MAINTENANCE / PURCHASE COMMITTEE

Minutes of purchase committee meeting on 03/11/2021 at 10.15 am

at College Council Hall

The following members were present for the meeting

1. Dr K. George Varghese
2. Dr Benley George
3. Mr Siby
4. Mr Shyju
5. Mr Marvin
6. Ms Bibitha
7. Mrs Thara
8. Mr Joji

Director Institutions informed his inability to attend the meeting.
The meeting started with a silent prayer. Principal Dr K. George Varghese welcomed the gathering. Dr Benley George read the minutes of the previous meeting and it was passed.

1.**Purchase of plumbing items** for roofing drainage of Court Yard – The committee agreed to purchase plumbing item from CB Traders for a sum of Rs.27035/- (Director Institutions had already approved the purchase after inviting 3 quotations and negotiation).

2. **Ortho instrument** – The committee recommended to purchase Long Handle Universal cutter and Long Handle Micro mini pin & lig cutter one each from Vijaya Dental for Orthodontics Department. The cost is Rs.27200/- Quotation No. SO/OG53/21-22 dtd.30.09.2021.

3. **Priority Clinic** has requested us to purchase certain item through a letter dated 29.10.2021. The list covered Biomedical and store item as well. The Committee approved to purchase the items after inviting quotations.

4.**Alginate** – Store in charge mentioned that presently we are purchasing Tropicalgin brand. The rate of the Tropicalgin is Rs.350/- for 450gm packet. It was suggested to purchase the brand Algitex for students which is cheaper than Tropicalgin and the weight is 750gm per packet. For clinical use Tropicalgin can be used.
It was decided to bring the matter before the next HOD meeting.

5.**Printer** – Principal said that the Ink jet printer in his office is faulty. The committee decided to repair the machine and if not possible to purchase a new printer if repairing charge is very high.

6.**Insurance for OPG machine** – Bibitha informed that they received a quote for insuring the OPG machine. Dr Benley asked what was the coverage for it. Bibitha informed that for damage they would cover upto 60% of the cost of the part. Principal enquired in GDC Kottayam and they also suggested it is better to go for CMC rather than insurance. During the meeting it was decided to take CAMC for OPG machine at a cost of Rs.1,20,000/- since taking insurance has a risk factor. Bibitha informed that in a day atleast 5 to 20 lateral ceph is being taken in the machine. Hence CAMC is better.

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Dr. K. GEORGE VARGHESE
PRINCIPAL
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7. **Service of Preclinical phantom head lab**- Bibitha informed that Mr Radhakrishnan had submitted a quote for service of phantom head electronic parts. The electronics service of the phantom head lab by Mr Radhakrishnan was approved during the meeting at a cost of Rs.24400/- since there are no competent persons available for repair.

8. **Purchase of 10 new dental chairs**- During the meeting it was decided to invite quotations for 10 new Dental Chairs which was already approved in the previous purchase committee meeting.

9. **Confident dental chairs spares** – It was decided to invite quotation for confident dental chair spares.

10. **Purchase of Pedodontics Journals for the year 2022** – Thara informed that 2 quotations were received. Globe publishers and a new supplier firm had submitted quotes. Principal asked Thara to get a quote from Standard book company who is the journal supplier for the current year and negotiate with them to get the lowest quotation.

The meeting concluded at 11.30a.m

Dr K. George Varghese
Principal

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Rev Fr Aby Vadakkumthala
Director Institutions

MAINTENANCE / PURCHASE COMMITTEE

Minutes of purchase committee meeting on 03/09/2021 at 9.30 am

at Principal's Chamber

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr K. George Varghese
3. Mr Siby
4. Mr Shyju
5. Mr Marvin
6. Mr Albin
7. Mr Joji
8. Ms Bibitha

The meeting started with a silent prayer. Dr Benley George and Dr Biju Sebastian expressed their inability to attend the meeting.

Principal Dr K. George Varghese welcomed the gathering. He started the meeting by reading the minutes of the previous purchase committee meeting.

The following points were discussed during the meeting.

Status of the decisions taken in the previous Purchase Committee Meeting – Principal said that the MOU with Reliance Lab has been signed on 1.09.2021.

Oiling machine – Ms Babitha said that faculty and students are approaching for using the oiling machine and an amount of Rs.20/- is being charged.

Budget evaluation meeting – Principal said that from 06 September 2021, budget evaluation meeting is to be held in the College including HOD, store incharge, biomedical staff to evaluate the requirements in various departments which was submitted for the next year. It was decided to discuss with 3 departments a day and to finish the discussions within three days.

CSSD renovation – Mr Shyju said only one quotation was received and the amount is very high. He was informed to collect two more quotations.

RO water plant – Ms Bibitha said that estimate is to be prepared.

Director institutions said that both CSSD renovation and RO water plant is to be completed in September itself.

Air dryer- It was decided to invite quotations.

Valves (water and air valves) – Principal asked about the status of valves purchased. Ms Babitha said that the valves are to be used as main valves for the department. Mr Joji electrician said that the operation of the valves are very difficult as the main connection is coming from outside the Department.

Smart phone – Mr Marvin said that smart phones are better for biomedical department than tablet computers as they are more handy and has all the functions as the tablet computer.

Breakage fee to charged – Principal said that collection of breakage fee from caution deposit is to be done. Principal said that it should be informed to students at the time of damage itself.

Vista scan – Director Institutions said that the report from a radiographer is to be taken regarding the quality of image using vista scan. Ms Babitha said that only some persons are complaining about the image clarity using the vista scan.

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PRINCIPAL
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Major equipments – Principal said that a faculty should be assigned as in charge of major equipments in the department. He mentioned the case of assigning charge of T scan machine to Dr Annie Susan Thomas and CBCT to Dr Anuna Laila Mathew.
Ms Babitha said that the vista scan machine got damaged as the equipment was not properly covered and dust had entered. Director institutions said that in Departments no one is ensuring the proper safety of the equipments.
Mr Marvin said that there was a case of theft in a department because of the irresponsibility of the ANM staff.
IT Requirement – Marvin said that installing the fire wall is under process. He said that 2 companies had submitted quotations and we are waiting for the demonstration by the party.
Anti virus – As the investment is a bit high it is kept as pending.
Director Institutions asked Marvin to prepare a report including all the details and to submit.
Indent module – Director Institutions asked Marvin to finalise after negotiation. Marvin said that the cost will come to 1.25 – 1.5 lakhs and AMC will be provided.
Projector – 2 projectors arrived after repairing. One projector was given to the Department of Oral Pathology. The remote control was lost in the Prosthodontics Department. A stand by projector was given for the Department of Prosthodontics. The other projector was given to OMFS.
Academic Software - Mr Marvin informed that the academic software by Logiprompt Techno Solutions Kollam has informed that the cost of the software will be Rs.75000/- An advance payment of Rs.40000/- (40%) to be paid.
Director Institutions approved the purchase and informed that it should be implemented at the earliest.
Phantom Head – spares issued.
Physiodispenser repair – completed

Store related
OMFS requirement – The OMFS Department has requested for 1no. BP apparatus, 3 nos trolley, 2 nos tables, 1no stand for white board.
Decision: The department is already having 4nos of BP apparatus and hence no need for the new ones. Instead of giving 3nos of trolley to the Departments it was decided to issue 5nos of tables and they can use tables instead trolleys. It was decided to use water resistant covers for the tables and stand for white board can be given as per demand.

Pedodontics – The Department of Pedodontics had demanded 1 almirah and two tables.
Decision: Almirah can be given to keep the PG department materials and tables purchase can be kept pending.
The Department of Pedodontics had demanded the below mentioned items.
Strip crown, fluoride varnish, preformed molar band.
Decision: The purchase committee agreed to purchase the above items and maintain the income in a separate register. As and when next demand comes the income received may be informed. Regarding fluoride varnish UG rate may be increased to Rs.200/- instead of Rs.100/-

Almirah for office – One almirah was demanded from College office by Mr Manoj.
Decision: It was approved.

Shofu brand items – Dr Vinod suggested to purchase Shohu branded items instead of GC items because Shohu is cheaper comparing with GC items and the quantity of material is more and it

was approved for priority clinic. The same item can be supplied for other departments also based on the review/opinion from the priority clinic.

Decision: The Principal shall inform the HODs about this in the next meeting regarding considering Shofu instead of GC.

Coutryard Construction

Mr Shyju informed that the courtyard covering will be completed in 10 days' time and the flooring (Interlock tile) will be completed in another 7 days' time.

(a) Stage – The stage was decided to be adjacent to the Principal's office as it will be more convenient.

(b) Coffee point – The coffee point counter shall be near the courtyard. The kitchen area to be in the old space itself. Principal said that the canteen not to be given to the current party because they are not interested in serving the customers. He said that Mr Mammen Le café can be considered or can give the charge to other caterers.

Shyju said that all works including painting will be completed before 10 October 2021. Principal opined that inauguration may be done on 20 October 2021.

(c)IT Related - Mr Marvin said that net connection and wifi connectivity can be provided and to fix an access point in the courtyard.

Marvin said that LCD projector cannot be fixed in the courtyard permanently.

(d) Speakers – Mr Marvin said that speakers can be fixed but wiring to be done.

Portable stage – Mr Shyju said that the stage in the Mess hall for ladies can be used.

(e)Patient waiting area – The patient waiting area to be set in the courtyard. Shyju said that the present chairs can be used and if needed to purchase new chairs.

(f) TV Point – An LCD Television to be fixed in the waiting area. Mr Marvin said that a cable connection shall be taken from any service providers.

(g) Token Display board – The display board in the reception area to be moved to the courtyard. Principal said that a mike is also needed for the registration area.

(h) Electrical Items – Three quotations were invited from Mighty, Mohan Electricals and CB traders. The lowest rate was quoted by Mighty except anchor bolt. The anchor bolt can be purchased using the petty cash. Mr Joji Electrician said that 8 lights (50watts) is to be fixed in the courtyard.

(i) Fan – It was discussed about fixing fans (8 fans) in the corners using brackets as in churches. Director Institutions asked Joji to visit Believers church medical college to know about the feasibility of installing the mega ceiling fan which covers the whole courtyard.

(j) Mobile recharging facility – Principal said that mobile recharging facility to be provided in the patient waiting area.

(k) Printed OP cards- Mr Marvin said that a company had agreed to provide printed OP cards at the rate of Rs.3 per piece if an order for 50,000 cards were given.

(l) Face recognition attendance machine- Director Institutions said that the present machine is not being used because of the Covid pandemic.

The meeting concluded at 11.00a.m

Dr K. George Varghese
Principal

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Rev Fr Aby Vadakkumthala
Director Institutions

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

MAINTENANCE / PURCHASE COMMITTEE

Minutes of purchase committee meeting on 25/08/2021 at 10.00 am

at Principal's Chamber

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr K. George Varghese
3. Dr Benley George
4. Mr Siby
5. Mr Manoj
6. Mr Marvin
7. Mr Shyju
8. Ms Bibitha

The meeting started with a silent prayer.
Principal welcomed the gathering and briefed about the purpose of the meeting.
Dr Benley George started the meeting by reading the minutes of the previous purchase committee meeting.

The following points were discussed during the meeting.

1. MOU with Dentcare lab –Dr Aby Mathew informed that Reliance Lab had given a new price list where the rates are increased. But still this rate is nearly 50% less than the rates of Dentcare lab. Director Institutions informed that a final rate discussion should be held with Reliance Lab.
Decision: It was decided for signing a MOU with Reliance lab within one week.

2. Oiling machine – Dr Benley George asked about the status of oiling machine. Ms Babitha said that it is not installed. Director Institutions said that on 26 August it should be made functional. Regarding the charges it was decided to charge Rs.20/- for faculty, PGs, Interns and for oiling of handpieces for personal use.
Decision: The mode of payment and receipt details regarding the same is to decided by finance department.

3. Budget 2021-22 – Principal informed that the requirements for the next year was collected from all departments and Dr Benley has compiled it. Dr Benley informed that that equipments alone will cost Rs.17672825/-. The budget for biomedical department is Rs.6036450/-. Director Institutions informed that the urgent biomedical works like water valve for dental chairs, air valves, water filter for dental chairs, purchase of new dental chairs(10nos), painting of compressor tank, Installing of air dryer for compressor unit, RO plant for CSSD and compressor room maintenance works can be done first. Dr Benley suggested that purchase of 10 dental chairs can be to dept of Prostho and conso where work load is more. Principal opined that 4 dental chairs can be given to prostho, 4 dental chairs for Conso and 2 dental chairs for Pedo department where there is DCI inspection next year. Dr Benley suggested that the existing chairs can be kept in the department as additional chairs if space is available or it can be used as spares for future repairs. Principal informed that 95% of the amount of the budget are for clinical purposes. Director Institutions informed that the Ceramic lab maintenance cost of Rs 8 lakhs can be excluded. Director Institutions informed that costly equipments requested by the department should be given a viability study by the HOD. Principal informed that for equipments costing Rs.1



DR. GEORGE VARGHESE
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lakhs and above which are not needed as per DCI specification shall be discussed with HOD before taking a final decision. Director Institutions asked Mr Marvin to check if Smart Phone or Tablet would be better for Biomedical asset entry in the new software.

Director Institutions informed that the expenditure can be done on immediate, 3months, 6months and 9 months mode to avoid financial burden.
Decision: Meeting to be held with HODs of Departments who have given intend for costly equipments

4. CSSD renovation – Quotation from Sterile Technology is obtained. Director Institutions informed that two more quotations should be obtained.
Decision: To proceed after obtaining two more quotations.

5. Breakage of items – Director Institutions said that damage caused to equipments can be deducted from the caution deposit of the students concerned.

6. Civil work – Director Institutions said that civil works needed for departments should be discussed with Department HODs and then only to start the work.
Decision: Director Institutions instructed Mr Shyju to coordinate the civil work requests.

7. IT Requirement –
Firewall- Mr Marvin said that we need to install Fire wall to regulate internet usage. He said that it can be done for Pharmacy College and Dental College together. It would cost 4.5 lacs for both colleges together.
AntiVirus- Marvin informed that anti-virus software will cost around Rs.200,000/- (3 years subscription). Marvin was directed to verify the number of antivirus software for computers in the college.
Indent Module & Store return – Mr Marvin informed that for demand of materials from Departments indent can be done through the store indent module which can be incorporated in the mediware software. It will cost Rs.1.25 lakhs.
Decision: Director Institutions asked Mr Marvin to check it.
EMR Module – Marvin said that it is difficult to enter all the doctors in the module and the decision is pending. At present the EMR Module can be done in a trial mode at Priority Clinic.

8. Repair of Vista Scan – Conservative Dentistry – Director Institutions said that the equipments in the Departments are not properly cared. He said that PG register for entering patient appointments is not properly kept in the Department.
Bibitha informed that Rs.98000/- was the amount spent for repairing the Vista scan equipment and even after the repairing of the machine the image is not clear. Bibitha informed that the company informed that the machine should be send to Germany for service.
Ms Bibitha said that the new vista scan machine will cost around Rs.2,40,000/- including buy back policy for the old machine and they offer 3 years warranty. Principal informed that an inspection of the Vista Scan can be done with the help of a team including one person from Radiology, Babitha Vice Principal & Principal. Based on that report a decision can be made. Principal informed that a new RVG costs Rs.1.5 lakhs with 5 year warranty.
Decision: The committee to inspect the vista scan and report at the earliest.

9. Physio dispenser repair - Bibitha informed that Mr Radhakrishnan informed that an amount of Rs.3500/- would be needed as repair charge for the physiodispenser.
Decision: It was approved to do the repair.

10. Introducing forms (decommissioning, incident reporting and hiring). Bibitha informed that she has procured the form for decommissioning, Incident form and Hiring forms from PMCH. Principal informed that the forms can be checked by Dr Benley before finalizing.

