



Smt. Mallavabai Vajal Memorial Charitable Dental Hospital & Research Centre, Solapur Undertaking

## **PANDIT DEENDAYAL UPADHYAY DENTAL COLLEGE**

Recognized by Dental Council of India, New Delhi and Affiliated by M.U.H.S Nashik

19/1, Kegaon, Solapur - 413255

E-mail: pdudentalcollege@rediffmail.com Web site: www.pdudentalcollege.co.in

### **SOP for Infrastructure Maintenance Committee**

The Infrastructure maintenance committee is responsible for developing and implementing strategies for effective maintenance of the institute's infrastructure and other related facilities,

#### Objectives:

1. To monitor the maintenance of dental chairs, equipment, academic facilities, Classrooms, laboratories and library.
2. To ensure proper maintenance Of physical property and facilities in the campus.
3. To maintain the sports ground and garden within the campus.
4. To discuss condemnation Of old and damaged equipment.
5. TO discuss procurement of new equipment.

#### Procedure:

- Routine monthly rounds are taken along with supporting staff like chair technician, electrician, civil work engineer and the requirements of each department are assessed.
- As per the requirements of each department, the instructions are given to the supporting staff regarding the maintenance and the work is done immediately.
- Apart from this, each department is free to convey their requirements for maintenance to the authorities as and when needed.

#### Responsibilities:

- Infrastructure of the institution should be maintained properly.
- Further improvements if required should be done.
- The committee will look after whether due procedures are followed for maintenance of infrastructure in the campus and regular maintenance activities are carried out.

#### Frequency of Meeting:

Quarterly in a year



*[Signature]*  
**Dr. BIRANGANE R.S.**  
**PRINCIPAL**  
P.D.U. Dental College, Solapur



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Date: 6/7/2017

### Meeting Notice for Maintenance Committee

All the members of maintenance committee are hereby informed that the maintenance committee meeting will be held on 11/07/2017 in the seminar room of dept of periodontology at 11am.

All the members are requested to attend the meeting.

Principal

Dr. BIRANGANE R.S.  
PRINCIPAL  
P.D.U. Dental College, Solapur





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Date: 11/7/2017

### Maintenance committee meeting

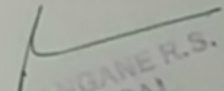
The principal addressed all the maintenance committee members.

#### Meeting Agenda:

1. Old dental chairs to be replaced with new ones
2. water purifiers to be cleaned.
3. repair of taps in girls hostel.

#### Minutes of meeting:

- The staff members requested to replace the old non-functional dental chairs with new dental chairs.
- The water purifiers need to be cleaned for providing clean water to the students and patients
- The warden of girls hostel have requested for the repair of the leaking taps in the girls hostel.

  
Dr. B. RANGANE R.S.  
PRINCIPAL  
P.D.U. Dental College, Solapur.





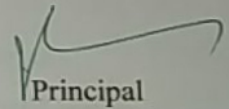


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Date: 8/1/2018

Meeting notice of maintenance committee

All the staff members are requested to attend the maintenance committee  
schedules on 11/01/2018 at 2 pm in the seminar room of dept of periodontics.

  
Principal

Dr. BIRANGANE R.S.  
PRINCIPAL  
P.D.U. Dental College, Solapur







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Date: 13/1/2018

### Maintenance committee meeting

The Principal addressed all the present committee members.

#### Meeting Agenda:

1. Pest control be done in the college and hostel premises.
2. maintenance of garden
3. condemnation of old equipments and instruments
4. repair of fans in the patient waiting area

#### Minutes of meeting:

1. Administrative department proposed for the pest control in the campus
2. members have requested for the maintenance of the garden which will add to the beauty of the college.
3. dean has requested all the department to send the list of old equipments and instruments and replace these with new ones.
4. Students have requested for the repair of fans in the patients waiting area owing to the approaching summer season for the comfort of the patients.

Principal

Dr. BIRANGANE R  
**PRINCIPAL**  
P.D.U. Dental College, S





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Date: 6/8/2018

Maintenance committee meeting notice

All the maintenance committee members are requested to attend the maintenance committee meeting on 9/8/2018 at 12 pm in the seminar room of dept of periodontology.

