

Sarada Krishna

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

Meeting Notice - Maintenance Committee.

A meeting of the Maintenance Committee is to be held on 6-7-2013.

Members are requested to attend.

- ①. Dr. N. V. Suralhan, DMS - Member ✓
- ②. S. Ravindran Nair, Member ✓
- ③. S. Sajeev Kumar, A.A. Member ✗
- ④. M. Prem Mohan - Member. ✓
- ⑤. V. Sureshan Member ✓

PRINCIPAL

**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.

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 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

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


Chairman


Principal

Maintenance Committee

Meeting Notice.

A meeting of Maintenance Committee
is to be held on 9-10-2013.

Members are requested to attend.

- | | | | |
|---|-------------------------|--------|---|
| ① | Dr. N. V. Sugathan M.S. | Member | ✓ |
| ② | S. Ravashan Nair | Member | ✓ |
| ③ | S. Sajeer Kumar | Member | ✓ |
| ④ | M. Ben Mathan | Member | ✓ |
| ⑤ | V. Sree Sultana | Member | ✓ |

Principal

**SARADA KRISHNA
HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM**





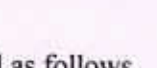
MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

Date : 07.10.2013

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

MEMBERS ATTENDED :

The following members attended the meeting

- | | | | |
|-----------------------|-------------------------------|-------------|---------------------------------------------------------------------------------------|
| 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.

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 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)

SL.NO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
1	26.07.2013	MESS- Kitchen Equipments Purchase	MESS	219300

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


Co-ordinator


PRINCIPAL

Sarada Krishna

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 15.01.2014


Members are requested to attend

① Dr. N.V. Sugathan DMS Members 

② S. Ravindran Nair Office Staff Members 

③ S. Sajeev Kumar Head Accountant Members 

④ M. Prem Mohan Maintenance Head Members 

⑤ Sri Senthil K. Vehicle Supervisor Members 


Principal

**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 |
| 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.

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.


Coordinator


PRINCIPAL

Meeting - Notice Maintenance COMMITTEE

A Meeting of the Maintenance COMMITTEE
 is to be held on. 18.4.2014

Members are requested to attend

- | | | | | |
|---|-------------------|-----------------|--------|--------------|
| ① | Dr. N.V. Sugathan | DMS | Member | ✓ |
| ② | S. Ravindran | Office Supt | Member | ✓ |
| ③ | S. Sajeerkumar | Head Accountant | Member | ✓ |
| ④ | M. Prem Mohan | Maintenance | Member | ✓ |
| ⑤ | V. Sriuthan | | Member | ✓ |

PRINCIPAL








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

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

Date : 18.04.2014

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.
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.


Coordinator.





PRINCIPAL

Sarada Krishna
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

SLNo	Name	Signature
1.	Dr.N.V.Sugathan, DMS, Member	
2.	Mr. Ravindran Nair, Office Supdt, Member	
3.	Mr.Sajeev Kumar.S, Head Accountant, Member	
4.	Mr.Prem Mohan. M, Maintenance Head, Member	
5.	Mr.Sri Suthan V. Vehicle Supervisor, Member	


Principal

**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

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.

5. 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.
6. No inordinate delay has been reported in attending the maintenance requests from different departments /units.
7. 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

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


Coordinator


Principal



Maintenance Committee

Meeting 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

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


Principal





**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	
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.

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 2014 to December 2014

MAINTENANCE DETAILS (OCTOBER 2014 TO DECEMBER 2014)

SLNO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
1	16.10.2014	Antivirus purchase , computer service	ICT	7480
2	09.11.2014	Hard disk Purchase	ICT	3400
3	8.11.2014	Amplifier purchase	Electronics	2630
4	27.11.2014	Mic Set purchase	Electronics	3000
5	2.12.2014	Computer accessories purchase	ICT	6950
6	13.12.2014	UPS , Antivirus purchase	ICT	6800

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


Coordinator


Principal

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





Maintenance Committee

Meeting Notice

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	Signature
1.	Dr.N.V.Sugathan, DMS, Member	
2.	Mr. Ravindran Nair, Office Supdt, Member	
3.	Mr.Sajeev Kumar.S, Head Accountant, Member	
4.	Mr.Prem Mohan. M, Maintenance Head, Member	
5.	Mr.Sri Suthan V. Vehicle Supervisor, Member	


Principal

**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.

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 2015 to March 2015

MAINTENANCE DETAILS (JANUARY 2015 TO MARCH 2015)

