

## SCHOOL OF PHARMACY & RESEARCH

SOPR/MAINT. COMM./2022/223

DATE: 11/06/2022

### MINUTES OF MEETING OF MAINTENANCE COMMITTEE

A meeting of Institutional Maintenance Committee was held on 11<sup>th</sup> Jun 2022, at 04:00 pm at principal office, School of Pharmacy & Research. The meeting was conducted on following Agenda at School of Pharmacy. The meeting was attended by following members:

S. No.	Name	Designation	Signature
01.	Prof.(Dr.) Bhaskar Kumar Gupta	Chairperson	
02.	Mr. Yasir Husaini	Coordinator	
03.	Mrs. Mariya Beg	Member	
04.	Mr. Kailash Sahu	Member	
05.	Mr. Dharmendra Singh Pawar	Member	
06.	Mr. Yogesh Kumar	Member	

The agenda and discussions are as follows:

### AGENDA

- Agenda of the Meeting was “cleaning the floors and all arrangements for PCI inspection”.
- Members are discussed about requirements of water tanker for herbal garden with Mr. Virendra Vijaywargiya.
- Members are discussed about complaint to maintenance dept. for arrange & repairing work of Notice Board.
- Members are directed frequent rounds in the College Campus and surroundings.
- Members are discussed about supervised with civil dept. for construction work at first floor & second floor



**Maintenance Committee**

## SCHOOL OF PHARMACY & RESEARCH

SOPR/MAINT. COMM./2022/ 223

DATE: 07/05/2022

### MINUTES OF MEETING OF MAINTENANCE COMMITTEE

A meeting of Institutional Maintenance Committee was held on 7<sup>th</sup> May 2022, at 04:00 pm at principal office, School of Pharmacy & Research. The meeting was conducted on following Agenda at School of Pharmacy. The meeting was attended by following members:

S. No.	Name	Designation	Signature
01.	Prof.(Dr.) Bhaskar Kumar Gupta	Chairperson	
02.	Mr. Yasir Husaini	Coordinator	
03.	Mrs. Mariya Beg	Member	
04.	Mr. Kailash Sahu	Member	
05.	Mr. Dharmendra Singh Pawar	Member	
06.	Mr. Yogesh Kumar	Member	

The agenda and discussions are as follows:

#### AGENDA

- Agenda of the Meeting was “redirect the electrical and construction work which is processed by civil department”.
- Members are discussed about requirements of water tanker for herbal garden with Mr. Virendra Vijaywargiya.
- Members are directed frequent rounds in the College Campus and surroundings.
- Members are discussed about complaint to maintenance dept. for urgent repairing water cooler (Electric Shocks)
- Members are discussed about complaint to maintenance dept. for mount the curtains' brackets and display boards in the college.
- Members are discussed about supervised with civil dept. for construction work at first floor & second floor



Chairperson  
Maintenance Committee

## SCHOOL OF PHARMACY & RESEARCH

SOPR/MAINT. COMM./2022/220

DATE: 02/04/2022

### MINUTES OF MEETING OF MAINTENANCE COMMITTEE

A meeting of Institutional Maintenance Committee was held on 2<sup>nd</sup> Apr 2022, at 04:00 pm at principal office, School of Pharmacy & Research. The meeting was conducted on following Agenda at School of Pharmacy. The meeting was attended by following members:

S. No.	Name	Designation	Signature
01.	Prof.(Dr.) Bhaskar Kumar Gupta	Chairperson	
02.	Mr. Yasir Husaini	Coordinator	
03.	Mrs. Mariya Beg	Member	
04.	Mr. Kailash Sahu	Member	
05.	Mr. Dharmendra Singh Pawar	Member	
06.	Mr. Yogesh Kumar	Member	

The agenda and discussions are as follows:

### AGENDA

- Agenda of the Meeting was "Supervise for water supply work in herbal garden continuously".
- Members are discussed about requirements of water tanker for herbal garden with Mr. Virendra Vijaywargiya.
- Members are directed frequent rounds in the College Campus and surroundings.
- Members are discussed about complaint to maintenance dept. for check the ceiling fans in the class rooms and repair the fans.
- Members are discussed about complaint to maintenance dept. for repair coolers.
- Members are discussed about supervised with civil dept. for construction work at first floor & second floor

  
Chairperson  
Maintenance Committee  


## SCHOOL OF PHARMACY & RESEARCH

SOPR/MAINT. COMM./2022/ 217

DATE: 05/03/2022

### MINUTES OF MEETING OF MAINTENANCE COMMITTEE

A meeting of Institutional Maintenance Committee was held on 5<sup>th</sup> Mar 2022, at 04:00 pm at principal office, School of Pharmacy & Research. The meeting was conducted on following Agenda at School of Pharmacy. The meeting was attended by following members:

S. No.	Name	Designation	Signature
01.	Prof.(Dr.) Bhaskar Kumar Gupta	Chairperson	
02.	Mr. Yasir Husaini	Coordinator	
03.	Mrs. Mariya Beg	Member	
04.	Mr. Kailash Sahu	Member	
05.	Mr. Dharmendra Singh Pawar	Member	
06.	Mr. Yogesh Kumar	Member	

The agenda and discussions are as follows:

### AGENDA

- Agenda of the Meeting was "Assign duties for water supply in herbal garden continuously".
- Members are discussed about requirements of water tanker for herbal garden with Mr. Virendra Vijaywargiya.
- Members are directed frequent rounds in the College Campus and surroundings.
- Members are discussed about complaint to maintenance dept. for solving the light & fan problem in Principal room.
- Members are discussed about complaint to maintenance dept. for repair electrical board and switches.



