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Recognized by Medical Council of India /National Medical Commission, Ministry of Health & Family Welfare, Govt. of India Affiliated to Kaloji Narayanarao University of Health Sciences, Warangal, Telangana.

MALLA REDDY INSTITUTION OF MEDICAL SCIENCES

(Recognized by NMC)

SOP FOR BUILDING& EQUIPMENT MAINTENANCE COMMITTEE

MRIMS /SOP/2018-2019/BEM/01

Suraram 'x' Road, Qutbullapur Municipality, Jeedimetla, Hyderabad- 500 055.

Email: mrims.2012@gmail.com

Website: www.mrims.edu.in

Suraram 'X' Road, Jeedimetla, Hyderabad - 500 055.

Tel: 7842090952, 8688820127



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Recognized by Medical Council of India /National Medical Commission, Ministry of Health & Family Welfare, Govt. of India Affiliated to Kaloji Narayanarao University of Health Sciences, Warangal, Telangana.

This committee is responsible for developing and implementing strategies for the effective maintenance of the institute's infrastructure and other related facilitates. The committee ensures that annual building and other maintenance requirements are satisfied. Identification and planning of preventative maintenance needs is executed by this committee.

Objectives:

- a) To ensure proper maintenance of physical property and facilities in the campus
- b) Ordinary preventive maintenance
- c) Long range plans for repairs/replacement of equipment
- d) Regular review of the conditions of infrastructure and other facilities.

Responsibilities:

- a) Development to respond quickly and appropriately to maintenance emergencies
- b) Co-ordinate maintenance work with concerned staff
- c) To regularly review the condition of the campus building, ground, utilities and other infrastructure to ensure their adequacy
- d) To bring to the notice of authority on any irregularities in the conditions of the infrastructure and facilities
- e) Ensure clean lines and neatness inside the campus

STANDARD OPERATING PROCEDURE FOR MAINTENANCE:

- Committee meets Bi -Annually i.e. in the month of July and January, and as and when the need arise.
- Committee instructs, list of complaints from heads of all departments to be forwarded to the administration department and noted in the maintenance register.
- Administration department forwards the complaints to IQAC, after obtaining necessary approval of principal.
- IQAC forwards the same to the concerned personal for necessary action.
- Upon addressable of complaint, the complainant is called for inspection before final closure of the issue.
- In case of unsatisfactory work, complainant is addressed again until satisfaction of complainant is achieved

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BUILDING & EQUIPMENT MAINTENANCE COMMITTEE MEETINGS: 2018-19

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Recognized by Medical Council of India, Ministry of Health & Family Welfare, Govt. of India Affiliated to Kaloji Narayanarao University of Health Sciences, Warangal, Telangana. [No.U.12012/127/2016-ME.I (FTS.3084749)]

2.06.2018

Ref: MRIMS/Circular/MCM/2018/01

Constitution of Maintenance Committee

This is to inform all the staff that the following staff members have been appointed as members of the Maintenance committee after due approval and consideration from the respected Dean & HOD's

S.No	Position	Names	Department	Faculty Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	V.V. w wis (
2	Member Coordinator	Dr .Naveen B.I	Anatomy	Nama
3	Member	Dr.T. Rohit Singh	Pharmacology	Rhengh
4	Member	Dr Sridevi	Biochemistry	D. Smither
5	Member	Dr .K.Ravi babu	Biochemistry	K Reu Baker
6	Member	Dr. Srikanth Sastry	Pathology	1. Mis
7	Member	Dr. Manjulatha	Physiology	Cologia
8	Member	Mr.madhavi	CEO	maleni
9	Member	Mr.shiva	PD	Lovgi

PRINCIPAL/DEAN

MRIMS

Principal / Dean
Ready Institute of Medical Sciences.

