

**Minutes of the Purchase & Maintenance Committee held on 29/05/2023
held at college council hall at 1.30 pm**

The following members were present for the meeting

1. Dr Aby Mathew T
2. Fr Aby Vadakkumthala
3. Dr Benley George
4. Dr Sunil S
5. Mr Ebin
6. Mr Jogi
7. Mr Siby
8. Mrs fathima
9. Jijin

The meeting started with a silent prayer.

Dr Aby Mathew T welcomed the gathering.

The following matters were discussed;

1. **Equipments for Purchase-**

Implantology Clinic- Fathima informed that the RVG from pedo department has been transferred to Oral Implantology department. A new Portable x ray and suction unit has been purchased for Oral Implantology.

Light cure unit- A light cure unit has been purchased but the adapter has not come so it has not been issued.

Priority clinic- One endoactivator has been purchased and issued to Priority clinic.

Conservative Dentistry department- Blue phase light cure unit- has been purchased after buy back offer. Fathima informed that the vista scan has to be sent to company for service. It seems that the deflector part has a complaint which will cost about 1.25 lacs. Earlier we spent 1.5 lacs for its repair. She informed that the company can give a buy back offer. The new Vista scan machine costs 4 lakhs and they will give Rs 30000/- for the old machine. Currently they are using the RVG which was used by priority clinic. It was decided that for the time being let the department use that RVG itself. Fathima informed that they have given a request for airtor handpiece and 1 model trimmer. It was approved for purchase.

Prosthodontics- Gas stove has been purchased and issued to the department. Dr Aby informed that the department requires 3 Hanau articulator with face bow and 1 Marathon Surveyor for the upcoming KUHS MDS practical exam in August. It was decided that it shall be purchased soon. Mr Siby informed that pedodontics dept has given request for 10 special table with locker for UG clinic for students to take case history. Dr Benley informed that in all department case history is taken and we cannot issue separate table for each dental chair moreover there is no space for it. The purchase has been disapproved.

Oral Surgery department- New battery has been purchased and installed in the portable x ray unit. Sphygmomanometer- Fathima informed that 2 was repaired and no new one has been purchased.

2. **Spares for dental chairs**- Fathima informed that almost all spares has been purchased. She informed that a tool kit for Rs 6000 has to be purchased.
3. **Phantom head lab**- Dr Aby informed that there is urgent need for a new phantom head lab. Fr Aby informed that a quotation for latest type can be obtained. He informed to enquire the model installed in other colleges. Dr Benley informed that in PMS and Baselious the phantom head lab was recently changed.
4. **Ceramic lab**- Fr Aby informed that it can be discussed in a meeting with Conso HOD, Prostho HOD. Dr Benley informed that they SMY lab had given quotation for the lab works. Mr Ebin informed that there is a variation in the 5%Gst so the lab has been informed to give a revised charges. He informed that we have a profit of about Rs 300 per work. Dr Aby informed that the PG works in the department of Prosthodontics can be given to SMY lab as the quality of work is reasonable.
5. **Purchase of new dental chairs**- Fathima informed that 5 chairs are totally not functional. 2 chairs in the department of Pedodontics, 2 chairs in the department of Conservative Dentistry and 1 chair in the department of Prosthodontics. The purchase of the 5 new chairs was approved and it shall be discussed with CEO.
6. **Purchase of dental materials**- Mr Siby informed that the quotation was available form about 5 parties and some more parties have to give. He informed that all are informed to give it by 31st may so that it can be finalized and prosed by 2nd week of june. He informed that some urgent materials for the departments is over. It was decided that it can be purchased in the last year rates itself. It was informed that the stock in charge of departments have changed and it should be revised. He informed that there is wastage of dental materials in departments. Dr Benley informed that it shall be discussed in the next HOD meeting. He informed that about 12 textbook for the central library has not come as per the PO and it will come shortly. Mr Siby informed that Orthodontics dept has given request for 6 racks for storage of models. It was decided that for time being 3 racks can be purchased.
7. **Balance budget** – Ebin informed that the new budget for 2023-24 has been approved. The approved budget head are consumables and materials- Rs 1.78 cores, Vehicle maintenance- Rs 13lacs, Insurance Rs 3.5 lacs, Library Rs 20 lacs, rate and Tax Rs 6 lacs, Students cost Rs 4.1 lacs, Administrative expenses Rs 1.12 crores, General expenditure Rs 11 lacs, Statutory payments Rs 38 lacs, Utility expenditure Rs 25 lacs, General maintenance Rs 19 lacs, Repairs and maintenance Rs 63 lacs, Biomedical Rs 2.75 crores.
8. **Purchase of Equipments**- Intra oral scanner- Dr Benley informed that there is an offer for Intra oral scanner from dentcare lab. The offer is Rs 5.85 lacs and Rs 7.85 lacs for 2 models. Dr Aby informed that it can be used for faculty works in the department of Prosthodontics, Conservative Dentistry and Orthodontics. He informed that the cost of Putty impression materials can be saved. The lab is also offering lab works concession along with 3 years warranty. Dr Aby informed that he shall arrange for its demo and if found suitable we can purchase it.
Compressor- Fathima informed that there is a solenoid complaint for the compressor. Quotation for it has to be obtained. A new compressor also has to be purchased. She suggested that Durr compressor can be purchased which has 2 years warranty. It cost about 14 lacs which has 4 motors so if one is not working the others will function.

