



MALLA REDDY INSTITUTE OF MEDICAL SCIENCES

(SPONSORED BY : CHANDRAMMA EDUCATIONAL SOCIETY)

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

Email : mrims.2012@gmail.com mallareddyhospital@gmail.com Website: www.mrims.edu.in



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This committee is responsible for developing and implementing strategies for the effective maintenance of the institute's infrastructure and other related facilities. 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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[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	
2	Member Coordinator	Dr .Naveen B.I	Anatomy	
3	Member	Dr.T. Rohit Singh	Pharmacology	
4	Member	Dr Sridevi	Biochemistry	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr. Srikanth Sastry	Pathology	
7	Member	Dr. Manjulatha	Physiology	
8	Member	Mr.madhavi	CEO	
9	Member	Mr.shiva	PD	

PRINCIPAL/DEAN

MRIMS



Principal / Dean
Malla Reddy Institute of Medical Sciences.

Suraram 'X' Road, Quthbullapur Municipality, Hyderabad - 500 055.

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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


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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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
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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	
2	Member Coordinator	Dr .Naveen B.I ,	Anatomy	
3	Member	Dr.T. Rohit Singh	Pharmacology	
4	Member	Dr Sridevi	Biochemistry	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr. Srikanth Sastry	Pathology	
7	Member	Dr. Manjulatha	Physiology	
8	Member	Mr.madhavi	CEO	
9	Member	Mr.shiva	PD	

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**



V. V. V. V. V. V. V.

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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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.

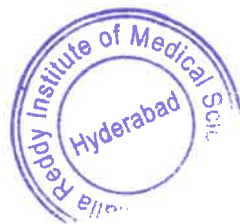
S.No	Issue	Action Taken
1	Ro Water plant maintenance	Water plant technician called for and periodic maintenance done
2	RVG software issue in Department of Conservative & Endodontics	New software installed
3	Generator Maintenance	Generator periodic maintenance done


PRINCIPAL/DEAN
MRIMS

Copy:

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Principal / Dean
Malla Reddy Institute of Medical Sciences



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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	
2	Member Coordinator	Dr .Naveen B.I	Anatomy	
3	Member	Dr.T. Rohit Singh	Pharmacology	
4	Member	Dr Sridevi	Biochemistry	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr. Srikanth Sastry	Pathology	
7	Member	Dr. Manjulatha	Physiology	
8	Member	Mr.madhavi	CEO	
9	Member	Mr.shiva	PD	

PRINCIPAL/DEAN

MRIMS



Principal / Dean
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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


PRINCIPAL/DEAN

MRIMS

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members



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 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



U.V.V. ————
Principal/Dean
MRIMS

Copy:

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- IQAC

Principal / Dean
Malla Reddy Institute of Medical Sciences

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

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	
2	Member Coordinator	Dr .Naveen B.I	Anatomy	
3	Member	Dr.T. Rohit Singh	Pharmacology	
4	Member	Dr Sridevi	Biochemistry	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr. Srikanth Sastry	Pathology	
7	Member	Dr. Manjulatha	Physiology	
8	Member	Mr.madhavi	CEO	
9	Member	Mr.shiva	PD	

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
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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



V. N. K. V. K.
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

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

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	
2	Member Coordinator	Dr .Naveen B.I	Anatomy	
3	Member	Dr.T. Rohit Singh	Pharmacology	
4	Member	Dr Sridevi	Biochemistry	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr. Srikanth Sastry	Pathology	
7	Member	Dr. Manjulatha	Physiology	
8	Member	Mr.madhavi	CEO	
9	Member	Mr.shiva	PD	

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members

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 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	OPG problem in Dept of Oral Medicine	OPG repair done
4	Fans not working in class room	Fans repair done

V. V. K. S. ———— Principal

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)]

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	
2	Member Coordinator	Dr .Naveen B.I	Anatomy	
3	Member	Dr.T. Rohit Singh	Pharmacology	
4	Member	Dr Sridevi	Biochemistry	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr. Srikanth Sastry	Pathology	
7	Member	Dr. Manjulatha	Physiology	
8	Member	Mr.madhavi	CEO	
9	Member	Mr.shiva	PD	

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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04.12.2020

