



M.C.E. Society's

# M.A. RANGOONWALA COLLEGE OF DENTAL SCIENCES & RESEARCH CENTRE, PUNE

- i) Recognized by the Government of India
- ii) Affiliated to the Maharashtra University  
of Health Sciences, Nashik.

2390-B, K.B. Hidayatullah Road, Azam Campus, Camp, Pune-411001 (Maharashtra)

Ref. No: MARDC/Adm/ 1nt/2023

Date: 01/06/2023

## CIRCULAR

The meeting of the maintenance committee is scheduled on 12/06/2023 to discuss and finalize the department visit scheduled for

1. To confirm the minutes of the previous meeting
2. X-ray machines repair
3. Painting of the foyer
4. Any other matters

Venue: Administrative office

Signature of Maintenance committee incharge

Signature of Principal

**PRINCIPAL**

**M. A. RANGOONWALA COLLEGE OF DENTAL  
SCIENCES & RESEARCH CENTRE, PUNE**



Copy to:

1. Principal MARDC
2. HOD's MARDC
3. Maintenance committee members



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2390-B, K.B. Hidayatullah Road, Azam Campus, Camp, Pune-411001 (Maharashtra)

Ref. No: MARDC/Adm/ Int-12023

Date: 12/06/2023

## MINUTES OF THE MEETING

### Attended by:

Dr Yasmeeen Zubairy

Dr Almas Patel

Dr Harshad Bhagwat

Dr Salman Sayyed

Mr Noor Ansari

Mr Milind Baliya

Mr Vikram Sable

*(Handwritten signatures for Dr Yasmeeen Zubairy, Dr Almas Patel, Dr Harshad Bhagwat, Dr Salman Sayyed, Mr Noor Ansari, Mr Milind Baliya, and Mr Vikram Sable)*

### Points Discussed:

1. Minutes of meeting of previous meeting were confirmed.
2. Action taken reviewed.
3. Decided to condemn one x-ray unit.
4. Foyer painting planned and discussed with architect.

*(Handwritten signature)*  
Signature of Maintenance committee incharge

*(Handwritten signature)*  
Signature of Principal



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2390-B, K.B. Hidayatullah Road, Azam Campus, Camp, Pune-411001 (Maharashtra)

Ref. No: MARDC/Adm/ Int/2023

Date: 02/01/2023

### CIRCULAR

The meeting of the maintenance committee is scheduled on 11/01/2023 to discuss and finalize the department visit scheduled for

1. To confirm the minutes of the previous meeting
2. Installation of boards outside departments
3. Any other matters.

Signature of Maintenance committee incharge

Signature of Principal

**PRINCIPAL**

**M. A. RANGOONWALA COLLEGE OF DENTAL  
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Copy to:

1. Principal MARDC
- 2.HOD's MARDC
- 3.Maintenance committee members





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2390-B, K.B. Hidayatullah Road, Azam Campus, Camp, Pune-411001 (Maharashtra)

Ref. No: MARDC/Adm/ *Int/2023*

Date: 11/01/2023

## MINUTES OF THE MEETING

Attended by:

Dr Yasmeen Zubairy

Dr Almas Patel

Dr Harshad Bhagwat

Dr Salman Sayyed

Mr Noor Ansari

Mr Milind Baliya

Mr Vikram Sable

*ll*  
*AP*  
*HB*  
*SY*  
*Noor*  
*Milind*  
*Vikram*

Points Discussed:

- Minutes of meeting of previous meeting were confirmed.
- Action taken reviewed.
- Boards outside departments reframed.
- Posters status evaluated.

Signature of Maintenance committee incharge

*ll*

Signature of the Principal

*AP*

PRINCIPAL

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2390-B, K.B. Hidayatullah Road, Azam Campus, Camp, Pune-411001 (Maharashtra)

Ref. No: MARDC/Adm/int/2022

Date: 01/06/2022

**CIRCULAR**

The meeting of the maintenance committee is scheduled on 11/06/2022 to discuss and finalize the department visit scheduled for

1. To confirm the minutes of the previous meeting
2. Repairing of autoclaves in the college
3. Wiring of dental equipment to be changed.
- 3.Any other matters

Venue: Administrative office

Signature of Maintenance committee incharge

Signature of Principal



Copy to:

1. Principal MARDC
- 2.HOD's MARDC
- 3.Maintenance committee members

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2390-B, K.B. Hidayatullah Road, Azam Campus, Camp, Pune-411001 (Maharashtra)

Ref. No: MARDC/Adm/ Int 12022

Date: 11/06/2022

Attended by:

Dr Yasmeen Zubairy

Dr Harshad Bhagwat

Dr Salman Sayyed

Mr Noor Ansari

Mr Milind Baliya

Mr Vikram Sable

Points Discussed:

1. Minutes of meeting of previous meeting were confirmed.
2. Action taken reviewed.
3. Autoclave repair status assessed.
4. Wiring evaluated and discussed with electrician for maintenance.

