

Minutes of the Departmental Meeting of General Services held on 14th February 2023

Venue: Senate – Annexe, 3rd Floor, Manipal.edu, Manipal

Time: 3:30pm

Members absent/excused:

Asst. Director – Development, MIT, MAHE

Manager, Security – QCL

Agenda Points: As below:

Sl. No	Agenda Point	Discussion/Action	Target Time	Responsibility	Remarks
1.	Welcome	The Director General Services welcomed all the members.	Nil	Nil	Nil
2.	Review of previous meeting	Presentation of Departmental achievements for the month of January 2023 was reviewed in detail and was found to be within target limits.	Nil	Nil	Complete
3.	Review of Quality, Environment, Energy Policy/ Department Objectives/ Review of Compliance Obligation with regards to EMS & ENMS	(a) Quality policy and Environmental Policy, Energy Policy/ Departmental Objectives / Review of Compliance Obligation about EMS & ENMS of the University was projected on the screen and the Points there in were reiterated. (b) Quantified objectives of all the sections were presented by the I/c Section. (c) Review of Quality policy to achieve better standards was deliberated upon.	Nil However the		Complete
4.	Changes in Department Structure & responsibility	Nil	Nil	HR	Nil
5.	Revision /Amendment if any in objectives & quality documents	Nil	Nil	Nil	Nil

6.	New Initiatives if any	Nil	Monthly	All	Nil
7.	Any other matter	<p><u>a) Air Condition</u></p> <p>(i) DGS pointed out that the updated figures with respect to Manipal campus regarding phasing out of ACs need to be corrected.</p> <p>(ii) Instructed that the phasing out of ACs at Mangalore campus needs to be completed during the Training Year 2023-24.</p> <p>(iii) New initiative by the AC department with regards to the improving energy consumption of chiller plants (Pilot project at NIH Hostels) was appreciated and the progress of the same be discussed during the next monthly meeting.</p> <p>(iv) The efficacy of Sujala coolers installed at T&M Hostels was debatable and replacement of faulty coolers to be done on priority.</p> <p>(v) Requirement of softeners in the water coolers at Food Court 2 of T&M campus was deliberated and it was decided not to go ahead with the same.</p> <p>(vi) The Water Testing report for the month of Jan 2023 reflected unsatisfactory results in 8 coolers which needs to be investigated and filters replaced if necessary.</p> <p>v) There are many AC power tripping problems in various institutions, (like MCON, Data Centre). Such issues need to be fixed immediately.</p>		<p>AC Engineer</p> <p>---do---</p> <p>---do---</p> <p>--do--</p> <p>---do---</p> <p>--do--</p> <p>Plumbing Engineer</p> <p>AC Engineer</p>	

