

**MINUTES OF MEETING  
OF MAINTENANCE  
COMMITTEE  
(2018-2022)**



# MANGALA COLLEGE OF PARA MEDICAL SCIENCES

(Approved by Govt. of Karnataka, affiliated to Rajiv Gandhi University of Health Sciences, Karnataka)  
(A Unit of Mangala Charitable Trust @)

Vidyanagar, P.O. Pedamale, Neermarga Road, Mangaluru - 575 029. Ph: 0824-2272276/77

mangalapms2016@gmail.com

www.mangalacollege.org



## Maintenance Committee Minutes of Meeting

Date: 11/01/2018

Date: 10/01/2018

Venue: Room No 23 (Ground floor)

Time: 2:00 PM

The coordinator, led by Mr. Ramesh Nayak M, convened a maintenance committee meeting to discuss the agenda for the academic year 2018.

### Agenda:

- Annual institutional maintenance

### Minutes of Meeting

- The meeting commenced with a warm welcome from Mr. Ramesh Nayak, who extended greetings to all committee members.
- Deliberations on the maintenance activities for the ongoing academic year ensued, during which committee members offered invaluable insights. It was mutually decided that additional discussions were needed to finalize the maintenance plans.
- A thorough discussion was held on vital subjects, including building maintenance for the year 2018, as well as routine and emergency maintenance of vehicles and equipment.
- A detailed review of the current practices in place for the care and maintenance within the institutions was thoroughly examined.
- The meeting came to a close with a vote of thanks delivered by the coordinator.

Names	Designation	Signature
Dr. Ganapathi P	Chairman	
Mr. Ramesh Nayak M	Office Manager	
Mr. Vijeesh Kumar K V	Public Relation Officer	
Mrs. Jyothi S Rao	Supervisor	

MANGALA COLLEGE OF PARA MEDICAL SCIENCES  
Vidyanagar, P.O. Pedamale  
Neermarga, MANGALORE - 575 029



**Maintenance Committee  
Minutes of Meeting**

**Date:** 14/12/2018

**Date:** 13/12/2018

**Venue:** Room number 23

**Time:** 2:00 PM

The coordinator, led by Mr. Ramesh Nayak M, convened a maintenance committee meeting to discuss the agenda for the academic year 2018.

**Agenda:**

- Review of institutional maintenance

**Minutes of Meeting**

- The meeting began with a cordial opening address from Mr. Ramesh Nayak M, who extended his greetings to all the members of the committee.
- Mr. Vijeesh Kumar K V then presented a comprehensive overview of the maintenance activities carried out in the year 2018, which encompassed pre-monsoon upkeep, repair tasks, and the maintenance of vehicles.
- Following that, Mr. Ramesh Nayak M provided an in-depth assessment of the expenses incurred during the completion of the maintenance tasks.
- The meeting concluded with a vote of thanks given by the coordinator.

Names	Designation	Signature
Dr. Ganapathi P	Chairman	
Mr. Ramesh Nayak M	Office Manager	
Mr. Vijeesh Kumar K V	Public Relation Officer	
Mrs. Jyothi S Rao	Supervisor	

**Action Taken Reports**

- Room numbers 34, 35, 38, 39, 41, 47, 48, 50, and 53 underwent fan repair, while new fans were installed in rooms 58 and 72.
- A comprehensive pre-monsoon maintenance initiative was executed, encompassing roof inspections, assessments of doors, windows, foundation, and an electrical system check to identify and rectify short circuits and power outages.
- Repairs were conducted on the windows of the staff room on the second floor.
- The maintenance team attended to doors in room numbers 31, 34, 36, 37, and 39, and repaired windows in room numbers 32, 38, and 39.

- The drainage system was diligently repaired.
- A routine maintenance regimen was carried out for the vehicle, encompassing tasks such as oil changes, brake system inspections, battery servicing, exhaust system checks, fuel system assessments, and cooling system maintenance.

