



MALLA REDDY INSTITUTE OF MEDICAL SCIENCES

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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 COLLEGE
(Recognized by NMC)

SOP FOR ELECTRICAL MAINTENANCE COMMITTEE

MRIMS /SOP/2018-2019/EM/02

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



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Functions of the committee

- Periodic maintenance of all electrical equipments in the institution.
- Upkeep of registers for receipt and addressal of complaints.
- Maintenance of building and equipment earthing – measurement of earth resistance at regular intervals, ensuring the proper earth connection for various equipments in the labs and classrooms.

Frequency of meetings: As and when required.

STANDARD OPERATING PROCEDURES FOR ELECTRICAL 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 approvals of Principal.
- IQAC forwards the same to the concerned personal for necessary action.
- Upon addressable of the complaint, the complaint is called for inspection before final closure of the issue.
- In case of unsatisfactory work, complaint is addressed again until satisfaction of complainant is achieved.

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- All Heads and Committee Members
- IQAC

ELECTRICAL MAINTENANCE COMMITTEE MEETINGS

2018-19

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

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]

06.06.2018

Ref: MRIMS/Circular/EMCM/2018/01

This is to inform that a Electrical maintenance committee meeting will be held on **07.06.2018**, request the Members of Electrical Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : **07.06.2018**
Time : 2:00 PM to 3:00 PM
Venue : Council Hall

V.V. Venkatesh Reddy

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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ELECTRICAL MAINTENANCE COMMITTEE MEETINGS 2019-20

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

Tel: 7842090952, 8688820127

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06.06.2019

Ref: MRIMS/Circular/EMCM/2019/Jun-01

This is to inform that a Electrical maintenance committee meeting will be held on **07.06.2019**, request the Members of Electrical Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : **07.06.2019**
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
Malla Reddy Institute of Medical Sciences

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ACTION TAKEN REPORT

Based on the meeting of the Electrical Maintenance Committee which was held on 7.06.2019 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.	All maintenance related works for electrical systems	• Informed Concerned Department to look after the electrical maintenance along with Electrician and clear of there any issues in the Departments.
2.	New Installations	Informed to install LED bulbs if there any requirements.
3.	Any other miscellaneous items	Informed to check all Generators and its working conditions carefully.



V.V.V. ————

Principal/Dean
MRIMS

Copy:

- All Heads and Committee Members
- IQAC

Principal / Dean
Malla Reddy Institute of Medical Science

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09.12.2019

Ref: MRIMS/Circular/EMCM/2019/01

This is to inform that a Electrical maintenance committee meeting will be held on **10.12.2019**, request the Members of Electrical Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : **10.12.2019**
Time : 2:00 PM to 3:00 PM
Venue : Council Hall



U. N. V. Rao

PRINCIPAL/DEAN

MRIMS

Principal / Dean
Malla Reddy Institute of Medical Sciences

Copy to:

All Department HOD's

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ACTION TAKEN REPORT

Based on the meeting of the Electrical Maintenance Committee which was held on 10.12.2019 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
4.	All maintenance related works for electrical systems	• Informed Concerned Department to look after the electrical maintenance along with Electrician and clear of there any issues in the Departments.
5.	New Installations	Informed to install LED bulbs if there any requirements.
6.	Any other miscellaneous items	Informed to check all Generators and its working conditions carefully.



U. N. V. S. Rao

Principal/Dean
MRIMS

Principal / Dean
Malla Reddy Institute of Medical Sciences

Copy:

- All Heads and Committee Members
- IQAC

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ELECTRICAL MAINTENANCE COMMITTEE MEETINGS

2020-21

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

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08.6.2020

Ref: MRIMS/Circular/EMCM/2020/01

This is to inform that a Electrical maintenance committee meeting will be held on **08.06.2020**, request the Members of Electrical Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : **08.06.2020**
Time : 2:00 PM to 3:00 PM
Venue : Council Hall



U. V. H. S. to mms
PRINCIPAL/DEAN

MRIMS

Principal / Dean
Malla Reddy Institute of Medical Sciences

Copy to:

All Department HOD's

Department in Charges

Maintenance Committee M

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11.12.2020

Ref: MRIMS/Circular/EMCM/2020/01

This is to inform that a Electrical maintenance committee meeting will be held on **12.12.2020**, request the Members of Electrical Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : **12.12.2020**
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 Members

*Principal / Dean
Malla Reddy Institute of Medical Sciences*

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

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ACTION TAKEN REPORT

Based on the meeting of the Electrical Maintenance Committee which was held on 12-12-2020 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	All maintenance related works for electrical systems	Informed Concerned Department to look after the electrical maintenance along with Electrician and clear of there any issues in the departments.
2	New Installations	Informed Electricians to change the old power sockets and install with the new ones. Informed to install LED bulbs in all classrooms and in the Departments if there any requirements.
3	Any other miscellaneous items	Informed to check all Generators and its working conditions carefully.



