Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

Meeting Notice-Maisternance Committee.

A meeting of Che Maintenance Committee is lo bed told on 6-22013.

Members are requested to alknow,

- D. Dr. N. V, Sugalhain, Drs Houndon For
- 3. S. Ravindran Nav. Meuser Be.
- 3. S. Sajeer Kuman. A.A. Housen My
- (B. H. Prem Mothan Meubon. 5003
- 3. V. Sxish Kan Mender

PRIMORAL

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date: 06.07.2013

Dr. C. K. Mohan Chairman and Principal presided over the meeting MEMBERS ATTENDED:

The following members attended the meeting

1. Dr N. V. Sugathan, Deputy Medical Superintendent

2. S. Ravindran Nair. Office Supdt

3. S. Sajeev Kumar. Head Accountant

4. M. Prem Mohan Maintenance Head

5. V. Srisuthan Vehicle Supervisor

Coordinator

Member

Member

Member

Member

The meeting read and approved the minutes of the previous meeting.

AGENDA

Review of Maintenance in all areas of the campus.

The meeting reviewed the working of the maintenance department and resolved as follows.

- Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.
- .No inordinate delay has been reported in attending the maintenance requests from different departments /units.
- The following maintenance works /fault repairs have been undertaken for the period from April 2013 to June 2013

MAINTENANCE DETAILS (APRIL 2013 TO JUNE 2013)

SLNO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
1	15.05.2013	Motor Vehicle maintenance	Vehicle	1600
2	15.05.2013	Motor Part rewinding	Vehicle	1200
3	15.05.2013	Motor vehicle maintenance	Vehicle	480
4	29.05.2013	Generator Maintenance	Electrical	5997
5	15.06.2013	AV system - battery	Electronics	1520

 The works have been completed after obtaining required approval from the Chairman duly following the procedures.

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	Meeding			
A·mee 19 lõ	hig) Mai	feyavei	Committee >-10-2013,	٧
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Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM

MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date: 07.10.2013

Dr. C. K. Mohan Chairman and Principal presided over the meeting MEMBERS ATTENDED:

The following members attended the meeting

I. Dr N. V. Sugathan De

Deputy Medical Superintendent

Coordinator

2. S. Ravindran Nair.

Office Supdt

Member

3. S. Sajeev Kumar.

Head Accountant

Member

4. M. Prem Mohan

Maintenance Head

Member

5. V. Srisuthan

Vehicle Supervisor

Member

The meeting read and approved the minutes of the previous meeting.

AGENDA

Review of Maintenance in all areas of the campus.

The meeting reviewed the working of the maintenance department and resolved as follows.

- Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.
- No inordinate delay has been reported in attending the maintenance requests from different departments /units.
- The maintenance works /fault repairs for the period from July 2013 to September 2013 have been completed satisfactorily after obtaining approval from the Chairman

MAINTENANCE DETAILS (JULY 2013 TO SEPTEMBER 2013)

SLNO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
1	26.07.2013	MESS- Kitchen Equipments Purchase	MESS	219300

The works have been completed after obtaining required approval from the Chairman duly following the procedures.

Co-ordinator.

PRINCIPAL

	MAINTENANCE COMMITEE
	Meding Notice
A nox	oding of Maintenance Compites
	bors are requested to alteral
	, N.V. Sugathon, DMs Members /m/
(D) S.	Rewindram Nary Office Scall Members
	S. Sayeov Kuman Head Accountant Mambas Hos
(A)	n. Premmohan MaintenanceHead Membas
	riscithan V Vehicle Supervisor Members
	PrizePal

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE Date:15.01.2014

Dr. C. K. Mohan Chairman and Principal presided over the meeting

MEMBERS ATTENDED:

The following members attended the meeting

1. Dr N. V. Sugathan

Deputy Medical Superintendent

2. S. Ravindran Nair.

Office Supdt

S. Sajeev Kumar.

Head Accountant

4. M. Prem Mohan

Maintenance Head

5. V. Srisuthan

Vehicle Supervisor

Coordinator

Member

Member

Member

Member

The meeting read and approved the minutes of the previous meeting.

AGENDA

Review of Maintenance in all areas of the campus. The meeting reviewed the working of the maintenance department and resolved as follows.

- 1. Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.
- 2. .No inordinate delay has been reported in attending the maintenance requests from different departments /units.
- 3. The following maintenance works /fault repairs have been undertaken for the period from October 2013 to December 2013

MAINTENANCE DETAILS (OCTOBER 2013 TO DECEMBER 2013)

SLNO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
1	8.11.2013	Garden Maintenance	Garden	4545
2	18.11.2013	Bore well Pump Repair	Maintenance	2250
3	2.12.2013	Generator Parts Purchase	Electrical	6340
4	2.12.2013	Generator Service	Electrical	2162

4. The works have been completed after obtaining required approval from the Chairman duly following the procedures.

Meeting Holice Meuintenance CommiTTEE
A Meeting of the Maintenance Committels is to be held on. 18.4. 2014
Members are requisted to altered
O Dr. N.V. Sugathan DMs Member /w
DS-Ravindran Office Suft Member
3 S. Segeovkumar. Head Accountant Member 200
(a) M. Prom Mohans. Mainsterrance Many Box 15
(a) V. Sziuthan Mamber
PRINCIPAL UNI

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date: 18.04.2014

Dr. C. K. Mohan Chairman and Principal presided over the meeting

MEMBERS ATTENDED:

The following members attended the meeting

1. Dr N. V. Sugathan

Deputy Medical Superintendent

Coordinator

2. S. Ravindran Nair.

Office Supdt

Member

3. S. Sajeev Kumar.

Head Accountant

Member

4. M. Prem Mohan

Maintenance Head

Member

5. V. Srisuthan

Vehicle Supervisor

Member

The meetingread and approved the minutes of the previous meeting.

AGENDA

Review of Maintenance in all areas of the campus.

The meeting reviewed the working of the maintenance department and resolved as follows.

