



**DR.S.KARTHIGA KANNAN, MDS.,  
PRINCIPAL**

**TO WHOMSOEVER IT MAY CONCERN**

Our institution has maintenance committee as a part of purchase and condemnation committee which meets every three months and decides on all matters regarding to service and repairs, annual maintenance contract of dental equipment and instruments etc..



*S. Karthiga Kannan*  
**PRINCIPAL**  
**Prof.Dr.S.Karthiga Kannan, MDS.,**  
**ADHIPARASAKTHI**  
**DENTAL COLLEGE & HOSPITAL**  
Hospital Road, Melmaruvathur  
Chengalpattu, Chengalpattu District  
Tamil Nadu - 605 319



# ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL

Recognized by Dental Council of India  
Affiliated to The Tamil Nadu Dr.M.G.R Medical University

A Trust of Adhiparasakthi Charitable, Medical, Educational & Cultural Trust

Ref: CIR/APDCH/NABH/P&C/09/19

30.09.2019

## CIRCULAR

This is to bring to your kind notice that the Purchase & Condemnation Committee meeting will be held on **30.09.2019 (Monday)** as per calendar schedule in the IQAC Meeting room, first floor at **2.00pm to 2.30pm**, all the committee members have to attend the same.

### Agenda:

1. To define the Roles & Responsibilities of each member in P & C committee.
2. To review on the following NABH NC Closures:
  - a. **Maintenance**, Condemnation & disposal policy of dental instruments & equipment.
  - b. List of disposables & consumables from each department.
  - c. Policy for optimum procurement & usage of dental instruments & equipment.

*Prasanna K.P.*  
30/9/2019  
Quality Manager

Copy to:

1. All Dental departments
2. NABH File
3. Notice Board

*[Signature]*  
Principal  
30/9/19

**PRINCIPAL**

Adhiparasakthi Dental College & Hospital  
Meimaruvaathur - 603 319.



Meimaruvaathur - 603 319,  
Tamil Nadu, India

*[Signature]*  
**PRINCIPAL**  
Prof. Dr. S. Karthiga Kannan, MDS.,  
ADHIPARASAKTHI

DENTAL COLLEGE & HOSPITAL  
Hospital Road, Meimaruvaathur  
Cheyyur Taluk, Chengalpet District  
E: [adhiparasakthi@apdch.edu.in](mailto:adhiparasakthi@apdch.edu.in)  
W: [www.apdch.edu.in](http://www.apdch.edu.in)

T: 191 44 2752 8082, 83  
F: 191 44 2752 8081





ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL

HOSPITAL ROAD, MELMARUVATHUR, CHEYPPUR TALUK, CHENGALPUR DISTRICT,  
TAMIL NADU - 603 319

30.09.2019

**MINUTES OF THE MEETING**

1. Defined the Roles & Responsibilities of each member in Purchase & Condemnation Committee.
2. Reviewed on the following NABH NC Closures.
  - a) Maintenance, Condemnation & disposal policy of dental instruments & equipment.
  - b) List of disposables & consumables from each department.
  - c) Policy for optimum procurement & usage of dental instruments & equipment
  - d) Updated stock list / Condemnation list.
  - e) Isolation Room – Incharge, Req. Disposables / consumables list.

PRINCIPAL

Adhiparasakthi Dental College & Hospital  
Melmaruvathur - 603 319.



Melmaruvathur - 603 319  
Tamil Nadu, India

PRINCIPAL

Prof. Dr. S. Karthiga Kannan, MDS.,

ADHIPARASAKTHI

DENTAL COLLEGE & HOSPITAL

Hospital Road, Melmaruvathur

Cheyyur Taluk, Chengalpattu District

Tamil Nadu - 603 319

+91 44 2752 8082, 83  
+91 44 2752 8081

Info@apdch.edu.in  
www.apdch.edu.in



30.09.2019

Purchase & condemnation committee circular & members list

S.No	Department	Signature
1.	Oral Pathology	for MOD 30/9/19
2.	Conservative Dentistry and Endodontics	[Signature]
3.	Prosthodontics Crown & Bridge	[Signature] 30-9-19
4.	Oral Medicine & Radiology	[Signature]
5.	Pedodontics	[Signature] 30-09-19
6.	Orthodontics	[Signature]
7.	Periodontics	T. [Signature]
8.	Oral and Maxillofacial Surgery	[Signature]
9.	Public Health Dentistry	[Signature]
11.	Central Store	[Signature]
12.	Admin	[Signature]
13.	Accounts Section	[Signature]
14.	Maintenance	[Signature]