11. Repair of Projector – Mr Marvin informed that Rs.12154/- needed for repair of 2 LCD projectors –Department of Prosthodontics and Oral Pathology. One quotation was obtained and it is the same party who does the service and they provides the lowest quote.
Decision: The repair of 2 LCD projectors for an amount of Rs.12154 was approved.

12. Spares for the Phantom head lab(Pedodontics) – Bibitha informed that there is requirement of some spares for the service of Phantom head lab in the Department of Pedodontics. Dr Benley informed that the Phatom head lab was poorly maintained in the department. Principal informed that it should be repaired as we have the final recognition inspection for MDS next year.
Bibitha informed that Quality assurance report was to be obtained for the X-ray machines for approval of AERB. Bibitha was informed to enquire about the rates for QA inspection.
Decision: It was decided to approve the repair of Phantom Head lab and obtain quotation for QA report of X-rays machines.

13. Biomedical In charge Director Institutions informed that the term of Dr Vinod as Biomedical incharge [illegible] is over. Achan informed that Dr Vinod can be asked to continue as incharge of Biomedical department for the next one year.
Decision: A letter to be issued to Dr Vinod in this regard.

The meeting concluded at 11.40a.m

Dr K. George Varghese
Principal

Rev Fr Aby Vadakkumthala
Director Institutions

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Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of purchase committee meeting on 11/08/2021 at 10.45 am

at Principal's Chamber

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr K. George Varghese
3. Dr Benley George
4. Dr Aby Mathew T
5. Dr Joshy
6. Mr Albin
7. Mrs Archana
8. Ms Bibitha

The meeting started with a silent prayer.

Dr Benley George started the meeting by reading the minutes of the previous purchase committee meeting.

The following points were discussed during the meeting.

1. Supply of Journals – For the supply of Pedodontics journals Standard Book Company requested 10to 12 weeks time to deliver the journals.

2. Whatsapp group for store – As decided in the previous meeting a new whatsapp group was created for the timely collection of sanctioned items from the store.

3. CMC – Ms Bibitha informed that CMC is expensive for R.O. Plant. 5 years full service is provided by the company.

4. Email and Details of companies – Dr K. George Varghese said that warranty details, CMC, AMC details of equipments provided by the company should be sent to the email ID for recordical purpose.

5. Oiling machine –The purchase order for the oiling machine was prepared and the item is approved for purchase. It will be kept under the custody of the Biomedical Department. Time slot to be given to all departments for oiling the handpieces by the ANM under supervision of Biomedical Department.

6. Ceramic lab – Dr Aby Mathew discussed about the present status of the ceramic lab. He said that ceramic lab should be made functional as the lab charges are drastically being increased by the labs without informing us. Director Institutions said that the out sourcing the works of the ceramic lab should be given to another lab.
The Director Institutions said that if the quality of the work done by Reliance lab is good then we can proceed. He also said that the Post Graduate students should be trained.
Dr Aby Mathew T informed that the rates of Reliance Lab is low compared to Dent care lab.
Director Institutions informed to proceed with the MOU at the earliest.

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7. Heads of Departments meeting - It was decided to arrange an HODs meeting among Departments of Pedodontics, Prosthodontics, Conservative Dentistry, Orthodontics and Implant Clinic for discussing about the lab works.

8. Doctors Stools – It was decided to purchase doctors stools for the Department of Prosthodontics (8nos). The lowest quote was approved. It was decided to provide 8 steel stools from the Department of Oral Pathology to the Department of Orthodontics.

9. Treatment charges - Dr Benley George informed that the treatment rates including lab charges are a problem now. Some patients are not returning back and if we collect 50% advance the total lab charge is not covered and institution has to bear the lab charge. He informed that 70% of the treatment charge can be collected as advance. Director Institutions informed that for other departments we can discuss about it in the HODs meeting and decide.
Dr Benley George said that OP number should be entered in the lab requisition form and all patient works must go under College head itself. No works of pateints should be given to the lab person by PG students.

The meeting concluded at 11.40a.m

Dr K. George Varghese
Principal

Rev Fr Aby Vadakkumthala
Director Institutions

MAINTENANCE / PURCHASE COMMITTEE

Minutes of purchase committee meeting on 21/07/2021 at 10.00 am

at College Council Hall

The following members were present for the meeting

1. Dr K. George Varghese
2. Dr Benley George
3. Dr Biju Sebastian
4. Dr Nebu George Thomas
5. Mrs Bibitha
6. Mr Siby John
7. Mr Manoj Kumar
8. Mr Marvin
9. Mrs Preethi

The meeting started with a silent prayer. Rev Fr Aby Vadakkumthala informed his inability to attend the meeting.
Principal welcomed the gathering. The following matters were discussed during the meeting and the following decisions were taken.

1. **Pedodontics Department Journal requirements for DCI Inspection 2021 renewal**
Dr Benley George said that as per DCI requirements any 3 journals with 8 years back volumes is needed. He said that at present enough journals are being subscribed and it can be shown during inspection. He said that about Dental Traumatology Journals 16 years back volumes & Caries Research 6yrs back volumes are available. Dr Elizabeth Joseph was contacted via phone and the matter was discussed.
Decision: It was decided to show existing journals during inspection.

2. **Standard Book Company** – Mrs Preethy Librarian said that an amount of Rs.194285/- only is to be paid to the company for purchase of pedodontics journals after deducting the credit note amount. The amount is fixed after negotiating with the company by Mrs Archana PCDS.
Decision: It was decided to purchase the journals for Rs,363066/- after deducting the credit note amount of Rs. **168781/- . The balance amount to be paid to Standard Book Company is Rs.194285/-**

3. **Dental Chairs** – Principal asked Ms Babitha about the status of Dental Chairs of repairing needed in the Department of Conservative Dentistry. Babitha said that Biju Technician had informed that he had noted the spares required for the repair of the chairs.

4. **Compressor Room** – Ms Bibitha informed that due to dust in the compressor room there is a need for service of it and some spares are required. The lowest quote for repair of the compressor is by M/s Blaze Agencies is Rs.49363/-
Decision: Repair of the compressor to be done and upkeeping of the compressor room to be done.

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Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

5. **IT Department** – Mr Marvin said the intercom wiring of the first floor is completed. He also said that the CBCT image can be transferred to each department as he had connected it to one computer in each department.

Principal said that the CBCT images will be requested from the Departments of Oral and Maxillofacial Surgery, Pedodontics, Orthodontics, Periodontics and Prosthodontics. Marvin said that by using the old computers in the deparments the image quality will be poor. He said that to enhance the image quality 18'' monitors needs to be purchased and graphics card is also needed. Graphics card will cost Rs.3000/- per card. He also said that the renewal of Dolphin software for the Department of Orthodontics is still not done.
New Domain needed – Marvin said that a new domain needs to be created. He said that it will make the website more efficient and new email id for faculty can be created for NAAC. He informed that it will cost Rs.3000/- for 5 years.
He said that new computers are needed for the Department of Prosthodontics, Medical store, Pedodontics, Orthodontics and General store.
Marvin also said that 5 SMPS needs to be purchased as this unit of the computer is frequently being damaged and can avoid the delay in fixing it.
Marvin said that for the general store Mr Siby had demanded for a scanner and printer as it is affecting the daily works in the general store.
Decision: To approve purchase of Domain (Rs.3540/-) and purchase of printers for Department of OMR for Rs.11682/- and printer cum scanner for general store PCDS for an amount of Rs.21535/- from H.P.S Technology.

7. **General store PCDS** – Mr Siby said that the ANM incharge in each department is not collecting the newly demanded items timely. Mr Siby said that some departments are not collecting items even after 4 days.
Decision: Principal said that the ANM incharge in each department should strictly followup the items demanded and memo can be issued to the person who violates. Principal also said that the notification including the invoice can be put in the whatsapp group. Principal said that the names of the Principal, Vice Principals and Director Institutions should also be included in the whatsapp group, Principal said that in the next HOD meeting this matter can be included. He informed to post a message in the HOD whatsapp group regarding the non-collection of dental materials from the store by the ANM.

8. RO Plant – Ms Bibitha explained about the RO plant to be fixed in the College. She said that the plant can be installed in the 7th floor. Dr Benley George said that the matter to intimated to Mr Shyju Supervisor. Bibitha said that the cost of the plant is Rs.34800/- and the company is offering 5yrs free service. Principal asked Bibitha to ask the company for CAMC (including spares) which will be more beneficial.

9. Oiling machine – Bibitha explained that the cost of single port oiling machines is around Rs.65,000/- and the cost of 2 port oiling machine is Rs.1,40,000/-
Decision: It was decided to purchase one single port oiling machine from W&H and to keep under the custody of the Biomedical Department after getting the permission from Director Institutions.. Principal said that the ANM staff should be trained and a nominal

charge of Rs.10/- to be charged for service of handpiece of one micromotor. The DEMT Mr Biju said that he will train the ANM staff.

10. Water control valves for Dental Chairs – As discussed in the previous purchase committee meeting the matter was discussed about the water control valves purchased. Of the quotations received from M/s C.B.Traders and M/s Mohan Electricals the least quoted was M/s Mohan Electricals and 100 water control valves were purchased from M/s Mohan Electricals for an amount of Rs.20,000/-.

11. Security staff not receiving items arriving during Pushpagiri Holidays – Mr Siby said that the security staff is not receiving items being dispatched during Pushpagiri Holidays. He said that the returned items will come back to institution only after 5 to 7 days. He also said that even if they collect the items the bills are found to be missing.
Decision: Principal said that the matter to be brought before the Director Medicity.

With no other matter for discussion the meeting concluded at 11.30 a.m

Dr K. George Varghese
Principal

Rev Fr Aby Vadakkumthala
Director Institutions

Dr Benly George (Admin)
Vice Principal

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Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

MAINTENANCE / PURCHASE COMMITTEE

Minutes of purchase committee meeting on 30/06/2021 at 9.00 am

at College Council Hall

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr K. George Varghese
3. Dr Benley George
4. Dr Biju Sebastian
5. Mrs Bibitha
6. Mr Siby John
7. Mr Manoj Kumar
8. Mr Shyju
9. Mr Albin G Sebastian

The meeting started with a silent prayer.
Principal welcomed the gathering. The following matters were discussed during the meeting and the following decisions were taken.

1. **Dental Implants**
   Mr Siby said that the full supply of implants has not come. Hod should inform the purchase of 21 implants required so that the remaining 30 free implants will be supplied by the company.

2. **Roofing and civil work – courtyard work**
   The civil work for roofing the courtyard is almost done and around Rs.9 lakhs was spent. Supervisor Mr Shiju said that around 33 load of soil was used to fill the courtyard and 3 more loads of soil is unloaded outside the College building. Rev Fr Aby Vadakkumthala said that the height of the courtyard will be fixed equal to existing varendas height and interlock tiles pavement tiles will be used. He informed that they will complete the roofing works in 30 days time. Fr Aby informed that network line should be also be done in the courtyard. Principal informed that sufficient electrical points should be put around the courtyard for future needs.

3. **Telephone cabling** –Fr Aby Vadakkumthala said that 3 quotations were received on telephone cabling and it will be finalized immediately. Achan mentioned about the cables were damaged due to flood issue. Dr Benley informed that the landlines are not working and calls related to student admission cannot be taken up and also patients cannot contact the departments.

4. **Mobile phone for Orthodontics Department** – Fr Aby Vadakkumthala said that CEO had asked an opinion about buying mobile phones for all Departments or for reception area alone. Dr Biju Sebastian said that in the Orthodontic Department mobile phone is urgently needed as many bookings were done by patients.
   Decision

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES PUSHPAGIRI MEDICITY TIRUVALLA-7

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Achan said that payment should be made by petty cash and it should be within Rs.1500/- Achan said that is should be proceeded today itself. The CUG SIM card can be obtained from Pushpagiri by Marvin.

5. **T-Scan** – Bibitha said that 50% advance payment was done and it will be available within one week.

6. **Autoclave service** – Bibitha said that autoclave servicing is pending and the repairing quotation was handed over to Mr Shiju. Dr Benley informed that the work should be done urgently.

7. **Tables for placing instruments** – Mr Siby John said that tables for placing instruments in dept of Oral medicine is needed and it should be purchased.
   Decision
   It was decided to purchase 3 tables against the requested 5 tables. One table for a staff with drawer & two plain tables.

8. **Handpiece Oiling machine** – Dr Benley informed that handpiece oiling machine with one port is requested for Priority clinic. Principal informed that it is better to buy a two port machine for the college which can be operated by the Biomedical department. This will enable all departments, students and PGs to get the handpiece cleaned and lubricated. A nominal charge can be collected from students and doctors for their personal requirement. Bibitha informed that she will negotiate the rate of the W & H two port machine at the earliest.
   Decision:
   To wait for the negotiated rate of two port from W&H

9. **Air rotor and Micromotor hand piece for the priority clinic** – Dr Benley informed that 3 NSK Push button airotor handpiece and 1 NSK straight micromotor handpiece is requested for Priority clinic. The quotations were received.
   Decision
   Decided to purchase 3 NSK Hand pieces and one micromotor handpiece for priority clinic.

10. **Sensor of Vista scan** – Dr Benley informed that 2 adult vista scan sensors were requested from Priority clinic. The present 2 sensors are not working properly and it is too old. The purchase of it was approved.
    Decision:
    Two more quotations to be obtained and then only finalize the purchase.

11. **Accessories for TMJ Clinic** – Dr Aby had given the requirements for the installation of T Scan in the department. Principal informed that instead of computer table a normal table with drawer can be purchased.
    Decision:
    It was decided to enquire with Dr Aby if the UPS is required for the machine or not as the computer used is a lap top and not a desktop. Committee approved the purchase of 1 small almirah and 1 medicine trolly for TMJ clinic.

12. **Wash basins** – Dr Biju Sebastian said that altogether 4 wash basins are needed as part of infection. Principal informd Shiju to look into the matter and do the needful.

13. **Auditorium door stopper** – Principal informed that the auditorium door closure is not functioning properly. Shiju said that a door stopper will be placed.

14. **Antigen testing center** – Principal said that the request for starting the antigen testing center in Pushpagiri Medicity was forwarded to the CEO and is still pending.

15. **Fumigation machine** – Bibitha informed that at present there is 5 fumigators- one in priority clinic, 4 for college purpose.
    Decision:
    It was informed to Bibitha to check all are working and any additional fumigator is required and if so it can be purchased.

16. **Library purchase**- Dr Benley informed that the journals for Pedodontics is not purchased for 2021 and 2022. There will be inspection in November and next one in July 2022.
    Decision:
    Fr Aby informed that the journal for 2021 can be purchased with Standard Book Company after settling the balance amount. Principal informed that the next year journals can be purchased after some time. Librarians to do the needful at the earliest.

The meeting concluded at 10.30 a.m

Dr K. George Varghese
Principal

Rev Fr Aby Vadakkumthala
Director Institutions

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES PUSHPAGIRI MEDICITY TIRUVALLA

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

MAINTENANCE / PURCHASE COMMITTEE Ammendement

Minutes of purchase committee meeting on 26/04/2021 at 10.00 am

at College Council Hall

The following members were present for the meeting

1. Rev Fr.Aby Vadakkumthala
2. Dr K. George Varghese
3. Dr Benley George
4. Dr Biju Sebastian
5. Mr Siby
6. Mr Manoj Kumar
7. Mrs Begam Fathima
8. Mr Marvin
9. Mr Shiju
10. Mr Albin

The meeting started with a silent prayer.
The Principal welcomed the gathering. Dr Benley read the previous meetings minutes and status as follows:-

1. Dental Implant – Adin
Mr Siby said that the purchase order was sent and received 141 implants and 21 implants are pending. He said that some implants were not of the suitable size and were replaced by the company.