9. **Toilet**- Joji informed that setting up of the toilet in the ground floor below the steps is not possible because the floor height to be raised by 4 to 5 inches and fittings cannot be clamped to the wall because of the partition. It was decided to drop the plan of the toilet.
10. **IT**- Mr Jijin informed that all PG department seminar room projector have to be changed. It was decided that it shall be looked upon. He informed that camera proposal for the whole college is made ready. It was decided that it can be done as and when fund is available.

With no other matters to discuss the meeting concluded at 3.15p.m.


Principal

Dr. Aby Mathew T. MDS
Principal
Pushpagiri College of Dental Sciences





**Minutes of the Purchase & Maintenance Committee held on 22/02/2023
held at college council hall at 1.30 pm**

The following members were present for the meeting

1. Dr Aby Mathew T
2. Dr Benley George
3. Dr Sunil S
4. Dr Vinod Mathew
5. Mr Justin
6. Mr Ebin
7. Mr Jogi
8. Mrs Preethi
9. Mrs thara
10. Mr Siby

The meeting started with a silent prayer.

Dr Aby Mathew T welcomed the gathering.

The following matters were discussed;

1. **Equipments for Purchase-** Implantology Clinic- Dr Vinod informed that some equipments list were provided by Implantology clinic for purchase
RVG- Dr Vinod informed that a RVG is there in Priority clinic which was borrowed from pedodontics department. Now priority clinic has their own RVG so they do not require the RVG of Pedodontics department. It was decided that Implantology clinic can give a request to pedodontics department for its transfer.
Portable X ray- Dr Vinod informed that a genoray portable x ray can be purchased as it is of good quality. Quotations for it has been obtained. Final negotiation has to be done.
Light cure unit- One light cure unit is required. Wood pecker light cure unit is sufficient. Quotation has been obtained and has to be negotiated.
Portable suction unit- One unit is required. Quotation has been obtained and final negotiation to be done.
Priority clinic- One endoactivator was requested. Quotation has been obtained and final negotiation to be done.
Conservative Dentistry department- Blue phase light cure unit- Dr Vinod informed that the blue phase light cure equipment has machine complaint and it was dicussed with the company and a buy back offer was obtained from them. It was decided to go ahead with its purchase.
Prosthodontics- A gas stove was requested. Quotation was obtained and it was approved for purchase.
Oral Surgery department- Battery for Portable x ray unit- Dr Vinod informed that the battery of the portable x ray unit is dead and it is 3 years old. The battery has to be replaced which costs about 25000. It was approved.
Sphygmomanometer- Three sphygmomanometer was requested. Quotation was obtained. Final negotiation to be done.

check the available amount for purchase. If amount is less then can think of doing the purchase upto Rs 2 lacs.

3. **Spares for local purchase for dental chairs**- Dr Vinod informed that the local purchase of spares like switched. Bulbs, tubes can be done form ernakulam as done last year. The spares will cost around 1 lakh.
4. **Phantom head lab**- Dr Aby informed that the phantom head lab is very old and is nearly 16 years old. The company has stopped and now repair itself is difficult. Dr Vinod informed that Apexion company has provided the details of a phantom head lab which costs 1 lakh for 2 head. Dr aby informed that a separate section for prostho and conso Pg phantom head lab should be also done. This will create the need of 6 phantom heads. So a total of 56 phantom heads are required. Dr Vinod informed that the floor should be checked upon before the setting of the new phantom head lab. Dr Benley suggested that it will be good if the lab is renovated with separate PG and UG section.
5. **Ceramic lab**- Dr Aby informed that a ceramic lab should be function in academic point of view for training of the PG students of prostho and conso department. Dr Vinod informed that about Rs 8 to 10 lacs is required for purchase of new equipments for ceramic lab. It was decided that it can be discussed in a meeting with conso HOD, Prostho HOD and Director Institutions.
6. **10 New dental chairs**- Dr Benley informed that we had approved the purchase of new 10 dental chairs every year but so far purchase has not happened. Dr Vinod informed that the damaged chairs has to be noted and decommissioned and then only new chairs can be purchased. Dr aby informed that fathima can make a note of such dental chair's in clinical departments and then its purchase can be done.
7. **Purchase of dental materials**- Mr Siby informed that the material list for the next year can been issued to departments and if any new materials are required the list should be provided. Mr Siby informed that once list if finalized it shall be sent to dealers for obtaining rates and by march last week it will be finalized.
8. **Balance budget** – Dr Vinod informed that the balance unutilized budget amount under various heads should be informed and also the approved budget for the year 2023-24 should be provided at the earliest for planning of the college developments.
9. **Clinical department renovations**- It was decided that the clinical department of Prostho, conso and ortho renovation can be suggested for phase 1 for the next year budget.
10. **Toilet**- Jogi was informed to look into the setting up of the new toilet provision below the stairs. Currently no closet and wash basin is there.
11. **Library**- The quotations for the books purchase was provided. The negotiations was done and it was approved for purchase. Bharathi Publications had provided the least quotation which was accepted.
12. **Common areas**- Dr vinod suggested that in each floor there are common areas and the common areas close to the department can be assigned to the deptment itself and any requirements for that area can be informed by the department itself.

It was decided that if there are any absentees for the meetings it shall be informed prior with genuine explanation.

With no other matters to discuss the meeting concluded at 2.45p.m.


Principal

Dr. Aby Mathew T. MDS
Principal
Pushpagiri College of Dental Sciences



