and learning resources for academic growth.

Member secretary

INFRASTRUCTURE & MAINTENANCE  
COORG INSTITUTE OF DENTAL SCIENCES  
MAGGULA, VIRAJPET - 571 218

Committee Members	Signature
Dr. Ponnappa KC	
Dr. Basavaraj SS	
Dr. Uthappa	
Librarian - Monappa	
Dr. Zareena	
Dr. Unni P	
Dr. Neha Subbaiah	
Mr. Bopanna	
Mr. Devaiah	
Mr. Manjappa	
Mr. Jayesh	
Mr. Meghesh	

**Minutes of the meeting**

Faculty present for the meeting:

1. Chairman : Dr. Ponnappa KC
2. Member Secretary : Dr. Basavaraj SS
3. Members :
4. Dr. Uthappa
- Librarian
- Dr. Zareena
- Dr. Unni P
- Dr. Neha Subbaiah
5. Support staff:
- Mr. Bopanna
- Mr. Devaiah
- Mr. Manjappa
- Mr. Jayesh
- Mr. Meghesh


1. IT section needs nine web cams for the university online paper valuation; it also needs six wifi routers and modems for internet facility at various locations of the campus.
2. Micromotor hand piece and control box needs to be repaired in department of oral surgery.
3. In department of periodontics dental chairs needs to be repaired.
4. UG boys and UG girls hostels:
  - Geyser leakage and Lights for main gates Maggula boys hostel: Work completed
  - Bathroom doors lock need to be changed - Ganga Block: Replaced
  - 2 Fans and wall painting for bathrooms need to be done- Sindu block: Work completed
  - Trees surroundings hostel campus to be cropped Narmada Block: Work completed
  - Extra charging points need to done (Interns dorm) : Work completed
7. Latest issues of the following journals were procured.

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- International Journal of Periodontics and Restorative Dentistry (Issue 1,2, vol 41, 2021)
- Journal of Endodontics (Issue 3,4,5,6,7,9, vol 46, 2020)
- Oral Radiology (Issue 4, vol 36, 2020)
- Journal of Facial Pain and Headache (Issue 44, vol 34, 2020)
- Operative Dentistry (Issue 5, vol 45, 2020)
- Journal of Oral and Maxillofacial Surgery (Issue 3, vol 79, 2020)

5. The following complaints from the prosthodontics department were noted and rectified.

  
Member secretary

INFRASTRUCTURE & MAINTENANCE  
COORG INSTITUTE OF DENTAL SCIENCES  
MAGGULA, VIRAJPET - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP


PROTOCOL : 141 A  
GENERAL MAINTENANCE

Date 24.9.2021


From: The Department of Prosthodontics

To: The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1	Some parts of walls and ceilings are discolored in the following sections of the dept. White wash is required. - DM lab - UG acrylic lab - UG sterilization room - PG sterilization room - PG lab - Ceramic lab - PG clinic - PG work station area - Reception & patient waiting area		

Managing Trustee   
HOD's Signature

This protocol is in triplicate. The original must be submitted to the Managing Trustee's office (by the concerned department) after it is duly filled with proposed completion dates. The duplicate must be filed by the concerned department and the duplicate by the maintenance department. In case work is not completed as per the completion date mentioned, the Managing Trustee's office must be informed of the same by the concerned department.

  
**PRINCIPAL**  
Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218



**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**

**Committee for Infrastructure and Learning Resources**


Ref. No: CIDS/ADM/1910A/2021

Date: 1-10-2021

**AGENDA**

Notice is hereby given for the members of the 'Infrastructure and Learning Resources Committee' to be held on 4-10-2021 at 3.00 pm at Principal's office to transact the following points.













1. To discuss the matters of the previous meeting held on 6-7-2021
2. To discuss updating of the infrastructure and learning resources for academic growth.

  
Member secretary

INFRASTRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES  
MAGGULA, VIRAJPET - 571 218

**Minutes of the meeting**

Faculty present for the meeting:


1. Chairman : Dr. Ponnappa KC 
2. Member Secretary : Dr. Basavaraj SS 
3. Members :
4. Dr. Uthappa   
Librarian   
Dr. Zareena   
Dr. Unni P   
Dr. Neha Subbaiah 
5. Support staff:  
Mr. Bopanna   
Mr. Devaiah   
Mr. Manjappa   
Mr. Anish   
Mr. Meghesh 

1. As per the discussion in the previous meeting on 6-7-2021, IT section has been provided with nine web cams and six wifi routers and modems.
2. In department of Periodontics dental chairs need to be repaired.
3. UG boys and UG girls hostels:
  - Water tank needs to be cleaned: Work completed
  - Cupboards painting and Bathing water are muddy: Work completed. Cupboards were painted and water tap pipe line from tank was cleaned
  - Leaking from roof corner side in room no 56,57,58 Sindhu block: Work completed, Full blocks roofing work is done roofing sheet.
  - Request for cloth washing stone - Kaveri Block: Work completed, New washing stone is placed near bathroom.
  - Window glass broken need to be replaced -Interns dorm: Work completed, Carpenter replaced with new glass for windows.
  - Main door lock needs to be changed - Narmada block: Work completed carpenter changed main door lock.
4. New issues of the following journals were purchased.

  
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Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218

- Oral Radiology (Issue 3, vol 37, 2021)
- Community Dental Health (Issue 1,2, vol 38, 2021)
- Journal of Maxillofacial and Oral Surgery (1,2,3, vol 20, 2021)
- Journal of Endodontics (Issue 1,2,5,6 vol 47, 2021)
- Journal of Oral and Maxillofacial Surgery (Issue 1,2,4,5,6 vol 79, 2021)
- International Journal of Clinical Pediatric Dentistry (Issue 1,2, vol 14, 2021)
- Journal of Oral Medicine, Oral Surgery, Oral Pathology & Oral Radiology (Issue 1,2, vol 7, 2021)
- International Journal of Periodontology and Implantology (Issue 1, vol 6, 2021)
- International Journal of Oral Health Dentistry (Issue 1, vol 7, 2021)
- Annals of Prosthodontics & Restorative Dentistry (Issue 1,2, vol 7, 2021)
- Indian Journal of Conservative and Endodontics (Issue 1,2, vol 6, 2021)
- Indian Journal of Orthodontics & Dentofacial Research (Issue 1, vol 7, 2021)
- International Dental Journal of Student Research (Issue 1, vol 9, 2021)
- International Journal of Maxillofacial Imaging (Issue 1, vol 7, 2021)
- International Journal of Periodontics and Restorative Dentistry (Issue 6, vol 40, 2020)
- International Journal of Clinical Pediatric Dentistry (Issue 6, vol 13, 2020)
- Community Dental Health (Issue 2,3,4 vol 37, 2020)
- Operative Dentistry (Issue 1, vol 46, 2021)
- Oral Radiology (Issue 2, vol 37, 2021)

  
Member secretary

REPAIR & MAINTENANCE COM  
COORG INSTITUTE OF DENTAL SCIENC  
MAGGULA, VIRAJPET - 571 218

  
PRINCIPAL  
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Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**

**Committee for Infrastructure and Learning Resources**


**Ref. CIDS/ADM/1103-A/2016**

**Date: 28-04-2016**

**AGENDA**

Notice is hereby given for the members of the 'Infrastructure and Learning Resources Committee' to be held on 28.04.2016 at 2.30 pm at Principal's office to transact the following points.