Chairperson

Maintenance Committee

## SCHOOL OF PHARMACY & RESEARCH

SOPR/MAINT. COMM./2022/210

DATE: 05/02/2022

### MINUTES OF MEETING OF MAINTENANCE COMMITTEE

A meeting of Institutional Maintenance Committee was held on 5<sup>th</sup> Feb 2022, at 04:00 pm at principal office, School of Pharmacy & Research. The meeting was conducted on following Agenda at School of Pharmacy. The meeting was attended by following members:

S. No.	Name	Designation	Signature
01.	Prof.(Dr.) Bhaskar Kumar Gupta	Chairperson	
02.	Mr. Yasir Husaini	Coordinator	
03.	Mrs. Mariya Beg	Member	
04.	Mr. Kailash Sahu	Member	
05.	Mr. Dharmendra Singh Pawar	Member	
06.	Mr. Yogesh Kumar	Member	

The agenda and discussions are as follows:

#### AGENDA

- Agenda of the Meeting was “partitions in faculties’ rooms”.
- Members are discussed about aluminum partitions in faculties’ rooms and other rooms.
- Members are directed frequent rounds in the College Campus and surroundings.
- Members are discussed about complaint to maintenance dept. for whitewash in computer lab repairing of Aluminum partition and gate.
- Members are discussed about send reminder letter to civil department again for replacing Broken window glasses
- Members are discussed about send letter for repairing of water supply in girls’ toilet at the second floor to civil department.



Chairperson  
Maintenance Committee

## SCHOOL OF PHARMACY & RESEARCH

SOPR/MAINT. COMM./2022/204

DATE: 05/01/2022

### MINUTES OF MEETING OF MAINTENANCE COMMITTEE

A meeting of Institutional Maintenance Committee was held on 5<sup>th</sup> Jan 2022, at 04:00 pm at principal office, School of Pharmacy & Research. The meeting was conducted on following Agenda at School of Pharmacy. The meeting was attended by following members:

S. No.	Name	Designation	Signature
01.	Prof.(Dr.) Bhaskar Kumar Gupta	Chairperson	
02.	Mr. Yasir Husaini	Coordinator	
03.	Mrs. Mariya Beg	Member	
04.	Mr. Kailash Sahu	Member	
05.	Mr. Dharmendra Singh Pawar	Member	
06.	Mr. Yogesh Kumar	Member	

The agenda and discussions are as follows:

#### AGENDA

- Agenda of the Meeting was "Plantation in Herbal Garden".
- Members are discussed about requirements of medicinal plants for herbal garden with Mr. Virendra Vijaywargiya.
- Members are directed frequent rounds in the College Campus and surroundings.
- Members are discussed about complaint to maintenance dept. for change principal's room door.
- Members are discussed about complaint to maintenance dept. for outlet pipe fitting in buildings.
- Members are discussed about send letter to civil department again for replacing Broken window glasses.

  
Chairperson  
Maintenance Committee

## SCHOOL OF PHARMACY & RESEARCH

SOPR/MAINT. COMM./2021/197

DATE: 04/12/2021

### MINUTES OF MEETING OF MAINTENANCE COMMITTEE

A meeting of Institutional Maintenance Committee was held on 4<sup>th</sup> Dec 2021, at 04:00 pm at principal office, School of Pharmacy & Research. The meeting was conducted on following Agenda at School of Pharmacy. The meeting was attended by following members:

S. No.	Name	Designation	Signature
01.	Prof.(Dr.) Bhaskar Kumar Gupta	Chairperson	
02.	Mr. Yasir Husaini	Coordinator	
03.	Mrs. Mariya Beg	Member	
04.	Mr. Kailash Sahu	Member	
05.	Mr. Dharmendra Singh Pawar	Member	
06.	Mr. Yogesh Kumar	Member	

The agenda and discussions are as follows:

#### AGENDA

- Agenda of the Meeting was "Leveling the herbal garden and plantation".
- Members are discussed about grounded the mixer of fertile soil and manure after pilau work.
- Members are discussed about herbal garden with Mr. Virendra Vijaywargiya.
- Members are directed frequent rounds in the College Campus and surroundings.
- Members are discussed about complaint to maintenance dept. for sofa repairing work with carpenter.

  
Chairperson  
Maintenance Committee

## SCHOOL OF PHARMACY & RESEARCH

SOPR/MAINT. COMM./2021/ 195

DATE: 06/11/2021

### MINUTES OF MEETING OF MAINTENANCE COMMITTEE

A meeting of Institutional Maintenance Committee was held on 6<sup>th</sup> Nov 2021, at 04:00 pm at principal office, School of Pharmacy & Research. The meeting was conducted on following Agenda at School of Pharmacy. The meeting was attended by following members:

S. No.	Name	Designation	Signature
01.	Prof.(Dr.) Bhaskar Kumar Gupta	Chairperson	
02.	Mr. Yasir Husaini	Coordinator	
03.	Mrs. Mariya Beg	Member	
04.	Mr. Kailash Sahu	Member	
05.	Mr. Dharmendra Singh Pawar	Member	
06.	Mr. Yogesh Kumar	Member	

The agenda and discussions are as follows:

### AGENDA

- Agenda of the Meeting was "To change the Reception and assembly hall settings".
- Members are discussed about arrangements for 1 night stay guest of Birsa Munda Jayanti.
- Members are directed frequent rounds in the College Campus and surroundings.
- Members are discussed about herbal garden with Mr. Virendra Vijaywargiya.
- Members are discussed about installation tube lights and fans in SOPR building.
- Members are discussed about repair ceiling fans.
- Members are discussed about aluminum partitions and gate repairing.
- Members are discussed about send letter for Shifting of LPG Gas chamber to outer side of the building and repairing LPG gas fitting to civil department.
- Members are discussed about send letter for painting work on old iron racks by painter to civil department.