Ref: MRIMS/Circular/MCM/2020/01

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



V.V.V. Vasireddy

PRINCIPAL/DEAN

MRIMS

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members

V.V.V. Vasireddy
Principal / Dean
Malla Reddy Institute of Medical Sciences

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BUILDING & EQUIPMENT MAINTENANCE COMMITTEE MEETINGS: 2021-22

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05.06.2021

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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	
2	Member Coordinator	Dr .Srikanth Sastry	Pathology	
3	Member	Dr Bhagya Lakshmi	Bio-Chemistry	
4	Member	Dr Vidya.S	Paediatrics	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr Naveen B.I	Anatomy	
7	Member	Dr.T. Rohit Singh	Pharmacology	
8	Member	Mr.madhavi	CEO	
9	Member	Mr.shiva	PD	

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members



PRINCIPAL/DEAN

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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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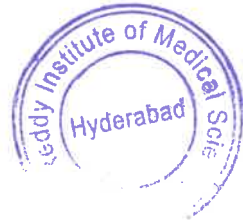
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04.06.2021

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



Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members

V. N. V. Srinivas Reddy

PRINCIPAL/DEAN

MRIMS

Principal / Dean
Malla Reddy Institute of Medical Sciences

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

Tel: 7842090952, 8688820127

Email : mrims.2012@gmail.com mallareddyhospital@gmail.com Website: www.mrims.edu



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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

U. V. S. R. K.
PRINCIPAL/DEAN
MRIMS

Copy:

- All Heads and Committee Members
- IQAC

Principal / Dean
Malla Reddy Institute of Medical Sciences



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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	
2	Member Coordinator	Dr .Srikanth Sastry	Pathology	
3	Member	Dr Bhagya Lakshmi	Bio-Chemistry	
4	Member	Dr Vidya.S	Paediatrics	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr Naveen B.I	Anatomy	
7	Member	Dr.T. Rohit Singh	Pharmacology	
8	Member	Mr.madhavi	CEO	
9	Member	Mr.shiva	PD	

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

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



PRINCIPAL/DEAN

MRIMS / 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

PRINCIPAL/DEAN

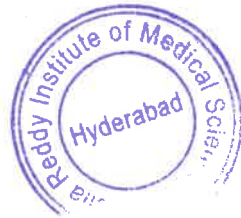
MRIMS

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members



Principal / Dean
Malla Reddy Institute of Medical Sciences

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BUILDING & EQUIPMENT MAINTENANCE COMMITTEE MEETINGS: 2022-23

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

Tel: 7842090952, 8688820127

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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	
2	Member Coordinator	Dr. Srikanth Sastry	Pathology	
3	Member	Dr Bhagya Lakshmi	Bio-Chemistry	
4	Member	Dr Vidya.S	Paediatrics	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr Naveen B.I	Anatomy	
7	Member	Dr.T. Rohit Singh	Pharmacology	
8	Member	Mr.madhavi	CEO	
9	Member	Mr.shiva	PD	

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee Members

PRINCIPAL/DEAN



MRIMS
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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Principal / Dean
Malla Reddy Institute of Medical Sciences



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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 in-charges to attend the meeting.

Date : 06.06.2022
Time : 2:00 PM to 3:00 PM
Venue : Council Hall



V.V.V. Venkatesh
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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15.12.2022

MINUTES OF THE MAINTENANCE COMMITTEE MEETING

The meeting of the maintenance committee was held on 15.12.2022 at 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	
2	Member Coordinator	Dr. Srikanth Sastry	Pathology	
3	Member	Dr Bhagya Lakshmi	Bio-Chemistry	
4	Member	Dr Vidya.S	Paediatrics	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr Naveen B.I	Anatomy	
7	Member	Dr.T. Rohit Singh	Pharmacology	
8	Member	Mr.madhavi	CEO	
9	Member	Mr.shiva	PD	

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

PRINCIPAL/DEAN



MRIMS
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

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- All Heads and Committee Members
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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**



V.V. Rao
PRINCIPAL/DEAN

MRIMS

Copy to:

All Department HOD's-

Department in Charges

Maintenance Committee Membe

Principal / Dean
Malla Reddy Institute of Medical Sciences

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