1. To discuss terms of reference, scope, aims and objectives of 'Infrastructure and Learning Resources Committee'.
2. To allot work to subcommittee members.
3. To make an appraisal of the physical facilities, library resources and IT infrastructure available in the institution for the students and the staff.

  
Member secretary

INFRASTRUCTURE & LEARNING RESOURCES COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES  
MAGGULA, VIRAJPET - 571 218


  
PRINCIPAL  
PRINCIPAL

Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218



### Minutes of the meeting

1. Terms of reference, scope, aims and objectives of the committee were discussed.
2. Work was allotted to members of the committee.
3. The allotted faculty was asked to obtain data related to physical facilities, library resources and IT infrastructure.
4. The members of the committee were asked to give opinion about the deficiencies, efficiencies, upgradations and potentials of infrastructure and library resources.

  
Member secretary

MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES,  
MAGGULA, VIRAJPET - 571 218.

### SCOPE

1. The committee of infrastructure and learning resources is responsible for assessing, procuring and maintenance of facilities required for learning and teaching.
2. To elicit data on the adequacy and optimal use of facilities available in the institute to maintain quality of academics and other program.

### TERMS OF REFERENCE

1. To check on existing facilities
2. To procure information on how every constituent of the institute – students, teachers and staff benefit from these facilities
3. To ensure expansion of facilities to meet future developments
4. To check effective ambience for curricular, extracurricular and administrative activities.
5. To procure existing information on books, journals, learning materials and technology-aided learning mechanisms which enable students to acquire information, knowledge and skills
6. To check adequacy of technology deployment and maintenance
7. To check on upkeep of infrastructure facilities and promote optimum use of the same
8. To submit annual evaluated report about the committee to the IQAC and implement action plans

### AIMS AND OBJECTIVES

1. To check the adequacy of infrastructure facilities for effective and efficient conduct of educational programs
2. To review on budgeting and annual expenditure, maintenance and replenishment of physical facilities
3. To review on periodic additions and maintenance of books, journals and learning materials
4. To encourage students and faculty to avail the facilities provided for knowledge enrichment
5. To upgrade the existing infrastructure and adopt new technologies to be in par with world standards

3








  
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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**

**INFRASTRUCTURE AND LEARNING RESOURCES**

Pursuant to discussions held with the principal, vice-principal and the heads of departments regarding assessing and organizing the various infrastructure and learning resources of the institution, it has been decided to form a committee on Infrastructure and Learning Resources with the constitution given below.

- I. Chairman : Dr. Ponnappa KC   
II. Member Secretary : Dr. Basavaraj SS   
III. Members :  
1. Dr. Aparna HG   
2. Librarian   
3. Dr. Annaji Sridhar   
4. Dr. Nanjamma   
5. Dr. Radhika 

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**

**INFRASTRUCTURE AND LEARNING RESOURCES**

**Work Allotment**

Physical Facilities: Dr. Basavaraj SS, Dr. Aparna HG

Library as a Learning Resource: Dr. Annaji Sridhar, Librarian

IT Infrastructure: Dr. Nanjamma

Maintenance of Campus Facilities: Dr. Radhika 

  
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VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**

**Committee for Infrastructure and Learning Resources**

Ref. No: CIDS/ADM/1180-A/2016

Date: 09-11-2016

**AGENDA**

Notice is hereby given for the members of the 'Infrastructure and Learning Resources Committee' to be held on 9.11.2016 at 2.30 pm at Principal's office to transact the following points.

1. To discuss opinions of the committee members about physical facilities, library resources and IT infrastructure available in the institution for the students and the staff.

Member secretary

INFRASTRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES,  
MAGGOLE, VIRAJPET - 571 218

**Minutes of the meeting**

Faculty present for the meeting:

1. Chairman : Dr. Ponnappa KC
2. Member Secretary : Dr. Basavaraj SS
3. Members :  
Dr. Aparna HG  
Librarian  
Dr. Annaji Sridhar  
Dr. Nanjamma  
Dr. Radhika
4. Support staff:  
Mr. Bopanna  
Mr. Imran  
Mr. Manjappa  
Mr. Jayesh  
Mr. Meghesh

1. The members of the committee provided the information related to physical facilities available in the institution. (Data sheet attached)
2. Deficiencies:
  - 1) Hostel facility is not sufficient for PG students, so the committee recommended for expansion of PG hostel.
  - 2) WiFi and recreation room are not available in hostels for the benefit of students after college hours, so recommended for installation of WiFi hotspots.
  - 3) Computers are deficient in departments for digital patient data management and for record of departmental activities. The committee recommended for additional computers.
  - 4) Students and faculty are not entering in the movement register in the central library. So it is recommended to teaching-learning and evaluation committee to give assignments to students so that students will use library facility.
  - 5) The members of committee recommended for new editions of text books in library. Notice to be sent to all departments for their recommendation of new edition text books.
  - 6) The members recommended for a suggestion box in the library for best utilization and maintenance of library infrastructure.


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3. The committee recommended for biometric machine with face recognition for students at the main entry of the institute, for efficient attendance management of students.
4. The committee also recommended for LAN facility, ICT and 2 standby LCD projectors for class rooms.
5. Infrastructure is recommended for
  - Fans in class rooms
  - Two-wheeler parking area for staff and students
  - Drinking water facility near classrooms, clinics and in common rooms
6. Dental chairs in post graduate section needs to be repaired in department of conservative and endodontics.
7. Autoclave coil was changed in oral surgery department.
8. x ray viewer and micromotor control box not working in oral surgery department.
9. Airotor cartridge replaced in department of public health dentistry.
10. U.G boys and U G girls:
  - Common bathroom flush not working, drainage problem and its fully dirty: Informed the municipal workers for drainage work and housekeeping staffs to clean the hostel rooms
  - Current tripping, 3 module box to be replaced: Informed the electrician and the work is not still completed.
  - Tiles crack - Plastering to be done: Work still not completed.
  - Fan regulator - 3, Tap - 2, Angle Choke -3, Light Buckets - 2, 6 Amps Switch -6 are required: Order placed.
  - Geyser not working: Work completed
  - Ganga Block Requirement : Regulator - 3, Switch - 6, Tap -2, Flush Tank - 2, Angular - 2, Bucket -2, Socket - 5, Holder - 20, Tube set - 6: Order placed
  - Bulb to be replaced, fan not fixed: Work completed
  - Tap, mesh, Cots, cupboards and Room door to be replaced: Work still not completed
  - Required : -1 cupboard & 4 chair: Informed the concerned staffs.
  - Switch board to be repaired, curtain rod broken & room leakage: Not completed.

