(Minutes of Meeting)

Venue: White lab third floor, SDC

Date: 21.01.2016

Time: 11.00 am

#### Agenda of the Meeting

The agenda of the meeting is regarding the ARMS complaint Heating Mantle not working in Nanobiomedicine Lab, Blue lab, IIIrd Floor, SDC

The role of the Bio medical engineer to rectify the problems of equipments.

Both 250ml and 500 ml heating mantle coil changed and the problem is rectified.

Management of the complaints in ARMS portal.

Management of the non-teaching supporting staffs.

Dr. Meignana Arumugam

Dr. Aravind

# SAVEETHA DENTAL COLLEGE AND HOSPITAL, CHENNAI Mins of Meeting 21.01.2016

### Members participated:

SI. No	Members	Designation	Signature
1	Dr. Mahesh	Associate dean of adminstration	7,1
2	Dr. Aravind	Vice Principal	Hua mis
3	Dr. Meignana Arumugam	Associate dean of planning and development	do
4	Mr.Rajesh	Bio Medical Engineer	Sel
5	Mr.Sathish kumar	Bio Medical Engineer	
6	Mr. Ramkumar	Bio Medical Engineer	W
			,

Dr. Meignana Arumugam

Dr. Arayind

(Minutes of Meeting)

Venue: Clinic 2 transformer issue in chair C7.

Date: 26.04.2016

Time: 11.00 am

#### Agenda of the Meeting

The agenda of the meeting is regarding Clinic 2 transformer issue in chair C7.

The role of the Bio medical engineer to rectify the problems of equipments.

After the discussion the problem is rectified

Management of the complaints in ARMS portal.

Management of the non-teaching supporting staffs.

Dr. Meignana Arumugam

Dr. Aravind

# Mins of Meeting 26.04.2016

### Members participated:

Sl. No	Members	Designation	Signature
1	Dr. Mahesh	Associate dean of adminstration	711
2	Dr. Aravind	Vice Principal	Hemi
3	Dr. Meignana Arumugam	Associate dean of planning and development	
4	Mr.Rajesh	Bio Medical Engineer	Light
5	Mr.Sathish kumar	Bio Medical Engineer	D.
6	Mr. Ramkumar	Bio Medical Engineer	151-

Dr. Meignana Arumugam

Dr. Aravind

(Minutes of Meeting)

Venue: White lab third floor, SDC

Date: 12/08/2016

Time: 09.00 am

#### Agenda of the Meeting

The agenda of the meeting is Hard tissue microtome requires service of base.

The role of the Bio medical engineer to rectify the problems of equipments.

The problem of microtome service is discussed with the respective staffs.

Service of the microtome base is done.

Management of the complaints in ARMS portal.

Management of the non-teaching supporting staffs.

Dr. Meignana Arumugam

Dr. Aravind

### Mins of Meeting 12/08/2016

### Members participated:

SI. No	Members	Designation	Signature
1	Dr. Mahesh	Associate dean of adminstration	2121
2	Dr. Aravind	Vice Principal	Alue mus
3	Dr. Meignana Arumugam	Associate dean of planning and development	da
4	Mr.Rajesh	Bio Medical Engineer	Signa.
5	Mr.Sathish kumar	Bio Medical Engineer	G.
6	Mr. Ramkumar	Bio Medical Engineer	Thomas

Dr. Meignana Arumugam

Dr. Aravind

Dr. Mahesh

Z, lu

(Minutes of Meeting)

Venue: Clinic 12, first floor.

Date: 16/02/2017

Time: 09.00 am

#### Agenda of the Meeting

The agenda of the meeting is Curing unit malfunctioning.

The role of the Bio medical engineer to rectify the problems of equipments.

The problem of Light curing unit ( woodpecker) is discussed with the respective staffs.

Management of the complaints in ARMS portal.

Management of the non-teaching supporting staffs.

