

Off : 04862 224366

Fax: 04862 229586

# AL-AZHAR DENTAL COLLEGE

(APPROVED BY DENTAL COUNCIL OF INDIA & AFFILIATED TO KUHS)

RUN BY NOORUL ISLAM TRUST

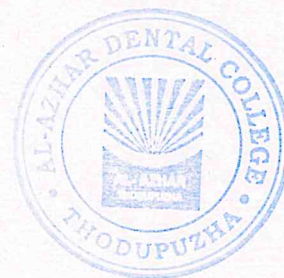
PERUMPILlichira P. O., THODUPUZHA, IDUKKI DIST., KERALA- 685 605

4.5.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports facilities, computers, classrooms etc.

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Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605





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# **AL-AZHAR DENTAL COLLEGE**

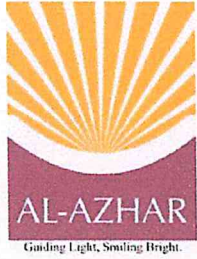
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**CERTIFICATE OF THE HEAD OF THE INSTITUTION**



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# AL-AZHAR DENTAL COLLEGE

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PERUMPILICHIRA P. O., THODUPUZHA, IDUKKI DIST., KERALA- 685 605

**DR HARVEY THOMAS MDS**

**PRINCIPAL**

## TO WHOMSOEVER IT MAY CONCERN

**This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge**

**Prof. Dr. Harvey Thomas MDS**  
Principal  
Al-Azhar Dental College  
Thodupuzha -685 605





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# **AL-AZHAR DENTAL COLLEGE**

**(APPROVED BY DENTAL COUNCIL OF INDIA & AFFILIATED TO KUHS)**

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**PERUMPILLICHIRA P. O., THODUPUZHA, IDUKKI DIST., KERALA- 685 605**

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## **MINUTES OF THE MEETINGS OF THE MAINTENANCE COMMITTEE**

The image shows the front cover of a book. The cover has a red marbled pattern. A white rectangular label is pasted onto the cover, containing the title in bold, black, sans-serif capital letters. The title is centered on the label and reads "MAINTENANCE COMMITTEE" on the first line and "MINUTES BOOK" on the second line.

**MAINTENANCE COMMITTEE  
MINUTES BOOK**

MAINTENANCE

COMMITTEE

## MINUTES OF MEETING

Date: 10-11-2018

Time: 10.am

Venue: Lecture Hall 1, Al Azhar Dental College

### Members Present:

Dr. V. A. Afzal - Principal of Al Azhar Dental College

Dr. Nishin K John – Coordinator

Dr. Amal E A

Dr. Joe Manuel

Mr. Muhammed Hashim

Mr. Alexander George

Mr. Abin Thomas

Bibin Biju

Mrs. Kumari Giji

### Agenda:

- 1) Buying of new dental chairs
- 2) Establishment of a data centre

### Proceedings:

Dr. V. A. Afzal, the principal of Al Azhar Dental College, began the meeting by welcoming the members present. He initiated the discussion on the first agenda item, i.e., the buying of new dental chairs. Dr. Amal E.A presented the current situation regarding the availability and condition of the existing dental chairs. It was discussed that the current dental chairs are outdated and not functioning properly, leading to delays in dental procedures.

The members then discussed the budget allocated for buying new dental chairs. Dr. V. A.Afzal proposed that the college should invest in high-quality chairs, which may cost more initially but would have a longer life span and be cost-effective in the long run. The members agreed to this proposal and decided to finalize the specifications of the chairs and prepare a tender.

Moving on to the second agenda item, the establishment of a data centre, Dr. Amal E A, presented the benefits of having a data centre for the college. The members agreed that a data centre would be beneficial in terms of data security, storage, and management.

Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605

The members then discussed the location and budget for establishing the data centre. After a thorough discussion, it was decided to establish the data centre in the existing IT department of the college. The members also agreed to allocate a separate budget for the establishment and maintenance of the data centre.

Finally, Dr. V. A. Afzal, the principal of Al Azhar Dental College, summarized the decisions made during the meeting and thanked the members for their participation.

