

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

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

Time: 3:30pm

Members absent/excused:

Asst. Director – Development, MIT, MAHE

Sr. Manager Operation - KH

Manager, Security – QCL

Projects - MAHE

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 May 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>a) Air Condition</u></p> <p>(i) For the FY 23-24, 120 units of R 22 AC s have been received and ready for installation in MAHE, Manipal campus. priority should be given to Technology Campus.</p> <p>(ii) DGS enquired about the AC related works in the Bone bank at KH where presently civil works were ongoing.</p> <p>(iii) Progress on results of 20 dehumidifiers installed at NCS hostel to be brought out by 15 July.</p> <p><u>b) Ancillary Services</u></p> <p>(i) Despite prior instructions, pre monsoon works like pruning of tree branches and cutting sick trees were still pending. In addition, foliage growing on the roof tops of various buildings also need to be removed. Appropriate measures to be initiated at the earliest.</p> <p>(ii) Further, it was noticed that a big banyan tree was slanting in one of the quarters in HS Campus which would damage the roof. Pruning work must be taken up immediately.</p> <p>(iii) While institutions continue to demand disproportionate manpower for shifting and other works, it was the duty of the Ancillary manger to vet the requests and detail required number of people.</p> <p><u>c) Central Stores</u></p> <p>Large number of pending Purchase orders to be followed up by the Stores I/C with the purchase department on a regular basis.</p>		<p>AC Engineer</p> <p>---do---</p> <p>----do---</p> <p>Ancillary manager</p> <p>----do----</p> <p>---do---</p> <p>i/c stores</p>	

		<p><u>d) Civil</u></p> <p>(i) Installation of cattle traps at various identified locations in the campus need to be expedited with a view to prevent cattle entry in our campus. Dedicated manpower be deployed in order to prevent cattle from grazing in the GREENS area.</p> <p>(ii) It was disheartening to note inordinate delay in issue of work orders despite timely conclusion of negotiations for various civil works which is not acceptable.</p> <p>(iii) Road from Gate NO 3 of Tech Campus to MIC was in a very bad condition with numerous potholes. DGS instructed those temporary repairs be carried out at the earliest.</p> <p>(iv) The water crisis of this year has made us all to realize the importance of resorting to Rainwater Harvesting. Work be taken up at the identified locations at the earliest.</p> <p>(v) Leakage problems at the 4th floor of INTERACT building persists, and immediate measures be initiated to resolve the issue.</p> <p>(vi) It was seen that unused furniture and other items were being stored at the basement of New Chandrashekar Hostel. A place has been identified at the End Point Location to create a Godown for such storage. DGS instructed the Estate Officer to carry out necessary groundwork in order to begin construction of the proposed Godown and shift the items at the earliest.</p>		<p>DDGS (civil)</p> <p>GM, QCL</p> <p>DDGS (civil)</p> <p>DDGS (civil) AD Environment</p> <p>GM, QCL</p> <p>DDGS (civil) DDGS(Elect) Estate officer</p>	
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	<p>situation at MAHE campus is highly commendable.</p> <p><u>(i) Security</u></p> <p>(i) DGS deliberated regarding the recovery of lost and found items and their return to the authorized owners.</p> <p>(ii) DGS expressed concern over non reduction of security personnel in Technology Campus despite the students having proceeded on vacation. He instructed the COOCS to carry out a ground survey and submit a report regarding Security deployment status as on 22nd Jun 23.</p> <p>(ii) There is a request mail from an institution to deploy two security guards for material safety at site. DGS informed that such requests be handled by the Projects.</p> <p>(iii) Despite repeated instructions, several issues at the Command Center continue. The concerned vendor be summoned and given a timeline to resolve the glitches.</p> <p><u>Miscellaneous</u></p> <p>(i) Delay in landscaping work at Venugopal Temple needs to be expedited.</p> <p>(ii) Delay in Interlocking work at NIH C block needs to be expedited.</p> <p>(iii) The installation of MCOPS roof sheet work is done well. DGS appreciated the civil engineer for such an outstanding work.</p> <p>(iv) It was advised to raise the wall & set a timing to close the Children Park gate at HS campus to avoid misuse of park equipment.</p>		<p>Mr Subramanya</p> <p>COOCS</p> <p>Projects</p> <p>DDGS(Elect)</p> <p>Ancillary Manager</p> <p>DDGS(Civil)</p> <p>GM, QCL</p> <p>DDGS (civil)</p>	
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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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