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01.06.2018

Ref: MRIMS/Circular/MCM/2018/01

This is to inform that a maintenance committee meeting will be held on **02.06.2018**, request the Members of Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date

02.06.2018

Time

2:00 PM to 3:00 PM

Venue

: Council Hall

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members

PRINCIPAL/DEAN

MRIMS

Principal / Dean
Maila Reddy Institute of Medical Sciences

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ACTION TAKEN REPORT

Based on the meeting of the building maintenance which was held on 02-06-2018 at 2.00 PM in the Council Hall. The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1	Campus	 Hand Sanitizers were placed at entrance of the College and Department. Few Automatic hand sanitizers dispensers are also installed Every Classroom is getting sanitized every day. Made Mask and Hand glows mandatory inside the campus.
2	Water Purifiers	Informed concerned team to clean and install water purifiers immediately and monitored the work done immediately.
3	Sanitization of all Class Rooms	Hand Sanitizers were placed at entrance of each Department.
4	Plumbing works in the campus	Informed plumber to check all washrooms in the campus and fix the problems immediately and monitored the work done



Principal/Dean
MRIMS

Copy:

• All Heads and Committee Members

IQAC

Principal / Dean

Matta Reddy Institute of Medical Sciences

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ACTION TAKEN REPORT

Based on the meeting of the maintenance committee which was held on 04-12-2018 at 2.00 PM in the Council Hall. The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1	Lighting panel not working in corridors	Electrician fixed the wiring issue
2	Ceiling lights not functioning in Department of Pedodontics	LED Bulbs changed
3	compressor low pressure	Welding done at the leak site
4	Led bulbs and fans not working in Library	Electrician called for and the LED bulbs changed

PRINCIPAL/DEAN
MRIMS

Copy:

- All Heads and Committee Members
- IQAC



Principal / Dean

Malla Reddy Institute of Medical Sciences

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[No.U.12012/127/2016-ME.I (FTS.3084749)]

04.12.2018

MINUTES OF THE MAINTENANCE COMMITTEE MEETING

The meeting of the maintenance committee was held on 04.12.2018 at 2.00 PM in the council hall, MRIMS. The following members were present

S.No	Position	Names	Department	Faculty Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	اللاس مانه لا
2	Member Coordinator	Dr .Naveen B.I ,	Anatomy	James
3	Member	Dr.T. Rohit Singh	Pharmacology	thura's
4 .	Member	Dr Sridevi	Biochemistry	D. Jordan
5	Member	Dr .K.Ravi babu	Biochemistry	L Rever Baker
6	Member	Dr. Srikanth Sastry	Pathology	1. Miss
7	Member	Dr. Manjulatha	Physiology	Charles
8	Member	Mr.madhavi	CEO	madina
9	Member	Mr.shiva	PD	Shive

The below mentioned points were discussed and the details shared with the management:

- 1. Lighting panel not working in corridors
- 2. Ceiling lights not functioning in Department of Pedodontics
- 3. Compressor low pressure
- 4. Led bulbs and fans not working in Library

PRINCIPAL/DEAN

MRIMS

Principal / Dean

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05.12.2018

Ref: MRIMS/Circular/MCM/2018/01

This is to inform that a maintenance committee meeting will be held on **05.12.2018**, request the Members of Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date

05.12.2018

Time

2:00 PM to 3:00 PM

Venue

: Council Hall

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members

DDINGIDAL (DEAN

PRINCIPAL/DEAN

MRIMS

Principal / Dean

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ACTION TAKEN REPORT

Based on the meeting of the maintenance committee which was held on 05-12-2018 at 2.00 PM in the Council Hall. The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken	
1	Ro Water plant maintenance	Water plant technician called for and periodic maintenance done	
2	RVG software issue in Department of Conservative & Endodontics	New software installed	
3	Generator Maintenance	Generator periodic maintenance done	

PRINCIPAL/DEAN
MRIMS

Copy:

- All Heads and Committee Members
- IQAC



Principal / Dean

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BUILDING & EQUIPMENT MAINTENANCE COMMITTEE MEETINGS: 2019-20

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[No.U.12012/127/2016-ME.I (FTS.3084749)]

03.06.2019

Ref: MRIMS/Circular/MCM/2019/01

Constitution of Maintenance Committee

This is to inform all the staff that the following staff members have been appointed as members of the Maintenance committee after due approval and consideration from the respected Dean & HOD's

