

4.5. 2

**Minutes of meetings of maintenance  
committee**



**JAWAHAR MEDICAL FOUNDATION'S  
A.C.P.M. MEDICAL COLLEGE & HOSPITAL**

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Ref. No. /ACPMMDH/Dhule

Date: 03/05/2021

**CIRCULAR**

**MAINTENANCE AND GREEN CAMPUS COMMITTEE**

Members of maintenance and green campus committee are hereby requested to attend a meeting on **6/5/2021** at **11.00 am** in **Council Hall**.

**Agenda for Meeting:**

1. Painting of college building
2. Grout cleaning of tiles
3. Fitting of paver blocks around boy's hostel
4. Review the SOP



Member secretary

**COPY TO**

1. Dean, ACPM Medical College
2. All members



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**Maintenance and Green Campus Committee Meeting**

**Minutes of Meeting**

Date- 6/5 /2021 Time- 11: 00 am Venue- Council Hall

The meeting of maintenance committee was conducted in the Council Hall. The following members had attended the meeting.

Sr. No	Name	Department	Designation	Signature
1	Dr Vijay Patil	Dean	Chairman	
2	Dr. Rahul Wadile	Prof & Head Microbiology	Member Secretary	
3	Dr.Aarti Mahale	Prof & Head Biochemistry	Member	
4	Mr. Bothikar Subhash	Asst.Prof Microbiology	Member	
5	Dr.Sanjeeva K.Gaud	Asst.Prof Pharmacology	Member	
6	Mr. Vivek Rawandale	Maintenanace officer	Member	
7	Mr. Rohit Patil	Civil Engineer	Member	
8	Mr. Rakesh Kakuste	Administrative Officer	Member	
9	Mr. Rahul Kachave	Supervisor	Member	
10	Mr. Aakhil Shaikh	Network Technician	Member	
11	Mr. Bhagwan patil	Workshop Technician	Member	
12	Mr. Jogendra Deore	Store Keeper	Member	
13	Mr.Shantaram Patil	Plumber	Member	
14	Mr. Atmaram Patil	Gardener	Member	
15	Mr. Rajendra Patil	Electrician	Member	
16	Mr. Hemant Chougule	Peon	Member	







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**Agenda 1**

**Painting of college building**

As some of the departments in the institute need painting , decision was taken to paint the main college building as well departments which need painting.

**Agenda 2**

**Grout cleaning of tiles**

It was observed that tiles in the some places in the institute are deteriorated.

Decision was taken to clean the tiles and also to grout it increase the rigidity and strength.

**Agenda 3**

**Fitting of paver blocks around boys hostel**

To prevent the rain water from gathering or flooding decision was taken to fit the paver blocks around the boy's hostel.

**Agenda 4**

**Review the SOP**

Decision was taken to review the SOP of maintenance and green campus committee and print the new issue accordingly. Responsibility for the same has been given to member secretary.



  
Member secretary

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2. All members





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Ref. No. **2358** /ACPMMDH/Dhule

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Date: 11/12/2020

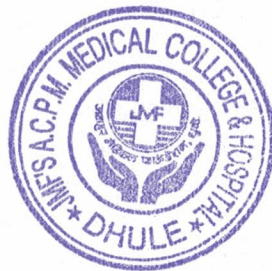
**CIRCULAR**

**MAINTENANCE COMMITTEE**

Members of maintenance committee are hereby requested to attend a meeting on **14/12/2020 at 11.00 am in Council Hall.**

**Agenda for Meeting:**

1. Establishment of new committee
2. Construction of new lawn



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1. Dean, ACPM Medical College
2. All members

  
Member secretary



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**Maintenance and Green Campus Committee Meeting**

**Minutes of Meeting**

Date- 14 /12/2020 Time- 11: 00 am Venue- Council Hall

The meeting of maintenance committee was conducted in the Council Hall. The following members had attended the meeting.