Action Items:

- Dr. Nishin K John to prepare tender specifications for buying new dental chairs.
- Dr. Joe Manuel to assist Dr. Nishin K John in finalizing the specifications.
- Dr. Amal E A to prepare a detailed report on the establishment of the data centre, including the budget and location.
- The administrative staff to allocate a separate budget for the establishment and maintenance of the data centre.

The meeting was adjourned at 11:00 am

Prof. Dr. V.A. AFZAL., M.D.S.  
Principal  
Al-Azhar Dental College  
Perumpillichira P.O., Thodupuzha-685 605

DR NISHIN.K. JOHN

Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605





Date: 04-01-2019

Time: 10.00 AM

Venue: Lecture Hall 1, Al Azhar Dental College

**Members Present:**

Dr. V. A. Afzal- Principal of Al Azhar Dental College

Dr. Nishin K John- Coordinator

Dr. Amal. E A

Dr. Joe Manuel

Mr. Muhammed Hashim

Mr. Alexander George

Mr. Abin Thomas

Mr. Bibin Biju

Mrs. Kumari Giji

**Agenda:**

- 1) Discussion on buying new instruments in the hematology lab
- 2) Setting up new facilities in the library

**Proceedings:**

The meeting was called to order by Dr. V. A. Afzal, the Principal of Al Azhar Dental College. The members were welcomed and the agenda for the meeting was discussed.

Discussion on buying new instruments in the hematology lab:

Dr. Amal E A, suggested buying new instruments in the hematology lab. The members discussed the various types of instruments required and their budget. After a detailed discussion, it was decided to purchase the following instruments:

- 1) Hemoglobin Meter
- 2) Microscope with a camera attachment

It was also decided to form a committee consisting of Dr. Amal E A, Dr. Nishin K John and Dr. Joe Manuel to purchase the instruments.

Setting up new facilities in the library:

Dr. Amal. E A, suggested setting up new facilities in the library to improve the learning experience of the students. The members discussed various options such as installing new computers, printers, and setting up a separate study area. It was decided to install new computers and printers in the library. A committee consisting of Mr. Muhammed Hashim, Mr. Abin Thomas, and Mr. Bibin Biju was formed to carry out the installation.

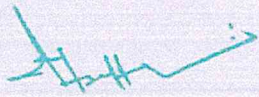
**Action Items:**

- A committee consisting of Dr. Nishin K John, Dr. Joe Manuel, and Mr. Alexander George was formed to purchase the new instruments in the hematology lab.
- A committee consisting of Mr. Muhammed Hashim, Mr. Abin Thomas, and Bibin Biju was formed to install new computers and printers in the library.

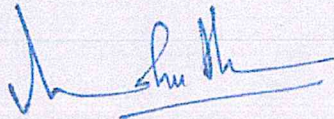
**Action taken from previous meeting**

- 1) Data centre established
- 2) Dental chairs purchased

The meeting was adjourned by Dr. V. A. Afzal, the Principal of Al Azhar Dental College.

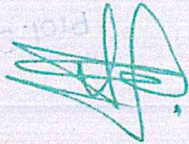


Prof. Dr. V.A. AFZAL., M.D.S.  
Principal  
Al-Azhar Dental College  
Perumpillichira P.O., Thodupuzha-685 605



Dr NISHIN K. JOHN

Prof. Dr. V.A. AFZAL., M.D.S.  
Principal  
Al-Azhar Dental College  
Perumpillichira P.O., Thodupuzha-685 605



Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
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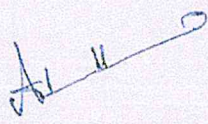
## MINUTES OF MEETING

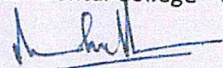
Date: 04-06-2019


Time: 10.00AM


Venue: Lecture Hall 1


### Members Present

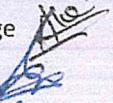
Dr. V. A. Afzal- Principal of Al Azhar Dental College 


Dr. Nishin K John- Coordinator 


Dr. Amal. E A 


Dr. Joe Manuel 

Mr. Muhammed Hashim 

Mr. Alexander George 

Mr. Abin Thomas 

Mr. Bibin Biju 

Mrs. Kumari Giji 

### Agenda:

Discussion on painting of the dental college building

### Meeting Highlights:

Dr. Amal E.A, initiated the discussion on the painting of the dental college building. He presented a proposal to repaint the entire building to maintain its aesthetics and make it look more professional.