S.No	Position	Names	Department	Faculty Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	V. Vylo cu ais Le
2	Member Coordinator	Dr .Naveen B.I	Anatomy	Manne
3	Member	Dr.T. Rohit Singh	Pharmacology	Rhugh
4	Member	Dr Sridevi	Biochemistry	D. Caler.
5	Member	Dr .K.Ravi babu	Biochemistry	Flow Proky
6	Member	Dr. Srikanth Sastry	Pathology	1. Min
7	Member	Dr. Manjulatha	Physiology	& ans
8	Member	Mr.madhavi	CEO	w duy
9	Member	Mr.shiva	PD	A sales

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PRINCIPAL/DEAN

MRIMS



Principal / Dean
Malla Reddy Institute of Medical Sciences

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02.06.2019

Ref: MRIMS/Circular/MCM/2019/01

This is to inform that a maintenance committee meeting will be held on **03.06.2019**, request the Members of Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date

: 03.06.2019

Time

2:00 PM to 3:00 PM

Venue

Council Hall

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Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members

PRINCIPAL/DEAN

MRIMS

Principal / Dean

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ACTION TAKEN REPORT

Based on the meeting of the building maintenance which was held on 07-12-2019 at 2.00 PM in the Council Hall . The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1 Ro water plant		Periodic checkup done
2	Water seepage problem in 2 nd floor	Wash basin and tap washers changed
3	Overhead tank maintenance	Tank cleaning done
4	Phantom head repair in PCC lab	Problem addressed and rectified



Principal/Dean
MRIMS

Copy:

- All Heads and Committee Members
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07.12.2019

MINUTES OF THE MAINTENANCE COMMITTEE MEETING

The meeting of the maintenance committee was held on 07.12.2019 at 2.00 PM in the council hall, MRIMS The following members were present.

S.No	Position	Names	Department	Faculty Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	V.Vyco-comis C
2	Member Coordinator	Dr .Naveen B.I	Anatomy	Namo
3	Member	Dr.T. Rohit Singh	Pharmacology	Rhenon
4	Member	Dr Sridevi	Biochemistry	D. Andri
5	Member	Dr .K.Ravi babu	Biochemistry	K Row Bake
6	Member	Dr. Srikanth Sastry	Pathology	1.11
7	Member	Dr. Manjulatha	Physiology	Mayo
8	Member	Mr.madhavi	CEO	modun.
9	Member	Mr.shiva	PD	Asya

The below mentioned points were discussed and the details shared with the management.

- 1. Ro Water plant periodic check
- 2. Water seepage problem in 2nd floor
- 3. Overhead tank maintenance
- 4. Phantom head repair in lab

PRINCIPAL/DEAN

MRIMS

Principal / Dean

Malla Reddy Institute of Medical Sciences



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06.12.2019

Ref: MRIMS/Circular/MCM/2019/01

This is to inform that a maintenance committee meeting will be held on **07.12.2019**, request the Members of Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date

07.12.2019

Time

2:00 PM to 3:00 PM

Venue

Council Hall



PRINCIPAL/DEAN

MRIMS
Principal / Dean
Malla Reddy Institute of Medical Sciences

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members

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BUILDING & EQUIPMENT MAINTENANCE COMMITTEE MEETINGS: 2020-21

Suraram 'X' Road, Jeedimetla, Hyderabad - 500 055.

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03.06.2020

Ref: MRIMS/Circular/MCM/2020/01

Constitution of Maintenance Committee

This is to inform all the staff that the following staff members have been appointed as members of the Maintenance committee after due approval and consideration from the respected Principal& HOD's

S.No	Position	Names	Department	Faculty Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	V. V.4 w w and LC
2	Member Coordinator	Dr .Naveen B.I	Anatomy	Jamo
3	Member	Dr.T. Rohit Singh	Pharmacology	Rhend
4	Member	Dr Sridevi	Biochemistry	D. Tridumi,
5	Member	Dr .K.Ravi babu	Biochemistry	L Racelador
6	Member	Dr. Srikanth Sastry	Pathology	1. 1.
7	Member	Dr. Manjulatha	Physiology	6 July
8	Member	Mr.madhavi	CEO	weelin'
9	Member	Mr.shiva	PD	Shive

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members

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PRINCIPAL/DEAN

MRIMS

Principal / Dean

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02.06.2020

Ref: MRIMS/Circular/MCM/2020/01

.