  
Chairperson  
Maintenance Committee





## SCHOOL OF PHARMACY & RESEARCH

SOPR/MAINT. COMM./2021/191

DATE: 04/10/2021

### MINUTES OF MEETING OF MAINTENANCE COMMITTEE

A meeting of Institutional Maintenance Committee was held on 4<sup>th</sup> Oct 2021, at 04:00 pm at principal office, School of Pharmacy & Research. The meeting was conducted on following Agenda at School of Pharmacy. The meeting was attended by following members:

S. No.	Name	Designation	Signature
01.	Prof.(Dr.) Neeraj Upmanyu	Chairperson	
02.	Mr. Yasir Husaini	Coordinator	
03.	Mrs. Mariya Beg	Member	
04.	Mr. Kailash Sahu	Member	
05.	Mr. Dharmendra Singh Pawar	Member	
06.	Mr. Yogesh Kumar	Member	

The agenda and discussions are as follows:

#### AGENDA

- Agenda of the Meeting was “To inspect the found broken furniture and requirement of lights and fans”.
- Members are discussed about complaint for broken tap in lab's washbasin to maintenance department.
- Members are discussed about send requisition letter for painting work, maintenance work and replacement of broken window glasses to civil department.
- Members are directed frequent rounds in the College Campus and surroundings.
- Members are discussed about requirement of 0.5 HP water pump and its installation for herbal garden.
- Members are discussed about changes in Reception of central assembly Hall.

  
Chairperson  
Maintenance Committee

## SCHOOL OF PHARMACY & RESEARCH

SOPR/MAINT. COMM./2021/ 185

DATE: 06/09/2021

### MINUTES OF MEETING OF MAINTENANCE COMMITTEE

A meeting of Institutional Maintenance Committee was held on 6<sup>th</sup> Sep 2021, at 04:00 pm at principal office, School of Pharmacy & Research. The meeting was conducted on following Agenda at School of Pharmacy. The meeting was attended by following members:

S. No.	Name	Designation	Signature
01.	Prof.(Dr.) Neeraj Upmanyu	Chairperson	
02.	Mr. Yasir Husaini	Coordinator	
03.	Mrs. Mariya Beg	Member	
04.	Mr. Kailash Sahu	Member	Ab5
05.	Mr. Dharmendra Singh Pawar	Member	
06.	Mr. Yogesh Kumar	Member	

The agenda and discussions are as follows:

#### AGENDA

- Agenda of the Meeting was “To assign the duties for second floor cleaning and toilets”.
- Members are discussed about call again to maintenance department for complaint of door repair.
- Members are discussed about send request letter for requirements of AC installation to purchase deptt.
- Members are directed frequent rounds in the College Campus and surroundings.
- Members are discussed about call to repair the wall crack and white wash after rainy season.

  
Chairperson  
Maintenance Committee

## SCHOOL OF PHARMACY & RESEARCH

SOPR/MAINT. COMM./2021/180

DATE: 04/08/2021

### MINUTES OF MEETING OF MAINTENANCE COMMITTEE

A meeting of Institutional Maintenance Committee was held on 4<sup>th</sup> Aug 2021, at 04:00 pm at principal office, School of Pharmacy & Research. The meeting was conducted on following Agenda at School of Pharmacy. The meeting was attended by following members:

S. No.	Name	Designation	Signature
01.	Prof.(Dr.) Neeraj Upmanyu	Chairperson	
02.	Mr. Yasir Husaini	Coordinator	
03.	Mrs. Mariya Beg	Member	
04.	Mr. Kailash Sahu	Member	Abs
05.	Mr. Dharmendra Singh Pawar	Member	
06.	Mr. Yogesh Kumar	Member	

The agenda and discussions are as follows:

### AGENDA

- Agenda of the Meeting was to discuss how to cleaning the toilets and ground floor with during rainy season.
- Members are discussed about broken window glasses and complaint to civil department for broken window glasses.
- Members are directed frequent rounds in the College Campus and surroundings.
- Discussed about note down the change tap in both toilets of ground floor to maintenance department.
- Discussed about note down the complaint for Water Cooler Leakage to maintenance department.
- Discussed about note down the complaint for Doors Repair to maintenance department.

  
Chairperson  
Maintenance Committee

## SCHOOL OF PHARMACY & RESEARCH

SOPR/MAINT. COMM./2021/ 176

DATE: 05/07/2021

### MINUTES OF MEETING OF MAINTENANCE COMMITTEE

A meeting of Institutional Maintenance Committee was held on 5<sup>th</sup> July 2021, at 04:00 pm at principal office, School of Pharmacy & Research. The meeting was conducted on following Agenda at School of Pharmacy. The meeting was attended by following members:

S. No.	Name	Designation	Signature
01.	Prof.(Dr.) Neeraj Upmanyu	Chairperson	
02.	Mr. Yasir Husaini	Coordinator	
03.	Mrs. Mariya Beg	Member	
04.	Mr. Kailash Sahu	Member	
05.	Mr. Dharmendra Singh Pawar	Member	
06.	Mr. Yogesh Kumar	Member	

The agenda and discussions are as follows:

#### AGENDA

- Agenda of the Meeting was to discuss the cleaning roof water drainage system before heavy rain of our Pharmacy department (SOPR building).
- Members are discussed and directed to toilets cleaning complaints.
- Members and squad are directed frequent rounds in the College Campus and surroundings before rainy season for clearance drainage system.
- Keep close watch for proper arrangement of vehicle parking with security guard in the out of college premises.
- Discussed about complaint for mali work in the Herbal Garden and remove extra grass to Mr. Virendra Vijaywagia.

