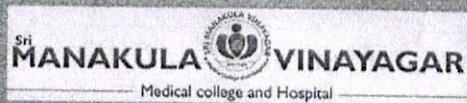


SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Maintenance Committee Meeting

SMVMCH/
COM/-MCM

Version No: 1.0

Date	07 - Sep - 2022	Venue	Civil Execution Office	Time	02.30 PM to 03.30 PM
Committee Members Present				Members Absent	
Mr. Murugan – Project Manager cum Civil Maintenance Head				Frequency : 3 months	
Mr. Vaithyanathan – Incharge - Electrical Dept			(Member)		
Mr. Saravanan – Incharge - Air Condition Department			(Member)		
Mr. Sridhar – Incharge - Biomedical Engineering			(Member)		
Mr. Ganesan – Incharge – Workshop			(Member)		
Mr. Murugavel – System Engineer – Computer Department			(Member)	MOM No :	
Er. Murugan – Project Manager - initiated the meeting by welcoming all the team members.					

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

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Maintenance Committee Meeting

SMVMCH/
COM/-MCM

Version No: 1.0

I. Agenda – Review of the minutes of the previous meeting :

I. Review of Electrical Department :

S.No	Item	Action Plan	Responsibility	Target Date	Comments
1	<p>I. Fire safety certificate (NOC approval) to be obtained from the Government of Puducherry is still pending</p>	<p>BOQ done, Fire safety equipments supplier call for tender in August, again September 2022 work may be started and completed November 2022. Hence in mean time NOC requested in Fire Department. (Final supplier may be finalist this week. Work may be start third week of September 2022).</p>	<p>Mr. Vaithiyanathan Electrical Incharge should obtain the same within the stipulated period</p>	<p>Work completion November 2022</p>	<p>Mr. Vaithiyanathan should bestow his personal attention in this regard and give top priority</p>
	<p>II. Patient call system in Special Ward - B</p>	<p>Sample PCB system board purchased, trial run in progress. Permanent calling system to be installed and tested.</p>	<p>Mr. Vaithiyanathan Electrical Incharge & Mr. Karthikeyan – Manager (Purchase), SMVMCH</p>	<p>Before end of 30th of September 2022</p>	

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

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Maintenance Committee Meeting

SMVMCH/
COM/-MCM

Version No: 1.0

II. Review of Civil – Maintenance Department :

S.No	Item	Action Plan	Responsibility	Target Date	Comments
2	I. Dialysis – I Floor step – Pediatric backside – water leakage problem	Project Manger E.Murugan, Er. Sasikala may be contracted to take necessary action to arrest water leakage problem.	Er. N.Murugan Project Manager, Er. Sasikala – Site Engineer – Civil Executin	Before the 30 th September 2022	
	II. New RO Plant – In terrace – Rain water coming inside of Plant	Project Manger E.Murugan & Mr.V.Gurunathan – Plumber, may be taken necessary action to fix the door.	Er. N.Murugan Project Manager, V.Gurunathan Plumber – Civil – Maintenance Dept & Mr. Ganesan – Workshop Incahrge	Before the 30 th September 2022	Pending works should be done within the stipulated period
	III. Special Clinic Room No:100 – I Floor – DMO Room – Rain water coming inside – ceiling damage problem	Project Manger E.Murugan & Mr.V.Gurunathan – Plumber, may be taken necessary action to fix the door.	Er. N.Murugan Project Manager, V.Gurunathan Plumber – Civil – Maintenance Dept & Mr. Ganesan – Workshop Incahrge	Before the 30 th September 2022	

TRUE COPY ATTESTED

Er. N. MURUGAN
 Project Manager,
 Sri Manakula Vinayagar
 Medical College & Hospital,
 Kalitheerthalkuppam,
 Madhavipet, Puducherry-605 007.

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Maintenance Committee Meeting

SMVMCH/
COM/-MCM

Version No: 1.0

III. Review of Bio Medical Engineering Department :

S.No	Item	Action Plan	Responsibility	Target Date	Comments
3	<p>I. Pending work review pointed out in the previous meeting</p> <p>II. 25 complaints are Pending. Major complaints are pending with materials problem.</p>	<p>Checklist prepared for all the complaints from various department and maintained</p> <p>Out of 801 complaints are received during this year so far in which 25 only pending to be rectified. Most of the complaints have minor problem for want of spares that also would be completed within a month. Time down may be reduced by taking immediate steps in all the complaints.</p>	<p align="center">Er. Sridhar – Bio-Medical Department Incharge</p> <p align="center">&</p> <p align="center">Mrs. Shymala – Manager (Purchase), SMVMCH</p>	<p>Time given 30th September 2022</p>	<p>To be follow up</p>

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DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
RALITHERTHALKUPPAM,
NADAGADIPET, PUDUCHERRY-605 107.

