

DE'S Brijlal Jindal College of Physiotherapy, Pune
Minutes of the Meeting of Maintenance Committee.

Subject: Maintenance Committee Formation Meeting.

Venue: Board Room.

Date: 7th April 2018

Time: 4 pm to 5 pm.

Agenda of Meeting:

Formation of Maintenance Committee.

Finalization of the Members of the Committee.

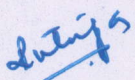
Formation of SOP's and Objectives for the Maintenance Committee.

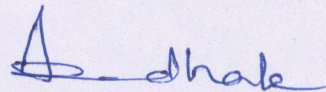
Discussion about the frequency of Meetings.

Formation of the record sheet for documentation.

Finalization of the monthly date for updating the records of maintenance in record sheet.

Attendees:	
Dr Aparna Sadhale (PT).	Principal and Chairperson.
Dr Rutuja Kowale (PT).	Co-ordinator.
Dr Diptee Bhole (PT).	Member.
Smt Radhika Apte.	Non-Teaching Staff Representative
Smt Nilam Nikam.	Non-Teaching Staff Representative.
Smt Pranav Yele	Non-Teaching Staff Representative


Sign of Maintenance Committee In charge


Sign of Principal



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Minutes of Maintenance Committee and Biannual Report of Maintenance Committee Proceedings.

2018-2019

All Members were present for the meeting.

Sr No	Month	Equipment Repairs	Furniture Repairs	Computer Repairs	Electrical Repairs	Plumbing Repairs
1	August 2018 to January 2019	NIL	NIL	NIL	Tube 5 in Anatomy Lab and Tube 3 in Classroom 3 and Classroom 2 was not working and replaced in December 2018, Fan no 5 was not working in Physiology Lab and the regulator of fan was replaced in December 2018.	NIL

Previous Minutes of Meeting were approved and a report of previous resolved issues was discussed.

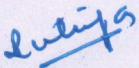
Discussed about the list of repairs which were reported to the Maintenance Committee by the departmental HOD's.

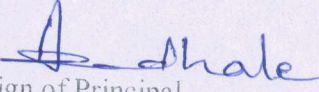
Then the committee informed the list the repairs to the Principal of the College

Took the information about the persons to be approached for the repairs.

Discussed about the financial expenses for the same.

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Dr Rutuja Kowale (PT).	Co-ordinator.
Dr Diptee Bhole (PT).	Member.
Smt Radhika Apte.	Non-Teaching Staff Representative
Smt Nilam Nikam.	Non-Teaching Staff Representative.
Shri Pranav Yele	Non-Teaching Staff Representative


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Minutes of Maintenance Committee and Biannual Report of Maintenance Committee

Proceedings.
2018-2019

All Members were present for the meeting.

Previous Minutes of Meeting were approved and a report of previous resolved issues was

Sr No	Month	Equipment Repairs	Furniture Repairs	Computer Repairs	Electrical Repairs	Plumbing Repairs
2	February 2019 to July 2019	NIL	NIL	NIL	Tube no 2 was not working and replaced in march 2019 in Anatomy Lab, Tube 1 was not working in cardiorespiratory Lab which was replaced in January, Tube 4 in July and tube 3 in kinesiotherapy lab and tube 2 in electrotherapy lab which was replaced in February 2019. Tube 1 was not working and replaced in May 2019 in Classroom 2	NIL

discussed.

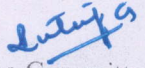
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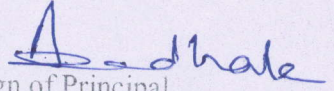
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Discussed about the financial expenses for the same.

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Sign of Maintenance Committee In charge


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Minutes of Maintenance Committee and Biannual Report of Maintenance Committee Proceedings. 2019-2020

Sr No	Month	Equipment Repairs	Furniture Repairs	Computer Repairs	Electrical Repairs	Plumbing Repairs
1	August 2019 to January 2020	NIL	NIL	NIL	Tube 1 was replaced in Month of October 2019 from Principal's Cabin.	NIL

All Members were present for the meeting.

Previous Minutes of Meeting were approved and a report of previous resolved issues was discussed.

