



**MALLA REDDY
DENTAL COLLEGE FOR WOMEN**

(SPONSORED BY : CHANDRAMMA EDUCATIONAL SOCIETY)

Affiliated to Kaloji Narayana Rao University of Health Sciences, Warangal, Telangana.
Recognised by Dental Council of India, New Delhi.



MALLA REDDY DENTAL COLLEGE FOR WOMEN
(Recognized by Dental Council of India)

**SOP FOR
BUILDING & EQUIPMENT
MAINTENANCE COMMITTEE**

Suraram 'x' Road, Quthbullapur Municipality, Jeedimetla, Hyderabad- 500 055.

Email: mrdcw4womens@gmail.com

Website: www.mrdcw.edu.in

Suraram 'X' Road, Quthbullapur (M), Jeedimetla, Hyderabad - 500 055.

Phone : 91001 89797

Email : mrdcw2013@gmail.com

www.mrdcw.edu.in



MALLA REDDY
DENTAL COLLEGE FOR WOMEN

(SPONSORED BY : CHANDRAMMA EDUCATIONAL SOCIETY)

Recognized by Dental Council of India, New Delhi, Ministry of Health & Family Welfare Govt. of India.
Affiliated to Kaloji Narayana Rao University of Health Sciences, Warangal, Telangana.

This committee is responsible for developing and implementing strategies for the effective maintenance of the institute's infrastructure and other related facilities. The committee ensures that annual building and other maintenance requirements are satisfied. Identification and planning of preventative maintenance needs is executed by this committee.

Objectives:

- To ensure proper maintenance of physical property and facilities in the campus
- Ordinary preventive maintenance
- Long range plans for repairs/replacement of equipment
- Regular review of the conditions of infrastructure and other facilities.

Responsibilities:

- Development to respond quickly and appropriately to maintenance emergencies
- Co-ordinate maintenance work with concerned staff
- To regularly review the condition of the campus building, ground, utilities and other infrastructure to ensure their adequacy
- To bring to the notice of authority on any irregularities in the conditions of the infrastructure and facilities
- Ensure clean lines and neatness inside the campus

STANDARD OPERATING PROCEDURE FOR MAINTENANCE:

- Committee meets Bi -Annually i.e. in the month of July and January, and as and when the need arise.
- Committee instructs, list of complaints from heads of all departments to be forwarded to the administration department and noted in the maintenance register.
- Administration department forwards the complaints to IQAC, after obtaining necessary approval of principal.
- IQAC forwards the same to the concerned personal for necessary action.
- Upon addressable of complaint, the complainant is called for inspection before final closure of the issue.
- In case of unsatisfactory work, complainant is addressed again until satisfaction of complainant is achieved



PRINCIPAL/DEAN

Principal / Dean
Malla Reddy Dental College for Women

Academic Year
2023-24


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30.12.2023

Ref: MRDCW/Circular/MCM/2023/Dec-01

CIRCULAR

This is to inform that a Building & Equipment maintenance committee meeting will be held on **02.01.2024**, request the Members of Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : 02.01.2024
Time : 2:00 PM to 3:00 PM
Venue : Council Hall



PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Principal / Dean
Malla Reddy Dental College for Women

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members



Suraram 'X' Road, Quthbullapur (M), Jeedimetla, Hyderabad - 500 055.

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DENTAL COLLEGE FOR WOMEN


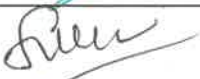





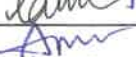
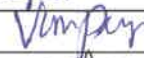




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02.01.2024

MINUTES OF THE MAINTENANCE COMMITTEE MEETING

The meeting of the **Building & Equipment** maintenance committee was held on 02.01.2024 at 2.00 PM in the council hall, Malla Reddy Dental College for Women. The following members were present.

S. No	Name	Designation	Position	Signature
1.	Dr. Chitharanjan	Principal	Chairman	
2.	Dr. Santhosh Reddy	Professor & HOD	Convener	
3.	Mr. Rahul	Supervisor	Member	
4.	Mr. Anil	Technician	Member	
5.	Dr. C.H. Neelima	Professor	Member	
6.	Dr. Rupali Das	Professor	Member	
7.	Dr. Uday Kuamr	Reader	Member	
8.	Dr. Lavanya	Sr. Lecturer	Member	
9.	Dr. Aruna	Professor	Member	
10.	Dr. Vishnupriya	Sr. Lecturer	Member	
11.	Dr. Varun Reddy	Reader	Member	
12.	Dr. Jisa	Reader	Member	
13.	Dr. Ali	Reader	Member	

The below mentioned points were discussed and the details shared with the management.

1. Washroom issue in second floor.
2. Flooring issue Ground floor near Lift.
3. OPG problem Oral Medicine.
4. RO water Plant regular maintenance.




PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Principal / Dean

Suraram 'X' Road, Quthbullapur (M), Jeedimella, Hyderabad - 500 055.