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Maintenance Committee Meeting

SMVMCH/
COM/-MCM

Version No: 1.0

IV. Review of Air Condition Department :

S.No	Item	Action Plan	Responsibility	Target Date	Comments
4	I. G wing - OG OT, Recovery room – CFM and Tonnage is very low at all AHU.	Genies Aircon Pvt. Ltd. Mr. Palaniyappan (MD) and Mr. N.G Venkatesh (Service Manager) visited our G wing (OG OT, all AHU and chiller unit) on 07.09.2022	Mr.Saravanan – Incharge of A/C Dept	Report to be submitted by them within 3 to 4 days.	Reports approval to be given by the management.
	II. Hospital roof chiller and all AHU running beyond life time. (to be replaced)	Chiller unit and all AHU to be replaced with management approval.	Mr.Saravanan – Incharge of A/C Dept	Waiting for Management approval.	Reports approval to be given by the management.
	III. New split AC installation work pending.	New split AC installation work completed in all demo rooms of the hospital, except 3 rd floor demo room (2 nos of demo room) pending.	Mr.Saravanan – Incharge of A/C Dept	3 rd floor demo room installation work will be completed by next week.	Reports approval to be given by the management.

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

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Maintenance Committee Meeting

SMVMCH/
COM/-MCM

Version No: 1.0

V. Review of Workshop Department :					
S.No	Item	Action Plan	Responsibility	Target Date	Comments
5	Review of pending pointed out in the previous meeting - work related to workshop division	1. Casualty partition sliding door & painting work 2. Cot stretcher wheel to be changed – Waiting for material 3. Male Medical Ward – 303 – New duct door fix 4. EDP department server room partition rearrange 5. New ramp fix at Dietary Department	Mr. Murugan – Project Manager Mr.Ganesan – Incharge of workshop & Mr.Karthikeyan – Manager (Purchase)	1 st , 3 rd , 4 th and 5 th point's are Work completed 2. Waiting material (material expected on or before 9 th September 2022)	Pending works should be done within the stipulated period

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DEAN
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 MEDICAL COLLEGE & HOSPITAL
 KALITHEERTHALRUPPAM,
 MADAGADIPET, PUDUCHERRY-605 107,

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Maintenance Committee Meeting

SMVMCH/
COM/-MCM

Version No: 1.0

S.No	Item	Action Plan	Responsibility	Target Date	Comments
6	Next Meeting Date		07.12.2022	Secretary	

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Date: 07.09.2022

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

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8/9/2022



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

No.: ~~56~~ /SMVMCH/COB/MCM/2021

Date : 02.03.2021

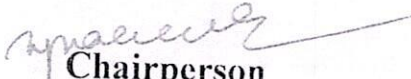
CIRCULAR

The Maintenance Committee meeting is scheduled on 05.03.2021 (Friday) at 02.30 P.M. All the members are requested to attend the meeting without fail.

Venue : II Floor Clinical Department

Agenda :

1. Review of the minutes of the previous meeting.
2. Progress on pending works.
3. Discussion on newly assigned work in general and NABH inspection point of view.
4. Any other issues raised by the member with permission of the chairperson.


Chairperson
Maintenance Committee


Secretary OSD
2/3/21
Maintenance Committee

Copy to :

- The Chairman & Managing Director
- The Director
- The Dean (Academic)
- The Dean (Research)
- The Medical Superintendent
- All Committee Members
- Office File

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



Sri Manakula Vinayagar Medical College & Hospital

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

Committee Name: Maintenance Committee

Time: 2.30 PM

Meeting held on: 03-03-2021

Circular distribution list

S. No.	Name	Received by	Signature
1	The Chairman and Managing Director	J for J. Jay	J. Jay
2	The Secretary		
3	The Director	J for J. Jay	J. Jay
4	The Deputy Director / Dean		
5	The Dean (Academic)	for N. Vijayalakshmi	N. Vijay
6	The Dean (Research)		
7	The Dean (Superspeciality)	PRIYA	Priya
8	Dr. M. Pragash Medical Superintendent	for Nageswari	Nageswari
9	Dr. S. Girija Deputy Medical Superintendent (Medicine)		
10	Mr. Raja Manager - IT	RAJA B.	Raja
11	Mrs. Tessy Hillary DNS	TESSEY	Tessy
12	Mr. Sathiyamoorthy AGM cum Chief Pharmacist	Sujatha	Sujatha
13	Mr. Vaithyanathan Electrical - Incharge	Vaithianathan	Vaithianathan
14	Mr. Saravanan AC - Incharge	B. Vijayalakshmi	B. Vijay
15	Mr. Mahesh Babu Maintenance - Incharge	BARATHI.P	Barathi
16	Mr. Ganesh Workshop - Incharge	A. Ganesh	A. Ganesh
17	Mr. Ganesh Biomedical - Incharge	B. Ganesh	B. Ganesh
18	Mr. Sugumaran OSD	B. Vijayalakshmi	B. Vijay