SL.NO	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

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



Coordinator







Principal

Maintenance Committee

Meeting Notice

A. Meeting of Maintenance Committee
 is to be held ^{the} on 9. 07. 2015

↓
 Members are requested to attend

- | | | |
|-------------------------|--------|---------------------------------------------------------------------------------------|
| ① D. r. N. V. Sugathan. | Member | ✓ |
| ② S. Pavan dasan | Member |  |
| ③ S. Sajeekumar | Member |  |
| ④ M. Prem Mohan | Member |  |
| ⑤ V. S. Suthan | Member |  |

PRINCIPAL 

**SARADA KRISHNA
 HOMOEOPATHIC MEDICAL COLLEGE
 KULASEKHARAM**






MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE

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

Date :09.07.2015

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.
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 2015 to June 2015

MAINTENANCE DETAILS (APRIL 2015 TO JUNE 2015)

SL.NO	DATE	DETAILS OF WORKS UNDERTAKEN	DEPARTMENT	AMOUNT SPENT (Rs)
	15.04.2015	Antivirus Purchase	ICT	900
	16.04.2015	STP Maintenance	STP	63788
	28.04.2015	Computer accessories purchase	ICT	1700
	29.04.2015	Modem Purchase	ICT	1700
	27.05.2015	Website corrections	ICT	3200
	5.06.2015	Website designing works	ICT	1000
	24.06.2015	UPS , Antivirus Purchase	ICT	1800
	30.06.2015	Website renewal charges	ICT	3200

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


 Coordinator


 Principal

Sarada Krishna







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

Maintenance Committee

Meeting Notice

A Meeting of ^{the} Maintenance Committee
is to be held on 10.10.2015

Members are requested to attend

- | | | | |
|---|--------------------|---------------|---------------------------------------------------------------------------------------|
| ① | D. N. V. Sugathan | D. Ms. Member |  |
| ② | V. Sundaresan Nair | -Member |  |
| ③ | S. Ravindran, Nair | Member |  |
| ④ | S. Sajeer Kumar | Member |  |
| ⑤ | M. Prem Mohan | Member |  |
| ⑥ | .Sri. Suthan V. | Member |  |

PRINCIPAL 

Maintenance Committee

Meeting notice

A. Meeting of the Maintenance Committee
is to be held on 14.01.2016

Members are requested to attend

- | | | |
|----------------------|--------------|---|
| ① Dr. N.V. Sugathan | ① ms. Member | ✓ |
| ② V. Sundaresan Nair | Member | ✓ |
| ③ S. Ravindran Nair | Member | ✓ |
| ④ S. Sajeer Kumar | Member | ✓ |
| ⑤ M. Prem Mohan | Member | ✓ |
| ⑥ V. Srisithan | Member | ✓ |

PRINCIPAL

**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
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	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)

SLNO	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.

Co-ordinator






PRINCIPAL

Maintenance Committee

Meeting Notice

A. Meeting of ^{the} Maintenance Committee
is to be held on 15.04.2016

Members are requested to attend

- | | | | |
|----------------------|----|--------|---------------------------------------------------------------------------------------|
| ① Dr. N.V. Sugathan | ms | Member |  |
| ② V. Sundaresan Nair | | Member | |
| ③ S. Ravindran Nair | | Member |  |
| ④ S. Sajeev Kumar | | Member |  |
| ⑤ M. Prem Mohan | | Member |  |
| ⑥ V. Saisathan | | MEMBER |  |





**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

- | | | | |
|-----------------------|-------------------------------|-------------|--------------------------------------------------------------------------------------|
| 1. Dr N. V. Sugathan | 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. 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 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	Infrastructure 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.


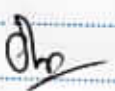







Maintenance Committee

Meeting Notice

A. Meeting of ^{the} maintenance committee is to be held on 09-07-2016

Members requested to attend

- | | | | | |
|---|-------------------|------|--------|---------------------------------------------------------------------------------------|
| ① | Dr. N.V. Sugathan | DMS | MEMBER |  |
| ② | V. Sundaresan | Nair | MEMBER |  |
| ③ | S. Ravindran | Nair | MEMBER |  |
| ④ | S. Sajeekumar | | MEMBER |  |
| ⑤ | M. Prem Mohan | | MEMBER |  |
| ⑥ | V. Srisuthan | | MEMBER |  |

PRINCIPAL 






**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

1. Dr N. V. Sugathan	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. 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 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.