2. KAVO chairs – CMC
The CMC with KAVO Company was renewed.

3. Repair of Dental Chairs
Mrs Fathima said that for repairing + the 20 dental chairs spare parts have arrived and the payment is to be done. She said that the company had demanded 100% amount in advance but we paid only 50% of the bill amount and the spares (tubing) is pending.

4. Library software
The AMC for library software was done.

5. Repair of Photocopier machine in PCDS library
Mr Marvin said that the repair of the Photostat machine is complete.

The following matters in the agenda were discussed and the following decisions taken.

1. Examinations and COVID situation
Director Institutions Rev Fr Aby Vadakkumthala suggested that exam going students (Final BDS Part I and Part II) only need to stay in the hostel and other students can continue their studies through online class. Principal said that from 02 May 2021 there is a chance of lock down in

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Kerala. Dr Biju Sebastian said that we can a wait for a few days more and then decide. Students who return from home shall bring negative RTPCR report.

2. Repair of Airconditioner in the Principal's cabin

Director Institutions Rev Fr Aby Vadakkumthala said that the gypsum ceiling in the Principal's cabin is to be repaired and new Air conditioner to be fixed and quotations have been received. He said that in the adjacent private room the broken gypsum ceiling is to be removed and the room to be painted. Dr Benley George said that along with this work the council rooms wood paneling to be repaired also.

3. Orthodontic band purchase from M/s OSL – Dr Biju Sebastian enquired whether the Orthodontic band purchase from the firm M/s OSL has been made. Mr Siby replied that payment is still pending.

4. Materials purchase rates increased – Mr Siby said that the quoted price for materials supply have increased this time and he said that the hike in price is nearly from Rs.300 to Rs.400 for major item. Last year we purchased through central store for nearly 89 lakhs.

5. One year purchase quotation

This year we invited quotation from 9 agencies. The tabulation statement for the rates have been completed and submitted to the purchase committee for approval. The purchase committee made a random verification and approved the statement and send to CEO for finalisation. The tabulation statement with quotation was compiled and prepared by store incharge Mr Siby John.

6. Speakers in the class room – Mr Marvin said that for fixing speakers in the classrooms aluminium fabrication is to be done and the supervisor Mr Shiju informed about it. Dr Biju Sebastian suggested that a box having facility of locking and side walls with grill should be made for securely keeping the speakers and mikes. He suggested that a model may be shown to him.

7. Journals for Pedodontics Inspection – Principal said that as we are expecting the inspection in the Department of Pedodontics for MDS renewal the journals should be immediately purchased. Director Institutions said that the pending payment from M/s Standard Book Company to be collected immediately and if there is any delay to proceed via court legally. Director institutions suggested that if the Standard Book Company is willing to settle the pending amount it can be decided to give the order for purchase of journals to M/s Standard Book Company. Another option is to give the purchase order to M/s Globe International who has given the lowest quotation.

8. Courtyard roofing – Principal asked supervisor about the status of the courtyard roofing. Mr Shiju said that the company has demanded some more civil works to be completed before the roofing works. Principal said that as the advance amount is already given and the works should be speeded up. Director Institutions said that the works should be completed before 25 May 2021.

9. Telephones in the College – Dr Benley George said that currently the land lines and intercoms are not functioning and asked Mr Marvin about the situation. Mr Marvin said that land line 0469 2645210 is repaired and the land line number 0469 2645282 is still not working. He said that the cable lines is faulty and this is causing the nonfunctioning of the intercoms. He said that in Pushpagiri Medical College IT cable is being used and it will be more efficient than the present cables and will be cost effective also. He assured that the issue will be solved immediately.

10. Mobile phone in the Department of Orthodontics – Dr Biju Sebastian said that it is essential to have a mobile phone in the Department of Orthodontics to manage patient appointments. Director Institutions said that it can be sanctioned. Mr Marvin said that Rev Fr Thomas Pariyarath informed that sim cards can be provided, one for the Orthodontics Department and other one for the implantology department. Director Institutions said that phones costing Rs.1000/- may be purchased for the above purpose.

11. Fumigator - Mrs Fathima said that two companies had submitted quotation. The Confident company had given a special price offer of Rs.12500/- for the fumigator. She said that it will cover an area of 600sqft and in small areas it can be used as it fumigates 4 sides. The company will provide 1liter of the solution and 1 yr warranty.

The other machine which is being used in the Pushpagiri Medical College has plastic body and will resist corrosion and it can also use any solution for fumigation. The company provides 500hrs warranty and it will cover nearly 2 years. The cost of the machine supplied by Mary Medicals is Rs.28910/-
Purchase of both these items were recommended for purchase from Principal's Account.

12. T Scan – Principal asked about the status of purchasing the T Scan and Director Institutions asked Mrs Fathma to proceed with the purchase order.

13. Repair of Autoclave – Mrs Fathima said that the chlorinated water being currently used is causing corrosion and some portions are leaking. The maintenance cost for the Autoclave presently using will come around Rs.53000/- The company has suggested using RO water only. Mrs Fathima said that the RO plant will cost Rs.50000/-. Director Institutions asked to check the quotation with the company. Dr Benley George said that RO plant is essential as the chlorinated water will damage the autoclave. The repair of the machine was recommended. Mrs Fathima was asked to get further quotations for RO plant as 3 quotations are needed based on the requirement and capacity of autoclave.

14. Partition for Auto clave room – Supervisor Mr Shiju shall discuss with the staff in Pushpagiri Medical College and to decide the sterile area. Director Institutions suggested that this shall be done in the proper way as per the NABH regulations.

15. Preclinical Conservative lab – Mrs Fathima said that the Phantom Heads in the preclinical lab are due for repair. She said that the tubings are not working and she also said that 6 stools are damaged and are beyond repair. Two companies submitted quotations M/s Confident and M/s

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES PUSHPAGIRI MEDICITY

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G.M Dental Solutions and M/s G.M Dental Solutions quoted the lowest price. The purchase of the spares from M/s G.M Dental Solutions was approved.

16. Tables and chairs – Director Institutions asked the supervisor Mr Shiju to check the status of tables and chairs in the departments of Oral medicine and Pedodontics and to inform him the status and requirements. He told that staff tables lying idle in other departments can be considered for use.

17. Rexin sheets – Mr Siby said that it will be better to use rexin sheets as tables covers. Director Institutions said that it can be purchased from Kerala store.

18. Lead screens – Mrs Fathima said that to prevent from radiation the X-ray need lead sheets to be fixed on the doors. Since the aluminium door presently fixed cannot withstand the weight of the lead screen, the aluminium doors are to be removed and wooden doors to be fixed which can withstand the weight of the lead screens. Mrs Fathima said that it can be done for Rs.1,20,000/- for 3 doors (@40,000/- per door) as per quotation given by one Mr Joy from Kottayam. Director Institutions asked her to get another 2 quotations also. She can get help from PIMS & RC for getting quotations.

19. Hand piece oiling machine – Mrs Fathima said that by purchasing a hand piece oiling machine the airrotors and micromotors can be easily cleaned and frequent purchase of new hand pieces can be avoided. She suggested that a small fees can be charged from students, interns and PGs for using the machine. Principal said that it should be purchased only from a reputed company. Mrs Fathima agreed to get 3 quotations.

The meeting concluded at 11.30 a.m

Dr K. George Varghese
Principal

Rev Fr Aby Vadakkumthala
Director Institutions

Minutes of purchase committee meeting on 26/04/2021 at 10.00 am

at College Council Hall

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr K. George Varghese
3. Dr Benley George
4. Dr Biju Sebastian
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PUSHPAGIRI COLLEGE OF DENTAL SCIENCES PUSHPAGIRI MEDICITY TTK-7

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The meeting concluded at 11.30 a.m

Dr K. George Varghese
Principal

Rev Fr Aby Vadakkumthala
Director Institutions

MAINTENANCE / PURCHASE COMMITTEE

Minutes of purchase committee meeting on 29/03/2021 at 10.30 am

at Principal's Chamber

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr K. George Varghese
3. Dr Benley George
4. Dr Biju Sebastian
5. Dr Nebu George Thomas
6. Dr Anuna Laila Mathew – Representing OMR Department.
6. Mr Sejoy Abraham
7. Mrs Begam Fathima
8. Mr Siby
9. Mr Marvin
10. Mr Vasudevan - Representing Dentsply – Sirona CBCT Machine.

The meeting started with a silent prayer.

I. Decisions regarding purchase of CBCT machine.

The representative was requested to explain about the installation and servicing of the machine.

a. Servicing of the CBCT Machine during warranty period – Mr Vasudevan explained that if a service problem arises during warranty period, the engineer will come within 48hours and will rectify the problem free of cost. He said that all the spares are readily available with the company. He told that 5 engineers are available. He also said that if any other spare is needed it will be imported and will rectify within 15days. The technicians are available at Madurai, Bangalore and Hyderabad. Mr Muthuvel is the technician who is given charge of Kerala. Yearly 2 maintenance service will be done by the technician. If the machine has troubles the technician will come and rectify it for unlimited number of times within 5 years as it is under CAMC for 5 years. He informed that the CAMC covers cost of the spares, labour cost and software updation.

b. Servicing after 5 years – The representative said that it is advisable to take an insurance policy after 5 years of warranty. He mentioned that National insurance company is giving coverage.

c. Financial clarification – Principal said that 50% of the cost will be given in advance and the remaining amount will be given after successful completion of installation as 6 postdated cheques. Mr Vasudevan said that the company's policy is 100% of the amount in advance. Principal said that in Government Colleges the company will be given the bill amount only after installation. Mr Vasudevan assured that he will clarify with the Head Office today itself.

d. Jurisdiction clarification – Principal said that if any legal issues are arising it will be under the Jurisdiction of Thiruvalla court and not in Delhi. The representative said that it is to be decided by the company and it will be informed later. He said that the company is much interested about the order given by Pushpagiri Management and he assured that no issues will arise. Mr Sejoy said that he needs clarifications from advocate of Pushpagiri Medical Society regarding the jurisdiction.

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES PUSHPAGIRI MEDICITY TRUVALLA-7

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

e. **Six post dated cheques** – It was decided to issue 6 post dated cheques to the company after completion of the satisfactory installation of the machine.

f. **Installation of the CBCT Machine** – Mr Vasudevan said that once the purchase order is received, if the machine is available in stock it will be installed in 10 days time. If not available in stock it will take 4 to 6 weeks for the machine to come from Germany. He added that the transportation, delivery and installation will be done by the company. The GST amount of 12% is also included in the bill amount. After the installation of the machine their trainer who is a Doctor will be in College for 2 days for training of the faculty and technicians. The company will do the AERB registration free of cost. The College will have to share the username and password for this purpose.

g. **IT Manager** – Mr Marvin enquired whether the image taken in the CBCT machine can be transferred to all departments as all departments are connected via LAN. The representative said that Mr Muthuvel will help in all matters.

h. **Uptime Assurance** – Mr Sejoy mentioned about the uptime assurance. He said that the breakdowns should not be more than 6 times a year so that the machine never remains idle as the cost is very high. Mr Vasudevan said that it will not happen as the CAMC contract is followed.

i. **Mr Muthuvel Technician** – During the meeting the representative contacted with the technician Mr Muthuvel and discussed about connecting the machine to the existing printer in the Department of Oral Medicine and Radiology. He agreed that it can be done for printing OPG images. But not the CBCT images. For CBCT images another printer has to be purchased.
Dr Anuna said that images can be given in a CD to the patients as done in most of the centers.
Mr Marvin suggested that for the time being print out of images can be taken using a regular colour printer.

II. **Photocopy machine servicing** – Mr Marvin said that the Sharp machine in the library was purchased in 2018 and 1,55,000 copies were taken. He said that the technician from K.M.Technologies company said that spares for a cost of Rs.14000/- is needed and it can be repaired.
It was decided to repair the machine.

III. **IT Budget Discussion**

a. – Mr Marvin said that in the IT Budget given, some items are common for both Dental College and Pharmacy College. Achan said that is should be discussed with Sejoy and finalized. Mr Marvin said that mainly the speed of the internet should be increased. The speed is now 32mbps which should be increased to 100mbps. He said that firewall device is needed for both institutions and will cost around 2.5lakhs and to be installed in Pharmacy College.
Mr Marvin said that a provision of including internet usage for patients/guests etc. for a time of ½ hour. Principal said that it can be considered.

b. **CCTV** – Director Medicity said that CCTV cameras should be installed and old ones to be made functional immediately. Marvin said that old ones are analog ones and installing new cameras are digital and it is more suitable. Principal said that monitoring the cameras in the TV screen installed are also essential. The need for centralized antivirus purchase was approved. AMC for data base server was also approved. The other matters included in the IT budget was discussed

and recommended to the management for including in the next years budget. The total expenses comes to about Rs.26,35,000/-

c. Principal informed that the extension phone in the OMFS Department is frequently out of order. Mr Marvin assured that he will look into it and change the line if needed. He added that estimate for changing the damaged line is expected in 1 to 2 days time.

IV. Centrifugal Machine – Principal said that he has received a request from Dr Sunil, HOD, Dept. of Oral Pathology to transfer the Centrifugal Machine for extracting PRF recently purchased for Priority clinic to be transferred to their Department since it is kept in the Hematology laboratory and is operated by their technician Mrs Susan. Dr Vinod Mathew of Priority Clinic has given his consent for its transfer subject to the approval of Director Board of Pushpagiri. Director Institutions after discussion with Mr Sejoy agreed that it can be considered for transfer to Oral Pathology Department.

The meeting concluded at 12.05 p.m

Dr K. George Varghese
Principal

Rev Fr Aby Vadakkumthala
Director Institutions

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES PUSHPAGIRI MEDICITY TIRUVALLA-7

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

MAINTENANCE / PURCHASE COMMITTEE

Minutes of purchase committee meeting on 15/03/2021 at 11.30 am

at College Council Hall

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr K. George Varghese
3. Dr Benley George
4. Dr Biju Sebastian
5. Dr Nebu George Thomas
6. Mr Manoj Kumar
7. Mrs Begam Fathima

The meeting started with a silent prayer.
The Principal welcomed the gathering. The following items were discussed during the meeting.

Dental Implant – Adin

The purchase of implants from M/s Adin was fixed after negotiation with the company. On the purchase of 150 implants, 30 implants and 1 kit was agreed to be given free of charge. It was decided to add this clause along with the previous years clause. The price of implants will remain the same as last years ie Rs.4200/- per implant and abutment.

KAVO chairs – AMC

The CAMC with KAVO Company was finished by February 2021. The amount quoted by the company is Rs.18000/- per chair. It was decided to negotiate with company and fix the CAMC.

Repair of Dental Chairs

142 Dental Chairs in Dental College were repaired. It was decided to purchase spare parts to keep in stock and also for 20 Confident Dental Chairs for this purpose.
3 quotations were invited. Confident company and Aditi Dental Bangalore had given quotation. Among it Aditi Dental Bangalore had given the lowest quotation. The company had demanded 50% payment in advance. It was decided to negotiate with the company. Principal said that it is essential to check the quality of items delivered to ensure that it is suitable or not.

Library software

It was decided to check the payment details of AMC with Pushpagiri Medical College and to fix the AMC after that.

Repair of Photocopier machine in PCDS library

Since the photocopier machine is not working properly the Library in charge was requested to check the machine about its working condition before repairing it again.

The meeting concluded at 12.15 p.m

Dr K. George Varghese
Principal

Rev Fr. Aby Vadakkumthala
Director Institutions

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES MEDICITY TIRUVALLA-7

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

MAINTENANCE / PURCHASE COMMITTEE

Minutes of purchase committee meeting on 08/03/2021 at 11.30 am

at College Council Hall

The following members were present for the meeting

1. Rev Fr Aby VAdakkumthala
2. Dr K. George Varghese
3. Dr Biju Sebastian
4. Dr Nebu George Thomas
5. Dr Aby Mathew T
6. Mr Sejoy Abraham

The meeting started with a silent prayer.
The Principal welcomed the gathering. The following items were discussed during the meeting.