19. R. NARESH

R. NARESH

R. NARESH

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

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DATE



Sri Manakula Vinayagar Medical College & Hospital

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

Committee Name: Maintenance Committee

Time: 2.30 PM

Meeting held on: 05-03-2021

Meeting attendance sheet

S. No.	Name	Signature
1	Dr. M. Pragash Medical Superintendent	
2	Dr. S. Girija Deputy Medical Superintendent (Medicine)	
3	Mr. Sugumaran OSD	 OSD 5/3/21
4	Mr. Raja Manager - IT	 5/3/21
5	Mrs. Tessy Hillary DNS	
6	Mr. Sathiyamoorthy AGM cum Chief Pharmacist	 5-3-21
7	Mr. Vaithyanathan Electrical - Incharge	 5/3/21
8	Mr. Saravanan AC - Incharge	 D-B Incharge AC Tech
9	Mr. Mahesh Babu Maintenance - Incharge	 5/3/2021
10	Mr. Ganesh Workshop - Incharge	
11	Mr. Ganesh Biomedical - Incharge	 S Ganesh Kumar 5/3/21
12	Mr. Naresh Housekeeping -Incharge	 R. Naresh 5/3/21

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



Sri Manakula Vinayagar Medical College & Hospital

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

Committee Name: Maintenance Committee

Time: 2.30 PM

Meeting held on: 05-03-2021

Minutes distribution list

S. No.	Name	Received by	Signature
1	The Chairman and Managing Director	Dr. Sathiyamoorthy	Dr. Sathiyamoorthy
2	The Secretary		
3	The Director		
4	The Deputy Director / Dean	J. Ganesh	J. Ganesh
5	The Dean (Academic)	For N. Vijayakrishni	N. Vijayakrishni
7	The Dean (Superspeciality)	For N. Vijayakrishni	N. Vijayakrishni
8	Dr. M. Pragash Medical Superintendent		
9	Dr. S. Girija Deputy Medical Superintendent (Medicine)	Mageswari	Mageswari
10	Mr. Raja Manager - IT	FOR R. MURUGIAVEL	R. Murugavel
11	Mrs. Tessy Hillary DNS	Tessy	Tessy
12	Mr. Sathiyamoorthy AGM cum Chief Pharmacist	Sujatha	Sujatha
13	Mr. Vaithyanathan Electrical - Incharge		R. Sathiyamoorthy
14	Mr. Saravanan AC - Incharge	D. Baby Teah	D. Baby Teah
15	Mr. Mahesh Babu Maintenance - Incharge	for Barathi	Barathi
16	Mr. Ganesh Workshop - Incharge	Ganesh	Ganesh
17	Mr. Ganesh Biomedical - Incharge	Ganesh	Ganesh
18	Mr. Sugumaran OSD	for Barathi	Barathi

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DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107;

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Maintenance Committee Meeting

SMVMCH/
COM/-MCM

Version No: 1.0

Date	05-Mar- 2021	Venue	Seminar hall, III floor Clinical department	Time	02.30 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. Ganesan – Workshop Incharge	
Mrs. K. Prabavathy - DNS			(Member)	Frequency : 3 months	
Mr. Maheshbabu – Maintenance Engineer			(Member)		
Mr. Vaithyanathan – Incharge - Electrical Dept			(Member)	MOM No : 561/2021	
Mr. Babu – A/C Technician - A/C Dept			(Member)		
Mr. Ganesh – Incharge - Biomedical Engineering			(Member)		
Mr. Naresh - Incharge – Housekeeping Dept			(Member)		
Mr. Sugumaran – Officer on Special Duty			(Secretary)		
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DEAN
 SRI MANAKULA VINAYAGAR
 MEDICAL COLLEGE & HOSPITAL
 KALITHEERTHALKUPPAM,
 MADAGABIPET, PUDUCHERRY-605 107.

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Maintenance Committee Meeting

SMVMCH/
COM/-MCM

Version No: 1.0

The Secretary initiated the meeting by welcoming all the team members.