- 1. Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.
- 2. . No inordinate delay has been reported in attending the maintenance requests from different departments /units.
- 3. The following maintenance works /fault repairs have been undertaken for the period from January 2014 to March 2014

MAINTENANCE DETAILS (JANUARY 2014 TO MARCH 2014)

SLNO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
1	22.01.2014	Computer Mouse and DVD Writer Purchase	ICT	2200
2	21.02.2014	Antivirus Purchase	ICT	4247
3	3.03.2014	Laptop service	ICT	3800
4	19.03.2014	CCTV Maintenance	ICT	2250

4. The works have been completed after obtaining required approval from

the Chairman duly following the procedures.

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

Sarada Krishna Homoeopathic Medical College Kulasekharam, Kanniyakumari District, Tamil Nadu

A Meeting of Maintenance Committee is to be held on 09.07.2014

The members are requested to attend

Sl.No	Name	Signature
1.	Dr.N.V.Sugathan, DMS, Member	8
2.	Mr. Ravindran Nair, Office Supdt, Member	One.
3.	Mr.Sajeev Kumar.S, Head Accountant, Member	3/0
4.	Mr.Prem Mohan. M, Maintenance Head, Member	2
5.	Mr.Sri Suthan V. Vehicle Supervisor, Member	-11

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM - KANYAKUMARI DISTRICT, TAMILNADU – 629 161

PHONE: 04651-279 448

Website: www.skhmc.org, E-mail: college@skhmc.org

MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date: 09.07.2014

Dr. C. K. Mohan Chairman and Principal presided over the meeting MEMBERS ATTENDED;

The following members attended the meeting

Dr N. V. Sugathan

Deputy Medical Superintendent

Coordinator

2 . S. Ravindran Nair.

Office Supdt

Member

3 . S. Sajeev Kumar.

Head Accountant

Member

4 . M. Prem Mohan

Maintenance Head

Member

5 . V. Srisuthan

Vehicle Supervisor

Member

The meeting read and approved the minutes of the previous meeting.

AGENDA

Review of Maintenance in all areas of the campus. The meeting reviewed the working of the maintenance department and resolved as follows.

- Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.
- No inordinate delay has been reported in attending the maintenance requests from different departments /units.
- The following maintenance works /fault repairs have been undertaken for the period from April 2014 to June 2014

MAINTENANCE DETAILS (APRIL 2014 TO JUNE 2014)

SL.NO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
1	21.04.2014	Panasonic fax machine purchase	Electronics	6450
2	30.04.2014	25 NB Multiport valve purchase	RO Plant	5250
3	8.05.2014	Printer Service	Library	400
4	12.05.2014	Web cam hard disk purchase	ICT	5800
5	20.05.2014	Mother board service	ICT	3850
6	27.05.2014	Generator maintenance	Electrical	5274

 The works have been completed after obtaining required approval from the Chairman duly following the procedures.

Coordinator

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

Maintenance Committee

Meding Notice

Sarada Krishna Homoeopathic Medical College Kulasekharam, Kanniyakumari District, Tamil Nadu

A Meeting of Maintenance Committee is to be held on 09.01.2015

The members are requested to attend

SI.No	Now	
1.	Name Dr.N.V.Sugathan, DMS, Member	Signature
2.	Mr. Ravindran Nair, Office Supdt, Member	
3.	Mr.Sajeev Kumar.S, Head Accountant, Member	1100
4.	Mr.Prem Mohan. M, Maintenance Head, Member	
5.	Mr.Sri Suthan V. Vehicle Supervisor, Member	742

Homocopathic Medical College & Hospital Kulusekharam, Kanyakumari Dist., Tamil Nadu - 629 161

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM - KANYAKUMARI DISTRICT, TAMILNADU – 629 161

PHONE: 04651- 279 448

Website: www.skhmc.org, E-mail: college@skhmc.org

MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date: 09.01.2015

Dr. C. K. Mohan Chairman and Principal presided over the meeting

MEMBERS ATTENDED:

The following members attended the meeting

1. Dr N. V. Sugathan

Deputy Medical Superintendent

Coordinator

S. Ravindran Nair.

Office Supdt

Member

S. Sajeev Kumar.

Head Accountant

Member

M. Prem Mohan

Maintenance Head

Member

5. V. Srisuthan

Vehicle Supervisor

Member

The meeting read and approved the minutes of the previous meeting.

AGENDA

Review of Maintenance in all areas of the campus. The meeting reviewed the working of the

- Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.
- No inordinate delay has been reported in attending the maintenance requests from different departments /units.
- The following maintenance works /fault repairs have been undertaken for the period from October 2014 to December 2014

MAINTENANCE DETAILS (OCTOBER 2014 TO DECEMBER 2014)

DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
16.10.2014	Antivirus purchase . computer service	ICT	
09.11.2014			7480
8.11.2014	Amplifier purchase		3400 2630
27.11.2014	Mic Set purchase	THE RESIDENCE AND PARTY.	
Section and the second	Computer accessories purchase		3000 6950
13.12.2014	UPS , Antivirus purchase		6800
	16.10.2014 09.11.2014 8.11.2014	16.10.2014 Antivirus purchase , computer service 09.11.2014 Hard disk Purchase 8.11.2014 Amplifier purchase 27.11.2014 Mic Set purchase 2.12.2014 Computer accessories purchase	16.10.2014 Antivirus purchase , computer service ICT 09.11.2014 Hard disk Purchase ICT 8.11.2014 Amplifier purchase Electronics 27.11.2014 Mic Set purchase Electronics 2.12.2014 Computer accessories purchase ICT

 The works have been completed after obtaining required approval from the Chairman duly following the procedures.

Coordinator

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

Maintenance Committee

Moding Nalice

Sarada Krishna Homoeopathic Medical College Kulasekharam, Kanniyakumari District, Tamil Nadu

A Meeting of Maintenance Committee is to be held on 06.04.2015

The members are requested to attend

Sl.No	Name	
1.	Dr.N.V.Sugathan, DMS, Member	Signature
2.	Mr. Ravindran Nair, Office Supdt, Member	lay .
3.	Mr.Sajeev Kumar.S, Head Accountant, Member	Oly Mar
4.	Mr.Prem Mohan. M, Maintenance Head, Member	X
5.	Mr.Sri Suthan V. Vehicle Supervisor, Member	7

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM - KANYAKUMARI DISTRICT, TAMILNADU – 629 161

PHONE: 04651-279 448

Website: www.skhmc.org, E-mail: college@skhmc.org

MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date: 06.04.2015

Dr. C. K. Mohan Chairman and Principal presided over the meeting

MEMBERS ATTENDED:

The following members attended the meeting

1. Dr N. V. Sugathan

Deputy Medical Superintendent

Coordinator

2. S. Ravindran Nair.

Office Supdt

Member

3. S. Sajeev Kumar.

Head Accountant

Member

4. M. Prem Mohan

Maintenance Head

Member

5. V. Srisuthan

Vehicle Supervisor

Member

The meeting read and approved the minutes of the previous meeting.