Co-ordinator





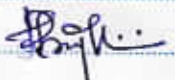


Principal

Maintenance Committee

Meeting Notice

A meeting of maintenance committee
is to be held ^{the} on 12-10-2016

Members requested to attend

- | | | | | |
|---|----------------------|-------|--------|---------------------------------------------------------------------------------------|
| ① | D. r. N. V. Sugathan | D. ms | MEMBER |  |
| ② | V. Sundaresan | Nar | MEMBER |  |
| ③ | S. Ravindran | Nar | MEMBER |  |
| ④ | S. Sajeekumar | | MEMBER | |
| ⑤ | M. Prem Mohan | | MEMBER |  |
| ⑥ | N. REMYA | | MEMBER |  |
| ⑦ | V. Srisathan | | MEMBER |  |


PRINCIPAL

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

Date :12.10.2016


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 |
| 2. V. Sundaresan Nair | Office Manager |
| 3. S. Ravindran Nair. | Office Supdt |
| 4. S. Sajeev Kumar. | Head Accountant |
| 5. M. Prem Mohan | Maintenance Head |
| 6. N.Remya | Quality Coordinator |
| 7. V. Srisuthan | Vehicle Supervisor |

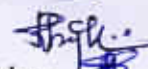
Coordinator 


Member 

Member 

Member

Member 

Member 

Member 

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

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 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.


Coordinator








Principal

Maintenance Committee

Meeting Notice

A. Meeting of Maintenance Committee
is to be held ^{the} on 11.01.2017

MEMBERS requested to attend

- | | | | | |
|---|-------------------|------|--------|---------------------------------------------------------------------------------------|
| ① | Dr. N.V. Sugathan | DMS | MEMBER |  |
| ② | V. Sundaresan | Near | MEMBER |  |
| ③ | S. Ravindran | Near | MEMBER |  |
| ④ | S. Sajeekumar | | MEMBER | |
| ⑤ | M. Prem Mohan | | MEMBER |  |
| ⑥ | REMYA | | MEMBER |  |
| ⑦ | V. Srisuthan | | MEMBER |  |

PRINCIPAL 








**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

1. Dr N. V. Sugathan	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.

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

Coordinator








Principal

Maintenance Committee

Meeting Notice

A Meeting of ^{the} Maintenance Committee
 is to be held on 09.04.2017

Meeting requested to attend

- | | | | |
|----------------------|---------|--------|---------------------------------------------------------------------------------------|
| ① Dr. N.V. Sugathan | DR. MS. | MEMBER |  |
| ② V. Sundaresan Nair | | MEMBER |  |
| ③ S. Ravindran Nair | | MEMBER |  |
| ④ S. Sajeekumar | | MEMBER |  |
| ⑤ M. Prem Mohan | | MEMBER |  |
| ⑥ N. Remya | | MEMBER |  |
| ⑦ V. Srisathan | | MEMBER |  |

PRINCIPAL 

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

Date :09.04.2017

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. V. Sundaresan Nair | Office Manager |
| 3. S. Ravindran Nair. | Office Supdt |
| 4. S. Sajeev Kumar. | Head Accountant |
| 5. 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.

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
2	24.01.2017	CCTV accessories purchase	ICT	3800
3	27.01.2017	UPS Purchase	Hospital	700
4	6.02.2017	Bio medical waste segregation	Hospital	8625
5	9.02.2017	Furniture maintenance	Maintenance	300
6	10.2.2017	Furniture maintenance	Maintenance	436
7	10.02.2017	Computer accessories purchase	ICT	6725
8	10.02.2017	Mother Board purchase	ICT	4800
9	15.02.2017	AV Aids Purchase	Skill Lab	14010
10	03.03.2017	Bio Medical waste management	Hospital	7500
11	15.02.2017	AV AIDS Purchase	ICT	4900
12	22.02.2017	Infrastructure Maintenance	Maintenance	10222
13	18.03.2017	Xerox Machine Service	Electrical	1100
14	24.03.2017	Infrastructure Maintenance tools	Maintenance	57117
15	27.03.2017	Infrastructure Maintenance tools	Maintenance	19617
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
19	30.03.2017	Intercom maintenance	Maintenance	1250

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

Coordinator

Chairman

Sarada Krishna

Homoeopathic Medical College & Hospital






Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161

Maintenance Committee

Meeting Notice

A. Meeting of the Maintenance Committee
is to be held on 10-07-2017

MEMBERS are requested to attend

- | | | |
|---------------------------|--------|---------------------------------------------------------------------------------------|
| ① Dr. N.V. Sugathan - DMS | MEMBER | ✓ |
| ② V. Sundaresan Nair | MEMBER | Ch |
| ③ S. Ravindran Nair | MEMBER |  |
| ④ S. Sajeev Kumar | MEMBER |  |
| ⑤ M. Prem Mohan | MEMBER |  |
| ⑥ N. REMYA | MEMBER |  |
| ⑦ V. Srisuthan | MEMBER |  |