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ACTION TAKEN REPORT

Based on the **Building & Equipment** meeting of the building maintenance which was held on 05-01-2024 at 2.00 PM in the Council Hall. The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1	Washroom issue in second floor.	Water leakage issue rectified.
2	Flooring issue Ground floor near Lift.	Tiles changed.
3	OPG problem Oral Medicine.	Technician has checked and addressed the software issue.
4	RO Water plant	Regular maintenance of RO water plant done and filters changed.




PRINCIPAL/DEAN
Malla Reddy Dental College for Women

Principal / Dean
Malla Reddy Dental College for Women

Copy:

- All Heads and Committee Members
- IQAC


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2.06.2023

Ref: MRDCW/Circular/MCM/2023/Jun-01

Constitution of Building & Equipment Maintenance Committee

This is to inform all the staff that the following staff members have been appointed as members of the Building & Equipment Maintenance committee after due approval and consideration from the respected Principal & HOD's

S. No	Name	Designation	Position
1.	Dr. Chitharanjan	Principal	Chairman
2.	Dr. Santhosh Reddy	Professor & HOD	Convener
3.	Mr. Rahul	Supervisor	Member
4.	Mr. Anil	Technician	Member
5.	Dr. C.H. Neelima	Professor	Member
6.	Dr. Rupali Das	Professor	Member
7.	Dr. Uday Kuamr	Reader	Member
8.	Dr. Lavanya	Sr. Lecturer	Member
9.	Dr. Aruna	Professor	Member
10.	Dr. Vishnupriya	Sr. Lecturer	Member
11.	Dr. Varun Reddy	Reader	Member
12.	Dr. Jisa	Reader	Member
13.	Dr. Ali	Reader	Member

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members




PRINCIPAL/DEAN

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02.06.2023

Ref: MRDCW/Circular/MCM/2023/Jun-01

CIRCULAR

This is to inform that a maintenance committee meeting will be held on **05.06.2023**, request the Members of Building & Equipment Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : 05.06.2023
Time : 2:00 PM to 3:00 PM
Venue : Council Hall


PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members



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05.06.2023

MINUTES OF THE MAINTENANCE COMMITTEE MEETING

The meeting of the **Building & Equipment** maintenance committee was held on 05.06.2023 at 2.00 PM in the council hall, Malla Reddy Dental college for Women. The following members were present

S. No	Name	Designation	Position	Signature
14.	Dr. Chitharanjan	Principal	Chairman	
15.	Dr. Santhosh Reddy	Professor & HOD	Convener	
16.	Mr. Rahul	Supervisor	Member	
17.	Mr. Anil	Technician	Member	
18.	Dr C.H. Neelima	Professor	Member	
19.	Dr. Rupali Das	Professor	Member	
20.	Dr. Uday Kuamr	Reader	Member	
21.	Dr. Lavanya	Sr. Lecturer	Member	
22.	Dr. Aruna	Professor	Member	
23.	Dr. Vishnupriya	Sr. Lecturer	Member	
24.	Dr. Varun Reddy	Reader	Member	
25.	Dr. Jisa	Reader	Member	
26.	Dr. Ali	Reader	Member	

The below mentioned points were discussed and the details shared with the management:

1. RO Water plant maintenance
2. Orthodontics PG wet lab plumbing problem
3. Washroom issue Ground floor




PRINCIPAL/DEAN

Principal / Dean

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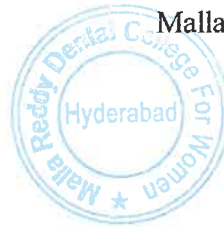
ACTION TAKEN REPORT

Based on the **Building & Equipment** meeting of the maintenance committee which was held on 08-06-2023 at 2.00 PM in the Council Hall. The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1.	RO water plant maintenance	Water plant technician called for and periodic maintenance done
2.	Wash room issue in Ground Floor	Rectified
3.	Orthodontics PG wet lab plumbing issue	Plumber fixed the blocked outlet of water & Sink



PRINCIPAL/DEAN
Malla Reddy Dental College for Women



Principal / Dean
Malla Reddy Dental College for Women

Copy:

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- IQAC



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**BUILDING & EQUIPMENT
MAINTENANCE COMMITTEE
MEETINGS: 2022-23**

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4.06.2022

Ref:MRDCW/Circular/MCM/2022/Jun-01

Constitution of Maintenance Committee

This is to inform all the staff that the following staff members have been appointed as members of the Maintenance committee after due approval and consideration from the respected Principal & HOD's

S. No	Name	Designation	Position
1.	Dr. V. Chandrasekar	Principal	Chairman
2.	Dr. Santhosh Reddy	Professor & HOD	Convener
3.	Mr. Rahul	Supervisor	Member
4.	Mr. Anil	Technician	Member
5.	Dr C.H. Neelima	Professor	Member
6.	Dr. Rupali Das	Professor	Member
7.	Dr. Uday Kuamr	Reader	Member
8.	Dr. Lavanya	Sn. Lecturer	Member
9.	Dr. Aruna	Professor	Member
10.	Dr. Vishnupriya	Sn. Lecturer	Member
11.	Dr. Varun Reddy	Reader	Member
12.	Dr. Jisa	Reader	Member
13.	Dr. Ali	Reader	Member