1. The following complaints from the various departments were noted and rectified.
2. Some parts of dental chairs in oral and maxillofacial surgery were not working: Have been fixed.
3. Following components of dental chairs in prosthodontics were not working: Work completed
4. Following equipment in pg clinic of prosthodontics were not functioning: Have been fixed.
5. White wash required in DM lab: Work completed
6. Broken window glass in DM lab: Work completed
7. Following equipment in pedodontics were not working: Work completed

  
Member secretary

STRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES.  
MAGGULA, VIRAJPET - 571 218

  
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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B Date 22/11/16  
 DENTAL CHAIR MAINTENANCE

From:  
 The Department of Orms  
 To:  
 The Department of General Maintenance and Upkeep

Sl No	Work Particulars	Completion date	Signature
1	chair no. 7 - up down not working	26/10/16	[Signature]
2	chair no. 23 - Light not working	"	"
3	chair no. 1 - Light adjust - nut not proper	"	"
4	chair no. 18 - not working	"	"
5	chair no. 12 - not working	26/10/16	[Signature]
6	chair no. 11 - not working	"	"
7	chair no. 5 - not working	"	"
8	chair no. 42 - Light not working	"	"

[Signature]  
 Managing Trustee

[Signature]  
 HOD's Signature

This protocol is in Triplicate. The original must be submitted to the Managing Trustee's office (by the concerned department) after it is duly filled with proposed completion dates. The duplicate must be filed by the concerned department and the triplicate by the maintenance department. In case work is not completed as per the completion date mentioned, the Managing Trustee's office must be informed of the same by the concerned department.

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A Date 6-6-2016  
 GENERAL MAINTENANCE

From:  
 The Department of Prothodontics  
 To:  
 The Department of General Maintenance and Upkeep

Sl No	Work Particulars	Completion date	Signature
1	Rx Clinic: Damage pipe behind chair no. 9. is leaking. Chair condition OK. No leak.		[Signature]

[Signature]  
 Managing Trustee

[Signature]  
 HOD's Signature

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COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218  
DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B  
DENTAL CHAIR MAINTENANCE

Date: 2-6-2016

From  
The Department of DEPT OF PROSTHODONTICS

252

DEPT OF PROSTHODONTICS  
PG CLINIC

Date: 02/06/2016

DENTAL CHAIR COMPLAINTS

6 or 7 dental functions are not

PARTS / COMPONENTS	CHAIR NUMBER						Completion date	Signature
	15	16	17	18	19	20		
Light/brightness control							17/06/2016	[Signature]
Light Movement								
Chair Up/Down movement								
Back rest Forward/Backward movement								
Head rest								
Saliva ejector								
High volume suction								
Water supply to dental chair								
Water for Tumbler								
Water for Spillion								
Water flow to airator								
Air pressure for airator								
Air pressure for dental chair								
Outlet for water bottle								
Foot pedal for airator								
Foot control for chair								
3 way syringe (Doctor)								
3 way syringe (Assistant)								
x ray film viewer								
Instrument tray Movement								
Airator outlet								
Airator outlet								
Arm rest								
Tubings								
Scaler								
Doctor's stool								
Others								
Key board								

HODs. Signature  
[Signature]  
[Signature]  
[Signature]

COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218  
DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B  
DENTAL CHAIR MAINTENANCE

Date: 1-7-2016

From  
The Department of DEPT OF PROSTHODONTICS

253

DEPT OF PROSTHODONTICS  
PG CLINIC

Date: 07/07/2016

DENTAL CHAIR COMPLAINTS

PARTS / COMPONENTS	CHAIR NUMBER						Completion date	Signature
	15	16	17	18	19	20		
Light/brightness control							17-16	[Signature]
Light Movement								
Chair Up/Down movement								
Back rest Forward/Backward movement								
Head rest								
Saliva ejector								
High volume suction								
Water supply to dental chair								
Water for Tumbler								
Water for Spillion								
Water flow to airator								
Air pressure for airator								
Air pressure for dental chair								
Outlet for water bottle								
Foot pedal for airator								
Foot control for chair								
3 way syringe (Doctor)								
3 way syringe (Assistant)								
x ray film viewer								
Instrument tray Movement								
Airator outlet								
Airator outlet								
Arm rest								
Tubings								
Scaler								
Doctor's stool								
Others (switch board)								

HODs. Signature  
[Signature]

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VIRAJPET, PIN - 571 218



**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A  
GENERAL MAINTENANCE

Date: 10-11-2011

From: General Maintenance  
The Department of General Maintenance and Upkeep

To:  
The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1.	1. Dental chair to be replaced by new one to be placed.	10/11/11	[Signature]
2.	2. Dental chair to be replaced by new one to be placed. The dental chair to be replaced by new one to be placed. The dental chair to be replaced by new one to be placed.	10/11/11	[Signature]
3.	3. A dental chair to be replaced with new one to be placed. The dental chair to be replaced with new one to be placed.	10/11/11	[Signature]

Managing Trustee: [Signature] HODs. Signature: [Signature]

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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B  
DENTAL CHAIR MAINTENANCE

Date: 7-9-2011

From: Prosthodontics  
The Department of Prosthodontics

254

DEPT OF PROSTHODONTICS  
UG CLINIC  
DENTAL CHAIR COMPLAINTS

Date: 7-9-2011

PARTS / COMPONENTS	CHAIR NUMBER												Completion date	Signature
	1	2	3	4	5	6	7	8	9	10	11	12		
Light/Brightness control														[Signature]
Light Movement														
Chair Up/Down movement														
Back rest: Forward/Backward movement														
Head rest														
Water supply to dental chair														
Water for Tumbler														
Water for Spittoon														
3 way syringe														
Instrument tray: Movement														
Air motor outlet														
Air motor outlet														
Arm rest														
Tubings:														
Doctor's stool														
Others:														

for 6 dental chairs back rest to be replaced/repaired  
for 2 dental chair high adjust ment to be repaired

Managing Trustee: [Signature] HODs. Signature: [Signature]

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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B Date: 30/8/2016  
 DENTAL CHAIR MAINTENANCE

From: The Department of Prosthodontics  
 To: The Department of General Maintenance and Upkeep

Sl No.	Work Particulars	Completion date	Signature
1	X-RAY MACHINE - Not in a working condition	31/8/16	[Signature]
2	Electric point in the Seminar room - Short Circuit due to frans and the wet wall	31/8/16	[Signature]
3	Ultrasonic Scaler - is not in working condition.	29/8/16	[Signature]
4	Mobile Van - Compressor not in working condition		
5	Mobile Van - Overhead tank to be replaced		