M/s Globe Publications Journals Purchase – M/s Globe Publications was selected for supply of journals who had quoted the lowest amount. It was decided to have an agreement with the company. 50% of the amount to be given as advance may be considered and to avoid the interest of 6% from the company regarding any delay in supplying as per the email request of the firm.
Principal Dr K. George Varghese said that in Government Dental Colleges there is not a procedure like paying advance amount for supply of journals.
Dr Nebu said that Pushpagiri Medical College Library is buying journals from M/s Globe Publications.
M/s Standard Company – It was decided to send a mail to Standard Book Company on today itself demanding refund of the amount related to non-supply of journals. Mr Sejoy said that 5 lakhs was already paid to the company.
Purchases to be made transparent – Rev Fr Aby Vadakkumthala said that all purchases should be done only after inviting 3 quotations and to select from the lease quoted company only after proper negotiations. This procedure will avoid unnecessary allegations against the authorities.

Purchase of Dental Implants – Dr Aby Mathew T said that presently we are purchasing implants from M/s Adin Company. Last year they had supplied 100 implants and 25 implants are given free from the company. Dr Nebu said that patients who had received Adin Implants are satisfied and had not registered any complaints. Dr Aby Mathew said that M/s Adin may be considered for this years purchase also. He requested that an additional implant kit should be purchased. This will avoid delay in treatment when 2 or 3 implant cases are done in a day.

Director Institutions mentioned to inform the company to provide 150 Implants and to give 25 additional implants and a kit free. Director Institutions also said that inspite of the COVID situation we had done much cases and in this year we can complete more than 150 implant cases. Achan mentioned that if the staff is doing more implant cases and we can increase income also.

The meeting concluded at 12.15 p.m

Dr K. George Varghese
Principal

Dr Aby Vadakkumthala
Director Institutions

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES PUSHPAGIRI MEDICITY TIRUVALLA-7

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

MAINTENANCE / PURCHASE COMMITTEE

Minutes of purchase committee meeting on 27/01/2021 at 1.00 pm

at College Council Hall

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr K. George Varghese
3. Dr Biju Sebastian
4. Dr Vinod Mathew
5. Dr Nebu George Thomas
6. Mr Siby
7. Mrs Fathima
8. Mrs Preethy
9. Mr Manoj Kumar
10. Mr Marvin Liju Thomas

The meeting started with a prayer.

The Principal welcomed the gathering. The following items were discussed during the meeting.

1. High capacity centrifuge

M/s Kochin lab equipments Pvt Ltd had sent a quotation for the amount of Rs.143033/- . The company had demanded 100% advance payment so that they can provide15% discount. Dr Vinod informed that Fathima can enquire about it with PRC. Dr Benley George suggested that it will be better to get details about AMC.

Decision: It was decided to enquire about AMC and 100% advance payment may be given for the purchse for Priority Clinic

2. Apex locator

M/s Apexion quoted Rs.49000/- for priority clinic and it was the lowest quotation.

Decision: It was decided to purchase the item from M/s Apexion for Priority Clinic

3. Endodomotor

M/s Global Medical Solution and Services quoted the lowest price of Rs.29000/-.

Decision: It was finalized for purchase for priority clinic from M/s Global Medical Solution and Services for Priority Clinic.

4. Compressor

M/s Unire Health Care quoted the lowest price of Rs.19500/-.

Decision: Finalized for purchase for priority clinic from M/s Unire Health Care for Priority Clinic

5. Durr Suction

M/s Unire Health Care quoted the lowest price of Rs.65000/-.

Decision: Finalized for purchase for priority clinic from M/s Unire Health Care for Priority Clinic.

6. Partition and electrical works for installation of conscious sedation unit

Decision: It was decided to obtain an estimate for partition and electrical works by Mr Shebi and Mr Joji for installation of conscious sedation unit for priority clinic.

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES PUSHPAGIRI MEDICITY TIRUVALLA-7

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

7. Dental Chair Spare parts

Dr Vinod Mathew informed that the budget provision for the current year is Rs.4 lakhs. But for the current year the total cost for spare parts is estimated to Rs.88,948/-.

Dr Benley George said that a specific number of old dental chairs should be replaced every year with new ones. Director Institutions said that 10 dental chairs to be included for replacement in the new budget. Principal said that clinical coordinators list to be given to Mrs Fathima and all issues related to repair should be dealt by the coordinators. Director Institutions said that all issues related with Dental Chairs should be immediately cleared. Dr Benley George said that the Departments in which the patient flow is the highest should be immediately dealt with. Dr Vinod agreed to follow up issue of electrical chairs repair. He requested that Dr Denny, Lecturer may be included in the team for follow up of the matter.

Decision: (A) Director Institutions said that the biomedical department should provide a date for completion of dental chairs repair work. Service of Dr Denny may be availed for follow up of Dental Chairs repair along with Dr Vinod.

(B) Repair of Dental Chair to be done a cost of Rs. 88,948/-.

8. Water leakage of Dental Chairs – The biomedical department reported that there is a water leakage of Dental Chairs in various Departments.

Decision: It was decided to inform plumbing supervisor for clearing water leakage.

9. Allotting of Dental Chair taken from Paippad Satellite Clinic

Decision: It was decided to allot the dental chair and unit removed from Paippad Satellite Clinic to the Department of Conservative Dentistry.

10. Ceramic lab –Achan said that M/s Reliance lab is to be contacted and to coordinate with Mr Melson Corporte office for finalizing the proposal and signing the contract. Dr Vinod informed that some equipments (requirement as per DCI guidelines) should be made available by the Reliance lab during the time of inspection by DCi and KUHS. This has to be included in the contract that will be signed.

11. Valves for air and water to be put for all Departments. Most of the valves in clinical departments are damaged. It should be replaced/repaired and Achan said that the matter should be informed to Mr Joji and an estimate to be prepared.

Decision: To prepare an estimate by Mr Joji Electrical Supervisor for replacement of damaged air and water valves.

12. Library books purchase – Rs.3.76 lakhs. The purchase was approved.

Decision: to purchase the library books to the tune of of Rs.3.76 lakhs.

Journals Purchase–

Decision: To purchase 1 International journal for all Departments and sufficient number Journals for Pedodontics Department as per DCI requirement. Quotation to be obtained by the librarian.

13. IT Matters –

(A) Mike and amplifier for lecture halls – Mr Marvin has informed that M/s Kaimannil Enterprises has given the lowest quotation (Rs.5796 /- per set) for mike and speaker.

Decision: It was decided to purchase 4 mike sets (Ahuja) a for 4 lecture halls from M/s Kaimannil Enterprises

(B) **Office copier machine** – Quotation was received from M/S Sharp Corp to service the copier machine in office

Decision- It was decided to service the office copier machine for Rs.9000/-

14. Crown remover – M/S Quality Lab has quoted the lowest price.

Decision: Lowest quotation from the Duality Lab approved and it was decided for purchase.

15. Pattern Resin– M/S KCK has quoted rate

Decision: It was decided to negotiate the rate with M/S KCK

16. Pedo Crowns for Pedodontics Department –

Decision: To be purchased as per the requirement of Pedodontics Dept. form the existing lowest quoted the rate available in the store.

17. Ortho pliers – GDC Pliers – quotation to be taken.

Decision: 1 set to be purchased after getting the quotation.

18. Niti files (economy brand) for priority clinic – Dr.Vinod opined that it is sufficient to purchase less costly Niti files rather than costly one. M/S Perikyma has given the lowest for "NEOENDO S"

Decision: Approved for purchase the item from "NEOENDO S" from M/S Perkyma .

19. Payment for M/S Jamuna Enterprises – Mr Siby informed that payment for the firm is pending. Mr Manoj assured to check it and do the needful.

Mr Siby informed that requirement of materials and instruments needed for the next 1 year has been received from various Departments. However 3-4 departments are yet to give the annual indent. They will be reminded once again for it.

Decision: Mr Manoj to check the pending payment and to do the needful.

20. SH Paper Mart – Difficulty in paying Rs.150/- as auto charge. Achan said that Mr Siby should inform Achan regarding the details of items so that it can be collected.

Decision: Achan informed that it can be collected during his next trip to Changanacherry.

.21. Electrical and plumbing items – Mr Siby informed that it is difficult for him to purchase these items since he is not competent to verify the quality of the item.

Decision: It was decided to give necessary directions and permit Mr Jogi to do the same.

22. Suppliers not providing items timely – Mr Siby informed that Apexion company is not supplying materials despite several intimations.

Decision: It was decided if this is repeated again, then to avoid the company in next year's purchase. If there is a delay of supply of materials of any company then proceed by procuring it from the next lowest quotation.

The meeting concluded at 2.00 p.m

Dr K. George Varghese
Principal

Dr Aby Vadakkumthala
Director Institutions

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES
PUSHPAGIRI
MEDICITY
TIRUVALLA-7

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

MAINTENANCE / PURCHASE COMMITTEE

Minutes of purchase committee meeting on 23/11/2020 at 1.00 pm

at College Council Hall

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr K. George Varghese
3. Dr Biju Sebastian
4. Dr Vinod Mathew
5. Mr Siby
6. Mr Nitheesh
7. Mrs Preethy

The meeting started with a prayer.

The following items were discussed during the meeting.

1.Suction Tip – Out of the three quotations Apexion Dental Suppliers quoted the lowest rate. Brand Green Wave. In the previous year also Apexion Dental has supplied the same brand item.

Decision: Item approved for purchase

2. Sodium hypochlorite 3% - Jaypee General Agencies quoted the lowest rate for the Sodium Hypochlorite. But clarification required.

Decision: One more quotation to be obtained from Suzy Dent.

3. Lab items – Quotations for the Items for the Histopathological Lab was received from Associates, V Associates and Science lab.

Decision: Item approved for purchase.

4. S.H. Paper mart – The lowest quotations for office stationary was given by S.H. Paper Mart. The autocharge of Rs.150/- to be included in the purchase order as per request of the supplier.

Decison: Approved for purchase.

5. Composite Finishing Kit purchase – The lowest quotation was given by M/s Sarj.

Decison: Approved for purchase.

6. GDC Instrument for Priority Clinic – Apexion dental products submitted the quotation.

Decison: Approved for purchase because of the emergency situation.

7. Copy plast – 3 Quotations were received and the lowest was quoted by M/s Sarj.

Decison: Approved for purchase.

8. Stock book – Mr Siby said the stock book is not properly maintained in the departments and the committee decided to verify the stock book with the items physically before 31 March of every year.

Decision: A circular to be issued to each department regarding the stock book verification in the first week of March 2021.

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Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

9. Thyroid collar – Three quotations were received and the lowest one from M/s Susy Dent
Decison: Approved for purchase for the priority clinic.

10. Lead apron - Three quotations were received and the lowest one from M/s Susy Dent.
Decison: Approved for purchase.

11. Priority Clinic Expansion Proposal – Dr Vinod Mathew submitted a proposal for expansion of Priority clinic in PCDS

A. Conscious Sedation Unit – Three quotations were submitted and least quotation was approved by Rev Fr John Padippurackal and Rev Fr Aby Vadakkumthala. The revised quotation with terms and conditions submitted is Rs.2,40,000/-
Decison: Approved for purchase.

B. P.R.F Centrifuge – Three quotations were submitted and are subjected for negotiation.
Decision: Item can be purchased after final negotiation

C. Apex Locator – Three quotations were submitted. Least quotation for Jmorita Zx mini given by Apexion Dental is Rs.49000/-
Decision: Item can be purchased after final negotiation

The meeting concluded at 2.00 p.m

Dr K. George Varghese
Principal

MAINTENANCE / PURCHASE COMMITTEE

Minutes of purchase committee meeting on 04/11/2020 at 11.30 am

at College Council Hall

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr K. George Varghese
3. Dr Benley George
4. Dr Biju Sebastian
5. Mr Manoj
6. Mr Marvin

The meeting started with a prayer.

The following points were discussed during the meeting.

1. AMC Mediware – The Annual Maintenance Contract for this year quoted by the Mediware company is Rs.185428/- inclusive of taxes and after final negotiation the AMC was fixed for Rs.100000/- + 18% GST=118000/-. Marvin informed that this is a special rate and fixed after negotiations and will be applicable for this year only. The committee approved the AMC.

2. Dolphin software – The AMC for the Dolphin software quoted is the same as in previous year. Dr Biju Sebastian informed that this is the best treatment software. Achan informed that Dr Biju Sebastian can negotiate the rate with the party. The committee approved the renewal

3. Old pending payments – Dr Benley George informed that some old payments to Apexion and other companies are still pending from Medical College. Director Institutions informed that he shall look into it.

4. Face recognition biometric machine – Dr Benley George informed that quotations for face recognition biometric machine was not provided so far. Achan informed that if it is o.k then we can go ahead with its purchase.

5. Purchase of conscious sedation unit and PRF unit – Manoj informed that they have not received its approval order so far.

The meeting concluded at 12.15 p.m

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

MAINTENANCE / PURCHASE COMMITTEE

Minutes of purchase committee meeting on 12/10/2020 at 11.30 am

at College Council Hall

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr K. George Varghese
3. Dr Benley George
4. Dr Vinod Mathew
5. Mr Manoj
6. Mr Siby
7. Mr Marvin
8. Mrs Preethi
9. Mrs Thara

The following points were discussed during the meeting.

N 95 Masks – Principal said that the N 95 masks now supplied from the store does not have the required quality. He said that faculties have complained to him about it. Mr Siby informed that it was purchased as per Director Institutions. He informed that the earlier supplied by Mr Deepak had no complaints so far. Principal said that it is better to purchase the old N95 masks itself.

PPE Kits – Principal said that presently the PPE Kits now supplied from the store does not include shoe cover and face shield. He said that on request from patients it can be supplied from Pharmacy after payment.

Details of out standing payment – store payments

Dr Benley mentioned about the payments pending for the suppliers including Apexion, KCK, St. Joseph, Jamuna etc. Manoj replied that payment will be done from Pushpagiri Corporate office finance section. Achan said that the payment to Anil Kumar regarding the maintenance work done in the Dental College is not paid till now. Manoj replied the bill regarding that is prepared and sent to Pushpagiri Corporate office finance section for payment. Achan suggested that bills should be suggested within the period mentioned in the bill to ensure prompt payment.
Dr Vinod mentioned about the pending bills to Nobel care, Trichur Surgicals, Acteon is yet to be settled.

2. Denture box

Dr Benley said that the denture boxes issued to the Pharmacy from PCDS store are being purchased by patients. Principal said that a flex displaying the same can be kept near the Pharmacy. Dr Benley informed that the circular for prescribing denture box to patients was sent to Prostho, Pedo, Ortho and Priority Clinic.

3. Orthodontics Matertials

Dr Benley enquired about the status of Orthodontics Materials in the store. Mr Siby said that Quality Lab are yet to supply some items of the requested materials.

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES PUSHPAGIRI MEDICITY TIRUVALLA-7

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

4. Quotations for purchase of electrical materials.

Mr Siby said that the quotations regarding the purchase of electrical materials with us now is received before 5 months. He said that the parties should be contacted to ensure whether there is any change in the price quoted. The comparison statement has been prepared and the committee approved it.

5. Conscious sedation unit for Priority Clinic

Dr Vinod Mathew said that 3 quotations were received regarding the Conscious sedation unit and PRF unit for priority clinic. He said that during last year it was ensured that 30% of the total income received from the Priority Clinic will be spend for the purchase of equipments for the Priority Clinic. As per it initially Rs.10 lakhs to be invested now and the rest later. The remaining procedure to be completed after the Directors meeting.

6. Quotation for plumbing and labour for Construction of toilet.

The supervisor Mr Jojy collected 3 quotations for plumbing materials and one quotation for labour work. The lowest quotation received is from M/s Mohans Electricals, Thiruvalla and it was selected and all materials we require are included in it.

