



TAGORE MEDICAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai - 600127.
Phone : 044-30101111, Fax : 044-222 5555, Email: tagoremch@gmail.com



(Affiliated to the Tamil Nadu Dr.MGR Medical University & Recognized by the Ministry of Health & Family welfare. Govt. of India New Delhi)

MINUTES OF MAINTENANCE COMMITTEE FOR THE ACADEMIC YEAR 2024 HELD ON 16.09.2024

The maintenance committee for the academic year 2024 held on 16.09.2024 at 12.00 to 01.00 pm.

AGENDA

1. To review the maintenance of rain water harvesting points
2. To review maintenance of lift operation and generator back up
3. Plantation of more trees in the campus
4. To review maintenance of cricket ground and volley ball court inside the campus
5. To review maintenance of smart boards in all lecture halls and implementation of free WIFI in and around campus
6. To review maintenance of centralized UPS connection in central lab

The following members attended the meeting.

S.No	Name of the members	Designation
1.	Dr. Shanthimalar	Director
2.	Dr. B. Jayakumar	Medical Superintendent
3.	Mr. K. Dilli Babu	Sr. Manager – H.R.
4.	Mr. K. Sathyamoorthy	Electrical Engineer
5.	Mr. M. Kumaran	Civil Engineer
6.	Mr. Anil Jenifer	Head – I.T. Department
7.	Mr. P. Rajaram	Bio Medical Engineer
8.	Mr. V. Krishnamurthy	Bio Medical Engineer
9.	Mr. Karthikeyan	Electrical Engineer

[Signature]
Dr. B. JAYAKUMAR, MB
Medical Superintendent
TMCH

[Signature]
DEAN
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Agenda 6: Provision of color coded dustbins inside the campus as per norms

Mrs. Maria Prema assured that they will make sure that all dustbins will be placed on all the required places including residential area, hospital and college campus to keep the campus environment neat and clean with help of housekeeping incharge Mrs. Valli.

Agenda 7: To review maintenance of solar panels on the college and hospital campus

Mr. Karthik informed to committee members that various solar light panels installed in different areas in and around college and hospital premises are functioning properly and effected in cost cutting of electricity and helps in working on green energy.


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Medical Superintendent
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Agenda 1: To review maintenance of ETP and STP

Mr.Kumaran ensured to the committee members that all kinds of maintenance related to ETP/STP is taken care as per the schedule by outsource vendor.

Agenda 2: To review maintenance of teaching staff quarters, residential flats/accommodation

Medical Superintendent informed that all teaching staff quarters, UG, PG, CRMI residentials should be properly maintained. Periodically painting and repair all pipes, electricals and other civil works if any to be carried out promptly and Mr.M. Kumaran will be coordinating the same.

Agenda 3: To review maintenance of data for HIMS

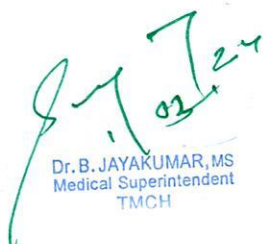
Mr. Jeni assured that maintaining data for HIMS through TFC vendor and other information system software are implemented and maintained in admin, accounts, stores and hospital. The data for the same are all maintained in cloud based servers and protection for the same are managed through separate software.

Agenda 4: To implement maintenance of a register in Labs for calibration, preventive and annual maintenance of all equipment

Biomedical engineer and electrical engineer are periodically monitoring the fault in the electrical equipment and rectifying the faults in the central Lab. Annual maintenance and calibrations of all equipment are done by outsource vendor as per schedule. Lab incharge staff are requested to maintain the same with breakdown registers.

Agenda 5: Maintenance of all fire hydrants and hoses

Mr. Mohan informed the committee members that all maintaining works with related to fire tanks, fire hydrants, hoses are processed as per schedule and all fire extinguisher are maintained through outside vendor. The fire circuit alarm systems are maintained then and there without any hassle. All the staffs in hospital are trained for fire extinguisher operating method and code RED.


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MINUTES OF MAINTENANCE COMMITTEE FOR THE ACADEMIC YEAR 2024 HELD ON 01.03.2024

The maintenance committee for the academic year 2024 held on 01.03.2024 at 12.00 to 01.00 pm.

AGENDA

1. To review maintenance of ETP and STP
2. To review maintenance of teaching staff quarters, residential flats/accommodation
3. To review maintenance of data for HIMIS
4. To implement maintenance of a register in Labs for calibration, preventive and annual maintenance of all equipments
5. Maintenance of all fire hydrants and hoses
6. Provision of color coded dustbins inside the campus as per norms
7. To review maintenance of solar panels on the college and hospital campus

The following members attended the meeting.