Maintenance Department advised on 2/8/16. Not attended. Accepted to work on overhead tank in mobile van. Explained for the overhead tank in mobile van. HODs Signature: [Signature]

Managing Trustee: [Signature]

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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A Date: 9-6-2016  
 GENERAL MAINTENANCE

From: The Department of Prosthodontics  
 To: The Department of General Maintenance and Upkeep

Sl No.	Work Particulars	Completion date	Signature
1	<u>UG Clinic</u> UG Lab: water is leaking from drainage pipe of a wash basin.		
2	<u>PG Clinic</u> Rain water is leaking through false roof (in front of chair no. 19)		
3	Now 3 LED bulbs need to be fixed in PG Clinic. (Bulbs are already procured from the stores)	9/6/16	[Signature]

Managing Trustee: [Signature]

HODs Signature: [Signature]

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Coorg Institute of Dental Sciences  
 VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**

**Committee for Infrastructure and Learning Resources**

Ref. No: CIDS/ADM/1210-A/2017

Date: 16-02-2017


**AGENDA**

Notice is hereby given for the members of the 'Infrastructure and Learning Resources Committee' to be held on 16.2.2017 at 3.00 pm at Principal's office to transact the following points.

1. To discuss the matters of the previous meeting held on 9.11.2016.
2. To discuss updating of the infrastructure and learning resources for academic growth.

  
Member secretary

Committee Members	Signature
Dr. Ponnappa KC	
Dr. Basavaraj SS	
Dr. Aparna HG	
Librarian - Monappa	
Dr. Annaji Sridhar	
Dr. Nanjamma	
Dr. Radhika	
Mr. Bopanna	
Mr. Imran	
Mr. Manjappa	
Mr. Jayesh	
Mr. Meghesh	

  
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Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218



### Minutes of the meeting

#### Faculty present for the meeting

- 1 Chairman Dr Ponnappa KC
- 2 Member Secretary Dr Basavaraj SS
- 3 Members  
Dr. Apama HG  
Librarian  
Dr. Annaji Sridhar  
Dr. Nanjamma  
Dr. Radhika
- 4 Support staff:  
Mr. Bopanna  
Mr. Imran  
Mr. Manjappa  
Mr. Jayesh  
Mr. Meghesh

1. The minutes of the previous meeting held on 9.11.2016 were discussed.

- It was observed that there was improvement in entry in the library registers after reinforcing.
- New editions of several books are added to the library

Fans were fixed in class rooms

- 2 The committee recommended for utilization of existing LAN facility for digital interdepartmental communications. Notice to all departments will be sent regarding this.
- 3 For easy, fast, efficient and interdepartmental management of patient data, the committee recommended for implementation of digital patient data management.
- 4 The committee recommended for increase in the number of computers for the implementation of digital patient data management.
- 5 As per suggestion in the previous meeting, the institute has procured an additional biometric machine with face recognition for students at the main entry of the institute.
6. Two more new members were added to the committee Dr Melisha and Dr Shruthi. So the work was re-distributed and allotted to the committee members. Work allotment attached.
7. It is noted that the faulty SMPS has been reported and rectified on 16/01/2017
8. It was noted that the x-ray machine is not working in the department of Oral medicine and radiology.
9. It was noted that there is a deficiency of room heater in the department of Oral Medicine and Radiology
10. It was noted that the TENS machine is not working in the department of Oral medicine.
8. It is noted that the deficiency of DDR RAM has been rectified on 20/01/2017
9. It is observed that there is a deficiency of mono toner in the KIOSK
10. It is noted that the deficiency of DDR RAM in the Oral Pathology
11. It is noted that there is a deficiency of HP colour Laserjet, Cannon black, in the internet KIOSK
12. It is noted that there is a deficiency of power cable in the office
13. It is noted that there is a deficiency of data cable in OMR
14. In the previous meeting It is found that there is a lack of SMPS in oral pathology and deficiency of DDR RAM in library. Which both have been rectified.

  
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15. The following complaints from departments of oral and maxillofacial surgery, pedodontics and prosthodontics were noted and have been rectified.

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET, 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL 141A  
 GENERAL MAINTENANCE

From:  
 The Department of OMF's  
 To:  
 The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1)	Common Room Pvc UPS Bunk up / Rect work	23/12/16	[Signature]

[Signature]  
 Managing Trustee

[Signature]  
 HOD's Signature

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Coorg Institute of Dental Sciences  
 VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B  
 DENTAL CHAIR MAINTENANCE

Date: 22/11/2016

From, *P. Manjunath*  
 The Department of *Dental Chair Maintenance*

To, The Department of General Maintenance and Upkeep

Sl No	Work Particulars	Completion date	Signature
1	Periapical X-ray unit is not working condition (Vacuuming as exposure time of the X-ray handling in Manual image)		
2	Ultrasound handles - not in working condition from 3 weeks despite attending to the similar problem twice previously.		

Managing Trustee

HOD

The original must be submitted to the Managing Trustee's office.

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 C  
 DENTAL EQUIPMENT MAINTENANCE

Date: 22/11/2016

From, *P. Manjunath*  
 The Department of *Dental Chair Maintenance*

To, The Department of General Maintenance and Upkeep

Sl No	Work Particulars	Completion date	Signature
1.	Endodontic rotary machine not working	17/11/16	<i>[Signature]</i>

Managing Trustee

HODs. Signature

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*[Signature]*  
**PRINCIPAL**  
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Coorg Institute of Dental Sciences  
 VIRAJPET, PIN - 571 218



**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B  
 DENTAL CHAIR MAINTENANCE

Date : 10-12-2016

DEPT OF PROSTHODONTICS  
 PG LINK  
 DENTAL CHAIR COMPLAINTS

256

PARTS / COMPONENTS	CHAIR NUMBER					
	254	255	256	257	258	259
Light fixture control		X	X			
Light adjustment	X	X	X			
Control - Forward Backward	X	X	X			
Adjustment	X	X	X			
Adjustment	X	X	X			
Light adjustment	X	X	X			
Adjustment to dental chair	X	X	X			
Adjustment to lumbar	X	X	X			
Adjustment to motor	X	X	X			
Adjustment to motor	X	X	X			
Air pressure for motor	X	X	X			
Air pressure for dental chair	X	X	X			
Outlet for water bottle	X	X	X			
Foot pedal for motor	X	X	X			
Foot control for chair	X	X	X			
3 way syringe (Doctor)	X	X	X			
3 way syringe (Assistant)	X	X	X			
x-ray film viewer	X	X	X			
Instrument tray Movement	X	X	X			
Airport outlet						
Airport outlet						
Air test						
Tubings						
Scaler						
Doctor's stool						
Others						

Completion date	Signature

Managing Trustee

HODs. Signature

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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B  
 DENTAL CHAIR MAINTENANCE

