

Minutes of the Departmental Meeting of General Services held on 17th June 2024.

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

Time: 3:30pm

Members absent/excused:

Engineer,Electrical-KH, Caretaker Quartering- Technical

Engineer-Civil-QuessCorp

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 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.		1.DGS welcomed Mr. Starwin Johnson newly joined Env-Sust Engineer to members 2. Ancillary : <u>Mechanised Road Sweeping ;</u> Reached optimal utilization except for 12 days due to heavy rainfall <u>Shifting Works :</u> FIVV contributing major utilization of shifting for the last few months 3.Central Stores: To sort out late supply/delivery of Indented items following were suggested. a). Rate Contract for items to maximum period b). 3 months stock for emergency items wherever rate contract not feasible OR c)Procurement and subsequent regularisation 4. FSO : It was crucial to complete testing fire hydrant before closure of monsoon, FSO was asked to seek assistance for water from Plumbing 5. KH : <u>Kannada NameBoards</u> of Shirdi Saibaba Cancer Hospital seemed mis spelt,corrections required. <u>Survellance/Cameras:</u> The respective slide being part of the security activity,DGS confirmed with KH Representative of sharing this with Coo-Campus Safety. 6. <u>Work in Pregress</u> : All works related to Hostel Block especially toilet/wash areas to complete ASAP, to add in Budget 7. Transport: Mandatory monitoring of Aspa affairs with countersign was entrusted to Deputy Manager, Transport on daily basis.			

		8. TAPMI : Emergency requirements of TAPMI to be accomplished by GS Units by sparing them on need basis 9. Married accommodation : Inclusion of same in Engineer /Budget Review meeting ANY OTHER POINTS 1. <u>Works pending for closure In 2024</u> Landscaping ,STP –TAPMI 2. Sharing masterplan of TAPMI by Mr. Ananth Pai/concerned to Estate Officer for statutory approvals. 3. Works related to Dr Ramdas M Pai new Block to be sorted by Projects as of now. To hold Joint meetings if required. 4. Water consumption record of new Block canteen to maintain by Dep Engineer Plumbing either through total visitors per day or from tank consumption reading 5. Snake/ Catching : To the prevailing procedure of snake catching informing Campus Patrol was also included. 6. Royal Embassy Maintenance issues: In resolving Day today maintenance issues of Royal Embassy following were streamlined by DGS 1.To bifurcate the nature 2.Entrust works to Builder/Society Caretaker in case of outdoor works by Mr. Vishwanath Shenoy- Representative of 106 Apartments. 3.Overall maintenance inside Apartment entrusted to Duty Technicians on duty 4.Material supply/installation by MAHE Team. 5. Mr. Vishwanath Shenoy to circulate/share the information to all Royal Embassy Inmates	-		
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8	Vote of thanks	Director proposed vote of thanks	Nil	Nil	Nil

Recorded by

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