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members





PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Principal / Dean
Malla Reddy Dental College for Women

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04.06.2022

Ref: MRDCW/Circular/MCM/2023/Jun-01

CIRCULAR

This is to inform that a maintenance committee meeting will be held on **06.06.2022**, request the Members of Building Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : 06.06.2022
Time : 2:00 PM to 3:00 PM
Venue : Council Hall

PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members





**Principal / Dean
Malla Reddy Dental College for Women**

06.06.2022

MINUTES OF THE MAINTENANCE COMMITTEE MEETING

The meeting of the maintenance committee was held on 06.06.2022 at 2.00 PM in the council hall, Malla Reddy Dental college for Women. The following members were present

S. No	Name	Designation	Position	Signature
14.	Dr. V. Chandrasekar	Principal	Chairman	
15.	Dr. Santhosh Reddy	Professor & HOD	Convener	
16.	Mr. Rahul	Supervisor	Member	
17.	Mr. Anil	Technician	Member	
18.	Dr. C.H. Neelima	Professor	Member	
19.	Dr. Rupali Das	Professor	Member	
20.	Dr. Uday Kuamr	Reader	Member	
21.	Dr. Lavanya	Sn. Lecturer	Member	
22.	Dr. Aruna	Professor	Member	
23.	Dr. Vishnupriya	Sn. Lecturer	Member	
24.	Dr. Varun Reddy	Reader	Member	
25.	Dr. Jisa	Reader	Member	
26.	Dr. Ali	Reader	Member	

The below mentioned points were discussed and the details shared with the management:

1. Ro Water plant maintenance
2. Copper piping of compressor air leak
3. Prosthodontics pre-clinical wet lab plumbing problem
4. Washroom issue ground floor




 PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Principal / Dean

ACTION TAKEN REPORT

Based on the meeting of the maintenance committee which was held on 06-06-2022 at 2.00 PM in the Council Hall. The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1.	RO water plant maintenance	Water plant technician called for and periodic maintenance done
2.	Compressor copper pipe leak	Welding done at the leak site
3.	Wash room issue in Ground Floor	Rectified
4.	Prosthodontics wet lab plumbing issue	Plumber fixed the blocked outlet of water



PRINCIPAL/DEAN
Malla Reddy Dental College for Women

Copy:

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- IQAC



Principal / Dean
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30.12.2022

Ref: MRDCW/Circular/MCM/2023/Dec-01

CIRCULAR

This is to inform that a maintenance committee meeting will be held on **02.01.2023**, request the Members of Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : 02.01.2023
Time : 2:00 PM to 3:00 PM
Venue : Council Hall



PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Principal / Dean
Malla Reddy Dental College for Women

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members



02.01.2023

MINUTES OF THE MAINTENANCE COMMITTEE MEETING

The meeting of the maintenance committee was held on 02.01.2023 at 2.00 PM in the council hall, Malla Reddy Dental College for Women. The following members were present.

S. No	Name	Designation	Position	Signature
1.	Dr. K V RamanaReddy	Principal	Chairman	
2.	Dr. Santhosh Reddy	Professor & HOD	Convener	
3.	Mr. Rahul	Supervisor	Member	
4.	Mr. Anil	Technician	Member	
5.	Dr C.H.Neelima	Professor	Member	
6.	Dr. Rupali Das	Professor	Member	
7.	Dr. Uday Kuamr	Reader	Member	
8.	Dr. Lavanya	Sn. Lecturer	Member	
9.	Dr. Aruna	Professor	Member	
10.	Dr. Vishnupriya	Sn. Lecturer	Member	
11.	Dr. Varun Reddy	Reader	Member	
12.	Dr. Jisa	Reader	Member	
13.	Dr. Ali	Reader	Member	

The below mentioned points were discussed and the details shared with the management.

1. Minor OT A/C issue Department of OMFs
2. Flooring issue outside the Principal Chamber
3. CCTV issue in Department of Conservative Dentistry & Endodontic
4. RO water Plant regular maintenance.




PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Principal / Dean

ACTION TAKEN REPORT

Based on the meeting of the building maintenance which was held on 02-01-2023 at 2.00 PM in the Council Hall. The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1	A/C issue Department of OMFS	A/C technician has checked the issue and filled the gas for proper functioning of A/C.
2	Flooring issue	Broken tiles relayed outside Principal Office
3	CCTV issue in department of Conservative	Technician has checked and addressed the cable problem of CCTV
4	RO Water plant	Regular maintenance of RO water plant done and filters changed



PRINCIPAL/DEAN
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BUILDING & EQUIPMENT
MAINTENANCE COMMITTEE
MEETINGS: 2021-22

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5.06.2021

Ref: MRDCW/Circular/MCM/2021/Jun-01

Constitution of Maintenance Committee

This is to inform all the staff that the following staff members have been appointed as members of the Maintenance committee after due approval and consideration from the respected Principal & HOD's

S. No	Name	Designation	Position
1.	Dr.V. Chandrasekar	Principal	Chairman
2.	Dr. Santhosh Reddy	Professor & HOD	Convener
3.	Mr.Rahul	Supervisor	Member
4.	Mr.Anil	Technician	Member
5.	Dr.Rupali Das	Professor	Member
6.	Dr.Shwetha	Reader	Member
7.	Dr.Ankit	Reader	Member
8.	Dr.Aruna	Professor	Member
9.	Dr.Harshitha	Sn.Lectureer	Member
10.	Dr.Varun Reddy	Sn.Lectureer	Member
11.	Dr.Jisa	Reader	Member
12.	Dr.Ali	Reader	Member

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members





PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Principal / Dean

[Malla Reddy Dental College for Women](http://www.mrdcw.edu.in)

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05.06.2021

Ref: MRDCW/Circular/MCM/2021/Jun-01

CIRCULAR

This is to inform that a maintenance committee meeting will be held on **07.06.2021**, request the Members of Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : 07.06.2021
Time : 2:00 PM to 3:00 PM
Venue : Council Hall

PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members



**Principal / Dean
Malla Reddy Dental College for Women**


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07.06.2021

MINUTES OF THE MAINTENANCE COMMITTEE MEETING

The meeting of the maintenance committee was held on 07.06.2021 at 2.00 PM in the council hall, Malla Reddy Dental College for Women. The following members were present.

S. No	Name	Designation	Position	Signature
13.	Dr.V. Chandrasekar	Principal	Chairman	
14.	Dr. Santhosh Reddy	Professor & HOD	Convener	
15.	Mr. Rahul	Supervisor	Member	
16.	Mr. Anil	Technician	Member	
17.	Dr. Rupali Das	Professor	Member	
18.	Dr. Shwetha	Reader	Member	
19.	Dr. Ankit	Reader	Member	
20.	Dr. Aruna	Professor	Member	
21.	Dr. Harshitha	Sn. Lecturer	Member	
22.	Dr. Varun Reddy	Sn. Lecturer	Member	
23.	Dr. Jisa	Reader	Member	
24.	Dr. Ali	Reader	Member	

The below mentioned points were discussed and the details shared with the management:

1. Ro Water plant maintenance
2. Compressor Maintenance
3. Generator Maintenance




 PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Principal / Dean

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ACTION TAKEN REPORT

Based on the meeting of the maintenance committee which was held on 7-06-2021 at 2.00 PM in the Council Hall. The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1	RO water plant maintenance	Water plant technician called for and periodic maintenance done
2	Compressor	Compressor periodic maintenance done
3	Generator	Generator periodic maintenance done



PRINCIPAL/DEAN
Malla Reddy Dental College for Women

Copy:

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- IQAC

Principal / Dean
Malla Reddy Dental College for Women




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31.12.2021

Ref: MRDCW/Circular/MCM/2021/Dec-01

CIRCULAR

This is to inform that a maintenance committee meeting will be held on **03.01.2022**, request the Members of Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : 03.01.2022
Time : 2:00 PM to 3:00 PM
Venue : Council Hall



PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members



Principal / Dean
Malla Reddy Dental College for Women


MALLA REDDY
DENTAL COLLEGE FOR WOMEN









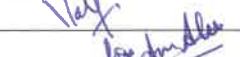



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03.01.2022

MINUTES OF THE MAINTENANCE COMMITTEE MEETING

The meeting of the maintenance committee was held on 03.01.2022 at 2.00 PM in the council hall, Malla Reddy Dental College for Women. The following members were present.

S. No	Name	Designation	Position	Signature
1.	Dr.V. Chandrasekar	Principal	Chairman	
2.	Dr. Santhosh Reddy	Professor & HOD	Convener	
3.	Mr. Rahul	Supervisor	Member	
4.	Mr. Anil	Technician	Member	
5.	Dr. Rupali Das	Professor	Member	
6.	Dr. Shwetha	Reader	Member	
7.	Dr. Ankit	Reader	Member	
8.	Dr. Aruna	Professor	Member	
9.	Dr. Harshitha	Sn. Lectureer	Member	
10.	Dr. Varun Reddy	Sn. Lectureer	Member	
11.	Dr. Jisa	Reader	Member	
12.	Dr. Ali	Reader	Member	

The below mentioned points were discussed and the details shared with the management.

