

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++')

A++
USIC/MMDU-25/7

Minutes of Meeting

Date: 20/03/2025

A meeting of University Science & Instrumentation Centre of Maharishi Markandeshwar (Deemed to be University) scheduled on March 18, 2025 at Department of USIC in MM (DU) Mullana

Following Member were present for the meeting

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|-----------------------|-------------------------------|
| 1. Dr. Navdeep Singh | (Electrical Engineering/MMEC) |
| 2. Mr. Deepak Kumar | (Hotel Management/TC) |
| 3. Dr. Abhay Bindle | (ECE/MMEC) |
| 4. Dr. Mayank | (Agriculture) |
| 5. Dr. Jyoti Syal | (English/MMEC) |
| 6. Dr. Ravinder Singh | (Chemistry/MMEC) |
| 7. Dr. Sunil Garhwal | (Civil Engineering/MMEC) |
| 8. Er. Ramesh Chand | (Agriculture/TC) |
| 9. Mr. Satish Kumar | (Supervisor-Electrician) |
| 10. Mr. Adhikant | (Supervisor-HVAC) |
| 11. Mr. Manish Kumar | (USIC) |
| 12. Rakesh Kumar | (USIC) |
| 13. Sh. Hukam Chand | (USIC) |
| 14. Mr. Rajinder | (Supervisor-Carpenter(s)) |

In the meeting, the coordinator welcomed all the members present in the meeting.

The following agenda items were discussed in the meeting:

1. The House confirmed the minutes of meeting held on April 23, 2024.
2. Discuss about the Physical Verification of the Stock i.e. both consumables and non-consumables of various laboratories/centre(s)/cell(s) etc., of different departments of constituent institutions of this Deemed to be University
3. To discuss the Problems faced during the maintenance of the work.
4. To discuss the preventive maintenance schedule and what to do for preventive maintenance of lab equipment's and machines.

5. Regarding the purchase of the parts/items regard for repair work.
6. Regarding the Moss and algae, leakage, leading to roof/tiles damage and structural issues

Resolution: -

As per the point number 2 of the agenda, it has been suggested to Constitute various teams i.e 1-2 faculty member in each team for the Physical Verification of the Stock i.e. both consumables and non-consumables of various laboratories/centre(s)/cell(s) etc., of different departments of constituent institutions of this Deemed to be University

As per the point number 3 of the agenda, the house has no problem in the process of the maintenance work. The process of the maintenance is simple and clear to all. In addition to this, the undersigned advised all to take DCS No. (Daily Complaint Register Number) from Mr. Manish, Clerk, USIC for further inquiry of the complaint.

As per the point number 4 of the agenda, the house has resolved that the respective maintenance in charges will prepare what to do for the preventive maintenance schedule, Do's and Don'ts. These details may be submitted within 15 days to the USIC department for further necessary action.

As per the point number 5 of the agenda, the undersigned advised all to keep Dr. N.K Batra, Dean (Academics) in CC in communication regarding the purchase of the items for the fast processing.

As per the point number 6 of the agenda, the undersigned advised all Building supervisor(s) to instruct the employees working under their supervision to clean the roof fortnightly.

The meeting ended with the vote of thanks by the

Anil Garg
Dr. Anil Garg
Associate Professor ECE Dept.
Co-ordinator University Science
Instrumentation Centre (USIC)
MMDU-Mullana (Ambala)

Dr. Anil Garg
Associate Professor & Coordinator
Department of USIC.