  
Chairperson  
Maintenance Committee

People's Institute of Management & Research





Maintenance Committee Record

Minutes of Meeting

Date: 14/08/21

Day: Saturday

Mode of Meeting : Online/Offline

S.No.	Name of Member	Remarks	Sign
1	B.K Tiwari	Meeting of -	
2	Rahul Panthi	Maintenance of cleanliness in the college (PIMR) Campus.	
3	Anita Mishra		
4	Prashant Shevastava,		

  
Signature of Administrative Officer

People's Institute of Management & Research





Maintenance Committee Record

Minutes of Meeting

Date: 06/10/21

Day: Wednesday

Mode of Meeting : Online/Offline

S.No.	Name of Member	Remarks	Sign
1.	B-K Tiwari .	Meeting for -	
2.	Rahul Panthi .	Repairment and maintenance of Dp , bulb , tubelight and fans of PIMR campus .	
3.	Anita Mishra		
4.	Prashant Shevastawa .		



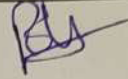

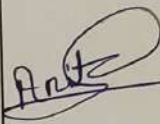

Signature of Administrative Officer

People's Institute of Management & Research  
Maintenance Committee Record  
Minutes of Meeting

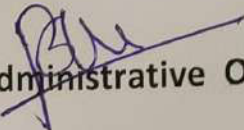
Date: 08/01/22

Day: Saturday

Mode of Meeting : Online/Offline

S.No.	Name of Member	Remarks	Sign
1	B.K Tiwari	Meeting of - Maintenance of hostel facility in PIMR.	
2.	Rahul Panthi		
3.	Anita Mishra		
4.	Prashant Shrivastava .		

Signature of Administrative Officer







People's Institute of Management & Research  
Maintenance Committee Record  
Minutes of Meeting

Date: 14/05/22

Day: Saturday

Mode of Meeting : Online/Offline

S.No.	Name of Member	Remarks	Sign
1	B-K Tiwari	Meeting of -	
2	Rahul Panthi	Repairment of boundary wall.	
3	Anita Mishra		
4.	Prashant Shrivastava		

  
Signature of Administrative Officer


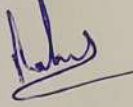
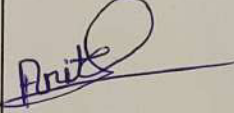



People's Institute of Management & Research  
Maintenance Committee Record  
Minutes of Meeting

Date: 13/08/22

Day: Saturday

Mode of Meeting : Online/Offline

S.No.	Name of Member	Remarks	Sign
1	B.K Tiwari	Meeting of -	
2.	Rahul Panthi	Maintenance of sports room, computer lab and library at	
3.	Anita Mishra	PIMR campus.	
4.	Prashant Shrivastava		

  
Signature of Administrative Officer

## PEOPLE'S INSTITUTE OF MANAGEMENT AND RESEARCH

Ref:No.PIMR/2021/

Date: 16.07.2021

### OFFICE ORDER

The Maintenance Committee has been constituted as under:

S. No.	Name & Designation	Status
1	Mr. B.K. Tiwari, AO	Chairperson
2	Mr. Rahul Panthi, Clerk	Member
3	Ms. Anita Mishra, Caretaker, Contract	Member
4	Mr. Prashant shrivastava, Supervisor, Contract	Member

  
Dr. Abhilasha Jain

Principal



No. Dean/PDA/22/

Date: 30.09.2021

### Minutes of Meeting

Meeting of maintenance committee was held on 30.3.2021 at 03.00 Pm at conference Hall, PDA. The meeting was chaired by Hon'ble Chairman.

**The following members have attended the meeting:-**

1. Mr Arif Farooqui (Chairman)
2. Mr. Sunjay Tandon (Member)
3. Mr. Sunil Verma (Member)
4. Mr. Shambhu Suryavanshi

*Arif*  
*Sunjay*  
*Sunil*  
*Shambhu*

**Following points were discussed in the meeting.**

1. All fans are working in good condition.
2. 3 door locks to be purchased
3. All lights including outside campus are working.
4. Maintenance of water filter is required.

Chairman ordered to buy door locks and cleaning of water filter items urgent basis.

  
Chairman

No. Dean/PDA/22/

Date: 30.12.2021

### Minutes of Meeting

Meeting of maintenance committee was held on 30.3.2021 at 03.00 Pm at conference Hall, PDA. The meeting was chaired by Hon'ble Chairman.

**The following members have attended the meeting:-**

1. Mr Arif Farooqui (Chairman)
2. Mr. Sunjay Tandon (Member)
3. Mr. Sunil Verma (Member)
4. Mr. Rajkumar Mishra

*[Handwritten signatures of Mr. Arif Farooqui, Mr. Sunjay Tandon, Mr. Sunil Verma, and Mr. Rajkumar Mishra]*

**Following points were discussed in the meeting.**

1. Cleaning of fish pond (Garden Area)
2. Civil work in ladies toilet (II Floor)
3. 10 LED tubelights of Dean Office.
4. Maintenance of water filter is required.
5. 20 CFL lamps for conference room.
6. 2 New gyser for prostho department.


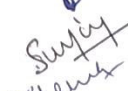


Chairman ordered to buy geysers, tubelight, and ask supervisor for cleaning of fish pond.

*[Handwritten signature]*  
Chairman

### Minutes of Meeting

Meeting of maintenance committee was held on 30.1.2021 at 03.00 Pm at conference Hall, PDA. The meeting was chaired by Hon'ble Chairman.