1. Computer problem in Department of PHD
2. Ceiling lights not functioning in Department of Oral Maxillofacial surgery
3. OPG problem in Dept of Oral Medicine
4. Fans not working in class room





PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Suraram 'X' Road, Quthbullapur (M), Jeedimetla, Hyderabad - 500 055

Phone : 91001 89797

Email : mrdcw2013@gmail.com

www.mrdcw.edu.in

Principal / Dean

Malla Reddy Dental College for Women

ACTION TAKEN REPORT

Based on the meeting of the building maintenance which was held on 03-01-2022 at 2.00 PM in the Council Hall. The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1	Computer problem in Department of PHD	Computer Problem rectified
2	Ceiling lights not working in the Dept of Oral Maxillofacial surgery	LED Bulbs changed
3	OPG problem in Dept of Oral Medicine	OPG repair done
4	Fans not working in class room	Fans repair done



Principal/Dean
Malla Reddy Dental College for Women

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Principal / Dean
Malla Reddy Dental College for Women





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**BUILDING & EQUIPMENT
MAINTENANCE COMMITTEE
MEETINGS: 2020-21**

03.10.2020

Ref: MRDCW/Circular/MCM/2020/Oct-01

Constitution of Maintenance Committee

This is to inform all the staff that the following staff members have been appointed as members of the Maintenance committee after due approval and consideration from the respected Principal & HOD's

S. No	Name	Designation	Position
1	Dr.V. Chandrasekar	Principal	Chairman
2	Dr. Santhosh Reddy	Professor & HOD	Convener
3	Mr.Rahul	Supervisor	Member
4	Mr.Anil	Technician	Member
5	Dr C.H. Neelima	Professor	Member
6	Dr. Monika	Professor	Member
7	Dr. Shwetha	Reader	Member
8	Dr. Ankit	Reader	Member
9	Dr. Aruna	Reader	Member
10	Dr. Anitha	Reader	Member
11	Dr. Varun Reddy	Reader	Member
12	Dr. Jisa	Reader	Member

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members



PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN



Principal / Dean

Malla Reddy Dental College for Women

Suraram X Road, Quthbullapur (M), Jeedimetla, Hyderabad - 500 085

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03.10.2020

Ref: MRDCW/Circular/MCM/2020/Oct-01

CIRCULAR

This is to inform that a maintenance committee meeting will be held on **05.10.2020**, request the Members of Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : 05.10.2020
Time : 2:00 PM to 3:00 PM
Venue : Council Hall



PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee M



Principal / Dean
Malla Reddy Dental College for Women


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05.10.2020

MINUTES OF THE MAINTENANCE COMMITTEE MEETING

The meeting of the maintenance committee was held on 05.10.2020 at 2.00 PM in the council hall, Malla Reddy Dental College for Women. The following members were present.

S. No	Name	Designation	Position	Signature
1	Dr.V. Chandrasekar	Principal	Chairman	
2	Dr. Santhosh Reddy	Professor & HOD	Convener	
3	Mr. Rahul	Supervisor	Member	
4	Mr. Anil	Technician	Member	
5	Dr C.H. Neelima	Professor	Member	
6	Dr. Monika	Professor	Member	
7	Dr. Shwetha	Reader	Member	
8	Dr. Ankit	Reader	Member	
9	Dr. Aruna	Reader	Member	
10	Dr. Anitha	Reader	Member	
11	Dr. Varun Reddy	Reader	Member	
12	Dr. Jisa	Reader	Member	

The below mentioned points were discussed and the details shared with the management.

1. COVID Precautions in Campus
2. Maintenance of Compressor
3. OPG Machine not working
4. Plumbing work in Prosthodontic lab


 PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Principal / Dean



Suraram 'X' Road, Quthbullapur (M), Jeedimetla, Hyderabad - 500 055.

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Malla Reddy Dental College for Women

ACTION TAKEN REPORT

Based on the meeting of the building maintenance which was held on 05-10-2020 at 2.00 PM in the Council Hall . The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1	COVID Precautions in Campus	<ul style="list-style-type: none">• Hand Sanitizers were placed at entrance of the College and Department.• Few Automatic hand sanitizers dispensers are also installed• Every Classroom is getting sanitized every day.• Made Mask and Hand glows mandatory inside the campus.
2	Compressor maintenance	Informed concerned team and the problem of issue addressed
3	OPG Machine	Technician arrived and the problem of image capture was rectified.
4	Plumbing works in Prosthodontics lab	Plumber checked the site, blocked water pipe was checked and repaired.