Signature of Maintenance committee incharge

Signature of Principal



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2390-B, K.B. Hidayatullah Road, Azam Campus, Camp, Pune-411001 (Maharashtra)

Ref. No: MARDC/Adm/Int/2022

Date: 01/01/2022

## CIRCULAR

The meeting of the maintenance committee is scheduled on 11/01/2022 to discuss and finalize the department visit scheduled for

1. To confirm the minutes of the previous meeting
2. Fumigation of the college.
3. Any other matters.

Venue: Administrative office

Signature of Maintenance committee incharge

Signature of Principal



**PRINCIPAL**  
M. A. RANGOONWALA COLLEGE OF DENTAL  
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Copy to:

1. Principal MARDC
2. All HOD's MARDC
3. Maintenance committee members
4. AO MARDC
5. Store
6. Library



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Ref. No: MARDC/Adm/Int/22

Date: 11/01/2022

### MINUTES OF THE MEETING

#### Attended by

Dr Yasmeen Zubairy

Dr Harshad Bhagwat

Dr Salman Sayyed

Mr Noor Ansari

Mr Milind Baliya

Mr Vikram Sable

#### Points Discussed:

1. Minutes of meeting of previous meeting were confirmed.
2. Action taken reviewed.
3. All departments fumigated.
4. Wooden furniture were inspected for termites.

Signature of Maintenance committee incharge

Signature of Principal

**PRINCIPAL**

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Ref. No: MARDC/Adm/1/2021

Date: 01/06/2021

## CIRCULAR

The meeting of the maintenance committee is scheduled on 11/06/2021 to discuss and finalize the department visit scheduled for

1. To confirm the minutes of the previous meeting
2. CBCT machine repairs and maintenance
3. Maintenance of OT room
4. Any other matters.

Venue: Administrative office

Signature of Maintenance committee incharge

Signature of Principal

Copy to:

1. Principal MARDC
2. HOD's MARDC
3. Maintenance committee members



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Ref. No: MARDC/Adm/

Date: 11/06/2021

**MINUTES OF THE MEETING**

Attended by:

Dr Yasmeen Zubairy

Dr Harshad Bhagwat

Dr Salman Sayyed

Mr Noor Ansari

Mr Milind Baliya

Mr Vikram Sable

Points Discussed:

1. Minutes of meeting of previous meeting were confirmed.
2. Action taken reviewed.
3. CBCT machine inspected for repair and maintenance.
4. Equipment in the OT were assessed.

Signature of Maintenance committee incharge

Signature of the Principal



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Ref. No: MARDC/Adm/ *nr/2021*

Date: 11/01/2021

**MINUTES OF THE MEETING**

Attended by

Dr Yasmeeen Zubairy *Yaz*

Dr Harshad Bhagwat *HB*

Dr Salman Sayyed *SS*

Mr Noor Ansari *NA*

Mr Milind Baliya *MB*

Mr Vikram Sable *VS*

Points Discussed:

1. Minutes of meeting of previous meeting were confirmed.
2. Action taken reviewed.
3. Leakage points assessed with the plumber.

*Yaz*  
Signature of Maintenance committee incharge

*AD*  
Signature of Principal



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Ref. No: MARDC/Adm/ (mt)2021

Date: 01/01/2021

**CIRCULAR**

The meeting of the maintenance committee is scheduled on 11/01/2021 to discuss and finalize the department visit scheduled for

1. To confirm the minutes of the previous meeting
2. Leakage of roof of store
3. Any other matters

Venue: Administrative office

Signature of Maintenance committee incharge

Signature of Principal

Copy to:

