



**AL-AZHAR  
DENTAL COLLEGE**

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**MAINTENANCE COMMITTEE  
MINUTES BOOK**

Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College

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Under the aegis of Noida Trust  
(Recognised by Dental Council of India & Affiliated to KUHS)

## MINUTES OF THE MEETING

Date: 13-09-23

Time: 9:30 am

Venue: Conference room of NAAC CELL

**Agenda:** Construction of new ramp for differently-abled people near Oral Medicine Department

### Members Present:

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 

### Discussion

Dr. Amal E A advocated for a ramp design that complies with accessibility standards and ensures user safety. Dr. Nishin K John suggested collaborating with experts in accessibility to optimize the ramp's design for diverse needs. Dr. Joe Manuel recommended conducting a survey among differently-abled individuals to gather specific requirements for the ramp. Mr. Muhammed Hashim proposed involving local contractors with experience in constructing ramps for similar projects. Mr. Alexander George emphasized the importance of proper lighting and clear signage for the ramp area. Mr. Abin Thomas suggested establishing a maintenance plan to ensure the longevity of the constructed ramp

### Decision:

- 1) Form a subcommittee to collaborate with accessibility experts.
- 2) Engage with local contractors experienced in building ramps.
- 3) Develop a maintenance plan for the constructed ramp.

### Action taken from previous meeting

Furnitures and almirahs for office and departments purchased.

Meeting adjourned at 10.30am



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

Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605

## MINUTES OF THE MEETING

Date: 15-01-24

Time: 9:30 am

Venue: Conference room of NAAC CELL

**Agenda:** Renovation of entrances for all Departments and relocation of the Library from the fourth Floor to the third floor.

### Members Present:

Dr. Harvey Thomas (Principal)

Dr. Amal E A (Administrative Officer)

Dr. Nishin K John (Coordinator)

Dr. Joe Manuel

Mr. Muhammed Hashim

Mr. Alexander George

Mr. Abin Thomas

Mrs. Kumari Giji

### Discussion

Dr. Harvey Thomas emphasized the need for aesthetically pleasing entrances of all departments. Principal stressed the importance of minimizing disruptions during the library relocation. Dr. Amal E A suggested obtaining quotes from multiple contractors to ensure cost-effectiveness. Dr. Nishin k john recommended incorporating eco-friendly elements in the entrance design. Mr. Muhammed Hashim advised exploring funding opportunities or sponsorships for the renovation project.

### Decision:

- 1)The administration to finalize renovation plans incorporating the suggestions.
- 2)Form a committee to explore potential funding sources for the projects.

### Action taken from the previous meeting :

Ramp for differently-abled people completed

Meeting adjourned at 10.30 am



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