[Signature]  
**PRINCIPAL**  
 Prof. Dr. S. Karthiga Kannan, MDS.,  
 ADHIPARASAKTHI  
 DENTAL COLLEGE & HOSPITAL  
 Hospital Road, Mehnaruvathur,  
 Cheryur Taluk, Chengalpattu District,  
 Tamil Nadu - 603 319

**MEETING ATTENDANCE SHEET**

MEETING: PURCHASE AND CONDEMNATION COMMITTEE  
 PLACE: IQAC ROOM

DATE: 30.09.2019  
 TIME: 2 pm to 2.45 pm

SI.NO	NAME	DEPARTMENT	SIGNATURE
1.	Dr. T. RAMESH, MD	Correspondent	
2.	Dr. S. THILLAI NAYAGAM, MDS	Principal	
3.	Mrs. PREETHI	Quality Manager	
4.	Dr. B. NATHIYA	OMES	
5.	Dr. NITYA.K	Oral Path	
6.	Dr. VI. LAKSHMINATHAN	Oral Med & Radiology	
7.	Dr. S. PRATHISH	Low & Endo	
8.	Dr. JITIN. V. MATHEW	PROSTHODONTICS	
9.	Dr. A. SEIVA RAJATI	Pedodontics	
10.	Dr. R. Sumanth Kumar	NABH co-ordinator	
11.	Dr. P. Shobana	Periodontics	
12.	Dr. S. Veena Dhaeani	Public Health Dentistry	
13.	S. PRABHU	Admin Manager	
14.	R. RAMESH	Accounts Manager	
15.	P. KUPPA	Store Incharge	
16.	S. Lakshmi Pillai P.V	DEM Manager	
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			



**PRINCIPAL**  
 Prof. Dr. S. Karthiga Kannan, MDS.,  
 ADHIPARASAKTHI  
 DENTAL COLLEGE & HOSPITAL  
 Hospital Road, Melmaruvathur  
 Cheyyur Taluk, Chengalpattu District  
 Tamil Nadu - 603 319



# Minutes of Meeting

## Agenda

#	Title
1	Due to second wave of covid 19 pandemic the purchase and condemnation committee meeting was postponed.

The purchase and condemnation committee meeting for the month of Jun21 Due to Second wave of covid19 pandemic college was not functioning and meeting was not conducted as per the scheduled and it will be conducted for October 2020.

## Review Meeting (29-03-2021)

1. Reviewed last meeting minutes and pending points.
2. All condemned items given by the respective department will be reviewed by the chairperson on 1st April at 12.30 pm with Mr.R.V.Selvaganapathi,DEM Engineer.
3. Dr.R.Sumanth Kumar will be one point contact person for all departments and accountable for categorisation of items in Inventory Management System(IMS) Admin Manager with IT support will coordinate for making all the entries in IMS.
4. Admin Manager explained to all the committee members about the process of stock return by the respective departments and supplier return by the stores department for all short expiry items (before 3 months from the date of expiry) in IMS and this has been implemented.
5. Mr.M.Sundar, Building Superintendent to add in as a new member of this committee - by Chair.
6. List of all current assets from every departments has to be reviewed and listed out by the Building superintendent for asset management and labeling of the same with bar coded numbers in IMS. The Chairperson insisted the Principal and Building Superintendent to coordinate with Mr.Chandrasekar (CFMS) of Medical Hospital.
7. Before next meeting all HOD's should submit the annual budget plan for their respective departments.
8. From April onwards indent exceeding the budget limit will not be approved. Formal approval from the principal and correspondent (if it is a major budget) need to be got with a proper justification by the respective HOD's.
9. Stock adjesments in IMS need to be done by Admin Manager.The list will be given by the Stores incharge.
10. Payment process will be dealt only by accounts department and the details of the same shall be provided to stores incharge only if necessary.
11. Supplier dealing --> Receiving quotation --> getting it approved from the Correspondent / Principal--> Recieve goods - -> making GRN entries --> Issue Indent to the respective departments. This will be the process of Stores department - by Chairperson.

Process Owner

Principal



*S.K.K.*  
**PRINCIPAL**  
 Prof.Dr.S.Karthiga Kannan, MDS.,  
 ADHIPARASAKTHI  
 DENTAL COLLEGE & HOSPITAL  
 Hospital Road, Melmaruvathur  
 Cheyyur Taluk, Chengalpattu District  
 Tamil Nadu - 603 319