1. Principal MARDC
2. HOD's MARDC
3. Maintenance committee members



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Ref. No: MARDC/Adm/mt/2020

Date: 01/06/2020

**CIRCULAR**

The meeting of the maintenance committee is scheduled on 11/06/2020 to discuss and finalize the department visit scheduled for

1. To confirm the minutes of the previous meeting
2. Upgrading Software facilities in the college.
3. Any other matters.

Venue: Administrative office

Signature of Maintenance committee incharge

Signature of Principal

**PRINCIPAL**

M.A. RANGOONWALA COLLEGE OF DENTAL  
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Copy to:

1. Principal MARDC
2. HOD's MARDC
3. Maintenance committee members





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Ref. No: MARDC/Adm/ Int/2020

Date: 11/06/2020

## MINUTES OF THE MEETING

### Attended by

Dr Yasmeen Zubairy

Dr Harshad Bhagwat

Dr Salman Sayyed

Mr Noor Ansari

Mr Milind Baliya

Mr Vikram Sable

### Points Discussed:

1. Minutes of meeting of previous meeting were confirmed.
2. Action taken reviewed.
3. Points related to requirements of software upgrading discussed.

Signature of Maintenance committee incharge

Signature of Principal



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Ref. No: MARDC/Adm/Int/2020

Date: 01/01/2020

**CIRCULAR**

The meeting of the maintenance committee is scheduled on 11/01/2020 to discuss and finalize the department visit scheduled for

1. To confirm the minutes of the previous meeting
2. Replacement of tube lights in Oral Surgery department.
3. Repair of computers in the library.
4. Any other matters

Venue: Administrative office

Signature of Maintenance committee incharge

Signature of Principal

**PRINCIPAL**

**M. A. RANGOONWALA COLLEGE OF DENTAL  
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Copy to:

1. Principal MARDC
2. HOD's MARDC
3. Maintenance committee members





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Ref. No: MARDC/Adm/ *MT/2020*

Date: 11/01/2020

## MINUTES OF THE MEETING

### Attended by:

Dr Yasmeen Zubairy *Y Zubairy*

Dr Harshad Bhagwat *H Bhagwat*

Dr Salman Sayyed *S Sayyed*

Mr Noor Ansari *N Ansari*

Mr Milind Baliya *M Baliya*

Mr Vikram Sable *V Sable*

### Points Discussed:

1. Minutes of meeting of previous meeting were confirmed.
2. Action taken reviewed.
3. Action taken reviewed.
4. Conservative department lights repair work assessed.
5. Computer repair in the library discussed.

Signature of Maintenance committee incharge *[Signature]*

Signature of the Principal *[Signature]*



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2390-B, K.B. Hidayatullah Road, Azam Campus, Camp, Pune-411001 (Maharashtra)

Ref. No: MARDC/Adm/117/2019

Date: 01/06/2019

## CIRCULAR

The meeting of the maintenance committee is scheduled on 11/06/2019 to discuss and finalize the department visit scheduled for

1. To confirm the minutes of the previous meeting
2. Electric chair repairs in Conservative department.
3. Repair of broken stair tiles
4. Any other matters.

Venue: Administrative office

Signature of Maintenance committee incharge

Signature of Principal

Copy to:

1. Principal MARDC
2. HOD's MARDC
3. Maintenance committee members



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Ref. No: MARDC/Adm/ Int/2019

Date: 11/06/2019

**MINUTES OF THE MEETING**

Attended by:

Dr Yasmeen Zubairy

Dr Harshad Bhagwat

Dr Salman Sayyed

Mr Noor Ansari

Mr Milind Baliya

Mr Vikram Sable

*Handwritten signatures of the attendees: Dr Yasmeen Zubairy, Dr Harshad Bhagwat, Dr Salman Sayyed, Mr Noor Ansari, Mr Milind Baliya, and Mr Vikram Sable.*

Points Discussed:

1. Minutes of meeting of previous meeting were confirmed.
2. Action taken reviewed.
3. Status of electric chair repairs in Conservative department assessed.
4. Work for repair of broken tiles to be done discussed with mason

Signature of Maintenance committee incharge

Signature of Principal

**PRINCIPAL**

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Ref. No: MARDC/Adm/mt/2019

Date: 01/01/2019

**CIRCULAR**

The meeting of the maintenance committee is scheduled on 11/01/2019 to discuss and finalize the department visit scheduled for

1. To confirm the minutes of the previous meeting.
2. Old dental chairs to be repaired in PG section of all departments
3. Water leakage.
4. Lights facilities in the departments.

