



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..



NCIPAL Prof.Dr.S.Karthiga Kannan, MDS., ADHIPARASAKTH DENTAL COLLEGE & HOSPIT







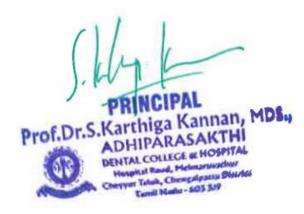
ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL Recognised by Dental Council of India

Affiliated to The Tamilnadu Dr.M.G.R Medical University A Unit of Adhiparasakthi Charitable, Medical, Educational & Cultural Trust

PURCHASE & CONDEMNATION COMMITTEE

CHAIRPERSON	Dr. T. Ramesh M.D, Correspondent
CONVENOR	Prof. Dr.A.Vasanthakumari, MDS., Principal, APDCH
QUALITY MANAGER	Mrs. R. S. Preethi, MBA, CPQIH
NABH COORDINATOR	Dr. R. Sumanth Kumar, MDS., Reader, Orthodontics
MEMBERS	 Dr. K.Vivek, MDS., Lecturer, Pedodontics Dr. V.L.Lakshman, MDS., Lecturer, Oral Medicine Dr. B. Nathiya, MDS, Lecturer, Oral Surgery Dr. K. Nitya, MDS, Lecturer, Oral Pathology Dr. P. Shobana, MDS, Lecturer, Orthodontics Dr. I. Ramesh Kaarthick, MDS., Lecturer, Prosthodontics Mr. S. Prabhu, Admin Manager, Mr. R. Ramesh, Accounts Manager Mr. R.V. Selva Ganapathy, Maintenance Manager Mr. G. Kuppan, Store In Charge







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PURCHASE & CONDEMNATION COMMITTEE

OBJECTIVES

- 1. The committee decides on all matters regarding the purchase and condemnation of items and materials applicable to APDCH.
- 2. The committee meets once in three months and also when there is a requirement for either purchase or condemnation.
- 3. The committee involves in the material management process of the following but not limited 10:
 - i. Capital assets
 - ii. Consumables
 - Printing & Stationary iii.
 - iv. Dental instruments
 - v. Dental materials
 - vi. Dental Lab items
 - Maintenance items vii
 - viii. Housekeeping items
- 4. The committee also checks on the proper functioning of Central Stores on the following:
 - Purchase of materials and equipments required by the Institution. ì.
 - ii. Issuing the materials to different departments etc.
 - iii. Correspondence with different companies/suppliers - follow up is done when the material is not received on time.
 - Sending the equipments for servicing / repairs when needed. iv.
 - Making arrangements for Annual Maintenance Contract for different machines & v. equipments.
 - vi. Recording the transactions and other necessary information.
 - Verification of the Invoices received, recording in the computerized Inventory vii. Register and forwarding the Invoices sent to the Administrator for the approval and then to Accounts Section for payment.
 - viii. Storage of the materials & expiry control
 - Reorder levels ix.
- Safety measures adopted & MSDS for hazardous materials х. Prof.Dr.S.Karthiga Kannan, MDS.,



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