



MANSAROVAR DENTAL COLLEGE

Mansarovar Campus, Rani Avanti Bai Marg, Village- Hinotia Aalam,
Ward No. 84, Kolar Road, Bhopal (M.P) 462042

Tel: +91-9111777225, 761158888. Website: www.mansarovardentalcollege.com

4.5.2 Minutes of the meeting of the Maintenance Committee

MANSAROVAR DENTAL COLLEGE, BHOPAL

Ref.No.-MDC/IMC/2017/1027

Date: 05/06/2017

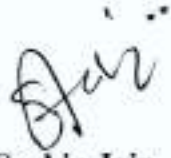
CIRCULAR


The Institutional Maintenance Committee Meeting will be held on 08/06/2017 at 4:30 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	Mrs. Preeti Namdeo

Agenda:

1. To discuss about the composition of the committee for the academic year 2017-18.
2. To discuss about the roles and responsibilities of the committee members.
3. To discuss about the repairing works or servicing in the departments.
4. To discuss about the pest control of all the departments.
5. Any other matter pertaining to physical infrastructure with the permission of the chairperson.


Mr. Sachin Jain
Chairperson


Dr. B. Girudatt Nayak
Principal
Mansarovar Dental College
BHOPAL



MANSAROVAR DENTAL COLLEGE

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INSTITUTIONAL MAINTENANCE COMMITTEE

ACADEMIC YEAR 2017-18

Date: 08/06/2017

The Institutional Maintenance Committee meeting of Mansarovar Dental College was held on 08/06/2017 at 4.30 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	Mrs. Preeti Namdeo	

Agenda:

1. To discuss about the composition of the committee for the academic year 2017-18.
2. To discuss about the roles and responsibilities of the committee members.
3. To discuss about the repairing works or servicing in the departments.
4. To discuss about the pest control of all the departments.
5. Any other matter pertaining to physical infrastructure with the permission of the chairperson.

contd...2

Dr. B. G. Prasad Mayak
Principal
Mansarovar Dental College
BHOPAL

The minutes of the meeting are as follows:

The Chairperson of the committee proceeded over the meeting.

1. To discuss about the composition of the committee for the academic year 2017-18:

It was discussed that since all the departmental laboratories, library, sports facilities, class rooms are being maintained functional hence the following committee formed and responsibilities distributed specifically to all the respective staff.

Maintenance committee In Charge: **Mr.Sachin Jain (A.O)**

Maintenance of laboratories:

- General Maintenance - Mr. Kishore Nathile
 - Civil works - Mr. Badri Verma
 - Electrical works- Mr. Lakhan
 - Sanitary works in-charge - Mr. Abdul Salam
 - Water Supply - Mr. Shiv Narayan
 - General admin - Ms. Chitra Verma
 - Office repair and maintenance works- Mrs. Preeti Namdeo
- 2. To discuss about the roles and responsibilities of the committee members:**
Principal informed that records of all infrastructure maintenance shall be maintained by all departments. For this purpose standard operating procedure should be prepared and the same will be circulated soon.

3. To discuss about the repairing works or servicing in the departments:

The following matters were discussed and addressed.

The members discussed about the complaint given from anatomy department for the replacement of washbasins in HOD room. **Mr. Badri Verma** Civil works in charge was directed by the chairperson **Mr.Sachin Jain** look it the matter and report back.

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.

4. To discuss about the pest control of all the departments:

Chairperson instructed the staff to conduct the pest control in all the departments. Resource person to be contacted for the same.

5. Any other matter pertaining to physical infrastructure with the permission of the chairperson:

Request for new telephones, taps, acquiring projector accessories and new tube lights for the departments of periodontics, conservative dentistry, prosthodontics, oral pathology was reviewed and the matter was referred to concern authorities for speedy execution.

The meeting was ended with vote of thanks by Mr. Sachin Jain.


Chairperson


Dr. B. Gurudatt Nayak
Principal
Mansarovar Dental Coll.