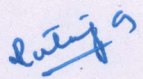
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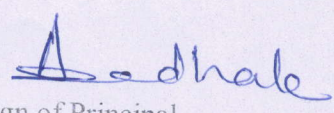
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SmtNilamNikam	Non-Teaching Staff Representative.
Shri Pranav Yele	Non-Teaching Staff Representative


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Minutes of Maintenance Committee and Biannually Report of Maintenance Committee Proceedings.

2019-2020

All Members were present for the meeting.

Sr No	Month	Equipment Repairs	Furniture Repairs	Computer Repairs	Electrical Repairs	Plumbing Repairs
2	February 2020 to July 2020	NIL	NIL	NIL	Tube 4 was replaced in Month of February 2020 from Principal's Cabin. Tube 2 was replaced in Month of February 2020 from Staffroom 2.	NIL

Previous Minutes of Meeting were approved and a report of previous resolved issues was discussed.

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Minutes of Maintenance Committee and Biannually Report of Maintenance Committee Proceedings.

2020-2021

Sr No	Month	Equipment Repairs	Furniture Repairs	Computer Repairs	Electrical Repairs	Plumbing Repairs
2	August 2020 to January 2021	NIL	NIL	NIL	Fan 1 was not working and the regulator was replaced in month of December 2020 in Anatomy Lab. Tube 2 from Anatomy Lab was replaced in month of January 2021 Tube 3 was replaced from Physiology Lab in the month of December 2020 Tube 2 was replaced in the month of December 2020 from Classroom 3 Tube 8 was replaced in the month of January 2021 from Electrotherapy Lab	NIL

All Members were present for the meeting.

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Attendees:	
Dr Snehal Joshi (PT).	Chairperson.
Dr Rutuja Kowale (PT).	Co-ordinator.
Dr Diptee Bhole (PT).	Member.
Smt Radhika Apte.	Non-Teaching Staff Representative
Smt Nilam Nikam.	Non-Teaching Staff Representative.
Smt Pranav Yele	Non-Teaching Staff Representative



Rutuja

Sign of Maintenance Committee Incharge

Joshi

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College of Physiotherapy

Joshi

Sign of Principal

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2020-2021

Sr No	Month	Equipment Repairs	Furniture Repairs	Computer Repairs	Electrical Repairs	Plumbing Repairs
2	February 2021 to July 2021	NIL	NIL	NIL	Tube no 3 was not working and replaced in march 2021 in Anatomy Lab Tube 5 was replaced from Anatomy Lab in June 2021 Tube 8 was replaced from Physiology Lab in the Month of May 2021 Tube 4 was replaced in the month of June 2021 from Classroom 3 Tube 2 was replaced in the month of May 2021 from Electrotherapy Lab	NIL

All Members were present for the meeting.

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Smt Nilam Nikam.	Non-Teaching Staff Representative.
Smt Pranav Yele	Non-Teaching Staff Representative



Rutuja

Sign of Maintenance Committee In charge

Joshi

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2021-2022

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Smt Pranav Yele	Non-Teaching Staff Representative



Entry 9

Sign of Maintenance Committee In charge

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Minutes of Maintenance Committee and Biannually Report of Maintenance Committee Proceedings.

2021-2022

Sr No	Month	Equipment Repairs	Furniture Repairs	Computer Repairs	Electrical Repairs	Plumbing Repairs
2	February 2022 to July 2022	NIL	NIL	NIL	Tube no 2 was not working and replaced in march 2022 in Anatomy Lab, Tube 4 in July and tube 3 in kinesiotherapy lab and tube 2 in electrotherapy lab which was replaced in February 2022. Tube 1 was not working and replaced in May 2022 in Classroom 2	NIL

All Members were present for the meeting.

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Snehal Joshi

Sign of Maintenance Committee In charge

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2022-2023

Sr No	Month	Equipment Repairs	Furniture Repairs	Computer Repairs	Electrical Repairs	Plumbing Repairs
2	August 2022 to January 2022	NIL	NIL	NIL	Tube 3 was replaced in October 2022 in classroom 4 Tube no 1 was not working and replaced in January 2022 in classroom 4	NIL

All Members were present for the meeting.

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Snehal Joshi

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2022-2023

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2	February 2022 to July 2023	NIL	NIL	NIL	Tube no 4 was not working and replaced in march 2023 in Staffroom 1, Tube no 11 was not working and replaced in march 2023 in Staffroom 1, Tube 6 was replaced in Kinesiotherapy Lab in March 2023 Tube 1 was replaced in march 2023 in classroom 3	NIL

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