S.No	Name of the members	Designation
1.	Dr. J.Muthukumaran	Dean
2.	Dr. B. Jayakumar	Medical Superintendent
3.	Mr. K. Dilli Babu	Sr. Manager – H.R.
4.	Mr. K. Sathyamoorthy	Electrical Engineer
5.	Mr. M. Kumaran	Civil Engineer
6.	Mr. Anil Jenifer	Head – I.T. Department
7.	Mr. P. Rajaram	Bio Medical Engineer
8.	Mr. V. Krishnamurthy	Bio Medical Engineer
9.	Mr. V. Vel pandian	Stores Section
10.	Mr. P. Thirumalai	Librarian
11.	Mr. K. Lakshmanan	Accounts Officer


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Agenda 1: To review Preventive maintenance for Cath lab equipment

Mr.Rajaram ensured that all critical systems are functioning properly and that any issues will be resolved before they cause equipment downtime. Inspect patient monitoring systems (ECG, pulse oximetry, blood pressure, Infusion pump) for functionality. Test alarms, settings, and thresholds for accuracy. Inspect cables and leads for wear or damage. Inspect and calibrate the C-arm or fixed X-ray machine. Check contrast injector calibration, fluid flow rates, and pressure sensors. Test for any leaks, cracks, or damage to tubes and connections. All staff must follow safety protocols when performing maintenance.

Agenda 2: To review the security facilities inside the campus

Mr. Manikandan assured the committee members that college and hospital is well equipped with all security facilities. He has given instructions to all staffs to conduct a thorough risk assessment to identify campus security risks and vulnerabilities. Ensure the presence of trained officers or security personnel who are visible and accessible. He further stated that most of the places have been covered under the CCTV, which regularly monitored and maintained.

Agenda 3: To review item procurement procedure of store and purchase department

Mr. Suresh has given assurance that he will keep follow-up for timely delivery of the items as per need of the institution and hospital and also the procedure for the same has been laid down.

Agenda 4: To review electrical maintenance work

Mr. K.Sathyamoorthy incharge of electrical department has given assurance that he and his team are closely monitoring the fault and rectification of the electrical equipment. He further stated that his department is working on the green energy.

Agenda 5: Review and action plan for campus maintenance, water quality and infrastructure

Mr.S.Thiliban told committee members that over head water tanks inside the campus have been cleaned as per schedule. Cleaning work of these water tanks has been given to the outer agency on the contract basis. The water committee is also monitoring the quality of water at regular intervals.


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MAINTENANCE COMMITTEE MEMBERS

2023 - 2024

S.No	Name of the members	Designation
1.	Dr. J.Muthukumaran	Dean
2.	Dr. D.H.Gopalan	Vice-Principal
3.	Dr. B.Jayakumar	Medical Superintendent
4.	Mr. Manikandan	General manager
5.	Mr. K. Sathyamoorthy	Electrical Engineer
6.	Mr. S.Thiliban	Civil Engineer
7.	Mr. M.Kumaran	Civil Engineer
8.	Mr. K. Lakshmanan	Accounts Officer
9.	Mr. K. Dilli Babu	Sr. Manager – H.R.
10.	Mr. Anil Jenifer	Head – I.T. Department
11.	Mr. P. Thirumalai	Librarian
12.	Mr. P. Rajaram	Bio Medical Engineer
13.	Mr. V. Krishnamurthy	Bio Medical Engineer
14.	Mr. V. Vel pandian	Stores

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MINUTES OF MAINTENANCE COMMITTEE FOR THE ACADEMIC YEAR 2023 HELD ON 11.09.2023

The maintenance committee for the academic year 2023 held on 11.09.2023 at 2.00 to 3.00 pm.


AGENDA

1. To review Preventive maintenance for Cath lab equipment
2. To review the security facilities inside the campus
3. To review item procurement procedure of store and purchase department
4. To review electrical maintenance work
5. Review and action plan for campus maintenance, water quality and infrastructure

The following members attended the meeting.

S.No	Name of the members	Designation
1.	Dr. B. Jayakumar	Medical Superintendent
2.	Mr. K. Dilli Babu	Sr. Manager – H.R.
3.	Mr. Manikandan	General manager
4.	Mr. K. Sathyamoorthy	Electrical Engineer
5.	Mr. S.Thiliban	Civil Engineer
6.	Mr. Anil Jenifer	Head – I.T. Department
7.	Mr. P. Rajaram	Bio Medical Engineer
8.	Mr. V. Krishnamurthy	Bio Medical Engineer
9.	Mr. Suresh	Stores


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Agenda 1: To review the maintenance of rain water harvesting points

Mr. Thiliban informed to committee members that his department is monitoring and doing the regular maintenance of rain water harvesting points. There are twenty four points available at present inside the campus.

Agenda 2: To review maintenance of lift operation and generator back up

Mr. Sathyamoorthy assured to the committee members that he and his team are closely monitoring lift operation for its smooth function and also assured that current 500KVA generator is working as back up for our hospital.

Agenda 3: Plantation of more trees in the campus

Medical Superintendent requested all heads of department to take the initiative to make the campus green and pollution free by planting more trees in the campus.

Agenda 4: To review maintenance of cricket ground and volley ball court inside the campus

Mr. Rajasekar informed that maintenance of cricket ground and volley ball court are done regularly and was decided to recruit two markers for maintenance of the ground.

Agenda 5: To review maintenance of smart boards in all lecture halls and implementation of free WIFI in and around campus

Mr. Jeni informed that smart board has been implemented in all lecture halls with latest configuration of machines, Mic and video resolution and periodic repair and replacement for the same has been taken care by his team. Also free WIFI with 1 MBPS speed is installed in and around the campus

Agenda 6: To review maintenance of centralized UPS connection in central lab

Mr. Karthikeyan informed the committee members that centralized UPS backup connection is implemented to all equipment in Hematology lab, Biochemistry Lab, Microbiology lab and Histopathology lab for smooth functioning and hassle free working of the department.


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