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Principal/Dean
Malla Reddy Dental College for Women

Principal / Dean
Malla Reddy Dental College for Women


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27.02.2021

Ref: MRDCW/Circular/MCM/2021/Feb-01

CIRCULAR

This is to inform that a maintenance committee meeting will be held on **01.03.2021**, request the Members of Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : 01.03.2021
Time : 2:00 PM to 3:00 PM
Venue : Council Hall



PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members

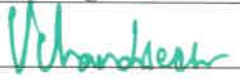
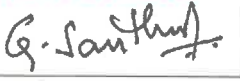
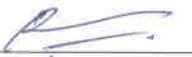






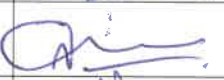




Principal / Dean
Malla Reddy Dental College for Women

01.03.2021

MINUTES OF THE MAINTENANCE COMMITTEE MEETING

The meeting of the maintenance committee was held on 01.03.2021 at 2.00 PM in the council hall, Malla Reddy Dental College for Women. The following members were present

S. No	Name	Designation	Position	Signature
13.	Dr.V. Chandrasekar	Principal	Chairman	
14.	Dr. Santhosh Reddy	Professor & HOD	Convener	
15.	Mr. Rahul	Supervisor	Member	
16.	Mr. Anil	Technician	Member	
17.	Dr C.H. Neelima	Professor	Member	
18.	Dr. Monika	Professor	Member	
19.	Dr. Shwetha	Reader	Member	
20.	Dr. Ankit	Reader	Member	
21.	Dr. Aruna	Reader	Member	
22.	Dr. Anitha	Reader	Member	
23.	Dr. Varun Reddy	Reader	Member	
24.	Dr. Jisa	Reader	Member	

The below mentioned points were discussed and the details shared with the management.

1. COVID Precautions in Campus
2. Water Purifiers
3. Sanitization of all Class Rooms.
4. Overhead Water Tanks Maintenance
5. Plumbing works



PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Principal / Dean



ACTION TAKEN REPORT

Based on the meeting of the building maintenance which was held on 01-03-2021 at 2.00 PM in the Council Hall . The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1	COVID Precautions in Campus	<ul style="list-style-type: none">• Hand Sanitizers were placed at entrance of the College and Department.• Few Automatic hand sanitizers dispensers are also installed• Every Classroom is getting sanitized every day.• Made Mask and Hand glows mandatory inside the campus.
2	Water Purifiers	Informed concerned team to clean and install water purifiers immediately and monitored the work done immediately.
3	Sanitization of all Class Rooms	Hand Sanitizers were placed at entrance of each Department.
4	Plumbing works in the campus	Informed plumber to check all washrooms in the campus and fix the problems immediately and monitored the work done



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BUILDING & EQUIPMENT
MAINTENANCE COMMITTEE
MEETINGS: 2019-20

Suraram 'X' Road, Quthbullapur (M), Jeedimetla, Hyderabad - 500 055.

Phone : 91001 89797

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31.05.2019

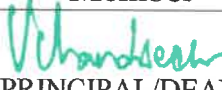
Ref: MRDCW/Circular/MCM/2019/May-01

Constitution of Maintenance Committee

This is to inform all the staff that the following staff members have been appointed as members of the Maintenance committee after due approval and consideration from the respected Dean & HOD's

S. No	Name	Designation	Position
1	Dr.V. Chandrasekar	Principal	Chairman
2	Dr. Santhosh Reddy	Professor & HOD	Convener
3	Mr.Rahul	Supervisor	Member
4	Mr.Anil	Technician	Member
5	Dr C.H. Neelima	Professor	Member
6	Dr. Monika	Professor	Member
7	Dr. Shwetha	Reader	Member
8	Dr. Ankit	Reader	Member
9	Dr. Aruna	Reader	Member
10	Dr. Anitha	Reader	Member
11	Dr. Varun Reddy	Sn. lecturer	Member
12	Dr. Jisa	Reader	Member
13	Dr. Maruthi Devi	Reader	Member




PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Principal / Dean

Malla Reddy Dental College for Women

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31.05.2019

Ref: MRDCW/Circular/MCM/2019/May-01

CIRCULAR

This is to inform that a maintenance committee meeting will be held on **03.06.2019**, request the Members of Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : 03.06.2019
Time : 2:00 PM to 3:00 PM
Venue : Council Hall



PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members



Principal / Dean
Malla Reddy Dental College for Women



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03.06.2019

MINUTES OF THE MAINTENANCE COMMITTEE MEETING

The meeting of the maintenance committee was held on 03.06.2019 at 2.00 PM in the council hall, Malla Reddy Dental College for Women. The following members were present.

S. No	Name	Designation	Position	Signature
1	Dr.V. Chandrasekar	Principal	Chairman	
2	Dr. Santhosh Reddy	Professor & HOD	Convener	
3	Mr. Rahul	Supervisor	Member	
4	Mr. Anil	Technician	Member	
5	Dr C.H. Neelima	Professor	Member	
6	Dr. Monika	Professor	Member	
7	Dr. Shwetha	Reader	Member	
8	Dr. Ankit	Reader	Member	
9	Dr. Aruna	Reader	Member	
10	Dr. Anitha	Reader	Member	
11	Dr. Varun Reddy	Sn. lecturer	Member	
12	Dr. Jisa	Reader	Member	
13	Dr. Maruthi Devi	Reader	Member	

The below mentioned points were discussed and the details shared with the management.

1. Ro Water plant periodic check
2. Water seepage problem in 2nd floor
3. Overhead tank maintenance
4. Phantom head repair in PCC lab

PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Principal / Dean



Suraram 'X' Road, Quthbullapur (M), Jeedimetla, Hyderabad - 500 088.