Dr. Meignana Arumugam

Dr. Aravind

# Mins of Meeting 16/02/2017

# Members participated:

Sl. No	Members	Designation	Signature
1	Dr. Mahesh	Associate dean of adminstration	2111
2	Dr. Aravind	Vice Principal	Almouni
3	Dr. Meignana Arumugam	Associate dean of planning and development	25
4	Mr.Rajesh	Bio Medical Engineer	Rayor
5	Mr.Sathish kumar	Bio Medical Engineer	Silckin

Dr. Meignana Arumugam

Dr. Aravind

Showing Z, he Dr. Mahesh

(Minutes of Meeting)

Venue: CSSD Department.

Date: 12/04/2017

Time: 09.00 am

#### Agenda of the Meeting

The agenda of the meeting is 3 sealing machine not working in cssd department.

The role of the Bio medical engineer to rectify the problems of equipments.

The problem of Sealing machine is discussed with the respective staffs.

Service of the Sealing machine is done.

Management of the complaints in ARMS portal.

Management of the non-teaching supporting staffs.

Dr. Meignana Arumugam

Dr. Aravind

## Mins of Meeting 12/04/2017

### Members participated:

SI. No	Members	Designation	Signature
1	Dr. Mahesh	Associate dean of adminstration	7,10
2	Dr. Aravind	Vice Principal	Alue um
3	Dr. Meignana Arumugam	Associate dean of planning and development	de .
4	Mr.Rajesh	Bio Medical Engineer	Rafielo4
5	Mr.Sathish kumar	Bio Medical Engineer	Sacalan
		В	

Dr. Meignana Arumugam

Dr. Aravind

(Minutes of Meeting)

Venue: CAD CAM Department.

Date: 16/09/2017

Time: 09.00 am

#### Agenda of the Meeting

The agenda of the meeting is to CAD CAM Department, Model trimmer - Vibrator more and creating very noise.

The role of the Bio medical engineer to rectify the problems of equipments.

The problem of Model trimmer is discussed with the respective staffs.

Management of the complaints in ARMS portal.

Management of the non-teaching supporting staffs.

Dr. Meignana Arumugam

Dr. Aravind

### Mins of Meeting 16/09/2017

### Members participated:

SI. No	Members	Designation	Signature
1	Dr. Mahesh	Associate dean of adminstration	2,11
2	Dr. Aravind	Vice Principal	Jan Que
3	Dr. Meignana Arumugam	Associate dean of planning and development	12
4	Mr.Rajesh	Bio Medical Engineer	Rafilog
5	Mr.Sathish kumar	Bio Medical Engineer	Sa Calum
		_	
			T

Dr. Meignana Arumugam

Dr. Aravind

Dr. Mahesh

ZIhe

(Minutes of Meeting)

Venue: White lab third floor, SDC

Date: 21.02.2018

Time: 10.00 am

#### Agenda of the Meeting

Heating Mantle not working in Nanobiomedicine Lab, Blue lab, IIIrd Floor, SDC

### Minutes of the Meeting

The role of the Bio medical engineer to rectify the problems of equipments.

Both 250ml and 500 ml heating mantle coil changed and the problem is rectified.

Management of the complaints in ARMS portal.

Management of the non-teaching supporting staffs.

Dr. Meignana Arumugam

Dr. Aravind

# Mins of Meeting 12/02/2018

# Members participated:

Members	Designation	Signature
Dr. Mahesh	Associate dean of adminstration	71h
Dr. Aravind	Vice Principal	Alua my
Dr. Meignana Arumugam	Associate dean of planning and development	de.
Mr.Rajesh	Bio Medical Engineer	Ra 12/02
Mr.Sathish kumar	Bio Medical Engineer	Sakun
Mr. Ramkumar	Bio Medical Engineer	Ramfainer
	Dr. Mahesh  Dr. Aravind  Dr. Meignana Arumugam  Mr.Rajesh  Mr.Sathish kumar	Dr. Mahesh  Dr. Aravind  Dr. Aravind  Dr. Meignana Arumugam  Dr. Meignana Arumugam  Associate dean of planning and development  Mr.Rajesh  Mr.Sathish kumar  Bio Medical Engineer

Dr. Meignana Arumugam

Dr. Aravind

Dr. Mahesh

2,11

(Minutes of Meeting)

Venue: Microbiology dept. BMS block III Floor)

Date: 16/05/2018

Time: 10.00 am

#### Agenda of the Meeting

Centrifuge to be serviced. (Microbiology dept).