Date : 10-12-2016

From The Department of Prostodontics

To The Department of General Maintenance and Upkeep

Sl No	Work Particulars	Completion date	Signature

Managing Trustee

HODs. Signature

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Coorg Institute of Dental Sciences  
 VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A  
 GENERAL MAINTENANCE

Date: 1-11-11

From,  
 The Department of *Restorative*  
 To,  
 The Department of General Maintenance and Upkeep

Sl. No	Work Particulars	Completion date	Signature
1.	<i>Repair of the wall in the treatment lab.</i>	<i>3-11-11</i>	<i>[Signature]</i>

Managing Trustee

HODs. Signature

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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A  
 GENERAL MAINTENANCE

Date: 1-11-11

From,  
 The Department of *Restorative*  
 To,  
 The Department of General Maintenance and Upkeep

Sl. No	Work Particulars	Completion date	Signature
1.	<i>Repair of the wall in the treatment lab.</i>	<i>3-11-11</i>	<i>[Signature]</i>

Managing Trustee

HODs. Signature

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*[Signature]*  
**PRINCIPAL**

Coorg Institute of Dental Sciences  
 VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A  
 GENERAL MAINTENANCE

Date: 2-1-17

From, The Department of Prosthodontics  
 To, The Department of General Maintenance and Upkeep

Sl No	Work Particulars	Completion date	Signature
	<u>Plaster room</u> A work cabin is leaking	10/2/17	[Signature]
	<u>Seminar</u> No power supply to one section of the seminar room	9/2/17	[Signature]

Managing Trustee

HODs Signature

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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 A  
 GENERAL MAINTENANCE

Date: 9-2-2017

From, The Department of Prosthodontics  
 To, The Department of General Maintenance and Upkeep

Sl No	Work Particulars	Completion date	Signature
1.	<u>Plaster room</u> A work cabin is leaking	10/2/17	[Signature]
2.	<u>Seminar</u> No power supply to one section of the seminar room	9/2/17	[Signature]

Managing Trustee

HODs Signature

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**PRINCIPAL**  
**PRINCIPAL**

Coorg Institute of Dental Sciences  
 VIRAJPET, PIN - 571 218




**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**

**INFRASTRUCTURE AND LEARNING RESOURCES**

**Re-allotment of Work**

- Physical Facilities: Dr. Basavaraj SS, Dr. Aparna HG  
Library as a Learning Resource: Dr. Annaji Sridhar, Librarian, Dr. Shruthi  
IT Infrastructure: Dr. Nanjamma, Dr. Melisha  
Maintenance of Campus Facilities: Dr. Radhika, Dr. Lekshmi

  
Member secretary

INFRASTRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES,  
MAGGULA, VIRAJPET - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**

**Committee for Infrastructure and Learning Resources**

Ref. No: CIDS/ADM/1259-A/2017

Date: 6-7-2017


**AGENDA**

Notice is hereby given for the members of the 'Infrastructure and Learning Resources Committee' to be held on 6.7.2017 at 3.00 pm at Principal's office to transact the following points.

1. To review the matters discussed on 16.2.2017.
2. To discuss regarding updating, maintenance of the infrastructure and learning resources.

  
Member secretary  
INFRASTRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES,  
MAGGULA, VIRAJPET - 571 218

Committee Members	Signature
Dr. Ponnappa KC	
Dr. Basavaraj SS	
Dr. Aparna HG	
Librarian - Monappa	
Dr. Annaji Sridhar	
Dr. Nanjamma	
Dr. Radhika	
Mr. Bopanna	
Mr. Imran	
Mr. Manjappa	
Mr. Jayesh	
Mr. Meghesh	

  
PRINCIPAL  
PRINCIPAL  
Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218

### Minutes of the meeting

#### Faculty present for the meeting:

1. Chairman : Dr. Ponnappa KC
2. Member Secretary : Dr. Basaraj SS
3. Members :
  - Dr. Aparna HG
  - Librarian
  - Dr. Annaji Sridhar
  - Dr. Nanjamma
  - Dr. Radhika
4. Support staff:
  - Mr. Bopanna
  - Mr. Inran
  - Mr. Manjappa
  - Mr. Jayesh
  - Mr. Meghesh

1. The minutes of the previous meeting held on 16.2.2017 were discussed.
2. The problems in the x-ray machine in the department of Oral medicine and Radiology is rectified and replaced on 2/6/2017.

3. The deficiency of room heater in the department of Oral medicine and Radiology is rectified on 22/06/2017.
4. The problems in the TENS machine in the department of Oral medicine and Radiology was rectified on 9/6/2017.
5. It is noted that there is deficiency of chair control and a 3-way syringe in the department of Oral medicine.
6. It is noted there was a need for replacement of basin and chair bulb.
7. The committee recommended an additional LCD projector as standby in case of repairs of existing systems.
8. Committee recommended for first aid kit and fire extinguishers at every floor of the hostel. Also recommended for additional computers for digital patient data management.
9. As per suggestion in the previous meeting, additional computers have been procured by the institute for digital patient data management. Also, facility of parking area has been provided for two-wheelers.
10. It is noted that there is a lack of LAN card in the KIOSK
11. It is noted that there is a lack of Internet server and DDR RAM in the the department of periodontics
12. There is deficiency of UPS battery in the department of Orthodontics
13. It is noted that there is a deficiency of VGA connectors in the department of OMFS
14. It is found that there is a deficiency of UPS in the PHD
15. It is found that there is a deficiency of SMPS in the Department of Prosthodontics
16. It is found that there is a need of 32 GB pendrive in the Deanery
17. It is found that there is a deficiency of CPU in the OMR
18. It is noted that there is lack of printer cable in KIOSK
19. In Department of Pediatric Dentistry X- ray unit needs to repaired. Two airtor cartridges were replaced and three micromotor control boxes were repaired.
20. Dental chairs in department of conservative were repaired.

  
PRINCIPAL  
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Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218

21. Light cure unit was repaired in department of periodontics.

22. U.G boys and U G girls hostels:

- Tube Light, Water Filter & Geysers not working: Work completed
- Wash basin to be fixed in common area and Dom floor: Work completed
- Bathroom drainage problem, Geysers switch burnt and window glass broken: Work completed
- Door still not fixed & Veranda lights not working: Work completed
- Boys Hostel Requirements: Chairs - 6, Table - 3, Cot - 1 & Cupboard - 1: Provided
- Dampness in room, Room to be painted: Work completed
- Mesh to be replaced, Leakage in flush tank: Work completed
- Requirement in Ganga Block: Bulb - 2, Switch - 7, Tap - 5: Work completed
- Fan repair, water problem, Window broken in wash room: Work completed
- Outside light not working: Work completed

23. The following complaints from the departments of oral and maxillofacial surgery, oral medicine and radiology, pedodontics and prosthodontics were noted and rectified.