Sr. No	Name	Department	Designation	Signature
1	Dr Vijay Patil	Dean	Chairman	
2	Dr. Rahul Wadile	Prof & Head Microbiology	Member Secretary	
3	Dr.Aarti Mahale	Prof & Head Biochemistry	Member	
4	Mr. Bothikar Subhash	Asst.Prof Microbiology	Member	
5	Dr.Sanjeeva K.Gaud	Asst.Prof Pharmacology	Member	
6	Mr. Vivek Rawandale	Maintenanace officer	Member	
7	Mr. Rohit Patil	Civil Engineer	Member	
8	Mr. Rakesh Kakuste	Administrative Officer	Member	
9	Mr. Rahul Kachave	Supervisor	Member	
10	Mr. Aakhil Shaikh	Network Technician	Member	
11	Mr. Bhagwan patil	Workshop Technician	Member	
12	Mr. Jogendra Deore	Store Keeper	Member	
13	Mr.Shantaram Patil	Plumber	Member	
14	Mr. Atmaram Patil	Gardener	Member	
15	Mr. Rajendra Patil	Electrician	Member	
16	Mr. Hemant Chougule	Peon	Member	







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## Agenda 1

### Establishment of new committee

Dr Vijay Patil, Dean A.C.P.M. Medical College will be the Chairman of the committee from today. Also some new faculties have joined the institute, so it is decided that Mr Rohit Patil will look after the civil work in the institute and Mr Rawandale will work as Maintenance officer. Dr Sanjeeva Gaud who is assistant professor in Pharmacology will join as a member.

## Agenda 2

### Construction of new lawn

To beautify surroundings of college, it is necessary to plant trees and put the new lawn in college premises. The Decision was taken to construct the new lawn at the entry of college and the place available in front of physiotherapy department.

Decision was taken to change name of committee as Maintenance and green campus committee

Member secretary

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2. All members







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Ref. No. 1823 /ACPMMDhule

Date: 9/9/2020

**CIRCULAR**

**MAINTENANCE COMMITTEE**

Members of maintenance committee are hereby requested to attend a meeting on 14/9/2020 at 11.00 am in Council Hall.

**Agenda for Meeting:**

1. Reconstruction of new road in campus
2. To fulfill the requirements of furniture in laboratory.

  
Member secretary

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2. All members





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**Maintenance Committee Meeting**

**Minutes of Meeting**

Date- 14 /9 /2020 Time- 11: 00 am Venue- Council Hall

The meeting of maintenance committee was conducted in the Council Hall. The following members had attended the meeting.

Sr. No	Name	Department	Designation	Signature
1	Dr.Aarti Karnik	Vice Principal	Chairman	
2	Dr. Rahul Wadile	Prof & Head Micro	Member Secretary	
3	Mr. Subhas Bothikar	Asst.Prof Microbiology	Member	
4	Dr.Suresh Wadgaonkar	Prof Ophthalmology	Member	
5	Mr. Vivek Rawandale	Civil work	Member	
6	Mr. Rakesh Kakuste	Administrative Officer	Member	
7	Mr. Rahul Kachave	Supervisor	Member	
8	Mr. Mohsin Khan	Network Technician	Member	
9	Mr. Bhagwan patil	Workshop Technician	Member	
10	Mr. Jogendra Deore	Store Keeper	Member	
11	Mr.Shantaram Patil	Plumber	Member	
12	Mr. Atmaram Patil	Gardener	Member	
13	Mr. Rajendra Patil	Electrician	Member	
14	Mr. Hemant Chougule	Peon	Member	







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## Agenda 1

### 1. Reconstruction of new road in campus

Due to heavy rain there is destruction of main entry road of college. The road also has developed major potholes and cracks. So decision was taken to reconstruct the road immediately.