Phone : 91001 89797

Email : mrdcw2013@gmail.com

www.mrdcw.edu.in

ACTION TAKEN REPORT

Based on the meeting of the building maintenance which was held on 03-06-2019 at 2.00 PM in the Council Hall . The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1	Ro water plant	Periodic checkup done
2	Water seepage problem in 2 nd floor	Wash basin and tap washers changed
3	Overhead tank maintenance	Tank cleaning done
4	Phantom head repair in PCC lab	Problem addressed and rectified



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Chandrasekh

Principal/Dean
Malla Reddy Dental College for Women

Principal / Dean
Malla Reddy Dental College for Women


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04.01.2020

Ref: MRDCW/Circular/MCM/2020/Jan-01

CIRCULAR

This is to inform that a maintenance committee meeting will be held on **06.01.2020**, request the Members of Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : 06.01.2020
Time : 2:00 PM to 3:00 PM
Venue : Council Hall



PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Principal / Dean
Malla Reddy Dental College for Women



Copy to:

All Department HOD's

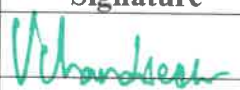












Department in Charges

Maintenance Committee Members

06.01.2020

MINUTES OF THE MAINTENANCE COMMITTEE MEETING

The meeting of the maintenance committee was held on 06.01.2020 at 2.00 PM in the council hall, Malla Reddy Dental College for Women. The following members were present.

S. No	Name	Designation	Position	Signature
1	Dr.V. Chandrasekar	Principal	Chairman	
2	Dr. Santhosh Reddy	Professor & HOD	Convener	
3	Mr. Rahul	Supervisor	Member	
4	Mr. Anil	Technician	Member	
5	Dr C.H. Neelima	Professor	Member	
6	Dr. Monika	Professor	Member	
7	Dr. Shwetha	Reader	Member	
8	Dr. Ankit	Reader	Member	
9	Dr. Aruna	Reader	Member	
10	Dr. Anitha	Reader	Member	
11	Dr. Varun Reddy	Sn. lecturer	Member	
12	Dr. Jisa	Reader	Member	
13	Dr. Maruthi Devi	Reader	Member	

The below mentioned points were discussed and the details shared with the management.

1. Washrooms repair in 1st and 2nd floor
2. Dental chair repair (5 no's) in the Conservative Department
3. Periodic maintenance of compressor
4. Software issue in RVG machine in the department of Periodontics
5. Flooring damage in front of OMFS Department


PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Principal / Dean



Suraram 'X' Road, Quthbullapur (M), Jeedimetla, Hyderabad - 500 055.

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ACTION TAKEN REPORT

Based on the meeting of the building maintenance which was held on 06-01-2020 at 2.00 PM in the Council Hall . The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1	Washroom repair	Wash basin and tap washers changed
2	Dental chair repair department of conservative dentistry	Chairs repaired and records updated by Mr. Anil
3	Central compressor	Periodic check -up done.
4	RVG software issue	Problem addressed and rectified
5	Flooring damage	Tiles replacement done



U Chandrasekh

Principal/Dean
Malla Reddy Dental College for Women

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Principal / Dean
Malla Reddy Dental College for Women



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**BUILDING & EQUIPMENT
MAINTENANCE COMMITTEE
MEETINGS: 2018-19**

Suraram 'X' Road, Quthbullapur (M), Jeedimetla, Hyderabad - 500 055.

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2.06.2018

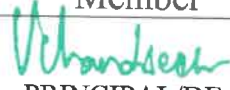
Ref: MRDCW/Circular/MCM/2018/Jun-01

Constitution of Maintenance Committee

This is to inform all the staff that the following staff members have been appointed as members of the Maintenance committee after due approval and consideration from the respected Dean & HOD's

S. No	Name	Designation	Position
1	Dr.V. Chandrasekar	Principal	Chairman
2	Dr. Santhosh Reddy	Professor & HOD	Convener
3	Mr.Rahul	Supervisor	Member
4	Mr.Anil	Technician	Member
5	Dr C.H. Neelima	Professor	Member
6	Dr. Monika	Professor	Member
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8	Dr. Ankit	Reader	Member
9	Dr. Aruna	Reader	Member
10	Dr. Anitha	Reader	Member
11	Dr. Varun Reddy	Sn. lecturer	Member
12	Dr. Jisa	Reader	Member
13	Dr. Maruthi Devi	Reader	Member




 PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Principal / Dean

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02.06.2018

Ref: MRDCW/Circular/MCM/2018/Jun-01

This is to inform that a maintenance committee meeting will be held on **04.06.2018**, request the Members of Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : 04.06.2018
Time : 2:00 PM to 3:00 PM
Venue : Council Hall