**The following members have attended the meeting:-**

1. Mr Arif Farooqui (Chairman) 
2. Mr. Sunjay Tandon (Member) 
3. Mr. Sunil Verma (Member) 
4. Mr. Naqvi (Maintenance Incharge People's Group) 

**Following points were discussed in the meeting.**

1. Order of 50 New Tubelights for PDA Main Building.
2. 20 New ceiling fans for PDA main Building.
3. Requirement of (horticulture staff) for PDA garden.
4. Maintenance of water filters.

Mr. Naqvi Incharge maintenance People's Group gives his valuable suggestions in smooth functioning of maintenance work.

  
Chairman

No. Dean/PDA/22/

Date: 30.03.2021

### Minutes of Meeting

Meeting of maintenance committee was held on 30.3.2021 at 03.00 Pm at conference Hall, PDA. The meeting was chaired by Hon'ble Chairman.

**The following members have attended the meeting:-**

1. Mr Arif Farooqui (Chairman) 

2. Mr. Sunjay Tandon (Member) 

3. Mr. Sunil Verma (Member) 

**Following points were discussed in the meeting.**

1. Order of 10 New switch boards for PDA Main Building.
2. 20 spindles for PDA main Building.
3. 9 window glasses

Chairman ordered to buy the required items on urgent basis.

  
Chairman

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## PEOPLE'S INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION

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**Ref.: PIHM/21/**

**Date: 15/12/2021**

### MINUTES OF THE HOUSEKEEPING AND MAINTENANCE COMMITTEE

Minutes of Housekeeping and maintenance committee was held on the above date and the following members attended the meeting-

1. Mr. V. Ravi Shankar (Conveyer)
2. Mr. Anoj Kumar Likhar (Member)
3. Mr. Rakesh Kumar Sahu (Member)
4. Mr. Sobran(Member)

The following points were discussed and finalized in the meeting-

- 1). New class rooms and mock rooms need to be making in IIIrd floor.
- 2). Water supply to be proper.
- 3). New gas bank to be make.
- 4). Electric switches and socket need to be repair.
- 5). Proper cleaning need to be require at outside of institute and ground.

V. Ravi Shankar  
Sobran

Anoj Kumar Likhar

Rakesh Kumar Sahu





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## PEOPLE'S INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION

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**Ref.: PIHM/21/**

**Date: 15/06/2021**

### MINUTES OF THE HOUSEKEEPING AND MAINTENANCE COMMITTEE

Minutes of Housekeeping and maintenance committee was held on the above date and the following members attended the meeting-

1. Mr. Shounak Nazar (Conveyer)
2. Mr. Anoj Kumar Likhar (Member)
3. Mr. Rakesh Kumar Sahu (Member)
4. Mr. Sobran(Member)

The following points were discussed and finalized in the meeting-

- 1). Seepages work need to be done.
- 2). Washrooms water tapes require to repairing.
- 3). Whitewash require in institute
- 4). Ceiling fans need to be repaired.
- 5). Housekeeping department will take care of the institute up-keeping.

Shounak Nazar  
Sobran

Anoj Kumar Likhar

Rakesh Kumar Sahu

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## PEOPLE'S INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION

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**Ref.: PIHM/22/**

**Date: 15/03/2022**

### MINUTES OF THE HOUSEKEEPING AND MAINTENANCE COMMITTEE

Minutes of Housekeeping and maintenance committee was held on the above date and the following members attended the meeting-

1. Mr. V. Ravi Shankar (Conveyer)
2. Mr. Anoj Kumar Likhar (Member)
3. Mr. Rakesh Kumar Sahu (Member)
4. Mr. Sobran(Member)

The following points were discussed and finalized in the meeting-

- 1). Broken tiles need to be change.
- 2). Washrooms doors need to be repair.
- 3). Proper cleaning need to be require in washrooms, stairs.
- 4). Institute building window glass and putty need to be replaced.

V. Ravi Shankar  
Sobran

Anoj Kumar Likhar

Rakesh Kumar Sahu

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## PEOPLE'S INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION

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**Ref.: PIHM/22/**

**Date: 15/09/2021**

### MINUTES OF THE HOUSEKEEPING AND MAINTENANCE COMMITTEE

Minutes of Housekeeping and maintenance committee was held on the above date and the following members attended the meeting-

1. Mr. Shounak Nazar (Conveyer)
2. Mr. Anoj Kumar Likhar (Member)
3. Mr. Rakesh Kumar Sahu (Member)
4. Mr. Sobran(Member)

The following points were discussed and finalized in the meeting-

- 1). Partition work requires at front office, class rooms etc.
- 2). Water connection requires in laundry and housekeeping
- 3). Tube light need to be change in gallery, class rooms and outer area of building etc.
- 4). Ceiling fans need to be repaired.
- 5). Proper job allotment to be given to the sweepers so that all the areas are covered up for the cleaning.

Shounak Nazar  
Sobran

Anoj Kumar Likhar

Rakesh Kumar Sahu



PEOPLES COLLEGE OF PARAMEDICAL SCIENCES AND RESEARCH  
CENTRE  
BHANPUR, BHOPAL 462037

Minutes of 3<sup>rd</sup> Meeting of Internal Quality Assurance Committee (Administrative and Academic Affairs) for the Academic session 2020-21 which was held on 23<sup>rd</sup> Oct 2021 at Council room PCPS new building at 3.00 pm.

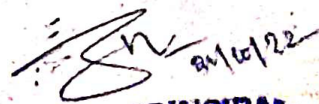
The following Committee members were present with full quorum:

1. Dr. PR Suresh, Chairperson.
2. Mr. Shrawan Kumar Yadav, Vice Chairperson.
3. Dr. Priyanka Shukla, Member.
4. Mr. Bene Prakash Lakra, administrative Member.
5. Dr. Akansha Sharma, Member.
6. Dr. Naved Ahmed, Member.
7. Mr. Gaurav Mishra, Student Member.