1. Agenda – Review of the minutes of the previous meeting :

I. Review of Electrical Department :

S.No	Item	Action Plan	Responsibility	Target Date	Comments
1	<p>I. Fire safety certificate to be obtained from the Government of Puducherry is still pending because of construction work yet to be completed</p> <p>II. Fresh requirements</p> <p>a). Battery backup for lifts – 4Nos <i>completed</i></p> <p>b). Water heater 15lts capacity – 10 Nos for wards <i>completed</i></p> <p>c). Emergency lights – 100 Nos for wards <i>→ completed.</i></p>	<p>Requirement from Government side as per norms should be completed before 30th April 2021 and obtain the certificate before the clinical establishment renewal. <i>-WIP</i></p> <p>All the requirements are sanctioned by the Chairman cum Managing Director – Electrical Incharge should get the quotation immediately and fulfill the requirements within 15 days.</p>	<p>Mr. Vaithyanathan Electrical Incharge</p> <p>should obtain the same within the stipulated period</p> <p>Mr. Vaithyanathan Electrical Incharge & Mr. Karthikeyan Manager (Purchase), SMVMCH</p>	<p>Before 30th of April 2021</p> <p>Before end of March 2021</p>	<p>Mr. Vaithyanathan should bestow his personal attention in this regard and give top priority</p> <p>--</p>

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

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Maintenance Committee Meeting

SMVMCH/
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Version No: 1.0

II. Review of Civil – Maintenance Department :					
2	<p>I. Plumbing work in PHC. T.V.Nallur was completed</p> <p>II. Water leakage in CSSD dept. was not completed due to renovation work in casualty going on</p> <p>III. Tile flooring and providing ramp in Dietary dept not completed due to some technical reasons.</p> <p>IV. New assignment & requirements in Hospital</p>	<p>Project Manager Er. Smt.Sivabooshanam may be contacted to take necessary action to arrest water leakage from expansion joint in the hospital area and ensure the work should be completed within a month period <i>completed</i>.</p> <p>Necessary alternative steps may be taken to complete the work in Dietary section. <i>Steps complete</i></p> <p>1. Reflected / illuminating sign boards should be erected wherever necessary without further delay. <i>s</i></p> <p>2. Emergency lights may be placed in wards which is already sanctioned by the management <i>electrical dept</i></p> <p>3. Dewatering motors (each 1HP) two numbers already sanctioned by the management and the same should be purchased immediately <i>No purchase not given</i></p>	<p>Er. N.Maheshbabu Maintenance Dept & Mr.Karthikeyan – Manager (Purchase), SMVMCH</p>	<p>Before the 30th April 2021</p>	<p>Pending works should be done within the stipulated period</p>

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

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Maintenance Committee Meeting

SMVMCH/
COM/-MCM

Version No: 1.0

III. Review of Bio Medical Engineering Department :					
3	<p>I. Pending work review pointed out in the previous meeting</p> <p>II. Fresh work progress</p>	<p>Checklist prepared for all the complaints from various department and maintained ✓</p> <p>Out of 221 complaints are received during this year so far in which 14 only pending to be rectified. Most of the complaints have minor problem for want of spares that also would be completed within a week. Time down may be reduced by taking immediate steps in all the complaints. For instance, fault in laparoscopic camera received from Nursing Office yet to be rectified since it is pending from 21.02.2021.</p>	<p>Er. Ganesh – Bio-Medical Department Incharge & Mr.Karthikeyan – Manager (Purchase), SMVMCH</p>	<p>Time given 31st March 2021</p>	<p>To be follow up</p>
IV. Review of Air Condition Department :					
4	<p>Pending work reviewed which are pointed out in the previous meeting in A/C Department</p>	<p>Fabrication work in new chiller unit was partially completed, one pump / bed should be rectified. Materials are already purchased and workshop people should complete the work without further more delay. A/C technician Mr.Babu states that the spares procuring from online are not worthy for Refrigerators & coolers. A/C incharge should have tie up with</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>	<p>Before end of 31st March 2021</p>	<p>Pending works should be done within the stipulated period</p>

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Maintenance Committee Meeting

SMVMCH/
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Version No: 1.0

<p>Pending work reviewed which are pointed out in the previous meeting in A/C Department</p>	<p>purchase section and get suitable spares working in A/C power mode.</p> <p>a) Pending fabrication work in New Chiller unit in the terrace should be completed.</p> <p>b) All the A/C machines, Refrigerators, coolers should be maintain properly on periodical basis and ensure that all are always in working condition to tackle the summer season.</p> <p>Two nos of A/C unit not working in hospital Auditorium need of indoor fan motor and compressor for outdoor unit. A/C incharge should bestow his personal attention in this regard and complete the work without any delay.</p> <p>EDP server room needs one more A/C unit. A/C incharge is instructed to proceed for getting new one with the concurrence of Management.</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>			
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DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAL KUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Maintenance Committee Meeting