V. V. S. S. S. S. S.

Principal/Dean
MRIMS

Copy:

- All Heads and Committee Members
- IQAC

Principal / Dean
Malla Reddy Institute of Medical Sciences

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ELECTRICAL MAINTENANCE COMMITTEE MEETINGS

2021-22

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10.06.2021

Ref: MRIMS/Circular/EMCM/2021/-01

This is to inform that a Electrical maintenance committee meeting will be held on **11.06.2021**, request the Members of Electrical Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : 11.06.2021
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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11.06.2021

Ref: MRIMS/Circular/EMCM/2021/01

Constitution of Electrical Maintenance Committee

This is to inform all the staff that the following staff members have been appointed as members of the Electrical 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 .Somnath motgi	pharmacology	
3	Member	Dr Srikanth	Pathology	
4	Member	Dr Rohit Singh	Pharmacology	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr Naveen B.I	Anatomy	
7	Member	Dr. M.Sunil	pharmacology	
8	Member	Mr.Ramana reddy	Electrician incharge	
9	Member	Mr.Ramesh	Electrician	



PRINCIPAL/DEAN

MRIMS

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13.12.2021

Ref: MRIMS/Circular/EMCM/2021/01

This is to inform that a Electrical maintenance committee meeting will be held on **14.12.2021**, request the Members of Electrical Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : **14.12.2021**
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 Electrical Maintenance Committee which was held on 14-12-2021 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.	All maintenance related works for electrical systems	Informed Concerned Department to look after the electrical maintenance along with Electrician and clear of there any issues in Exam Hall and in the Departments.
2.	New Installations	Informed to install LED bulbs in the Examination Hall if there any requirements.
3.	Any other miscellaneous items	Informed to check all Generators and its working conditions carefully.



V. V. Murthy
Principal/Dean
MRIMS

Copy:

- All Heads and Committee Members
- IQAC

Principal / Dean
Malla Reddy Institute of Medical Sciences

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14.12.2021

MINUTES OF THE ELECTRICAL MAINTENANCE COMMITTEE MEETING

The meeting of the Electrical maintenance committee was held on 14.12.2021 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 .Somnath motgi	pharmacology	
3	Member	Dr Srikanth Sastry	Pathology	
4	Member	Dr Rohit Singh	Pharmacology	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr Naveen B.I	Anatomy	
7	Member	Dr. M.Sunil	pharmacology	
8	Member	Mr.Ramana reddy	Electrician incharge	
9	Member	Mr.Ramesh	Electrician	

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

1. All maintenance related works for electrical systems
2. New Installations
3. Any other miscellaneous items

PRINCIPAL/DEAN

MRIMS



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Principal / Dean

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ELECTRICAL MAINTENANCE COMMITTEE MEETINGS 2022-23

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

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12.06.2022

Ref: MRIMS/Circular/EMCM/2022/01

This is to inform that a Electrical maintenance committee meeting will be held on **13.06.2022**, request the Members of Electrical Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : 13.06.2022
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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ACTION TAKEN REPORT

Based on the meeting of the Electrical maintenance committee which was held on 13-06-2022 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.	All maintenance related works for electrical systems	• Informed Concerned Department to look after the electrical maintenance along with Electrician and clear of there any issues in classrooms and in the Departments.
2.	New Installations	Informed Electricians to change the old power sockets and install with the new ones. Informed to install LED bulbs in all classrooms if there any requirements.
3.	Any other miscellaneous items	Informed to check all Generators and its working conditions carefully.



V.V.V.V. V.V.V.V.
PRINCIPAL/DEAN
MRIMS

Copy:

- All Heads and Committee Members
- IQAC

Principal / Dean
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13.06.2022

Ref: MRIMS/Circular/EMCM/2022/01

Constitution of Electrical Maintenance Committee

This is to inform all the staff that the following staff members have been appointed as members of the Electrical 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 .Somnath motgi	pharmacology	
3	Member	Dr Srikanth Sastry	Pathology	
4	Member	Dr Rohit Singh	Pharmacology	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr Naveen B.I	Anatomy	
7	Member	Dr. M.Sunil	pharmacology	
8	Member	Mr.Ramana reddy	Electrician incharge	
9	Member	Mr.Ramesh	Electrician	



PRINCIPAL/DEAN

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19.12.2022

Ref: MRIMS/Circular/EMCM/2022/01

This is to inform that a Electrical maintenance committee meeting will be held on **20.12.2023**, request the Members of Electrical Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : 20.01.2023
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 Member

Principal / Dean
Malla Reddy Institute of Medical Sciences

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ACTION TAKEN REPORT

Based on the meeting of the Electrical Maintenance Committee which was held on 20-12-2022 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
1	All maintenance related works for electrical systems	Informed Concerned Department to look after the electrical maintenance along with Electrician and clear of there any issues in the Departments.
2	New Installations	Informed to install LED bulbs in all the Departments if there any requirements.
3	Any other miscellaneous items	Informed to check all Generators and its working conditions carefully.



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

Principal / Dean
Malla Reddy Institute of Medical Sciences

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- All Heads and Committee Members
- IQAC

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20.12.2022

MINUTES OF THE ELECTRICAL MAINTENANCE COMMITTEE MEETING

The meeting of the Electrical maintenance committee was held on 20.12.2022 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 .Somnath motgi	pharmacology	
3	Member	Dr Srikanth Sastry	Pathology	
4	Member	Dr Rohit Singh	Pharmacology	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr Naveen B.I	Anatomy	
7	Member	Dr. M.Sunil	pharmacology	
8	Member	Mr.Ramana reddy	Electrician incharge	
9	Member	Mr.Ramesh	Electrician	

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

1. All maintenance related works for electrical systems
2. New Installations
3. Any other miscellaneous items



PRINCIPAL/DEAN

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