

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Maintenance Committee Meeting

SMVMCH/
COM/-MCM

Version No: 1:0

Date	06 – Nov – 2020	Venue	Seminar hall, II floor Clinical department		Time	03.00 PM to 04.00 PM
Committee Members Present						Members Absent
Dr. M. Pragash – Medical Superintendent ✓			(Chairperson)		Members	
Mr. Sathiyamoorthy – AGM and Chief Pharmacist ✓			(Member)		Dr. Girija	
Mr. Raja – Manager IT ✓			(Member)		Mr. Ganeshan – 1/c. Workshop	
Mrs. K. Prabavathy - DNS ✓			(Member)		Frequency : 3 months	
Mr. Maheshbabu – Maintenance Engineer ✓			(Member)			
Mr. Vaithyanathan – Incharge - Electrical dept ✓			(Member)		MOM No : 1778/2020	
Mr. Ganesan – Incharge – Workshop			(Member)			
Mr. Saravanan – Incharge - A/C Dept ✓			(Member)			
Mr. Ganesh – Incharge - Biomedical Engineering ✓			(Member)			
Mr. Sugumaran – Officer on Special Duty ✓			(Secretary)			
The Secretary invited the meeting by welcoming all the team members.						

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S.No	Agenda	Item	Action Plan	Responsibility	Target Date	Comments
1	Review of the minutes of the previous meeting	The Committee members discuss the previous minutes of the meeting, pending works of the all maintenance department has been completed except one or two because of workload during this pandemic period	1. Fire safety certificate should be obtained from the Government of Puducherry before end of December 2020.	Mr. Vaithyanathan Electrical Incharge	Before 15 th of December 2020	Overall performance satisfactory
①	②	③	④	⑤	⑥	⑦

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

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			<p>2. Reflected Sign boards may be provided especially emergency entry and exit areas.</p> <p>3. Minor issues like electrical motors, fan, bulb etc., wherever necessary, should be completed then and there.</p>			
		Review of pending works mentioned in previous meeting in Bio medical engineering Department	<p>1. Check list to be prepared to bestow personal attention on complaints from various department.</p> <p>2. Trouble shoot on clinical apparatus should be given top priority for speed up the investigation process.</p>	Er. Ganesh – Bio-Medical Department Incharge	15 days time to set right all the pending works	Incharge and assistants should improve their performance.
	<p>TRUE COPY ATTESTED</p> <p>DEAN SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL KALITHEERTHALKUPPAM MADAGADIPET, PUDUCHERRY-605 107.</p>	Review of pending works mentioned in previous meeting in Maintenance Department	<p>1. Pending plumbing work in PHC Thiruvennainallur should be completed</p> <p>2. Water leakage in CSSD department should be arrested immediately - <i>NOF</i></p> <p>3. Tile flooring and providing ramp in Dietary Department should be completed ✓</p>	Er.N.Maheshbabu Maintenance Dept & Mr.Karthikeyan – Manager (Purchase), SMVMCH	II week of December 2020	Maintenance work should be attended then and there without any delay

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		Pending work reviewed pointed out in the previous meeting in A/C Department	<p>1. Pending fabrication work in New Chiller unit in the terrace should be completed.</p> <p>2. All the machines and Refrigerators, coolers should be maintain properly on periodical basis.</p>	<p>1. Mr.Saravanan – Incharge of A/C Dept</p> <p>2. Mr.Ganesan – Incharge of workshop</p> <p>3. Mr.Karthikeyan – Manager (Purchase)</p>	Within a period of 15days	Incharge should speed up the work having a good liaison with other departments
		Pending works mentioned in previous meeting are reviewed with workshop Department	<p>1. Fixing side door, flooring of tiles and ramp work in Dietary department</p> <p>2. Fabrication work in New Chiller unit at terrace.</p> <p>3. Fixing ladder in the terrace for water tank</p> <p>4. Plastering and Painting work in CSSD Department walls</p>	Mr.Ganesan – Incharge of workshop	Before end of December 2020.	Works are satisfactory . Incharge should pull up their subordinate to complete the work then & there
2	To discuss about the weekly report submitted	TRUE COPY ATTESTED	Hospital staff / nursing staff should have case on handling the clinical apparatus and inform the complaints to concern department immediately without any delay. Don't entrust the work to new reliever.		-	Satisfactory

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3	Discuss the fulfillment of gap report submitted by the NABH consultant		Falls and centinal events should be documented and follow up action has to be taken on that issue.	Mrs. Prabavathy – Deputy Nursing Superintendent	No time. Immediate action required	
4	Next Meeting Date		05.02.2021	Secretary		

04-06-2021.

Date: 06-Nov-2020

[Signature]
Secretary
06/11/2020

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SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM
MABAGADIPET, PUDUCHERRY-605 107.



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL
Kalitheerthalkuppam, Madagadipet, Puducherry – 605 107

Committee Name: Maintenance Committee

Time: 3.00 PM

Meeting held on: 06-11-2020

Meeting No: 1778

Meeting attendance sheet

Sl. No	Name	Signature
1	Dr. M. Pragash, Medical Superintendent	
2	Dr. S. Girija DMS (General Medicine)	Absent
3	Mr. Raja Manager – IT	
4	Mrs. Tessy Hillary DNS	For 6/11/2020
5	Mr. Sathiyamoorthy AGM cum Chief Pharmacist	
6	Mr. Vaithyanathan Electrical – Incharge	
7	Mr. Saravanan AC- Incharge	
8	Mr. Mahesh Babu Maintenance (Incharge)	
9	Mr. Ganesh Workshop - Incharge	6/11/2020
10	Mr. Ganesh Biomedical - Incharge	6/11/2020
11	Mr. Sugumaran OSD	6/11/2020

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MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL
Kaliltheerthalkuppam, Madagadipet, Puducherry – 605 107

Committee Name: Maintenance Committee

Time: 3.00 PM

Meeting held on: 06-11-2020

Meeting No: 1778

Minutes distribution list

Sl. No	Name	Received by	Received by
1	The Chairman and Managing Director	J. Selby	J. Selby
2	The Secretary		
3	The Director		
4	The Deputy Director / Dean	M. Mithaly	24/11/2020
5	The Dean (Academic)	V. Kherthilam	V. Kherthilam
6	The Dean (Research)	A. V. V. V.	
7	The Dean (Superspeciality)	M. Suganthi	M. Suganthi 24/11/2020
8	Dr. M. Pragash Medical Superintendent	Chairperson	for M. Pragash
9	Dr. S. Girija DMS (General Medicine)	for R. Kalaiavani	R. Kalaiavani
10	Mr. Raja Manager- IT	A. Balachandran	A. Balachandran
11	Mrs. Tessy Hillary DNS		
12	Mr. Sathiyamoorthy AGM cum Chief Pharmacist	Sujatha	Sujatha
13	Mr. Vaithyanathan Electrical – Incharge	Neelgandhi	
14	Mr. Saravanan AC- Incharge	for B. RATHI	B. RATHI
15	Mr. Mahesh Babu Maintenance – Incharge	for B. RATHI	B. RATHI
16	Mr. Ganesh Workshop - Incharge		A. Ganesan
17	Mr. Ganesh Biomedical - Incharge		
18	Mr. Sugumaran OSD	Secretary	for B. RATHI

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