## Agenda 2

### 2. To fulfill the requirements of furniture in laboratory.

In a view of Covid pandemic and also to improve the diagnostic and research facilities in the hospital , institute is establishing Molecular laboratory. The Central clinical laboratory is also shifted to new place. Decision was taken to fulfill the requirements of furnitures of these laboratories. Incharge of the laboratories were asked to send the requirements to maintenance department as early as possible.

Member secretary

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1. Dean, ACPM Medical College.

2. Maintenance Department.







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Ref. No. **377** /ACPMMD/Dhule

Date:16/1/2020

**CIRCULAR**

**MAINTENANCE COMMITTEE**

Members of maintenance committee are here by requested to attend a meeting on **20/ 1/2020** at **11.00 am** in **Council Hall**.

**Agenda for Meeting:**

1. Introduction of maintenance committee to our new Dean.
2. To review the SOP of maintenance committee.
3. To discuss the previous year report.

  
Member secretary

**COPY TO**

1. Dean, ACPM Medical College
2. All members





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**Maintenance Committee Meeting**

**Minutes of Meeting**

Date- 20 /1/2020 Time- 11.00 am Venue- Council Hall

The meeting of maintenance committee was conducted in the Council Hall. The following members had attended the meeting.

Sr. No.	Name	Department	Designation	Signature
1	Dr.Aarti Karnik	Vice Principal	Chairman	
2	Dr. Rahul Wadile	Prof & Head Micro	Member Secretary	
3	Mr. Bothikar Subhash	Asst.Prof Microbiology	Member	
4	Dr.Suresh Wadgaonkar	Prof Ophthalmology	Member	
5	Mr.Vivek Rawandale	Civil Work	Member	
6	Mr. Rakesh Kakuste	Administrative Officer	Member	
7	Mr. Rahul Kachave	Supervisor	Member	
8	Mr. Mohsin Khan	Network Technician	Member	
9	Mr. Bhagwan patil	Workshop Technician	Member	
10	Mr. Jogendra Deore	Store Keeper	Member	
11	Mr.Shantaram Patil	Plumber	Member	
12	Mr. Atmaram Patil	Gardener	Member	
13	Mr. Rajendra Patil	Electrician	Member	
14	Mr. Hemant Chougule	Peon	Member	







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## Agenda 1

Introduction of maintenance committee to our new Dean.

- At the outset after the introduction of New Dean Sir all the members introduced themselves.

## Agenda 2

To review the SOP of maintenance committee.

As there is no any change in the policy about the maintenance rules by Committee so the same SOP will continue.

## Agenda 3

To discuss the previous year report.

- As per the agenda of the meeting all members were asked to give the reports of each section of maintenance department.
- All members were also asked to give their inputs for deciding the policy for the repair of their instruments and the equipments in their respective department.
- Member secretary requested Dean Sir to propose management about the painting of college building along with some civil repairs.
- Central store was asked to keep their records meticulously.
- Emphasis was given for the beautification of campus .
- Meeting concluded with the thanks from the chair.

  
Member Secretary

CC

1. Dean, ACPM Medical College.
2. Maintenance Department.







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Ref. No. *1173*/ACPMMDH/Dhule

Date: 6/05/2020

**Circular**

Members of stock maintenance committee are here by requested to attend a meeting on **11/05/2020** at **11 am** in **Council Hall**.

**Agenda for Meeting:**

1. To take the review of maintenance of college campus
2. To take the review of departmental stock maintenance.

  
Member secretary

**COPY TO**

1. Dean, ACPM Medical College
2. All members





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## Maintenance Committee Meeting Minutes of Meeting

Date- 11/05 / 2020 Time- 11 am Venue- Council Hall

The meeting of maintenance committee was conducted in the Council Hall. The following members had attended the meeting.