MANSAROVAR DENTAL COLLEGE, BHOPAL

Ref.No.-MDC/IMC/2018/09

Date: 03/01/2018

CIRCULAR

The Institutional Maintenance Committee Meeting will be held on 05/01/2018 at 3:45 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	Mrs. Preeti Namdeo

Agenda:

1. To discuss on previous meeting.
2. To review the complaints and suggestions received by different departments with regarding the physical infrastructure.
3. To undertake the timely servicing of institute ac's, RO plants
4. Any other matter pertaining to physical infrastructure with the permission of the chairperson.



Mr. Sachin Jain
Chairperson



Dr. B. Gunidatt Nayak
Principal
Mansarovar Dental College
BHOPAL



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Institutional Maintenance Committee Academic Year 2017-18

Date: 05/01/2018

The Institutional Maintenance Committee meeting of Mansarovar Dental College was held on 05/01/2018 at 3.45 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	Mrs. Preeti Namdeo	

Agenda:

1. To discuss on previous meeting.
2. To review the complaints and suggestions received by different departments with regarding the physical infrastructure.
3. To undertake the timely servicing of institute ac's, RO plants.
4. Any other matter pertaining to physical infrastructure with the permission of the chairperson.

Contd...2

Dr. B. Gurudatt Naya
Principal
Mansarovar Dental College
BHOPAL

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 review the complaints and suggestions received by different departments with regarding the physical infrastructure.

- The Complaints from the different departments were reviewed and forwarded to the concern authority and the following matters were discussed and addressed.
- Request for the repair of waste water pipes, repairs and replacement of water taps, request for plumbing works in different works was reviewed and the matter was referred to concern authorities for speedy execution.
- A detailed discussion was held on the issue of request of rubber mats under dental chairs by the department of conservative dentistry. The committee discussed the different options available in the selection of rubber mats and also dealt in detail about the advantages and limitations of each of the option available.

The chairperson informed the committee members to arrange for the same immediately to minimize the damage of the floor. Mr. Badri Verma directed to look into the matter.

- Mr. Kishore Nathile conveyed the message that some students reported the problems of damaged or broken benches in their class rooms which need to be repaired in the workshops. 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.

Chairperson Mr.Sachin Jain reviewed all the points and to solve the class room issues in top priority.

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. Any other matter:** As there was no other matter to discuss the meeting was ended with vote of thanks by Mr.Sachin Jain

**Mr.Sachin Jain
Chairperson**

**Dr. B. Gurudatt Nayak
Principal
Mansarovar Dental College
BHOPAL**

MANSAROVAR DENTAL COLLEGE, BHOPAL

Ref.No.-MDC/IMC/2018/1207

Date: 02/07/2018

CIRCULAR

The Institutional Maintenance Committee Meeting will be held on 06/07/2018 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	Mrs. Preeti Namdeo

Agenda:

1. To confirm the minutes of the last meeting.
2. To process the requisition of maintenance received from the store.
3. To discuss about the pest control of all the departments.
4. Any other matter pertaining to physical infrastructure with the permission of the chairperson



Mr. Sachin Jain
Chairperson



Dr. B. Gurudatt Nayak
Principal
Mansarovar Dental College
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INSTITUTIONAL MAINTENANCE COMMITTEE

ACADEMIC YEAR 2018-19

Date: 06/07/2018

The Institutional Maintenance Committee meeting of Mansarovar Dental College was held on 06/07/2018 at 4 PM in office room.

The following members were Present:

S.No	Members	Signature
1	Mr. Sachin Jain	
2	Mr. Kishore Nathile	
3	Mr. Badri Verma	
4	Mr. Lakhan	
5	Mr. Abdul Salam	
6	Mr. Shiv Narayan	
7	Ms. Chitra Verma	
8	Mrs. Preeti Namdeo	

Agenda:

1. To confirm the minutes of the last meeting.
2. To process the requisition of maintenance received from the store.
3. To discuss about the pest control of all the departments.
4. Any other matter pertaining to physical infrastructure with the permission of the chairperson.

Dr. B. Sushil Kumar
Principal
Mansarovar Dental College
BHOPAL

Contd...2

(2)

The minutes of the meeting are as follows:

The Chairperson of the committee proceeded over the meeting.

