

Minutes of the Departmental Meeting of General Services held on 16th January 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 December 2022 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		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) Phasing out of R 22 AC s is not as per schedule at both Manipal and Mangalore Campus. Depending upon availability of AC Budget for FY 2023-24 phasing out of old units need to be relooked and executed accordingly.</p> <p>(ii) There have been several initiatives by the AC department which has translated into savings. The same need to be projected biannually during the DGS meetings (Jan and July)</p> <p><u>b) Ancillary Services</u></p> <p>(i) Ancillary manager informed that the OWC is fully functional for the month of December 2022.</p> <p>(ii) It was noticed that there was dumping of thermocol in roof tops/terraces of various institutions (like MMMC). The DGS informed Ancillary Manager to take the survey of entire campus and such dumped thermocol be sent to the plant for further action.</p> <p>(iii) DGS instructed the Ancillary team to expedite the shifting process with regards to MSAP to its new location.</p> <p>(iv) Due to depleted strength of students at the Technology campus there is a shortfall of treated water. While there is a constant demand for watering of play grounds, in such a situation priority should be given to watering of the plants. When the situation improves during end Jan, due to return of students, playgrounds can be addressed.</p>		<p>AC Engineer</p> <p>----do---</p> <p>Ancillary Manger</p> <p>---do---</p> <p>---do---</p> <p>AD Environment</p>	

	<p>(v) With increase in the rates of portable water, there have been several requests from the campus residents for supplying treated water to preserve their gardens. DGS instructed the concerned to work out a viable solution with regards to the same.</p> <p><u>c) Central Stores</u></p> <p>(i) DGS enquired regarding receipt of pending items from the Purchase department and instructed for a regular follow up.</p> <p>(ii) The target fixed (shown in the slide) need to be relooked into.</p> <p>(iii)DGS Instructed that it should be ensured that the items which have been demanded by institutions should not be lying in the stores but are collected by the institutions at the earliest (Face masks demanded by MIT)</p> <p><u>d) Civil</u></p> <p>(i)While carrying out works, prior intimation be given to Hostel authorities and works coordinated in such a way that there is minimal disturbance to the students, especially during exams.</p> <p>(ii)Incorrect and incomplete reports being given by the site engineers in a few cases. Such a practice shall cease forthwith.</p> <p>(iii)Safety equipment not being worn by the labour force which is a serious lapse and site engineer will be held accountable for the same.</p> <p>(iv) As suggested by the COO-CS crosswalk/zebra crossing is to be done on the road in front of Edu building</p>		<p>AD Environment Engr Plumbing</p> <p>I/C Stores</p> <p>--do--</p> <p>--do--</p> <p>GM QCL</p> <p>GM QCL</p> <p>DDGS' GM QCL</p> <p>DDGS(Civil)</p>	
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	<p><u>e) Electrical</u></p> <p>(i) Complaints from Hostels with regards to non-functional lifts need to be addressed seriously.</p> <p>(ii) Likelihood of hiked tariff rates was discussed.</p> <p>(iii) DGS enquired the possibility of enhancing Green Energy in TAPMI Campus</p> <p><u>f) Estate</u></p> <p>(i) Certain commercial outlets have encroached additional space which is not acceptable. Such shops be warned, and revised rates levied for the encroached space.</p> <p>(ii) Concerted efforts be initiated to bring down the long outstanding dues of several commercial outlets.</p> <p><u>g) FSO</u></p> <p>(i) DGS expressed concern over intermittent loss of fire gadgets from Hostels and emphasised that the concerned to be made accountable and loss made good.</p> <p>(ii) A meeting needs to be convened at the earliest to review the status of Fire compliance in the campus as out of 108 buildings 134 were noncompliant (80%).</p> <p><u>h) KH</u></p> <p>Though KH had its own Fire officers, it was suggested that CFSO of the campus also be incorporated for rendering technical advice in issues related to Fire safety measures.</p>		<p>DDGS (Energy cell)</p> <p>DDGS (Energy cell)</p> <p>Estate Officer</p> <p>---do---</p> <p>CFSO</p> <p>DDGS (Energy cell)</p> <p>KH</p>	
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	<p><u>j) Security</u></p> <p>DGS informed that the work regarding augmentation of CCTVs in the entire campus based on the requests from various institutions be expedited.</p> <p><u>k) Miscellaneous</u></p> <p>(i) DGS noticed that there was undue delay in painting work at AB-5, MIT. DDGS (civil) asked the civil maintenance in charge to schedule the meeting with the contractor who was awarded the external painting work at AB-5.</p> <p>(ii) DGS noticed that only 30% of civil & plumbing works has been completed & informed concerned engineers to complete the work by February 2023.</p> <p>(iii) Work orders for renovation of Venugopal Temple have been issued and the work needs to be done in target time.</p> <p>(iv) While renovation of Married accommodation was satisfactory, efforts be made to ensure more houses are available during the next FY.</p> <p>(v) DGS informed that all works be completed before monsoon and the bills sent to finance before 28 Feb 2023.</p> <p>(vi) Estate Officer to check the furniture items that have been received from training centre.</p> <p>(vii) TAPMI representative to give budget proposal for the financial year 2023-24.</p> <p>(viii) Long pending cattle issue at Technology campus was successfully addressed thanks to the concerted efforts of Estate /Security and QCL Team.</p>		<p>COOCS</p> <p>GM QCL</p> <p>All Engrs</p> <p>DDGS(Civil)</p> <p>Caretakers Quarters</p> <p>GM QCL</p> <p>Estate officer</p> <p>TAPMI</p> <p>Estate/Security/ QCL</p>	
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8	Vote of thanks	Director proposed vote of thanks	Nil	Nil	Nil
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* 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



**DIRECTOR GENERAL SERVICES,
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