Sr. No.	Name	Department	Designation	Signature
1	Dr.Aarti Karnik	Vice Principal	Chairman	
2	Dr. Rahul Wadile	Prof & Head Micro	Member Secretary	
3	Mr. Bothikar Subhash	Asst.Prof Microbiology	Member	
4	Dr.Suresh Wadgaonkar	Prof Ophthalmology	Member	
5	Mr.Vivek Rawandale	Civil Work	Member	
6	Mr. Rakesh Kakuste	Administrative Officer	Member	
7	Mr. Rahul Kachave	Supervisor	Member	
8	Mr. Mohsin Khan	Network Technician	Member	
9	Mr. Bhagwan patil	Workshop Technician	Member	
10	Mr. Jogendra Deore	Store Keeper	Member	
11	Mr.Shantaram Patil	Plumber	Member	
12	Mr. Atmaram Patil	Gardener	Member	
13	Mr. Rajendra Patil	Electrician	Member	
14	Mr. Hemant Chougule	Peon	Member	

### Agenda 1:







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## Agenda 1:

To take the review of maintenance of college campus

- Gardening team and attendants were asked to mow the lawns, prune the bushes, edge the walkways and clean all campus especially building entrance clean.
- It has been decided by the committee members and officials to get campus cleaned from concerned persons , and initiate plantation programme
- Decision was taken to color the college building .

## Agenda 2:

To take the review of departmental stock maintenance.

- As per the agenda the review of the report of the departmental stock maintenance has taken by member secretary.
- It has been suggested that the HOD should have a audit check of dead stock and the consumables in the department.
- If any requirement it has to go through the proper channel to the central store department. And the record of that indent has to be maintained at departmental level.
- Stock has to be verified at regular interval at least six month.
- Verified stock must have to be certified by the HOD.

  
Member secretary

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1. Dean, ACPM Medical College.
2. Maintenance Department.







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Ref.No. **1103** /ACPMMD/Dhule

Date: 4/12/2019

**MAINTENANCE COMMITTEE**

**Circular**

Members of maintenance committee are hereby requested to attend a meeting on  
**9/12/2019 at 11.00 am in Council Hall.**

**Agenda for Meeting:**

1. To discuss the policy of condemnation.
2. Maintenance of Dead stock register in the department
3. Cleaning of campus

  
Member Secretary

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1. PRINCIPAL, ACPM Medical College
2. All members





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**Maintenance Committee Meeting**

**Minutes of Meeting**

Date- 9 /12 /2019 Time- 11: 00 am Venue- Council Hall

The meeting of maintenance committee was conducted in the Council Hall. The following members had attended the meeting.

Sr. No	Name	Department	Designation	Signature
1	Dr.Aarti Karnik	Vice Principal	Chairman	
2	Dr. Rahul Wadile	Prof & Head Micro	Member Secretary	
3	Mr. Bothikar Subhash	Asst.Prof Microbiology	Member	
4	Dr.Suresh Wadgaonkar	Prof Ophthalmology	Member	
5	Mr. Vivek Rawandale	Civil Work	Member	
6	Mr. Rakesh Kakuste	Administrative Officer	Member	
7	Mr. Rahul Kachave	Supervisor	Member	
8	Mr. Mohsin Khan	Network Technician	Member	
9	Mr. Bhagwan patil	Workshop Technician	Member	
10	Mr. Jogendra Deore	Store Keeper	Member	
11	Mr.Shantaram Patil	Plumber	Member	
12	Mr. Atmaram Patil	Gardener	Member	
13	Mr. Rajendra Patil	Electrician	Member	
14	Mr. Hemant Chougule	Peon	Member	







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Jawahar Medical Foundation's

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## Agenda 1

### To discuss the policy of condemnation

- In the absence of Principal Sir Vice Principal Dr Aarti Karnik chaired the meeting
- As per the agenda of the meeting all members were asked to give their inputs for deciding the policy for the condemnation of the instruments and the equipments in their respective department.

## Agenda 2

### Maintenance of Dead stock register in the department

- All the members are requested to keep the record of dead stock and others consumables used in the department.
- All HOD has to conduct their dead stock audit and has to keep the record of the department
- Servicing of major equipments as well as laboratory equipments such as microscopes to be done early.