1. To confirm the minutes of the last meeting:

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

2. To process the requisition of maintenance received from the store:

Requisition about electrical works received from the different departments were reviewed and forwarded to the concern authority and the following matters were discussed and addressed.

Repair works, replacements and Service of electrical accessories in the departments of Anatomy, Biochemistry and Microbiology, Pharmacology.

Requisition received for plumbing services were also discussed and processed.

Cupboards and door locks were replaced by the college carpenter in Prosthodontics.

The chairperson Mr. Sachin Jain suggested having a half yearly committee meeting to review the matter to which the committee members were agreed.

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.

3. To discuss about the pest control of all the departments:

Chairperson instructed the staff to conduct the pest control in all the departments, Resource person to be contacted for the same.

4. Any other matter:

In view of the DCI Inspection, this year the maintenance personals were order to keep the college premises and departments more clean.

The meeting was ended with the vote of thanks.



**Mr. Sachin Jain
Chairperson**



Dr. E. Srinivas Kumar
Principal
M. S. Ramaiah Dental Hospital
DENTAL

MANSAROVAR DENTAL COLLEGE, BHOPAL

Ref.No.-MDC/IMC/2019/44

Date: 07/01/2019

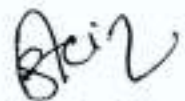
CIRCULAR

The Institutional Maintenance Committee Meeting will be held on 09/01/2019 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	Mrs. Preeti Namdeo

Agenda:

1. To review of the previous meeting
2. To review the current agenda.
3. To review the complaints and suggestions received by different departments with regarding the physical infrastructure.
4. To undertake the timely servicing of institute ac's, RO plants.
5. Any other matter pertaining to physical infrastructure with the permission of the chairperson.



Mr. Sachin Jain
Chairperson



Dr. B. Gurte
Principal
Mansarovar Dental
BHOPAL



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Institutional Maintenance Committee

Academic Year 2018-19

Date: 09/01/2019

The Institutional Maintenance Committee meeting of Mansarovar Dental College was held on 09/01/2019 at 4 PM in office room.

The following members were Present:

S.No	Members	Signature
1	Mr. Sachin Jain	
2	Mr. Kishore Nathile	
3	Mr. Badri Verma	
4	Mr. Lakhan	
5	Mr. Abdul Salam	
6	Mr. Shiv Narayan	
7	Ms. Chitra Verma	
8	Mrs. Preeti Namdeo	

Agenda:

1. To review of the previous meeting
2. To review of the current agenda.
3. To review the complaints and suggestions received by deferent departments with regarding the physical infrastructure.
4. To undertake the timely servicing of institute ac's, RO plants.
5. Any other matter pertaining to physical infrastructure with the permission of the chairperson.

Contd...2

Dr. B. Gurudatt Maveh
Principal
Mansarovar Dental College
BHOPAL

(2)

The minutes of the meeting are as follows:

The Chairperson of the committee proceeded over the meeting.

1. To review of the previous meeting:

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

2. To review of the current agenda:

To provide thermo regulated water filters in clinical departments for patient utilization.

3. To review the complaints and suggestions received by different departments with regarding the physical infrastructure:

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

S.no	Department	Complaint	Action taken
1	Microbiology	Repair of laminar air flow chamber light	Tube light is replaced with a new one.
2	Oral Surgery	Dismantling of Aluminum partition	For providing extra space committee decided dismantling the same.
3	Biochemistry	Repair of windows and bolts	Conveyed to the repair committee
4	Conservative dentistry and oral medicine	Water related problems	Mr. Badri Verma will take care of that problem to resolve at early.
5	Pharmacology	Repair and replacement of ceiling fan	Electrical in charge will take care of that
6	Library	Replacements of LEDs and lights	Electrical in charge will take care of that

4. 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.

5. Any other matter:

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.