PRINCIPAL 





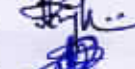

**SARADA KRISHNA
HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM
MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE**

Date :10.07.2017

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	
14. S. Sajeew Kumar.	Head Accountant	Member	
15. M. Prem Mohan	Maintenance Head	Member	
16. N.Remya	Quality Coordinator	Member	
17. 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 April 2017 to June 2017

MAINTENANCE DETAILS (APRIL 2017 TO JUNE 2017

SL.NO	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

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


Coordinator










Principal

Maintenance Committee

Meeting Notice

A Meeting of Maintenance Committee
is to be held ^{the} on 11.10.2017

MEMBERS are requested to attend

- | | | | |
|------------------------|------|-----------|---------------------------------------------------------------------------------------|
| ① N.V. Sugathan | D.MS | MEMBER |  |
| ② V. Suneelaresan Nair | | MEMBER |  |
| ③ S. Ravindran Nair | | MEMBER |  |
| ④ S. Sajeekumar | | MEMBER |  |
| ⑤ M. Prem Mohan | | MEMBER |  |
| ⑥ N. REMYA | | MEMBER |  |
| ⑦ V. Srisuthan | | MEMBER |  |
| | | PRINCIPAL |  |








**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

1. Dr N. V. Sugathan	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.

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 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.


Coordinator


Principal

Sarada Krishna








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

~~Hom~~ Maintenance Committee

Meeting Notice

A. Meeting of Maintenance Committee
is to be held on 9-01-2018

Members are requested to attend

- | | | |
|----------------------|-------------|---------------------------------------------------------------------------------------|
| ① N.V. Sugathan | ① MS MEMBER |  |
| ② V. Sundaresan Nair | MEMBER |  |
| ③ S. Ravindran Nair | MEMBER |  |
| ④ S. Sajeel Kumar | MEMBER |  |
| ⑤ M. Prem Mohan | MEMBER |  |
| ⑥ N. RENYA | MEMBER |  |
| ⑦ V. Srisuthan | MEMBER |  |

PRINCIPAL



Sarada Krishna

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 :09.01.2018

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	
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.

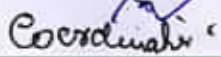
The meeting reviewed the working of the maintenance department and resolved as follows.

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.


Coordinator









Principal


Maintenance Committee

Meeting notice

A Meeting of Maintenance Committee
is to be held on ^{the} 7-04-2018

MEMBERS are requested to attend

- | | | |
|----------------------|-------------|---------------------------------------------------------------------------------------|
| ① Dr. N.V. Sugathan | ① MS MEMBER |  |
| ② V. Sundaresan Nair | MEMBER |  |
| ③ S. Ravindran Nair | MEMBER |  |
| ④ S. Sajeev Kumar | MEMBER |  |
| ⑤ M. Prem Mahan | MEMBER |  |
| ⑥ N. REMYA | MEMBER |  |
| ⑦ V. Sri Sutham | MEMBER |  |


PRINCIPAL







**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 |  |
| 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 | | |
| 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.

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 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.


Coordinator









Principal

Maintenance Committee

Meeting Notice

A Meeting of the Maintenance Committee is to be held on 11-07-2018

MEMBERS are requested to attend

- | | | | |
|-----------------------|-------|--------|---------------------------------------------------------------------------------------|
| ① Dr. NV. Sugathan | ①. ms | MEMBER |  |
| ② V. Sundaresan, Neer | | MEMBER |  |
| ③ S. Ravindran Neer | | MEMBER |  |
| ④ S. Sajeesh Kumar | | MEMBER |  |
| ⑤ M. Prem Mohan | | MEMBER |  |
| ⑥ N. RENYA | | MEMBER |  |
| ⑦ V. Sri Sathan | | MEMBER |  |

PRINCIPAL 




**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

8. Dr N. V. Sugathan	Deputy Medical Superintendent	Coordinator	
9. V. Sundaresan Nair	Office Manager	Member	
10. S. Ravindran Nair.	Office Supdt	Member	
11. S. Sajeew 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.

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 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
6	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.









Co-ordinator


Principal.