This is to inform that a maintenance committee meeting will be held on **03.06.2020**, request the Members of Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date

03.06.2020

Time

2:00 PM to 3:00 PM

Venue

Council Hall



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PRINCIPAL/DEAN

MRIMS

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee

Principal / Dean

Malla Reddy Institute of Medical Sciences

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ACTION TAKEN REPORT

Based on the meeting of the building maintenance which was held on 03-06-2020 at 2.00 PM in the Council Hall. The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1	Computer problem in Department of PHD	Computer Problem rectified
2	Ceiling lights not working in the Dept of Oral Maxillofacial surgery	LED Bulbs changed
3	OPGproblem in Dept of Oral Medicine	OPG repair done
4	Fans not working in class room	Fans repair done

Principal/Dean
MRIMS

Copy:

• All Heads and Committee Members

IQAC



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Malla Reddy Institute of Medical Sciences

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[No.U.12012/127/2016-ME.I (FTS.3084749)]

05.12.2020

MINUTES OF THE MAINTENANCE COMMITTEE MEETING

The meeting of the maintenance committee was held on 05.12.2020 at 2.00 PM in the council hall, MRIMS. The following members were present.

S.No	Position	Names	Department	Faculty Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	V.V.A Co up ani Ce
2	Member Coordinator	Dr .Naveen B.I	Anatomy	Jamo
3	Member	Dr.T. Rohit Singh	Pharmacology	Rhugh
4	Member	Dr Sridevi	Biochemistry	D. Juden
5	Member	Dr .K.Ravi babu	Biochemistry	& Reculardes
6	Member	Dr. Srikanth Sastry	Pathology	1. 1.
7	Member	Dr. Manjulatha	Physiology	Rouge
8	Member	Mr.madhavi	CEO	madyn
9	Member	Mr.shiva	PD	Shiver

The below mentioned points were discussed and the details shared with the management.

- 1. COVID Precautions in Campus
- 2. Maintenance of Compressor
- 3. Plumbing work in labs

PRINCIPAL/DEAN

MRIMS

Principal / Dean

Malla Reddy Institute of Medical Sciences



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ACTION TAKEN REPORT

Based on the meeting of the building maintenance which was held on 05-12-2020 at 2.00 PM in the Council Hall . The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1	COVID	 Hand Sanitizers were placed at entrance of the College and Department. Few Automatic hand sanitizers dispensers are also installed Every Classroom is getting sanitized every day. Made Mask and Hand glows mandatory inside the campus.
2	Compressor maintenance	Informed concerned team and the problem of issue addressed
3	OPG Machine	Technician arrived and the problem of image capture was rectified.
Plumbing works in Prosthodontics lab		Plumber checked the site, blocked water pipe was checked and repaired.



Principal/Dean
MRIMS

Copy:

• All Heads and Committee Members

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Principal / Dean

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04.12.2020

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This is to inform that a maintenance committee meeting will be held on **05.12.2020**, request the Members of Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date

05.12.2020

Time

2:00 PM to 3:00 PM

Venue

Council Hall



DDINCIDAL (DEAN

PRINCIPAL/DEAN

MRIMS

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members

Principal / Dean

Malla Radde ' Vaca

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BUILDING & EQUIPMENT MAINTENANCE COMMITTEE MEETINGS: 2021-22

Suraram 'X' Road, Jeedimetla, Hyderabad - 500 055.