  
Mangalore  
Vidyanagar, P.O. Pedanaio  
Neermarga, MANGALORE - 575 029



**Maintenance Committee  
Minutes of Meeting**

Date:18/01/2019

**Date:** 17/01/2019

**Venue:** Room number 23

**Time:** 2:00 PM

The coordinator, led by Mr. Ramesh Nayak M, convened a maintenance committee meeting to discuss the agenda for the academic year 2019.

**Agenda:**

- Annual institutional maintenance

**Minutes of Meeting**

- The meeting began with a warm and gracious welcome by Mr. Ramesh Nayak M, who extended his greetings to all committee members.
- The discussion regarding maintenance activities for the current academic year took place and committee members provided valuable insights
- A comprehensive dialogue ensued on critical subjects, including the modification of infrastructure for the college's role as an exam centre, the progress of the rainwater harvesting system project, and the planning for the installation of solar panels.
- Mr. Ramesh Nayak M, led the discussion on the expenditure associated with the upcoming plans.
- The meeting concluded with the coordinator delivering vote of thanks.

Names	Designation	Signature
Dr. Ganapathi P	Chairman	
Mr. Ramesh Nayak M	Office Manager	
Mr. Vijeesh Kumar K V	Public Relation Officer	
Mrs. Jyothi S Rao	Supervisor	

PRINCIPAL  
Mangala College of Para Medical Sciences  
Vidyanagar, P.O. Pedamale  
Neermarga, MANGALORE - 575 029



**Maintenance Committee  
Minutes of Meeting**

**Date:** 10/01/2020

**Date:** 09/01/2020

**Venue:** Room number 23

**Time:** 2:00 PM

The coordinator, led by Mr. Ramesh Nayak M, convened a maintenance committee meeting to discuss the agenda for the academic year 2020.

**Agenda:**

- Annual institutional maintenance

**Minutes of Meeting**

- The meeting began with a gracious opening by Mr. Ramesh Nayak, who extended his warm greetings to all committee members. □
- Subsequently, there were extensive deliberations on the maintenance activities for the current academic year, during which committee members contributed invaluable insights.
- A comprehensive discussion took place regarding critical topics, including the ongoing installation of solar panels and the maintenance of vehicles.
- A thorough examination of the existing practices for the care and maintenance within the institution was conducted.
- The meeting was concluded with a vote of thanks expressed by the coordinator.

Names	Designation	Signature
Dr. Ganapathi P	Chairman	
Mr. Ramesh Nayak M	Office Manager	
Mr. Vijeesh Kumar K V	Public Relation Officer	
Mrs. Jyothi S Rao	Supervisor	

Mangala College of Para Medical Sciences  
Vidyanagar, P.O. Pedamale  
Neermarga, MANGALORE - 575 029



**Maintenance Committee  
Minutes of Meeting**

Date:14/01/2021

**Date:** 13/01/2021

**Venue:** Room number 23

**Time:** 2:00 PM

The coordinator, led by Mr. Ramesh Nayak M, convened a maintenance committee meeting to discuss the agenda for the academic year 2021.

**Agenda:**

- Annual institutional maintenance

**Minutes of Meeting**

- The meeting began with a warm and gracious welcome by Mr. Ramesh Nayak M, who extended his greetings to all committee members.
- The discussion regarding maintenance activities for the current academic year took place and committee members provided valuable insights.
- The committee deliberated and formulated plans for the routine maintenance of vehicles as well as the installation of new laptops.
- Mr. Ramesh Nayak M, led the discussion on the expenditure associated with the upcoming plans.
- The meeting concluded with the coordinator delivering vote of thanks.

Names	Designation	Signature
Dr. Ganapathi P	Chairman	
Mr. Ramesh Nayak M	Office Manager	
Mr. Vijeesh Kumar K V	Public Relation Officer	
Mrs. Jyothi S Rao	Supervisor	

**PRINCIPAL**  
Mangala College of Para Medical Sciences  
Vidyanagar, P.O. Padamale  
Neermarga, MANGALORE - 575 029



**Maintenance Committee  
Minutes of Meeting**

Date:21/01/2022

**Date:** 20/01/2022

**Venue:** Room number 23

**Time:** 2:00 PM

The coordinator, led by Mr. Ramesh Nayak M, convened a maintenance committee meeting to discuss the agenda for the academic year 2022.