7. Ebsco Journals

Principal informed that EBSCO should be purchased as the DCI E journal system has not come into existence so far and we will have KUHS inspection by December.

Dr Benley said that the amount quoted for EBSCO journals are higher than the amount quoted last year. He said that it should be negotiated before finalising.

8. Gentech Renewal of AMC

Manoj said that only one quotation was received and on discussing with electrical engineer Pushpagiri Medical College said that they are also doing the AMC at Pushpagiri Medical College and that they are reliable. Aby Achan also agreed the same and informed to proceed with the renewal of AMC.

9. IT – Requirement

ID card printing machine – Mr Marvin said that only one quotation was received regarding the face recognition punching machine. Marvin said that the face recognition machine has card swiping and biometric facility in it. He said that if the face recognition machine is purchased the ID card printing machine can be avoided. Marvin said that only after the demonstration by the company it can be finalised.

Wify connection for online class – Marvin said that 10 units are needed. 1 main unit and 9 sub units. He said that 3 quotations were received and the lowest by Manak Infotech is approved.

Projector - He said 2 new projectors are needed one for the Council hall and other for the class room. He said that 3 quotations were received and the lowest by R.S infotech is approved.

The meeting concluded at 1.30 p.m

Principal

MAINTENANCE / PURCHASE COMMITTEE

Minutes of Purchase Committee Meeting on 14/09/2020 at 10.00 am

at College Council Hall

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr K. George Varghese
3. Dr Benley George
4. Dr Vinod Mathew
5. Mr Manoj
6. Mr Siby
7. Mr Marvin

The meeting started with a silent prayer.

The following points were discussed during the meeting.

1. IT requirements

Fr Aby informed that the biometric card should be purchased for all faculty and staff. Marvin said that it should be purchased as it is not available in Pushpagiri. Dr Vinod informed that the printing machine in medical records room can be used for it. Marvin informed that there is purchase of IT requirements like cartridge for printers, ID card ribbon, bar code stickers, token rolls, cleaning kit for the next 6 months for dental college. He informed that the cartridge for sharp copier machine is available from K M technology who is the only distributor in Kerala so only 1 quotation is available for it. He informed that for cleaning kit there is 2 quotations but the quote from Digital I world should be accepted as the kit is original.

2. Renewal of AMC with BPL Telecom

Marvin informed that the BPL telecom group has installed the inter com system in the college and they are providing the service for Pushpagiri group of institutions for years. He informed that the renewal amount quoted by BPL Telecom is higher than last year and it will be finalized later after negotiation. Marvin informed that the AMC will cover service charges and any materials required will be charged extra. The amount quoted for this year is Rs.35000/-.

3. PPE Kit.

It was informed by Dr Vinod Mathew that the PPE kits were charged Rs.300/- from patients. Due to frequent complaints from patients it better to reduce the rate. Mr Siby informed that at present the rate of PPE kit from the party is Rs 134. Dr Benley informed that faceshield can be removed from the kit so that the price can be made below 100. Fr Aby informed that a faceshield can be given to all ANMs. Principal informed that he will give the contact of the faceshield party.

4. Dental Materials to be purchased

Dr Benley informed that few dental materials quotation was not obtained for the yearly purchase. Now 2 parties have quoted the rates. Mr Siby said that the quotations has been sorted for the remaining items (Dental Materials) for the financial year 2020 – 2021. Purchase order to be prepared. It was approved to purchase the same.

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Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

5. Payment pending

Dr Vinod Mathew said that the payments which are still pending should be immediately settled. Achan asked to collect the statements from all pending suppliers and to settle the same within 10 days. Mr Manoj informed that the bank is not issuing cheque book with 100 leafs due to which payment cannot be done to parties. Bank has issues a cheque book with 25 leafs only.

6. Denture Box

Mr Siby informed that denture boxes ordered is still kept in the PCDS store. It was decided to send a circular to Prosthodontics, Orthodontics and Pedodontics to prescribe it to patients who can purchase it from Pharmacy.

7. **Purchase of cameras for KUHS exam halls**- Marvin informed that the cameras were installed in both exam halls.

8. **Laser printer for KUHS room**- Marvin informed that the printer was purchased and installed.

9.**Orthodontic requirement from Quality**- Siby informed that Dr Jacob, quality lab has not supplied the materials after 45 days and has asked for 10 days more time.

10. **Hydraulic hand pallet-** Siby informed that it has been delivered to college.

It was decided to held the next committee during next week.

The meeting concluded at 11.45a.m

MAINTENANCE / PURCHASE COMMITTEE

Minutes of purchase committee meeting on 13/7/2020 at 12.00 noon

at Principal's Chamber

The following members were present for the meeting

1. Dr K. George Varghese
2. Dr Benley George
3. Dr Biju Sebastian
4. Dr Vinod Mathew
5. Mr Siby
7. Mr Manoj Kumar
8. Mr Marvin Liju Thomas

The meeting started with a silent prayer.

The following points were discussed during the meeting.

1. Purchase of cameras for the examination halls.

Mr Siby informed that the purchase order is not completed as there is no GST number and MRP in the quotation and after obtaining the details it will be processed. Marvin informed that after negotiation the supplier has quoted 3TB HDD instead of 2TB HDD Disc for the same price in the quotation.

2. Purchase for Laser Printer for the KUHS confidential room.

Quotation to be submitted to Director Medicity for approval. Dr Benley informed Marvin to enquire regarding the approval of achan for it.

3. Orthodontic requirement from Jamuna International.

For urgent requirement it was decided to procure items from Jamuna International. It was decided to purchase other items from;

a. Category 1 - From quality
b. Category 2 - From Jamuna
c. Category 3 - From Jamuna – Category 3 least quoted by quality , but 45 days delivery time. So it was decided to purchase from Jamuna
d. Category 4 - Quality
e. Category 5 - Khaifas

Mr Siby informed that Jamuna has no negotiation regarding the rates. Dr Vinod asked to negotiate with Quality for purchase with the lowest rate.

4. PPE Kit

Deepak Dental Products agreed to supply PPE kits at discount rate of Rs.40/- per kit w.e.f 11.07.2020 if payment is done within 20 days. Committee approved the same. Dr Vinod said that as the PPE kit cannot be charged for a long time. The cost should be reduced otherwise the patient flow will be affected. He also told that quotation for plastic PPE kit should also be invited. Principal informed that it was decided to have two plans for patients low cost PPE kit and normal PPE kit. Dr Vinod informed that cloth material gown can be considered for the long run. Principal informed that we should have a power laundry system to do it. Dr Vinod informed that PPE kit can be distributed from Pharmacy as in Azeezia dental college. Dr Benley informed that in Azeezia the number of patients is very less so it is possible and here it will be difficult. Dr Biju Sebastian said that buying the PPE Kit from pharmacy will result in loss of time and the patient will get

Dr K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

irritated. Principal mentioned that the PPE kit can be handed from the Department itself after billing.

5. N95 Masks

3M company had agreed to supply N95 masks at the rate of Rs.36/- per piece. Dr Vinod informed that 3M mask can be used as it is low cost. Dr Benley informed that 3M mask was enquiry was done with Quality enterprises and they said that they are in shortage of masks and they can only provide less quantity. Dr Vinod informed that the requirement can be sent directly to 3M company.

6. Stationery item lowest quoted by Central paper Mart

The committee suggested to procure limited stationary items lowest quoted by Central paper mart from the next lowest party as the payment terms by Central paper mart is Ready Cash.

7. **Hydraulic hand pallet-** Dr Benley informed that the rate of hydraulic pallet which was earlier decided to purchase has been revised by the company which could not be purchased earlier due to COVID. Mr Manoj informed that a revised quotation should be obtained from the parties with the revised rate so as to proceed with its purchase. Purchase Committee decided to take requotation from JKI agencies which was selected since it is a local supplier.

8. **Pharmacy & store**- Dr Benley informed that from PMCH there is a new order for procurement of items from Pharmacy and surgical stores. Mr Siby informed that hospital administrator has issued an order in which the requirements from pharmacy should be signed by a doctor with registration number in a prescription which should be handed to IP biling section and later the items will be supplied.

9. Biometric Attendance

Dr Vinod said that punching card should be introduced to avoid punching with fingers. Dr Benley said that punching using RFID card may lead to manipulation by employees. Principal said that face scanner can be used for recording attendance by employees. Manoj said that the cost was not included in the budget and hence committee decided to bring the matter before the management and to be included in the budget. Marvin was informed to obtain 3 quotations for it.

10. Graft material for Priority

Dr. Vinod informed that there is requirement of Tioss- Syringe 2 nos. for Priority and Dr. Vinod told that he will produce the requirement and decided to consider after that.

It was decided to hold the next committee on 23 rd July 2020.

The meeting concluded at 1.00 p.m

Dr K George Varghese
Principal

Rev Fr Aby Vadakkumthala
Director Institutions

COLLEGE OF DENTAL SCIENCES

MEDICITY, PERUMTHURUTHY, TIRUVALLA - 689107

(AN UNDERTAKING OF PUSHPAGIRI MEDICAL SOCIETY, REG. NO. P. 73/92)

(NAAC Accredited Dental College)

13 July 2020

PURCHASE COMMITTEE MEETING 13.07.2020

Rev Fr Aby Vadakkumthala —

Dr K. George Varghese

Dr Benley George

Dr Biju Sebastian

Dr Vinod Mathew

Mr Sejoy Abraham —

Mr Manoj Kumar

Mr Nidheesh P.K —

Special invitees-

Mrs Fathima

Mr Siby —

Mr Marvin —

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES PUSHPAGIRI MEDICITY TIRUVALLA

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of Purchase Committee Meeting on 9/7/2020 at 10.00 a.m
MAINTENANCE / PURCHASE COMMITTEE

The following members were present for the meeting

1. Dr K. George Varghese
2. Dr Benley George
3. Dr Biju Sebastian
4. Dr Vinod Mathew
5. Mr Sejoy
6. Mrs Fathima
7. Mr Manoj Kumar
8. Mr Marvin Liju Thomas

The meeting started with a silent prayer.

The following points were discussed during the meeting.

1. **Purchase of cameras for the examination halls.**

As per the specifications by KUHS, cameras with audio recording facility us required in the examination halls before 23 July 2020 as the MDS theory examinations are scheduled to begin. It was decided to purchase 5 cameras considering the size of the 2 examination halls and KUHS exam room. 3 quotations were received and the lowest quotation from Manak Infotech was selected. Dr Benley George pointed out that there is no conditions regarding payment and warranty in the quotation. Marvin informed that payment condition is 30 % advance and remaining payment 45 days after delivery and the purchase was approved.

2. **Purchase for Laser Printers for the KUHS confidential room.**

As per the specifications by KUHS 2 laser printers having specified speed and clarity are needed. Currently there is 1 printer and 1 printer cum scanner photocopier machine. The printer cum scanner photocopier machine is not working and cannot be repaired which is 10 years old. Marvin informed that only 1 quotation was received from Canon and HP Laser Jet as there difficulty in getting quotation during this Covid pandemic. Principal mentioned that there is no need of a costly printer as it is used for examination purpose only. Mr Sejoy said that if the printer is required only for exam purpose there is no need for purchase of another new printer. Principal told that the printer is as per the KUHS requirement and it is to be purchased. Itwas decided to take Directors opinion regarding the purchase of printer selected in Purchase committee (Canon Image Class MF 244 DW all in one –m Rs.22007/-) Dr Biju Sebastian informed Marvin the need for cleaning Orthodontics X-ray scanner in the department. Dr Biju Sebastian mentioned that along with this installation the Ortho X-ray scanner also be cleaned. Marvin agreed to follow up the same.

3. **Service of Xerox machine in the College Office.**

Only one quotation was received (KM Technologies) regarding the service of the Xerox machine. Purchase Committee opined that a letter from KM Technologies is required regarding the service of the Xerox machine and then only it will be considered for approval.

4. Purchase Picaso AMP Lazer tip.

Only one quotation was received from Dentsply Ltd who is the main dealer. Fathima informed that further negotiation is not possible regarding the purchase and committee approved the purchase.

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES MEDICITY

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

5. Purchase of fogger machine.

Lowest quotation was received from Genetics Hygiene Ltd. Principal mentioned that fumigator machine can be considered instead of fogger machine for price difference. But Dr Vinod told that fogger machine is more effective so it was decided to purchase fogger machine. Dr Benley told Fathima to negotiate for additional 1 liter liquid with the supplier. The committee agreed to its purchase.

6. Orthodontics requirement from Jamuna International

The requirement of Department of Orthodontics submitted before the purchase committee was approved. The terms and conditions is the same as before.

7. Sirag Surgical Enterprises.

In the purchase order the size of 3 items of distraction osteogenisis kit were not mentioned as per the DCI inspection need. Principal mentioned the size of the instrument and the committee decided to amend the P.O and to resend it to the company.

8. Thermal Scanner

It was decided to use the thermal scanner to check the teaching and non teaching staff members before entering the Dental College as informed by the Director Medicity.

9. IT Requirements

Marvin told that regarding IT requirements quotations will be submitted during the next Purchase Committee Meeting as the purchases are sanctioned institution wise.

10. Plastic PPE kit

Dr Vinod informed that plastic PPE kit can be used instead of the kit using now and cost can be reduced. Principal informed that at present there is no problem of patient complaint regarding cost of PPE kit. During the HOD meeting conservative dept informed some patients had issue for it. So it was decided to look for plastic apron kit for such patients and store in charge is getting quotations for it. Mr Sejoy told that treatment charges should be revised if extra materials are needed for treatment.

It was decided to hold the next committee on 13 July 2020.

The meeting concluded at 12.30p.m

Dr Benley George
Vice Principal (Administration)

Rev Fr Aby Vadakkumthala
Director Institutions

MAINTENANCE / PURCHASE COMMITTEE

Minutes of purchase committee meeting on 7/7/2020 at 11.00 a.m

at College Council Hall

The following members were present for the meeting

1. Dr Benley George
2. Dr Biju Sebastian
3. Dr Vinod Mathew
4. Mr Sejoy
5. Mrs Fathima
6. Mr Manoj Kumar
7. Mr Nitheesh P.K
8. Mr Siby

The meeting started with a silent prayer.

The following points were discussed during the meeting.

1. Purchase of airpurifier (Sharp FP-J80M/H) for the Priority Clinic

Mr Manoj said that the purchase order for airpurifier (SharpFP-J80M/H) has been prepared. It is decided to transfer 50% amount as advance and the remaining amount after delivery.

2. Purchase of battery for the UPS.

Mr Siby Store in charge said that the purchase order is prepared and sent to M/s Excel Auto Electricals, Perumthuruthy. Mr Jogy has to do its follow up.

3. AMC for the Lift in PCDS.

Mr Manoj informed that the company Sharp Lift Company Thiruvalla has agreed to provide AMC for the lift at the same rate as in last year. The company had demanded 100% amount as advance.

4. CMC for Dental Chair

Mrs Fathima said that the company KAVO Dental Chair has finalized the CMC rate at Rs 18000 and had demanded 100% payment as advance. Dr Vinod informed that the warranty of the chair expired in March 2020. Fathima informed that there is a clerical mistake in the terms and condition. Dr Benley informed it should be corrected so that payment can be done.

5. Purchase of teeth set- Dr Vinod informed that he had given request for anterior teeth set but he has not been provided with it. Mr Siby informed that he did not receive the indent from priority clinic so far. Once an indent is obtained from priority clinic then it will be procured from the party. Dr Benley informed that it can be informed to all department to place indent of materials which they require at least 1 week ahead so that it will not affect the patient care.