Member secretary

STRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES,  
MAGGULA, VIRAJPET - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL - 141 A  
GENERAL MAINTENANCE      Date: 11/11/20

From: \_\_\_\_\_  
The Department of \_\_\_\_\_

To: \_\_\_\_\_  
The Department of General Maintenance and Upkeep

Sl No.	Work Particulars	Completion date	Signature
1	Insulated ceiling	11/11/20	[Signature]
2	Sanitary room painting		
3	Reception electric wire bending		
4	Autoclave room switch board.		[Signature]

Managing Trustee: \_\_\_\_\_      HOD's Signature: \_\_\_\_\_

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Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218



11 2020/2021

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL 141 A  
 GENERAL MAINTENANCE      Date: 20/11/20

From: The Department of \_\_\_\_\_  
 To: The Department of General Maintenance and Upkeep

Sl No.	Work Particulars	Completion date	Signature
1	o.s. table floor is not working		
2	working machine under 1st floor in o.s. (1.51)		
3	o.s. machine not working		
4	Provisional card - work o.s.		
5	issues on faculty party (o.s. room)		
6	on p.g. line wall painting		

Managing Trustee \_\_\_\_\_  
 HODs. Signature \_\_\_\_\_

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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP


PROTOCOL 141 A  
 GENERAL MAINTENANCE      Date: 20/11/20

From: The Department of \_\_\_\_\_  
 To: The Department of General Maintenance and Upkeep

Sl No.	Work Particulars	Completion date	Signature
1	o.s. floor		

Managing Trustee \_\_\_\_\_  
 HODs. Signature \_\_\_\_\_

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**PRINCIPAL**  
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 Coorg Institute of Dental Sciences  
 VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B  
 DENTAL CHAIR MAINTENANCE

Date: 14/4/17

From,  
 The Department of PEDODONTICS

To,  
 The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1	Chair No - 012 - 9 - right side	16/4/17	[Signature]
2	Chair No - 12 - 10 - right side / buffer aligner	-	-
3	Light head of 2 (mix bar) in 1 side.	-	[Signature]

Managing Trustee

HODs. Signature

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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B  
 DENTAL CHAIR MAINTENANCE

Date: 20/4/17

From,  
 The Department of PEDODONTICS

To,  
 The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1.	Ultrasonic Scalers in Pg Section - to be serviced.	21/4/17	[Signature]
2	Electrical chairs in Pgs - Section requires servicing. The problem details are: Chair 1 - Acrotax Chair 4 - Water leak from 2 way syringe & Acrotax Chair 3 - Chairside operating Switches Chair 5 - Section head and light head Chair 6 - Short circuit (students have complain ed of experiencing shock)	20/4/17	[Signature]

Managing Trustee

HODs. Signature

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**PRINCIPAL**  
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Coorg Institute of Dental Sciences  
 VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**

Committee for Infrastructure and Learning Resources

Ref. No: CIDS/ADM/1328A/2018

Date: 8-1-2018

AGENDA

Notice is hereby given for the members of the 'Infrastructure and Learning Resources Committee' to be held on 8.1.2018 at 3.00 pm at Principal's office to transact the following points.

1. To discuss the matters of the previous meeting held on 6.7.2017
2. To discuss updating of the infrastructure and learning resources for academic growth.

*SS*  
Member secretary

INFRASTRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES,  
MAGGULA, VIRAJPET - 571 218

Committee Members	Signature
Dr. Ponnappa KC	<i>P. Ponnappa</i>
Dr. Aparna HG	<i>Aparna HG</i>
Dr. Annaji Sridhar	<i>Annaji Sridhar</i>
Dr. Nanjamma	<i>Nanjamma</i>
Dr. Radhika	<i>Radhika</i>
Librarian - Mr. Monappa	<i>Monappa</i>
Mr. Bopanna	<i>Bopanna</i>
Mr. Devaiah	<i>Devaiah</i>
Mr. Imran	<i>Imran</i>
Mr. Manjappa	<i>Manjappa</i>
Mr. Jayesh	<i>Jayesh</i>
Mr. Meghesh	<i>Meghesh</i>

**Minutes of the meeting**

Faculty present for the meeting:

1. Chairman : Dr. Ponnappa KC *P. Ponnappa*
2. Member Secretary : Dr. Basavaraj SS *SS*
3. Members :  
Dr. Aparna HG *Aparna HG*  
Librarian *Monappa*  
Dr. Annaji Sridhar *Annaji Sridhar*  
Dr. Nanjamma *Nanjamma*  
Dr. Radhika *Radhika*
4. Support staff:  
Mr. Bopanna *Bopanna*  
Mr. Devaiah *Devaiah*  
Mr. Imran *Imran*  
Mr. Manjappa *Manjappa*  
Mr. Jayesh *Jayesh*  
Mr. Meghesh *Meghesh*

1. The minutes of the previous meeting held on 16.2.2017 were discussed.
2. As per suggestion in the previous meeting, an additional LCD projector, fire extinguishers and additional computers for digital patient data management were procured.
3. The deficiency of chair control and a 3-way syringe in the department of Oral medicine and radiology was rectified and replaced on 24/7/2017.
4. The replacement of basin and chair bulb was rectified and replaced on 1/8/2017.
5. The committee reinforced about monitoring of major equipment in all the departments.
6. U.G boys and U G girls hostels:
  - Ceiling Leakage, Window mesh to be replaced: Work completed
  - Flush & pipe broken. Wash basin leakage: Work completed
  - Shelf door to be repaired, Curtain rod to replace, Mirror replacement & Room to be painted: Work completed
  - Geyser not working: Work completed
  - Fan taken for repair not fixed: Work completed

*[Signature]*  
**PRINCIPAL**  
**PRINCIPAL**

Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218



- Leakage near socket: Work completed
  - Ground floor Last washroom window broken and common wash basin tap leakage: Work completed
  - Fan & Geysers not working, wash basin loose, Curtain rod broken: Work completed
  - Fan and socket to be changed: Work completed
  - Room to be painted, Closet to be replaced: Work completed
  - Washing machine panel board to be repaired: Work completed
7. The following complaints from the departments of prosthodontics and pedodontics were noted and rectified.