Meeting Notice Maintenance Committee

A. Meeting of the Maintenance Committee
is to be held on 11-10-2018

Members are requested to attend

- | | | |
|------------------------------------|-------------|---------------------------------------------------------------------------------------|
| ① Dr. Dr. N.V. Sugathan | DMS. MEMBER |  |
| ② V. Sumelashan | Member |  |
| ③ S. Ravindran | MEMBER |  |
| ④ S. Sajeval Kumar | MEMBER |  |
| ⑤ M. Prem Mohan | Member |  |
| ⑥ N. REMYA | MEMBER |  |
| ⑦ V. S. Srisathan | MEMBER |  |

PRINCIPAL 





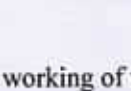
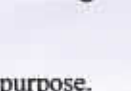
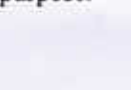
**SARADA KRISHNA
HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM
MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE**

Date : 11.10.2018

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

MEMBERS ATTENDED :

The following members attended the meeting

1. Dr N. V. Sugathan	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

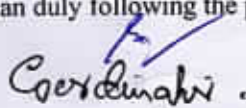
Review of Maintenance in all areas of the campus. The meeting reviewed the working of the maintenance department and resolved as follows.

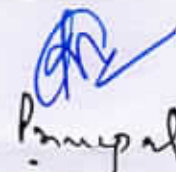
1. Fault report and maintenance request of all areas have been taken up for discussion by reviewing the different fault report registers maintained for the purpose.
2. No inordinate delay has been reported in attending the maintenance requests from different departments /units.
3. The following maintenance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





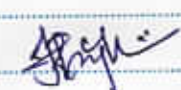


Coordinator


Principal

Meeting notice - Maintenance Committee

A Meeting of the Maintenance Committee is to be held on 15-01-2019

MEMBERS are requested to attend

- | | | |
|----------------------|---------------|---------------------------------------------------------------------------------------|
| ① Dr. N.V. Sugathan | D.M.S. MEMBER | ✓ |
| ② V. Sundaresan Nair | MEMBER |  |
| ③ S. Ravindran Nair | MEMBER |  |
| ④ S. Sajeou Kumar | MEMBER |  |
| ⑤ M. Prem Mohan | MEMBER |  |
| ⑥ N. RENYA | MEMBER |  |
| ⑦ V. Srisuthan | MEMBER |  |

PRINCIPAL 






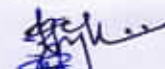

**SARADA KRISHNA
HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM
MINUTES OF THE MEETING OF MAINTENANCE COMMITTEE**

Date : 15.01.2019

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	
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.

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.


Coordinator


Principal.

Meeting Notice. Maintenance COMMITTEE

A. Meeting of the Maintenance Committee
is to be held on 15.04.2019

Members are requested to attend

- | | | |
|------------------------|-----------|----|
| ① D. N. V. Sugathan | MS member | fy |
| ② V. Suresh dasan Nair | member | dy |
| ③ S. Ravindran Nair | member | dy |
| ④ S. Sajeov kumar | member | dy |
| ⑤ M. Prem Mohan | Member | dy |
| ⑥ N. Remya | Member | dy |
| ⑦ V. Srisuthan | member | dy |

Am /
PRINCIPAL

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

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

Date : 15.04.2019

MEMBERS ATTENDED :

The following members attended the meeting

1. Dr N. V. Sugathan	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.

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	AMOUNT SPENT (Rs)
1	7.01.2019	Xerox Machine Maintenance	Maintenance	5600
2	9.01.2019	Scanner purchase	Library	4500
3	10.01.2019	ECG Machine Service	Hospital	3300
4	12.01.2019	Electrical tools purchase	Electrical	1897
5	21.01.2019	Anti virus purchase	ICT	5500
6	30.01.2019	Computer service	ICT	3800
7	30.01.2019	Computer accessories purchase	ICT	4400
8	4.02.2019	Generator Maintenance	Electrical	2150
9	6.02.2019	Computer accessories purchase	ICT	4400
10	9.02.2019	Biometric Machine purchase	ICT	4899
11	9.03.2019	Electrical tools purchase	Electrical	2580
12	20.02.2019	Computer accessories purchase	ICT	4800
13	28.02.2019	LED bulb purchase	Electrical	1478
14	13.03.2019	Maintenance tools	Maintenance	12495
15	19.03.2019	Microphone purchase	ICT	2500
16	27.03.2019	RO Plant maintenance	Maintenance	1100
17	29.03.2019	Computer service	Computer Lab	2500
18	30.03.2019	RO Plant maintenance	Maintenance	12681

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

Coordinator

Principal

Chairman