The estimated cost of the project was discussed, and it was decided to obtain quotations from different contractors to compare the costs.

It was agreed to appoint a committee comprising of Dr. Nishin K John Mr. Muhammed Hashim and Mr. Abin Thomas to obtain quotations and evaluate them.

The committee was instructed to ensure that the work was completed within the stipulated time frame and with the least disruption to the functioning of the college. It was also suggested to consider using eco-friendly and non-toxic paint for the project.

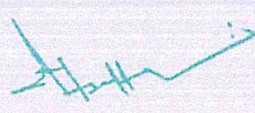
Dr. V. A. Afzal emphasized the importance of regular maintenance of the college building to preserve its infrastructure and promote a positive image of the institution.

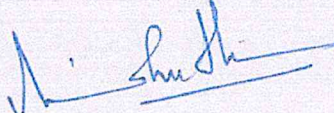
**Action Items:**

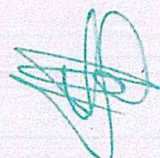
- The committee comprising of Dr Nishin K John, Mr. Muhammed Hashim and Mr. Abin Thomas to obtain quotations from different contractors and evaluate them.
- The committee to explore options for using eco-friendly and non-toxic paint.
- The committee to ensure that the work was completed within the stipulated time frame and with the least disruption to the functioning of the college.

**Action taken from previous meeting.**

- 1) Works in library completed
- 2) Hematology equipments ordered

  
Prof. Dr. V.A. AFZAL., M.D.S.  
Principal  
Al-Azhar Dental College  
Perumpillichira P.O., Thodupuzha-685 605

  
Dr NISHIN.K JOHN

  
Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605



## MINUTES OF MEETING

Date: 10-09-2019

Time: 10.00 am

Venue: Lecture hall 1

### Members Present:

Dr. V. A. Afzal- Principal of Al Azhar Dental College

Dr. Nishin K John- Co-ordinator

Dr. Amal. E A

Dr Joe Manuel

Mr. Muhammed Hashim

Mr. Alexander George

Mr. Abin Thomas

Mr. Bibin Biju

Mrs Kumari Giji

### Agenda:

Buying of new lockers for students

The meeting was called to order by Dr. V. A. Afzal at 10.00 am. The agenda of the meeting was to discuss the buying of new lockers for students.

Dr. Nishin K John, co ordinator presented a report on the current condition of lockers in the college. He highlighted the need for new lockers as the existing ones are in poor condition and many students are facing difficulties due to non-availability of lockers.

After a thorough discussion, it was decided to buy new lockers for the students. The administrative officer, Dr. Amal. E A, was instructed to prepare a list of specifications for the lockers and invite quotations from reputed vendors.

It was also decided to form a committee comprising of Dr. Nishin K John, Mr. Muhammed Hashim, and Mr. Alexander George to oversee the procurement process.

The meeting concluded with a vote of thanks to the attendees.

### Action Items:

- Dr. Amal. E A to prepare a list of specifications for the lockers and invite quotations from reputed vendors.
- Committee comprising of Dr. Nishin K John, Mr. Muhammed Hashim, and Mr. Alexander George to oversee the procurement

### Action taken from previous meeting

Painting of dental college building completed.

Prof. Dr. Nishin K John MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha - 686 605

Prof. Dr. V.A. AFZAL., M.D.S.  
Principal  
Al Azhar Dental College

## MINUTES OF MEETING

Date: 08-01-2020

Time: 10:00 am

Venue: Conference Hall

### Members Present

Dr. V. A. Afzal- Principal of Al Azhar Dental College

Dr. Nishin K John- Co ordinator

Dr. Amal. E A

Dr Joe Manuel

Mr. Muhammed Hashim

Mr. Alexander George

Mr. Abin Thomas

Mr. Bibin Biju

Mrs Kumari Giji

### Agenda:

Shifting of PHD department from ground floor to second floor of the main building.

