



## Maratha Mandal's

Nathajirao G Halgekar Institute of Dental Sciences & Research Centre,  
R S No. 47A/2, Near KSRP Ground, Bauxite Road, Belagavi – 590 010  
Karnataka, India

Phone: 0831-2477682 Fax: 0831-2479323

Email: [mmnghids@gmail.com](mailto:mmnghids@gmail.com) Website: [www.mmdc.edu.in](http://www.mmdc.edu.in)

### POLICY DOCUMENT

### MAINTENANCE COMMITTEE

#### AIM

To ensure the proper functioning of the equipment's and infrastructural related works.

#### SCOPE

Maintain and repair dental chair, lab equipment's, civil engineering works and infrastructural development along with its maintenance.

#### OBJECTIVES

To ensure and facilitate smooth functioning of all the equipment's, civil engineering works and infrastructural changes.

#### FUNCTIONING OF THE MAINTENANCE COMMITTEE

Institutional maintenance committee consists of five members guided by the Principal of the institute.

When a written complaint related to infrastructure or equipment damage is received by the central office, it will be forwarded to the maintenance committee and from there the complaint will be handed over to the concerned authority in the maintenance committee.

After receiving the complaint, the issue will be addressed within two working days and after solving the issue, it will be entered into the department maintenance register.

Sudden and emergency complaints will be addressed by the department to the concerned incharge and the issues will be immediately addressed and necessary action is taken. Subsequently same is recorded in the department maintenance register.

  
Dr. Ramakant Nayak  
Principal

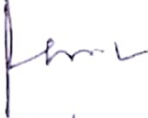
M.M's. N.G. Halgekar Institute of Dental Sciences  
& Research Centre, Belagavi-590010.

**Maratha Mandal's Nathajirao G.Halgekar Institute  
Of Dental Sciences And Research Centre ,Belagavi**

**CIRCULAR**

DATE-05/01/2016

A Maintenance committee meeting is been scheduled on 12 /01/16 at 11 AM in Principal chamber. All the maintenance committee members are requested to attend the same.



Dr Ramakant Nayak  
Dr. Ramakant Nayak  
Principal

M.M.'s N.G Halgekar Institute of Dental Sciences  
& Research Centre, Belagavi-590010

Copy to,

Mr kishor Shinde

Mr Pramod Jadhav

Mr Parshuram Zangaruche

Mr Balu kademani



Dr. Ramakant Nayak  
Principal

M.M.'s. N.G. Halgekar Institute of Dental Sciences  
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**Maratha Mandal's Nathajirao G.Halgekar Institute  
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**Minutes of the meeting**

Maintenance committee meeting was conducted on 12/01/2016 at 11 AM in Principal chamber.

Principal Dr Ramakant Nayak addressed the meeting.

Complaints from the various departments were reviewed and forwarded to the concerned authorities and following things were discussed.

Complaints such as, Error in OPG machine of OMR department, issue with autoclave of microbiology department, projector issues with conservative department and orthodontics department were reviewed and forwarded to the concerned authorities.

Mr Parshuram Zangruche and Mr Balu Kademani were asked to look after the Gas leakage issue in the department of prosthodontics.

Principal also mentioned the concerned incharge members should take a round of every department 15days once to check for any issues pertaining to maintenance of equipment, dental chairs etc.



Dr Ramakant Nayak

Mr Kishor Shinde



Mr Pramod Jadhav



Mr Parshuram Zangaruche



Mr Balu kademani



**Maratha Mandal's Nathajirao G.Halgekar Institute  
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**CIRCULAR**

DATE-06/01/2017

A Maintenance committee meeting is been scheduled on 10/01/17 at 11 AM in Principal chamber. All the maintenance committee members are requested to attend the same.