  
Member secretary

INFRASTRUCTURE & MAINTENANCE COMMITTEE  
COORG INSTITUTE OF DENTAL SCIENCES  
MAGGULA, VIRAJPET - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL 141 C  
DENTAL EQUIPMENT MAINTENANCE Date: 13/7/2017


From: The Department of *Prosthodontics*  
To: The Department of General Maintenance and Upkeep

Sl No	Work Particulars	Completion date	Signature
1	<i>Leakage near socket</i>	<i>13/7/17</i>	<i>[Signature]</i>
	<i>Ground floor Last washroom window broken and common wash basin tap leakage</i>		
	<i>Fan &amp; Geysers not working, wash basin loose, Curtain rod broken</i>		
	<i>Fan and socket to be changed</i>		
	<i>Room to be painted, Closet to be replaced</i>		
	<i>Washing machine panel board to be repaired</i>		

*[Signature]*  
HODs Signature

Managing Trustee

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PRINCIPAL  
PRINCIPAL  
Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
**DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP**

PROTOCOL : 141 B  
**DENTAL CHAIR MAINTENANCE**

Date: 3/11/17

From:  
 The Department of Endodontics

To:  
 The Department of General Maintenance and Upkeep

Sl No	Work Particulars	Completion date	Signature
1	<u>Emergency attention and needful</u> Repair of fractured expansion the mobile van. Light not working Switch not working Dentist not possible to work. Complete function. Repair to expand control valve Repair to expand control valve Repair to expand control valve	3/11/17	<u>[Signature]</u>

Managing Trustee

HODs. Signature

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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
**DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP**

PROTOCOL 141 B  
**DENTAL CHAIR MAINTENANCE**

Date: 31/08/2017

From:  
 The Department of Orthodontics & Preventive Dentistry

To:  
 The Department of General Maintenance and Upkeep

Sl No	Work Particulars	Completion date	Signature
1	X-ray - not working	6/8/17	<u>[Signature]</u>
2	Water in table - not working	-	-
3	Dental chair - position cannot be adjusted	-	-
4	Water connection - not working	6/8/17	<u>[Signature]</u>
5	3-way syringe - not working at times	-	-
6	Mobile van - had to be pushed manually to start	-	-
7	Mobile van - vibrations with fungus	6/8/17	<u>[Signature]</u>

Managing Trustee

HODs. Signature

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[Signature]  
**PRINCIPAL**  
**PRINCIPAL**

Coorg Institute of Dental Sciences  
 VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
**DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP**

PROTOCOL : 141 A  
**GENERAL MAINTENANCE**

Date: 15-7-17

From:  
 The Department of *Restorative*

To:  
 The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1.	Examining teeth through table of X-ray machine	15/7/17	<i>[Signature]</i>
2.	Examining of the X-ray machine	15/7/17	<i>[Signature]</i>
3.	Ball room maintenance due to some of the equipment	15/7/17	<i>[Signature]</i>

Managing Trustee

*[Signature]*  
 -HOD's Signature

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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
**DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP**

PROTOCOL : 141 A  
**GENERAL MAINTENANCE**

Date: 15-7-17

From:  
 The Department of *Restorative*

To:  
 The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1.	Examining teeth through X-ray machine	15/7/17	<i>[Signature]</i>

Managing Trustee

*[Signature]*  
 -HOD's Signature

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*[Signature]*  
**PRINCIPAL**

Coorg Institute of Dental Sciences  
 VIRAJPET, PIN - 571 218





### Minutes of the meeting

Faculty present for the meeting:


1. Chairman : Dr. Ponnappa KC
2. Member Secretary : Dr. Basavaraj SS
3. Members :
  - Dr. Aparna HG
  - Librarian
  - Dr. Annaji Sridhar
  - Dr. Nanjamma
  - Dr. Radhika
4. Support staff:
  - Mr. Bopanna
  - Mr. Devaiah
  - Mr. Manjappa
  - Mr. Jayesh
  - Mr. Meghesh

- Switch board repair: Replaced the switch board
- Rooms to be painted: Work completed
- Auditorium toilets not cleaned properly, Stinks: Concerned staff were instructed to maintain cleanliness regularly
- Bushes near library windows. Creepers are entering through windows: Work completed

12. The following complaints from the department of conservative dentistry were received and have been rectified.

  
Member secretary

1. The minutes of the previous meeting held on 8.1.2018 were discussed.
2. Members of the committee were satisfied with maintenance of major equipment in all departments as it was reinforced in the previous meeting.
3. Revision of the policy procedures of the committee was done.
4. The committee recommended for a x-ray machine in Pedodontics department.
5. The committee also recommended for new computers to replace some of the outdated ones.
6. It is noted that there is a need for replacement of sterilization coil in the department of Oral Medicine and Radiology.
7. Autoclave needs to be repaired in conservative department.
8. Dental chair needs to be repaired in department of periodontics.
9. Autoclave repaired in department of oral surgery.
10. Airtor handpiece needs to be repaired in department of public health dentistry.
11. UG boys and UG girls hostels:
  - Door Latch Broken: Work completed
  - Shelf door cannot be closed: Hinges replaced
  - Mesh to be repaired, window glass broken: Work completed

  
**PRINCIPAL**  
**PRINCIPAL**  
Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B  
DENTAL CHAIR MAINTENANCE

Date: 19/08/08

From, The Department of Conservative Dentistry

To, The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
	PGA Clinic.		
8	Block to the Spoon	21/3/11	Me
9	Back rest problems		
10	Spoons problems.		
11	Right problems.		
12	Right handle problems	21/3/11	Me
13	Beakers (Chair Support) Adjustment try		
14	- Three way syringe handle		
15	- Micrometer not working properly		

Managing Trustee

HODs: Signature

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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL : 141 B  
DENTAL CHAIR MAINTENANCE

Date: 19/08/08

From, The Department of Conservative Dentistry

To, The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
	Right handle connector		
16	Back headrest - Three way syringe holder stand loose	21/3/11	Me
17	Control of adjustment key is not working because leakage Spoon is not working	21/3/11	Me

Managing Trustee

HODs: Signature

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**PRINCIPAL**  
**PRINCIPAL**

Coorg Institute of Dental Sciences  
VIRAJPET, PIN - 571 218



**COORG INSTITUTE OF DENTAL SCIENCES,  
VIRAJPET**

**Committee for Infrastructure and Learning Resources**

Ref. No: CIDS/ADM/1390A/2018

Date: 6-7-2018

AGENDA

Notice is hereby given for the members of the 'Infrastructure and Learning Resources Committee' to be held on 6-7-2018 at 3.00 pm at Principal's office to transact the following points.

1. To discuss the matters of the previous meeting held on 4.4.2018
2. To discuss updating of the infrastructure and learning resources for academic growth.