The meeting was called to order at 10:00 am by Dr. V. A. Afzal, the Principal of Al Azhar Dental College. Dr. Amal E.A, presented the proposal to shift the PHD department from the ground floor to the second floor of the main building. The reasons for the proposed shift were discussed, which included a lack of adequate space on the ground floor and the need to accommodate more students in the PHD program.

After a brief discussion, the members unanimously agreed to the proposal of shifting the PHD department to the second floor of the main building.

Dr. Nishin K John suggested that the shift should be completed before the start of the next academic session. Dr. Amal E A assured the members that the shift would be completed before the start of the next academic session.

Mr. Muhammed Hashim suggested that a committee should be formed to oversee the process of shifting the department. The members agreed, and it was decided that Dr. Nishin K John would be the convener of the committee, and Mr. Alexander George and Mr. Abin Thomas would be the members of the committee.

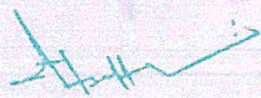
The meeting ended with a vote of thanks from Dr. V. A. Afzal, the Principal of Al Azhar Dental College.

on Items:

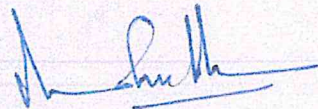
- The PHD department to be shifted from the ground floor to the second floor of the main building.
- The shift to be completed before the start of the next academic session.
- A committee to be formed to oversee the process of shifting the department, with Dr. Nishin K John as the convener, and Mr. Alexander George and Mr. Abin Thomas as the members of the committee.

ion taken from previous meeting :

Purchased new lockers for students



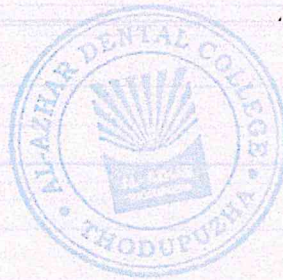
Prof. Dr. V.A. AFZAL., M.D.S.  
Principal  
Al-Azhar Dental College  
Perumpillichira P.O., Thodupuzha-685 605



Dr. NISHIN K. JOHN



Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605



## MINUTES OF THE MEETING

Date: 06-01-2021

Time: 10.00 am

Venue: Conference Hall

### Members attended:

Dr. V. A. Afzal- Principal of Al Azhar Dental College

Dr. Amal. E A- Administrative Officer

Dr. Nishin K John- Co ordinator

Dr Joe Manuel

Mr. Muhammed Hashim

Mr. Alexander George

Mr. Abin Thomas

Mr. Bibin Biju

Mrs Kumari Giji

### Agenda:

- 1) Buying new chairs and tables for the University Examination Hall according to KUHS regulations.
- 2) Construction of boys hostel

The meeting was called to order by Dr. V. A. Afzal, the Principal of Al Azhar Dental College. He welcomed all the members present and commenced the discussion on the first agenda item.

Buying new chairs and tables for the University Examination Hall according to KUHS regulations:

Dr. Nishin K John, the Coordinator, briefed the members on the KUHS regulations for chairs and tables in the examination hall. He suggested that the college should purchase new chairs and tables that comply with the regulations.

After a detailed discussion, it was decided that the college should buy new chairs and tables for the examination hall. Dr. Amal. E A, the Administrative Officer, was directed to initiate the procurement .

Construction of Boys' Hostel:

Dr. V. A. Afzal informed the group that there is a need for a boys' hostel in the college as there are many students who have to travel a long distance to reach the college. The group agreed with Dr. Afzal's suggestion and decided to allocate a budget for the construction of the hostel. It was decided that Mr. Mohammed Hashim would be responsible for the construction and that he would

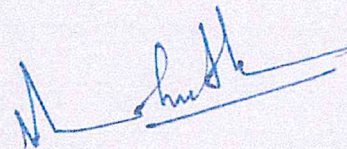


prepare the plan and obtain the necessary permits for the construction. Dr. Amal. E A advised the group to allocate a contingency budget for both projects in case of unexpected expenses.

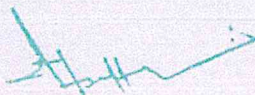
Dr. Afzal V. A concluded the meeting by thanking everyone for their active participation and valuable contributions to the meeting.

Action taken from previous meeting .

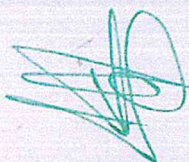
Shifting of PHD department completed.