AGENDA

Review of Maintenance in all areas of the campus. The meeting reviewed the working of the maintenance department and resolved as follows.

- Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.
- No inordinate delay has been reported in attending the maintenance requests from different departments /units.
- The following maintenance works /fault repairs have been undertaken for the period from January 2015 to March 2015

MAINTENANCE DETAILS (JANUARY 2015 TO MARCH 2015)

SLNO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
1	12.03.2015	Antivirus Purchase	ICT	2450
2	27.03.2015	RO Plant filter purchase	RO Plant	4840

 The works have been completed after obtaining required approval from the Chairman duly following the procedures.

Coordinator

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

Maintenance Committee

Meeting Notice

A. Meeting of Maintenana Committee is to be held on 9.07.2015

Members are requested to a Hood

B. D. T. N. V. Sugathan. Mamber

@ S. Rowin domnar Mambes

3. Sajearkumar

Membor

(1) M. Prem Mohan

Member



Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM

MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date:09.07.2015

Dr. C. K. Mohan Chairman and Principal presided over the meeting MEMBERS ATTENDED:

The following members attended the meeting

6. Dr N. V. Sugathan

Deputy Medical Superintendent

Coordinator

7. S. Ravindran Nair.

Office Supdt

Member

8. S. Sajeev Kumar.

Head Accountant

Member

9. M. Prem Mohan

Maintenance Head

Member

10. V. Srisuthan

Vehicle Supervisor

Member

The meeting read and approved the minutes of the previous meeting.

AGENDA

Review of Maintenance in all areas of the campus.

The meeting reviewed the working of the maintenance department and resolved as follows.

- 1.Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.
- No inordinate delay has been reported in attending the maintenance requests from different departments /units.
- 3.The following maintenance works /fault repairs have been undertaken for the period from April 2015 to June 2015

MAINTENANCE DETAILS (APRIL 2015 TO JUNE 2015)

SLNO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT
	15.04.2015	Antivirus Purchase	Town	(Rs)
	16.04.2015	STP Maintenance	ICT	900
	28.04.2015	Computer accessories purchase	STP	63788
	29.04.2015	Modem Purchase	ICT	1700
	27.05.2015	Website corrections	ICT	1700
	5.06.2015	Website designing works	ICT	3200
	24.06.2015	UPS , Antivirus Purchase	ICT	1000
	30.06.2015	Website renewal charges	ICT	1800
4.The	works have h	een completed after about	ICT	3200

4. The works have been completed after obtaining required approval from the Chairman duly following the procedures.

Coordenator

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

Maintenance Committee

Meeting Notice

A-Meeting of maintanance Committee

Members are requested to alteral

1) D. J. N. V. Sugathan D. Ms Member My

2) V. Sundarson New -Member Ob

(3) S. Rowing down war many ber a

(1) S. Sajoukumar Manber Right

3 M. Premomoton Member To

6. Sti Suthan V. Membar

PRIN EIPEL

Maintenance Commit	fee
Meeting watice	
A. Meeting offment who is to be held on 14.01-	e Committee 2016
Members are requested to	altend
(D. D N.V. Sugathan D	
Q. V. Sundaresan Nor	wemper of
3 S-Raumdon Noor	man bor de
(4) S. Sajeer Ichmor	Mom ber 200
6 M. Prem Mohan	Meniba S
6 V Szzüthan	Member #
р	20110.00

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date :14.01.2016

Dr. C. K. Mohan Chairman and Principal presided over the meeting MEMBERS ATTENDED:

The following members attended the meeting 1. Dr N. V. Sugathan

Deputy Medical Superintendent

Coordinator

2. V. Sundaresan Nair

Office Manager

Member

S. Ravindran Nair.

Office Supdt

Member

4. S. Sajeev Kumar.

Head Accountant

Member

5. M. Prem Mohan

Maintenance Head

Member

6. V. Srisuthan

Vehicle Supervisor

Member

The meeting read and approved the minutes of the previous meeting.

AGENDA

Review of Maintenance in all areas of the campus.

The meeting reviewed the working of the maintenance department and resolved as follows.

- 1. Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.
- 2. No inordinate delay has been reported in attending the maintenance requests from different departments /units.
- 3. The following maintenance works /fault repairs have been undertaken for the period from October 2015 to December 2015

MAINTENANCE DETAILS (OCTOBER 2015 TO DECEMBER 2015)

SL.NO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
1	5.10.2015	Intercom maintenance	ICT	13000
2	15.10.2015	Furniture fittings	Infrastructure	6723
3	28.10.2015	UPS purchase	ICT	3500
4	28.10.2015	Maintenance tools	Maintenance	4500
5	30.10.2015	Web camera fitting	ICT	4500
6	5.11.2015	Computer accessories purchase	ICT	400
7.	23.11.2015	Computer service	ICT	1800
8	23.11.2015	Intercom maintenance	ICT	1800
9	7.12.2015	Computer accessories purchase	ICT	800
10	7.12.2015	MIC Purchase	ICT	2900 -
11	8.12.2015	Computer accessories purchase	ICT	3750
12	16.12.2015	CCTV Maintenance	ICT	19000
13	23.12.2015	Computer purchase	ICT	12800
14	23.12.2015	Water tank motor maintenance	Electronics	5350

4. The works have been completed after obtaining required approval from

the Chairman duly following the procedures.

