

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

(Established Under Section 3 Of The UGC Act,
1956)(Accredited Ry 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 12 May, 2023 at Department of USIC in MM(DU) Mullana

Following Members were present for the meeting:

Sr. No.	Name of Committee Member	Designation
1	Dr. Anil Garg	Coordinator USIC
2	Dr. Rajesh Khanna	Head CSED, 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 Coordinator to welcome the members of the USIC.

In the meeting. The Coordinator 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 25th August, 2022.
2. The committee appraised the various training program done between January 2023 to May 2023 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.
3. The Members evaluated the preventive maintenance done in various departments like Dental, engg., Agriculture and MBA institute & found that the machines and equipment's were working and required maintenance work was done by the USIC technicians.
4. The Maintenance work related to Electrical, projectors, Glass work, Motor winding and Fan repairing was reviewed through USIC job order form duly signed by the head of the departments.
5. Various committee members proposed the activity of stock verification of various institutes of MMDU i.e stock verification of various institutes of MMDU should be done time to time

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

Anil Garg
19/5/23
Head-USIC
M.M. (Deemed to be Uni)
Dr. Anil Garg
Coordinator-USIC