

Minutes of the Departmental Meeting of General Services held on 15th March 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 February 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		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>1. Air Condition</u></p> <p>a) The outdated models of AC units are to be phased out at the earliest and & targets for the same to be revised in accordance with the financial sanctions for next financial year.</p> <p>b) Requirement of Water Filters at Food Court 2 at Technology campus was discussed and decided not to go for installation as it had very little impact on efficiency improvement.</p> <p><u>2. Ancillary Services</u></p> <p>a) The waste thermocol in TAPMI campus also needs to be shifted to the shredding machine located at HS STP location.</p> <p>b) Mechanised road sweeping contract to be negotiated and concluded before the end of financial year.</p> <p>c) Monthly reports of Roof Top Cleaning to be substantiated with photos before and after cleaning.</p> <p>d) Complaints noted by ZOLO Hostel services regarding corridors of Hostels not being cleaned in time needs to be coordinated.</p> <p><u>3. Civil Maintenance</u></p> <p>a) DGS appreciated the improved performance of civil and Plumbing Engineers in timely closing of complaints received from various locations in the campus.</p>		<p>AC Engineer</p> <p>-----do---</p> <p>Ancillary Manger QCL</p> <p>GM, QCL</p> <p>---do---</p> <p>----do---</p> <p>DDGS(Civil)</p>	

		<p>b) Proposal to construct washrooms for the use by the House Keeping Staff in and around New Valley Flats was deliberated and go ahead for the same was given.</p> <p>c) As Quarters renovation work to be carried out even during monsoon season necessary pre monsoon precautions need to be taken up by the contractor.</p> <p>d) DGS expressed surprise with respect to breakage of several tiles at the MMMC building floors. Root cause to be found out to prevent such occurrences in future.</p> <p>e) Installation of identified cattle traps in campus and also plugging the fencing where it has been cut or missing needs to be taken up on a war footing.</p> <p><u>4. Central Stores</u></p> <p>The procurement delays against the requisitions raised continue to increase and the same need to be followed up on a regular basis with the purchase department.</p> <p><u>5. Electrical</u></p> <p>a) Detailed discussion with regards to savings by the Electricity department as result of Roof Top Solar Panel installation was discussed at length. While initiative taken to enhance an additional 1.4 MW Solar energy has already been taken, yet efforts to identify more locations throughout Manipal and Mangalore Campus need to be considered.</p>		<p>----do----</p> <p>GM, QCL</p> <p>DDGS(Civil)</p> <p>-----do---</p> <p>In Charge Central Stores</p> <p>DDGS(Elect)</p>	
--	--	--	--	--	--

	<p>b) Complaints from hostels regarding poor response to complaints by the duty electricians need to be investigated.</p> <p>c) A constant monitoring of functionality of streetlights to be done along with beefing up the dark spots with additional lights.</p> <p><u>6. Estate</u></p> <p>a) The efforts by the Estate Officer in bringing down a large number of outstanding dues was highly appreciated. The DGS instructed the Estate Officer to summon the vendors who continue to be defaulters and caution them with consequences of non-clearance of the dues in time.</p> <p>b) It was also suggested to revise the benchmark for dues outstanding.</p> <p><u>7. Plumbing</u></p> <p>a) Complaints have been received from various quarters regarding the colour and poor taste of the drinking water over last few days. DGS informed the house that the genesis of the problem was from the main source itself and the Udupi District Municipality have resorted to adequate measures to overcome this issue. The same needs to be disseminated to all concerned.</p> <p>b) The treated water line in Technology campus needs replacement as it has broken many times in the past affecting the areas in & around MSAP & MCBR.</p> <p>c) The water fountains both at the University Location and at the End point Garden needs to be addressed</p>		<p>----do---</p> <p>----do---</p> <p>Estate Officer</p> <p>-----do----</p> <p>Plumbing Engineer</p> <p>-----do----</p> <p>-----do---</p>	
--	--	--	--	--

