

Minutes of the Departmental Meeting of General Services held on 12th July 2024.

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

Time: 3:30pm

Members absent/excused:

Sr Manager-Facility –Quess Corp

"Review of June Month Department Meeting Minutes by DGS"

Pending Points : Snake catching – Rate Contract was the ultimate solution sought for closing the matter.

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 June 2024 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.		DGS welcomed Mr. Chandan Somashekar, Sr Executive, Environment & Sustainability to GS team Points from Departments Ancillary : Vermi Compost formed major part of organic waste this month. TAPMI : Action Plan on observation raised by KSPCB to implement organic waste in TAPMI : To identify location, create shed and complete the task ASAP FSO : Target was set for maintenance of fire hydrants 3 months to commence from August and complete by October 24 Plumbing : Sr Environmental Executive to make a note on per capita water consumption data and also on water testing reports Water Testing Reports : unsatisfactory Reports -5 Retested – 5 Satisfactory – 1 Any Other Points: Royal Embassy Chimney issues: Measures sorted: Shifting all chimneys to godown, finding working ones, discarding rest after scrutiny through condemnation Board.			

		Scrap Authority to this extent assigned to: Mr. Sujith Hegde for A1,A2 Flats Mr. Satish Prabhu for Royal Embassy Ancillary- Cutting of Trees in Quarters Campus: Incharge Ancillary to proceed with the work only after seeking clearance from Environmental aspects and Estate Officer AC : Delay in AC work related to KH: Engineer Incharge to check the case scenario from Hospital Purchase and take action Hood Cleaning work : Unanimously agreed by GS Team to entrust job to M/s. Swacham Cleaning Services			
8	Vote of thanks	Director proposed vote of thanks	Nil	Nil	Nil

Recorded by

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