6. Emergency Purchase

Regarding the emergency purchase it was decided that if an item is to be purchased it should be forwarded by the HOD of the respective department to the Principal. If it is a clinical material it will be forwarded to store in charge to check if it is available in routine purchase or not and if not in routine purchase then quotation to be obtained and then processed for purchase with approval of Director Medicity. If it is an instrument or equipment the request will be forwarded to head of Biomedical department through inspection cell to verify whether it is required for inspection or it is demanded for patient care and to provide a report based on it quotations will be obtained and processed for purchase with approval of Director Medicity. A doctor should be

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assigned for assessing the utility of materials issued by store. Dr Benley George said that the limit for emergency purchase should be limited to a maximum of Rs.1 lakh per month. Dr Vinod said that if the amount is more than Rs.1 lakh the purchase should be forwarded to the next month.

7. Payment from the store against issue voucher

Mr Siby said that the while demanding items from the General Store Pushpagiri Medical College the original bills are not handed over. Issue voucher is provided. Mr Sejoy informed that at the level of Directors a written permission is required for permitting it and they should mention to whom payment should be given.

8. Purchase of examination gloves.

Mr Siby said that the purchase of examination gloves from M/s Neema Medi needs can be sanctioned urgently from the three quotations received. Dr Benley informed it can be processed.

9. Safeguard Bouffant Cap

Mr Siby said that the purchase of Safeguard Bouffant Cap from M/s Mediland Surgical Distributors can be sanctioned from the three quotations received. Dr Benley informed it can be processed.

10. Dental Material Purchase

Mr Siby informed that now it is difficult to get ortho materials like 2nd molar tubes and other items as there is lock down in Chennai and many other parties cannot supply due to covid. He informed that 3m materials and American ortho materials are presently not available. Dr Biju informed that he can provide the next company materials required and the contact details of the dealer for its purchase so that it can be purchased with approval in the next meeting. Mr Siby said that the purchase of certain Dental Materials from M/s Sarj Dental and Surgicals can be sanctioned from the three quotations received. Dr Benley informed it can be processed.

11. Sanitizer Purchase

Dr Benley informed that college is procuring 5 liters of alcohol from a party and giving to pharmacy college but we only get 5 liters of sanitizer. The cost of 5 litres of alcohol is approx. Rs 1900. This is costly as other dealers are providing 5 liters of sanitizer for Rs 950 onwards. Dr Vinod said that the purchase of sanitizer (5 liters) should be sanctioned only after checking the quality from the samples provided along with their quotations. It can be tested at Pushpagiri pharmacy college.

12. Store related works

For the completion of the works pending in the PCDS store Mr Sejoy said that the service of Mrs Archana can be used for 1 or 2 days per week and it was mentioned that HR department should contact her for working in college.

13. Fogging machine

Dr Benley informed that in yesterdays HOD meeting it was decided to purchase a fogger machine as we currently have only 1 small fumigator machine and it is difficult to fumigate 8 departments after clinics. Fathima informed that she obtained 3 quotations for it. Dr Vinod informed that he can provide the details of a party for obtaining quotation. It was decided to obtain the quotation and process it for its purchase.

14. PPE kits

The supplier had informed that he can supply the PPE kit for Rs.210/- if the payment is done within 20 days. Earlier it was supplied for Rs.250/-

15. Soft tissue cord for laser

Dr Benley informed that the cord for soft tissue laser in perio dept has got used up. Fathima informed that the Picasso company is not existing now so no other quotations are available. So it was decided to purchase soft tissue laser cord from M/s Dentsply only after negotiation.

Mr Sejoy informed that it was good if the purchase committee minutes is approved by an authority. Dr Benley informed it can be approved by Principal/Vice Principal and Director Institutions.

It was decided to held the next committee on 13 July 2020.

The meeting concluded at 1.30p.m

Dr Benley George
Vice Principal (Administration)

Rev Fr Aby Vadakkumthala
Director Institutions

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PUSHPAGIRI
MEDICITY
TIRUVALLA-7

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

MAINTENANCE / PURCHASE COMMITTEE

Minutes of purchase committee meeting on 27/6/2020 at 11.00 a.m

at College Council Hall

The following members were present for the meeting

1. Dr Benley George
2. Dr Vinod Mathew
3. Mr Jojy
4. Mr Manoj Kumar
5. Mr Nitheesh P.K

The following points were discussed during the meeting.

1. Purchase of airpurifier (Sharp FP-J80M/H) for the Priority Clinic

The airpurifier (SharpFP-J80M/H) which was earlier decided to purchase via Amazon was not purchased as the Store in charge informed that the purchase order cannot be prepared since there is no details of the supplier including billing address and GST details. Dr Vinod said that he had already collected 3 quotations from 3 dealers. Dr Benley informed that the lowest quotation M/s M-Trans corporation. The committee approved its purchase.

2. Purchase of battery for the UPS.

Dr Benley informed that quotations from 5 companies were collected as per the specifications and the order was decided to the lowest quotation M/s Excel Auto Electricals, Perumthuruthy. The committee approved its purchase.

3. AMC for the Lift in PCDS.

Dr Benley informed that in the license of the lift the name of the party was mentioned as Pushpagiri Medical College Hospital. Dr Vinod said that the name should be changed to Pushpagiri College of Dental Sciences. The license will expire on 29.12.2020. Jogi informed that the license should be renewed 3 months prior to the date of expiry 30-12-2020. The insurance should be renewed in December 2020.

Dr Benley informed that 2 quotations are obtained for AMC of our lift. He informed that the lowest quotation is for a new company in Kottayam. It would be better if the AMC was decided to given to Ms Sharp Lift Company, Thiruvalla as the company has already provided AMC to Pushpagiri Medical College and Pushpagiri College of Dental Sciences and as the Company is in Tiruvalla and can provide quick service in emergency. The committee approved the decision.

4. CMC for Dental Chair

It was decided to take CMC for one KAVO Dental Chair in the Priority Clinic. The amount was quoted as Rs.20000/-. Dr Vinod informed that in the last year it was done for Rs.18000/- and Dr Vinod said that it should be negotiated. Dr Benley informed that the Biomedical dept should negotiate it and then only it should be sent for purchase.

5. Emergency Purchase

It was decided to purchase clinical materials for less than Rs.10,000/- from the Petty cash.

For purchasing emergency clinical materials or instruments an additional amount of Rs.50,000/- per month also to be sanctioned so that the patient care will not be hampered as taking quotations and processing it and finalizing it in purchase committee will result in delay and patient will have short time only for treatment.

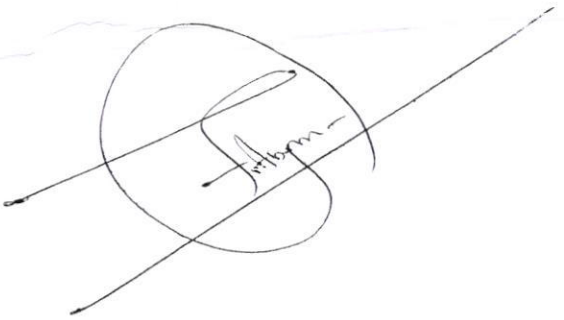
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The emergency clinical materials requirement should be submitted by the HOD to Principal which would be forwarded for to store for quotation and its purchase.

It was decided to conduct the next committee on 07 July 2020.

The meeting concluded at 1.00p.m



MAINTENANCE / PURCHASE COMMITTEE

Minutes of purchase committee meeting on 17/6/2020 at 1pm

at College Council Hall

The following members were present for the meeting

1. Dr Benley George
2. Dr Biju Sebastian
3. Dr Vinod Mathew
4. Mr Sejoy Abraham
5. Mr Jojy
6. Mr Nideesh

The meeting started with a silent prayer.

The following points were discussed during the meeting.
Dr Benley requested Sejoy to explain the new purchase process. Sejoy informed that the purchase of any item above Rs 10000 would be done after verification from accountant of the college whether it has been included in the college budget. After the remark by the accountant it would be placed before the Purchase committee to decide its purchase and terms and conditions. Sejoy informed that online purchases are not done by Pushpagiri medical society.

1. Purchase of airpurifier (Sharp FP-J80M/H) for the Priority Clinic

Dr Vinod informed that the sharp air purifier has hepa 14 filter and has a filter change in a year which will cost Rs 7000. It was informed by Dr Vinod Mathew that Dr Jagan Lonappan will purchase the airpurifier from Amazon using his account (online purchase) and the amount will be reimbursed from Pushpagiri College of Dental Sciences. The committee approved its purchase.

2. Purchase of battery for the UPS.

It was informed by Dr Benley George for obtaining quotations from 2 or more companies and to decide later. The warranty and AMC which will be provided by the company should be considered. A credit period of 30 to 45 days should also be discussed with the company.

3. AMC for the Lift in PCDS.

It was informed by Dr Vinod Mathew that during the renewal of the AMC for the lift the electrical license of the lift should be taken by the company. He also mentioned about the third party insurance should also be taken by the company. Dr Benley informed at present only the quotation of the present company is obtained. Dr Vinod informed he has a party who does lift service and informed he will give the contact details. It was also decided to invite 2 or more quotations regarding the AMC.

4. Functioning of the Purchase Committee

It was mentioned that the Purchase committee should be held once in 10 days initially and then once in 15 days in a month. The committee should be conduct a meeting having 2 faculty members, one person from the finance department and Director Medicity.

5. Formation of a sub committee

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It was mentioned that a sub committee should be formed including Dr Benley George, Mr Siby Store in charge and Mr Nitheesh P.K for finalizing the quotations with the concerned parties.

6. Quality Control

It was decided about forming a new committee to ensure the quality of the items purchased.

It was decided to held the next committee on 27 June 2020.

The meeting concluded at 2.00p.m

Pushpagiri College of Dental Sciences <dentalcollege@pushpagiri.in>

Instructions from the office of the Director- Institutions regarding financialtransactions.

Sejoy Abraham <financemanagerpushpagiri@gmail.com> Wed, Jun 10, 2020 at 9:59 AM
To: financepharmacy@gmail.com, financedentalcollege@gmail.com, Pushpagiri Allied Health <ahs@pushpagiri.in>, pcon@pushpagiri.in, elsa tgeorge <elsss777@gmail.com>
Cc: medicitydirector@pushpagiri.in, pharmacycollege@pushpagiri.in, pcds@pushpagiri.in, georgekunthara@gmail.com, sr.terese@pushpagiri.in, thomasninan07@gmail.com

Please note the following instructions from the office of the Director- Institutions regarding financial transactions.

I. General Instructions regarding Petty cash payment

1) Petty cash can be sanctioned only against bill amounts below Rs.10,000/- per day for a party .

2) Petty cash can be sanctioned from the level of Principals of respective colleges after verification with the approved Budget Expenditure head, with the help of the Accountant of the respective colleges.

3) Bill can be sanctioned only against GST bills. Other expenditures like T.A, daily wages for cleaning, etc., can be claimed only through the approved format.

4) The new petty cash amount will be issued from the office of Director- Institutions. The imprest system should be maintained on a monthly basis. Necessary arrangements should be made in order to settle a month's account on the first week of the next month itself.

5) All responsible employees related to Petty Cash preparation are hereby requested to maintain the Petty Cash accounts in the instructed format only.

II. General Instructions regarding Purchases

1) New purchases and works can be sanctioned only against the approved budget.

2) Quotations related to new purchases can be approved only through the recommendation of the Purchase Committee of the respective institution.

3) Before presenting a new purchase request to the Purchase Committee, the Accountant or the assigned staff member from the institution must verify the request with the approved budget, and must write a note for the same.

5) Separate quotations are mandatory for each institution.

4) For approval for the yearly purchases of an institution, the staff –in-charge of the store /other department must take a minimum of three quotations, and submit the comparison statement and the quotations to the Purchase Committee for recommendation.

5) Recommended quotations are then approved by the Director- Institutions and CEO of the Pushpagiri Group of Institutions.

6) Inquiries from suppliers regarding the payment status must be dealt with from the institution level.

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Terms and conditions of new and old purchases, to be mentioned in the Purchase Order, must be first discussed by the Purchase Committee.

8) After approval by the Purchase Committee, the Purchase Order can be issued from the institution level along with the approval of the Director - Institutions and the CEO.

9) At the time of delivery, the store-in-charge must ensure the quantity, price, and other details in the Delivery Order and Invoices along with the Purchase Order. Disparities, if any, must be clarified with the particular supplier before creating Goods Receipt Note (GRN).

10) Before sending the bills for final payment, the Store- in-charge / the assigned person must cross verify the documents by the respective authorities, and ensure that they are signed.

11) All bills and invoices related to purchases must be submitted to the Accounts Department of the respective institution, on or before 5th day of the next month. .

12) The Accountant of an institution must prepare the Creditors List and Commitment Amount based on the terms and conditions given in the Purchase Order.

13) The Accountant of an institution must prepare monthly Commitment and inform the Finance Manager of the Pushpagiri Group of Institutions about the same one month prior for the purpose of fund management.

14) For the final payment, the Accountant must prepare the invoices and bills of each supplier separately; make cheque against the same and submit it with the instructed Claim statement to the Finance Manager of Pushpagiri Group of Institutions.

15) After approval from the Director - Institutions and the CEO , the cheque can be given to the particular supplier.

III. General Instructions regarding construction work, maintenance work, general work, etc.

1) Works will be sanctioned only against the approved budget.

2) Quotations related to works can be approved only after the recommendation of the Purchase Committee of the respective institution.

3) Separate quotations are mandatory for each institution.

4) For approval for the works of an institution, the staff –in-charge/supervisor must take a minimum of three quotations, and submit the comparison statement and the quotations to the Purchase Committee for their recommendation.

5) Recommended quotations are then approved by the Director- Institutions and the CEO of the Pushpagiri Group of Institutions.

6) Inquiries related to payment status from parties should be addressed from the institution level.

7) Terms and conditions of new and old purchases, to be mentioned in the Work Order, must be first discussed by the Purchase Committee.

8) After approval by the Purchase Committee, the Work Order can be issued from the institution level along with the approval of the Director - Institutions and the CEO.

9) At the time of work completion, the supervisor must ensure the measurement of the work, quality of the work, materials used, etc. in the actual bill along with the Work Order. Disparities, if any, must be clarified with the concerned party, and corrected bills may be collected for final payment.

10) Before sending bills for final payment, the supervisor/assigned person must cross verify the documents by the respective authorities, and ensure that they are signed.

11) All bills relating to Work must be submitted to the Accounts department of the respective institution within the given time frame.

12) The Accountant of the institution must prepare the Commitment amount based on the terms and conditions approved in the Work Order.

13) The Accountant of the institution must prepare monthly commitment and inform the Finance Manager of the Pushpagiri Group of Institutions about the same one month prior for fund management.

14) For the final payment, the Accountant must prepare the bills of each party separately, make cheque against the same and submit it with the instructed Claim statement to the Finance Manager of Pushpagiri Group of Institutions.

15) After gaining approval from the Director - Institutions and the CEO, the cheque can be given to the particular supplier.

Thanks & Regards

Sejoy Abraham

Finance Manager (Pushpagiri Group of Institutions)
Our Vision: We Care God Cures

Our Mission: To Work Towards a Knowledge Society with Life in Abundance though Science and Technology, Improving Health Care of our immediate Community, the State, the Country and the World at large

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Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

MINUTES OF THE PURCHASE COMMITTEE MEETING HELD ON 16th MARCH 2018 IN THE COUNCIL HALL OF PCDS

Members Present:

1. Rev. Fr Eapen Puthenparambil, Finance Director
2. Rev Fr Aby Vadakkumthala, Director Medicity
3. Dr K. George Varghese, Principal
4. Dr Benley George, Vice Principal
5. Dr Vinod Mathew Mulamoottil
6. Dr Elizabeth Joseph HOD Dept of Pedodontics
7. Mr Sejoy Abraham, Finance Manager
8. Mr Siby, Store in charge
9. Ms Fathima Begum Biomedical Engineer

Rev. Dr.Mathew Mazhavancheril, Director Academics and Research expressed his inability to attend the meeting.

The meeting started with a silent prayer.

The Principal welcomed the committee members and the following matters were discussed.