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05.06.2021

Ref: MRIMS/Circular/MCM/2021/01

Constitution of Maintenance Committee

This is to inform all the staff that the following staff members have been appointed as members of the Maintenance committee after due approval and consideration from the respected Principal & HOD's

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2	Member Coordinator	Dr .Srikanth Sastry	Pathology	1. Nin
3	Member	Dr Bhagya Lakshmi	Bio-Chemistry	W
4	Member	Dr Vidya.S	Paediatrics	D
5	Member	Dr .K.Ravi babu	Biochemistry	KRow Baker
6	Member	Dr Naveen B.I	Anatomy	Danie
7	Member	Dr.T. Rohit Singh	Pharmacology	Rhingh
8	Member	Mr.madhavi	CEO	meden:
9	Member	Mr.shiva	PD	Darg

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members

PRINCIPAL/DEAN

MRIMS
Principal / Dean
Malla Reddy Institute of Medical Science-

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ACTION TAKEN REPORT

Based on the meeting of the maintenance committee which was held on 5-06-2021 at 2.00 PM in the Council Hall. The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken		
1	RO water plant maintenance	Water plant technician called for and periodic maintenance done		
2	Compressor	Compressor periodic maintenance done		
3	Generator	Generator periodic maintenance done		

PRINCIPAL/DEAN MRIMS

Copy:

- All Heads and Committee Members
- IQAC

Principal / Dean

Malla Reddy Institute of Medical Sciences



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04.06.2021

Ref: MRIMS/Circular/MCM/2021/01

This is to inform that a maintenance committee meeting will be held on **05.06.2021**, request the Members of Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date

05.06.2021

Time

2:00 PM to 3:00 PM

Venue

Council Hall

pp Hyderabad Social

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PRINCIPAL/DEAN

MRIMS

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members

Principal / Dean

Matla Reddy Institute of Medical Sciences

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ACTION TAKEN REPORT

Based on the meeting of the maintenance committee which was held on 7-12-2021 at 2.00 PM in the Council Hall. The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1	RO water plant maintenance	Water plant technician called for and periodic maintenance done
2	Compressor	Compressor periodic maintenance done
3	Generator	Generator periodic maintenance done

PRINCIPAL/DEAN
MRIMS

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- All Heads and Committee Members
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Principal / Dean
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07.12.2021

MINUTES OF THE MAINTENANCE COMMITTEE MEETING

The meeting of the maintenance committee was held on 07.12.2021 at 2.00 PM in the council hall, MRIMS. The following members were present.

S.No	Position	Names	Department	Faculty Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	V.Vno como LC
2	Member Coordinator	Dr .Srikanth Sastry	Pathology	1. 1.
3	Member	Dr Bhagya Lakshmi	Bio-Chemistry	4
4	Member	Dr Vidya.S Paediatrics		DI2
5	Member	Dr .K.Ravi babu	Biochemistry	Reu Baker
6	Member	Dr Naveen B.I	Anatomy	Warp
7	Member	Dr.T. Rohit Singh Pharmacology		Rhugh
8	Member	Mr.madhavi CEO		malini
9	Member	Mr.shiva	PD	shows

The below mentioned points were discussed and the details shared with the management:

- 1. Ro Water plant maintenance
- 2. Compressor Maintenance
- 3. Generator Maintenance



V. 4.46 was LC

PRINCIPAL/DEAN

FMRIMS / Dean
Malla Reddy Institute of Medical Sciences

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6.12.2021

Ref: MRIMS/Circular/MCM/2021/01

This is to inform that a maintenance committee meeting will be held on **06.12.2022**, request the Members of Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date

06.12.2022

Time

2:00 PM to 3:00 PM

Venue

: Council Hall

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members

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MRIMS

Principal / Dean
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BUILDING& EQUIPMENT MAINTENANCE COMMITTEE MEETINGS: 2022-23

Suraram 'X' Road, Jeedimetla, Hyderabad - 500 055.

