GST Road, Chinnakolambakkam, Madhuranthagam, Tamilnadu -603308

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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	O Law
	Dr.Aruna Kumari	MEMBER	
3.	Dr.Shiela Doris	MEMBER	XL-
	Dr.Durai Pandian	MEMBER	amming
5.	Dr. Vadivel	MEMBER	Wan
6.	Mr.Ezhil	MEMBER	C. that.
7.	Mr.Sasi Kumar	MEMBER	Older
8.	Mr.Shantha Kumar	MEMBER	4.80

- 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

- 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

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MADHURANTHAGAM TALUK, KANCHIPURAM DISTRICT -603308 MAINTANENCE COMMITTEE MINUTES OF THE MEETING

7/02 / 2018

		DESIGNATION	SIGNATURE
SNO	NAMES		
1.	Principal - Dr.Sufala Sunil Viswas Rao	CHAIR PERSON	De Merco
2.	Dr.Aruna Kumari	MEMBER	
3.	Dr.Shiela Doris	MEMBER	Sele-t
4.	Dr.Durai Pandian	MEMBER	Firmmag
5.	Dr.Vadivel	MEMBER	C & Lad.
6.	Mr.Ezhil	MEMBER	
7.	Mr.Sasi Kumar	MEMBER	0000
8.	Mr.Shantha Kumar	MEMBER	9R - 880

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

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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	- Delas
. 2.	Dr.Aruna Kumari	MEMBER	
3.	Dr.Shiela Doris	MEMBER	Sh. C
4.	Dr.Durai Pandian	MEMBER	Frmm
5.	Dr.Vadivel	MEMBER	Waan
6.	Mr.Ezhil	MEMBER	C. James.
7.	Mr.Sasi Kumar	MEMBER	000
8.	Mr.Shantha Kumar	МЕМВЕ	8.80

AGENDA

- 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
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MADHURANTHAGAM TALUK, KANCHIPURAM DISTRICT -603308

MAINTANENCE COMMITTEE

MINUTES OF THE MEETING

10/02 / 2017

710	NAMES	DESIGNATION	SIGNATURE
NO	NAMES	DESIGNATION	(124.00)
1.	Principal - Dr.Sufala Sunil Viswas Rao	CHAIR PERSON	Of days
2.	Dr.Aruna Kumari	MEMBER	1
3.	Dr.Shiela Doris	MEMBER	81
4.	Dr.Durai Pandian	MEMBER	Hmmm
5.	Dr.Vadivel	MEMBER	Wany
6.	Mr.Ezhil	MEMBER	C. C. W.
7.	Mr.Sasi Kumar	MEMBER	000/-
8.	Mr.Shantha Kumar	MEMBER	2,8

<u>AGENDA</u>

- 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
- 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 journa's 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

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GST ROAD, CHINNA KOLAMBAKKAM

MADHURANTHAGAM TALUK, KANCHIPURAM DISTRICT -603308 MAINTANENCE COMMITTEE MINUTES OF THE MEETING

10/08 / 2016

			Taxan mina
SNO	NAMES	DESIGNATION	SIGNATURE
1.	ri: 1-Dr.Chakravarthy	CHAIR PERSON	
2.	Dr.Aruna Kumari	MEMBER	
3.	Dr.Shiela Doris	MEMBER	gart
4.	Dr.Durai Pandian	MEMBER	8 mmm
5.	Dr.Vadivel	MEMBER	wand
6.	Mr.Ezhil	MEMBER	re Alma
7.	Mr.Sasi Kumar	MEMBER	m
8.	Mr.Shantha Kumar	MEMBER ·	Q.80_

AGENDA

- 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
- List of books and journals purchased from south India book agency as decided in the previous meeting were verified
- 4. RHTC perimeter wall reconstructionunderway. 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 un repairable

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MADHURANTHAGAM TALUK, KANCHIPURAM DISTRICT -603308
MAINTANENCE COMMITTEE
MINUTES OF THE MEETING

12/08 / 2015

SNO	NAMES	DESIGNATION	SIGNATURE
1.	Pane pal -Dr.Chakravarthy	CHAIR PERSON	
2.	Dr.Aruna Kumari	MEMBER	1
3.	Dr.Shiela Doris	MEMBER	ya i
4.	Dr.Durai Pandian	MEMBER .	8mmmag
5.	Dr.Vadivel	MEMBER	Wany
6.	Mr.Ezhil	MEMBER	e this
7.	Mr.Sasi Kumar	MEMBER	0000
8.	Mr.Shantha Kumar	MEMBER	R. 800_

AGENDA

- 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
- 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

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MAINTANENCE COMMITTEE
MINUTES OF THE MEETING

11/02 / 2015

SNO	NAMES	DESIGNATION	SIGNATURE ^
1.		CHAIR PERSON	
2.	Dr.Aruna Kumari	MEMBER	12
3.	Dr.Shiela Doris	MEMBER	al
4.	Dr.Durai Pandian	MEMBER	\$ mmmes
5.	Dr.Vadivel	MEMBER	Wary
6.	Mr.Ezhil	MEMBER	C. Trast
7.	Mr.Sasi Kumar	MEMBER	an blue
8.	Mr.Shantha Kumar	MEMBER	8.80

AGENDA

- 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
- 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
- Budget allocated for procuring Online journals, Printed journals and books submitted <u>ACTIONS TO BE TAKEN</u>
- 1. Minutes of the previous meeting were revised
- 2. List of books and journals to be submitted in Chairpersons office for approval
- List of books and journals purchased from south India book agency as decided in the previous meeting were verified
- 4. To ensure 24/7 vigiïance 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
- 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

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& Research Centre

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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	The same
3.	Dr.Durai Pandian	MEMBER	Thymning
4.	Dr. Vadivel	MEMBER	Wand
5.	Mr.Ezhil	MEMBER	C. Salvet
6.	Mr.Sasi Kumar	MEMBER	00,98/~
7.	Mr.Shantha Kumar	MEMBER	R. 80

AGENDA

- 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
- 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

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