

**MAHARISHI MARKANDESHWAR(DEEMED TO BE UNIVERSITY)  
MULLANA-AMBALA, HARYANA (INDIA), 133207**

(Established Under Section 3 Of The UGC Act, 1956)

(Accredited By NAAC with Grade A++)

**MINUTES OF MEETING**

A meeting of University Science and Instrumentation Centre of Maharishi Markandeshwar (Deemed to be University) was convened on 25th August, 2022 at Department of USIC in MM(DU) Mullana.

Following Members were present for the meeting:

Sr. No.	Name of Committee Member	Designation
1	Dr. Rajesh Khanna	Head USIC, Chairman
2	Dr. Vanita Aggarwal	Head Civil Engg Deptt, Member
3	Sh. Chand Ram	Incharge Bio- Medical, Member
4	Er. Ashwani Jain	Engineer Civil, Member
5	Sh. B. S. Sandhu	Incharge Transport, Member
6	Er. Lovkesh Aggarwal	SDO(Civil) Member Secretary

The Member secretary requested the Chairman to welcome the members of the USIC committee in the meeting. The Chairman welcomed all the members in the meeting and told the member Secretary to open the proceeding.


The following Agenda items were discussed in the meeting:

1. The House confirmed the minutes of the meeting which was held on 22th December, 2021.
2. The committee reviewed the status of the CMC/AMC done for the machines, equipment, instruments, apparatus, lifts, oxygen plants and other various medical and dental facilities from 1st January 2022 to 29th July 2022. The work was done strictly as per the schedule. The committee approved the work done under the supervision of Sh. Chand Ram in charge Bio Medical department.
3. The committee appraised the various training program done between January 2022 to June 2022 and advised the Member Secretary to prepare the new list of training program for the next 6 months with the help of Sh. Chand Ram.

Sr. No.	Date	Time	Topic	Trainer Name	Venue	No. of Participants
1	05-01-2022	011:15AM	Syringe pump Patient Monitor operation & management	Sandeep Deswal	MICU 1	6
2	23-02-2022	02:00PM	Ventilator Babylog 800	ANKIT	NICU	10
3	10-03-2022	2:20PM	Ventilator v680	ANKIT	PICU	9
4	13-04-2022	10:30AM	Biofeed back machine	Ranjodh Singh	Physiotherapy Seminar hall	17
5	30-05-2022	2:30PM	Patient monitor , Ventilator & Defibrillator	Ankit	Ortho demo room no. 65	19
6	13-06-2022	11:00AM	Patient monitor , Ventilator & Defibrillator philips	ANKIT	Ortho demo room no. 65	31

4. The Members evaluated the preventive maintenance done in various departments labs of Dental, Medical and engineering found that the machines and equipment's were working and required maintenance work was done by the USIC technicians.
5. The chairman also reviewed the status of the mechanical Bay and Electrical bay of USIC for the preparing the Jobs for the various laboratories. The Mechanical bay facilitates the students doing their research through helping them to prepare their required samples/ work pieces.
6. The Maintenance work related to Electrical, Civil, Glass work, HVAC, Motor winding and Fan repairing was reviewed through USIC job order form duly signed by the head of the departments.
7. The Committee reviewed the status of regular services and other activities related to insurance, Road tax of the university buses, Cars, E vehicles given by the Transport in-charge.
8. The chairman reviewed the status of the water treatment plant. The water testing is regular practice in the MM(DU) as per standard norms of ISO 10500 standard on quarterly basis. The committee advised that HOD, Department of Civil Engineering should review the same on regular basis.

The meeting ended with the vote of thanks by the member secretary.

  
Chairman  
(Dr. Rajesh Khanna)

**Dr. RAJESH KHANNA**  
Head -USIC  
M.M. (Deemed to be University)