Principal

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P.D.U. Dental College, Solapur.





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E-mail: pdudentalcollege@rediffmail.com Web site: www.pdudentalcollege.co.in

Date: 9/8/2018

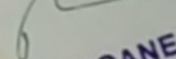
### Maintenance committee meeting

The principal sir addressed and welcomed the committee members and the following points were discussed:

- Educational posters in the college
- Maintenance of the sports ground
- Need of ramp for the patients.
- Cleanliness of the washrooms in the college building

Minutes of the meeting:

- Staff members have requested for display of educational posters for patient awareness.
- Students have requested for the levelling of the sports ground for practice purpose.
- Staff have requested for the installation of ramp for disabled and patients.
- Staff and students have requested for the regular cleanliness of the washroom on all the floors of the college building.
- New trees were planted in the college premises
- Repairing of fans were done by the electrical maintenance department.

  
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**PRINCIPAL**  
P.D.U. Dental College, Solapur







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Date: 4/1/2019

**Maintenance committee meeting notice**

All the respected maintenance committee members are requested to attend the maintenance committee meeting to be scheduled on 7/1/2019 at 2pm in the seminar room of the dept of periodontology.

Principal

Dr. BIRANGANE R.S.  
PRINCIPAL  
P.D.U. Dental College, Solapur





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Date: 7/1/2019

### Maintenance committee meeting notice

The principal addressed all the committee members for the maintenance committee meeting.  
The following points were discussed:

- Repair of window panes in classrooms and departments.
- Management of waste disposal in the premises
- Requirement of water purification plant in the hostel canteen

Minutes of meeting:

- As discussed in the previous meeting educational posters were displayed in the OPD and in the waiting area of the respective dept for the awareness of the patients.
- Sports ground was levelled and new cricket pitch was made available
- As per the records maintained by the dept of cleanliness, a helper has been assigned for the cleanliness of washrooms in the college, who is responsible to clean the washrooms twice a day.
- Ramp has been maintained in the college for the convenience of the patient.

Principal

✓  
Dr. BIRANGANE R.S.  
PRINCIPAL  
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Date: 2/8/2019

### Maintenance committee meeting notice

All the maintenance committee members are requested to attend the maintenance committee meeting on 5/8/2019 at 12 pm in the seminar room of the dept of periodontology.

Principal

Dr. BIRANGANE R.S.  
PRINCIPAL  
P.D.U. Dental College, Solapur.







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Date: 2/8/2019

### Maintenance committee meeting notice

All the maintenance committee members are requested to attend the maintenance committee meeting on 5/8/2019 at 12 pm in the seminar room of the dept of periodontology.

Principal

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P.D.U. Dental College, Solapur.



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Date: 5/8/2019

**Maintenance committee meeting**

The Principal sir addressed the committee members present for the meeting.  
The following points were discussed:

**Agenda of the meeting:**

- Maintenance of auditorium
- Purchase of table tennis court, carom board
- Maintenance of cleanliness on all the floors
- Leakage problem in boys hostel

**Minutes of the meeting:**

- Cultural committee has requested for the maintenance of the auditorium for conducting college fests.
- Sports committee has requested for the purchase for new table tennis court and carom board for sport activities. The maintenance committee has asked them to submit quotation for the same.
- It has been observed that proper cleanliness is not being maintained on the college floors and the cleanliness committee has been informed to look into the matter.
- The boys hostel warden has informed about the leakage problem in the boys hostel and plumbers have been appointed for the same.
- New window panes will installed in the classrooms and dept to prevent the entry of birds.
- More dustbins were installed on each college floor with adequate signage boards.



*Dr. BIRANGANE R.S.*  
**PRINCIPAL**  
RD.U. Dental College, Solapur.



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Date: 13/1/2020

**Maintenance committee meeting notice**

All the maintenance committee members are requested to attend the maintenance meeting to be scheduled on 17/1/2020 at 12pm in the seminar room of dept of periodontology.