	<p><u>b) Ancillary Services</u></p> <p>(i) Rationalization of manpower allotted to institutions was not being done with seriousness. Further departments are removing furniture from their old location to new locations (MSAP) which is not in order.</p> <p>(ii) Drain cleaning work must be done before the monsoon. DGS noticed many plants have grown outside c-type flats near Endpoint. Further, the mandatory monthly report regarding roof top cleaning of all building in the campus was not being sent.</p> <p>(iii) Inadequate drinking water supply at the latter half of the Manipal Marathon at the spectator's gallery was adversely commented upon by many and such lapses are highly condonable. DGS instructed Ques to inform Chef on Wheels of the same.</p> <p><u>c) Central Stores</u></p> <p>DGS instructed I/C central stores to share the pending item list every month and instructed regular follow up with the purchase department.</p> <p><u>d) Civil</u></p> <p>(i) The concerned engineers were instructed to complete their assigned works by March 2023 and submit the bills at the earliest.</p> <p>(ii) DDGS civil briefed the members regarding ongoing works at both the Campuses and near completion of work at the Venugopal Temple at the Tech & Mgmt. campus</p>		<p>Ancillary Manger</p> <p>---do---</p> <p>GM, QCL</p> <p>----do---</p> <p>I/C Cent Stores</p> <p>All Engineers</p> <p>All</p>	
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		<p>(iii) While renovation of Married accommodation was satisfactory, caretakers at both HS/T&M campuses were briefed to ensure speedy vacation of quarters to enable timely renovation in the forthcoming FY.</p> <p>(iv) Civil/water proofing works undertaken at WGSHA Hostels need to be expedited on priority.</p> <p>v) Civil works at Student Support Centre and renovation of rooms earmarked for IT department at MCON building need to be taken up asap.</p> <p>vi) Sand Pit Area at the HS campus needs a facelift and be taken up on priority.</p> <p><u>e) Electrical</u></p> <p>(i) Frequent complaints regarding Non-functioning of lifts are being received especially from T&M Hostels. Immediate intervention and remedial measures to be resorted to.</p> <p>ii) Insufficient lighting at few locations throughout campus need to be identified and action initiated accordingly.</p> <p>(ii) DGS observed that while projecting saving details with regards to Energy consumption comparison need to be made with the prevailing MESCOM rates during the period of Monthly review.</p>		<p>GM QCL Caretakers Accommodation</p> <p>DDGS(Civil)</p> <p>----do---</p> <p>GM, QCL</p> <p>DDGS(Energy)</p> <p>-----do-----</p> <p>-----do-----</p>	
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		<p><u>f) Estate</u></p> <p>(i) Estate Officer was instructed to take corrective measures to reduce the outstanding dues of commercial outlets.</p> <p>(ii) DGS instructed Estate officer to check on expired agreements and ask to instruct the vendors to renew the agreement.</p> <p>(iii) DGS Instructed to make a list of present shops and the details of vendors with their registered mobile numbers.</p> <p>(iv) DGS instructed to give the proper details of the shops that have been closed and the list must be given to the top management before writing off the outstanding dues of closed shops.</p> <p>(v) Estate Officer has been instructed to check usable furniture at Basic Science building and rest to be condemned.</p> <p>(vi) Stock taking of all furniture lying in the Godown (Old Chandra Shekar) and other institutions be carried out at the earliest with a view to judiciously distribute the desired furniture to the needy units rather than going for new procurement.</p> <p>(vi) Data on Malaysian Chairs in campus need to be consolidated and repaired where required for further usage.</p> <p><u>g) FSO</u></p> <p>i) Fire Training at various institutions were being carried out periodically and CFSO was commended for the same.</p>		<p>Estate Officer</p> <p>-----do-----</p> <p>-----do-----</p> <p>-----do-----</p> <p>-----do-----</p> <p>-----do-----</p> <p>-----do-----</p> <p>-----do-----</p> <p>CFSO</p>	
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		<p>(iv) While preparing water bills for the residents of Tejas/Ojas (single accommodation) DGS instructed that number of persons staying in each room to be considered rather than dividing the amount by the number of Flats in the building.</p> <p><u>k) Telecom</u></p> <p>(i) Telecom I/C has been instructed to hand over the documents of Indus tower and Airtel to Estate Office.</p> <p>(ii) Plan to get agreement between Jio and MAHE for installation of IBS in KH. DGS instructed concerned engineer to raise this matter through top management instead of taking individual initiative.</p> <p>(iii) Telecom engineer has been instructed to present a slide on Networking at MAHE campus during the next Monthly meeting (provide the details of exchanges).</p> <p><u>l) TAPMI</u></p> <p>(i) Additional solar roof top projections will be done for TAPMI campus.</p> <p>(ii) Documentation work is in progress with regards to procurement of Ambulance for the institution.</p> <p><u>m) Miscellaneous</u></p> <p>(i) DGS asked AD Env to look in the proposed HDPE pipeline raw sewage pumping from CCS to STP Endpoint.</p>	<p>-----do-----</p> <p>Telecom Engineer</p> <p>----do-----</p> <p>-----do-----</p> <p>DDGS(Energy)</p> <p>Transport Manager</p> <p>AD Environment</p>	
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		(ii) There are about 13-14 dog menace cases in one day as informed by DCSO. Issue needs to be deliberated.		Estate Officer	
8	Vote of thanks	Director proposed vote of thanks	Nil	Nil	Nil

* Remarks column for recording completed/not completed/in progress items (Not completed/ in progress to be compulsorily reviewed in the next meeting under the agenda no.2).

Recorded by



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