

MANSAROVAR DENTAL COLLEGE, BHOPAL

Date: 10/08/2023


CIRCULAR

The Institutional Maintenance Committee Meeting will be held on 18/08/2023 at 4:00 pm in the office room of Mansarovar Dental College. Request the concerned committee members to attend the meeting.

S.No	Members
1	Mr. Kishore Nathile
2	Mr. Badri Verma
3	Mr. Lakhan
4	Mr. Abdul Salam
5	Mr. Shiv Narayan
6	Ms. Chitra Verma
7	Mr. Sunil Patel

Agenda:

1. To discuss on previous meeting.
2. To discuss the matter regarding the repair and maintenance work as well as pest control in all departments.
3. To undertake the timely servicing of institute ac's, RO plants.
4. Servicing of fire extinguishers of all the floors.
5. To undertake the timely servicing of ETP & STP.
6. To undertake the timely servicing of lift.
7. Any other matter pertaining to physical infrastructure with the permission of the chairperson.


Mr. Sachin Jain
Chairperson



MANSAROVAR DENTAL COLLEGE

(Run by Sri Sai Gramothan Samiti)

(Recognized by Dental Council of India, New Delhi & Affiliated to Madhya Pradesh Medical Science University, Jabalpur)

INSTITUTIONAL MAINTENANCE COMMITTEE ACADEMIC YEAR 2023-24

Date: 18/08/2023

The Institutional Maintenance Committee meeting of Mansarovar Dental College was held on 18/08/2023 at 04:30 PM in office room.

The following members were Present:

S.No	Members	Signature
1	Mr.Sachin Jain - Chairperson	
2	Mr. Kishore Nathile	
3	Mr. Badri Verma	
4	Mr. Lakhan	
5	Mr. Abdul Salam	
6	Mr. Shiv Narayan	
7	Ms. Chitra Verma	
8	Mr. Sunil Patel	

Agenda:

1. To discuss on previous meeting.
2. To discuss the matter regarding the repair and maintenance work as well as pest control in all departments.
3. To undertake the timely servicing of institute ac's, RO plants.
4. Servicing of fire extinguishers of all the floors.
5. To undertake the timely servicing of sanitary pad vending machine.
6. To undertake the timely servicing of lift.
7. Any other matter pertaining to physical infrastructure with the permission of the chairperson.

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(2)

The minutes of the meeting are as follows:

The Chairperson of the committee proceeded over the meeting.

1. To discuss on previous meeting:

The minutes of the last meeting were reviewed for the confirmation and approved by the chairperson Mr.Sachin Jain.

2. To discuss the matter regarding the repair and maintenance work as well as pest control in all departments:

The following complaints received from various departments were reviewed and forwarded to the concern authority.

- a) Repair works, replacements and Service of electrical accessories in the departments of periodontology department and pedodontia .
- b) This year the maintenance personals were order to keep the college premises and departments more clean.
- c) Pest control will be done in every department

Chairperson instructed the Maintenance committee to make sure of having systems and printers in all the departments under working conditions. Further chairperson instructed the committee members to collect the physical facilities requirement lists from all departments and arrange the same as early as possible.

3. To undertake the timely servicing of institute ac's, RO plants:

Chairperson instructed the concerned committee member for having timely servicing of all the institute AC's and RO plants.

4. Servicing of fire extinguishers of all the floors:

Chairperson instructed the concerned committee member for conducting servicing of fire extinguishers of all the floors.

5. To undertake the timely servicing of ETP & STP:

Chairperson instructed the maintenance committee to make sure to have the timely servicing of ETP & STP.

6. To undertake the timely servicing of lift:

Chairperson instructed to have the annual maintenance of lift.

Contd. 3

(3)

Mr. Kishore Nathile gave a detail report on the work done with regard to the complaints/ request letters given by various departments and submitted the log book file related to repair works for the perusal of the chairperson and members of the committee.

The meeting was ended with vote of thanks.


Sachin Jain
Chairperson