SMVMCH/
COM/-MCM

Version No: 1.0

V. Review of EDP Department :				
5	Discussion about the performance of EDP Dept	<p>1. Data migration in C.T., MRI scans - CD Drive with in 30seconds was completed with new server in Radiology Dept - <i>completed</i></p> <p>2. Er. Raja had requested man power to clear the existing manholes which are filled with sand and to enable him to bring the cable and Electrical Engineer should speed up his work on fixing CCTV cameras at exam hall for which need of two electricians exclusively for this purpose. → <i>CCTV - electrical dept not completed</i></p> <p>3. Er. Maheshbabu – Maintenance department and Mr.Vaithyanathan – Electrical department are requested to provide sufficient man power to complete the work immediately → <i>man</i></p> <p>4. LED projector may be installed in wards by EDP department. Electrical department should assist the EDP Staff by deputing electricians separately. → <i>Order placed w/ material for</i></p>	<p>1. Er. Raja EDP Section</p> <p>2. Er. N.Maheshbabu Maintenance Dept</p> <p>3. Mr. Vaithyanathan Electrical Incharge</p> <p><i>Power not provided.</i></p>	<p>Before within a week</p> <p>Pending works should be done within the stipulated period</p>

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DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KANNIYERU, KUPPAM
MADAGADI PET, PULICHERRY-605 107.

could work lockdown

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Maintenance Committee Meeting

SMVMCH/
COM/-MCM

Version No: 1.0

VI. Review of Workshop Department :					
6	Review of pending work related to workshop division	Fabrication work in chiller unit should be completed within a week time. <i>- Completed</i> Need of alternative steps has to be taken to provide ramp and flooring in Dietary section. <i>→ purchase</i> Providing new stainless steel Racks for keeping sterilized materials and purchase of plastic trays 40Nos for CSSD section. <i>→ purchase</i>	Mr.Ganesan – Incharge of workshop & Mr.Karthikeyan – Manager (Purchase)	Before 30 th April 2021	Pending works should be done within the stipulated period
V. Review of Housekeeping Department :					
7	Discussion on the performance of Housekeeping Division DEAN SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL KALITHEERTHALKUPPAM, MADAGADIPET, PUDUCHERRY-605 107.	Quality of housekeeping work should be improved by the outsource contractor. He should have better co-ordination with the in-charge and supervisors of Management side. Incharge should ensure that the housekeeping staff should always wearing uniform with ID card. Contractor Mr.Prakash is here by requested to supply uniform and ID Cards for their workers.	Mr. Naresh Housekeeping Incharge	Before 31 st March 2021	To follow-up the progress

Contractor: no response.

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SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALTHIEERTHI, KUPPAM,
MADURAI, TAMIL NADU
MADURAI, TAMIL NADU
MADURAI, TAMIL NADU

TRUE COPY ATTESTED

Date: 05.03.2021

Secretary
5/3/21

8	Next Meeting Date	04.06.2021	Secretary
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SMVMCH/
COM-MCM
Version No: 1.0

Minutes of the Meeting – Maintenance Committee Meeting

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Medical college and Hospital

No: 1778/SMVMCH/ MC/CIR 2020

Date : 03.11.2020

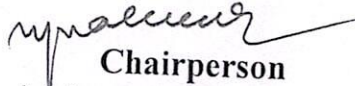
CIRCULAR

The maintenance committee meeting is scheduled on 06.11.2020 (Friday) at 3.00PM.
All the committee members are requested to attend the meeting without fail.

Venue : II Floor Clinical Department

Agenda:

1. Review of the minutes of the previous meeting.
2. Progress of work.
3. Special works during the pandemic period.
4. Any other issues raised by the member with permission of the chairperson.


Chairperson


Maintenance Committee
Dr. M. PRAGASH, M.B.B.S., D.Ortho., D.N.B., (Ortho)
Medical Superintendent
Sri Manakula Vinayagar Medical College and Hospital,
Kalitheerthalkuppam, Madagadipet,
Puducherry-605 107.