Dr Ramakant Nayak  
Dr. Ramakant Nayak  
Principal

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Mr Balu kademani



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Principal  
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**Minutes of the meeting**

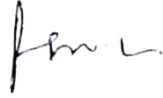
Maintenance committee meeting was conducted on 10/01/2017 at 11 AM in Principal chamber.

Principal Dr Ramakant Nayak addressed the meeting.

Complaints from the various departments were reviewed and forwarded to the concerned authorities and following things were discussed.

Complaints to repair trollies, fan and projector were received from department of orthodontics and oral surgery. The concerned authorities were asked to solve the issues at the earliest.

Principal also mentioned to address the issues immediately once complains are received, this will help for smooth function of work at department.



Dr Ramakant Nayak

Mr Kishor Shinde



Mr Pramod Jadhav



Mr Parshuram Zangaruche



Mr Balu kademani



**Maratha Mandal's Nathajirao G.Halgekar Institute  
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**CIRCULAR**

DATE-03/01/2018

A Maintenance committee meeting is been scheduled on 08/01/18 at 11 AM in Principal chamber. All the maintenance committee members are requested to attend the same.



Dr Ramakant Nayak

Dr. Ramakant Nayak  
Principal

M M's N.G Halgekar Institute of Dental Sciences  
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**Minutes of the meeting**

Maintenance committee meeting was conducted on 08/01/2018 at 11 AM in Principal chamber.

Principal Dr Ramakant Nayak addressed the meeting.

Complaints from the various departments were reviewed and forwarded to the concerned authorities and following things were discussed.

Complaints such as nonfunctioning x-ray machine in OMR department, printer issue in oral pathology department. hand piece issues in department of pedodontics were reviewed and concerned authorities were asked to look into the issues and solve them at the earliest.

Department of oral surgery complaint about the incomplete civil works, Mr Kishor Shinde was instructed to solve the issue.

Principal instructed Mr Shinde to take a round of the entire building area of the institute (academic building and hostel) and check for areas of leakage and rectify the same before rainy season.

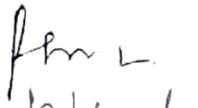
Dr Ramakant Nayak

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**CIRCULAR**

DATE-02/01/2019

A Maintenance committee meeting is been scheduled on 08/01/019 at 11 AM in Principal chamber. All the maintenance committee members are requested to attend the same.



Dr Ramakant Nayak

Dr. Ramakant Nayak

Copy to,

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**Minutes of the meeting**

Maintenance committee meeting was conducted on 08/01/2019 at 11 AM in Principal chamber.

Principal Dr Ramakant Nayak addressed the meeting.

Complaints from the various departments were reviewed and forwarded to the concerned authorities and following things were discussed.

Complaints such as nonfunctioning x-ray machine in OMR department, printer issue in oral pathology department were reviewed and concerned authorities were asked to look into the issues and solve them at the earliest.

Mr kishor Shinde was asked to look into the matter of leakage of ceiling and plumbing work in department of orthodontics and conservative dentistry respectively.

Committee members were asked to address the issues as soon as possible.

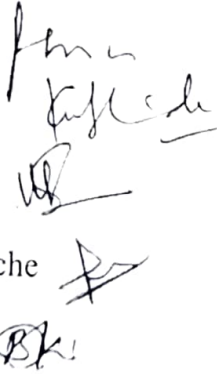
Dr Ramakant Nayak

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Mr Pramod Jadhav

Mr Parshuram Zangaruche

Mr Balu kademani



  
Dr. Ramakant Nayak  
Principal

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**CIRCULAR**

DATE-02/01/2020

A Maintenance committee meeting is been scheduled on 07/01/20 at 11 AM in Principal chamber. All the maintenance committee members are requested to attend the same.



Dr. Ramakant Nayak  
Dr. Ramakant Nayak  
Principal

M.M.'s N.G. Halgekar Institute of Dental Sciences  
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Copy to,

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Dr. Ramakant Nayak  
Principal

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**Minutes of the meeting**

Maintenance committee meeting was conducted on 07/01/2020 at 11 AM in Principal chamber.

