



CAYM Education Trusts

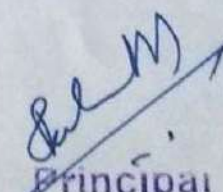
Siddhant College of Pharmacy

A/P Sudumbare, Talegaon –Chakan Road, Tal:Maval, Dist: Pune -412109
Phone : 02114-661947, Email: siddhantcollegeofpharmacy@yahoo.in, Website: www.siddhantcop.in

List of Agency/Relevant Staff for Maintenance Work

Sr.No	Nature of work	Name of Agency/Relevant staff	Contact No
1	Electricity	Mr.Uttam Kamble (Electrician)	9822240895
2	Plumbing	Mr.Aadesh Gade	9850710099
3	Housekeeping	Mr.Navnath Gade(Incharge Housekeeping)	7774069898
4	Instruments/Chemicals	Oswal Scientifics	9881490588
		Aryan Enterprises	9822382182
		Ajinkya Enterprises	9922008565
		Shivaji Scientifics	9822617524
		Jashbin Enterprises	9822039566
5	Gardening	Mr.Ramdas Gawade	8605089953
6	Computer & CCTV Maintenance	Mr. Vijay Upadhe	7875627595




Principal
Siddhant College of Pharmacy,
Sudumbare, Tal.-Maval,
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Ref.No:SCOP/MC/20-21/01

Date: 12/07/2020

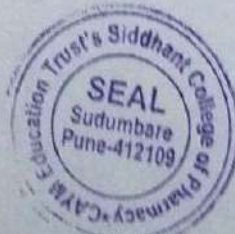
Notice for Staff

This is to inform all the maintenance committee members that the maintenance committee has arranged a meeting on 13th July 2020 at Principal's Cabin to discuss "**Composition and Functioning of the committee**" at 2.00PM.

Agenda:

1. Discussion about the composition of committee for A.Y.2020-21.
2. Discussion about roles & work responsibilities of committee members.
3. Discussion of required Servicing/Repairing in various departments.
4. Purchase of Maintenance Requirements.

Committee Incharge
Mr.Sagar Kore



Faculty Notified

Sr.no	Name of the member	Signature
1	Mr.Sagar Kore	
2	Dr.Swati Deshmukh	
3	Ms.Pooja Jadhav	
4	Mrs. Vanita Gade	
5	Mrs.Swati Jogdand	
6	Mrs.Swapnali Girme	
7	Mrs.Rani Divekar	
8	Mrs.Kanchan Bhalerao	
9	Mr.Sandip Chavan	
10	Mr.Sanju Mohan	



Minutes of Meeting:

1. Discussion about the composition of committee for A.Y.2020-21

It was discussed that since laboratories, library, sport facilities, computers & class rooms are being maintained functional continuously, hence the following committee must be formed & responsibilities distributed specifically to all respective staff.

Maintenance Committee Incharge- Mr.Sagar Kore

Maintenance of laboratory-

- Pharmaceutics- Ms.Pooja Jadhav
- Pharmaceutical Chemistry-Mrs.Vanita Gade
- Pharmacognosy- Dr.Swati Deshmukh
- Pharmacology-Mrs.Swati Jogdand
- Central Instrumentation Facility-Mrs.Swapnali Girme

Maintenance of Library- Mrs.Rani Divekar

Maintenance of Computer room- Mrs.Kanchan Bhalerao

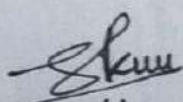
Maintenance of Store room-Mr.Sandip Chavan

Maintenance of Sports facility- Mr.Sanju Mohan

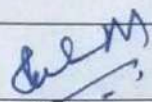
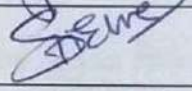
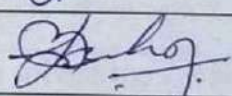
2. Discussion about roles & work responsibilities of committee members

1. Dr.Rahul Dumbre,Principal informed all members that records of all infrastructure maintenance including equipment,software,books & other items shall be maintained by all departments.for this purpose standard operating procedure should be prepared & circulated.
2. All departments shall strictly follow the laid down procedures of the institute with regard to cleanliness & preventive maintenance of infrastructure.
3. Mr.Sandip Chavan Informed to all lab incharge to submit Indents for maintenance requirement department wise for A.Y. 2020-21, well in advance as quotation has to be called from supplier for approval by management.
4. Mrs.Swapnali Girme expressed the need of repairing of UV, HPLC, and PH meter in central instrumentation room .
5. Mrs.Swapnali Girme expressed the need to purchase Inverter Backup required for FTIR, UV Spectrophotometer,HPLC equipments in A.Y. 2020-21.
6. Mrs.Rani Divekar expressed the need of binding of some books in Library.
7. Mr.Sagar Kore informed about need for repair of fans,lights,switches in the examroom,classroom & some switches & LAN cable in the staff room.
8. Dr.Rahul Dumbre reviewed all the points & approved for repairing. He informed to Mr.sandip Chavan to procure a quotation for the same from party.




Committee Incharge
Mr.Sagar Kore

Members Present for Meeting

Sr.no	Name of the member	Signature
1	Dr.Rahul Dumbre	
2	Mr.Sagar Kore	
3	Dr.Swati Deshmukh	
4	Ms.Pooja Jadhav	
5	Mrs. Vanita Gade	
6	Mrs.Swati Jogdand	
7	Mrs.Swapnali Girme	
8	Mrs.Rani Divekar	
9	Mrs.Kanchan Bhalerao	
10	Mr.Sandip Chavan	
11	Mr.Sanju Mohan	



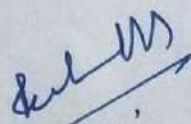
Action Taken Report

Maintenance Committee

Following actions were taken

Sr.No	Details of MOM	Action Taken
1	Standard Laboratory Practices	Standard Operating Procedures were prepared & circulated to all respective staff.
2	Maintenance Related Requirements	All lab incharge submitted the maintenance requirements to central store department through Indent form which was forwarded to management along with quotation for approved.
3	Equipment maintenance Requirements	Equipment repaired by Aryan Enterprises.
4	Library Requirements	Books are sending for binding.
5	Electric Requirements	Electricians repaired all Fans,Switches,Lights in college.
6	IT Requirements	Mr.Vijay Upadhe solved the LAN Wire problem & he was also informed for periodic check up of the IT Facilities.




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