

The image shows the front cover of a book. The cover is decorated with a repeating pattern of concentric circles in red, white, and blue. A central white rectangular area contains the title text. The corners of the cover are reinforced with a solid blue material. The spine of the book is visible on the left side, showing a dark blue textured material.

**HOSTEL COMMITTEE  
MINUTES BOOK**



HOSTEL

COMMITTEE



## HOSTEL COMMITTEE MINUTES

The meeting was called to order at 11:30 am on July 6<sup>th</sup>, 2021.  
The meeting was led by the Principal, Dr Afzal V. The other members present were;

Dr Amal EA

Dr Jayesh J Ummithan

Dr Surya Suprabhan

Mr Sirajudheen

Mrs Mini Chintoo

Mrs Ramla Ramla

Ms Roshna C Mathew

Mr Marzuban Shamis

Ms Gopika VS

Ms Devapriya PS

Ms Murshida Parveen

Mr Akshay PV

### Agenda

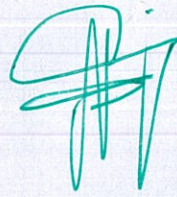
- 1) Inception of hostel committee and introduction of committee members to each other.
- 2) To discuss the role of hostel committee.

Dr Afzal V declared that the hostel committee was formally inaugurated. He briefly explained the role of the hostel committee to all the members.

This was followed by the self introduction of each member and high tea.

The next meeting was scheduled at 11:00 AM on 21<sup>st</sup>, October 2021.

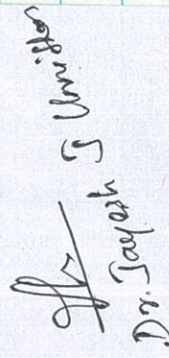
The meeting was adjourned at 01:30 PM.



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



Dr. Jayesh J Ummithan





## HOSTEL COMMITTEE MINUTES

The meeting was called to order at 11:00 am on Oct 21<sup>st</sup>, 2021.  
The meeting was led by the Principal, Dr Harvey Thomas. The other members present were;

Dr Amal EA

Dr Jayesh J Unnithan

Dr Surya Suprabhan

Mr Sirajudheen

Mrs Mini

Mrs Ramla

Ms Roshna C Mathew

Mr Marzuban Shamis

Ms Gopika VS

Ms Devapriya PS

Ms Murshida Parveen

Mr Akshay PV

### **AGENDA:**

- 1) Formulating guidelines to define the role of hostel committee

Dr Harvey Thomas proposed that formal guidelines must be formulated to define the role of the hostel committee and this was seconded by Dr Amal EA.

Dr Jayesh J Unnithan and Dr Surya were entrusted with the duty of formulating the guidelines by the next meeting. The student members were asked valuable suggestions for the same.

The next meeting was scheduled at 10:00 AM on January 11<sup>th</sup>, 2022.

The meeting was adjourned at 12:30 PM.

### **ACTION TAKEN REPORT FOR PREVIOUS MEETING:**

Guidelines of the hostel committee were formed.

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



Dr. Jayesh J Unnithan



## HOSTEL COMMITTEE MINUTES

The meeting was called to order at 10:15 am on Jan 11<sup>th</sup>, 2022.  
The meeting was led by the Principal, Dr Afzal V. The other members present were;

Dr Amal EA

Dr Jayesh J Unnithan

Dr Surya Suprabhan

Mr Sirajudheen

Mrs Mini

Ms Gopika VS

Mr Akshay PV

Ms Murshida Parveen

Ms Devapriya PS

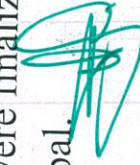
### **Agenda**

- 1) Finalizing the hostel committee guidelines
- 2) Resolving any other issues faced by hostelites

The minutes of the previous meeting were unanimously passed by all members of the committee. Dr Jayesh J Unnithan proposed the formal guidelines of the hostel committee. This was seconded by Dr Surya. Dr Amal EA and Mr Sirajudheen suggested certain rectifications to be made to the proposed guidelines. Ms Devapriya mentioned that the 3<sup>rd</sup> year students complained that there was a marginal shortage of food when they returned for lunch after medical college postings. This was taken into account by Mr Sirajudheen and Mrs Mini. The next meeting was scheduled at 10:00 AM on April 11<sup>th</sup>, 2022. The meeting was adjourned at 11:30 PM.

### **ACTION TAKEN REPORT OF THE PREVIOUS MEETING:** The

Guidelines were finalized after necessary rectifications and handed over to the Principal.



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



Dr. Jayesh J Unnithan  
Dec-2022



## HOSTEL COMMITTEE MINUTES

The meeting was called to order at 10:15 am on April 11<sup>th</sup>, 2022. The meeting was led by the Principal, Dr Harvey Thomas. The other members present were;

Dr Amal EA

Dr Jayesh J Unnithan

Dr Surya Suprabhan

Mr Sirajudheen

Mrs Ramla

Ms Roshna C Mathew

Mr Marzuban Shamis

Mr Akshay PV

Ms Devapriya PS

### **AGENDA:**

- 1) Preparation for the next batch of hostelites
- 2) Resolving any issues faced by hostelites (if any)

The minutes of the previous meeting was unanimously passed by all members of the committee. Mr Sirajudheen and Mrs Mini suggested that arrangements have to be made to accommodate the new batch of students. This was taken into account by Dr Amal, who made arrangements to deploy maintenance workers to the hostels immediately.

