



Minutes of Meetings of Maintenance Committee dated 06.09.2022

KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE			
GST Road, Chinnakolambakkam, Madhuranthagam, Tamilnadu -603308			
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MAINTANENCE COMMITTEE			
MINUTES OF THE MEETING			
6/09/2022			
S.NO	NAMES	DESIGNATION	SIGNATURE
1.	Principal – Dr.Sufala Sunil Viswas Rao	CHAIR PERSON	<i>[Signature]</i>
2.	Dr.V.Santhosh	MEMBER	<i>[Signature]</i>
3.	Dr.Durai Pandian	MEMBER	<i>[Signature]</i>
4.	Mr. Poovarasam	MEMBER	<i>[Signature]</i>
5.	Mr.Sethuraman	MEMBER	<i>[Signature]</i>
6.	Mr.Santha kumar	MEMBER	<i>[Signature]</i>
<u>AGENDA</u>			
<ol style="list-style-type: none"> 1. To go through the list of books and journals requested by various departments and finalize the list of books and journals to be purchased. 2. To review subscription of journals like MGR university E- consortium and EJ server online. 3. Registration in student consult, online database of books. 4. To decide on the list of workshops and CMEs to be conducted in next 6 months. 5. Update of comuter software in various departments. 6. Maintenance os support facilities. 7. Animal house license to be renewed. 8. Central lab –NABL 			
<u>ACTIONS TO BE TAKEN</u>			
<ol style="list-style-type: none"> 1. Minutes of the previous meeting were revised. 2. List of books and journals to be submitted in chairpersons office for approval. 3. List of books and journals purchased from south india book agency and jaypee publishers as decided in the previuos meeting were verified. 4. Animal house facility to conduct IAEC meeting every 6 month. 5. Animal house license is to be renewed by dec 6. NABL proceedings to be discussed with the principal every month. 7. Registration in student consult, online database of medical books was done in july 2022. Librarian demonstrated the advantages of student consult. 			

Minutes of Meetings of Maintenance Committee dated 26.06.2023

 **KARPAGA VINAYAGA INSTITUTE OF MEDICAL
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Maintenance Committee

Minutes of meeting dated 26.6.23

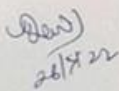
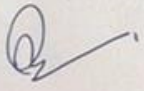
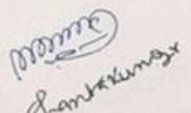
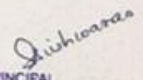
Maintenance committee meeting was conducted in library hall on 26.6.23

Meeting initiated with welcomed by chairperson.

Previous MOM were read and confirmed.

Following points were discussed

1. Electric engineers were asked to frequently visit all hostels and update monthly.
2. Lecture hall in-charge was asked to keep records of all details.
3. Biomedical engineer was asked to update annual maintenance regularly.
4. All the respective department were asked to provide new requirement in their respective departments.
5. Meeting ended with vote of thanks.

PRINCIPAL
Karpaga Vinayaga Institute of Medical Science &
Research Centre
G.S.T. Road, Chinnakolambakkam,
Palayanoor Post, Maduranthagam Taluk,
Chengalpattu - 603 308.


Principal
Karpaga Vinayaga Institute of
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Palayanoor Post,
Maduranthagam - 603 308