U Chandrasekh

PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members

Principal / Dean
Malla Reddy Dental College for Women


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04.06.2018

MINUTES OF THE MAINTENANCE COMMITTEE MEETING

The meeting of the maintenance committee was held on 04.06.2018 at 2.00 PM in the council hall, Malla Reddy Dental College for Women. The following members were present

S. No	Name	Designation	Position	Signature
1	Dr.V. Chandrasekar	Principal	Chairman	
2	Dr. Santhosh Reddy	Professor & HOD	Convener	
3	Mr. Rahul	Supervisor	Member	
4	Mr. Anil	Technician	Member	
5	Dr C.H. Neelima	Professor	Member	
6	Dr. Monika	Professor	Member	
7	Dr. Shwetha	Reader	Member	
8	Dr. Ankit	Reader	Member	
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13	Dr. Maruthi Devi	Reader	Member	

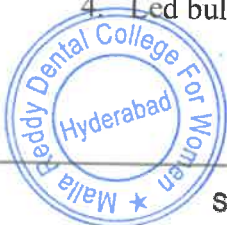
The below mentioned points were discussed and the details shared with the management:

1. Lighting panel not working in corridors
2. Ceiling lights not functioning in Department of Pedodontics
3. Compressor low pressure
4. Led bulbs and fans not working in Library



PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN



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Principal / Dean

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ACTION TAKEN REPORT

Based on the meeting of the maintenance committee which was held on 04-06-2018 at 2.00 PM in the Council Hall. The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1	Lighting panel not working in corridors	Electrician fixed the wiring issue
2	Ceiling lights not functioning in Department of Pedodontics	LED Bulbs changed
3	compressor low pressure	Welding done at the leak site
4	Led bulbs and fans not working in Library	Electrician called for and the LED bulbs changed



PRINCIPAL/DEAN
Malla Reddy Dental College for Women

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- IQAC



Principal / Dean
Malla Reddy Dental College for Women


MALLA REDDY
DENTAL COLLEGE FOR WOMEN

(SPONSORED BY : CHANDRAMMA EDUCATIONAL SOCIETY)

Affiliated to Kaloji Narayana Rao University of Health Sciences, Warangal, Telangana.
Recognised by Dental Council of India, New Delhi.

05.01.2019

Ref: MRDCW/Circular/MCM/2019/Jan-01

CIRCULAR

This is to inform that a maintenance committee meeting will be held on **07.01.2019**, request the Members of Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : 07.01.2019
Time : 2:00 PM to 3:00 PM
Venue : Council Hall



PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Principal / Dean

Malla Reddy Dental College for Women

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members



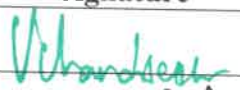
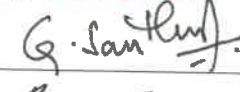
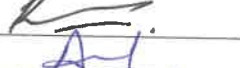
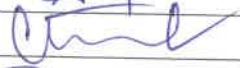
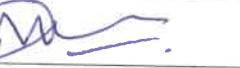









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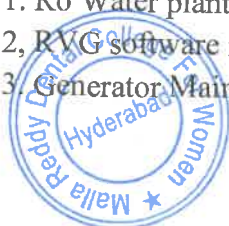
MINUTES OF THE MAINTENANCE COMMITTEE MEETING

The meeting of the maintenance committee was held on 07.01.2019 at 2.00 PM in the council hall, Malla Reddy Dental College for Women. The following members were present.

S. No	Name	Designation	Position	Signature
1	Dr.V. Chandrasekar	Principal	Chairman	
2	Dr. Santhosh Reddy	Professor & HOD	Convener	
3	Mr. Rahul	Supervisor	Member	
4	Mr. Anil	Technician	Member	
5	Dr C.H. Neelima	Professor	Member	
6	Dr. Monika	Professor	Member	
7	Dr. Shwetha	Reader	Member	
8	Dr. Ankit	Reader	Member	
9	Dr. Aruna	Reader	Member	
10	Dr. Anitha	Reader	Member	
11	Dr. Varun Reddy	Sn. lecturer	Member	
12	Dr. Jisa	Reader	Member	
13	Dr. Maruthi Devi	Reader	Member	

The below mentioned points were discussed and the details shared with the management:

1. Ro Water plant maintenance
2. RVG software issue in Department of Conservative & Endodontics
3. Generator Maintenance




 PRINCIPAL/DEAN

MALLA REDDY DENTAL COLLEGE FOR WOMEN

Principal / Dean

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Malla Reddy Dental College for Women

ACTION TAKEN REPORT

Based on the meeting of the maintenance committee which was held on 07-01-2019 at 2.00 PM in the Council Hall. The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1	Ro Water plant maintenance	Water plant technician called for and periodic maintenance done
2	RVG software issue in Department of Conservative & Endodontics	New software installed
3	Generator Maintenance	Generator periodic maintenance done



Copy:

- All Heads and Committee Members
- IQAC



PRINCIPAL/DEAN
Malla Reddy Dental College for Women

Principal / Dean
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