**Agenda:**

- Annual institutional maintenance

**Minutes of Meeting**

- The meeting began with a warm and gracious welcome by Mr. Ramesh Nayak M and acknowledged the introduction of new members to the committee.
- The discussion regarding maintenance activities for the current academic year took place and committee members provided valuable insights.
- A thorough discussion followed on pivotal matters, encompassing the repainting of the college building, the installation of a lift, and the implementation of interlocking.
- Mr. Ramesh Nayak M took the lead in deliberating the expenses associated with the upcoming initiatives.
- The meeting concluded with the coordinator delivering a vote of thanks.

Names	Designation	Signature
Dr. Ganapathi P	Chairman	
Mr. Ramesh Nayak M	Office Manager	
Mr. Vijeesh Kumar K V	Public Relation Officer	
Mr. M Anil Kumar	Public Relation Officer	
Mrs. Anusuya	Supervisor	

Mangala College of Allied Health Sciences  
Vidyanagar, P.O. Pedamale, Neermarga Road, Mangaluru - 575 029  
Ph: 0824-2272276/77





# MANGALA COLLEGE OF ALLIED HEALTH SCIENCES

(Approved by Govt. of Karnataka, affiliated to Rajiv Gandhi University of Health Sciences, Karnataka)  
(A Unit of Mangala Charitable Trust ®)

Vidyanagar, P.O. Pedamale, Neermarga Road, Mangaluru - 575 029. Ph: 0824-2272276/77

mangalapms2016@gmail.com

www.mangalacollege.org



## Maintenance Committee Minutes of Meeting

Date: 23/12/2022

Date: 22/12/2022

Venue: Room number 23

Time: 2:00 PM

The coordinator, led by Mr. Ramesh Nayak M, convened a maintenance committee meeting to discuss the agenda for the academic year 2022.

### Agenda:

- Review of institutional maintenance

### Minutes of Meeting

- The meeting was initiated with a warm welcome address presented by Mr. Ramesh Nayak M, where he extended greetings and also acknowledged the introduction of new members to the committee.
- Mr. Vijeesh Kumar K V, offered a comprehensive overview of the maintenance activities conducted in 2022.
- Mr. Ramesh Nayak M provided a comprehensive assessment of the costs incurred during the execution of the maintenance projects
- The meeting was concluded with the vote of thanks presented by the coordinator.

Names	Designation	Signature
Dr. Ganapathi P	Chairman	
Mr. Ramesh Nayak M	Office Manager	
Mr. Vijeesh Kumar K V	Public Relation Officer	
Mr. M Anil Kumar	Public Relation Officer	
Mrs. Anusuya	Supervisor	

### Action Taken Reports

- The installation of interlock has been successfully finished.
- The college building repainting project has been completed.
- Maintenance work on the lift has been carried out.

  
PRINCIPAL  
Mangala College of Allied Health Sciences  
Vidyanagar, P.O. Pedamale  
Neermarga, MANGALURU - 575 029



# MANGALA COLLEGE OF ALLIED HEALTH SCIENCES

(Approved by Govt. of Karnataka, affiliated to Rajiv Gandhi University of Health Sciences, Karnataka)  
(A Unit of Mangala Charitable Trust @)

Vidyanagar, P.O. Pedamale, Neermarga Road, Mangaluru - 575 029. Ph: 0824-2272276/77

mangalapms2016@gmail.com

www.mangalacollege.org



## Maintenance Committee Minutes of Meeting

Date: 24/12/2021

Date: 23/12/2021

Venue: Room number 23

Time: 2:00 PM

The coordinator, led by Mr. Ramesh Nayak M, convened a maintenance committee meeting to discuss the agenda for the academic year 2021.