Meeting was ended with vote of thanks



Mr. Sachin Jain
Chairperson



Dr. B. Gurudatt Nayek
Principal
Mansarovar Dental College
BHOPAL

MANSAROVAR DENTAL COLLEGE, BHOPAL

Ref.No.-MDC/IMC/2019/1188

Date: 03/06/2019

CIRCULAR

The Institutional Maintenance Committee Meeting will be held on 07/06/2019 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. Anup Chandrawanshi

Agenda:

1. To read and confirm the minutes of the previous meeting.
2. To discuss about the composition of the committee for the academic year 2019-20.
3. To review the complaints and suggestions received from all the departments regarding the above mentioned matter.
4. To discuss about the pest control of all the departments.
5. To discuss about the library books binding.
6. Any other matter pertaining to physical infrastructure with the permission of the chairperson.


Mr. Sachin Jain
Chairperson


Dr. B. Gurudatt
Principal
Mansarovar Dental College
BHOPAL



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Institutional Maintenance Committee Academic Year 2019-20

Date: 07/06/2019

The Institutional maintenance committee meeting of Mansarovar Dental College was held on 07/06/2019 at 4:00 PM in office room.

The following members were Present:

S.No	Members	Signature
1	Mr. Sachin Jain	
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. Anup Chandravanshi	

Agenda:

1. To read and confirm the minutes of the previous meeting.
2. To discuss about the composition of the committee for the academic year 2019-20.
3. To review the complaints and suggestions received from all the departments regarding the above mentioned matter.
4. To discuss about the pest control of all the departments.
5. To discuss about the library books binding.
6. Any other matter pertaining to physical infrastructure with the permission of the chairperson.

Contd...2

Dr. B. Gurudatt
Principal
Mansarovar Dental College
BHOPAL

The minutes of the meeting are as follows:

The Chairperson of the committee proceeded over the meeting.

1. To read and confirm the minutes of the previous meeting:

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

2. To discuss about the composition of the committee for the academic year 2019-20:

It was discussed that since all the departmental laboratories, library, sports facilities, class rooms are being maintained functional hence the following committee formed and responsibilities distributed specifically to all the respective staff.

Maintenance committee In Charge: **Mr. Sachin Jain (A.O)**

Maintenance of various sections is as follows:


- i. General Maintenance - Mr. Kishore Nathile
- ii. Civil works - Mr. Badri Verma
- iii. Electrical works- Mr. Lakhan
- iv. Sanitary works in-charge - Mr. Abdul Salam
- v. Water Supply - Mr. Shiv Narayan
- vi. General admin - Ms. Chitra Verma
- vii. Office repair and maintenance works- Mr. Anup Chandravanshi

3. To review the complaints and suggestions received from all the departments regarding the above mentioned matter:

The Complaints from the different departments were reviewed and forwarded to the concern authority and the following matters were discussed and addressed.

- a) Repair of door in radiology room in oral Medicine.
- b) One System and Printer is requested in oral pathology and oral microbiology departments.
- c) Repair of projector in the seminar Hall.
- d) Extra window was provided in the receptions.
- e) Replacements of windows in UG clinical in prosthodontics department.
- f) Replacement of LED lights in the staff room.
- g) Repair of door in radiology room in oral Medicine.
- h) Replacements of tails in Prosthodontics departments.

Contd...3


Dr. B. Gundari
 Principal
 Mansarovar Dental College
 BHOPAL

(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.

4. To discuss about the pest control of all the departments:

Chairperson instructed the staff to conduct the pest control in all the departments. Resource person to be contacted for the same.

5. To discuss about the library books binding:

Ms. Chitra Verma coordinated with the library committee for binding of the books.

6. Any other matter:

As there was no other matter to discuss the meeting was concluded with vote of thanks.

Chairperson

Dr. B. Gurudatt Nayak
Principal
Mansarovar Dental College
SHOLAL

MANSAROVAR DENTAL COLLEGE, BHOPAL

Ref.No.-MDC/IMC/2020/34

Date: 07/01/2020

CIRCULAR

The Institutional Maintenance Committee Meeting will be held on 10/01/2020 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. Anup Chandrawanshi

Agenda:

1. To discuss the minutes of the previous meeting and to confirm the same.
2. To review of the departmental stock and maintenance.
3. To review the complaints and suggestions received by deferent departments with regarding the physical infrastructure.
4. To undertake the timely servicing of institute ac's, RO plants.
5. Any other matter pertaining to physical infrastructure with the permission of the chairperson.