Dr Harvey Thomas suggested that a hostel inspection must be conducted by the staff members to ensure the smooth running of the hostels. This was seconded by Dr Surya Suprabhan. The next meeting was scheduled at 11:00 AM on May 24<sup>th</sup>, 2022. The meeting was adjourned at 11:20 PM.

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



Dr. Jayesh Unnithan




**ACTION TAKEN REPORT OF THE PREVIOUS MEETING:**

The issue of shortage of food given by the 3<sup>rd</sup> year students was addressed. Instructions were given to the hostel warden to keep extra food for students returning late from the medical college.



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



  
Dr. Jayesh J Unnikrishnan



## HOSTEL COMMITTEE MINUTES

The meeting was called to order at 11:00 AM on May 24<sup>th</sup>, 2022. The meeting was led by the Principal, Dr Harvey Thomas. The other members present were;

Dr Amal EA

Dr Jayesh J Unnithan

Dr Surya Suprabhan

Mr Sirajudheen

Mrs Ramla

Ms Roshna C Mathew

Mr Marzuban Shamis

Mr Akshay PV

Ms Devapriya PS

### **AGENDA:**

- 1) Resolving any problems faced by hostelites (if any)
- 2) Ice-breaking session for the new hostelites

The minutes of the previous meeting were unanimously passed by all members of the committee. Mrs Mini recommended that arrangements have to be made to clean the hostel premises. This was taken into account by Dr Amal, who delegated the deployment of maintenance workers to the hostels for the same.

Ms Roshna Mathew and Mr. Akshay PV suggested an ice-breaking session for the newly joined hostelites. This was seconded by hostel wardens and Principal.

Dr Surya suggested that regular hostel inspections must be conducted by the staff members to ensure the smooth running of the hostels. This was seconded by Dr. Jayesh Unnithan. The next meeting was scheduled at 11:00 AM on July 29<sup>th</sup>, 2022. The meeting was adjourned at 12 PM.

Prof. Dr. Harvey Thomas MDS  
Principal

Al-Azhar Dental College  
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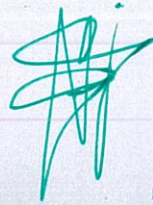


Dr. Jayesh J Unnithan



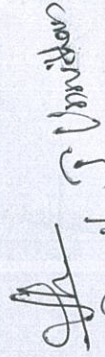
### **ACTION TAKEN REPORT OF THE PREVIOUS MEETING:**

1. New batch of students were acclimatized to their respective hostels.
2. A surprise hostel inspection was conducted at boys and girl hostel in May 2022. Some of the rooms were a bit messy. The concerned room members were called up by the Principal and hostel committee and were advised to keep their rooms neat. The hostel students were also informed not to scribble on the hostel walls. The students recommended the hostel committee for a new menu.



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



  
Dr. Jayesh S Varishan



## HOSTEL COMMITTEE MINUTES

The meeting was called to order at 11:00 AM on July 29<sup>th</sup>, 2022  
The meeting was led by the Principal, Dr Harvey Thomas. The other members present were:

Dr Amal EA

Dr Jayesh J Unnithan

Dr Surya Suprabhan

Mrs Mini Unnithan

Ms Roshna C Mathew

Mr Marzuban Shamis

Mr Akshay PV

### **AGENDA:**

- 1) New food menu for the hostels

As per the last hostel inspection, the students recommended the hostel committee for a change of menu. The hostel committee presented the matter to the Principal and AO. A new menu for the students was proposed by the student representatives of hostel committee.

The next meeting was scheduled at 11:00 AM on October 4<sup>th</sup>, 2022. The meeting was adjourned at 11.30AM.

### **ACTION TAKEN REPORT OF THE PREVIOUS MEETING:**

1. The hostel premises were cleaned
2. Arrangements were made for the introductory session of the new hostelites.

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



Dr. Jayesh J Unnithan



## HOSTEL COMMITTEE MINUTES

The meeting was called to order at 10:15 am on October 4<sup>th</sup>, 2022. The meeting was led by the Principal, Dr Harvey Thomas. The other members present were;

Dr Amal EA

Ms Roshna C Mathew

Dr Jayesh J Unnithan

Mr Marzuban Shamis

Dr Surya Suprabhan

Mr Akshay PV

Mr Sirajudheen

Ms Devapriya PS

Mrs Ramla Rambe

Mrs. Mini

### **AGENDA:**

- 1) To provide plug points and replace defective plug points
- 2) To conduct a hostel day

The minutes of the previous meeting were unanimously passed by all members of the committee. The student representatives informed that there are few defective plug points at girls and boys hostels. Principal advised Dr. Amal to take necessary steps for the same.

The next meeting was scheduled at 11:00 AM on December 15<sup>th</sup>, 2022. The meeting was adjourned at 12 PM.

### **ACTION TAKEN REPORT OF THE PREVIOUS MEETING:**

The new menu was finalized by the principal and the hostel committee.

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



Dr. Jayesh S  
Unnikrishnan



