



KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

GST Road, Chinnakolambakkam, Madhuranthagam, Tamilnadu -603308

Ph.no: 044-27598484/27565195; Fax: 044-27565170; E-mail: kims.medical@yahoo.com; Website: www.kveg.in

KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

GST ROAD, CHINNA KOLAMBAKKAM
MADHURANTHAGAM TALUK, KANCHIPURAM DISTRICT -603308
MAINTANENCE COMMITTEE
MINUTES OF THE MEETING

8/08 / 2018

| SNO | NAMES | DESIGNATION | SIGNATURE |
|-----|--|--------------|-----------|
| 1. | Principal - Dr.Sufala Sunil Viswas Rao | CHAIR PERSON | |
| 2. | Dr.Aruna Kumari | MEMBER | |
| 3. | Dr.Shielda Doris | MEMBER | |
| 4. | Dr.Durai Pandian | MEMBER | |
| 5. | Dr.Vadivel | MEMBER | |
| 6. | Mr.Ezhil | MEMBER | |
| 7. | Mr.Sasi Kumar | MEMBER | |
| 8. | Mr.Santha Kumar | MEMBER | |

AGENDA

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 CME's to be conducted in the next 6 months
5. Update of computer software in various departments
6. Maintenance of Support facilities
7. Animal house License is to be renewed
8. Central Lab-NABL

ACTIONS TO BE TAKEN

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 previous meeting were verified
4. Animal house facility to conduct IAEC meeting every six months
5. Animal house license is to be renewed by dec 2018
6. NABL proceedings to be discussed with the Principal every month
7. Registration in Student Consult, an online database of Medical books was done in July 2018. Librarian demonstrated the advantages of Student consult

PRINCIPAL
KARPAGA VINAYAGA INSTITUTE
OF MEDICAL SCIENCES
GST Road, Chinnakolambakkam
Madhuranthagam - 603308



KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

GST Road, Chinnakolambakkam, Madhuranthagam, Tamilnadu -603308

Ph.no: 044-27598484/27565195; Fax: 044-27565170; E-mail: kims.medical@yahoo.com; Website: www.kveg.in

KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

GST ROAD, CHINNA KOLAMBAKKAM

MADHURANTHAGAM TALUK, KANCHIPURAM DISTRICT -603308

MAINTANENCE COMMITTEE MINUTES OF THE MEETING

7/02 / 2018

| SNO | NAMES | DESIGNATION | SIGNATURE |
|-----|--|--------------|-----------|
| 1. | Principal - Dr.Sufala Sunil Viswas Rao | CHAIR PERSON | |
| 2. | Dr.Aruna Kumari | MEMBER | |
| 3. | Dr.Shielda Doris | MEMBER | |
| 4. | Dr.Durai Pandian | MEMBER | |
| 5. | Dr.Vadivel | MEMBER | |
| 6. | Mr.Ezhil | MEMBER | |
| 7. | Mr.Sasi Kumar | MEMBER | |
| 8. | Mr.Shantha Kumar | MEMBER | |

AGENDA

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. To register in Student Consult,online database of books
4. To decide on the list of Workshops and CME's to be conducted in the next 6 months
5. Proposal to increase the number of books related to the departments of General surgery , Anesthesia and Radiology
6. Maintenance of Support facilities

ACTIONS TO BE TAKEN

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 previous meeting were verified
4. Animal house facility to conduct IAEC meeting every six months
5. Briefing was done by the Librarian on Student Consult, an online database of Medical books
6. Central Lab registers to be reviewed regularly

PRINCIPAL
KARPAGA VINAYAGA INSTITUTE
OF MEDICAL SCIENCES
GST Road, Chinnakolambakkam
Madhuranthagam Po, Madhuranthagam - 603308



KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

GST Road, Chinnakolambakkam, Madhuranthagam, Tamilnadu -603308

Ph.no: 044-27598484/27565195; Fax: 044-27565170; E-mail: kims.medical@yahoo.com; Website: www.kveg.in

KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

GST ROAD, CHINNA KOLAMBAKKAM
MADHURANTHAGAM TALUK, KANCHIPURAM DISTRICT -603308
MAINTANENCE COMMITTEE
MINUTES OF THE MEETING

9/08 / 2017

| SNO | NAMES | DESIGNATION | SIGNATURE |
|-----|--|--------------|-----------|
| 1. | Principal - Dr.Sufala Sunil Viswas Rao | CHAIR PERSON | |
| 2. | Dr.Aruna Kumari | MEMBER | |
| 3. | Dr.Shielda Doris | MEMBER | |
| 4. | Dr.Durai Pandian | MEMBER | |
| 5. | Dr.Vadivel | MEMBER | |
| 6. | Mr.Ezhil | MEMBER | |
| 7. | Mr.Sasi Kumar | MEMBER | |
| 8. | Mr.Shantha Kumar | MEMBE | |

AGENDA

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. To decide on the list of Workshops and CME's to be conducted in the next 6 months
4. Maintenance of Support facilities
5. Maintenance of Central lab

ACTIONS TO BE TAKEN

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 previous meeting were verified
4. Animal house facility to conduct IAEC meeting every six months
5. List of repairs done in clinical wards ,ICU and college were discussed
6. To meet in Principal office regarding Central Lab

PRINCIPAL
KARPAGA VINAYAGA INSTITUTE
OF MEDICAL SCIENCES
GST ROAD, CHINNAKOLAMBAKKAM
MADHURANTHAGAM, KANCHIPURAM DISTRICT - 603308



KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

GST Road, Chinnakolambakkam, Madhuranthagam, Tamilnadu -603308

Ph.no: 044-27598484/27565195; Fax: 044-27565170; E-mail: kims.medical@yahoo.com; Website: www.kveg.in

KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

GST ROAD, CHINNA KOLAMBAKKAM
MADHURANTHAGAM TALUK, KANCHIPURAM DISTRICT -603308
MAINTANENCE COMMITTEE
MINUTES OF THE MEETING

10/02 / 2017

| NO | NAMES | DESIGNATION | SIGNATURE |
|----|--|--------------|-----------|
| 1. | Principal - Dr.Sufala Sunil Viswas Rao | CHAIR PERSON | |
| 2. | Dr.Aruna Kumari | MEMBER | |
| 3. | Dr.Shielda Doris | MEMBER | |
| 4. | Dr.Durai Pandian | MEMBER | |
| 5. | Dr.Vadivel | MEMBER | |
| 6. | Mr.Ezhil | MEMBER | |
| 7. | Mr.Sasi Kumar | MEMBER | |
| 8. | Mr.Shantha Kumar | MEMBER | |

AGENDA

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 renew subscription of journals like MGR university E-consortium and EJ server online
3. To decide on the list of Workshops and CME's to be conducted in the next 6 months
4. Budget allocated for procuring Online journals, Printed journals and books submitted
5. Update on Sports equipment list
6. Maintenance of Support facilities

ACTIONS TO BE TAKEN

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 previous meeting were verified
4. Animal house facility to conduct IAEC meeting every six months
5. To arrange Ac lecture hall-1 as venue for Workshops and CME's to be conducted
6. Stock list of sports equipment as on august 2016 submitted
7. List of repairs done in clinical wards ,ICU and college were discussed

PRINCIPAL
KARPAGA VINAYAGA INSTITUTE
OF MEDICAL SCIENCES
GST Road, Chinnakolambakkam,
Madhuranthagam, Tamilnadu -603308



KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

GST Road, Chinnakolambakkam, Madhuranthagam, Tamilnadu -603308

Ph.no: 044-27598484/27565195; Fax: 044-27565170; E-mail: kims.medical@yahoo.com; Website: www.kveg.in

KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

GST ROAD, CHINNA KOLAMBAKKAM
MADHURANTHAGAM TALUK, KANCHIPURAM DISTRICT -603308
MAINTANENCE COMMITTEE
MINUTES OF THE MEETING

10/08 / 2016

| SNO | NAMES | DESIGNATION | SIGNATURE |
|-----|------------------|--------------|-----------|
| 1. | Dr.Chakravarthy | CHAIR PERSON | |
| 2. | Dr.Aruna Kumari | MEMBER | |
| 3. | Dr.Shielda Doris | MEMBER | |
| 4. | Dr.Durai Pandian | MEMBER | |
| 5. | Dr.Vadivel | MEMBER | |
| 6. | Mr.Ezhil | MEMBER | |
| 7. | Mr.Sasi Kumar | MEMBER | |
| 8. | Mr.Santha Kumar | MEMBER | |

AGENDA

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. To supervise and report about construction of Perimeter wall in RHTC by the floods in 2015
4. To decide on the list of Workshops and CME's to be conducted in the next 6 months
5. Verify stock in sports equipment

ACTIONS TO BE TAKEN

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 as decided in the previous meeting were verified
4. RHTC perimeter wall reconstruction underway. Details will be submitted to the Principal office
5. Animal house facility to conduct IAEC meeting every six months
6. To arrange Ac lecture hall-1 as venue for Workshops and CME's to be conducted
7. Worn out sports equipment to be replaced if unrepairable

Karpaga Vinayaga Institute of Medical Sciences
& Research Centre
GST Road, Chinna Kolambakkam,
Post, Madhuranthagam TK,
Kanchipuram Dist - 603 308.



KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

GST Road, Chinnakolambakkam, Madhuranthagam, Tamilnadu -603308

Ph.no: 044-27598484/27565195; Fax: 044-27565170; E-mail: kims.medical@yahoo.com; Website: www.kveg.in

KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

GST ROAD, CHINNA KOLAMBAKKAM
MADHURANTHAGAM TALUK, KANCHIPURAM DISTRICT -603308
MAINTANENCE COMMITTEE
MINUTES OF THE MEETING

12/08 / 2015

| SNO | NAMES | DESIGNATION | SIGNATURE |
|-----|----------------------------|--------------|-----------|
| 1. | Principal -Dr.Chakravarthy | CHAIR PERSON | |
| 2. | Dr.Aruna Kumari | MEMBER | |
| 3. | Dr.Shielda Doris | MEMBER | |
| 4. | Dr.Durai Pandian | MEMBER | |
| 5. | Dr.Vadivel | MEMBER | |
| 6. | Mr.Ezhil | MEMBER | |
| 7. | Mr.Sasi Kumar | MEMBER | |
| 8. | Mr.Shantha Kumar | MEMBER | |

AGENDA

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. Animal House registration has been completed
4. To decide on the list of Workshops and CME's to be conducted in the next 6 months
5. Proposal to increase the number of books related to the departments of ENT , Ophthalmology and Community medicine

ACTIONS TO BE TAKEN

1. Minutes of the previous meeting were revised
2. List of books and journals purchased from south India book agency as decided in the previous meeting were verified
3. Animal house has been registered with CPCSEA (1818/GO/Ere/S/15/CPCSEA)
4. Animal house facility to conduct AEC meeting every six months
5. To arrange Ac lecture hall-1 as venue for Workshops and CME's to be conducted
6. Success of Basic course under MET conducted in July was recognized

Karpaga Vinayaga Institute of Medical Sciences
& Research Centre
G.S.T Road, Chinna Kolambakkam,
Palayamkottai Post, Madhuranthagam Tk,
Kanchipuram Dist - 603 308



KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

GST Road, Chinnakolambakkam, Madhuranthagam, Tamilnadu -603308

Ph.no: 044-27598484/27565195; Fax: 044-27565170; E-mail: kims.medical@yahoo.com; Website: www.kveg.in

KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

GST ROAD, CHINNA KOLAMBAKKAM

MADHURANTHAGAM TALUK, KANCHIPURAM DISTRICT -603308

MAINTANENCE COMMITTEE

MINUTES OF THE MEETING

11/02 / 2015

| SNO | NAMES | DESIGNATION | SIGNATURE |
|-----|------------------|--------------|-----------|
| 1. | Dr.Chakravarthy | CHAIR PERSON | |
| 2. | Dr.Aruna Kumari | MEMBER | |
| 3. | Dr.Shiela Doris | MEMBER | |
| 4. | Dr.Durai Pandian | MEMBER | |
| 5. | Dr.Vadivel | MEMBER | |
| 6. | Mr.Ezhil | MEMBER | |
| 7. | Mr.Sasi Kumar | MEMBER | |
| 8. | Mr.Santha Kumar | MEMBER | |

AGENDA

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 maximize the utility of the ATM's by students and staff
3. Central lab facilities to be improved
4. Animal House to be introduced
5. To decide on the list of Workshops and CME's to be conducted in the next 6 months
6. Budget allocated for procuring Online journals, Printed journals and books submitted

ACTIONS TO BE TAKEN

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 as decided in the previous meeting were verified
4. To ensure 24/7 vigilance by the security to ensure smooth functioning of the ATMs.
5. To discourage more than one person entering the ATM and to prevent people staying /lying in the ATMS
6. Central laboratory necessities to be prepared and submitted
7. Animal house facility to be considered as top priority
8. To arrange meeting with CPCSEA, Ministry of Forest and Environment Dept
9. To arrange Ac lecture hall-1 as venue for Workshops and CME's to be conducted.To prepare vigorously for conducting Basic course under MET (Medical education Technologies)
10. Update of software in all departments to be done

Karpaga Vinayaga Institute of Medical Sciences
& Research Centre
GST Road, Chinna Kolambakkam,
Post Office, Madhuranthagam Taluk,
Kanchipuram Dist - 603308.



KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

GST Road, Chinnakolambakkam, Madhuranthagam, Tamilnadu -603308

Ph.no: 044-27598484/27565195; Fax: 044-27565170; E-mail: kims.medical@yahoo.com; Website: www.kveg.in



KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

GST ROAD, CHINNA KOLAMBAKKAM
MADHURANTHAGAM TALUK, KANCHIPURAM DISTRICT -603308

MAINTANENCE COMMITTEE MINUTES OF THE MEETING

05/02 / 2014

| SNO | NAMES | DESIGNATION | SIGNATURE |
|-----|-----------------------|--------------|-----------|
| 1. | Dean -Dr.Chakravarthy | CHAIR PERSON | |
| 2. | Dr.Aruna Kumari | MEMBER | |
| 3. | Dr.Durai Pandian | MEMBER | |
| 4. | Dr.Vadivel | MEMBER | |
| 5. | Mr.Ezhil | MEMBER | |
| 6. | Mr.Sasi Kumar | MEMBER | |
| 7. | Mr.Shantha Kumar | MEMBER | |

AGENDA

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 renew subscription of journals like MGR university E-consortium and EJ server online
3. To consider purchasing Auto Lib software for library
4. To decide on the list of Workshops and CME's to be conducted in the next 6 months
5. Update of computer software in various departments

ACTIONS TO BE TAKEN

1. List of books and journals to be submitted in Chairpersons office for approval
2. To renew existing subscriptions
3. To produce quotation for Auto Lib software
4. To arrange for a demonstration of the Auto Lib software
5. To arrange Ac lecture hall-1 as venue for Workshops and CME's to be conducted
6. Update of software in all departments to be done
7. Worn out computer accessories to be replaced if un repairable

Shilpa
Attnd

Vinayaga Institute of Medical Sciences
& Research Centre
GST Road, Chinna Kolambakkam,
P. Noor Post, Maduranthagam Tk,
Kanchipuram Dist - 603 308