Mambeganee Committee		
Meding Notice		
14. Meeting of main beganer Co is to be held on 15.04.2016	mmillee	
Members are requested to a	Hernel	
1. Dr. N.V. Sugathan D ms B V. Sum daresan Max	Member Member	<i>h</i> /
3) S. Ravindon Nour	mem ber	Oa
(4) S. Sajan Kumor	Mem ber	Na
5 M Premmoban	Mem ber	
6 V. Svisuthan	MEMBER	
		07

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE Date:15.04.2016

Dr. C. K. Mohan Chairman and Principal presided over the meeting

MEMBERS ATTENDED:

The following members attended the meeting

Dr N. V. Sugathan Deputy Me

Deputy Medical Superintendent

Coordinator

V. Sundaresan Nair

Office Manager

Member

3. S. Ravindran Nair.

Office Supdt

Member

4. S. Sajeev Kumar.

Head Accountant

Member

5. M. Prem Mohan

Maintenance Head

Member

6. V. Srisuthan

Vehicle Supervisor

The meeting read and approved the minutes of the previous meeting.

AGENDA

Review of Maintenance in all areas of the campus.

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- Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.
- No inordinate delay has been reported in attending the maintenance requests from different departments /units.
- The following maintenance works /fault repairs have been undertaken for the period from January 2016 to March 2016

MAINTENANCE DETAILS (JANUARY 2016 TO MARCH 2016)

SL.NO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
1	18.01.2016	Infrastucture maintenance	Maintenance	600
2	18.01.2016	Antivirus purchase	ICT	1950
3	18.01.2016	Infrastructure maintenance	Maintenance	11425
4	18.01.2016	Pen drive purchase	ICT	1305
5	18.01.2016	AV Aids wire expense	ICT	3000
6	20.01.2016	Grass cutter machine maintenance	Maintenance	750
7	22.01.2016	Infrastructure maintenance	Maintenance	7561
8	2.02.2016	Laptop service	ICT	2000
9	20.02.2016	Computer accessories and antivirus purchase	ICT	5300

4. The works have been completed after obtaining required approval from

the Chairman duly following the procedures.



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Maintenance Compity	29
Meting Notice	
A. Meeting of maintenance (15 to be bold on 09-07.	2016
Members requested to atten	
Do.N.V Sugathan Dms	METOBER By
2 V. Sundaresan News	MEMBER Obe
3) S. Ravindron von	MEMBER &
(4) 3-Sgjeovkumor	MEMBER
(5) M. Prem Moham	MEmBER SE
@ V-Srisuthan	MEMBER DE
P	RINGPAL
*	
	*
•	

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date:09.07.2016

Dr. C. K. Mohan Chairman and Principal presided over the meeting MEMBERS ATTENDED:

The following members attended the meeting

I.Dr N. V. Sugathan Deputy Medical Superintendent

Office Manager

3.S. Ravindran Nair. Office Supdt

4.S. Sajeev Kumar. Head Accountant

5.M. Prem Mohan

2.V. Sundaresan Nair

Maintenance Head

6.V. Srisuthan Vehicle Supervisor

Member

Member

Coordinator

Member

Member

Member

The meeting read and approved the minutes of the previous meeting.

AGENDA

Review of Maintenance in all areas of the campus.

The meeting reviewed the working of the maintenance department and resolved as follows.

1Fault report and maintenance request of all areas have been taken up for

discussion by reviewing the different fault report registers maintained for the purpose.

- 2.No inordinate delay has been reported in attending the maintenance requests from different departments /units.
- 3. The following maintenance works /fault repairs have been undertaken for the period from April 2016 to June 2016

MAINTENANCE DETAILS (APRIL 2016 TO JUNE 2016)

SLNO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
1	12.04.2016	Furniture fitting	Hospital	3200
2	18.04.2016	CCTV Camera purchase	ICT	4200
3	28.04.2016	STP Maintenance	STP	1645
4	12.05.2016	Mobile Phone Purchase	ICT	1250 🛎 🗸
5	12.05.2016	Furniture maintenance	Infrastructure	4600
6	18.05.2016	Computer accessories purchase	ICT	1220
7	27.05.2016	Website corrections	ICT	3300
8	27.05.2016	Computer accessories purchase	ICT	5800
9	15.06.2016	Hard disk purchase	ICT	5000
10	22.06.2016	Software development	ICT	1500
11	25.06.2016	Computer accessories purchase	ICT	200

4. The works have been completed after obtaining required approval from the Chairman duly following the procedures.

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

Maintenance Comprosition Meeting Notice A . Meeting of maintenance committee is to be held on 12-10-2016 Members requested to attend D.D.r. N.V. Sugathan D.ms MEMBER /m/ D V. Sun daresan Nar MEMBER 3 S-Ravindran war m 5 mBER (S. Sajeou Kumar MEMBER 5 M. Prem Mohan member 93 6 N. REMYA MEMBER Boli D V. Soisuthan MEMBEL # PRINCI PAI

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date:12.10.2016

Member

Coordinator

Member

Member

Dr. C. K. Mohan Chairman and Principal presided over the meeting MEMBERS ATTENDED;

The following members attended the meeting

Dr N. V. Sugathan Deputy Medical Superi

Deputy Medical Superintendent

V. Sundaresan Nair Office Manager
 S. Ravindran Nair. Office Supdt

4. S. Sajeev Kumar. Head Accountant Member

5. M. Prem Mohan Maintenance Head Member 5

6. N.Remya Quality Coordinator Member -

7. V. Srisuthan Vehicle Supervisor

The meeting read and approved the minutes of the previous meeting.

AGENDA

Review of Maintenance in all areas of the campus.

The meeting reviewed the working of the maintenance department and resolved as follows.

- Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.
- No inordinate delay has been reported in attending the maintenance requests from different departments /units.
- The following maintenance works /fault repairs have been undertaken for the period from July 2016 to September 2016

MAINTENANCE DETAILS (JULY 2016 TO SEPTEMBER 2016)

SLNO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
1	12.07.2016	Antivirus Purchase	ICT	3000
2	18.07.2016	CCTV maintenance	ICT	2220
3	18.07.2016	Generator Maintenance	Electrical	14017
4	20.07.2016	Carpentering goods	Maintenance	1854
5 .	21.07.2016	Laptop Battery purchase	ICT	2800
6	22.07.2016	Laptop service	ICT	3600
7	22.07.2016	Antivirus purchase	ICT	3000
8	27.07.2016	Water pump maintenance	Electrical	1500
9	2.09.2016	Generator maintenance	Electrical	1710
10	26.08.2016	Internet and website expenses	ICT	5000
11	21.09.2016	Computer accessories	ICT	2200

4. The works have been completed after obtaining required approval from

the Chairman duly following the procedures.