Venue: Administrative office

Signature of Maintenance committee incharge

Copy to:

1. Principal MARDC
2. HOD's MARDC
3. Maintenance committee members



Signature of Principal

**PRINCIPAL**  
M.A. RANGOONWALA COLLEGE OF DENTAL  
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2390-B, K.B. Hidayatullah Road, Azam Campus, Camp, Pune-411001 (Maharashtra)

Ref. No: MARDC/Adm/ Int-12019

Date: 11/01/2019

**MINUTES OF THE MEETING**

Attended by

Dr Yasmeen Zubairy

Dr Harshad Bhagwat

Dr Salman Sayyed

Mr Noor Ansari

Mr Milind Baliya

Mr Vikram Sable

Points Discussed:

1. Minutes of the previous meeting were confirmed.
2. Action taken reviewed.
3. Old dental chairs in PG section of all departments requiring repair were inspected and the technician instructed.
4. Water leakage assessed, and the plumber instructed.
5. Electrician was instructed to repair lights facilities in the departments.

Signature of Maintenance committee incharge

Signature of Principal



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2390-B, K.B. Hidayatullah Road, Azam Campus, Camp, Pune-411001 (Maharashtra)

Ref. No: MARDC/Adm/1n712018

Date: 01/06/2018

**CIRCULAR**

The meeting of the maintenance committee is scheduled on 11/06/2018 to discuss and finalize the department visit scheduled for

1. To confirm minutes of the previous meeting
2. Replace broken windows glasses in the college
2. any other matters.

Venue: Administrative office

Signature of Maintenance committee incharge

Signature of Principal

Copy to:

1. Principal MARDC
2. HOD's MARDC
3. Maintenance committee members



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SCIENCES & RESEARCH CENTRE, PUNE



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2390-B, K.B. Hidayatullah Road, Azam Campus, Camp, Pune-411001 (Maharashtra)

Ref. No: MARDC/Adm/ *wt/2018*

Date: 11/06/2018

## MINUTES OF THE MEETING

### Attended by

Dr Yasmeen Zubairy

Dr Harshad Bhagwat

Dr Salman Sayyed

Mr Noor Ansari

Mr Milind Baliya

Mr Vikram Sable

*[Handwritten signatures in blue ink corresponding to the names listed above]*

### Points Discussed:

1. Minutes of meeting of previous meeting were confirmed.
2. Action taken reviewed.
3. Visited all departments to assess windows status. All broken windows were noted, and the technician informed.

Signature of Maintenance committee incharge

Signature of Principal

**PRINCIPAL**

M. A. RANGOONWALA COLLEGE OF DENTAL SCIENCES & RESEARCH CENTRE, PUNE





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of Health Sciences, Nashik.

Ref. No: MARDC/Adm/ 17/2018

Date: 01/01/2018

**CIRCULAR**

The meeting of the maintenance committee is scheduled on 11/01/2018 to discuss and finalize the department visit scheduled for

1. To confirm minutes of meeting of previous meeting
2. Repairing of chairs in Perio department
3. Repair of AC in the operation theatre.
4. Any other matters.

Venue: Administrative office

Signature of Maintenance committee incharge

Signature of Principal

Copy to:

1. Principal MARDC
2. HOD's MARDC
3. Maintenance committee members



**PRINCIPAL**  
M. A. RANGOONWALA COLLEGE OF DENTAL  
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Ref. No: MARDC/Adm/ *MT/2018*

Date: 11/01/2018

**MINUTES OF THE MEETING**

Attended by:

1. Dr Yasmeen Zubairy
2. Dr Harshad Bhagwat
3. Dr Salman Sayyed
4. Mr Noor Ansari
5. Mr Milind Baliya
6. Mr Vikram Sable

*[Handwritten signatures for each name listed above]*

Points Discussed:

1. Minutes of meeting of previous meeting were confirmed.
2. Action taken reviewed.
3. Technician was appointed for repairing of chairs in Perio department.
4. It was decided that the AC in operation theatre needs replacement.

*[Handwritten signature]*  
Signature of Maintenance committee incharge

*[Handwritten signature]*  
Signature of Principal



**PRINCIPAL**  
M. A. RANGOONWALA COLLEGE OF DENTAL  
SCIENCES & RESEARCH CENTRE, PUNE