Principal Dr Ramakant Nayak addressed the meeting.

Complaints from the various departments were reviewed and forwarded to the concerned authorities and following things were discussed.

Complaints such as pending repair of trollies and inverter repair were received from department of orthodontics and oral medicine respectively. Concerned authorities were asked to solve the issue at the earliest.

Mr Kishor Shinde was asked to look into the matter of leakage of water in department of prosthodontics and conservative dentistry.

All the members were instructed to complete the pending work.

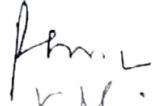

Dr Ramakant Nayak

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Mr Pramod Jadhav

Mr Parshuram Zangaruche

Mr Balu kademani







  
Dr. Ramakant Nayak  
Principal

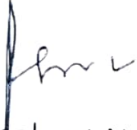
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**CIRCULAR**

DATE 04/01/2021

A Maintenance committee meeting is been scheduled on 11/01/21 at 11 AM in Principal chamber. All the maintenance committee members are requested to attend the same.



Dr Ramakant Nayak

Dr. Ramakant Nayak  
Principal

M.M's N.G Halgekar Institute of Dental Sciences  
& Research Centre, Belagavi-590010

Copy to,

Mr kishor Shinde

Mr Pramod Jadhav

Mr Parshuram Zangaruche

Mr Balu kademani



Dr. Ramakant Nayak  
Principal

M.M's. N.G. Halgekar Institute of Dental Sciences  
& Research Centre, Belagavi-590010.

**Maratha Mandal's Nathajirao G.Halgekar Institute  
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**Minutes of the meeting**

Maintenance committee meeting was conducted on 11/01/2021 at 11 AM in Principal chamber.

Principal Dr Ramakant Nayak addressed the meeting.

Complaints from the various departments were reviewed and forwarded to the concerned authorities and following things were discussed.

Complaints were received from department of oral pathology and conservative dentistry for repair of window and ceiling respectively. Mr Shinde was instructed to address the issue.

All the members were instructed to complete the pending work.

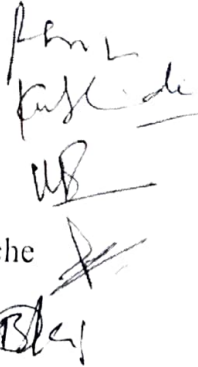
Dr Ramakant Nayak

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**CIRCULAR**

DATE-09/03/2022

A Maintenance committee meeting is been scheduled on 15/03/22 at 11 AM in the Auditorium. All the maintenance committee members are requested to attend the same.

Dr Viplavi Chavan Patil

In Charge


Copy to,

Mr Kishor Shinde

Mr Pramod Jadhav

Mr Parshuram Zangaruche

Mr Balu Kademani

  
Dr. Ramakant Nayak  
Principal

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**Maratha Mandal's Nathajirao G. Halgekar Institute Of  
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**Minutes of the meeting**

Maintenance committee meeting was conducted on 15/03/2022 at 11 AM in auditorium.

Incharge Dr Viplavi Chavan Patil addressed the meeting.

Complaints from the various departments were reviewed and forwarded to the concerned authorities and following things were discussed.

Complaints such as, Error in OPG machine of OMR department issue with autoclave of microbiology department, computer issues with conservative department and orthodontics department were reviewed and forwarded to the concerned authorities.

Mr Parshuram Zangruche and Mr Balu Kademani were asked to look after the chair maintenance of all the departments.

In charge also mentioned that the concerned members should take a round of every department 15 days once to check for any issues pertaining to maintenance of equipment, dental chairs etc.

Dr Viplavi Chavan Patil

Mr Kishor Shinde

Mr Pramod Jadhav

Mr Parshuram Zangaruche

Mr Balu Kademani

  
**Dr. Ramakant Nayak**  
Principal  
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