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6.06.2022

Ref: MRIMS/Circular/MCM/2022/01

Constitution of Maintenance Committee

This is to inform all the staff that the following staff members have been appointed as members of the Maintenance committee after due approval and consideration from the respected Principal & HOD's

S.No	Position	Names	Department	Faculty Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	U. WIW was also LC
2	Member Coordinator	Dr. Srikanth Sastry	Pathology	1. 1.
3	Member	Dr Bhagya Lakshmi	Bio-Chemistry	N
4	Member	Dr Vidya.S	Paediatrics	DE/:
5	Member	Dr .K.Ravi babu	Biochemistry	KRuubake,
6	Member	Dr Naveen B.I	Anatomy	Dang
7	Member	Dr.T. Rohit Singh	Pharmacology	Rhug
8	Member	Mr.madhavi	CEO	medin
9	Member	Mr.shiva	PD	Leve

Copy to:

All Department HOD's

Department in Charges

institute

Maintenance Committee Members

PRINCIPAL/DEAN

Principal / Dean

Malla Reddy Institute of Medical Sciences

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ACTION TAKEN REPORT

Based on the meeting of the maintenance committee which was held on 06-06-2022 at 2.00 PM in the Council Hall. The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken		
1.	RO water plant maintenance	Water plant technician called for and periodic maintenance done		
2.	Compressor copper pipe leak	Welding done at the leak site		
3.	Wash room issue in Ground Floor	Rectified		
4.	Prosthodontics wet lab plumbing issue	Plumber fixed the blocked outlet of water		

PRINCIPAL/DEAN MRIMS

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- All Heads and Committee Members
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5.06.2022

Ref: MRIMS/Circular/MCM/2022/01

This is to inform that a maintenance committee meeting will be held on 06.06.2022, request the Members of Building Maintenance Committee and all the Department staff incharges to attend the meeting.

Date

06.06.2022

Time

2:00 PM to 3:00 PM

Venue

Council Hall



PRINCIPAL/DEAN

MRIMS

Principal / Dean

Maffa Reddy Institute of Medical Sciences

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Department in Charges

Maintenance Committee Members

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15.12.2022

MINUTES OF THE MAINTENANCE COMMITTEE MEETING

The meeting of the maintenance committee was held on 15.12.2022at 2.00 PM in the council hall, MALLA REDDY INSTITUTION OF MEDICAL SCIENCES COLLEGE. The following members were present

S.No	Position	Names	Department	Faculty Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	U.Vistor-ep anis L
2	Member Coordinator	Dr. Srikanth Sastry	Pathology	1. Min
3	Member	Dr Bhagya Lakshmi	Bio-Chemistry	W.
4	Member	Dr Vidya.S Paediatrics		-
5	Member	Dr .K.Ravi babu	Biochemistry	KRaculsday
6	Member	Dr Naveen B.I	Anatomy ·	Mayor
7	Member	Dr.T. Rohit Singh	Pharmacology	Phings
8	Member	Mr.madhavi CEO		redus'
9	Member	Mr.shiva	PD	Loves

The below mentioned points were discussed and the details shared with the management:

- 1. Ro Water plant maintenance
- 2. Copper piping of compressor air leak
- 3. Prosthodontics pre- clinical wet lab plumbing problem
- 4. Washroom issue ground floor

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PRINCIPAL/DEAN

Principal / Dean

Malla Reddy Institute of Medical Sciences

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ACTION TAKEN REPORT

Based on the meeting of the maintenance committee which was held on 15-12-2022 at 2.00 PM in the Council Hall. The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken		
5.	RO water plant maintenance	Water plant technician called for and periodic maintenance done		
6.	Compressor copper pipe leak	Welding done at the leak site		
7.	Wash room issue in Ground Floor	Rectified		
8.	Prosthodontics wet lab plumbing issue	Plumber fixed the blocked outlet of water		

PRINCIPAL/DEAN
MRIMS

Copy:

- All Heads and Committee Members
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Principal / Dean

Malla Reddy Institute of Medical Sciences



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14.12.2022

Ref: MRIMS/Circular/MCM/2022/01

This is to inform that a maintenance committee meeting will be held on 15.12.2022, request the Members of Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date

15.12.2022

Time

2:00 PM to 3:00 PM

Venue

Council Hall



PRINCIPAL/DEAN

MRIMS

Copy to:

All Department HOD's-

Principal / Dean
Maila Reddy Institute of Medical Sciences

Department in Charges

Maintenance Committee Membe

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