Mr. Sachin Jain
Chairperson

Dr. B. Gurudatt Nayak
Principal
Mansarovar Dental College
BHOPAL



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Institutional Maintenance Committee

Academic Year 2019-20

Date: 10/01/2020

The Institutional maintenance committee meeting of Mansarovar Dental College was held on 10/01/2020 at 04.00 PM in office room.

The following members were Present:

S.No	Members	Signature
1	Mr. Sachin Jain	
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. Anup Chandrawanshi	

Agenda:

1. To discuss the minutes of the previous meeting and to confirm the same.
2. To review of the departmental stock and maintenance.
3. To review the complaints and suggestions received by different departments with regarding the physical infrastructure.
4. To undertake the timely servicing of institute ac's, RO plants.
5. Any other matter pertaining to physical infrastructure with the permission of the chairperson.

Contd...2

Dr. B. Sumant Nayak
Principal
Mansarovar Dental College
BHOPAL

The minutes of the meeting are as follows:

The Chairperson of the committee proceeded over the meeting.

1. To read and confirm the minutes of the previous meeting:

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

2. To review of the departmental stock and maintenance:

- a) It has been suggested that the HOD has to have a audit check of dead stock and the consumables in the department.
- b) If any requirement it has to go through the proper channel o the central store department. And the record of that indent has to be maintained at departmental level.
- c) Stock must has to be verified at regular interval at least six monthly in a year. HOD of the department must have to certify that.
- d) Dead stock register has to be well maintained in the departmental level. Along with the logbook of the instrument/ equipment.
- e) If any issue related to the breakdown or condemnation it has to be consulted with the central store and the rules laid down by them has to be followed.

3. To review the complaints and suggestions received by different departments with regarding the physical infrastructure:

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.

4. 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.

Mr. Anup Chandrawanshi expressed that he is going to be relieved from his duties from the next academic year. Committee wishes him good luck for his future. The committee recommended a suitable substitute to his position for continuing of the work.



Chairperson



Dr. B. Gurudatt Nar.
Principal
Mansarovar Dental College
BHOPAL

MANSAROVAR DENTAL COLLEGE, BHOPAL

Ref.No.-MDC/IMC/2020/1630

Date: 07/09/2020

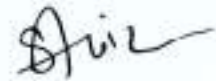
CIRCULAR

The Institutional Maintenance Committee Meeting will be held on 11/09/2020 at 12 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	Mrs. Preeti Namdeo

Agenda:

1. To discuss the minutes of the previous meeting.
2. To review the complaints and suggestions received from all the departments regarding the above mentioned matter.
3. To discuss about the pest control of all the departments.
4. Any other matter pertaining to physical infrastructure with the permission of the chairperson.



Mr. Sachin Jain
Chairperson



Dr. B. Gurudatt Nayak
Principal
Mansarovar Dental College
BHOPAL



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Institutional Maintenance Committee

Academic Year 2020-21

Date: 11/09/2020


The Institutional Maintenance Committee meeting of Mansarovar Dental College was held on 11/09/2020 at 12:00 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	Mrs. Preeti Namdeo	

Agenda:

1. To discuss the minutes of the previous meeting.
2. To review the complaints and suggestions received from all the departments regarding the above mentioned matter.
3. To discuss about the pest control of all the departments.
4. Any other matter pertaining to physical infrastructure with the permission of the chairperson.


Dr. B. Gurudati
Principal
Mansarovar Dental College
BHOPAL

Contd...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 review the complaints and suggestions received from all the departments regarding the above mentioned matter:

The Complaints from the different departments were reviewed and forwarded to the concern authority and the following matters were discussed and addressed.

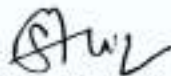
- a) Replacement of Wheels of the trolley in the library
- b) Switch board repair in the prosthodontics department.
- c) Replacements of tiles in conservative departments.
- d) Electrical work in CBCT machine in Oral medicine department
- e) Servicing of gas line in the prosthodontics department.
- f) Repairing of dental chairs.