Secretary 03/11/2020
Maintenance Committee

Copy to:-

- The Chairman & managing Director
- The Secretary
- The Director
- The Deputy Director cum Dean
- The Dean (Academic)
- The Medical Superintendent
- The DMS (Medical)
- The DMS (Surgery)
- All Committee Members
- Office file

TRUE COPY ATTESTED


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



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL

Kalitheerthalkuppam, Madagadipet, Puducherry – 605 107

Committee Name: Maintenance Committee

Meeting held on : 06-11-2020

Meeting Time : 3.00 PM

Circular distribution list

Sl. No	Name	Received by	Signature
1	The Chairman and Managing Director	J. Jayaraj	J. Jayaraj
2	The Secretary	J. Jayaraj	J. Jayaraj
3	The Director	G. D. Vijayalakshmi	G. D. Vijayalakshmi
4	The Deputy Director / Dean		
5	The Dean (Academic)		
6	The Dean (Research)	A. Vijayalakshmi	A. Vijayalakshmi
7	The Dean (Superspeciality)	for A. Priya	A. Priya
8	Dr. M. Pragash, Medical Superintendent	for R. KACANARAN	R. KACANARAN
9	Dr. S. Girija DMS (General Medicine)		
10	Mr. Raja Manager – IT	for JAYARAJ	for J. Jayaraj
11	Mrs. Tessy Hillary DNS	Tessy Hillary	Tessy Hillary
12	Mr. Sathiyamoorthy AGM cum Chief Pharmacist		
13	Mr. Vaithyanathan Electrical – Incharge	R. Rajam	R. Rajam
14	Mr. Saravanan AC- Incharge	A. Saravanan	A. Saravanan
15	Mr. Mahesh Babu Maintenance – Incharge	P. Bantia	P. Bantia
16	Mr. Ganesh Workshop - Incharge	A. Ganesh	A. Ganesh
17	Mr. Ganesh Biomedical - Incharge	A. Ganesh	A. Ganesh
18	Mr. Sugumaran OSD	for P. Bantia	P. Bantia

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

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.

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

SMVMCH/
COM/-MCM



Minutes of the Meeting – Maintenance Committee Meeting

Version No: 1.0

			<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

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Maintenance Committee Meeting

SMVMCH/
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Version No: 1.0

		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		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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MEDICAL COLLEGE & HOSPITAL
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Minutes of the Meeting – Maintenance Committee Meeting

Version No: 1.0

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		<u>05.02.2021</u>	Secretary		

04-06-2021.

Date: 06-Nov-2020

[Signature]
Secretary
06/11/2020

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DEAN
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	Unavailable 6/11/20
7	Mr. Saravanan AC- Incharge	
8	Mr. Mahesh Babu Maintenance (Incharge)	
9	Mr. Ganesh Workshop - Incharge	6/11/20
10	Mr. Ganesh Biomedical - Incharge	6/11/2020
11	Mr. Sugumaran OSD	6/11/2020

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DEAN
SRI MANAKULA VINAYAGAR
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. Maitheby	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 24/11	
14	Mr. Saravanan AC- Incharge	for B. R. R. R.	B. R. R. R.
15	Mr. Mahesh Babu Maintenance – Incharge	for B. R. R. R.	B. R. R. R.
16	Mr. Ganesh Workshop - Incharge		A. Ganesh
17	Mr. Ganesh Biomedical - Incharge		
18	Mr. Sugumaran OSD	Secretary	for B. R. R. R.

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

Sri

MANAKULA



VINAYAGAR

Medical college and Hospital

No.: 0037 / SMVMCH/HCC/CIR/2019

Date: 15.07.2019


CIRCULAR

The Maintenance committee meeting is scheduled on 16.07.2019 (Tuesday) at 12.00 noon. All the committee members are requested to attend without fail.

Venue: II floor Clinical Department

Agenda:

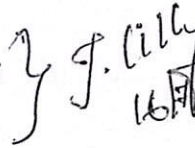
1. Review of the minutes of the previous meeting
2. Progress of work.
3. Any other issues raised by the member with permission of the chairperson.


Chairperson
Maintenance Committee

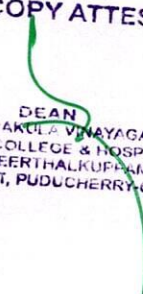

Secretary
Maintenance Committee

Copy to:-

- The Chairman & Managing Director
- The Secretary
- The Director
- The Deputy Director cum Den
- The Dean (Academic)
- The Medical Superintendent
- The DMS (Medical)
- The DMS (Surgery)
- All Committee Members
- Office file