		<p>on priority and put on road at the earliest.</p> <p>d) Requests from various residents of MAHE Campus for treated water connections at MAHE campus need to be temporarily put on hold and considered at a later stage when the water situation improve.</p> <p><u>8. Security</u></p> <p>a) Parking issues at the KH location are on the rise and hence there is a necessity to carry out ground survey and identify additional locations/create new parking areas for vehicles of both Staff and Patients. However, efforts be on to motivate the motorist to park their vehicles in the MLCP area.</p> <p>b) Also, there is an immediate requirement of easing out the parking issue at the new MSAP location (i.e.) explore the possibility of opening up the gate located on the Main Road leading to MSAP.</p> <p>c) During recent HOLI celebrations, several Fire gadgets have been damaged by the student community. While investigations are on to identify the defaulters, immediate action to be initiated to replace the damaged/missing parts in order to put the Fire devices on road.</p> <p>d) It was rather disheartening to note that several guards are yet to receive the bonus and also less salary being credited to a few Field Officers. While the concern has already been conveyed by DGS to the Terrier top management, yet the issue needs to be followed up at Manipal.</p>		<p>----do----</p> <p>COOCS</p> <p>----do---</p> <p>Mr Ashok Rao</p> <p>CFO</p> <p>COOCS Manager Terrier Security</p>	
--	--	---	--	--	--

		<p>e) While orders need to be enforced strictly, yet Security staff at all levels need to deal politely with staff/students and other visitors.</p> <p>f) Dumping of debris by outside people at End point to be strictly monitored.</p> <p><u>9. Telecom</u></p> <p>a) The idea of installing IP telephones was discussed as they were being used in other MAHE campuses. DGS asked Telecom Engineer to work out the cost factor & proposal for the same to be presented in order to take up the case with the top management.</p> <p>b) It has been observed that a number of Telephone Exchanges installed in MAHE need to be replaced due to their vintage. Special emphasis be given to MAHE Main Exchange during the next FY.</p> <p>c) Need to phase out BSNL connections which were lying dormant was deliberated.</p> <p><u>10. Transport</u></p> <p>a) With 26 Heavy Vehicles being outsourced to an external agency, there would be a surplus of drivers. Hence their deployment needs to be planned and shifts allocated accordingly. As a result, three drivers need to be deployed in shifts at TAPMI to drive the newly procured Ambulance.</p> <p><u>11. Miscellaneous</u></p> <p>a) Technical staff requirements in maintenance departments is to be intimated at least 6 months in</p>		<p>COOCS</p> <p>----do----</p> <p>Engineer Telecom</p> <p>-----do-----</p> <p>-----do----</p> <p>Transport Manger</p> <p>DDGS'</p>	
--	--	---	--	--	--

		<p>advance to appoint a replacement of retiring staff.</p> <p>b) All service requisitions for maintenance works to be raised by 31st March 2023 failing which it will be affected in next FY budget.</p> <p>c) Condemnation/disposal of scraps & debris be carried out or process in this direction be taken at the earliest. Report to the effect be rendered to DGS office by respective Presiding officers of Condemnation Boards in both HS and Technology Campus.</p> <p>d) With the process for Tech Shop construction at Technology campus already begun, all departments to carry out a ground study with respect to identifying services lines and replacing where required. Also, the Quartering section need to give adequate caution to the residents of D type quarters with regards to demolition of the same and a need to relocate elsewhere at the earliest.</p> <p>e) DGS enquired the progress of works at Convention centre Mangalore and the need to update the same.</p> <p>f) With the likelihood of water scarcity this summer, there is an immediate requirement of surveying locations for open wells in the campus.</p> <p>g) On behalf of Team General Services, DGS welcomed Maj Vijay Chandra who has been appointed as Senior Manager – Operations to the department.</p>	<p>15 Apr 23</p>	<p>All Engineers</p> <p>DDGS'</p> <p>All Engineers Quarters In Charge</p> <p>DDGS(Elect)</p> <p>AD Environ</p> <p>--</p>	
--	--	---	------------------	--	--

		<p>h) Mr. Adinath Pai, Senior Manager – Operations, QCL who is relocating to another assignment outside MAHE was complimented for his excellent contribution and work ethics while at MAHE as Senior Manager QCL and the GS team wished him all the best in his future assignment.</p> <p>j) DGS complimented the following (i)Chie Fire Officer Mr Leslie for initiating immediate action at Department of Ayurveda during a Fire crisis. (ii)Engineer AC for organizing a training schedule for the AC staff which had excellent feedback. (III) Estate officer for organizing in an impeccable manner the visit of Sringeri Swamiji to MAHE.</p>		--	
				CFO	
				AC Engineer	
				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



**DIRECTOR GENERAL SERVICES,
Manipal Academy of Higher Education,
Manipal – 576 104.**