Covoduator

Parmon.

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

Maintenance Committee

Meeting Notice

A. Meeting of Maintenance Committee is to be held on 11.01-2017

MemBERs requested to alterel

1 D. J. N. V. sugethan DMS MEMER IN

(2) V. Sundaresan Ner MEMER On

3 S. Ravindran Nor MEMER

(4) S. Sojeev Kymar MEMBR

3 M Prem Mohan MEMER S

6 REMYA MEMER AND

(7) V. Srisuthan INEMER

PRINCIPAL

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date:11.01.2017

Dr. C. K. Mohan Chairman and Principal presided over the meeting

MEMBERS ATTENDED:

The following members attended the meeting

Deputy Medical Superintendent Coordinator 1. Dr N. V. Sugathan Member

Office Manager V. Sundaresan Nair Member Office Supdt 3. S. Ravindran Nair.

Member Head Accountant 4. S. Sajeev Kumar.

Member Maintenance Head 5. M. Prem Mohan

Member **Ouality Coordinator** 6. N.Remya Member Vehicle Supervisor

The meeting read and approved the minutes of the previous meeting.

AGENDA

7. V. Srisuthan

Review of Maintenance in all areas of the campus.

The meeting reviewed the working of the maintenance department and resolved as follows.

1. Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.

2. No inordinate delay has been reported in attending the maintenance requests from different departments /units.

3. The following maintenance works /fault repairs have been undertaken for the period from October 2016 to December 2016

MAINTENANCE DETAILS (OCTOBER 2016 TO DECEMBER 2016)

SLNO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
3LIVO	6.10.2016	Audio visual maintenance	ICT	1500
1	18.10.2016	Generator Maintenance	Electrical	5070
2		Computer accessories purchase	ICT	2220
3	24.10.2016	Audi Visual Aids Maintenance	ICT	2800
4	25.10.2016	Cable Rent	ICT	260-
5	25.10.2016	SWD - Maintenance	Physiotherapy	1500
6	27.10.2016	Pen drive purchase	ICT	280
7	29.10.2016	Software development	ICT	700
8	4.11.2016		ICT	750
9	21.11.2016	UPS purchase Collar Mic Purchase	ICT	1500
10	26.11.2016		Electrical	4500
11	10.12.2016	Generator Maintenance	ICT	1000
12	12.12.2016	CCTV Maintenance	ICT	700
13	20.12.2016	Computer accessories	ICT	4200
14	15.12.2016	AV Aids purchase	Maintenance	5000
15	29.12.2016	A/C Maintenance		1500
16	28.12.2016	Software development	ICT	600
-17	31.12.2016	Software development charges	ICT	600

4. The works have been completed after obtaining required approval from the Chairman duly following the procedures.

Coordinates "

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Meeting Notice	2 ρ
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A Meeting of Majorda	
is to be held a po	all a committee
A Meeting of Majordon is to be beld on 09.	04.2017
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O Dr. N.V Sugathan Q	
Ozinas Q	DIOS. MEMER LA
2 V. Sundaresan Nair	
	MEMER Ob
3 S. Ravin Jan Neir	***************************************
Wash Nam	MEM BEAL OF
4 S. Sejevkumaz	1
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5 M. Frem Mobos	
A STATE OF THE PARTY OF THE PAR	MEMER S
6 N. REMYA	
C-11/H	Mcm62 Bigh
7 V. Srisuthan	
<u> </u>	MEMBER
	~/
	MV .
	PRINCIPAL U

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date:09.04.2017

Coordinator

Member

Member

Member

Member

Member 5

Member 1

Dr. C. K. Mohan Chairman and Principal presided over the meeting

MEMBERS ATTENDED:

The following members attended the meeting

Deputy Medical Superintendent 1. Dr N. V. Sugathan

Office Manager V. Sundaresan Nair Office Supdt S. Ravindran Nair.

Head Accountant 4. S. Sajeev Kumar. Maintenance Head

5. M. Prem Mohan Quality Coordinator 6. N.Remya

Vehicle Supervisor 7. V. Srisuthan The meeting read and approved the minutes of the previous meeting.

AGENDA

Review of Maintenance in all areas of the campus.

The meeting reviewed the working of the maintenance department and resolved as follows.

1. Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.

2. No inordinate delay has been reported in attending the maintenance requests from different departments /units.

3. The following maintenance works /fault repairs have been undertaken for the period from January 2017 to March 2017

MAINTENANCE DETAILS (JANUARY 2017 TO MARCH 2017)

SL.NO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs
1	3.01.2017	Telephone accessories purchase	ICT	1700
1	24.01.2017	CCTV accessories purchase	ICT	3800
2	27.01.2017	UPS Purchase	Hospital	700
3		Bio medical waste segregation	Hospital	8625
4	6.02.2017	Furniture maintenance	Maintenance	300
5	9.02.2017	Furniture maintenance	Maintenance	436
6	10.2.2017	Computer accessories purchase	ICT	6725
7	10.02.2017		ICT	4800
8	10.02.2017	Mother Board purchase	Skill Lab	14010
9	15.02.2017	AV Aids Purchase	Hospital	7500-
10	03.03.2017	Bio Medical waste management	ICT	4900
11	15.02.2017	AV AIDS Purchase	Maintenance	10222
12	22.02.2017	Infrastructure Maintenance	Electrical	1100
13	18.03.2017	Xerox Machine Service		57117
14	24.03.2017	Infrastructure Maintenance tools	Maintenance	19617
15	27.03.2017	Infrastructure Maintenance tools	Maintenance	
16	28.03.2017	Infrastructure Maintenance tools	Maintenance	18800 •
17	29.03.2017	CCTV Maintenance	ICT	4000
18	29.03.2019	Infrastructure Maintenance tools	Maintenance	10700
-	20.02.2017	Intercom maintenance	Maintenance	1250
19 4.	30.03.2017 The works have the Chairman	Intercom maintenance we been completed after obtaining required a rduly following the procedures.		Runer

Homoeopathic Medical College & Hospital . Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

