

MINUTES OF MEETING

A Meeting of maintenance department of Maharishi Markandeshwar (Deemed to be University) was convened on 16TH JULY 2019 at Conference Hall in MMDU MULLANA.

Following members were present for the meeting.

Sr.No.	Name	Designation
1	Sh. P.K. Aggarwal	Chairman
2	Dr. Vanita Aggarwal	HOD, Civil Engineering
3	Sh. Arun Kaura	Head, UIITM Cell
4	Sh. Ashwani Jain	JE (civil)
5	Sh. Chand Ram	Biomedical Incharge
6	Sh. B. S Sandhu	Transport Manager
7	Sh. Lovkesh Aggarwal	SDO (Civil), Member Secretary

Member Secretary welcomed all the members for the meeting of maintenance department and requested Hon. Chairman to offer opening remarks., Hon. Chairman informed the aim behind the meeting.

After the address by Hon. Chairman, Member Secretary initiated the proceeding with the permission of the chair.

The following Agenda's were discussed in the meeting.

1. To confirm the Minutes of previous Meeting of Maintenance department held on 6th July 2018

The house confirmed the minutes of previous maintenance department meeting held on 6th July 2018.

2. Revision of Maintenance Manual.

Annual update of maintenance manual is to be done by Mr. Shubham pandey and Mr. Ankit (civil engineers).

3. To confirm the responsibilities and repair procedure for maintenance of major equipments, furniture, Infrastructure etc.

All the repair works shall be initiated from departments through complaint book. Time of lodging complaint, complaint attended and complaint resolved shall be documented.

4. Facility and electrical safety audit.

Facility Audit:-

- Facility audit is to be conducted; analysis report for the same is to be discussed with safety committee.
- Facility audit is the responsibility of SDO and civil engineers.

Electrical Safety audit:-

- Electrical safety audit shall be conducted on yearly basis.
- Audit checklist shall be formulated as per the guidelines
- Responsibility of electrical safety audit lies with the civil engineers.

5. Signage's required in facility

List of signage's required in facility eg. Restricted area, Danger, High Voltage etc.

Civil engineers should see whether the above signages are placed on required locations.

6. Regular water testing

- A copy of water testing reports from source shall be maintained.
- Water quality test for each head tank is required from an NABL accredited lab as per ISO 10500 standards on Quarterly basis.
- STP water test at inlet and outlet point should be tested on quarterly basis.
- Water head tank cleaning record, chlorination records and test for residual chlorine record should be maintained.
- SDO and Admin manager should supervise for all the regular water testing.

7. Assets coding on equipment and furniture

Asset coding for furniture and other maintenance equipment. Eg. Trolley, bed, chair, Table, etc should be done in a phased manner. It should be supervised by maintenance incharge.


8. Discussion on PMS Schedule.

Upgrading and monitoring of PMS schedule to be supervised by Civil Engineer.

9. Facility inspection round.

- Earlier facility inspection round was conducted twice a year which now will be done every month by the maintenance department.
- Horticulture section needs more manpower and tools .

The meeting was concluded after vote of thanks by member secretary.


Lovkesh Aggarwal
SDO (Civil)

MINUTES OF MEETING

A Meeting of maintenance department of Maharishi Markandeshwar (Deemed to be University) was convened on 6th August 2020 at Conference Hall in MMDU MULLANA.

Following members were present for the meeting.

Sr.No.	Name	Designation
1	Sh. P.K. Aggarwal	Chairman
2	Dr. Vanita Aggarwal	HOD, Civil Engineering
3	Sh. Arun Kaura	Head, UIITM Cell
4	Sh. Ashwani Jain	JE (civil)
5	Sh. Chand Ram	Biomedical Incharge
6	Sh. B. S Sandhu	Transport Manager
7	Sh. Lovkesh Aggarwal	SDO (Civil), Member Secretary

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After the address by Hon. Chairman, Member Secretary initiated the proceeding with the permission of the chair.

The following Agenda's were discussed in the meeting.

1. To confirm the Minutes of previous Meeting of Maintenance department held on 16th July 2019

The house confirmed the minutes of previous maintenance department meeting held on 16th July 2019.

2. Revision of Maintenance Manual.

Annual update of maintenance manual is to be done by Mr. Ravi and Mr. Prince (civil engineers).

3. To confirm the responsibilities and repair procedure for maintenance of major equipments, furniture, Infrastructure etc.

All the repair works shall be initiated from departments through complaint book. Time of lodging complaint, complaint attended and complaint resolved has been documented.

4. Facility and electrical safety audit.

Facility Audit:-

- Facility audit is to be conducted; analysis report for the same is to be discussed with safety committee.
- Facility audit is the responsibility of SDO and civil engineers.

Electrical Safety audit:-

- Electrical safety audit shall be conducted on yearly basis.
- Audit checklist shall be formulated as per the guidelines
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- Water quality test for each head tank is required from an NABL accredited lab as per ISO 10500 standards on Quarterly basis.
- STP water test at inlet and outlet point should be tested on quarterly basis.
- Water head tank cleaning record, chlorination records and test for residual chlorine record should be maintained.
- Civil engineering section has supervise for all the regular water testing.

7. Assets coding on equipment and furniture

Asset coding for furniture and other maintenance equipment. eg. Trolley, bed, chair, Hospital equipment , furniture etc has been done in a phased manner.

8. Discussion on PMS Schedule.

Upgrading and monitoring of PMS schedule to be supervised by Civil Engineer.

9. Facility inspection round.

- Earlier facility inspection round was conducted twice a year which now will be done every three month by the maintenance department.
- Horticulture section has been provided with extra manpower.


10. Equipment Maintenance

- Hospital equipment audit should be done after every three months .
- Audit checklist shall be formulated as per the guidelines .
- Responsibility of equipment safety audit lies with BM Incharge

11. Transport Maintenance

- A Quality audit is to be conducted
- Audit checklist shall be formulated as per the guidelines .

The meeting was concluded after vote of thanks by member secretary.



Sh. Lokesh Aggarwal
SDO (Civil)