## Agenda 3

### Cleaning of campus

- Gardening team and attendants were asked to mow the lawns, prune the bushes, edge the walkways and clean all campus especially building entrance clean.
- All the members agreed unanimously.

  
Member secretary

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2. Maintenance Department.





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Ref.No. **22/1** /ACPMMDH/Dhule

Date 04/1/2019

**Circular**

Members of maintenance committee are hereby requested to attend a meeting on  
7/1/2019 at 11.00 am in Council Hall.

**Agenda for Meeting:**

1. To take the review of departmental stock maintenance & condemnation of material.
2. Regarding plantation.
3. Cleaning of campus

  
Member secretary

COPY TO

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2. All members







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**Maintenance Committee Meeting**

**Minutes of Meeting**

Date- 7/1/2019 Time- 11.00 AM Venue- Council Hall

The meeting of maintenance committee was conducted in the Council Hall. The following members had attended the meeting.

Sr. No.	Name	Department	Designation	Signature
1	Dr.Aarti Karnik	Vice Principal	Chairman	
2	Dr. Rahul Wadile	Prof & Head Micro	Member Secretary	
3	Mr. Bothikar Subhash	Asst.Prof Microbiology	Member	
4	Dr.Suresh Wadgaonkar	Prof Ophthalmology	Member	
5	Mr.Vivek Rawandale	Civil Work	Member	
6	Mr. Rakesh Kakuste	Administrative Officer	Member	
7	Mr. Rahul Kachave	Supervisor	Member	
8	Mr. Mohsin Khan	Network Technician	Member	
9	Mr. Bhagwan patil	Workshop Technician	Member	
10	Mr. Jogendra Deore	Store Keeper	Member	
11	Mr.Shantaram Patil	Plumber	Member	
12	Mr. Atmaram Patil	Gardener	Member	
13	Mr. Rajendra Patil	Electrician	Member	
14	Mr. Hemant Chougule	Peon	Member	

Agenda 1





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## Agenda 1

**To take the review of departmental stock maintenance & condemnation of material.**

- As per the agenda the review of the report of the departmental stock maintenance taken by member secretary.
- It has been suggested that the HOD has to have a audit check of dead stock and the consumables in the department.
- If any requirement it has to go through the proper channel to the central store department and the record of that indent has to be maintained at departmental level.
- It is decided unanimously that Stock must has to be verified at regular interval at least six monthly in a year and all the registers related to stock should be certified by HOD.
- Any issue related to the breakdown or condemnation has to be consulted with the central store and the rules laid down by them has to be followed.

## Agenda 2

### Cleaning of campus

- It has been decided by the committee members and officials to get campus cleaned from concerned persons , and initiate plantation programme
- Decision was taken to color the college building .

## Agenda 3

### Regarding plantation.

- As plantation is one of the effective remedial measures to control the Air pollution and noise pollution it was decided to plant trees in the institution
- All the members agreed unanimously.



  
Member secretary





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Jawahar Medical Foundation's

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Ref. No. 3055/ACPMMD/Dhule

Date:9/05/2019

## Circular

Members of maintenance committee are here by requested to attend a meeting on  
13/05/2019 at 11.00 am in Council Hall.

### **Agenda for Meeting:**

1. Management of possible water logging in monsoon
2. Regarding plantation.

  
Member secretary

### **COPY TO**

1. PRINCIPAL, ACPM Medical College
2. All members





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web : www.acpmjmf.com

**Maintenance Committee Meeting**

**Minutes of Meeting**

Date- 13/05/2019 Time- 11.00 AM Venue- Council Hall

The meeting of maintenance committee was conducted in the Council Hall.

The following members had attended the meeting.