#### Minutes of the Meeting

The role of the Bio medical engineer to rectify the problems of equipments.

The problem of Centrifuge service is discussed with the respective staffs.

Management of the complaints in ARMS portal.

Management of the non-teaching supporting staffs.

Dr. Meignana Arumugam

Dr. Aravind

Dr. Mahesh

Z, hur

# Mins of Meeting 16/05/2018

### Members participated:

Sl. No	Members	Designation	Signature
1	Dr. Mahesh	Associate dean of adminstration	711
2	Dr. Aravind	Vice Principal	Idua unj
3	Dr. Meignana Arumugam	Associate dean of planning and development	J
4	Mr.Rajesh	Bio Medical Engineer	Rayesce 16/05
5	Mr.Sathish kumar	Bio Medical Engineer	Su Cafain

Dr. Meignana Arumugam

Dr. Aravind

Dr. Mahesh

Zilui

(Minutes of Meeting)

Venue: White lab third floor, SDC

Date: 24/10/2018

Time: 09.00 am

#### Agenda of the Meeting

Hard tissue microtome requires service of base.

#### Minutes of the Meeting

The role of the Bio medical engineer to rectify the problems of equipments.

The problem of microtome service is discussed with the respective staffs.

Service of the microtome base is done.

Management of the complaints in ARMS portal.

Management of the non-teaching supporting staffs.

Dr. Meignana Arumugam

Dr. Aravind

# Mins of Meeting 24/10/2018

### Members participated:

SI. No	Members	Designation	Signature
1	Dr. Mahesh	Associate dean of adminstration	Zihr
2	Dr. Aravind	Vice Principal	Africa mini
3	Dr. Meignana Arumugam	Associate dean of planning and development	dus
4	Mr.Rajesh	Bio Medical Engineer	Ray 24/10
5	Mr.Sathish kumar	Bio Medical Engineer	Sa Pane
6	Mr. Ramkumar	Bio Medical Engineer	Lamphinal
	1		

Dr. Meignana Arumugam

Dr. Aravind

Dr. Mahesh

71he

(Minutes of Meeting)

Venue: Clinic 12, first floor.

Date: 16/02/2019

Time: 09.00 am

### Agenda of the Meeting

The agenda of the meeting is Curing unit malfunctioning.

The role of the Bio medical engineer to rectify the problems of equipments.

The problem of Light curing unit ( woodpecker) is discussed with the respective staffs.

Management of the complaints in ARMS portal.

Management of the non-teaching supporting staffs.

Dr. Meignana Arumugam

Dr. Aravind

# Mins of Meeting 16/02/2017

### Members participated:

Sl. No	Members	Designation	Signature
1	Dr. Mahesh	Associate dean of adminstration	7.1.
2	Dr. Aravind	Vice Principal	121 les
3	Dr. Meignana Arumugam	Associate dean of planning and development	dus
4	Mr.Rajesh	Bio Medical Engineer	Rajosh
5	Mr.Sathish kumar	Bio Medical Engineer	Sather

Dr. Meignana Arumugam

Dr. Aravind

(Minutes of Meeting)

Venue: White lab third floor, SDC

Date: 13/09/2020

Time: 09.00 am

#### Agenda of the Meeting

Hard tissue microtome requires service of base.

#### Minutes of the Meeting

The role of the Bio medical engineer to rectify the problems of equipments.

The problem of microtome service is discussed with the respective staffs.

Service of the microtome base is done.

Management of the complaints in ARMS portal.

Management of the non-teaching supporting staffs.