**AGENDA-**

- Review of previous Meeting Minutes.
- Appreciation of Corona Warriors.
- PU Exams Review.
- Approval of Mentor Mentee List, Session 2021-22.
- Preparation for Academic Session 2021-22.
- Preparation of Infrastructure for Session 2021-22.
- Approval of Academic Calendar for session 2021-22.
- Curriculum Assignment.



  
24/10/22  
PRINCIPAL  
Peoples College of Paramedical  
Sciences & RC, Bhopal

## 1. REVIEW OF PREVIOUS MEETING MINUTES -

The committee had reviewed the previous meeting minutes, the proceedings were found satisfactory and the tasks were completed. The panel had approved it.

## 2. APPRECIATION OF CORONA WARRIORS -

Chairperson appreciated the efforts and pain taken by the faculty members and students who regularly worked as Corona Warriors during Pandemic times. Certificates of appreciation were distributed to faculty members and all the students who had worked for encouragement during the pandemic situation. Students felt motivated and were ready to provide their best in upcoming situation.

## 3. PU EXAMS REVIEW -

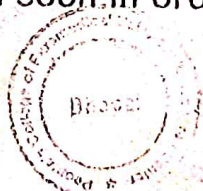
Chairperson asked about the difficulties occurred during Main PU Examination. Mr Shrawan Yadav said that there was no difficulty during the time of theory exams. Practical exam dates are still to finalize with the external faculties. Chairperson asked to finalize the PU Practical dates as soon as possible and display the notice to the students

## 4. MENTOR MENTEE LIST APPROVAL FOR SESSION 2021-22-

Dr Priyanka Shukla Ass Prof, had presented the Mentor Mentee list of Mentors for session 2021-22 (copy enclosed). The Committee had collectively approved the list for immediate implementation.

## 5. PREPARATION FOR ACADEMIC SESSION 2021-22 -

Chairperson asked Mr Shrawan Yadav and Dr Priyanka Shukla and the other allotted mentors to start preparations for the coming Academic Session. He asked all the Tutor in charges to prepare the Academic Files, Topic Registers and Attendance Registers for the coming classes. The letters for various classes conducted in Medical College, Peoples Hospital and other colleges shall be dispatched soon in order to avoid delay in the external classes.



## 6. PREPARATION OF INFRASTRUCTURE FOR ACADEMIC SESSION 2021-22-

Chairperson asked Mr Bene and Mr Kashif to prepare the buildings for conduction of classes. Maintenance work should be completed as soon as possible and other arrangements shall also be worked out and report shall be submitted as soon as possible. It and other sports and teaching learning facilities shall be checked and the deficiencies shall be fulfilled soon.


## 7. APPROVAL OF ACADEMIC CALENDAR FOR SESSION 2021-22 -

Dr Priyanka presented the Academic Calendar for session 2021-22. The Committee had had suggested minor corrections and forwarded to BOS for further approval.


## 8. CURRICULUM ASSIGNMENT -

Dr Priyanka Shukla and Mr Shrawan Yadav had presented the syllabus and other curriculum assignments for the assigned faculties. The topics of the syllabus are distributed among all the faculties so that no topic will remain unattended. Dr Naved Ahmed and Mrs Tabish Aliya are assigned to organize some Seminars and Workshops for the some valuable and important topics from the syllabus and dates shall be finalized as soon as possible.

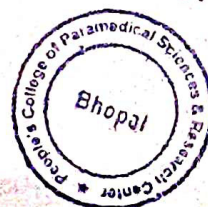
As there were no other agendas to discuss the meeting was ended with the permission of the Chair.

  
21/10/22  
**PRINCIPAL**  
People's College of Paramedical  
Sciences & RC, Bhopal



  
21/10/22

**PRINCIPAL**  
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Sciences & RC, Bhopal





PEOPLE'S UNIVERSITY

(Established under the U.P. Act No. 13 of 2011 & Approved under Section 12(B) of U.P. Act 1978)

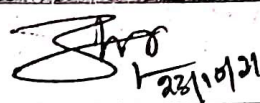




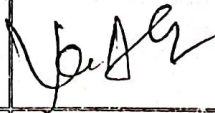
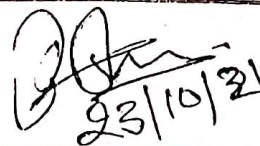
PEOPLE'S COLLEGE OF PARAMEDICAL SCIENCES

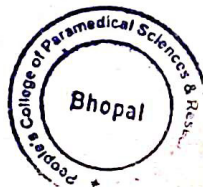
PEOPLE'S COLLEGE OF PARAMEDICAL SCIENCES & RESEARCH CENTRE

Date-23/10/21

INTERNAL QUALITY ASSURANCE COMMITTEE  
(ADMINISTRATIVE AND ACADEMIC AFFAIRS)

ATTENDANCE SHEET

S.No.	Name of Members	Designation	SIGN
1	DR. P.R.SURESH	Chairperson	 23/10/21
2	MR SHRAWAN YADAV	Vice Chairperson	
3	DR PRIYANKA SHUKLA	Faculty Member	
4	MR BENE PRAKASH	Faculty Member	
5	DR AKANSHA SHARMA	Faculty Member	
6	DR NAVED AHMED	Faculty Member	
7	ANIL DIXIT	Student Member	AB
8	GAURAV MISHRA	Student Member	 23/10/21








**MAINTENANCE  
COMMITTEE REGISTER  
PCDS & RC BHOPAL**

Long Ex - Book

Maintenance

Committee Members of PCDS

- 1) Ankit Mandav, (A.O)
- 2) Dr. Pankaj Mishra
- 3) Dr. Divyashree K.R
- 4) Dr. Aarti Gupta
- 5) Mr. R. S. Pawar
- 6) Mr. Nikes Chouhan.