Mr. Kishore Nathile submitted the log book file related to repair works for the perusal of the chairperson and members of the committee.

3. To discuss about the pest control of all the departments:

Chairperson instructed the staff to conduct the pest control in all the departments. Resource person to be contacted for the same.

4. Any other matter: As there was no other matter to discuss the meeting was ended with vote of thanks by Mr.Sachin Jain



Mr.Sachin Jain
Chairperson



Dr. B. Gurudatt Nayak
Principal
Mansarovar Dental College
BHOPAL

MANSAROVAR DENTAL COLLEGE, BHOPAL

Ref.No.-MDC/IMC/2021/426

Date: 05/03/2021

CIRCULAR

The Institutional Maintenance Committee Meeting will be held on 10/03/2021 at 3:30 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	Mrs. Preeti Namdeo

Agenda:

1. To discuss the matter regarding the repair and maintenance work in Medical departments.
2. To review the complaints and suggestions received by deferent departments with regarding the physical infrastructure.
3. To undertake the timely servicing of institute ac's, RO plants.
4. Any other matter pertaining to physical infrastructure with the permission of the chairperson.



Mr. Sachin Jain
Chairperson



Dr. B. Gurudatt Nigam
Principal
Mansarovar Dental College
BHOPAL



MANSAROVAR DENTAL COLLEGE

Mansarovar Campus, Rani Avanti Bai Marg, Village- Hinotia Aalam,
Ward No. 84, Kolar Road, Bhopal (M.P) 462042
Tel: +91-9111777225, 761158888. Website: www.mansarovardentalcollege.com

Institutional Maintenance Committee

Academic Year 2020-21

Date: 10/03/2021

The Institutional Maintenance Committee meeting of Mansarovar Dental College was held on 10/3/2021 at 3:30 PM in office room.

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	Mrs. Preeti Namdeo	

Agenda:

1. To discuss the matter regarding the repair and maintenance work in Medical departments.
2. To review the complaints and suggestions received by different departments with regarding the physical infrastructure.
3. To undertake the timely servicing of institute ac's, RO plants.
4. Any other matter pertaining to physical infrastructure with the permission of the chairperson.

Dr. B. Gurudatt Nayak
Principal
Mansarovar Dental College
BHO PAL

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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 review the complaints and suggestions received from all the departments regarding the above mentioned matter:

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

S.no	Department	Complaint	Action taken
1.	Anatomy	Repair of ceiling fan	Mr. Lakhan will take care
2.	Prosthodontics	Repair of glass windows	Mr. Badri Verma will take care
3.	Perio	Switch board repair	Mr. Lakhan will take care
4.	Biochemistry	Gas burners repair	Mr. Kishore Nathile will look into that matter.

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.

Mr. Kishore Nathile submitted the log book file related to repair works for the perusal of the chairperson and members of the committee.



Chairperson



Dr. B. Gurudatt Nayak
Principal
Mansarovar Dental College
BHOPAL

MANSAROVAR DENTAL COLLEGE, BHOPAL

Ref.No:-MDC/IMC/2021/1452

Date: 09/08/2021

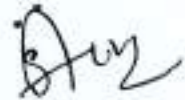
CIRCULAR

The Institutional Maintenance Committee Meeting will be held on 11/08/2021 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 read and confirm the minutes of the last meeting.
2. To discuss about the composition of the committee for the academic year 2021-22.
3. To review the complaints and suggestions received from all the departments regarding the above mentioned matter.
4. To discuss about the pest control of all the departments.
5. To discuss about the binding of library books.
6. Any other matter pertaining to physical infrastructure with the permission of the chairperson.



Mr. Sachin Jain
Chairperson



Dr. B. Gurudatt Nayak
Principal
Mansarovar Dental College
BHOPAL



MANSAROVAR DENTAL COLLEGE

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Institutional Maintenance Committee

Academic Year 2021-22

Date: 11/08/2021

The Institutional Maintenance Committee meeting of Mansarovar Dental College was held on 11/08/2021 at 04:00 PM in office room.