Dr. Meignana Arumugam

Dr. Aravind

# Mins of Meeting 13/09/2020

### Members participated:

SI. No	Members	Designation	Signature
1	Dr. Mahesh	Associate dean of adminstration	21 lmp
2	Dr. Aravind	Vice Principal	Jamen uni
3	Dr. Meignana Arumugam	Associate dean of planning and development	2
4	Mr.Rajesh	Bio Medical Engineer	Rajella
5	Mr.Sathish kumar	Bio Medical Engineer	Sa Chefaina
6	Mr. Ramkumar	Bio Medical Engineer	45

Dr. Meignana Arumugam

Shower Z. L. Dr. Aravind

(Minutes of Meeting)

Venue: White lab third floor, SDC

Date: 21.01.2021

Time: 10.00 am

#### Agenda of the Meeting

Heating Mantle not working in Nanobiomedicine Lab, Blue lab, IIIrd Floor, SDC

#### Minutes of the Meeting

The role of the Bio medical engineer to rectify the problems of equipments.

Both 250ml and 500 ml heating mantle coil changed and the problem is rectified.

Management of the complaints in ARMS portal.

Management of the non-teaching supporting staffs.

Dr. Meignana Arumugam

Dr. Aravind

Adum uny

### Mins of Meeting 12/02/2021

## Members participated:

SI. No	Members	Designation	Signature
1	Dr. Mahesh	Associate dean of adminstration	211
2	Dr. Aravind	Vice Principal	Sander very
3	Dr. Meignana Arumugam	Associate dean of planning and development	da
4	Mr.Rajesh	Bio Medical Engineer	Rajerty
5	Mr.Sathish kumar	Bio Medical Engineer	Selfan 1402
6	Mr. Ramkumar	Bio Medical Engineer	Ram 12/02

Dr. Meignana Arumugam

Dr. Aravind

7, let Dr. Mahesh

(Minutes of Meeting)

Venue: Microbiology dept. BMS block III Floor)

Date: 25/02/2021

Time: 10.00 am

#### Agenda of the Meeting

Centrifuge to be serviced. (Microbiology dept).

#### Minutes of the Meeting

The role of the Bio medical engineer to rectify the problems of equipments.

The problem of Centrifuge service is discussed with the respective staffs.

Management of the complaints in ARMS portal.

Management of the non-teaching supporting staffs.

Dr. Meignana Arumugam

Dr. Aravind

Same my

### Mins of Meeting 12/02/2021

### Members participated:

SI. No	Members	Designation	Signature
1	Dr. Mahesh	Associate dean of adminstration	Zilli
2	Dr. Aravind	Vice Principal	Idano uni
3	Dr. Meignana Arumugam	Associate dean of planning and development	de .
4	Mr.Rajesh	Bio Medical Engineer	Rapidor
5	Mr.Sathish kumar	Bio Medical Engineer	Sa Ce/202

Dr. Meignana Arumugam

Dr. Aravind

(Minutes of Meeting)

Venue: Microbiology dept. BMS block III Floor)

Date: 25/05/2021

Time: 10.00 am

#### Agenda of the Meeting

Centrifuge to be serviced. (Microbiology dept).

#### Minutes of the Meeting

The role of the Bio medical engineer to rectify the problems of equipments.

The problem of Centrifuge service is discussed with the respective staffs.

Management of the complaints in ARMS portal.

Management of the non-teaching supporting staffs.

Dr. Meignana Arumugam

Dr. Aravind

Dr. Mahesh

Film

### Mins of Meeting 12/05/2021

### Members participated:

SI. No	Members	Designation	Signature
1	Dr. Mahesh	Associate dean of adminstration	Zili
2	Dr. Aravind	Vice Principal	Danie aus
3	Dr. Meignana Arumugam	Associate dean of planning and development	the
4	Mr.Rajesh	Bio Medical Engineer	Rajan
5	Mr.Sathish kumar	Bio Medical Engineer	Sale lane

Dr. Meignana Arumugam

Dr. Aravind