DEAN


People's College of Dental  
Sciences & Research Centre  
Bhanpur, BHOPAL


11/6/21


## Minutes of Meeting

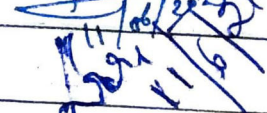
Meeting held to discuss regarding PCDS old girls hostel. 14 rooms renovation at PCDS conference hall.


- \* All 14 rooms required new sanitary fitting and plumbing work.
- \* Mended paint in all 14 rooms
- \* All the doors should be repair/change.
- \* 17 Almira purchase for new rooms


1) Ankit Rana -  11/6/21

2) R S Pawar -  11/6/21

3) Dr. Pankaj Mishra -  11/6/21

4) Dr. Divyashree KR -  11/6/21

5) Dr. Aarti Gupta -  11/6/21

6) Vikas Chouhan -  11/6/21

11/6/21  
11/6/21

### Minutes of Meeting

Agenda of meeting with members.

# Regarding PCBs garden renovation and maintenance.

1) New jhula to be replace in garden.

2) Appoint new Horticulture Contractor for ~~to~~ gardening.

3) White wash required in girls Hostel.

4) Required sewage line to be clear.

1) R.S. Pawar -

*[Signature]*  
3/7/21

2) Ankit Nigamden -

*[Signature]*  
3/7/21

3) Dr. Pankaj Mishra

*[Signature]*  
03/07/2021

4) Dr. Divyashri KR -

*[Signature]*  
3/7/21

5) Dr. Ananti Gupta -

*[Signature]*  
3/7/21

6) Mr. Vileas Urohan -

*[Signature]*  
3/07/21

10/8/21

## Minutes of Meeting

Meeting held to discuss regarding campus maintenance/repairing work at PCDS conference hall.

1) Ankit Ramdeo (A.O) - Sayed  
10/8/212) Dr. Pankaj Mishra - Sy  
10/8/20213) Dr. Divyashri R. D 10/8/214) Dr. Aarti Gupta - Gupta  
10/8/215) Mr. R. S. Pawar - Pawar6) Mr. Vilas Chauhan - Vilas  
10/8/21

\* Water leakage problems in OM Department.

\* Washrooms needs to be repair in A and B blocks.

\* Required whitewash in PCDS Admin office.

\* Conservative Dept. HOD room Washroom needs to be repair.

\* Touching work on ceiling in "A" & "B" Block.

\* PCDS parking area needs to be paint.

2/9/21

\* Agenda of meeting with committee members for PDS maintenance & repairing works in campus.

1) C Block area to be white washing

2) Girls Hostel Scrap to be remove.

3) Repairing of Blocks (Pavns) to be repair.

4) Parking Area Sign boards to be replace.

5) A & B Block Concrete Tint required maintenance.

1) Ankit Nandan - ~~2/9/21~~

2) Dr. Parthaj Mishra - 2/9/21

3) Dr. Divya - 2/9/21

4) Dr. Ansh Gupta - 2/9/21

5) R. S. P. Gaur - 2/9/21


6) Vikas Chakran - Cupis


12/10/21


Minutes of Meeting


Agenda - PCDS A and B Block Building


Meeting held to discuss with committee member for PCDS maintenance work.


1) Ankit Namdev -  12/10/21

2) R.S. Pawar - 

3) Dr. Pankaj Mishra -  12/10/2021

4) Dr. Divyashikha -  12/10/21

5) Dr. Arti Gupta -  12/10/21

6) Mr. Vikas Chohan - 

\* Denaes chair compressor not working properly.

\* Pavore block repairing near Laundry (PCDS)

\* false ceiling repairing A and B Block of PCDS Campus.

\* "C-Block" oral pathology dept washroom needs to be repaired.

\* Air conditioning repair of Lecture Hall (PCDS)

Committee Meeting: 6/11/21

DATE  
PAGE

DATE  
PAGE

Meeting held on 6/11/21 regarding  
PUDSARC Repairing & maintenance  
work.

\* Corridor area & Patients waiting area  
required lights & fan.

\* TV required for Patients in  
waiting area.


\* Drinking water problem for staff & Patients.


\* Dogs problem in Complex near HLG &  
MIG Quarters.

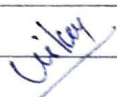
\* C Block CBCT Dept maintenance &  
renovation work.


1) Mr Divya.

2) Mr Anki Chopra.

3) Ankit (Hamden) -  6/11/21

4) Dr Pankaj Mishra -  6/11/2021

5) Vikas Chohan -  6/11/21

6) R.S. Pawar -  6/11/21



Committee Meeting 6/12/21

DATE  
PAGE

DATE  
PAGE

Committee meeting held on 6/12/21  
at meeting Hall. for Repairing  
works & maintenance works.

- 1) Old not repairable furniture dump  
to C Block III<sup>rd</sup> Floor.
- 2) Minor OT. One Surgery light to be  
replace.
- 3) Prostho gate gate required Repair.
- 4) Oatho Ext Light required.
- 5) A & B Block General Toilet require  
repairing.
- 6) B Block lift gate to be repairing.
- 7) Dental Van require repairing.

1) Dr Ponkaj Mishra.

6/12/2021

2) Dr Divya

6/12/21

3) Dr Ansh Gupta.

6/12/21

4) Mr Ankit Nandan.

6/12/21

5) Mr R. S. Power.

6/12/21

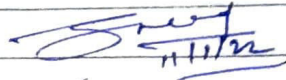
6) Mr Vikas Chakran.