Principal

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Date:17/1/2020

**Maintenance committee meeting**

The Principal addressed the maintenance committee meeting and welcomed all the committee members. The following issues were discussed:

- Need for maintenance of prayer room
- Need for gymnasium
- Maintenance of led projectors in classrooms
- Maintenance of cleanliness in the staff quarters.

**Minutes of meeting:**

- As per the records submitted by the cleanliness committee it has been observed that proper cleanliness is being maintained on all floors.
- Quotation for the purchase of tennis table court and carom board has been reviewed and approved.
- Leakage problem in the boys hostel was solved and other plumbing problems were also checked.
- Students have requested for cleanliness of the prayer room and the cleanliness committee has been informed about the same.
- Need for gymnasium will be reviewed.



Principal

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Date: 4/8/2021

### **Maintenance committee meeting notice**

All the committee members are requested to attend the maintenance committee meeting on 6/8/2021 at 11 am in the seminar room of dept of periodontology.

Principal

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Date: 6/8/2021

### **Maintenance committee meeting**

Dean sir addressed the maintenance committee members for the meeting on 6/8/2021. The agenda of the meeting was as follows:

- The committee members have proposed for the painting and renovation of the college building.
- Pest control to be regulated in the college premises.
- Tubelights to be installed in the classrooms.
- Mic and speaker facility to be made available
- Floor repairing needed in hostel

### **Minutes of meeting:**

- New lockers were made available to the students.
- More chairs were installed for the patients in the waiting area.
- Girls common room were adequately maintained, as informed by the students.
- Students and staff have requested for good mic and speaker facility for conducting lectures.
- Electrical committee has been informed to install adequate lights in the classrooms.

Principal

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Date: 4/1/2022

### Maintenance committee meeting notice

All the committee members are hereby requested to attend the maintenance committee meeting to be scheduled on 7/1/2022 at 12 pm in the seminar room of dept of periodontology.

Principal

**Dr. BIRANGANE R.S.**  
**PRINCIPAL**  
P.D.U. Dental College, Solapur



Date:4/1/2022

**Maintenance committee meeting notice**

All the committee members are hereby requested to attend the maintenance committee meeting to be scheduled on 7/1/2022 at 12 pm in the seminar room of dept of periodontology.

Principal

**Dr. BIRANGANE R.S.**  
**PRINCIPAL**  
P.D.U. Dental College, Solapur



Date: 7/1/2022

### Maintenance committee meeting

The Dean sir addressed all the committee members for the maintenance committee members. The agenda was as follows:

- Repairing of led projector in classroom no.3
- Repairing of dental chairs in the dept of conservative dentistry
- Repairing of the suction in the dept of periodontology
- Replacement of old and broken benches in the classrooms

#### Minutes of meeting:

1. Quotation for painting and renovation has been received by various vendors and are under review by the members.
2. floor repairing was done in the hostel.
3. pest control was done and has been ordered to be done every 6 months.
4. mic and speaker facility is available for the teaching facility and is available in the office.
5. broken benches will be replaced soon.

Principal  
Dr. B. R. N. S. Solapur







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Date: 17/2020

### Maintenance committee meeting notice

All the maintenance committee members are requested to attend the maintenance committee scheduled on 6/1/2021 in the seminar room of dept of periodontology at 12 pm.

Principal

Dr. BHANGANE R.S.  
PRINCIPAL  
P.D.U. Dental College, Solapur.





Date: 3/7/2020

### Maintenance committee meeting

The Principal commenced the cultural committee meeting and addressed all the members. The following points were discussed:

- Owing to the Covid-19 problem, members have requested for strict sterilization protocols.
- Practicing social distancing.
- In view of present pandemic situation, what measures should be taken to prevent its spread.

#### Minutes of meeting:

- The Dean sir has given strict protocols to disinfect all the departments daily to prevent infection.
- All instructions were given to rotate fogger twice daily in the college premises, including hostels and hostel mess.
- Instructions have been given to check all the patients thoroughly to prevent the spread of the infection.
- All departments have been instructed to use air humidifier to control the spread of aerosols.
- All the protocols should be strictly followed.



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PRINCIPAL  
P.D.U. Dental College, Solapur.