


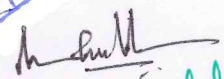





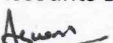
Minutes of the Meeting

Meeting Date: September 28, 2023

Meeting Time: 10:00 AM

Meeting Venue: Conference Room, Al-Azhar Dental College

Participants:

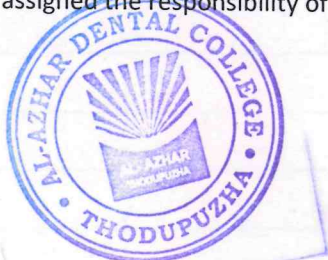
1. Dr. Joby Paulose 
2. Dr. Nishin John 
3. Dr. Amal EA (Administrative Officer) 
4. Dr. Vinni Mary Oommen 
5. Dr. Jayesh J Unnithan 
6. Mr. Jibumon C (Accounts Officer) 
7. Mr. Akhil KN (Accounts Department) 
8. Ms. Ashwini 


Agenda:

1. Approval of Previous Meeting Minutes.
2. Fund allocation for arts and sports competition.
3. Proposal for fund allocation for infrastructure development.

Proceedings:

- The meeting was called to order by Dr. Joby Paulose at 10:00 AM.
- The minutes of the previous meeting held on 23/03/2023 were presented for review. The minutes were unanimously approved by all members.
- Dr. Jayesh J Unnithan put forward a suggestion to allocate sufficient funds for the upcoming arts and sports competitions. After thoughtful deliberation it was decided to form a subcommittee comprising of Dr. Nishin, Dr. Amal and Dr. Vinni to oversee the financial management and execution of the competitions.
- Dr. Nishin presented a proposal to prepare a detailed budget and allocate funds in view of the infrastructure development towards NAAC inspections. The Accounts Department, led by Mr. Akhil KN, was assigned the responsibility of preparing the budget for the same.




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- Dr. Amal suggested that income generation strategies must be devised to facilitate better income generation. Dr. Joby and Ms. Ashwini seconded the suggestion.
- The next meeting was scheduled to be held on 25/01/2024 at 10.00 AM in the Conference Room. The meeting was adjourned at 11.30 AM after high tea.

Action Taken Report

- A committee was formed under Dr. Nishin to oversee the financial management and execution of the arts and sports competition.
- Mr. Akhil KN was entrusted the responsibility of preparing the budget for infrastructure modifications.



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A handwritten signature in blue ink, appearing to read 'Akhil KN' with 'Coordinator' written below it.

Minutes of the Meeting

Meeting Date: January 31, 2024

Meeting Time: 01:30 PM

Meeting Venue: Conference Room, Al-Azhar Dental College

Participants:

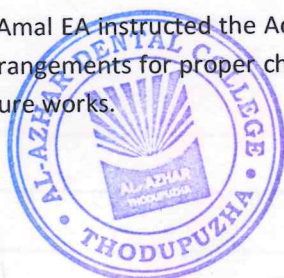
- 1. Dr.Nishin John
- 2. Dr.Amal EA
- 3. Dr.Vinni Mary Oommen
- 4. Dr.Jayesh J Unnithan
- 5. Mr.Akhil KN (Accounts Department)
- 6. Ms.Ashwini
- 7. Mr.Jibumon C (Accounts Officer)


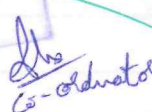
Agenda:

- 1. Approval of Previous Meeting Minutes.
- 3. Proposal for further fund allocation and expenditure.

Proceedings:

- The meeting was called to order by Dr.Nishin John at 01:30 PM.
- The minutes of the previous meeting held on 20/09/2023 were presented for review. After a thorough discussion, the minutes were approved unanimously without any amendments.
- Mr.Jibumon presented the additional expenditure and the projected expenses for infrastructure modifications in various clinical departments with regards to NAAC. The participants reviewed the same and provided their inputs and suggestions. After careful consideration, the report was approved with minor modifications. The revised expenditure report will be communicated to the Accounts Department.
- Mr.Akhil suggested that additional number of air conditioners would be required in departments as a part of the infrastructure developments. The committee members approved the same after thoughtful consideration.
- The administrative officer Dr.Amal EA instructed the Accounts Department, led by Mr. Akhil KN, to make the necessary arrangements for proper channelization of funds for the smooth implementation of infrastructure works.




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 Co-ordinator

- The next meeting was scheduled to be held on 26/03/2024 at 10.00 AM in the Conference Room. The meeting was adjourned at 02:15PM.

Action Taken Report

- Suggestion for procuring additions number of air conditioners was approved.
- Revised expenditure report was communicated to accounts department.



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