Dr. NILKIN. K JOHN



Prof. Dr. V.A. AFZAL., M.D.S.  
Principal  
Al-Azhar Dental College  
Perumpillichira P.O., Thodupuzha-685 605



Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha-685 605



## MINUTES OF MEETING

Date: 03-05-2021

Time: 10.00 am

Venue: Conference Hall

### Members attended:

Dr. V. A. Afzal- Principal of Al Azhar Dental College

Dr. Amal. E A- Administrative Officer

Dr. Nishin K John- Co ordinator

Dr Joe Manuel

Mr. Muhammed Hashim

Mr. Alexander George

Mr. Abin Thomas

Mr. Bibin Biju

Mrs Kumari Giji

### Agenda:

Building a lift in dental college for the convenience of patients.

The meeting was called to order by Dr. V. A. Afzal, the Principal of Al Azhar Dental College. He welcomed all the members present and commenced the discussion on the agenda item.

Dr. Amal E.A the administrative officer, initiated the discussion by stating the importance of building a lift in the dental college for the convenience of patients, especially those who are elderly or have mobility issues. He suggested that the lift should be installed in the main building, as it is where most of the patient consultations take place.

After a detailed discussion, it was unanimously agreed that the college should proceed with the installation of the lift. Mr. Mohammed Hashim, was directed to prepare a detailed plan and submit it to the college administration for approval.

Dr. Amal. E A, the Administrative Officer, suggested that the lift installation project should be incorporated into the annual budget, and the necessary funds should be allocated for it. The Principal, Dr. V. A. Afzal, agreed with the suggestion and directed the finance department to allocate the required funds.

It was further decided that the lift installation project should be completed within the next six months. Dr. Nishin K John, the Co-ordinator, was tasked with overseeing the project and ensuring that it is completed on time.

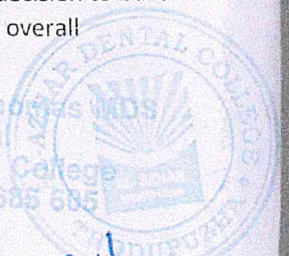
The meeting concluded with the members expressing their satisfaction with the decision to build a lift in the dental college, which would greatly benefit the patients and improve the overall accessibility of the college.

Action taken from previous meeting :

- 1) Order given for new tables and chairs, in the University Examination Hall.
- 2) Construction of boys hostel started

Prof. Dr. V. A. AFZAL, M.D.S.  
Principal  
Al-Azhar Dental College  
Perumpillichira P.O., Thodupuzha-685 605

Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha-685 605



## MINUTES OF MEETING

Date: 07-09-2021

Time: 10.00 am

Venue: Conference Hall

### Members attended:

Dr. V. A. Afzal- Principal of Al Azhar Dental College

Dr. Amal. E A- Administrative Officer

Dr. Nishin K John- Co ordinator

Dr Joe Manuel

Mr. Muhammed Hashim

Mr. Alexander George

Mr. Abin Thomas

Mr. Bibin Biju

Mrs Kumari Giji

### Agenda:

1) Renovation of Oral Medicine Department and Oral Surgery Department

2) Maintenance of chairs and tables in various departments

Dr. V. A. Afzal began the meeting by discussing the urgent need for renovation of the Oral Medicine and Oral Surgery Departments. He mentioned that the departments must be renovated before DCI and KUHS inspection. The attendees agreed and decided to allocate funds for the renovation process.

Next, the discussion moved towards the maintenance of chairs and tables in various departments. It was suggested that a maintenance schedule should be created to ensure that the chairs and tables are regularly checked and repaired if necessary. It was also suggested that the college should invest in high-quality chairs and tables to avoid frequent repairs.

### Action Items:

- Dr. Nishin K. John and Mr. Muhammed Hashim will inspect the Oral Medicine and Oral Surgery Departments and prepare a report on the renovation requirements and estimated costs.
- Dr. Joe Manuel and Mr. Alexander George will prepare a maintenance schedule for the chairs and tables in various departments.
- Dr. Amal E. A. will initiate the process of procuring high-quality chairs and tables for the college.

The meeting ended at 11:00 am, and the attendees agreed to meet again to review the progress on the action items.