Maintenance Committee

meeting Notice

A. Meeling of Maintenance Committee is to beheld on 10-07-2017

Memi36Rs are requisted to attend

1) Do. N.V. Sugothan - D.Ms MEMBER /8/

Q V. Sundanson war MEMBER OF

3) S. Rowing dran New MEMBER OF

MEMBER K

(5) M. Prem Mohan

(S. Sajavkumar

MEMBER -

6 N. REMYA

MEMOBER STOP

7 V-Srisuthen

MEMBER SE

PRINCIPAL

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamii Nadu - 629 161

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date:10.07.2017

Member

Dr. C. K. Mohan Chairman and Principal presided over the meeting MEMBERS ATTENDED:

The following members attended the meeting

11. Dr N. V. Sugathan Deputy Medical Superintendent Coordinator 12. V. Sundaresan Nair Office Manager Member 13. S. Ravindran Nair. Office Supdt Member S. Sajeev Kumar. Head Accountant Member . 15. M. Prem Mohan Maintenance Head Member 16. N.Remya Quality Coordinator Member

The meeting read and approved the minutes of the previous meeting.

Vehicle Supervisor

AGENDA

17. V. Srisuthan

Review of Maintenance in all areas of the campus. The meeting reviewed the working of the maintenance department and resolved as follows.

- 1.Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.
- 2.No inordinate delay has been reported in attending the maintenance requests from different departments /units.
- The following maintenance works /fault repairs have been undertaken for the period from April 2017 to June 2017

MAINTENANCE DETAILS (APRIL 2017 TO JUNE 2017

SLNO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
1	5.04.2017	Antivirus purchase and computer service	ICT	3100
2 .	10.05.2017	Generator Maintenance	Electrical	7700
3	5.06.2017	Generator Maintenance	Electrical	6507

 The works have been completed after obtaining required approval from the Chairman duly following the procedures.

Coerdinated

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

Maintenance Committee

Moeting Notice

A. Meeting of Maintenance Coroni Hears to be held on 11. 18.2017

MEMERS are requested to Hemel

ONV sugathan D.Ms

MEMBER /9/

MEHOBER

3 S. Ravindram Nav

2 V. Sundaresan Nair

MEMBER A

(1) S. Sajeou Kumor

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& M. Prem Mohan

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PRINCIPAL

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date:11.10.2017

Dr. C. K. Mohan Chairman and Principal presided over the meeting

MEMBERS ATTENDED:

The following members attended the meeting

Dr N. V. Sugathan Deputy M

Deputy Medical Superintendent

Coordinator

2. V. Sundaresan Nair

Office Manager

Member

3. S. Ravindran Nair.

Office Supdt

Member

4. S. Sajeev Kumar.

Head Accountant

Member

5. M. Prem Mohan

Maintenance Head

Member

6. N.Remya

Quality Coordinator

Member

7. V. Srisuthan

Vehicle Supervisor

Member

The meeting read and approved the minutes of the previous meeting.

AGENDA

Review of Maintenance in all areas of the campus.

The meeting reviewed the working of the maintenance department and resolved as follows.

- Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.
- No inordinate delay has been reported in attending the maintenance requests from different departments /units.
- The following maintenance works /fault repairs have been undertaken for the period from July 2017 to September 2017

MAINTENANCE DETAILS (JULY 2017 TO SEPTEMBER 2017)

SLNO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
1	2.07.2017	Calibration of Equipments	Hospital	79025
2	2.07.2017	Calibration of Equipments	Hospital	40670
3	24.07.2017	Printer maintenance	ICT	4750
4	25.07.2017	Computer accessories purchase	ICT	3430
5	27.07.2017	RO Plant service	RO Plant	29500
6	5.08.2017	Cable purchase (CCTV)	ICT	1750
7	9.08.2017	UPS Purchase	ICT	4000
8	15.09.2017	Intercom service charge	ICT	9600
9	15.09.2017	Laptop Accessories purchase	ICT	2700

4. The works have been completed after obtaining required approval from

the Chairman duly following the procedures.

Coordingtor

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Man Mainantenance Committee	
Meeting Notice	
A. Meetingoffmainenterance Committee is to be held on 9-01-2018	
Members are requested to Hand	
ON.V. Sugathan DMS NEOBER	h/
@ V. Sun dorosan Nav Min BER	
3 S. Ravindran Nair MEMBER	0
4 SSojenkumor MEMBER	2705/
(3) M. Prem Mohan Mom Ber	53
6 N RENYA MEMBER	thing!
T V Srishthan MEMBER	
PRINCI PAL	

Homoeopathic Medical College & Hospital

Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM

MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date:09.01.2018

Member

Dr. C. K. Mohan Chairman and Principal presided over the meeting

MEMBERS ATTENDED:

The following members attended the meeting

Deputy Medical Superintendent Coordinator 1. Dr N. V. Sugathan 2. V. Sundaresan Nair Office Manager Member 3. S. Ravindran Nair. Office Supdt Member Member Head Accountant 4. S. Sajeev Kumar. Maintenance Head Member 5. M. Prem Mohan **Quality Coordinator** Member 4 6. N.Remva

7. V. Srisuthan Vehicle Supervisor The meeting read and approved the minutes of the previous meeting.

Review of Maintenance in all areas of the campus.

The meeting reviewed the working of the maintenance department and resolved as follows.