16/7/2019

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



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL

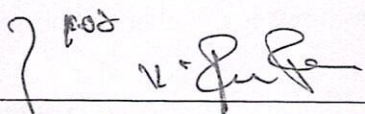
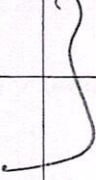
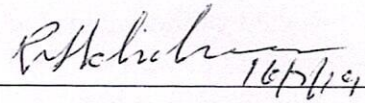
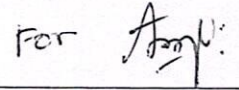
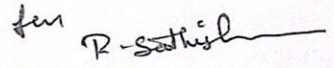
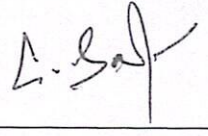
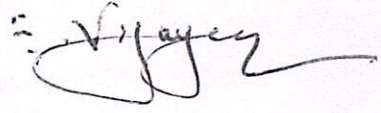
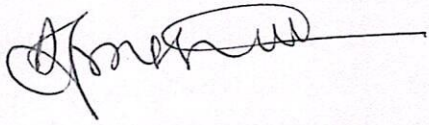

Kalitheerthalkuppam, Madagadipet, Puducherry – 605 107

MAINTENANCE COMMITTEE

Date : 16.07.2019

Venue : Clinical Department (II floor)

Time : 12.00 PM

S. No.	Name	Signature
1	Dr. M. Pragash Medical Superintendent	
2	Dr. S. Girija DMS (Medicine)	
3	Mr. Raja Manager IT	
4	Mrs. Dessy Hillary S Deputy Nursing Superintendent	For Angu: 
5	Mr. M. Vaithianathan Electrical Incharge (Hospital side)	for R-sathish 
6	Mr. C. Saravanan Air condition Incharge	
7	Mr. N. Mahesh Babu Civil Maintance - Incharge	
8	Mr. A. Ganesan Workshop Supervisor	
9	Mr. Shanmugapriyan Biomedical - Incharge	



Sri Manakula Vinayagar Medical College & Hospital
Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

Attendance - Maintenance Committee meeting

Date : 16.07.2019

Venue : Clinical Department (II floor)

Time : 12 00 PM

S. No.	Name	Signature
1	Dr. M. Pragash Medical Superintendent	
2	Dr. S. Girija DMS (Medicine)	
3 ✓	Mr. Raja Manager IT	
4	Mrs. Dessy Hillary Deputy Nursing Superintendent	
5 ✓	Mr. M. Vaithianathan Electrical Incharge (Hospital side)	
6	Mr. C. Saravanan Air Condition Incharge	
7 ✓	Mr. N. Mahesh Babu Civil Maintance - Incharge	
8 ✓	Mr. A Ganesan Workshop Supervisor	
9 ✓	Mr. Shammugapriyam Biomedical - Incharge	

10 S. MAHIMOHANRAM
Gas power plant

16/7/19

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11 R. NARESH

12 Mr. Padmanabhan
Tele exchange

16/7/19

13. M. MANICKAVELU

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



THIRUVANNAMALAI UROLOGY CAMP AT 03.03.2019 SUNDAY

S.NO	CAMP DATE	DAY	PLACE	SPONSOR	SPECIALITY	OP	REFEREL
1.	03..03.2019	SUN	UROLOGY	ROTARY CLUB OF VEGAN	UROLOGY	150	6

REFER PATIENTS:-

S.NO	CAMP NUMBER	NAME	AGE	TREATMENT	CONTACT NUMBER
1	4036986	Mr.Natarajan	65/M	Urology surgery	8608585437
2	4037009	Mr.Thavamani	62/M	Urology surgery	9442743648
3.	4037020	Mr.Sathyaraj	29/M	Urology surgery	9042366802
4	4037059	Master. Tamilselvan	7/M	Urology surgery	9842261257
5	4037056	Mr. Sameer	38/M	Urology surgery	9344636840
6	4037077	Mr.Murugesan	47/M	Urology surgery	9865733208

 Medical Superintendent

Maintenance Committee

Minutes of Meeting

The Maintenance Committee meeting took place at the M. S. Office from 02.15 pm onwards on 11.12.18. The following members attended the meeting:

1. Dr. S. Girija, DMS (Medicine)
2. Mr. Raja, Manager – IT
3. Mrs. Tessa, DNS
4. Mr. Vaithyanathan, Electrical Incharge
5. Mr. Babu, AC department
6. Mr. Guru, Maintenance department
7. Mr. Ganesh, Workshop Incharge
8. Mr. Sundar, biomedical Incharge

Discussions:

- The Secretary welcomed the gathering and reviewed the minutes of previous meeting.
- Electrical :
 - a) Able to attend most of the calls;
 - b) Facing frequent repair works for sterilizers from wards.
- Workshop :
 - a) Labour shortage is said to be the cause of delay of work.
 - b) It is instructed to maintain stretcher and wheel chair belts according to NABH standards. Workshop incharge insisted that regular maintenance of wheels need to be done at the ward level.
- Biomedical : Acute shortage of staff and lot of repair work pending for ICU/OT.
- Maintenance : At present carrying out rain water harvest program.
- The meeting concluded with vote of thanks by the Secretary.

