

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

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

Time: 3:30pm

Members absent/excused:

Asst. Director – Development, MIT, MAHE

Representative from TAPMI

Manager, Security – QCL

Agenda Points: As below:

| Sl. No | Agenda Point | Discussion/Action | Target Time | Responsibility | Remarks |
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| 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 August 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 |

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|----|------------------------|--|---------|-----|-----|
| 6. | New Initiatives if any | Nil | Monthly | All | Nil |
| 7. | Any other matter | <p><u>a) Air Condition</u></p> <p>(i) Target for the month is achieved & all complaints were attended within 72 hours.</p> <p>(ii) DGS suggested for separate meeting with hostel to resolve the drain issues.</p> <p><u>b) Ancillary Services</u></p> <p>(i) DGS noticed that the major manpower was utilized by FIVV & instructed Ancillary Manager to check the actual requirement in the future.</p> <p>(ii) Mechanized sweeping was not done for the August month due to rain/wet condition.</p> <p><u>c) Central Stores</u></p> <p>(i) There is a shortage of plumbing items in Central Stores due to many complaints, DGS instructed plumbing in-charge to raise purchase requisitions for necessary items.</p> <p><u>d) Civil</u></p> <p>(i) Most of civil complaints raised by ZOLO itself for hostel.</p> <p><u>e) Environment</u></p> <p>DGS instructed DDES to cross check the samples of Karkala Hospital.</p> <p><u>f) Estate</u></p> <p>(i) DGS instructed to bifurcate the dues of Mess & Shops.</p> | | | |

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| | | <p><u>g) FSO</u></p> <p>(i) 50% mock drills were completed in Mangalore, rest 50% will be completed by 30th September.</p> <p>(ii) DGS instructed CFSO to initiate mock drills in Karkala Hospital.</p> <p><u>h) KH</u></p> <p>(i) AC work at KH is pending due to material shortage.</p> <p>(ii) DGS instructed KH representative to show only work status on slides.</p> <p>(iii) DGS informed that all hospital CCTVs are segregated and recorded in KH database.</p> <p><u>i) Plumbing</u></p> <p>(i) DGS asked Plumbing Incharge to shows water saving data of Edu & Library building.</p> <p>(ii) FIVV has complained about the cost of hike in their water consumption, DGS instructed Dy. Engineer to check meter reading.</p> <p>(iii) Microbiology labs accepting water samples only on fixed dates, DGS asked DDES to look into the matter and sort the issue.</p> <p><u>j) Telecom</u></p> <p>(i) KH raised issue on network connection at Hospital needs to be sorted. DDGS suggested to visit the site to know the areas.</p> <p><u>k) Miscellaneous</u></p> <p>(i) The Quarters renovation work was lagging behind the schedule because of manpower shortage.</p> | | | |
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| | | (ii) DGS instructed to schedule a separate meeting with vendors and instruct them to complete work within given time period. (iii) ZOLO is requesting for hostel painting. DGS instructed DDGS to inform procedure (SOP) to ZOLO. | | | |
| 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,
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