- 1. Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.
- 2. . No inordinate delay has been reported in attending the maintenance requests from different departments /units.
- 3. The following maintenance works /fault repairs have been undertaken for the period from October 2017 to December 2017

MAINTENANCE DETAILS (OCTOBER 2017 TO DECEMBER 2017)

SLNO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
1	5.10.2017	Fire extinguisher refilling	Electrical	3000
2	6.10.2017	A/C Installation	Electrical	1300
3	6.10.2017	A/C Installation	Hospital	8400
4	9.10.2017	Intercom maintenance	ICT	10000
5	22.11.2017	Computer accessories purchase	ICT	5330
6	23.11.2017	Intercom maintenance	ICT	12850
7	24.11.2017	Computer accessories purchase	ICT	590
8	28.12.2017	Lift Annual Maintenance contract	Electrical	30150

4. The works have been completed after obtaining required approval from the Chairman duly following the procedures.

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

Main entenance Committee

Meeting Notice

A. Meeting of Maintenance committee is to be held on 7-04.2018

MEMERS are requested to atterned

OD. T. N.V. Sugathan DMS MEMBER /m/

1 V. Sum dayeson Nair MEMER Obe

3 S. ROWIN Strong Mark MEMER

(4) S. Sajow Kumar MEMBER

(5) M. Prem Moham MEMBER S

6 N. REMYA MEMBER

(7) V- Srisulham MEMBER #

PRINCIPAL

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161



SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date:07.04.2018

Dr. C. K. Mohan Chairman and Principal presided over the meeting

MEMBERS ATTENDED:

The following members attended the meeting

1. Dr N. V. Sugathan

Deputy Medical Superintendent

Coordinator

V. Sundaresan Nair

Office Manager

Member

3. S. Ravindran Nair.

Office Supdt

Member Member

4. S. Sajeev Kumar. Head Accountant

5. M. Prem Mohan Maintenance Head

N.Remya Quality Coordinator

Member

7. V. Srisuthan Vehicle Supervisor

member

The meeting read and approved the minutes of the previous meeting.

AGENDA Review of Maintenance in all areas of the campus.

The meeting reviewed the working of the maintenance department and resolved as follows.

1. Fault report and maintenance request of all areas have been taken up for

discussion by reviewing the different fault report registers maintained for the purpose,

No inordinate delay has been reported in attending the maintenance requests from different departments /units.

The following maintenance works /fault repairs have been undertaken

for the period from January 2018 to March 2018

MAINTENANCE DETAILS (JANUARY 2018 TO MARCH 2018)

SLNO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
1	10.01.2018	Computer accessories purchase	ICT	4900
2	17.01.2018	Infrastructure Maintenance	Maintenance	770
3	17.01.2018	AV Aids Purchase	ICT	2500
4	22.01.2018	Antivirus purchase	ICT	5265
5	25.01.2018	Fire extinguisher refilling	Electrical	3400
6	10.03.2018	Antivirus purchase	ICT	1349
7	12.03.2018	Generator Maintenance	Electrical	5665
8	27.03.2018	Computer accessories purchase	ICT	490
9	27.03.2018	Computer accessories purchase	ICT	4400

4. The works have been completed after obtaining required approval from

the Chairman duly following the procedures.

Cocri dusant

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

Mainentenance Committee Meeting Notice A- Meding of the Mainentonage Committee is to be held on 11-07, 2018 MEMBERS one nequested to attend @ Do-NV. Sugathan D.ms MEMBER MEMER 2V. sun dare san Neur m sm BBR 3 S. Raving dran New (4) S. Sojewkumor MEMBBE-3 M. Frem Mohan MEMBER SAL B N RENYA MEMBER 2 7 V Stisuthen

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date:11.07.2018

Dr. C. K. Mohan Chairman and Principal presided over the meeting

MEMBERS ATTENDED:

The following members attended the meeting

Dr N. V. Sugathan Deputy Med

Deputy Medical Superintendent

Coordinator

9. V. Sundaresan Nair

Office Manager

Member

10. S. Ravindran Nair.

Office Supdt

Member

11. S. Sajeev Kumar.

Head Accountant

Member

12. M. Prem Mohan

Maintenance Head

Member

13. N.Remya

Quality Coordinator

Member

14. V. Srisuthan

Vehicle Supervisor

Member

The meeting read and approved the minutes of the previous meeting.

AGENDA

Review of Maintenance in all areas of the campus.

The meeting reviewed the working of the maintenance department and resolved as follows.

- Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.
- No inordinate delay has been reported in attending the maintenance requests from different departments /units.
- The following maintenance works /fault repairs have been undertaken for the period from April 2018 to June 2018

MAINTENANCE DETAILS (APRIL 2018 TO JUNE 2018)

SLNO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
1	4.04.2018	Monitor purchase	ICT	8800
2	10.04.2018	Antivirus purchase	ICT	5400
3	3.05.2018	Computer accessories purchase	ICT	4625
4	25.05.2018	UPS Purchase	ICT	6000
5	20.06.2018	Labour room maintenance	Maintenance	8400
5	13.06.2018	Computer accessories purchase	ICT	4550
7	25.06.2018	Generator Maintenance	Electrical	6811
8	28.06.2018	Antivirus purchase	ICT	4350

4. The works have been completed after obtaining required approval from

the Chairman duly following the procedures.

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Meeting Notice Maintenane	ee Committee
A. Meeting of the mainst is to be held an 11-10-2	
Mem BER are nego	custed to a Hemel
D #Dr. N.W. Sugathan	DMS- THEMER Ly
(8) V. Sundanwan New	Member of
3 S. Ravindran Ner	MemBer 📗
(b) 5. Sejecuo (cumow	MomBER STE
@ M. Prem mohan	Member Se
(I) N REMYA	MEMBER BOY
O V-85 Srisuthon	MEMber
<u> </u>	PRINCIPAL
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Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

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SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date:11.10.2018

Dr. C. K. Mohan Chairman and Principal presided over the meeting

MEMBERS ATTENDED:

The following members attended the meeting

I. Dr N. V. Sugathan Deputy Medical Superintendent Coordinator

2. V. Sundaresan Nair Office Manager Member

S. Ravindran Nair. Office Supdt Member
Member
Member -

4. S. Sajeev Kumar. Head Accountant Member

5. M. Prem Mohan Maintenance Head Member ...

6. N.Remya Quality Coordinator Member

7. V. Srisuthan Vehicle Supervisor Member

The meeting read and approved the minutes of the previous meeting.

AGENDA

Review of Maintenance in all areas of the campus. The meeting reviewed the working of the maintenance department and resolved as follows.

- Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.
- No inordinate delay has been reported in attending the maintenance requests from different departments /units.
- The following maintenance works /fault repairs have been undertaken for the period from July 2018 to September 2018

MAINTENANCE DETAILS (JULY 2018 TO SEPTEMBER 2018)

SLNO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
1	3.07.2018	Bio Medical waste segregation	Hospital	5058
2	5.07.2018	Electrical tools	Electrical	9500
3	5.07.2018	Water pump maintenance	Electrical	3000
4	6.07.2018	Tube Light purchase	Electrical	7300
5	7.07.2018	Pest control	Hospital	3000
6	3.08.2018	Generator maintenance	Electrical	2324
7	9.08.2018	Generator maintenance	Electrical	29028
8	10.08.2018	Stabilizer purchase	Electrical	2400
9	10.08.2018	A/C Purchase	Electrical	63300
10	14.08.2018	Electrical tools , Fan purchase	Electrical	8865
11	14.08.2018	LED Tube set purchase	Electrical	7000
12	23.08.2018	Electrical tools purchase	Electrical	5030
13	18.09.2018	Bed and Mattress maintenance	Hospital	9000
14	18.09.2018	Bio Medical waste segregation	Hospital	7500
15	24.09.2018	Fire extinguisher purchase	Electrical	1950
16	27.09.2018	LED Bulb purchase	Electrical	3800

5. The works have been completed after obtaining required approval from

the Chairman duly following the procedures.

Coerdinahi.

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It Moeting of the 1 is to be held on 15.	nointenance Committee
MEMBER are requeste	
ODr. N. v. Sugathan	
3 V. SundaresanNair	wemper gli
3 S. Ravindran Hair	More box
(b) 5 Sajeou Kumor	mem bes from
(5) M. Prem Mohan	Mem bed St
6 N. RENYA	Memo bor 🕸
(7) V. Szisutipan	mem bes
	PRINCIPAL W

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date:15.01.2019

C. K. Mohan Chairman and Principal presided over the meeting MEMBERS ATTENDED:

The following members attended the meeting

V. Sundaresan Nair

1. Dr N. V. Sugathan

Deputy Medical Superintendent Coordinator

Office Manager Member

3. S. Ravindran Nair. Office Supdt Member

 S. Sajeev Kumar. Head Accountant Member

5. M. Prem Mohan Maintenance Head Member

6. N.Remya Quality Coordinator Member

V. Srisuthan Vehicle Supervisor Member

The meeting read and approved the minutes of the previous meeting.

AGENDA

Review of Maintenance in all areas of the campus.

The meeting reviewed the working of the maintenance department and resolved as follows.

- 1. Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.
- 2. . No inordinate delay has been reported in attending the maintenance requests from different departments /units.
- 3. The following maintenance works /fault repairs have been undertaken for the period from October 2018 to December 2018

MAINTENANCE DETAILS (OCTOBER 2018 TO DECEMBER 2018)

SLNO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
1	3.10.2018	Calibration	Hospital	98235
2	24.10.2018	POP UP Box	ICT	4554
3	26.10.2018	Fire extinguisher purchase	Electrical	1900
4	27.10.2018	Fire extinguisher purchase	Electrical	2675
5	3.11.2018	Antivirus purchase	ICT	5075
6	2.12.2018	Generator Maintenance	Electrical	8502
7	5.12.2018	LED Panel Light purchase	Electrical	3000
8	8.12.2018	Computer service	ICT	5600
9	10.12.2018	Generator Maintenance	Electrical	4500
10	11.12.2018	Computer accessories purchase	ICT	7500
11	13.12.2018	CCTV Maintenance	ICT	1000
12	22.12.2018	STP Maintenance	STP	2800
13	22.12.2018	Pendrive Purchase	ICT	400

4. The works have been completed after obtaining required approval from the Chairman duly following the procedures.

Meeting Notice. Maintons	unce COMMITTEE
A. Meeting afthe Mainter is to be held on 15-01	namee Commillee
Members are mequested to	
1. D. T. N. V Sugathan @	3.17.3 Member Ag/
@ V. Scen dareson New	Mem ber of
3 S-tavindran Naix	thers bor age
(a) S. Sejenv kumar	mans box of p
5 n-prem Mohan	Mam bes S
6 N REMYA	Member 35%
7 V- Sn suthan	member #
.2	AM/B RIHELPAL

Homoeopathic Medical College & Hospital Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE KULASEKHARAM MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date:15.04.2019

Dr. C. K. Mohan Chairman and Principal presided over the meeting MEMBERS ATTENDED:

The following members attended the meeting

 Dr N. V. Sugathan Deputy Medical Superintendent V. Sundaresan Nair Office Manager

3. S. Ravindran Nair. Office Supdt

S. Sajeev Kumar. Head Accountant M. Prem Mohan

Maintenance Head 6. N.Remya Quality Coordinator

7. V. Srisuthan Vehicle Supervisor Coordinator

Member

Member Member

Member

Member

Member

The meeting read and approved the minutes of the previous meeting.

Review of Maintenance in all areas of the campus. The meeting reviewed the working of the maintenance department and resolved as follows.

- 1. Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.
- 2. No inordinate delay has been reported in attending the maintenance requests from different departments /units.
- 3. The following maintenance works /fault repairs have been undertaken for the period from January 2019 to March 2019

MAINTENANCE DETAILS (JANUARY 2019 TO MARCH 2019)

SLNO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	44400000
1	7.01.2019	Xerox Machine Maintenance		AMOUNT SPENT (Rs)
2	9.01.2019	Scanner purchase	Maintenance	5600
3	10.01.2019	ECG Machine Service	Library	4500
4	12.01.2019	Electrical tools purchase	Hospital	3300
5	21.01.2019	Anti virus purchase	Electrical	1897
6	30.01.2019		ICT	5500
7	30.01.2019	Computer service	ICT	3800
8	4.02.2019	Computer accessories purchase	ICT	4400
9	6.02.2019	Generator Maintenance	Electrical	2150
10		Computer accessories purchase	ICT	4400
11	9.02.2019	Biometric Machine purchase	ICT	4899
2	9,03.2019	Electrical tools purchase	Electrical	2580
	20.02.2019	Computer accessories purchase	ICT	4800
3	28.02.2019	LED bulb purchase	Electrical	
4	13.03.2019	Maintenance tools	Maintenance	1478
5	19.03.2019	Microphone purchase		12495
6	27.03.2019	RO Plant maintenance	ICT	2500
7 -	29.03.2019	Computer service	Maintenance	1100
8	30.03.2019	RO Plant maintenance	Computer Lab	2500
		been completed after obtaining required	Maintenance	12681

The works have been completed after obtaining required approval from the Chairman duly following the procedures.

Coordinator