1) New Courses- Principal said about the two new courses which are expected to be started in the College. They are MDS in Pedodontics (3 seats) and the DORA Course (20 seats). All preparation for the inspection by KUHS and DCI are inprogress in the Department of Pedodontics.

2) Purchase of materials – Principal congratulated Mr Siby and Mr Sijoy for their effort in the matter. The quotations were collected and the lowest one is being looked into and the first level of negotiation is completed. Dr Vinod mentioned about the direct dealing with the companies for bulk purchase for a better price. Principal and Dr Vinod agreed for providing the technical details regarding specification in the selection process and negotiation stage. In dealing with lab authorities (Dentcare) also to obtain maximum discount. The lab authorities had intimated for settling their pending bills. To obtain maximum discount it was decided that Mr Siby will contact dealers and Dr

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Vinod Mathew to contact company authorities for a negotiation meeting in the office of the Director Finance at 10 am on 26th and 28th March respectively.

3) 'Vista scan' purchase and installation – Vista Scan was installed in Conservative Dentistry department and a demonstration was given. The demerit is that a sleeve is needed to cover the plate while placing in the mouth which costs Rs.4/- per piece. This cost can be reduced by using a zip lock which costs only 30 paisa per piece. Dr Vinod said that by ordering 3000 pieces from central paper mart Thiruvalla it can be used with less cost. All agreed to this. Other departments like Pedo department can also make use of the vista scan with the additional pedo size sensors given. 2 sensors were given as extra (free of cost) and this was handover to the animal house (Research Centre Pushpagiri Medical College) upon their request. Dr Vinod said that Conservative HOD may ask the PG's to buy the plates for their use which will ensure longitivity of the departmental plate.

4) Pedodontics Department – MDS inspection preparations

The X-ray machine in the Conservative Dentistry department may be shifted to Pedodontics Department. Hence a new X-ray machine need be purchased in the Conservative Dentistry department which will cost around Rs.68000/-. The X-ray room in Pedodontics needs a lead partition/ lead screen. Dr Vinod said that the CEO knows the person who can fix the partition. Principal said that a lead screen can be purchased if KUHS sanctions the Consent of Affiliation before the DCI inspection.

One Pedo chair and two adult chairs are needed in the Department. The chairs will cost around 4 lakhs. It has to be purchased at the earliest.

Extraction forceps sets need to be purchased. This will be done at PCDS level.

Automatic developer -some portion is damaged. It is not needed as the R.V.G is available. But this is a requirement as per DCI guideline. Hence was decided to make it functional.

The RVG which was earlier shifted to the Dept. of Conservative Dentistry is to be shifted back to the Pedodontics Department since 'Vista scan' has already been installed in Conservative Dentistry.

Injectable G.P given to Conservative Dentistry from Pedo will be shifted back.

Hydro solder has to be made functional.

Formalin chamber to be purchased. This will be done at the PCDS level.

Amalgamator- 2 are needed. 1 to be taken from Conservative Dentistry dept and the other to be purchased.

Apex locator- 1 to be taken from Conservative Dentistry.

3 Welders made functional.

Ultrasonic scaler can be taken from the store of PCDS.

Ultrasonic cleaner made working in the Department.

Dental lathe – Two are needed. One can be taken from Ortho and one is already available.

4 Plastic dispenser is already functional.

Band pinching beak plier anterior. 1 needs to be purchased. This will be done at the PCDS level.

Lab micromotor: 4 are needed –3 units are available. But the hand pieces are not working. So 2 new lab micromotors need to be purchased and 2 can be taken from Prostho U.G.

Acryliser (Unident) – While checking the acryliser it is found that the closure is missing and it needs to be purchased at the PCDS level

Conscious sedation unit- One is required, but as it is only desirable. Hence its immediate purchase for this inspection may be avoided.

Phantom Head – The Phantom Head units are functional and needs only proper connection. For the connection we need copper pipes to be relocated (approx. 20 mts copper pipes with installation charge extra). It can be done at PCDS level.

Compressor –M/s Blaze Systems has given quotation for Rs.10 lakhs for a new compressor. But another company (Zigma) quoted that only Re.1 lakh alone is need for the repairing and relocating the compressor. Rev Fr Eapen Puthanparambil said that the copper pipe work for compressor can be done using the staff from Pushpagiri Medical College. It was been decided to use the compressors in alternate days. Principal said that there is high grade plastic tubing which can be used as a substitute for copper pipe. The plastic pipes are cheap and can be used for a long time but the joints/connectors may cause problems in future. Dr Vinod mentioned that Kavo Company uses high grade aluminum tubing as a substitute. Rev Fr Eapen mentioned

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the name of Mr Kevin regarding supply and fixing the copper pipe. Dr Vinod said that he will discuss the matter with Mr Kevin and solve it.

Model trimmer – Fathima said that Dental Technician Biju reported that 3 model trimmers are needed. Two can be purchased and one can be taken from Orthodontics Department.

Pressure Moulding Machine – 1 is required and is available but it needs spare part for its repair.

Carborandum and one diamond disc needed – 1 each need to be purchased at the PCDS level.

Civil work is in progress and will be completed shortly.

LCD Projector – One needs to be purchased – expected cost Rs.25,000/-

Refrigerator - One refrigerator is needed for keeping materials in the Pedodontics Department – expected cost of Rs.15000/-. Dr Vinod said that one refrigerator may also be purchased for the central store in PCDS also.

5) Purchase of books and journals-. Mr.Sejoy mentioned about the increase in cost for the purchase of back volumes. He mentioned that purchasing current volumes every year will be cheaper when compared with purchasing back volumes.

Sejoy mentioned about an incident that happened in the last year order to JMJ Book Company for supply of back volume of Journals. Advance payment to the tune of Rs.4,82,000/- was done and even after repeated reminders the journals have not yet been supplied till date. Rev Fr Eapen replied that he will look into the matter, and he instructed that meanwhile Sejoy may also follow up the matter. Principal said that the DCI is seriously considering online journals for dental colleges instead of print copy in the future. Finally it is decided that in view of Pedodontics inspection to purchase current volumes and to avoid back volumes at a total cost of Rs.4 lakhs/-

6) Priority Clinic - Principal said a few months back Finance Officer Mr.Melson had said that an amount of Rs.10 lakhs can be sanctioned for priority clinic. 5 lakhs for civil modifications and 5 lakhs for equipments. Principal said that a detailed proposal is ready for submitting to the management.

Current Assets for starting of Priority Clinic – Already there are sufficient suction units, 1 Dental Chair donated from Aramana (Diocese) and 2 chairs kept in Endo and Ortho if not allotted to Pedo. So altogether there are 3 dental chairs.

Dr Vinod said that the aesthetic view of the clinic is much important. Rev. Fr. Eapen and the Principal compared the quotations submitted by two firms and discussed. Principal mentioned that the civil works need to be completed immediately. Rev. Fr. Eapen replied that a decision will be taken in the next Director's meeting. The matter regarding installing inverter air conditioner was discussed. The power consumption is low but in the long run it will cause problems like high price of spare parts. The decision regarding purchase of A/C will be taken later

7) Conscious sedation unit purchase – Principal said the matter is very important since patients are asking for painless dental procedures and such patients can be charged higher fees than the normal. Most of the patients (NRI) request for this procedure. Cost of the conscious sedation unit will come to around 4.5 lakhs. It was decided to get quotations for the same.

8) Dental Implant treatment – Principal said that the implant treatment may be done in the Priority Clinic once it is established. Mr. Sejoy added that the current method of payment for faculty for dental implant treatment is causing income tax problem. Currently doctors are being given the material cost of the implant as cash. For example for Nobel Biocare implant doctors are being given Rs.17,000 as material cost (where the actual cost of the implant may be only 10,000 to 12,500/- and PCDS will get Rs.3000/-. If we are coming out with a common implantology clinic, the doctors have proposed for 50% of the surplus (income over expenditure) as their remuneration if PCDS is providing the implant. However Sejoy is suggesting 35 to 40 % only. A meeting of the concerned HoD's will be convened by the Principal for giving final recommendation to the Purchase Committee. Sri.Sejoy and Dr.Vinod also will be invited for the meeting.

9) Stock verification – As decided departmental stock verification will be completed by this month. A faculty member from another department will verify the stock in one department. Dr. Vinod mentioned that after Babu Thomas (previous store in charge) left

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the stock was not verified. Mr Sejoy and Mr Siby will accompany the faculty members if required.

10) Report by Fathima Begum Biomedical Engineer regarding the works done –

Water filter- was purchased from Harsha Trade Links for an amount Rs.17523/- and it is installed.

Dental equipments- form IDS Dentmed Pvt. Ltd. was purchased for an amount of Rs.55200/- and it was transferred to departments.

'Duerr Vista Scan Mini Easy' was purchased from United health care for an amount of Rs.2,81,000/- and the equipment was installed in the Dept. Of Conservative Dentistry.

Air compressor – Sigma pneumatics has quoted an amount of Rs.96530/-. Out of that 50% was paid. Due to the unavailability of spares from the company they have not started the repairing works. The work is expected to finish by 31 March 2018. It will be followed up by the Bio medical engineer.

Confident Dental Chairs Spares – The company needs to be paid an amount of Rs.4,17,000/- (for 34 chairs). We have paid an amount of 1,39,000/- as advance amount. The company had supplied spares for the amount of Rs.1,04,037/- only. The balance of Rs.2,78,000/- to be paid immediately since the firm has insisted for full advance payment. Finance Director agreed to look into the matter and take immediate action for the payment of remaining amount.

Chesa Dental chairs Spares – The total amount comes to Rs.2,74,000/-.The company was paid and advance amount of Rs.1,37,000/-. They had supplied spares for the amount of Rs.80,256/- only. Supply of the rest of the spares is expected shortly. The matter is to be followed up.

Local Purchase – An amount of Rs.1/-lakh was provided for the college. An amount of Rs.75,632/- was used for purchasing spare parts and an amount of Rs.24,368 is available by hand. The balance spares will be purchased as per local availability.

Ms. Fathima, Bio-medical Engineer concluded that an amount of Rs.12,41,253 was sanctioned from finance department for the first phase purchase of dental chair spares, for repair of dental chairs and for purchase of dental equipments. Out of that

Rs.7,77,988 was spend till now. The remaining amount of Rs.4,63,265 needs to be paid as balance amount to dental firms. This amount includes the balance amount to be paid to Confident, Chessa and Sigma pneumatics as stated above.

The purchase requirement for the 2nd phase for dental chair repair which includes spares for dental chairs and dental equipments was submitted to the Finance Director during the meeting. Rev. Fr. Eapen assured that sanction for the same will be given shortly.

11) Asset management software– Dr.Vinod informed that an asset management soft ware is developed by the IT department of Pushpagiri. Using this software the regular complaints regarding the dental chair and equipments can be entered by the HOD's login. The biomedical engineer in turn will check the software regularly and will take steps to rectify the defects noted. The present status of equipments can be easily known and this software can be modified according to our requirements.

12) Dental Chairs – The painting of the dental chairs has to be done immediately. The Dental Chairs in the Department of Prosthodotics need repairing of 'T' Joints. Dr Vinod said that regarding aluminium sheets for covering dental chair floor duct the cost will come around Rs.1 lakh for the sheets and for cutting it according to the size required. The details are being worked out.

13) Store – Mr Siby said that new items to be listed in the soft ware. The payment to M/s Jamuna is to be done immediately if they are to effect further supplies. Dr Vinod said that if the Orthodontics materials are purchased in bulk during the conferences it can be bought cheaply without compromising quality when compared to purchasing from dealers.

14) Pulincunnu Primary Health Centre – Dr Benley George informed ,that Pulincunnu Primary Health Centre is not functioning now. It was decided to shift the dental chairs, compressor and instruments to the Department of Public Health Dentistry since the department is in need of it.

15) Punnackadu Primary Health Centre – Till date the dental clinic functioning there has not obtained the registration from the Panchayath. Mr Mathew Koshy the church member and coordinator Primary Health Centre has informed that the committee

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES MEDICITY TIRUVALLA-7

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

members are no longer supporting him. In such circumstances it is not worth to continue the dental clinic at Punnakkad. It was decided subject to approval from the Pushpagiri management to wind up the Primary Health Centre and to shift the equipments and dental chair to Primary Health Centre Paippad. Other items purchased by the CSI church can be purchased at a second hand rate from them and then shift it to Paippad Health Centre which is running smoothly.

16) College Porch – Mr.Sejoy mentioned about the steep slope to college porch from the approach road which is causing difficulty especially to old patients. He suggested that is has to be modified. It was decided to ask Engr. George to do the work.

17) Old OP ticket in the Registration area - It was decided to remove patient files after 5 years from the patient's first visit date from the Registration area. These files have to be relocated to another area. The vacant area thus obtained can be utilized for a better purpose.

18) Shutter for the store – The PCDS central store has an access from the side of the building. But that door is not strong enough. It was decided to reinforce that door and to fix a rolling shutter to make it more secure. More over the items to be delivered to store can be carried through that way from the vehicle itself instead of bringing it via college lobby.

19) Landscaping – Dr Vinod put forward the need for landscaping and setting a garden in front of the Dental College. Principal said that other institutions have a well maintained garden but ours is a neglected one. It was decided to start the leveling of the premises. Dr Vinod said that if needed the staff is willing for a fund raising campaign for the same.

20) Waste Management – Regarding the collection, segregation and transportation of waste we have not obtained clearance from Pollution Control Board. As we do not have incinerator the possibility of transporting the waste (usually less than 10kg daily) using an autorikshaw to medical college. Dr Vinod said that there is a party called Mr Christy who will come and collect the waste. Mr.Sejoy said to make an agreement with the party in a stamp paper if he is willing for the same. It was decided to enquire with the PMCH whether the biomedical waste from PCDS can be processed there.

21) Gloves and Masks –Mr.Siby said that there is a misuse of gloves and masks allotted to the departments. Mr Siby mentioned that the Dept. of Conservative Dentistry is using the highest number of gloves and masks. It was suggested to issue a certain number of gloves and masks and to charge for the extra number demanded. Dr Vinod said that it should be implemented for a period of 3 months. Principal said that the matter shall be discussed in the next C.C.M and before that an approximate requirement of each department should be given from the department.

22) Next C.C.M – Principal mentioned that the next CCM will be on 27th or 28th March 2018.

23) Usage of Dental Material – Dr Vinod mentioned about the misuse of dental materials. He mentioned an instance where a staff was put in charge solely for monitoring the use/ misuse of materials in Dentcare lab Muvattupuzha. They found that about 30% of wastage of materials were avoided by this step. In PCDS the major bulk of the materials are used in Conservative Dentistry, Prosthodontics and Orthodontics. Principal said that in Government Colleges only measured quantities of materials are given to under graduate students. The same can be implemented in our College after discussion in the next C.C.M.

24) Maintenance fund – Principal requested to Rev. Fr. Eapen to sanction an yearly fund exclusively for maintenance works and purchase of spares. An amount of approx 5 lakhs is required per year. Rev Fr Eapen replied that he will look into the suggestion.

25) Thyroid collar – It was mentioned that Dr Omal HOD Oral Medicine and Radiology had reuested for inviting quotation for purchasing pedodontics lead apron and thyroid collar. This was agreed and this can be done at PCDS level.

26) Emergency kit – It was decided to purchase emergency kit which contains ambu bag and oxygen cylinder for use in the departments of Oral & Maxillofacial Surgery, Conservative Dentistry and Endodontics and Pedodontics Departments. Principal said that this is very important and mandatory as it has be used in case of medical emergencies like cardiac arrest. He informed that IDA is supplying it @ Rs.5500/- It was decided to purchase it at PCDS level.

27) Windows repair- Windows in the college are not of good quality. In the department of Prosthodontics they are nearly not usable any more. A quotation for repairing and

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PRINCIPAL
Pushpagiri College of Dental Sciences

replacing all windows in PCDS has already been invited and submitted for a amount of 35 lakhs. Mr.Sejoy informed that no decision has been taken till date.