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Secretary
Maintenance Committee

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



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE HOSPITAL

Kalitheerthalkuppam, Madagadipet, Puducherry – 605 107

No. 36/SMVMCH/MSO/CIR /2018

Date : 19.09.2018


CIRCULAR

The Maintenance committee meeting is scheduled on 19.09.18 (Wednesday) between 3.00 P.M to 3.30 P.M . All the members are requested to attend the meeting .

Venue : M.S. office

Agenda : -

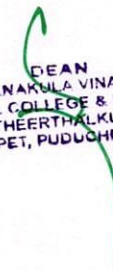
1. Review of the minutes of the last meeting.
2. Any other issues raised by the members with permission of the chairperson.


SECRETARY
Maintenance Committee

Copy to : -

- The Chairman & Managing Director
- The Secretary
- The Director
- The Deputy Director cum Dean
- The Dean (Academic)
- The Medical Superintendent
- The DMS (Medical)
- The DMS (Surgery)
- All committee members
- Office file

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



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

Kalitheerthalkuppam, Madagadipet, Puducherry-605 107.

III-Maintenance Committee meeting on 19.09.2018

Date : 19.09.2018

Venue : M.S Office

Time : 3.00 P.M To 3.30 P.M

Sl.No	Name	Members	Signature
1	Dr.M.Pragash Medical Superintendent	Chairperson	
2	Mr.Raja Manager -IT	Member	
3	Mrs.Dessy Deputy Nursing Superintendent	Member	
4	Mr.Vaithyanathan Electrical- Incharge	Member	
5	Mr.Saravanan AC- Incharge	Member	
6	Mr.Mahesh Maintenance- Incharge	Member	
7	Mr.Ganesh Workshop Supervisor	Member	
8	Mr.Sundar Biomedical- Incharge	Member	
9	Dr.S.Girija DMS (Medical)	Secretary	

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MAINTENANCE COMMITTEE
19.09.2018
M.S OFFICE

Maintenance Committee

Minutes of Meeting

The Maintenance Committee meeting took place at the M. S. Office from 03.00 pm onwards on 19.09.18. The following members attended the meeting:

1. Dr. M. Pragash, Medical Superintendent
2. Dr. S. Girija, DMS (Medicine)
3. Mr. Raja, Manager – IT
4. Mrs. Tessy, DNS
5. Mr. Vaithyanathan, Electrical Incharge
6. Mr. Saravanan, AC Incharge
7. Mr. Maheshbabu, Maintenance Incharge
8. Mr. Ganesh, Workshop Incharge
9. Mr. Sundar, biomedical Incharge

Discussions:

- The Secretary welcomed the gathering and reviewed the minutes of previous meeting.
- The members were required about the duties, deficiencies and the reason for non-compliance.
- Most of the departments felt the need for early procurement of materials.
- It is insisted to strengthen preventive maintenance work by all departments.
- The meeting concluded with vote of thanks by the Secretary.

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Secretary
Maintenance Committee
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 017;



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

Kalitheerthalkuppam, Madagadipet, Puducherry-605 107.

III-Maintenance Committee meeting on 19.09.2018

Attendance Sheet – Maintenance Committee members

Date : 19.09.2018

Venue : M.S Office

Time : 3.00 P.M To 3.30 P.M

The following members are attend the meeting : -

Sl.No	Name	Members	Signature
1	Dr.M.Pragash Medical Superintendent	Chairperson	
✓2	Mr.Raja Manager -IT	Member	FOR R. Manojkumar 19/09/18
3	Mrs. Dessy Deputy Nursing Superintendent	Member	 TE 657
✓4	Mr. Vaithiyanathan Electrical- Incharge	Member	 19/9/18
✓5	Mr. Saravanan AC- Incharge <i>- maintain</i>	Member	L. S. S. / 19/09/18.
✓6	Mr. Mahesh babu <i>- Vpm</i> Maintenance- Incharge <i>Mr. Gurusathian</i>	Member	
✓7	Mr. Ganesh Workshop Supervisor	Member	
✓8	Mr. Sundar Biomedical- Incharge	Member	
9	Dr.S.Girija DMS (Medical)	Secretary	

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