The following members were Present:

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

Agenda:

1. To read and confirm the minutes of the last meeting.
2. To discuss about the composition of the committee for the academic year 2021-22.
3. To review the complaints and suggestions received from all the departments regarding the above mentioned matter.
4. To discuss about the pest control of all the departments.
5. To discuss about the binding of library books.
6. Any other matter pertaining to physical infrastructure with the permission of the chairperson.

Contd...2

Dr. B. Gurudatt Nayak
Principal
Mansarovar Dental College
BHOPAL

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 about the composition of the committee for the academic year 2021-22:

It was discussed that since all the departmental laboratories, library, sports facilities, class rooms are being maintained functional hence the following committee formed and responsibilities distributed specifically to all the respective staff.

Maintenance committee In Charge: **Mr.Sachin Jain (A.O)**

Maintenance of laboratories:


- a. General Maintenance - Mr. Kishore Nathile
- b. Civil works - Mr. BadriVerma
- c. Electrical works- Mr. Lakhan
- d. Sanitary works in-charge - Mr. Abdul Salam
- e. Water Supply - Mr. Shiv Narayan
- f. General admin - Ms. ChitraVerma
- g. Office repair and maintenance works- Mr. Sunil Patel.

3. To review the complaints and suggestions received from all the departments regarding the above mentioned matter:

The Complaints from the different departments were reviewed and forwarded to the concern authority and the following matters were discussed and addressed.

S.no	Department	Complaint	Action taken
1	Oral pathology and Oral microbiology	Requested for a System and Printer	Provided
2	In the reception	Extra window	Mr. BadriVerma will take care
3	Oral Medicine	Repair of door in radiology room	Mr. BadriVerma will take care
4	Prosthodontics	Replacements of tails	Mr. BadriVerma will take care
5	Seminar Hall	Repair of projector	Mr. Sunil Patel will take care
6	Staff room	Replacement of LED lights	Provided
7	UG clinical in prosthodontics	Replacements of windows	Mr. BadriVerma will take care

Contd...3


Dr. B. Gurudatt Nayak
 Principal
 Mansarovar Dental College
 BHOPAL

4. To discuss about the pest control of all the departments:

Chairperson instructed the staff to conduct the pest control in all the departments. Resource person to be contacted for the same.

5. To discuss about the binding of library books:

Ms. Chitra Verma coordinated with the library committee for the binding of library books.

6. Any other matter:

- 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.



Chairperson



Dr. B. Gurudatt Nayak
Principal
Mansarovar Dental College
BHOVAL

MANSAROVAR DENTAL COLLEGE, BHOPAL

Ref.No.-MDC/IMC/2022/07

Date: 04/01/2022

CIRCULAR

The Institutional Maintenance Committee Meeting will be held on 07/01/2022 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 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.



Mr. Sachin Jain
Chairperson



Dr. B. Gurudatt Nayak
Principal
Mansarovar Dental College
BHOPAL



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Institutional Maintenance Committee

Academic Year 2021-22

Date: 07/01/2022

The Institutional Maintenance Committee meeting of Mansarovar Dental College was held on 07/01/2022 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 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.

Contd...2

Dr. B. Gurudatt Nayak
Principal
Mansarovar Dental College
BHOPAL

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 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 Anatomy, Biochemistry and Microbiology.
- b) In view of the NAAC Inspection, this year the maintenance personals were order to keep the college premises and departments more clean.
- c) Cupboards and door locks were replaced by the college carpenter in Prosthodontics.

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 sanitary pad vending machine:

Chairperson instructed the maintenance committee to make sure to have the timely servicing of sanitary pad vending machine.

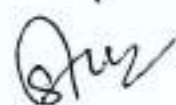
6. To undertake the timely servicing of lift:

Chairperson instructed to have the annual maintenance of lift.

Any other Matter:

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.



Chairperson



Dr. B. Gurudatt Nayak
Principal
Mansarovar Dental College
BHOPAL