### Action taken from previous meeting :

1) Lift construction started.

Prof. Dr. V.A. AFZAL., M.D.S.  
Principal

## MINUTES OF MEETING

Date: 04-01-2022

Time: 10.00 am

Venue: Conference Hall

### Members attended:

Dr. Harvey Thomas - Principal of Al Azhar Dental College

Dr. Amal. E A- Administrative Officer

Dr. Nishin K John- Co ordinator

Dr Joe Manuel

Mr. Muhammed Hashim

Mr. Alexander George

Mr. Abin Thomas

Mr. Bibin Biju

Mrs Kumari Giji.

### Agenda:

- 1) Construction of a remote digital evaluation centre
- 2) Maintenance of computers in various departments

The meeting was called to order at 10.00 am by Dr. Harvey Thomas, the Principal of Al Azhar Dental College. He initiated the discussion on the first agenda item, i.e. Construction of a remote digital evaluation centre.

Dr. Amal E A, the Administrative Officer, presented a proposal for the construction of a remote digital evaluation center. The proposal includes the installation of necessary hardware and software, video conferencing equipment, high-speed internet connectivity, and backup power supply. The members discussed the feasibility and cost of the project. After a detailed discussion, it was decided to approve the proposal, and Dr. Nishin K John was asked to proceed with the project.

The discussion then moved on to the second agenda, i.e, Maintenance of computers in various departments.

Mr. Abin Thomas presented a report on the current status of the computers in various departments. He informed the members that most of the computers are outdated and require immediate replacement. He also mentioned that regular maintenance is necessary to ensure the smooth functioning of the computers. After a brief discussion, it was decided to allocate a budget for the maintenance and replacement of computers. Mr. Abin Thomas was asked to prepare a detailed report on the requirements and submit it to the Principal. The meeting ended with a vote of thanks to the chairs.

### Action taken from previous meeting:

- 1) Maintenance of chairs and tables in various departments completed.
- 2) Renovation of Oral Surgery and Oral Medicine Department started

Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605



*[Handwritten signature]*

## MINUTES OF MEETING

Date: 23-05-2022  
Time: 10.00 am  
Venue: Conference Hall

### Members attended:

Dr. Harvey Thomas-Principal of Al Azhar Dental College

Dr. Amal. E A- Administrative Officer

Dr. Nishin K John- Co ordinator

Dr Joe Manuel

Mr. Muhammed Hashim

Mr. Alexander George

Mr. Abin Thomas

Mr. Bibin Biju

Mrs Kumari Giji

### Agenda:

Installation of CCTV cameras in the dental college

The meeting was called to order at 10:00 am by Dr. Harvey Thomas, the Principal of Al Azhar Dental College. The purpose of the meeting was to discuss the installation of CCTV cameras in the college premises. He explained the importance of installing CCTV cameras in the college to ensure the safety of students and staff and to prevent any untoward incidents. The following points were discussed during the meeting:

- 1) Number and Placement of Cameras: It was decided that a total of 65 CCTV cameras would be installed at various locations in the college, including the entrance, corridors, classrooms, laboratories, and parking area.
- 2) Technical Specifications: The cameras would be of high quality with night vision capability, and the footage would be stored on a central server for a minimum of one month.
- 3) Installation and Maintenance: The installation and maintenance of the cameras would be carried out by a professional agency appointed by the college, and the cost would be borne by the college.
- 4) Privacy Concerns: The issue of privacy concerns was also discussed, and it was decided that the footage would be accessed only by authorized personnel and would not be shared with any third party.

After a detailed discussion, it was unanimously decided to proceed with the installation of CCTV cameras in the college premises as per the aforementioned specifications.

### Action taken from previous meeting:

Remote digital evaluation centre established

The meeting was adjourned at 11:00 am.

Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605



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## MINUTES OF MEETING

Date: 26-11-2022

Time: 10.00 am

Venue: Conference Room

### The following members were present:

Dr. Harvey Thomas - Principal of Al Azhar Dental College

Dr. Amal. E A- Administrative Officer

Dr. Nishin K John- Co ordinator

Dr Joe Manuel

Mr. Muhammed Hashim

Mr. Alexander George

Mr. Abin Thomas

Mr. Bibin Biju

Mrs Kumari Giji

### Agenda:

- 1) Maintenance of the lab
- 2) Purchase of chemicals for the lab

### Discussion:

Maintenance of the lab

Dr. Harvey Thomas emphasized the importance of maintaining the lab facilities for the students' better learning and research. He suggested that the lab should be cleaned daily, and the lab equipment should be checked regularly to ensure their proper functioning. He also proposed that any damaged equipment should be repaired or replaced immediately. All the members agreed to his proposal.

Purchase of chemicals for the lab

Dr. Joe Manuel informed the members that they need to purchase some chemicals for the lab. He presented a list of required chemicals along with their estimated costs. The members reviewed the list and discussed the need for each chemical. After some discussion, they decided to purchase all the necessary chemicals and allocate the required budget for the same.

Dr. Harvey Thomas thanked all the members for their valuable suggestions and inputs. He urged everyone to work together to ensure the efficient maintenance of the lab and to provide the best possible learning environment for the students. The meeting was adjourned at 11.00 am.

### Action taken from previous meeting:

CCTV and lift installed in the dental college.

Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha - 688 605



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## MINUTES OF MEETING

Date: 05-01-2023

Time: 10.00 am

Venue: Conference Room

### Attendees:

Dr. Harvey Thomas - Principal of Al Azhar Dental College

Dr. Amal. E A - Administrative Officer

Dr. Nishin K John - Coordinator

Dr. Joe Manuel

Mr. Muhammed Hashim

Mr. Alexander George

Mr. Abin Thomas

Mr. Bibin Biju

Mrs. Kumari Giji

### Agenda:

The agenda of the meeting was to discuss the purchase of new books and journals in the library.

### Discussion:

The Principal, Dr. Harvey Thomas, suggested that the library should purchase new books and journals that are relevant to the latest dental practices and technologies. The Administrative Officer Dr. Amal E A, recommended that a list of the latest books and journals related to dentistry should be prepared and reviewed by the faculty members before finalizing the purchase. Dr. Nishin K John, the Coordinator, suggested that the library should also consider purchasing e-books and online journals to cater to the needs of the students who prefer digital resources. Dr. Joe Manuel recommended that the library should also subscribe to online databases and platforms to provide students with easy access to scientific articles and research papers.

### Decision:

After considering all the suggestions, the committee agreed to prepare a list of new books and journals related to dentistry and to purchase them after review by the faculty members. The library will also subscribe to online databases and platforms to provide access to scientific articles and research papers. The library will also consider purchasing e-books and online journals.

### Action taken from previous meeting:

Purchased chemicals for Lab

Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
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# MINUTES OF MEETING

Date: 02-05- 2023

Time: 10.00 am

Venue: Conference Room

## The following members were present:

Dr. Harvey Thomas - Principal of Al Azhar Dental College

Dr. Amal. E A- Administrative Officer

Dr. Nishin K John- Co ordinator

Dr Joe Manuel

Mr. Muhammed Hashim

Mr. Alexander George

Mr. Abin Thomas

Mr. Bibin Biju

Mrs Kumari Giji

## Agenda:

Purchase of new furnitures for office and almirahs for various departments.

The meeting started at 10:00 am with Dr. Harvey Thomas, the Principal of Al Azhar Dental College in the chair. The purpose of the meeting was to discuss the purchase of new furniture for the office and almirahs for various departments.

After discussing the current state of the furniture and the need for replacement, the members present agreed that new furnitures and almirahs were necessary for the smooth functioning of the office and departments. It was suggested that the new furniture should be durable, comfortable and meet the ergonomic needs of the staff.

Dr. Nishin K John, the Co-ordinator, proposed that new almirahs be purchased for various departments to store important documents and equipment. The members present agreed that the almirahs should be secure, durable, and provide ample storage space.

After a discussion, it was agreed that the college should purchase the new furniture and almirahs within the next month. The Administrative Officer, Dr. Amal E A, was given the responsibility of finding a vendor who could provide good quality furniture and almirahs at a reasonable price.

## Action taken from previous meeting:

Order given for purchase of new books and journals.

The meeting concluded at 11:00 am.

Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha-685 605



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