### Agenda:

- Review of institutional maintenance

### Minutes of Meeting

- The meeting commenced with a warm welcome address delivered by Mr. Ramesh Nayak M, who extended his greetings to all the members of the committee
- Mr. Vijeesh Kumar K V provided a comprehensive summary of the maintenance activities carried out in 2020
- Following this, Mr. Ramesh Nayak M delivered a thorough assessment of the costs incurred during the execution of the maintenance projects
- The meeting was concluded with the vote of thanks presented by the coordinator.

Names	Designation	Signature
Dr. Ganapathi P	Chairman	
Mr. Ramesh Nayak M	Office Manager	
Mr. Vijeesh Kumar K V	Public Relation Officer	
Mrs. Jyothi S Rao	Supervisor	

### Action Taken Reports

- Periodic maintenance of vehicles were done twice in the year.
- New laptops were installed.
- Repairs have been carried out on the fans and lights within the classrooms

PRINCIPAL  
Mangala College of Allied Health Sciences  
Vidyanagar, P.O. Pedamale  
Neermarga, Mangaluru - 575 029



**Maintenance Committee  
Minutes of Meeting**

**Date: 30/12/2020**

**Date:** 29/12/2020

**Venue:** Room number 23

**Time:** 2:00 PM

The coordinator, led by Mr. Ramesh Nayak M, convened a maintenance committee meeting to discuss the agenda for the academic year 2020.

**Agenda:**

- Review of institutional maintenance

**Minutes of Meeting**

- The meeting began with a cordial opening address from Mr. Ramesh Nayak M, who extended his greetings to all the members of the committee.
- The committee addressed the difficulties encountered in upkeeping the building and electrical equipment amid the COVID-19 pandemic.
- The maintenance team presented a status report on completed and ongoing maintenance activities indicating that regular maintenance was continuing and any urgent maintenance issues were being promptly resolved.
- Following that, Mr. Ramesh Nayak M provided an in-depth assessment of the expenses incurred during the completion of the maintenance tasks.
- The meeting concluded with a vote of thanks given by the coordinator.

Names	Designation	Signature
Dr. Ganapathi P	Chairman	
Mr. Ramesh Nayak M	Office Manager	
Mr. Vijeesh Kumar K V	Public Relation Officer	
Mrs. Jyothi S Rao	Supervisor	

**Action Taken Reports**

- Vehicle maintenance tasks were performed including oil changes tire rotations and brake inspections.
- The installation of solar panels has been completed

PRINCIPAL  
Mangala College of Para Medical Sciences  
Vidyanagar, P.O. Pedamale  
Neermarga, MANGALORE - 575 029



**Maintenance Committee  
Minutes of Meeting**

**Date:** 21/12/2019

**Date:** 20/12/2019

**Venue:** Room number 23

**Time:** 2:00 PM

The coordinator, led by Mr. Ramesh Nayak M, convened a maintenance committee meeting to discuss the agenda for the academic year 2018.

**Agenda:**

- Review of institutional maintenance

**Minutes of Meeting**

- The meeting commenced with a warm welcome address delivered by Mr. Ramesh Nayak M, who extended his greetings to all the members of the committee
- Mr. Vijeesh Kumar K V, offered a comprehensive overview of the maintenance activities conducted in 2019 this encompassed the successful completion of rainwater harvesting system work, repair projects and the commencement of solar panel installation.
- Subsequently Mr. Ramesh Nayak M, delivered a detailed evaluation of the expenses accrued throughout the maintenance projects execution.
- The meeting was concluded with the vote of thanks presented by the coordinator.

Names	Designation	Signature
Dr. Ganapathi P	Chairman	
Mr. Ramesh Nayak M	Office Manager	
Mr. Vijeesh Kumar K V	Public Relation Officer	
Mrs. Jyothi S Rao	Supervisor	

**Action Taken Reports**

- The air conditioner in room number 33 on the ground floor has been repaired.
- The refrigerator in the microbiology lab has been fixed.
- The rainwater harvesting project has been successfully completed.
- The installation of solar panels has been initiated.

PRINCIPAL  
Mangala College of Para Medical Sciences  
Vidyanagar, P.O. Pedamale  
Neermarga, MANGALORE - 575 029