Member secretary  
**INFRASTRUCTURE & MAINTENANCE COMMITTEE**  
**COORG INSTITUTE OF DENTAL SCIENCES,**  
**MAGGULA, VIRAJPET - 571 218**

Committee Members	Signature
Dr. Ponnappa KC	
Dr. Aparna HG	
Dr. Annaji Sridhar	
Dr. Nanjamma	
Dr. Radhika	
Librarian - Mr. Monappa	
Mr. Bopanna	
Mr. Devaiah	
Mr. Imran	
Mr. Manjappa	
Mr. Jayesh	
Mr. Meghesh	

**Minutes of the meeting**

Faculty present for the meeting:

1. Chairman : Dr. Ponnappa KC
2. Member Secretary : Dr. Basavaraj SS
3. Members :  
 Dr. Aparna HG   
 Librarian   
 Dr. Annaji Sridhar   
 Dr. Nanjamma   
 Dr. Radhika
4. Support staff:  
 Mr. Bopanna   
 Mr. Devaiah   
 Mr. Manjappa   
 Mr. Jayesh   
 Mr. Meghesh

1. The minutes of the previous meeting held on 4.4.2018 were discussed.
2. As per the decision taken in the previous meeting a new x ray machine and new computers to replace the outdated ones were procured.
3. The sterilization coil was rectified and replaced in the department of Oral medicine on 5/7/2018.
4. It was noted that there is a need for replacement of sterilization kettle connector in the department of oral medicine.
5. It is noted that there is a deficiency of a 3 pin plug point in the department of oral medicine.
6. It is noted that pain clinic chair and PG clinic chair 9,10,11 not working in the department of oral medicine and radiology.
7. In Department of Pediatric Dentistry new X-ray machine was installed and an autoclave needs to be repaired.
8. Autoclave was repaired in Conservative Department. Casting machine needs to be repaired.
9. Ultrasonic scaler unit needs to be repaired in periodontics department.
10. Dental chairs repaired in department of oral surgery.

**PRINCIPAL**  
**PRINCIPAL**

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- 11. Oxygen regulator of anesthesia machine in OT needs to be repaired in oral surgery.
- 12. Ultrasonic scaler (P5) needs to be repaired in department of public health dentistry.
- 13. UG boys and UG girls hostels:
  - Replace Fan & Tube light: Work completed
  - Redox painting to be done: Work completed
  - Mesh to be repaired, curtain rod to be replaced: Work completed
  - Ganga Block drinking water filter not working: Work completed
  - Boys Hostel hangers, Soap Stand, corner stand, Mirror, towel rod required: Work completed
- 14. The following complaints from the departments of pedodontics and prosthodontics were noted and rectified.

*B*  
Member secretary

INFRASTRUCTURE & MAINTENANCE COM.  
COORG INSTITUTE OF DENTAL SCIENCES  
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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP

PROTOCOL - 141 B  
DENTAL CHAIR MAINTENANCE      Date: 14/11/2018

From: The Department of Pedodontics (Maggula)

To: The Department of General Maintenance and Upkeep

Sl. No.	Work Particulars	Completion date	Signature
1	[Faint text]	[Faint text]	[Faint text]

Managing Trustee
HODs. Signature

This protocol is in triplicate. The original must be submitted to the Managing Trustee's office (by the concerned department) after it is duly filled with proposed completion dates. The duplicate must be filed by the concerned department and the triplicate by the maintenance department. In case work is not completed as per the completion date mentioned, the Managing Trustee's office must be informed of the same by the concerned department.

*[Signature]*  
**PRINCIPAL**  
**PRINCIPAL**  
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**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET - 571 218**  
 DEPARTMENT OF GENERAL MAINTENANCE AND UPKEEP  
 PROTOCOL 141 A  
 GENERAL MAINTENANCE  
 Date: 7-6-2018

From: The Department of *Prosthodontics*

To: The Department of General Maintenance and Upkeep

S. No.	Work Particulars	Completion date	Signature
1.	<i>Rain water is leaking through false roof of the clinic</i>	<i>Under Process</i>	

RO *[Signature]* *[Signature]*  
 MOC's Signature

This protocol is in triplicate. The original must be submitted to the Managing Trustee's office (by the concerned department), after it is filled with proposed completion dates. The duplicate must be filed by the concerned department with the maintenance department. In case work is not completed as per the completion date mentioned, the Managing Trustee's office must be informed of the same by the concerned department.

**COORG INSTITUTE OF DENTAL SCIENCES, VIRAJPET**  
**Committee for Infrastructure and Learning Resources**  
 Ref. No: CIDS/ADM/1435/2018  
 Date: 3-10-2018

AGENDA

Notice is hereby given for the members of the 'Infrastructure and Learning Resources Committee' to be held on 3-10-2018 at 3.00 pm at Principal's office to transact the following points.

1. To discuss the matters of the previous meeting held on 6.7.2018
2. To discuss updating of the infrastructure and learning resources for academic growth.

*[Signature]*  
 Member Secretary

INFRASTRUCTURE & MAINTENANCE COMMITTEE  
 COORG INSTITUTE OF DENTAL SCIENCES,  
 MAGGULA, VIRAJPET - 571 218

*[Signature]*  
**PRINCIPAL**  
**PRINCIPAL**  
 Coorg Institute of Dental Sciences  
 VIRAJPET, PIN - 571 218



### Minutes of the meeting


Faculty present for the meeting:

1. Chairman - Dr. Ponnappa KC
2. Member Secretary - Dr. Basavaraj SS
3. Members
4. Dr. Uthappa  
Librarian
- Dr. Zareena
- Dr. Umni P
- Dr. Neha Subbanah
5. Support staff
- Mr. Boyanna
- Mr. Devanah
- Mr. Manjappa
- Mr. Jayesh
- Mr. Meghesh


1. The minutes of the previous meeting held on 4.4.2018 were discussed.
2. The sterilization kettle connector was replaced in the department of oral medicine on 7/7/2018.
3. The defect in the 3 pin plug point in the department of oral medicine was rectified and replaced on 3/8/2018.
4. The pain clinic chair and PG clinic chair 9,10,11 not working in the department of oral medicine and radiology was rectified and replaced on 15/8/2018.
5. Autoclave in Department of Pediatric Dentistry was repaired and coil was changed.
6. Casting machine was repaired and returned to department of conservative.
7. Scaler unit repaired and returned to department of periodontics. Autoclave needs to be repaired.
8. The members of committee recommended for new editions of text books in the library.
9. The committee reviewed utilization of infrastructure and requirement for any additional learning resources.
10. Re-allotment of the works of the Infrastructure and Learning Resources

was done. Work allotment data is attached.

11. Autoclave in Department of Pediatric Dentistry was repaired and coil was changed.
12. Casting machine was repaired and returned to department of conservative.
13. Scaler unit repaired and returned to department of periodontics. Autoclave needs to be repaired.
14. Oxygen regulator of anesthesia machine in OT repaired and handed over to department of oral surgery.
15. Ultrasonic scaler repaired in department of public health dentistry.
16. UG boys and UG girls hostels:
  - Water leakage from side wall and bathroom roof: Work completed
  - Narmada hostel geyser tap not working: Tap has been fixed
  - Door Adjustment: Carpenter completed the work
  - Boys hostel door top mesh to be replaced: Mesh has been replaced
  - Boys Hostel curtain rod, door latch, window mesh to be replaced: Work completed
17. The following complaints from the departments of oral and maxillofacial surgery, periodontics, prosthodontics, public health dentistry and pedodontics were received and rectified.

  
Member secretary

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