Sr. No.	Name	Department	Designation	Signature
1	Dr.Aarti Karnik	Vice Principal	Chairman	
2	Dr. Rahul Wadile	Prof & Head Micro	Member Secretary	
3	Mr. Bothikar Subhash	Asst.Prof Microbiology	Member	
4	Dr.Suresh Wadgaonkar	Prof Ophthalmology	Member	
5	Mr.Vivek Rawandale	Civil Work	Member	
6	Mr. Rakesh Kakuste	Administrative Officer	Member	
7	Mr. Rahul Kachave	Supervisor	Member	
8	Mr. Mohsin Khan	Network Technician	Member	
9	Mr. Bhagwan patil	Workshop Technician	Member	
10	Mr. Jogendra Deore	Store Keeper	Member	
11	Mr.Shantaram Patil	Plumber	Member	
12	Mr. Atmaram Patil	Gardener	Member	
13	Mr. Rajendra Patil	Electrician	Member	
14	Mr. Hemant Chougule	Peon	Member	







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Jawahar Medical Foundation's

# Annasaheb Chudaman Patil Memorial Medical College

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web : www.acpmjmf.com

## Agenda 1

### Management of possible water logging in monsoon

- Due to monsoon in June electrical section of maintenance department is asked to be little alert.
- Civil section was asked to look into the matter seriously about water logging on terrace and connecting road of college.
- It was suggested by the members in case of emergency when the Nakana lake overflows, alternative arrangement for transport of patients and staff is to be made.

## Agenda 2

### Regarding plantation.

- It has been decided by the committee members and officials to get campus cleaned from concerned persons, and initiate plantation programme
- As plantation is one of the effective remedial measures to control the Air pollution and noise pollution it was decided to plant trees in the institution on the occasion of world Environmental day on 5 th June.
- All the members agreed unanimously.



  
Member secretary

Copy to

1. PRINCIPAL, ACPM Medical College.
2. Maintenance Department.



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Ref.No. 834 /ACPMMC/Dhule

Date : 13/09/2019

**Circular**

**MAINTENANCE COMMITTEE**

Members of maintenance committee are hereby requested to attend a meeting on  
**17/09/ 2019 at 11.00 am in Council Hall.**

**Agenda for Meeting:**

1. To review SOP of committee.
2. To discuss the previous year report.
3. To discuss about repairing of leakage in some parts of the Hostel

secretary

COPY TO

1. PRINCIPAL, ACPM Medical College
2. All members

  
Member







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**Maintenance Committee Meeting**

**Minutes of Meeting**

Date- 17/09/2019 Time- 11.00 am Venue- Council Hall

The meeting of maintenance committee was conducted in the Council Hall. The following members had attended the meeting.

Sr. No.	Name	Department	Designation	Signature
1	Dr.Aarti Karnik	Vice Principal	Chairman	
2	Dr. Rahul Wadile	Prof & Head Micro	Member Secretary	
3	Mr. Bothikar Subhash	Asst.Prof Microbiology	Member	
4	Dr.Suresh Wadgaonkar	Prof Ophthalmology	Member	
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12	Mr. Atmaram Patil	Gardener	Member	
13	Mr. Rajendra Patil	Electrician	Member	
14	Mr. Hemant Chougule	Peon	Member	





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## Agenda 1

To review SOP of committee.

- Since there is no change in the policy about the Stock maintenance and condemnation rules by Central store Department so the same SOP will continue for the year 2019-2020

## Agenda 2

To discuss the previous year report.

- As per the agenda of the meeting assistant member secretary read the previous year report. Discussion was done about providing improved quality service to respective department if any maintenance issue is there.

## Agenda 3

To discuss about repairing of leakage in some parts of the Hostel

- Civil section was asked to check the hostel building leakages and repair it as early as possible
- All the members were agreed that if any help required from central store people in maintaining the instrument or equipment the store persons must help them.

  
Member secretary

Copy to

1. PRINCIPAL, ACPM Medical College.
2. Maintenance Department.