6/12/21

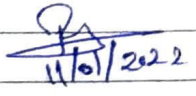
11/1/22


## Minutes of meeting


Meeting held to discuss regarding building maintenance/civil work in PCDS.

1) Ankit Meander -   
11/1/22

2) R. S. Pawar - 

3) Dr. Parshaj Mishra -   
11/01/2022

4) Dr. Dnyeshti -   
11/1/22

\* Aluminium partition work in ortho dept 5) Vikas Drouher -   
for second unit

\* PCDS - Lecture hall window repair

\* Peds dept sedative unit work.

\* White wash required near CSU room for dental fellowships programme.

\* PCDS old girls hostel rooms renovation work (28 rooms)

\* Ortho dept aluminium section work.

8/2/22

## Minutes of Meeting

Committee members meeting held on  
8/02/22 in PCOSS KJ Conference  
Hall regarding maintenance work.

\* D M Lab gas line & banners rep.

\* Steel stool in Anatomy Dept  
require repairing.

\* New girls Hostel Garbage smell  
problem.

\* Girls Hostel window glass complaint.

\* Conservative Dept required new  
Aluminium partition for PG students

\* A & B Blocks main gate Doors  
to be replace.

1) DR Divya -

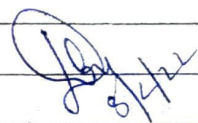
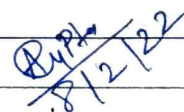
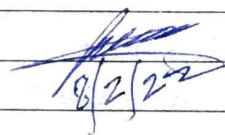
2) DR Parthaj Mishra -

3) DR Anil Gupta -

4) MR Parthik Nandan -

5) MR R S Pawar -

6) MR Vikas Chauhan -

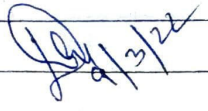
  
8/2/22  
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9/3/22M.O.M

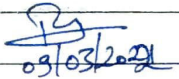
Meeting schedule regarding  
campus maintenance work.

- \* PCDS auditorium false ceiling work
- \* All Blocks top roofs needs to be clean.
- \* Required visitor chair for Endo dept for patient
- \* MEI Building rooms renovation work (14 rooms repairing on progress)
- \* PCDS hostel building repairing outside
- \* Hostel mess stair work.
- \* Hostel mess window needs to be repair.
- \* Garden blades repair (PCDS)

1) Dr. Divyashri KR

  
9/3/22

2) Dr. Parraj Mishra

  
09/03/2022

3) Ankit Desai

  
9/3

4) R.S. Pawar



5) Vikas Chavhan

  
9/3/22

# Minutes of Meeting

Committee meeting is organised for Repairing & Maintenance in College Campus on 5/4/2022

1) Dr Pankaj Mishra.

*[Signature]*  
5/4/2022

2) Dr Divyashree K.R.

*[Signature]*  
5/4/22

3) Mr Ankit Handal.

*[Signature]*  
5/4/22

1) Parking area vehicle park yellow and black oil paint marking.

4) Dr Ansh Gupta

*[Signature]*  
5/4/22

2) New metal or Flood light required in parking and garden area

5) R S Pawar

*[Signature]*

3) Hostel & College water cooler servicing.

6) Vikas Chavhan.

*[Signature]*

4) Endodontics waiting area chair to be repair.

5) B Block patients wheel chair required.

6) B & C Block unwanted plants to be remove.

# Committee Meeting

## MOM

Meeting Held on 7/5/22 at

PCDS Conference Hall at 11 AM.

for discuss on Repairing and  
Maintenance work in Campus.

\* Girls Hostel Rooms Renovation Work.

\* Library Chairs Repairing works.

\* Labs stool stool Repairing for Students

\* Hostel Mess Coolers (A/C) to be Rep.

\* Teakwood shade to be Repair

\* Bio Medical collection Centre shade to  
be Rep.

\* H/W, W/S Sewage Line Chamber to be Rep.

1) Dr Divyashree

2) Dr Pankaj Mishra.

3) Dr Anki Gupta

4) Mr Ankit Narayan

5) Mr R S Power.

6) Mr Vikas Chohan

*[Signature]*  
7/5/22

*[Signature]*  
07/05/2022

*[Signature]*  
7/5/22

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7/5/22

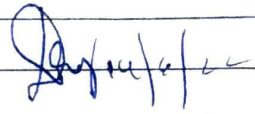
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14/6/22

Dr. Parulaj Mishra

14/06/2022

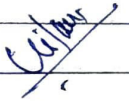
Dr. Divyashri



Ankit Nandan



Vikram Chohan



RSPawan.




Meeting held to discuss regarding  
civil maintenance work in PCDS  
campus at PCDS conference hall.

- \* PCDS garden maintenance work  
complete. with sprinkles and sowing  
grass.
- \* PCDS Garden wall painting done.
- \* C-Block old pathology washroom  
repairing work is on progress.
- \* VID Clinic, renovation work complete.
- \* PhD department water leakage from  
ceiling.
- \* PCDS Dean office painting and light  
fitting work complete.

11/7/22  
Committee Meeting  
MOM

Dr Divya

  
11/7/22

Committee Meeting is organised on 11/7/22 in Conference Hall PCOS B Block for Discuss on Repairing and maintenance in college PCOS & RC Campus.

Dr Pankaj M.



Ankit Nandan



R.S. Pawar.



\* Cracks Old & New Water Logging on entrance.

Vikas Chauhan.



\* White wash required in Hostel Mess

\* Drinking water Complaint of Hostels

\* Rainy water seepage in A & B Block III<sup>rd</sup> Floor.

\* B Block Gift Rainy water coming inside

\* Prosthe Galli gate to be replace.