DECISIONS:

After detailed discussion the following decisions were taken unanimously:

1. Meeting with dealers- Director Finance, Director Medicity, Principal, Dr Vinod Mathew and Mr Siby will negotiate with dealers 10 am on 26/3/2018 at the office of Director, Finance to finalize the rates of materials for one year and equipments. Meeting with companies if required is scheduled on 28/3/2018
2. New X-ray machine to be purchased in the Conservative Dentistry and Endodontics department will cost around Rs.68000/- subsequent to the shifting of the present one to Pedodontics.
3. Pedodontics MDS starting –actions to be taken
   1) One Pedo dental chair and two adult dental chairs are needed in the Department. It was decided to purchase these at a total cost around 4 lakhs at the Finance Director level.
   2) Purchase of Pedodontic Journals- purchase of current volumes and to avoid back volumes at a total cost of Rs.4 lakhs. It can be done at the Finance Director level.
   3) 2 Model trimmers- It can be purchased at Finance Director level.
   4) LCD Projector – One needs to be purchased – expected cost Rs.25,000/-
   5) Refrigerator - One refrigerator is needed for the store for keeping materials in the Pedodontics Department – expected cost of Rs.15000/- To be purchased at the Finance Director level.
   6) 2 new lab micromotors to be purchased. It can be purchased at Finance Director level.
   7) Extraction forceps sets need to be purchased. This will be done from PCDS level.
   8) Formalin chamber to be purchased. This will be done at the PCDS level.
   9) One amalgamator has to be purchased. This will be done at the PCDS level.
   10) 2 new lab micromotors to be purchased. This will be done at the PCDS level.

11) For making the phantom head lab functional-copper pipes to be relocated (approx. 20 mts copper pipes with installation charge extra). This can be done at PCDS level employing the staff from Pushpagiri Medical College

3. Confident Dental Chair spares- The balance amount of Rs.278000/- to be paid immediately from the Finance Directors office.
4. Establishment of Priority Clinic works. Director, Finance will look into the matter and discuss it in next Directors meeting
5. It was decided to shift the dental chairs, compressor and instruments to be shifted to the Department of Public Health Dentistry from the Pulincunnu Health Centre.
6. Director, Finance assured that the previous pending payment of Dentcare lab, Muvattupuzha will be settled soon.
7. Access to college porch slope to be made less steep. It was decided to ask Engr. George to do the work.
8. It was decided to remove patient files after 5 years the from the patients first visit date and keep it in a separate room to create more space in the existing registration area.
9. PCDS central store- It was decided to put a rolling shutter to reinforce the existing door and to make it secure to avoid theft.
10. Biomedical waste -To enquire with PMCH management whether the biomedical waste generated from PCDS can be processed there.
11. Rev.Fr.Eapen agreed to consider the request of Principal to set a fund of approx 5 lakhs per year exclusively for maintenance works and spares.
12. Restriction of consumables ie. gloves, masks and dental materilas for under graduate students and faculty after discussing in the next CCM.

The meeting concluded at 1 .30p.m

Rev.Fr.Eapen Puthenparampil
Director, Finance

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Purchase Committee Meeting.jpg

PUSHPAGIRI

We care God cures

COLLEGE OF DENTAL SCIENCES

MEDICITY, PERUMTHURUTHY, TIRUVALLA - 689107
(AN UNDERTAKING OF PUSHPAGIRI MEDICAL SOCIETY, REG. NO. P. 73/92)
(NAAC Accredited Dental College)

13 March 2018

PURCHASE COMMITTEE MEETING

The next purchase committee meeting will be on 16 March 2018 (Friday) at 10.00 a.m.
The members are requested to be present on time.

Dr K. George Varghese
Principal

1. Rev Dr Mathew Mazhavancheril, Academic Director
2. Rev Fr Aby Vadakkumthala, Director Medicity
3. Rev. Fr Eapen Puthenparambil, Finance Director
4. Dr Benley George, Vice Principal
5. Dr Biju Sebastian, Vice Principal
6. Dr Vinod Mathew Mulamoottil
7. Mr Melson Joseph, Finance Controller
8. Mr Sejoy Abraham, Finance Manager
9. Mr Siby, Store in charge

Special invitee - Dr Elizabeth Joseph (HOD, Dept. of Pedodontics)

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES
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PUSHPAGIRI

COLLEGE OF DENTAL SCIENCES

MEDICITY, PERUMTHURUTHY, TIRUVALLA - 689107

(AN UNDERTAKING OF PUSHPAGIRI MEDICAL SOCIETY, REG. NO. P. 73/92)

(NAAC Accredited Dental College)

PCDS/PRC/9/2017 06 September 2017

PURCHASE COMMITTEE - PCDS

A purchase committee has been constituted in Pushpagiri College of Dental Sciences w.e f 06.09.2017 with the following members.

1. Dr K. George Varghese - Chairman
2. Rev Fr Aby Vadakkumthala - Member
3. Rev Dr Mathew Mazhavancheril - Member
4. Dr Benley George - Secretary
5. Dr Biju Sebastian - Member
6. Dr Vinod Mathew Mulamoottil- Member
7. Mr Sejoy Abraham - Member

Concerned heads of Departments

Dr K. George Varghese
Principal

Copy to:

All members

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES * MEDICITY TRUVALLA-T *

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

MINUTES
PURCHASE COMMITTEE MEETING - 20 DECEMBER 2017

Rev Fr Eapen Puthenparambil Finance Director, Rev Fr Aby Vadakkumthala Director Medicity, Dr K. George Varghese Principal, Dr Biju Sebastian Vice Principal, Dr Vinod Mathew Mulamoottil, Mr Melson Joseph Financial Controller, Mr Sejoy Abraham Finance Manager, Mr Siby store in charge were present during the meeting.

The meeting started with a silent prayer.

Annual budget was submitted to Rev Fr Eapen Puthenparambil by the Principal

Dr George Varghese pointed the necessity for courtyard roofing to avoid further damage to the existing building.

Melson pointed the importance of reducing electricity consumption.

Melson put forward the expenses of purchasing books to the College Library - 4 lakhs.

Principal informed that Dental Council of India is likely to consider online journals instead of print copy in the future. A sub committee has been considered by the DCI for the purpose. Melson enquired about any other way other than renewal of EBSCO every year. Principal said should renew this year also.

Principal pointed the need for research funding.

Priority Clinic - During the meeting this matter was discussed with much importance. Principal said an amount of Rs.10 lakhs is needed for setting a priority clinic in our College. He also suggested Dr Vinod Mathew to be as the convenor of the priority clinic. Dr Vinod explained the need of the priority clinic by informing that well equiped private clinics are starting in and around Thiruvalla and will affect the inflow of patients mostly who need special care. He also said that the rates fixed by these clinics are also known to be low.

It was suggested to give 30 to 40% of treatment charges to Doctors. It was also suggested to give overtime allowance to ANM staff also. It was also suggested to give basic equipments to Doctors but the Doctors should bring other equipments for their work. It was also explained that Doctors will be benefitted by this pay clinic option because they can work from morning in the pay clinic and earn. Principal said that a coordinator should be appointed from each department for the pay clinic.

An evening treatment clinic was also suggested during the meeting. Regarding the payment for the Doctors who work in the pay clinic Aby Achan suggested monthly payment. Dr Vinod suggested that weekly payment will be more attractive. Payment to be made through their account. During the meeting the problem of tax payment of the income earned while working in the pay clinic was also put forward.

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES
MEDICITY
TIRUVALLA

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Consent form - Importance of patient consent form was mentioned during the meeting. The case of a Priest in which failure occured was mentioned.

Implant treatment - Dr Vinod said the implant treatment should be noted seriously and failure rate to be lowered. He told a team work is needed. Suggested the departmentsof Prosthodontics, Oral and Maxillofacial Surgery and Periodontics.

CBCT - An investment of Rs 75 lakhs will be needed. Principal said ultimately DCI will insist to purchase CBCT. Through advertisements the amount invested can be within a short span of time.

Purchase of equipments and chairs - Melson said immediate purhcase of equipments during inspection is causing much problems in Medical College and requested to inform in advance about our requirements after proper discussion. Principal said we are going to face the inspection in the Department of Pedodontics and only 3 chairs are needed in the department.

Dr Vinod submitted prepared charts regarding the repairing of chairs and maintenence to Melson. He said that Confident chairs have sensor complaints and it should be rectified.

Biomedical - We have 2 compressors in PCDS and they are being used in alternate days now. The earlier technician who was in charge had not used it properly and the valve was damaged. Biju our new technicial cleared the problem. Dr Vinod said to place valves in each floor for air and water (company suggested Jyothis, Tijoy) and Biju to be trianed. Water filter will take one month to clear completely (Jyothis). Pedodontics department is complaining regularly regarding this.

Rev Fr Eapen suggested to appoint Biju permanently and to appoint a trainee also to learn the basics from him.

Dr Vinod mentioned about the need of painting dental chairs. Aluminium sheets can be purchased from CMR as it is weight less and can be cleaned by ANM staff.

Technicians report explained by Dr Vinod.

1. Model trimmer can be repaired
2. Auto clave cannot be repaired (Drum)
3. X-ray machine
4. RVG - 4 - DUR to be purchased
5. RVG - In the Pedodontics to be used in the Priority Clinic
6. Biomedical staff to be given lap top. He suggested that a good configuration is needed as software of many equipments has to be installed in the lap top

Dr Vinod suggested to convert micromotors to lab micromotors.

Principal mentioned about the purchased list prepared.

Store in charge mentioned that the rates which the Dentsales (supplier) charge is much higher and recently lowered it. He also said that the rates of KCK is much less. Dr Vinod mentioned about to make payment within one month to suppliers. Principal mentioned that Dentlines is a good supplier.

Dentcare lab Muvattupuzha - Dr Vinod Mathew suggested for a corporate discount of 20% can be negotiated with the lab.
Sreekumar (Ceramic technician) - Currently doing only 15 units only and it can be increased to 40. The quality to be improved. Faculty in Prosthodontics Department to supervise the work in the ceramic lab.

Entry of old items and equipments New Software - Store in charge Mr Siby enquired whether to enter old items (from 2005 onwards). Rev Fr Eapen Puthenparambil said that the inventory list (old items) to be maintained as an excel sheet. Dr Vinod mentioned that software developers can make change if needed.

Dr Vinod mentioned for the repair of Dental Chair an amount of Rs. 7.5 lakhs may be sanctioned urgently. Sejoy mentioned about local purchase. Confident or Chessa to be sanctioned. For one chair one job card has been prepared. This will help to follow up works related to each chair in the future.

Melson discussed about some points put forward by the new CEO Mr Jacob Punnoose like

a. Charity - to maintain a record about charity given to patients
b. Department wise performing reports
c. Hospitals income report
d. Statistics
e. To start Family Dental Care
f. Play area for children
g. Rewards and loyalty points – Membership card
h. Patient care for poor patients

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

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MEDICITY
TIRUVALLA

DECISIONS

1. Eapen Achan said that the quotation for equipments can be invited and Aby Achan supported it.

Melson said about including faculty while deciding the specifications of equipments and materials to avoid.....

Store in charge mentioned about reducing the charges of Dentsales.

Dr Vinod mentioned about the wastage of Gloves being used and said about to maintain a quota to supplied.

2. Eapen Achan agreed to invite quotation for priority clinic.

3. College Porch - As the patients are finding it very difficult measures to be taken for making it less difficult to enter. Dr Vinod mentioned to fix railings in the side. Principal suggested to make the slope in a convineant manner.

4. Conscious sedation unit - Principal suggested about starting a conscious sedation unit for Pedo patients under the Dental Department in Pushpagiri Medical College Hospital. A cost of Rs.4 lakhs is expected. The matter was approved and decided to obtain a quotation and to submit a proposal.

5. Adequate sign boards to be installed in the College.
   Registration counter to give proper direction to patients

6. Website to updated and maintained properly.

The meeting concluded at 2.30p.m

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

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COLLEGE OF DENTAL SCIENCES
MEDICITY, PERUMTHURUTHY, TIRUVALLA - 689107
(AN UNDERTAKING OF PUSHPAGIRI MEDICAL SOCIETY, REG. NO. P. 73/92)
(NAAC Accredited Dental College)

PCDS/PRC/4/2016 10 August 2016

PURCHASE COMMITTEE - PCDS

A purchase committee has been constituted in Pushpagiri College of Dental Sciences w.e.f 10.08.2016 with the following members.

1. Dr Aby Mathew T	-	Chairman
2. Rev Fr Mathew Vadakkekuttu	-	Member
3. Dr Benley George	-	Secretary
4. Dr Biju Sebastian	-	Member
5. Dr Vinod Mathew Mulamoottil	-	Member
6. Mr Sejoy	-	Member

Concerned heads of Departments

Dr Aby Mathew T
Principal

Copy to:

All members

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES PUSHPAGIRI MEDICITY TIRUVALLA-7

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

MAINTENANCE / PURCHASE COMMITTEE

Minutes of purchase committee meeting on 14/06/2016 at 10.15 am

at College Council Hall

The following members were present for the meeting

1. Dr Aby Mathew T
2. Dr Benley George
3. Dr Biju Sebastian
4. Dr Vinod Mathew Mulamoottil
5. Dr Jacob John
6. Mr Manoj Kumar
7. Ms Preethi
8. Mr Marvin

Director Medicity informed his inability to attend the meeting.
The meeting started with a silent prayer. Principal Dr Aby Mathew T welcomed the gathering. .

1. Journals and Books – Dr Benley George said that as the inspections by DCI regarding MDS courses renewal and recognition are nearing we should purchase required journals and books and the Department library and General Library should be full-fledged.
Ms Preethi was assigned to contact the companies and to collect quotations

2. Computers and Printers – Mr Marvin informed that some computers in the Departments are faulty. Dr Aby Mathew T said that the matter should be informed to Director Medicity and to purchase immediately.

3. Mobile Clinic A/c repair – Dr Vinod Mathew said that the Air conditioner in the Mobile Dental Clinic is not working.
Dr Aby Mathew T said that the technician is already informed at it will be rectified with 2 days.

The meeting concluded at 11.30a.m

Dr Aby Mathew T
Principal

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES PUSHPAGIRI MEDICITY TIRUVALLA

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

MAINTENANCE / PURCHASE COMMITTEE

Minutes of purchase committee meeting on 10/12/2016 at 10.00 am

at College Council Hall

The following members were present for the meeting

1. Rev Fr Mathew Vadakkekuttu
2. Dr Aby Mathew T
3. Dr Benley George
4. Dr Biju Sebastian
5. Dr Vinod Mathew Mulamoottil
6. Dr Jacob John
7. Mr Manoj Kumar
8. Ms Preethi
9. Mr Marvin

The meeting started with a silent prayer. Principal Dr Aby Mathew T welcomed the gathering. .

1. Journals and Books – Dr Benley George asked Librarian Ms Preethi about the status of Journals and Books.
Ms Preethi said that the quotation submitted by M/s Standard Book company was considered and the books and journals were purchased.

2. Computers and Printers – Dr Aby Mathew T asked Mr Marvin about the status of Computers and Printers.
Mr Marvin said that the faulty computers were replaced with new ones and the printers were repaired.

3. Mobile Clinic A/c repair – Dr Vinod Mathew said that the Air conditioner in the Mobile Dental Clinic was repaired by technician and checked ok.

4. Auditorium air conditioning – Dr Benley George said that as part of renovation of our College Auditorium we need 5 Air conditioners. He said that the painting works to be done immediately. Dr Vinod Mathew said that an LCD projector which can be operated with remote control to be fixed permanently.

Rev Fr Mathew Vadakkekuttu approved the request.

The meeting concluded at 11.a.m

Dr Aby Mathew T
Principal

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES
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Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences