



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Sector-01, Kamothe, Navi Mumbai - 410 209

Tel 022-27432471, 022-27432994, Fax 022 - 27431094

E-mail : registrar@mgmuhs.com ; Website : www.mgmuhs.com

No.MGMIHS/MANT/2014-15

January 07, 2015

MINUTES OF REVIEW MEETING OF CENTRAL MAINTENANCE COMMITTEE

In pursuance of the MGMIHS BOM Resolution No. 34/2014 dated 27.02.2014, the committee held its first meeting at MGMIHS, Kamothe on this day of 7th January, 2015 and reviewed important cases of maintenance activities undertaken at various constituent institutions on the basis of their reports submitted upto 31.12.2014. Following functionaries of the committee attended:

1. Dr. S. N. Kadam, Vice Chancellor- Chairperson
2. Dr. G. S. Narshetty, Dean, MGM Medical College, Navi Mumbai
3. Dr. Rajani Mullerpatan, Professor Director, MGM School of Physiotherapy, Navi Mumbai
4. Dr. Prabha K. Dasila, Director, MGM New Bombay College of Nursing, Navi Mumbai
5. Dr. Z. G. Badade, Director, MGM School of Biomedical Sciences, Navi Mumbai
6. Dr. Sucheta Gholar, Principal, MGM School of Physiotherapy, Aurangabad
7. Dr. G.A. Shroff, Dean, MGM Medical College, Aurangabad
8. Mr. Bhima, Accountant - Finance Member, MGMIHS
9. Dr. Z. G. Badade, Registrar - Member Secretary, MGMIHS.

(Members from Aurangabad Campus attended through Skype)

2. At the outset the Hon'ble Vice Chancellor welcomed all members. The scope and purpose of reviewing maintenance activities at the MGMIHS from time to time was highlighted.
3. The Finance officer briefed the committee on the scrutiny outcomes of reports received from constituent college so far.
4. The committee deliberated in details on these reports and expressed their satisfaction.
5. However it was pointed out that several constituent units like physiotherapy colleges for both campus and Nursing College for Navi Mumbai campus had not submitted their reports so far.
6. These reports be put-up to the committee at its next meeting.



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7. The following decisions were taken:

- 7.1 At time of purchase of various equipments, the institute Heads must insist on comprehensive warranty (CMC) rather than AMC from vendors/manufacturers, at least for a period of 3 to 5 years.
- 7.2 Cases where the annual maintenance cost exceeds INR one lakh each on case to case basis need to be referred to the Central Committee at MGMIHS for perusal in its subsequent meeting. However, sanction and completion of all codal formalities will be the sole responsibility of the Head of the Institutes.
- 7.3 It was observed that cost factor in several works undertaken at MGM Medical College Hospital, Kamothe has not been reflected proposal wise in their report. Need such specifics with financial details and approval of complete authorities for fruitful analysis.
- 7.4 Rest of the reports was found in order.

8. The meeting concluded with thanks from the chair.

Registrar

(Member Secretary)

Registrar
MGM Institute of Health Sciences
(Deemed University u/s 3 of UGC Act, 1956)
Navi Mumbai- 410 209

CC:

1. Dean, MGM Medical College, Navi Mumbai
2. Dean, MGM Medical College, Aurangabad
3. Professor Director, MGM School of Physiotherapy, Navi Mumbai
4. Principal, MGM School of Physiotherapy, Aurangabad
5. Director, MGM New Bombay College of Nursing, Navi Mumbai
6. Director, MGM School of Biomedical Sciences, Navi Mumbai
7. Registrar, MGMIHS.
8. Finance Member.
9. P.S. to Hon'ble Vice Chancellor



MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE
Sector-1, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

MINUTES OF MAINTENANCE COMMITTEE MEETING (01 Jul 14 – 30 Sep 14)

Maintenance Committee meeting was held on 14/07/14 date-07/07/14 vide/MCMH/AC/04

The following work has been completed from 01 Jul 14 to 30 Sep 14:-

- a) Major repairing work was undertaken by M/s Power Techies for PVC pipe fitting and allied work in end Aug 14
- b) Office refurbishment work was completed by M/s D S Maharana involving repairs and replacement of Aluminized doors
- c) Major work of mattress repairing was undertaken by M/s Jyotirling Gadi Bhandar in end Sep 14.
- d) Minor technical repair work for Pead Ward was pursed by M/s Sai Sales Services
- e) Repair of electrical works for CVTS, Cardiology new seminar hall was duly completed for the amount of Rs.12,695/-.
- f) AMC of HMS Software was renewed by M/s Tech Aces Solution Pvt. Ltd.
- g) Major civil works from M/s Chaityna International was undertaken in end Aug 14.
- h) Fire fighting repair works including installation of Safety Door, dismantling and plaster work was undertaken by M/s Sourav Construction.
- i) Tiling work was undertaken by M/s Apollo Designer Tile for the cost of Rs.1,08,960/- in mid Sep 14.
- j) Major office refurbishment work undertaken by M/s Krishna Enterprises for the amount of Rs.8,60,284/-
- k) Major civil repair works of wall tiling and flooring by M/s G P Construction was undertaken for the cost of Rs.1,40,106/-

The following Maintenance works are to be pursued in the next quarter:-

- a) AMC of HVAC plant by M/s Khehms Engineering Pvt. Ltd. Will be undertaken by end Nov 14
- b) CMC of Ventilators by M/s Philips India Pvt. Ltd. For the period from 01 Nov 14 to 31 Oct 15 for the amount of Rs.1,25,173/-, will be pursued.
- c) AMC of Air Conditioners for the period of from 01 Jun 14 to 31 May 15.
- d) Surgical instruments will be repaired by M/s Blue Max Surgical Works.
- e) Curtain rods for several location of wards and Offices will be installed incurring an expenditure of Rs.24,546/-.
- f) Major Office refurbishment work requiring aluminized partition by M/s Krishna Enterprises for amount of Rs.69,107/-.

- g) Cabling (2.5 x 4cm) layout work from M/s Power Techies will be duly completed.
- h) Technical repairs of bedside monitor from M/s Mcloudes Solutions will be undertaken in mid Dec 14.
- i) Minor repair works for office furniture will be undertaken.

The Chair person concluded his remarks by emphasizing the expeditious completion of above mentioned work by all the Members.

R. S. S.
Medical Superintendent
MGM Hospital, Kamothé
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

Copy for Information:-

1. The Hon'ble Medical Director
2. The Registrar
3. The Dean , MGM Medical College
4. The IQAC , Co-ordinator



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Ref: MGMH/KAM/AC/04

Date: - 07 Jul 2014

CONSTITUTION OF MAINTENANCE COMMITTEE

The followings members have been appointed as members of Maintenance committee:-

S.No.	Designation	Name	Signature
1	Chairperson	Dr. (Lt Gen) K.R. Salgotra	
2	Member Secretary	Lt Cdr Chhavi Rathi	
3	Site Engineer	Sh. Balwant Patil	
4	Fire Officer	Sh. Vaibhav Bele	
5	Security Officer	Cdr Venkatesh	
6	Bio Medical Engg.	Ms Manisha Mane	
7	Store Officer	Mr Mangesh Matal	
8	Accounts Officer	Mr Nitin Kurund	

Responsibilities:- To ensure maintenance of Campus Infrastructure Facilities and review it periodically.

Meetings:-

The meeting shall be convened quarterly.

The first meeting of Maintenance Committee will be held on 14 Jul 2014 (Monday) at 2:30 pm in MGM Hospital.

Attendance is mandatory.

Medical Superintendent
MGM Hospital, Kamothé
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

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MINUTES OF MAINTENANCE COMMITTEE MEETING (01 Oct 14 – 31Dec14)

Maintenance Committee meeting was held on 13/10/2014 date 06/10/2014
vide/ MGMH/KAM/AC/05


The following work has been completed from 01 Oct 14 to 31Dec 14:-

- j) AMC of HVAC plant by M/s Khehms Engineering Pvt. Ltd. Was undertaken by end Nov 14
- k) CMC of Ventilators by M/s Philips India Pvt. Ltd. For the period from 01 Nov 14 to 31 Oct 15 for the amount of Rs.1,25,173/- has been duly completed.
- l) AMC of Air Conditioners for the period of from 01 Jun 14 to 31 May 15 duly pursued.
- m) Surgical instruments have been repaired by M/s Blue Max Surgical Works
- n) Curtain rods for several location of wards and Offices have been installed incurring an expenditure of Rs.24,546/-
- o) Major Office refurbishment work requiring aluminized partition by M/s Krishna Enterprises for amount of Rs.69,107/- has been undertaken.
- p) Cabling (2.5 x 4cm) layout work from M/s Power Techies has been duly completed.
- q) Technical repairs of bedside monitor from M/s Mcloudes Solutions has been undertaken in mid Dec 14.
- r) Minor repair works for office furniture has been undertaken

The following Maintenance work will be pursued in the next Quarter :-

- a) Major electrical repair work will be undertaken by M/s Piyush Electricals
- b) AMC Charges of Limbs renewed for the period 23 Feb 2015 To 22 Feb 2016.
- c) Major repair works of Mortuary will be undertaken by M/s. Saurbh Construction
- d) Major office refurbishment work requiring ceiling, Trap doors for AHU will be duly completed by M/s. New tech Enterprises
- e) Major painting works will be undertaken by M/s. Star Enterprises
- f) Major civil repairing works comprising of Granite and wall flooring works will be undertaken by M/s. G. P. Construction.

The Chair person concluded his remarks by emphasizing the expeditious completion of above mentioned work by all the Members.


Medical Superintendent
MGM Hospital, Kamothé
M. G. M. HOSPITAL, KAMOTHE

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Ref: MGMH/KAM/AC/105

Date: - 06 Oct 2014

CONSTITUTION OF MAINTENANCE COMMITTEE

The followings members have been appointed as members of Maintenance committee:-

S.No.	Designation	Name	Signature
1	Chairperson	Dr. (Lt Gen) K.R. Salgotra	
2	Member Secretary	Lt Cdr Chhavi Rathi	
3	Site Engineer	Sh. Balwant Patil	
4	Fire Officer	Sh. Vaibhav Bele	
5	Security Officer	Cdr Venkatesh	
6	Bio Medical Engg.	Ms Manisha Mane	
7	Store Officer	Mr Mangesh Matal	
8	Accounts Officer	Mr Nitin Kurund	

Responsibilities:- To ensure maintenance of Campus Infrastructure Facilities and review it periodically.

Meetings:-

The meeting shall be convened quarterly.

The second meeting of Maintenance Committee will be held on 13 Oct 2014 (Monday) at 2:30 pm in MGM Hospital.

Attendance is mandatory.

Medical Superintendent
MGM Hospital, Kamothé
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

Copy for Information:-

1. The Hon'ble Medical Director
2. The Registrar
3. The Dean, MGM Medical College
4. The IQAC, Co-ordinator

MAHATMA GANDHI MISSION HOSPITAL AND MCRI

Date 01/07/2014

Minutes of Meeting – Disaster Management Committee

1. The Disaster Management Committee meeting was held on 27th June 2014 in office of HOD Orthopedics at 1200 hrs. The meeting was chaired by Dr. Girish Gadekar and attended by following member.

i) Dr. Aparna Kakkad	-	CMS
ii) Dr. B.K. Somani	-	MS
iii) Dr. P. Isaac	-	NABH Co ordinator
iv) Dr. A.B.Havelikar	-	Incharge CMO
v) Mr. Rajesh	-	HR Dept
vi) Mr. Rathod	-	Security dept
vii) Mr. Sami	-	Fire officer

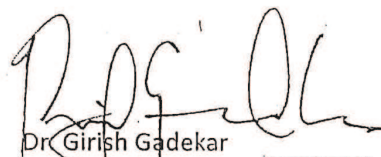
2. Minutes of meeting of last Disaster Committee Meeting was read and points discussed for action. It was decided that the Disaster Committee meeting be held once in a quarter.
3. The Disaster Management Manual has been circulated to Core Committee and soft copy to HOD's, however it was discussed and recommended by CMS that the Disaster plan be displayed in Casualty and Important areas of the hospital along with the Fire Safety plan and also including important information with important telephone numbers contact list.
4. Other points discussed as under.

Sr. No.	Point	Action by / Responsibility
1	Emmergency color code Emmergency Alarm system is required to be in place.	Fire officer to check with other hospitals and enquire about service providers for installing alarm system.
2.	TRIAGE System The SOP for Triage system has been issued to all depts. And EMS with details of prioritization of mass casualties with color codes. However it was decided that color bands / ribbons be used for Triage of mass Casualty.	CMO I/C Casualty Dept and EMS to indent and keep the colour coded bands / ribbons in casualty dept.
3.	Action Cards Job cards for various categories of hospital service providers have been made and will be available for action during disaster / mass casualties.	Chief CMO to inform all and conduct training regarding action in disaster with mass casualties.

4.	Reserve staff/man power/material. List of Reserve nursing staff, doctors and other categories of medical and paramedical staff will be maintained with HR / Matron office / CMO for Quick Reaction and mobile medical team as required in the Disaster Management plan .	HR / Matron office to keep updated Reserve list of medical, paramedical personnel.
5.	Check list for disaster drills The Chief CMO, Nursing Superintendent, Security officer will prepare action check list for disaster drills and give a feed back on action taken on disaster plan in the next committee meeting.	CMO In Charge to plan check list for Disaster drill Along with Nursing suptd, Security Officer and Time office



Dr. Col P Isaac
NABH Co ordinator



Dr. Girish Gadekar
HOD – Orthopedics & Chairperson
Disaster Management Committee

MAHATMA GANDHI MISSION HOSPITAL AND MCRI

Date 26/06/2014

Minutes of Meeting – Safety Committee

1

The safety committee meeting was held in office of CMS on 24th June 2014 at 3.30 Pm. The meeting was chaired by Dr. Somani – Medical Superintendent and attended by following member.


- | | | |
|---------------------------|---|---------------------------|
| i) Dr. Aparna Kakkad | - | CMS |
| ii) Dr. B.K. Somani | - | MS |
| iii) Dr. P. Isaac | - | NABH Co ordinator |
| iv) Dr. Surve | - | PSM |
| v) Dr. Asmita Suryawanshi | - | Lecturer – Radiology dept |
| vi) Miss. Saranga Nawal | - | I/C Construction dept |
| vii) Mr. Jadhav | - | I/C Maintenance dept |
| viii) Mr. Sami | - | Fire safety officer |
| ix) Mr. Danwe | - | I/C Security dept |


2 Minutes of meeting of last Safety committee meeting was read and progress reviewed. Safety Hazards have been identified by the members and risk analysis discussed as below

S. N.	Point	Action by/ Responsibility
1	Point discussed in last meeting :	
	1) Railing on toilet side near the staircase is a accident hazard. The construction dept rep has stated that work will be completed in one week.	Construction dept to confirm action after one week.
	2) Work on the channel gate to be provided at Psychiatry ward is still under progress as stated by IC Construction(civil), one patient absconded earlier.	Construction dept to confirm action.
	3) Regarding security of patient, waiting area near CCU and mosquito proofing with grill work is still not completed.	Construction dept to give completion report within two weeks.
	4) Rubber Insulated mats near electrical points for safety of electrical workers has been placed however there is a risk of workers falling due to raised up ends of the insulated mats.	Construction dept to fix mats to the floor.

2.	<p>Fire safety : Drills conducted by fire officer however proper records with variations in protocols is to be recorded.</p> <p>Bilingual sign posting for Fire exists and fire plans are not done.</p>	<p>Fire Officer for action. Check list for conduct of drills to be followed</p> <p>Time Office for action</p>
3	<p>Radiation Safety: Radiology / lab safety officer did not attend meeting . Radiation safety records are to be shown in next meeting.</p>	<p>RSO to complete action on Safety program for imaging services .</p>
4	<p>Water management</p> <p>i) Tank cleaning records maintained with Time office being done once in 3 months. Pest control – Pest control has been done</p>	<p>Sanitary Inspector to check and put up records of water testing and cleaning tanks</p>
5.	<p>HIRA – Hazards have been identified discussed and risk analysis recorded as follows.</p> <p>ii) Hazards identified –</p> <p>a) Oxygen cylinder was found leaking in deluxe wardas reported by fire officer .</p> <p>b) LPG gas cylinder has been prohibited in hospital, however it is being used inside canteen.</p> <p>c) Telephone service was disrupted for over one hour lately which has not been reported.</p>	<p>Time office for action,</p> <p>Canteen owner to be instructed not to use LPG Cylinder inside the building.</p> <p>Reporting by users to be ensured for immediate report action.</p>
	<p>d) Miscreants have broken glass, PC and grill in the casualty dept. This has been investigated and repair work of security grill completed. Problems in dealing with patients including Details of patient referred / transferred due to shortage of beds or any other reason be identified. Report will be put up by both CMO and security In charge to prevent such incidents</p>	<p>Preventive Action by I/C CMO Casualty dept.</p> <ul style="list-style-type: none"> - Training in service standards. - Avoid delays in management of cases. - Improve communication. - CMO Report Book to be put up daily with details of sentinel / Adverse events.

6	<p>e) Safety related sentinel event was reported in Paediatric ward. Event under enquiry.</p> <p>Facilities management Maintenance engineer to put up reports of critical downtime of equipment, along with other breakdown report submitted.</p>	<p>CMS for Preventive /corrective action after enquiry report</p> <p>Bio maintenance engineer for action.</p>
7	<p>Incident Reporting and Feedback: SOP for Incident reporting was given to all along with Adverse / Sentinel event reporting format. A system of daily reporting to Medical Superintendent by Security /Fire officer will be continued. It was recommended that Incharge electrical dept and sanitary Inspector also attend the Safety Committee meetings as co opted members.</p>	<p>Security Incharge and fire officer for action.</p> <p>Incharge Electrical department and Sanitation dept</p>


Dr. Col. P. Isaac
NABH CO ordinator


Dr. B. K. Somani
Medical Superintendent
Chairperson – Safety committee



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No.MGMIHS/MANT/2015-16

January 08, 2016

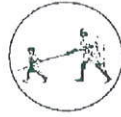
MINUTES OF REVIEW MEETING OF CENTRAL MAINTENANCE COMMITTEE 2015-16

In pursuance of the MGMIHS notification no. No.MGMIHS/MANT/2014-15 dated January 07, 2015; the committee proceeded to assess maintenance activities undertaken at constituent institutions during 2015-16 at MGMIHS conference hall on 4th January, 2016 from 14.00 hrs to 16.00 hrs. The following members were present:

1. Dr. S. N. Kadam, Vice Chancellor- Chairperson
2. Dr. G. S. Narshetty, Dean, MGM Medical College, Navi Mumbai
3. Dr. Rajani Mullerpatan, Professor Director, MGM School of Physiotherapy, Navi Mumbai
4. Dr. Prabha K. Dasila, Director, MGM New Bombay College of Nursing, Navi Mumbai
5. Dr. Z. G. Badade, Director, MGM School of Biomedical Sciences, Navi Mumbai
6. Dr. Sucheta Gholar, Principal, MGM School of Physiotherapy, Aurangabad
7. Dr. G.A. Shroff, Dean, MGM Medical College, Aurangabad
8. Mr. Bhima, Accountant - Finance Member, MGMIHS
9. Dr. Z. G. Badade, Registrar - Member Secretary, MGMIHS.

(Members from Aurangabad Campus attended through Skype)

2. At the outset the Hon'ble Vice Chancellor welcomed all members. The scope and purpose of reviewing maintenance activities at the MGMIHS from time to time was highlighted.
3. The Finance officer briefed the committee on the scrutiny outcomes of reports received from constituent college so far.
4. The committee deliberated in details on these reports submitted by various institutions and expressed their satisfaction.
5. It is seen that compliance reports submitted for in the previous meeting are not being submitted regularly by constituent colleges.
6. It is seen that despite repeated requests, maintenance activity reports are not coming from most institutions. The Heads of Institution were sincerely requested to kindly adhere to the time-frame already notified. In absence of the reports from constituent institutions, the Central Committee at MGM Institute of Health Sciences will not be in a position to scrutinize and convene the meeting.



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7. It is seen that no financial implications were mentioned in the report from MGM Medical College & Hospital, Navi Mumbai, Kamothe for the quarts Jan-March, 2015
8. It is seen that projection plan of action committed in each quarters is being religiously carried out in the subsequent quarter. However, there is a need to analyse as to whether the cost projection is stating or escalating over time.
9. Before the committee sits for review as MGMIHS, the Finance member was requested to put up a note after analysis of report submitted by constituent institution.
10. The meeting ended with vote of thanks by the Hon'ble Vice Chancellor.

Registrar
(Member Secretary)

Registrar
MGM Institute of Health Sciences
(Deemed University u/s 3 of UGC Act, 1956)
Navi Mumbai- 410 209

CC:

1. Dean, MGM Medical College, Navi Mumbai
2. Dean, MGM Medical College, Aurangabad
3. Professor Director, MGM School of Physiotherapy, Navi Mumbai
4. Principal, MGM School of Physiotherapy, Aurangabad
5. Director, MGM New Bombay College of Nursing, Navi Mumbai
6. Director, MGM School of Biomedical Sciences, Navi Mumbai
7. Registrar, MGMIHS.
8. Finance Member.
9. P.S. to Hon'ble Vice Chancellor



Jan
2015

Dec
2015

MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE
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MINUTES OF MAINTENANCE COMMITTEE MEETING (01 Jan 15 - 31 Mar 15)

Maintenance Committee meeting was held on 12/01/15 date-05/01/15 vide 1/mtmH/AC/06

The following work has been completed from 01 Jan 15 to 31 Mar 15:-

- g) Major electrical repair work was undertaken by M/s Piyush Electricals
- h) AMC Charges of Limbs renewed from the period 23 Feb 2015 To 22 Feb 2016.
- i) Major repair works of Mortuary was undertaken by M/s. Saurbh Construction
- j) Major office refurbishment work requiring ceiling, Trap doors for AHU is duly completed by M/s. New tech Enterprises
- k) Major painting works undertaken by M/s. Star Enterprises
- l) Major civil repairing works comprising of Granite and wall flooring works was undertaken by M/s. G. P. Construction.

The following Maintenance work will be pursued in the next Quarter:-

- a) Major furniture of Hospital repairing works requiring plywood Rs. 63,560/-.
- b) Office refurbishment works will be undertaken by M/s. Krishna Enterprises.
- c) Installation of Fire Hydrant system by M/s. Neo Enterprises for cost of Rs. 5,53,501/-.
- d) Major civil Tiling work will be undertaken by M/s. Ramkishor Meena.
- e) Repair of Armstrong Ceiling will be undertaken by M/s. Space Line for the amount of Rs. 4,77,930/-.
- f) Fire extension box of 12mm will be installed by M/s. Shreeniket Industronic.
- g) Armstrong ceiling repair work will be undertaken for the cost of Rs. 67,403/-.
- h) AMC of the server of the Period 1st June 15 To 31 May 2016 from M/s. Expert Infotech will be renewed
- i) Major electrical repairing work for Hospital are to be completed.

The Chair person concluded his remarks by emphasizing the expeditious completion of above mentioned work by all the Members.

Kale

Medical Superintendent
MGM Hospital, Kamothé
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

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Ref: MGMH/KAM/ac/106

Date: - 05 Jan 2015

CONSTITUTION OF MAINTENANCE COMMITTEE

The followings members have been appointed as members of Maintenance committee:-

S.No.	Designation	Name	Signature
1	Chairperson	Dr. (Lt Gen) K.R. Salgotra	
2	Member Secretary	Lt Cdr Chhavi Rathi	
3	Site Engineer	Sh. Balwant Patil	
4	Fire Officer	Sh. Vaibhav Bele	
5	Security Officer	Cdr Venkatesh	
6	Bio Medical Engg.	Ms Manisha Mane	
7	Store Officer	Mr Mangesh Matal	
8	Accounts Officer	Mr Nitin Kurund	

Responsibilities:- To ensure maintenance of Campus Infrastructure Facilities and review it periodically.

Meetings:-

The meeting shall be convened quarterly.

The third meeting of **Maintenance Committee** will be held on 12 Jan 2015 (Monday) at 2:30 pm in MGM Hospital.

Attendance is mandatory.

Medical Superintendent
MGM Hospital, Kamothé
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

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MINUTES OF MAINTENANCE COMMITTEE MEETING (01 April 15 – 30 June 15)

Maintenance Committee meeting was held on 13/04/15 date- 06/04/15 vide MUMH/KAM/A/07

The following work has been completed from 01 April 15 to 30 June 15:-

- a) Major furniture repairing works of Hospital requiring plywood Rs. 63,560/-.
- b) Office refurbishment works undertaken by M/s. Krishna Enterprises.
- c) Installation of Fire Hydrant system by M/s. Neo Enterprises for cost of Rs. 5,53,501/-.
- d) Major civil Tiling work undertaken by M/s. Ramkishor Meena.
- e) Repair of Armstrong Ceiling undertaken by M/s. Space Line for the amount of Rs. 4,77,930/-.
- f) Fire extension box of 12mm is installed by M/s. Shreeniket Industronic.
- g) Armstrong ceiling repair work undertaken for the cost of Rs. 67,403/-
- h) AMC of the server of the Period 1 June 15 To 31 May 2016 from M/s. Expert Infotech is renewed.
- i) Major electrical repairing work for Hospital are to be completed.

The Following Maintenance Work ^{will be pursued} in Next Quarter:-

- a) Major electrical Work to be undertaken by M/s. Prabhat Enterprises
- b) TLD Cards of Radiology dept. to be pursued by M/s Renetech Laboratories
- c) Fire fighting refilling of cylinders from M/s Shree Swami Samarth Enterprises will be undertaken for an estimated cost of Rs.48,287/-
- d) Comprehensive AMC of sterilizer model to CSSD Dept will be undertaken for Rs.1,71,068/-
- e) AMC of Lims Software for the period from 01 Apr 15 to 31 Mar 15 of Pathology Lab computers will be renewed by M/s Image Computer Systems.

The Chair person concluded his remarks by emphasizing the expeditious completion of above mentioned work by all the Members.

[Signature]
Medical Superintendent
MGM Hospital, Kamothé
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

Copy for Information:-

1. The Hon'ble Medical Director
2. The Registrar
3. The Dean , MGM Medical College
4. The IQAC , Co-ordinator



MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE
Sector-1, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

Ref: MGMH/KAM/AC/07

Date: - 06 Apr 2015

CONSTITUTION OF MAINTENANCE COMMITTEE

The followings members have been appointed as members of Maintenance committee:-

S.No.	Designation	Name	Signature
1	Chairperson	Dr. (Lt Gen) K.R. Salgotra	<i>K.R. Salgotra</i>
2	Member Secretary	Lt Cdr Chhavi Rathi	<i>Chhavi Rathi</i>
3	Site Engineer	Sh. Balwant Patil	<i>Balwant Patil</i>
4	Fire Officer	Sh. Vaibhav Bele	<i>Vaibhav Bele</i>
5	Security Officer	Cdr Venkatesh	<i>Venkatesh</i>
6	Bio Medical Engg.	Ms Manisha Mane	<i>Manisha Mane</i>
7	Store Officer	Mr Mangesh Matal	<i>Mangesh Matal</i>
8	Accounts Officer	Mr Nitin Kurund	<i>Nitin Kurund</i>

Responsibilities:- To ensure maintenance of Campus Infrastructure Facilities and review it periodically.

Meetings:-

The meeting shall be convened quarterly.

The fourth meeting of Maintenance Committee will be held on 13 Apr 2015 (Monday) at 2:30 pm in MGM Hospital.

Attendance is mandatory.

K.R. Salgotra
Medical Superintendent
MGM Hospital, Kamothé
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

Copy for Information:-

1. The Hon'ble Medical Director
2. The Registrar
3. The Dean, MGM Medical College
4. The IQAC, Co-ordinator



MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE
Sector-1, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723
MINUTES OF MAINTENANCE COMMITTEE MEETING (01 Jul 15 – 30 Sep 15)

Ref.: MGMH/KAM/2018

Date: 10/07/15

Maintenance Committee meeting was held on 12/07/15 date-06/07/15 vide MGMH/KAM/02

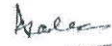
The following work has been completed from 01 Jul 15 to 30 Sep 15:-

- Major electrical Work undertaken by M/s. Prabhat Enterprises
- TLD Cards of Radiology dept. pursued by M/s Renetech Laboratories
- Fire fighting refilling of cylinders duly completed from M/s Shree Swami Samarth Enterprises undertaken for an estimated cost of Rs.48,287/-
- Comprehensive AMC of sterilizer model to CSSD Dept undertaken for Rs.1,71,068/-
- AMC of Lims Software for the period from 01 Apr 15 to 31 Mar 15 of Pathology Lab computers by M/s Image Computer Systems.

The following maintenance work will be pursued in the next quarter:-

- Major repairing work will be undertaken by M/s Carestream Health India Pvt. Ltd.
- Installation of CCVTS will be pursued from M/s Bharat Infotech.
- Laying out of fire line, concrete rode by for the amount of Rs.2,99,067/-.
- Repairing of wooden table or basin and laminate works by M/s D S Maharana.
- Major Technical repair work undertaken by Meditek Engineers for the cost of Rs.6,578/-.
- Major air conditioning repair works will be undertaken by M/s Intercool Aircon for the cost of Rs 68,999/-
- Hydraulic chair repair work will be undertaken by M/s Janak of various depts.
- Curtain runners repair works will be undertaken by M/s R. D. Plast

The Chair person concluded his remarks by emphasizing the expeditious completion of above mentioned work by all the Members.


Medical Superintendent
MGM Hospital, Kamothé
Medical Superintendent
M. G. M. HOCK KAMOTHE

Copy to:-

All members of the committee.

Copy for Information:-

- The Hon'ble Medical Director
- The Registrar
- The Dean, MGM Medical College
- The IQAC, Co-ordinator



MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE

Sector-1, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

Ref: MGMH/KAM/ 02

Date: - 06 Jul 2015

CONSTITUTION OF MAINTENANCE COMMITTEE

The followings members have been appointed as members of Maintenance committee:-

S.No.	Designation	Name	Signature
1	Chairperson	Dr. (Lt Gen) K.R. Salgotra	<i>K.R. Salgotra</i>
2	Member Secretary	Lt Cdr Chhavi Rathi	<i>Chhavi Rathi</i>
3	Site Engineer	Sh. Balwant Patil	<i>Balwant Patil</i>
4	Fire Officer	Sh. Vaibhav Bele	<i>Vaibhav Bele</i>
5	Security Officer	Cdr Venkatesh	<i>Venkatesh</i>
6	Bio Medical Engg.	Ms Manisha Mane	<i>Manisha Mane</i>
7	Store Officer	Mr Mangesh Matal	<i>Mangesh Matal</i>
8	Accounts Officer	Mr Nitin Kurund	<i>Nitin Kurund</i>

Responsibilities:- To ensure maintenance of Campus Infrastructure Facilities and review it periodically.

Meetings:-

The meeting shall be convened quarterly.

The first meeting of Maintenance Committee will be held on 13 Jul 2015 (Monday) at 2:30 pm in MGM Hospital.

Attendance is mandatory.

K.R. Salgotra
Medical Superintendent
MGM Hospital, Kamothé
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

Copy for Information:-

1. The Hon'ble Medical Director
2. The Registrar
3. The Dean , MGM Medical College
4. The IQAC , Co-ordinator



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MINUTES OF MAINTENANCE COMMITTEE MEETING (01 Oct 15 – 31 Dec 15)

Maintenance Committee meeting was held on 12/10/2015 date- 05/10/2015 vide
MGMH/KAM/Ac/03

The following work has been completed from 01 Oct 15 to 31 Dec 15:-

- a) Major repairing work undertaken by M/s Carestream Health India Pvt. Ltd.
- b) Installation of CCVTS from M/s Bharat Infotech.
- c) Laying out of fire line, concrete rode by for the amount of Rs.2,99,067/-.
- d) Repairing of wooden table or basin and laminate works by M/s D S Maharana.
- e) Major Technical repair work undertaken by Meditek Engineers for the cost of Rs.6,578/-.
- f) Major air conditioning repair works undertaken by M/s Intercool Aircon for the cost of Rs 68,999/-.
- g) Hydraulic chair repair undertaken by M/s Janak of various depts.
- h) Curtain runners repair works undertaken by M/s R. D. Plast.

The following maintenance work will be pursued in the next quarter:-

- a) Office aluminum petition work will be undertaken by M/s Krishna Enterprises as per the bill no. 535 dated
- b) Major office furniture repair works will be undertaken by M/s Samadhan Enterprises for the cost of Rs.64,125/-
- c) Repair of plywood and laminate work of Radiology Dept. will be pursued including tiling and O2 billing counter.
- d) The AMC of Sterilizer will be undertaken by M/s Natt Steel.
- e) Major repairing electrical works will be undertaken by M/s Paaras Electrical.

The Chair person concluded his remarks by emphasizing the expeditious completion of above mentioned work by all the Members.

K. M. K.
Medical Superintendent
MGM Hospital, Kamothé
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

Copy for Information:-

1. The Hon'ble Medical Director
2. The Registrar
3. The Dean, MGM Medical College
4. The IQAC, Co-ordinator



MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE
Sector-1, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

Ref: MGMH/KAM/AL/03

Date : - 05 Oct 2015

CONSTITUTION OF MAINTENANCE COMMITTEE

The followings members have been appointed as members of Maintenance committee:-

S.No.	Designation	Name	Signature
1	Chairperson	Dr. (Lt Gen) K.R. Salgotra	
2	Member Secretary	Lt Cdr Chhavi Rathi	
3	Site Engineer	Sh. Balwant Patil	
4	Fire Officer	Sh. Vaibhav Bele	
5	Security Officer	Cdr Venkatesh	
6	Bio Medical Engg.	Ms Manisha Mane	
7	Store Officer	Mr Mangesh Matal	
8	Accounts Officer	Mr Nitin Kurund	

Responsibilities:- To ensure maintenance of Campus Infrastructure Facilities and review it periodically.

Meetings:-

The meeting shall be convened quarterly.

The second meeting of Maintenance Committee will be held on 12 Oct 2015 (Monday) at 2:30 pm in MGM Hospital.

Attendance is mandatory.

Medical Superintendent
MGM Hospital, Kamothé
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

Copy for Information:-

1. The Hon'ble Medical Director
2. The Registrar
3. The Dean , MGM Medical College
4. The IQAC , Co-ordinator

MAHATMA GANDHI MISSION HOSPITAL AND MCRI
Aurangabad

Date 26/ 05/ 2015

Minutes of Meeting – Safety Committee (Maintenance Committee)

- 1 The safety committee meeting was held in office of CMS on 26th May 2015 at 12. 30 Pm. The meeting was chaired by Dr. Somani – Medical Superintendent and attended by following members.

i) Dr. B.K. Somani	-	MS
ii) Dr. P. Isaac	-	NABH Co ordinator
iii) Mr. Jadhav	-	I/C Maintenance dept
iv) Mr Sayed	-	I/C Electrical dept
v) Mr Kashib	-	I/C Civil Maint
vi) Mr Patil	-	I/C Time office
vii) Mr. Sami	-	Fire safety officer
viii) Mr Wandekar	-	Sanitary inspector
ix) Mr. Danwe	-	I/C Security dept
x) Sanjay Guddewar	-	Central lab

- 2 Minutes of meeting of last Safety committee meeting was read and progress reviewed.
Safety Hazards have been identified by the members and risk analysis discussed as below

S. N.	Point	Action by/ Responsibility
1	<p>Action on Points discussed in last meeting : Action completed on following points of last safety committee meeting</p> <p>a) To prevent damage to electrical lines, the use of JCB in the campus is done only after clearance from Electrical department</p> <p>b) Vibrations in hospital building reported due to overload of AC plant , has been resolved by electrical department</p>	<p>Action complete</p> <p>Action completed</p>
	<p>c) Requirement of metal detector frames in entrance gates of hospital and other equipment for inspection of vehicles in parking area</p> <p>d) It was recommended that civil maintenance departments to fix security grill and mosquito proofing in male medicine ward and other wards in upper floors of the hospitals but Security grill and mosquito proffing is incomplete in many upper floor wards and departments</p>	<p>Security incharge, Mr Danve to put up requirement of security equipments to the management s which will be discussed with the Security service providers for implementation of security measures</p> <p>Civil maintenance engineer instructed to prepare a work order after making a complete inspection of the hospital building and put up work order for sanction of works regarding security grill and mosquito proofing of hospital wards by management</p>
2	<p>Water Management It is reported by sanitary inspector that the drinking water in the hospital is not checked regularly for free chlorine by Dept of PSM.</p>	<p>As per Protocol for HS dept, Sanitary inspector to collect sample for water testing for free chlorine and bacteriological examination once a week.</p>

3	Records of water testing by PSM Dept is showing unsatisfactory reports, Sanitary inspector is adding bleaching powder randomly and maintaining records .	HOD PSM will confirm periodic water testing for free chlorine in dept of PSM as per protocols and advise regarding chlorination of water
4	Tanks are cleaned once in 3 months but observing of dry day not confirmed and no records shown	Register with documented records of tank cleaning and observing dry day for drinking water containers be maintained by Sanitary Inspector
5	Reporting of incidents Two incidents of adverse events / falls in hospital area has been reported on adverse report form and investigated for preventive /corrective action SOP for Reporting of incidents has been made with format for reporting adverse/ sentinel event.	Incident reporting format already issued to all HOD's will be printed and issued to all departments for compliance. Med Suptd /HOD's to instruct all concerned
6	Reports of Maintenance dept 1) It was reported by central lab rep that the steel refrigerator is getting overheated due to lack of space for ventilation around the electrical equipment 2) Maintenance has put up breakdown records but turn over time is to be monitored for critical life saving equipments 3) It was reported that there has been a telephone communication breakdown one month earlier due to a storm all telephones were not working for around 8 hours.	Bio Maintenance department along with HOD to put up recommendations for improving ventilation and utilization of space in Lab Protocols for Preventive and Breakdown Maintenance program for medical equipments along with Calibration Tracer records and turn over time should be documented and presented to the Safety committee Preventive and breakdown maintenance program for telephones, equipments, buildings, infrastructure, and medical gases be completed and followed as per plan

3 Quality key indicators related to Facility management and Safety were discussed. Area of responsibility to be noted and followed for future compliance (Copy attached)

Dr P Isaac
NBH Co ord

Dr B K Somani
Chairperson

MAHATMA GANDHI MISSION HOSPITAL AND MCRI

Aurangabad

Date 29/ 01/ 2015

Minutes of Meeting – Safety Committee (Maintenance Committee)

- The safety committee meeting was held in office of CMS on 29th January 2015 at 12. 30 Pm. The meeting was chaired by Dr. Somani – Medical Superintendent and attended by following member.

i) Dr. B.K. Somani	-	MS
ii) Dr. P. Isaac	-	NABH Co ordinator
iii) Dr. Tayde	-	PSM
iv) Mr. Jadhav	-	I/C Maintenance dept
v) Mr Sayed	-	I/C Electrical dept
vi) Mr Hirammat	-	I/C Civil Maint
vii) Mr Patil	-	I/C Time office
viii) Mr. Sami	-	Fire safety officer
ix) Mr. Danwe	-	I/C Security dept

- Minutes of meeting of last Safety committee meeting was read and progress reviewed. Safety Hazards have been identified by the members and risk analysis discussed as below

S. N.	Point	Action by/ Responsibility
1	Action on Points discussed in last meeting : All safety, fire safety and security points discussed in last safety committee meeting has been followed up and completion /corrective action taken reviewed	
2	Water Management Point on water management discussed	Sanitary inspector to put up records of water testing for bacteriological examination.
	Water testing reports has not been shown Tanks are cleaned once in 3 months but observing of dry day not confirmed and no records shown	Dr Tayde of PSM will confirm periodic water testing for free chlorine in dept of PSM as per protocols and maintain records
3	Reporting of incidents SOP for Reporting of incidents has been made with format for reporting adverse/ sentinel event. Important sentinel events/security /breakdown of infrastructure reports are not being reported to management	Incident reporting format will be issued to all departments for compliance. Med Suptd /HOD's to instruct all (Copy attached)

	<p>Hazards & Risks has been identified with risk analysis and discussed by the committee</p> <p>Leaking of oxygen gas cylinder as reported in previous minutes of meeting was discussed</p>	<p>Bio maintenance department To follow Protocols for inspection of oxygen cylinders and central supply with periodic inspection / maintenance to be done and documented</p>
4	<p>Adverse Safety /Sentinel events</p> <ol style="list-style-type: none"> 1) It was reported by electrical department that JCB has destroyed electrical lines two months back due to which there was electrical shut down in hospital for around one hour 2) Reported that one window with frame fell down from male medicine ward in December 2014, which is a safety risk for patients & also a health hazard as there is no security grill and mosquito proofing in many wards 3) One ceiling fan fell down in male surgical ward due to breaking of the support iron hook , a relative was injured. 4) Vibrations in the hospital building has been observed and reported by electrical department Incharge which is due to the Central AC plant, as such proposed air conditioning of additional new buildings is a high risk hazard. 5) Security officer has recommended that metal detector frames be installed at the In Gate of the hospital building 	<p>Instructions to be issued by maintenance dept that JCB will be used in the campus only after clearance of electrical department</p> <p>Recommended that civil maintenance departments to fix security grill and mosquito proofing in male medicine ward and other wards in upper floors of the hospitals.</p> <p>Electrical and civil maintenance department to carry out preventive maintenance of all fans and points once a year and maintain records</p> <p>The maintenance contractor for the AC plant to be directed for corrective action urgently by Medical Suptd.</p> <p>Point for management review</p>

Dr P Isaac
NBH Co ord

Dr B K Somani
Chairperson

Minutes of Meeting – Safety Committee (Maintenance Committee)

- 1 The safety committee meeting was held in office of CMS on 28th of August 2015 at 12. 30 Pm. The meeting was chaired by Dr. Somani – Medical Superintendent and attended by following members.

i) Dr. B.K. Somani	-	MS
ii) Dr. P. Isaac	-	NABH Co ordinator
iii) Dr Yadhav	-	HOD PSM Dept
iv) Mr NV Choudhary	-	Bio Med Engineer
v) Mr Sayed	-	I/C Electrical dept
vi) Mr Kashib	-	I/C Civil Maint
vii) Mr. Sami	-	Fire safety officer
viii) Mr Wandekar	-	Sanitary inspector
ix) Mr. Danwe	-	I/C Security dept

- 2 Minutes of meeting of last Safety committee meeting was read and progress reviewed. Safety Hazards have been identified by the members and risk analysis discussed
- 3 Quality key Indicators to be monitored by safety committee were informed to all including
- Conduct of mock drills (Fire, Disaster management, Code Blue)
 - Incidence of falls
 - Critical equipment down time
 - Reporting of Sentinel events

S. N.	Point	Action by/ Responsibility
1	<p>Water Management</p> <p>It is reported by Sanitary Inspector and confirmed by HOD PSM that the drinking water in the hospital is checked regularly for free chlorine by Dept of PSM.</p> <p>However the Bacteriological examination of drinking water is to be tested once in a quarter. Reports not submitted by Time office Incharge, last test report was unsatisfactory</p>	<p>Action completed</p> <p>Bacteriological examination of water reports will also be maintained by Hygiene Sanitation department and reports shown to Medical Suptd and HOD PSM dept for Perusal and corrective action as required</p>
2	<p>Tanks are cleaned once in 3 months</p> <p>Observing of dry day confirmed but no records shown</p> <p>Reporting of incidents</p> <p>There is no incident reported of sentinel event due to falls on adverse report form in hospital area in the last quarter (SOP for Reporting of incidents has been made with format for reporting adverse/ sentinel event.)</p>	<p>Drinking water tanks are to be emptied cleaned and refilled once a week under supervision of Sanitary inspector , the same will be documented</p> <p>HOD 's to report any adverse/ sentinel events. Incident reporting format already issued to all HOD's</p>

	<p>a Hazard Identification and Risk Analysis No action taken on point regarding requirement of security grill and mosquito proofing in the hospital general wards</p> <p>b Recommended by security supervisor that CCTV monitoring of liquid oxygen plant and underground water reservoir for maintenance and security reasons.</p> <p>c Loose plaster at gate number 2 had fallen down 3 days earlier no one hurt but narrowly missed a security guard</p> <p>d A glass door was broken by a patient who was irritated due to long waiting hours at the dept of Radiology last month</p> <p>e Electric underground cable was broken by JCB again for second time four days back, which caused a electric supply breakdown for 8 hours in some areas of the hospital around</p>	<p>Inspection of the hospital building by Civ Maint staff for requirement of security grill /mosquito proofing and put up work order for sanction of works regarding security grill and mosquito proofing of hospital wards at the earliest Civil maintenance engineer for action</p> <p>Point for Management review and sanction</p> <p>Recommended that civil maintenance conduct periodic inspection and repairs of buildings and installations and document maintenance programs</p> <p>Recommended that token system be installed at Radiology for OPD cases</p> <p>Construction dept to take clearance of electrical dept prior to use of JCB</p>
4	<p>Reports of Maintenance dept</p> <p>Turn around time for critical equipments checked and found between 2-3 days Maintenance program and calibration tracer records is stated to be up to date, documented records not presented</p> <p>Preventive and breakdown maintenance program for telephones, equipments, buildings installations, and medical gases be completed and followed as per plan</p>	<p>Bio Maintenance department Protocols for Preventive and Breakdown Maintenance program for Electro medical equipments along with Calibration Tracer records and turn over time should be documented and presented to the Safety committee Documented records to be maintained and presented.</p>
5	<p>Fire plan/ patient safety pgme Conduct of mock drills</p>	<p>Fire fighting mock drills to be conducted</p>
	<p>Fire fighting demonstrations on use of Minor fire fighting equipments has been carried out by Fire Officer</p> <p>One Disaster management mock drill has been carried out for Induction training of Resident doctors on 4th July 2015</p>	<p>once in 6 months with a check list Fire officer to coordinate with medical Suptd and NABH Coord</p>

Dr P Isaac
NBH Co ord

Dr B K Somani
Chairperson

Copy to Core Committee
All Members



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Sector-01, Kamothe, Navi Mumbai - 410 209

Tel 022-27432471, 022-27432994, Fax 022 - 27431094

E-mail : registrar@mgmuhs.com ; Website : www.mgmuhs.com

No.MGMIHS/MANT/2016-17

January 06, 2017

MINUTES OF REVIEW MEETING OF CENTRAL MAINTENANCE COMMITTEE 2016-17

In pursuance of the MGMIHS notification no. No.MGMIHS/MANT/2014-15 dated January 07, 2015; the committee proceeded to assess maintenance activities undertaken at constituent institutions and hospitals under them during 2018-19 at MGMIHS conference hall on 4th January, 2018 from 14.00 hrs to 16.00 hrs. The following members were present:

1. Dr. S. N. Kadam, Vice Chancellor- Chairperson
2. Dr. G. S. Narshetty, Dean, MGM Medical College, Navi Mumbai
3. Dr. Rajani Mullerpatan, Professor Director, MGM School of Physiotherapy, Navi Mumbai
4. Dr. Prabha K. Dasila, Director, MGM New Bombay College of Nursing, Navi Mumbai
5. Dr. Mansee Thakur, Director, MGM School of Biomedical Sciences, Navi Mumbai
6. Dr. Sucheta Gholar, Principal, MGM School of Physiotherapy, Aurangabad
7. Dr. G.A. Shroff, Dean, MGM Medical College, Aurangabad
8. Mr. Bhima, Accountant - Finance Member, MGMIHS
9. Dr. Rajesh Goel, Registrar - Member Secretary, MGMIHS.

(Members from Aurangabad Campus attended through Skype)

2. At the outset the Hon'ble Vice Chancellor welcomed all members. The scope and purpose of reviewing maintenance activities at the MGMIHS from time to time was highlighted.
3. Minutes of the previous meeting were read out from the member Secretary and were unanimously approved.
4. The Finance officer briefed the committee the scrutiny outcomes of reports received from constituent college so far and expressed their satisfaction as to correctness of procedures followed.
5. The committee deliberated in details on these reports submitted by various institutions and expressed their satisfaction.
6. The committee appreciated the Central Purchasing initiative taken at Aurangabad Campus and desired the same system to be evolved for Navi Mumbai Campus.



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Sector-01, Kamothe, Navi Mumbai - 410 209

Tel 022-27432471, 022-27432994, Fax 022 - 27431094

E-mail : registrar@mgmuhhs.com ; Website : www.mgmuhhs.com

7. No information on maintenance of building infrastructure, particularly civil works, water supply, Canteens, hostels are forthcoming.
8. For expenses on Aluminum participation at MGM Medical College Hospitals, Kamothe only bill number (535) was mentioned without any mount in January-March quarter.
9. Similarly no amount is reflected in respect of Para (c) also.
10. Works Proposed for April-June quarter was compiled well in time.
11. Despite repeated requested, constituent colleges, except MGM Medical College Hospital, Kamothe, are not submitting their maintenance details as warranted in the original order, defeating the very purpose of such exercise.
12. All concerned are requested to kindly comply and send their reports/returns in time.
13. The meeting ended with vote of thanks by the Hon'ble Vice Chancellor.

Registrar

(Member Secretary)

Dr. Rajesh B. Goel

Registrar

MGM Institute of Health Sciences

(Deemed University u/s 3 of UGC Act, 1956)

CC Navi Mumbai- 410 209

1. Dean, MGM Medical College, Navi Mumbai
2. Professor Director, MGM School of Physiotherapy, Navi Mumbai
3. Director, MGM New Bombay College of Nursing, Navi Mumbai
4. Director, MGM School of Biomedical Sciences, Navi Mumbai
5. Principal, MGM School of Physiotherapy, Aurangabad
6. Dean, MGM Medical College, Aurangabad
7. Registrar, MGMIHS.
8. Finance Member.
9. P.S. to Hon'ble Vice Chancellor



MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE
Sector-1, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

MINUTES OF MAINTENANCE COMMITTEE MEETING (01 Jan 16 – 31 Mar 16)

Maintenance Committee meeting was held on 11/01/2016 dated 04/01/2016 vide/MGMH/KAM/AC/04

The following work has been completed from 01 Jan 16 to 31 Mar 16:-

- Office aluminum partition work undertaken by M/s Krishna Enterprises as per the bill no. 535.
- Major office furniture repair works undertaken by M/s Samadhan Enterprises for the cost of Rs.64,125/-
- Repair of plywood and laminate work of Radiology dept. duly completed including tiling and O2 billing counter.
- The AMC of Sterilizer is undertaken by M/s Nat Steel
- Major repairing electrical works undertaken by M/s Paaras Electricals.

The following maintenance work will be pursued in the next quarter:-

- Servicing of HVAC chiller will be undertaken by M/s Khehems Engineering
- Major HVAC repairing works will be completed for the cost of Rs.3,91,958/-.
- Major Office repair works will be undertaken by M/s Krishna Enterprises.
- Major Office refurbishment work will be undertaken by M/s Kishor as per bill no. 261, 262, 266 and 270.
- Office furnishing work of plywood and painting works will be undertaken by M/s Shreeraj Developers for the cost of Rs.3135/-.
- Grill and metal Shed work for the 6th floor east side windows. Will be undertaken by M/s Morya Engineering Rs.4,57,380/-.
- Procurement of transducer for Uro flow meter will be pursued for the amount Rs 58,500/- for M/s Unique Medical Device.
- Repairing and maintenance of equipment will be pursued by M/s Cosmos Medicals.
- AMC of Blood Cell Counter will be renewed by AGD Biomedical Pvt. Ltd. For Rs.37,258/-.
- Epoxy flooring and office work will be undertaken by Visha for the amount of Rs.1,05,524/-

The Chair person concluded his remarks by emphasizing the expeditious completion of above mentioned work by all the Members.

K. S. S.
Medical Superintendent
MGM Hospital, Kamothé
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

Copy for Information:-

1. The Hon'ble Medical Director
2. The Registrar
3. The Dean, MGM Medical College
4. The IQAC, Co-ordinator



MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE
Sector-1, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

Ref: MGMH/KAM/AC/04

Date: - 04 Jan 2016

CONSTITUTION OF MAINTENANCE COMMITTEE

The followings members have been appointed as members of Maintenance committee:-

S.No.	Designation	Name	Signature
1	Chairperson	Dr. (Lt Gen) K.R. Salgotra	
2	Member Secretary	Lt Cdr Chhavi Rathi	
3	Site Engineer	Sh. Balwant Patil	
4	Fire Officer	Sh. Vaibhav Bele	
5	Security Officer	Cdr Venkatesh	
6	Bio Medical Engg.	Ms Manisha Mane	
7	Store Officer	Mr Mangesh Matal	
8	Accounts Officer	Mr Nitin Kurund	

Responsibilities:- To ensure maintenance of Campus Infrastructure Facilities and review it periodically.

Meetings:-

The meeting shall be convened quarterly.

The third meeting of Maintenance Committee will be held on 11 Jan 2016 (Monday) at 2:30 pm in MGM Hospital.

Attendance is mandatory.

Medical Superintendent
MGM Hospital, Kamothé
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

Copy for Information:-

1. The Hon'ble Medical Director
2. The Registrar
3. The Dean , MGM Medical College
4. The IQAC , Co-ordinator



MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE
Sector-1, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

MINUTES OF MAINTENANCE COMMITTEE MEETING (01 Apr 16 – 30 Jun 16)

Maintenance Committee meeting was held on 11/04/2016 dated 04/04/016
vide/MGMH/KAM/Ac/05

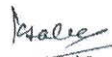
The following work has been completed from 01 Apr 16 to 30 Jun 16:-

- a) Servicing of HVAC chiller undertaken by M/s Khehms Engineering.
- b) Major HVAC repairing works for the cost of Rs.3,91,958/-.
- c) Major Office repair works undertaken by M/s Krishna Enterprises.
- d) Major Office refurbishment work undertaken by M/s Kishor as per bill no. 261, 262, 266 and 270.
- e) Office furnishing work of plywood and painting undertaken by Shreeraj Developers for the cost of Rs.3135/-.
- f) Grill and metal Shed work for the 6th floor east side windows. Will be undertaken by M/s Morya Engineering Rs.4,57,380/-
- g) Procurement of transducer for Uroflowmeter for the amount Rs 58,500/- from Unique Medical Device.
- h) Repairing and maintenance of equipment pursued by M/s Cosmos Medicals.
- i) AMC of Blood Cell Counter renewed by AGD Biomedical Pvt. Ltd. For Rs.37,258/-.
- j) Epoxy flooring and office work undertaken by Visha for the amount of Rs.1,05,524/-.

The following maintenance work will be pursued in the next quarter:-

- a) Minor repairing work of Biomedical Equipments will be pursued.
- b) Repairing and maintenance of Sai Chand Elevator Lift situated in basement.
- c) Repair and maintenance of furniture by M/s Gemini Enterprises.
- d) Major work of Cupboards and painting works by M/ s Gemini cost Rs.1,60,800/-
- e) Repair of Lithotripsy Machine by M/s Health Ware Pvt. Ltd.
- f) AMC renewal of CSSD Setilizer by M/s Natt Steel Equipment Pvt. Ltd.
- g) Electrical maintenance by M/s Paaras Electricals.
- h) Installation of Geysers and Exhaust fan from M/s Mumbai Kamgar Maryadit.

The Chair person concluded his remarks by emphasizing the expeditious completion of above mentioned work by all the Members.


Medical Superintendent
MGM Hospital, Kamothé
M. G. M. HOSPITAL, KAMOTHE

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Sector-1, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

Ref: MGMH/KAM/AC/05

Date: - 04 Apr 2016

CONSTITUTION OF MAINTENANCE COMMITTEE

The followings members have been appointed as members of Maintenance committee:-

S.No.	Designation	Name	Signature
1	Chairperson	Dr. (Lt Gen) K.R. Salgotra	<i>K.R. Salgotra</i>
2	Member Secretary	Lt Cdr Chhavi Rathi	<i>Chhavi Rathi</i>
3	Site Engineer	Sh. Balwant Patil	<i>Balwant Patil</i>
4	Fire Officer	Sh. Vaibhav Bele	<i>Vaibhav Bele</i>
5	Security Officer	Cdr Venkatesh	<i>Venkatesh</i>
6	Bio Medical Engg.	Ms Manisha Mane	<i>Manisha Mane</i>
7	Store Officer	Mr Mangesh Matal	<i>Mangesh Matal</i>
8	Accounts Officer	Mr Nitin Kurund	<i>Nitin Kurund</i>

Responsibilities:- To ensure maintenance of Campus Infrastructure Facilities and review it periodically.

Meetings:-

The meeting shall be convened quarterly.

The fourth meeting of Maintenance Committee will be held on 11 Apr 2016 (Monday) at 2:30 pm in MGM Hospital.

Attendance is mandatory.

K.R. Salgotra
Medical Superintendent
MGM Hospital, Kamothé
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

Copy for Information:-

1. The Hon'ble Medical Director
2. The Registrar
3. The Dean, MGM Medical College
4. The IQAC, Co-ordinator



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MINUTES OF MAINTENANCE COMMITTEE MEETING (01 Jul 16 – 30 Sep 16)

Maintenance Committee meeting was held on 11/07/2016 date 04/06/2016 vide /MGMH/KAM/AC/01

The following work has been completed from 01 Jul 16 to 30 Sep 16:-

- a) Minor repairing work of biomedical equipments completed.
- b) Repairing and maintenance of M/s Sai Chand Elevator Lift situated in basement is completed.
- c) Repair and maintenance of furniture by M/s Gemini Enterprises completed.
- d) Major works of Cupboards and painting works by M/ s Gemini costing Rs.1,60,800/-.
- e) Repair of Lithotripsy Machine M/s Health Ware Pvt. Ltd duly completed.
- f) AMC renewal of CSSD Setilizer by Natt Steel Equipment Pvt. Ltd. completed.
- g) Electrical maintenance by M/s Paaras Electricals completed.
- h) Installation of Geysers and Exhaust fan from M/s Mumbai Kamgar Maryadit.

The following maintenance work will be pursued in the next quarter:-

- a) Condenser and Gas filling work in Air conditioners at 2D Echo and Reception will be perused.
- b) AMC of ACs by M/s Intercool Air Con for the period 01 Jul 16 to 30 Jun 17 will be pursued.
- c) Erection of aluminium frame work and carpenter works by M/s Kishor Viswkarma for the cost of Rs.2,01,452/-.
- d) Major repair and maintenance works of Hospital beds by M/s Warden Surgicals
- e) Major repair work Biomedical Equipment and Hospital inventory items to be completed.
- f) Procurement of spare parts from M/s Subhadra Compressors for Central Suction plant.
- g) Major repairing work of ventilator by M/s Solution Enterprises for the amount of Rs.2,01,017/-.
- h) AMC of Lims software to be renewed by M/s Image Computer Systems Pvt. Ltd.
- i) Major plumbing civil works at RGY Dept undertaken
- j) Major civil repair works from M/s Shreeraj Developers.

The Chair person concluded his remarks by emphasizing the expeditious completion of above mentioned work by all the Members.

K. J. K.
Medical Superintendent
MGM Hospital, Kamothé
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

Copy for information:-

1. The Hon'ble Medical Director
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4. The IQAC , Co-ordinator



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Sector-1, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

Date: - 04 July 2016

Ref: MGMH/KAM/01

CONSTITUTION OF MAINTENANCE COMMITTEE

The followings members have been appointed as members of Maintenance committee:-

S.No.	Designation	Name	Signature
1	Chairperson	Dr. (Lt Gen) K.R. Salgotra	<i>K.R. Salgotra</i>
2	Member Secretary	Lt Cdr Chhavi Rathi	<i>Chhavi Rathi</i>
3	Site Engineer	Sh. Balwant Patil	<i>Balwant Patil</i>
4	Fire Officer	Sh. Vaibhav Bele	<i>Vaibhav Bele</i>
5	Security Officer	Cdr Venkatesh	<i>Venkatesh</i>
6	Bio Medical Engg.	Ms Manisha Mane	<i>Manisha Mane</i>
7	Store Officer	Mr Mangesh Matal	<i>Mangesh Matal</i>
8	Accounts Officer	Mr Nitin Kurund	<i>Nitin Kurund</i>

Responsibilities:- To ensure maintenance of Campus Infrastructure Facilities and review it periodically.

Meetings:-

The meeting shall be convened quarterly.

The first meeting of Maintenance Committee will be held on 11 July 2016 (Monday) at 2:30 pm in MGM Hospital.

Attendance is mandatory.

K.R. Salgotra
Medical Superintendent
MGM Hospital, Kamothé
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

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1. The Hon'ble Medical Director
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4. The IQAC , Co-ordinator

MAHATMA GANDHI MISSION HOSPITAL AND MCRI

MGM/NABH/16-

Aurangabad

Date 29/4/16

Minutes of Meeting – Safety Committee (Maintenance Committee) April 2016

- 1 The safety committee meeting was held in office of CMS on 26th April 2016 at 3. 30 Pm. The meeting was chaired by Dr. Somani – Medical Superintendent and attended by following members.

i) Dr. B.K. Somani	-	MS
ii) Dr. P. Isaac	-	NABH Co ordinator
iii) Ms V DSouza	-	Matron
iv) Mr Mohan Jadhav	-	Bio Med Engineer
v) Mr Rashib	-	Civil Maintenance
vi) Mr SB Patil	-	Time Office
vii) Mr. Sami	-	Fire safety officer
viii) Mr Wandekar	-	Sanitary inspector
ix) Mr. Danve	-	I/C Security dept
- 2 Minutes of meeting of last Safety committee meeting was read and progress reviewed. CCTV monitoring of liquid Oxygen plant and underground water reservoir has not been done. Maintenance engineer has been briefed to put up purchase requisition with pricing and complete work order accordingly.
Quality key Indicators to be monitored by safety committee were discussed as under
 - i. Conduct of mock drills
 - ii. Incidence of falls
 - iii. Critical equipment down time
 - iv. Reporting of Sentinel events
- 3 **Smoking limitation Policy** has been made and is to be translated into Marathi and displayed in hospital building areas as advised .
Action -Time Office Incharge Mr Patil has been advised for action accordingly
- 4 **Hazard Identification and risk Analysis**
HIRA discussed, Electrical Board near burns ward was found open and corrective action initiated by medical suptd. Inspection Report of the hospital building by Civil Maint staff for requirement of security grill /mosquito proofing is not received as recommended earlier. No sentinel events or falls reported.
Action -Civil maintenance engineer for early action for sanction of project by management and completion of works. Electrical department advised to conduct maintenance program of all electrical fitments and buildings.
- 5 **Periodic Maintenance program** ,
Maintenance program for buildings, installations and equipments is being done but records have not been produced by the civil engineer.
Periodic maintenance program for telephone exchange is required in view of breakdowns reported in the past 3 months, action for maintenance of telephones is in progress by Medical suptd.

Action by Maintenance department Civil , Electrical and Biomedical engineer.

6 Conduct of Mock drill

Fire fighting mock drills is to be conducted once in 6 months with a check list. Mock drills for fire evacuation will be carried out by second week of May 2016. Conduct of mock drill was discussed.

Action- District Fire department clearance and assistance will be taken. Time office incharge Mr Patil has been advised for action. Fire Officer will Prepare the fire squad for evacuation of dummy patients. Location of ward will be on upper floor and check list followed as per Fire Evacuation Plan issued. Siren and public announcement system to be checked by Time Office and Mr Bhoyar incharge of PA System.

7 Potable Water Testing

Time office Incharge has reported that water testing report for Bacteriological examination, sample taken from tap water supply is unsatisfactory and not fit for drinking. Sanitary Inspector confirmed that the drinking water in the hospital is checked regularly for free chlorine by Dept of PSM, report checked by Medical Suptd is satisfactory All drinking water points have chillers but do not have Aquaguard filters. Recommended that drinking water points for patients, employees and staff of the hospital be fitted with Aquaguard filter for provision of potable drinking water.

Action- Hygiene sanitation department incharge Mr Wandekar will inspect all drinking water facilities and project requirement of Aquaguards to Electrical department through office of Medical suptd for processing requirements of Aquaguard filters and also confirm Maintenance program for existing Aquaguards

- Water tank is getting contaminated by surface tank.
 protocol will be made by ..

Dr P Isaac
NBH Co ord

Dr B.K. Somani
Chairperson

Copy to Core Committee
All Members

Fire drill will be org
- Caliber to be complete in all equipment
- change of water - need for Lathurite tank
- In the presence of chlorinated water for contact period of 30 min
- drink water by RO plant may be considered for Mangroves
- P.A. sys for Coder Blue / Deep
- Safe drink water is a recently app N.H.

MAHATMA GANDHI MISSION HOSPITAL AND MCRI

MGM/NABH/16-

Aurangabad

Date 2/2/16

Minutes of Meeting – Safety Committee (Maintenance Committee)


- 1 The safety committee meeting was held in office of CMS on 27th January 2016 at 3.30 Pm. The meeting was chaired by Dr. Somani – Medical Superintendent and attended by following members.

i) Dr. B.K. Somani	-	MS
ii) Dr. P. Isaac	-	NABH Co ordinator
iii) Dr Mahajan	-	Prof PSM Dept
iv) Ms V DSouza	-	Matron
v) Mr Mohan Jadhav	-	Bio Med Engineer
vi) Mr Prashant Jagtap	-	I/C Electrical Dept
vii) Mr SB Patil	-	Time Office
viii) Mr. Sami	-	Fire safety officer
ix) Mr YR Lahane	-	Sanitary inspector
x) Mr. Rathod Z P	-	I/C Security dept

- 2 Minutes of meeting of last Safety committee meeting was read and progress reviewed.
Safety Hazards have been identified by the members and risk analysis discussed
- 3 Quality key Indicators to be monitored by safety committee were discussed as under
- Conduct of mock drills (Fire, Disaster management, Code Blue)
 - Incidence of falls
 - Critical equipment down time
 - Reporting of Sentinel events

S. N.	Point	Action by/ Responsibility
1	Potable Water Testing Reports of Bacteriological water testing is maintained with Incharge of Time Office and samples have been taken from corporation water supply source to this hospital Reports not submitted by Time office Incharge, last test report was unsatisfactory	Recommended that water sample for Bacteriological testing be taken from the drinking water source which are the Aquaguard filtered water and from water coolers However the Bacteriological examination of drinking water is to be tested once in a quarter.
2	Sanitary Inspector confirmed that the drinking water in the hospital is checked regularly for free chlorine by Dept of PSM, report checked is satisfactory Tanks are cleaned once in 3 months Observing of dry day confirmed but no records shown Reporting of Adverse/ Sentinel incidents Incident reporting is standardized and records maintained with office of CMS Three incidents of falls recorded and investigated	Reports of Water testing be shown to Medical Suptd and HOD PSM dept for Perusal and corrective action as required Adverse events and sentinel events are investigated and preventive action taken by management after investigation Reports should also to be sent to the statistician and Quality cell for evaluation analysis of data. IC Time Office for action
3	Hazard Identification and Risk Analysis No action taken on point regarding requirement of security grill and mosquito proofing in the hospital general wards.	Work order for sanction of works regarding security grill and mosquito proofing of hospital wards should be processed at the

	<p>inspection Report of the hospital building by Civil Maint staff for requirement of security grill /mosquito proofing is not received as recommended in last Safety committee minutes of meeting</p> <p>CCTV monitoring of liquid oxygen plant and underground water reservoir is not done as recommended in last meeting for maintenance and security reasons.</p> <p>Loose plaster at gate number 2 is repaired</p> <p>Reported by security officer that garbage is burnt just outside the hospital gate causing damage to electric and other cables overhead</p>	<p>earliest by the Civil Maint Civil maintenance engineer for action</p> <p>Point for MMR meeting Recommended that civil maintenance conduct periodic inspection and repairs of buildings and installations and document maintenance programs</p> <p>Burning of garbage should not be permitted near and within hospital area Security Incharge to instruct all</p>
4	<p>Reports of Maintenance dept</p> <p>Turn around time for critical equipments checked and found between 2-3 days</p> <p>Maintenance program and calibration tracer records is up to date, documented records presented</p> <p>Preventive and breakdown maintenance program for telephones, equipments, buildings installations, and medical gases be documented, completed and followed as per plan, records be presented at Safety committee meetings</p>	<p>Calibration Tracer records and turn over time should be documented and presented to the Safety committee</p> <p>Documented records to be maintained and presented.</p> <p>Civil engineer to be present in safety committee meetings and present records of maintenance programs accordingly</p>
5	<p>Fire plan/ patient safety pgme Conduct of mock drills</p> <p>Fire fighting demonstrations on use of Minor fire fighting equipments has been carried out by Fire Officer</p> <p>Mass casualty evacuation drill has been carried out for Induction training of Resident doctors on 4th July 2015</p>	<p>Fire fighting mock drills to be conducted once in 6 months with a check list</p> <p>Fire officer to coordinate with medical Suptd and NABH Coord</p>


Dr P Isaac
NBH Co ord


Dr B K Samani
Chairperson

Copy to Core Committee
All Member



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Sector-01, Kamothe, Navi Mumbai - 410 209

Tel 022-27432471, 022-27432994, Fax 022 - 27431094

E-mail : registrar@mgmuhs.com ; Website : www.mgmuhs.com

No.MGMIHS/MANT/2017-18

January 10, 2018

MINUTES OF REVIEW MEETING OF CENTRAL MAINTENANCE COMMITTEE 2017-18

In pursuance of the MGMIHS notification no. No.MGMIHS/MANT/2014-15 dated January 07, 2015; the committee proceeded to assess maintenance activities undertaken at constituent institutions during 2017-18 at MGMIHS conference hall on 4th January, 2018 from 14.00 hrs to 16.00 hrs. The following members were present:

1. Dr. S. N. Kadam, Vice Chancellor- Chairperson
2. Dr. G. S. Narshetty, Dean, MGM Medical College, Navi Mumbai
3. Dr. Rajani Mullerpatan, Professor Director, MGM School of Physiotherapy, Navi Mumbai
4. Dr. Prabha K. Dasila, Director, MGM New Bombay College of Nursing, Navi Mumbai
5. Dr. Mansee Thakur, Director, MGM School of Biomedical Sciences, Navi Mumbai
6. Dr. Sucheta Gholar, Principal, MGM School of Physiotherapy, Aurangabad
7. Dr. G.A. Shroff, Dean, MGM Medical College, Aurangabad
8. Mr. Bhima, Accountant - Finance Member, MGMIHS
9. Dr. Rajesh Goel, Registrar - Member Secretary, MGMIHS.

(Members from Aurangabad Campus attended through Skype)

2. At the outset the Hon'ble Vice Chancellor welcomed all members. The scope and purpose of reviewing maintenance activities at the MGMIHS from time to time was highlighted.
3. Minutes of the previous meeting were read out from the member Secretary and were unanimously approved.
4. The Finance officer briefed the committee the scrutiny outcomes of reports received from constituent college so far and confirmed the correctness of codal formalities being followed by the Institutions submitting their reports.
5. The committee deliberated on details of reports submitted by various institutions and expressed their satisfaction.
6. It is seen that where ever the amount on maintenance exceeded One Lakh Rupees, details of sanctions from competent authorities not being included contrary to instructions.
7. Although in the proposed maintenance plan for hospital ground floor lift at MGM Medical College & Hospital, Navi Mumbai, Kamothe for Rs. 1,77,250/- on CMC, (wide their prepare for



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

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E-mail : registrar@mgmuhs.com ; Website : www.mgmuhs.com

quarts Oct to Dec, 2017 para a) the hospital went in for AMC at Rs. 2,58,134/- for 2 lifts during quarts July to September not convincing. The change from CMC to AMC needs justification.

8. Supply of wooden material for carpentry maintenance work at MGM Medical College & Hospital, Navi Mumbai, Kamothe, amounting to INR 4,04,032/- by an individual is not reasonable. Need to ensure completion of work formalities with at least 3 sealed quotations from repeated vendors.
9. Drainage and plumbing work got completed from M/s Shree Samarth Krupa at MGM Medical College & Hospital, Navi Mumbai, Kamothe as mentioned at para (h) of their report for period April to June 2017, However no details of work such as nature, length of drainage pipe and amount spent not mentioned.
10. Cost not mentioned for many other works for quarter Jan- March and April- June which needs to be re-looked at.
11. A central purchasing system, in line with Aurangabad Campus is warranted to be implemented at Navi Mumbai Campus which also should have a tab on maintenance of all high end biomedical equipments through the respective Heads of the Institutions.
12. The meeting ended with vote of thanks by the Hon'ble Vice Chancellor.

Registrar

(Member Secretary)

Dr. Rajesh B. Goel

Registrar

MGM Institute of Health Sciences
(Deemed University u/s 3 of UGC Act, 1956)
Navi Mumbai-410 209

CC:

1. Dean, MGM Medical College, Navi Mumbai
2. Professor Director, MGM School of Physiotherapy, Navi Mumbai
3. Director, MGM New Bombay College of Nursing, Navi Mumbai
4. Director, MGM School of Biomedical Sciences, Navi Mumbai
5. Principal, MGM School of Physiotherapy, Aurangabad
6. Dean, MGM Medical College, Aurangabad
7. Registrar, MGMIHS.
8. Finance Member.
9. P.S. to Hon'ble Vice Chancellor



MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE

Sector-1, Kamothe, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax: 91-22-2743 1723

MINUTES OF MAINTENANCE COMMITTEE MEETING (01 Oct 17 – 31 Dec 17)

Maintenance Committee meeting was held on 14/10/2017 dated 07/10/2017 vide/MGMH/KAM/AC/05

The following work has been completed from 01 Oct 17 to 31 Dec 17:-

- a) AMC of 02 lifts of the Hospital has been renewed from 01 May 17 to 30 Apr 18 for the cost of Rs.2,58,134/-
- b) Major carpenter repair works has been undertaken for which the materials which supplied by M/s D S Maharana for the amount of Rs.2,04,032/-
- c) Major office aluminized partition works by M/s Vishwakarma Enterprise for the amount Rs.4,76,259/-
- d) Office aluminized partition works of 4th floor of RGJ and AC depts. Incurring total expenditure of Rs.2,33,055/-
- e) AMC of Ophthal equipments for the period from 01 Jun 17 to 31 May 18 by Karl Zeiss India Pvt. Ltd.
- f) Bedside railing repair work pursued with M/s Warden Surgical Co. Pvt. Ltd. For the amount of Rs.1,02,908/-
- g) AMC of Lithotripsy machine with color Doppler for the period from 01 Apr 17 to 31, Mar 18 of the amount Rs.2,30,000/-
- h) Laundry Dryer Machine repaired by M/s Steafab India Pvt. Ltd. For the amount Rs.63,770/-.

The following maintenance work will be pursued in the next quarter:-

- a) CMC of ground floor lift for the period 24 Aug 18 will be pursued for the amount of Rs.1,77,252/-.
- b) AMC and installation of fire alarm fire hydrant system from M/s Neo Enterprises as per work order no. 166 dated 03 Oct 17 for the amount of Rs.3,93,471/-, will be undertaken.
- c) Office refurbishment work for which materials is supplied by M/s Vishwakarma Enterprises will be pursued.
- d) Major repairing work of mattress to be undertaken by M/s Jyotirling Gadi Bhandar for the amount of Rs.3,35,534/-
- e) AMC of Dehumidifier of Cathlab to be pursued for the period 01 Aug 17 to 31 Jul 18 for amount of Rs.42,640/-.

- f) CMC of EMG Machine for the period from 01 Nov 17 to 31 Oct 18 to from M/s Axis for the amount of Rs.1,70,296/- to be completed.
- g) MICU ventilator repairing charges by M/s RHP Medicals for the amounts Rs.1,03,250/- to be repaired.
- h) AMC of Heart Lung Machine by M/s Maquet Medical India for the period from 01 Nov 17 to 31 Oct 18 to be renewed.

The Chair person concluded his remarks by emphasizing the expeditious completion of above mentioned work by all the Members.

Kare
Medical Superintendent
MGM Hospital, Kamothe
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

Copy for Information:-

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Ref: MGMH/KAM/AC/05

Date:- 07 Oct 2017

CONSTITUTION OF MAINTENANCE COMMITTEE

The followings members have been appointed as members of Maintenance committee:-

S.No.	Designation	Name	Signature
1	Chairperson	Dr. (Lt Gen) K.R. Salgotra	<i>K.R. Salgotra</i>
2	Member Secretary	Lt Cdr Chhavi Rathi	<i>Chhavi Rathi</i>
3	Site Engineer	Sh. Balwant Patil	<i>Balwant Patil</i>
4	Fire Officer	Sh. Vaibhav Bele	<i>Vaibhav Bele</i>
5	Security Officer	Cdr Venkatesh	<i>Venkatesh</i>
6	Bio Medical Engg.	Ms Manisha Mane	<i>Manisha Mane</i>
7	Store Officer	Mr Mangesh Matal	<i>Mangesh Matal</i>
8	Accounts Officer	Mr Nitin Kurund	<i>Nitin Kurund</i>

Responsibilities:- To ensure maintenance of Campus Infrastructure Facilities and review it periodically.

Meetings:-

The meeting shall be convened quarterly.

The second meeting of Maintenance Committee will be held on 14 Oct 2017 (Monday) at 2:30 pm in MGM Hospital.

Attendance is mandatory.

K.R. Salgotra
Medical Superintendent
MGM Hospital, Kamothé
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

Copy for Information:-

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MINUTES OF MAINTENANCE COMMITTEE MEETING (01 Jul 17 – 30 Sep 17)

Maintenance Committee meeting was held on 15/07/2017 date 08/07/2017
vide/MGMH/AC/04

The following work has been completed from 01 Jul 17 to 30 Sep 17:-

- a) Housekeeping machine repaired by M/s Shree Kush Machines. .
- b) Installation of aluminized office space work completed by M/s Vishwakarma Enterprises for Rs.3,67,250/-.
- c) Electrical labor work completed by M/s Piyush Electricals.
- d) Procurement and installation of verified tiles completed from M/s R S Ceramics for the cost of Rs. 6,09,822/-.
- e) Floor tiling and fittings work duly completed by M/s Manoj Contractor incurring cost Rs.1,33,814/-.
- f) Office partition and cabling work installation completed.

The following maintenance work will be pursued in the next quarter:-

- a) AMC of 02 lifts of the Hospital will be renewed from 01 May 17 to 30 Apr 18 for the cost of Rs.2,58,134/-
- b) Major carpenter repair works will be undertaken for which the materials which supplied by M/s D S Maharana for the amount of Rs.2,04,032/-
- c) Major office aluminized partition works by M/s Vishwakarma Enterprise will be undertaken for the amount Rs.4,76,259/-.
- d) Office aluminized partition works of 4th floor of RGY and AC Depts.
- e) AMC of Ophthal equipments for the period from 01 Jun 17 to 31 May 18 by M/s Karl Zeiss India Pvt. Ltd will be pursued
- f) Bedside railing repair works to be pursued M/s Warden Surgical Co. Pvt. Ltd. For the amount of Rs.1,02,908/-.
- g) AMC of Lithotripsy machine will be undertaken, with color Doppler for the period from 01 Apr 17 to 31, Mar 18 of the amount Rs.2,30,000/-
- h) Laundry Dryer machine repairing to be undertaken M/s Steafab India Pvt. Ltd. For the amount Rs.63,770/-.



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Sector-1, Kamothe, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

MINUTES OF MAINTENANCE COMMITTEE MEETING (01 Apr 17 – 30 Jun 17)

Maintenance Committee meeting was held on 08/04/2017 dated 01/04/2017 vide/MGMH/AC/04


The following work has been completed from 01 Apr 17 to 30 Jun 17:-

- a) Repair of Refrigerator and AC by M/s Intercool Aircon completed for the amount of Rs.20,650/-
- b) Office refurbishment and aluminized cabins completed by M/s Indian Décor.
- c) Major Hospital Inventory repairing works of M/s Janak Healthcare Pvt. Ltd. Of Rs.79,946/- is undertaken.
- d) AMC of AC's renewed by M/s Intercool Aircon.
- e) AMC of Cryofuge completed by M/s Thermofisher Scientific India Pvt. Ltd.
- f) Electrical repair works completed by M/s Piyush Electricals for Rs.2,27,640/-
- g) Major civil repairing work of tile and concrete enamel completed for cost Rs.10,56,510/-.
- h) Drainage plumbing works completed by M/s Shree Samarth Krupa.

The following maintenance work will be pursued in the next quarter:-

- a) Housekeeping machine repair works will be pursued by M/s Shree Kush Machines.
- b) Installation of aluminized office space to be undertaken by M/s Vishwakarma Enterprises for Rs.3,67,250/-
- c) Electrical labor works to be pursued by M/s Piyush Electricals.
- d) Procurement and installation of verified tiles from M/s R S Ceramics for the cost of Rs. 6,09,822/-, to be completed.
- e) Floor tiling and fittings work by M/s Manoj Contractor incurred cost of Rs.1,33,814/-.
- f) Office partition and cabling work to be installed.

The Chair person concluded his remarks by emphasizing the expeditious completion of above mentioned work by all the Members.


Medical Superintendent
MGM Hospital, Kamothe
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

Copy for Information:-

1. The Hon'ble Medical Director
2. The Registrar
3. The Dean, MGM Medical College
4. The IQAC, Co-ordinator



MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE
Sector-1, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

Ref: MGMH/KAM/A-104

Date:- 01 Apr 2017

CONSTITUTION OF MAINTENANCE COMMITTEE

The followings members have been appointed as members of Maintenance committee:-

S.No.	Designation	Name	Signature
1	Chairperson	Dr. (Lt Gen) K.R. Salgotra	
2	Member Secretary	Lt Cdr Chhavi Rathi	
3	Site Engineer	Sh. Balwant Patil	
4	Fire Officer	Sh. Vaibhav Bele	
5	Security Officer	Cdr Venkatesh	
6	Bio Medical Engg.	Ms Manisha Mane	
7	Store Officer	Mr Mangesh Matal	
8	Accounts Officer	Mr Nitin Kurund	

Responsibilities:- To ensure maintenance of Campus Infrastructure Facilities and review it periodically.

Meetings:-

The meeting shall be convened quarterly.

The fourth meeting of Maintenance Committee will be held on 08 Apr 2017 (Monday) at 2:30 pm in MGM Hospital.

Attendance is mandatory.

Medical Superintendent
MGM Hospital, Kamothé
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

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Sector-1, Kamothe, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

MINUTES OF MAINTENANCE COMMITTEE MEETING (01 Jan 17 – 31 Mar 17)

Maintenance Committee meeting was held on 21/01/2017 dated 07/01/2017 vide/MGMH/KAM/AC/03

The following work has been completed from 01 Jan 17 to 31 Mar 17:-

- a) AMC of Air conditioner undertaken by M/s Intercool Aircon.
- b) Gas refilling by M/s Swami Samarth Enterprises undertaken.
- c) AMC of CR System of M/s Carestream completed, from the duration of 01 Jul 16 to 30 Jun 17 for the amount Rs.16,099/-.
- d) AMC of Lift renewed for the period from 25 Aug 16 to 24 Aug 17 by M/s Schindler India Pvt. Ltd.
- e) Cubical curtains repaired by M/s R D Plast.
- f) CMC renewal of sonography for the period 01 Oct 16 to 30 Nov 17 .
- g) Up Gradation of UPS by M/s Prompt completed.
- h) Major cabling repair work of fire hydrant system undertaken by M/s Neo Enterprises.

The following maintenance work will be pursued in the next quarter:-

- a) Repairs of Refrigerator and AC , will be undertaken by M/s Intercool Aircon for the amount of Rs.20,650/-.
- b) Office refurbishment and aluminized cabins will be done by M/s Indian Décor.
- c) Major repairing works of Hospital Inventory will be pursued by M/s Janak Healthcare Pvt. Ltd. Of Rs.79,946/-.
- d) AMC will be renewed of AC's by M/s Intercool Aircon.
- e) AMC of Cryofuge will be renewed by M/s Thermofisher Scientific India Pvt. Ltd.
- f) Electrical repair works by M/s Piyush Electricals will be undertaken for Rs.2,27,640/-.
- g) Major civil repairing work of tile and concrete enamel will be completed for cost Rs.10,56,510/-.
- h) Drainage plumbing works to be pursued by M/s Shree Samarth Krupa.

The Chair person concluded his remarks by emphasizing the expeditious completion of above mentioned work by all the Members.

Kaleor
Medical Superintendent
MGM Hospital, Kamothe
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

Copy for information:-

1. The Hon'ble Medical Director
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4. The IQAC, Co-ordinator



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Sector-1, Kamothe, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

16-12-17

Date:- 07 Jan 2017

Ref: MGMH/KAM/2017/03

CONSTITUTION OF MAINTENANCE COMMITTEE

The followings members have been appointed as members of Maintenance committee:-

S.No.	Designation	Name	Signature
1	Chairperson	Dr. (Lt Gen) K.R. Salgotra	
2	Member Secretary	Lt Cdr Chhavi Rathi	
3	Site Engineer	Sh. Balwant Patil	
4	Fire Officer	Sh. Vaibhav Bele	
5	Security Officer	Cdr Venkatesh	
6	Bio Medical Engg.	Ms Manisha Mane	
7	Store Officer	Mr Mangesh Matal	
8	Accounts Officer	Mr Nitin Kurund	

Responsibilities:- To ensure maintenance of Campus Infrastructure Facilities and review it periodically.

Meetings:-

The meeting shall be convened quarterly.

The third meeting of Maintenance Committee will be held on 21 Jan 2017 (Monday) at 2:30 pm in MGM Hospital.

Attendance is mandatory.

Medical Superintendent
MGM Hospital, Kamothe
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

Copy for Information:-

1. The Hon'ble Medical Director
2. The Registrar
3. The Dean, MGM Medical College
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MINUTES OF MAINTENANCE COMMITTEE MEETING (01 Oct 16 – 31 Dec 16)

Maintenance Committee meeting was held on 10/10/2016 date 03/10/2016
vide/MGMH/KAM/AC/02

The following work has been completed from 01 Oct 16 to 31 Dec 16:-

- a) Condensor and Gas filling work in Air conditioners at 2D Echo and Reception has been completed.
- b) AMC of ACs by M/s Intercool Air Con for the period 01 Jul 16 to 30 Jun 17 completed.
- c) Erected Aluminized frame work and carpenter works by M/s Kishor Viswarkarma for the cost of Rs.2,01,452/-
- d) Major repair and maintenance works of Hospital beds by M/s Warden Surgicals completed.
- e) Major repair work of Biomedical equipment and Hospital inventory items completed.
- f) Procurement of spare parts from M/s Subhardra Compressors for Central Suction plant
- g) Major repairing work of ventilator by M/s Solution Enterprises for the amount of Rs.2,01,017/-
- h) AMC of Lims software renewed by M/s Image Computer Systems Pvt. Ltd.
- i) Major plumbing civil works at RGY dept undertaken.
- j) Major civil repair works completed from M/s Shreeraj Developers.

The following maintenance work will be pursued in the next quarter:-

- a) AMC of Air conditioner will be undertaken by M/s Intercool Aircon.
- b) Gas to be refilled by M/s Swami Samarth Enterprises.
- c) AMC of CR System will be renewed from M/s Caresteam from the duration of 01 Jul 16 to 30 Jun 17 for the amount Rs.16,099/-
- d) AMC of Lift will be renewed for the period from 25 Aug 16 to 24 Aug 17 by M/s Schindler India Pvt. Ltd.
- e) Cubical curtain repairing works to be undertaken by M/s R D Plast.
- f) CMC to be renewed of sonography machine for the period 01 Oct 16 to 30 Nov 17
- g) Upgradation of UPS will be undertaken by M/s Prompt UPS Systems.
- h) Major cabling repair work of fire hydrant system will be undertaken by M/s Neo Enterprises.

The Chair person concluded his remarks by emphasizing the expeditious completion of above mentioned work by all the Members.

Kale
Medical Superintendent
MGM Hospital, Kamothe
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

Copy for Information:-

1. The Hon'ble Medical Director
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3. The Dean , MGM Medical College
4. The IQAC , Co-ordinator



MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE
Sector-I, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

Date: - 03 Oct 2016

Ref: MGMH/KAM/AC/02

CONSTITUTION OF MAINTENANCE COMMITTEE

The followings members have been appointed as members of Maintenance committee:-

S.No.	Designation	Name	Signature
1	Chairperson	Dr. (Lt Gen) K.R. Salgotra	<i>K.R. Salgotra</i>
2	Member Secretary	Lt Cdr Chhavi Rathi	<i>Chhavi Rathi</i>
3	Site Engineer	Sh. Balwant Patil	<i>Balwant Patil</i>
4	Fire Officer	Sh. Vaibhav Bele	<i>Vaibhav Bele</i>
5	Security Officer	Cdr Venkatesh	<i>Venkatesh</i>
6	Bio Medical Engg.	Ms Manisha Mane	<i>Manisha Mane</i>
7	Store Officer	Mr Mangesh Matal	<i>Mangesh Matal</i>
8	Accounts Officer	Mr Nitin Kurund	<i>Nitin Kurund</i>

Responsibilities:- To ensure maintenance of Campus Infrastructure Facilities and review it periodically.

Meetings:-

The meeting shall be convened quarterly.

The second meeting of Maintenance Committee will be held on 10 Oct 2016 (Monday) at 2:30 pm in MGM Hospital.

Attendance is mandatory.

K.R. Salgotra
Medical Superintendent
MGM Hospital, Kamothé
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

Copy for Information:-

1. The Hon'ble Medical Director
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3. The Dean, MGM Medical College
4. The IQAC, Co-ordinator

Minutes of Meeting – Safety Committee (Maintenance committee) January 2017

- 1 The safety committee meeting was held in office of CMS on Tuesday 24th January 2017 at 3 pm . The meeting was chaired by Dr. BK Somani Chief Medical Superintendent and attended by following members.

i) Dr. B.K. Somani	-	MS
ii) Dr. P. Isaac	-	NABH Chief Co ord
iii) Rahul Deshmukh	-	NABH Coord
iv) Mr Mohan Jadhav	-	Bio Med Engineer
v) Mr Jagtap	-	Civil engineer
vi) Mr SB Patil	-	Time Office
vii) Mr. Sami	-	Fire safety officer
viii) Mr Wandekar	-	Sanitary inspector
ix) Mr Danve	-	security Incharge

- 2 Minutes of meeting of last Safety committee meeting was read and progress reviewed.

3 **Hazard Identification And Risk Analysis**

Facility rounds are taken every week by Medical Suptd along with reps of time office and maintenance departments , points submitted as under.

- Packing material seen in corridor of fire exit route in 4th floor, this is obstructing the exit route and also a fire hazards and must be removed
- Loose electrical wiring observed hanging on terrace of building is to be removed
- Grab bars required in toilets for orthopedic / high risk patients is to be installed and also railing for ramps in hospital casualty Dept.
- One case of BMW accident reported during segregation of waste
- Safety in use of stretchers and wheel chairs to be improved by fixing of safety belts

Action

- Fire exits will be kept clear of material and debris, Construction dept/ House keeping under time office for action
- Electrical dept to give completion report on maintenance electrical fittings and repair of loose wiring in building
- Civil construction to check requirements of safety grill of upper floors of the hospital building and grab bars for toilets as required
- Segregation of bio medical hazardous waste is to be done at the site of generation , and will not be done by barehands , use of a forceps with gloved hands be used for segregation of sharps to be disposed into the puncture proof container.
- Safety in use of stretchers and wheel chairs be confirmed by use of safety belts.

Completion reports be submitted within 7 days by construction dept /time office

4 **Equipment management**

- Periodic and annual maintenance programs is followed and documented, log cards available in ICU with the equipments
- Callibration of equipments is still not completed

Action

Calibrations of all equipments with Traceability records be completed by bio maintenance dept at the earliest and completion report given to medical suptd and Quality dept.

5 **Adverse event reported**

One Sentinel event of patient fall resulting in fracture foot reported in 56 year old lady in toilet of Nephrology ward ,

One instance of injury due to violence of relatives on death of patient and two near misses reported in last quarter

Action

Risk analysis of patients will be done by nursing staff and training on safety and communication with patients be given , Matron for action.

6 **Potable Water Testing**

Sanitary Inspector confirmed that the drinking water in the hospital is checked regularly for free chlorine by Dept of PSM, one report checked by Medical Suptd is showing low .1 ppm free chlorine however microbiology report is satisfactory and fit for drinking.

Action- super chlorination of water in reservoirs as recommended by dept of PSM be followed Hygiene sanitation department incharge Mr Wandekar will inspect all drinking water facilities for free chlorine which should be at least 1 ppm, along with microbiological examination once in three months.

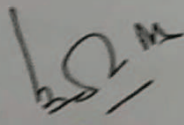
7 **Adherence to safety precautions By employees in diagnostic services**

Adherence to safety precautions is monitored and correctly followed for Laboratory services and Radiology department 87% compliance reported for imaging services and 90% compliance for pathology lab.

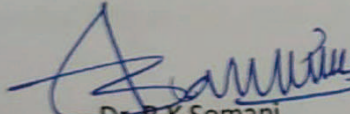
Action

In service Training on Lab safety and Radiation safety be given and documented to improve compliance

Dean
MGM, MCHA


Dean
MGM Medical College,
Aurangabad.




Dr. B. K. Somani
Medical Suptd

Copy to Core Committee
All Members

MAHATMA GANDHI MISSION HOSPITAL AND MCRI

MGM/NABH/17-

Aurangabad

30/1/17

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viii) Mr Wandekar	-	Sanitary inspector
ix) Mr Danve	-	security Incharge

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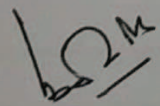
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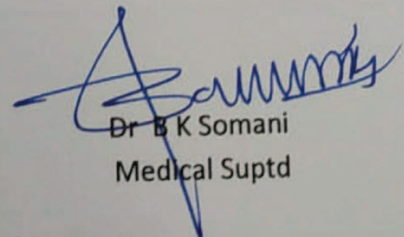
Action

In service Training on Lab safety and Radiation safety be given and documented to improve compliance

Dean
MGM,MCHA


Dean
MGM Medical College,
Aurangabad.




Dr B K Somani
Medical Suptd

Copy to Core Committee
All Members

3/5/17

Minutes of Meeting – Safety Committee (Maintenance committee) April 2017

- 1 The safety committee meeting was held in office of MS on Saturday 29th April 2017 at 12 noon . The meeting was chaired by Dr. BK Somani Medical Superintendent and attended by following members.

i) Dr. B.K. Somani	- MS
ii) Dr. P. Isaac	- NABH Chief Co ord
iii) Rahul Deshmukh	- NABH Coord
iv) Mr Mohan Jadhav	- Bio Med Engineer
v) Mr Jagtap	- Civil engineer
vi) Mr SB Patil	- Time Office
vii) Mr. Sami	- Fire safety officer
viii) Mr Wandekar	- Sanitary inspector
ix) Mr Danve	- security Incharge

- 2 Minutes of meeting of last Safety committee meeting was read and progress reviewed. ATR submitted as under

SR. NO	Points for action	Action Taken	SUGGESTIONS	REMARK
1	Safety in use of stretchers and wheel chairs	Safety belts fixed for most areas of hospital	Completion report be submitted from all depts.	Point to be reviewed
2	Equipment management Calibration of equipments	Calibration of equipments is completed	Monitoring by bio maintenance dept	Point closed
3	Adverse event reported Training of staff on patient and staff safety Safety	Fall risk Assessment /Risk analysis of patients Is being done by nursing staff during Initial Assessment	Repeat training on safety and communication with patients	Training program planned during May2017
4	Adherence to safety precautions By employees in diagnostic services	In service Training on Lab safety and Radiation safety be given and documented to improve compliance		

Action taken report Passed by Dr BK Somani
Members of Safety committee

3 Agenda for meeting has covered points as under

- 1) Incident Reporting / Security report
- 2) Plan for fire and non fire emergencies within the facility.
- 3) Review of Safety program (HIRA)
- 4) Review of Sentinel events/ near misses
- 5) Training on safety aspects (First Aid /Fire fighting/ mock drills)
- 6) Prevention and Breakdown maintenance plan of infrastructure and Bio medical equipments, Engineering support services and medical gases, vacuum and compressed air (documented with planned preventive maintenance tracker),
- 7) Potable water supply and electricity, water testing reports available
- 8) Report of Safety related quality key indicators CQI 4

SR NO	AGENDA	ACTION SUGGESTED	RESPONSIBILITY	REMARK
1	Policy for Water testing Policy for Water testing is to be revised with chart for chlorination of water	Water testing SOP to be made for periodic water testing for free chlorine and microbiological surveillance Display chart for chlorination in HS dept	PSM Member	
2	Pest control SOP are required for pest control	Documented policy and procedure are to be revised for hygiene and sanitation dept Policy for pest control	Hygiene dept/ sanitary inspector	
3	Patient safety pgme ID band for vulnerable patient	Green colour ID band will be applied to all vulnerable patients after doing fall risk analysis during initial assessment by nursing staff	Matron office	
4	Safety pgme for Laboratory and Imaging services Compliance to safety program 100% submitted RSO has reported that Patients with open bleeding wounds are transported from casualty to radiology for investigation	Proper dressing will be applied to wounds and stabilized before transporting to radiology dept	Chief CMO	
5	Falls reported <ul style="list-style-type: none"> • Patient fall of wheel chair • Fall of doctor due to Slippery floor in histopath lab 	safety belts to be fixed on all wheel chairs and stretchers Non skid tiles / mat be place in histopath lab as required	Chief engineer Civ engineering dept for action	
6	Sentinel event Fall of 70 yr old patient attending ophthalmology camp one case of fracture femur due to fainting attack in wash room	Safety officer has recommended Grab bars required in all toilets and non skit material be installed for stair case and railing for ramps in hospital	Chief Engineer (Civ Maintenance dept)	

6	Near miss Patient under Neurosurgery admitted in male surgical ward had post operative syncope and a near miss fall (prevented by relatives)	-Post operative patients not to be left unattended - Neurology patients should be transported accompanied by Physiotherapist or Nurses	Dept of Neurosurgery/ Neurology Matron office	
7	Pressure sore one case reported in MICU	Pressure bundle has been made and is to be distributed to all depts. Include in training	Matron Office	
8	Equipment management Repeated break downs of ECG machine reported	Training to be given to users on electrical safety including in service training on use of electro medical equipments	Bio maintenance engineer HR Dept include in training needs	

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MGM, MCHA

Dean
MGM Medical College
Aurangabad.



Dr B K Somani
Dr B K Somani
Medical Suptd

Copy to Core Committee
All Members
Maintenance Depts
HR Dept
Matron Office
Chief CMO
HOD Neurology Dept
PSM Dept

11 /9/17

Minutes of Meeting – Safety Committee (Maintenance committee) August 2017

- 1 The safety Committee meeting for month of July /August 17 was held on Saturday 9th September 2017 at 12 noon . The meeting was chaired by Dr B K Somani Medical Superintendent and attended by following members.

i) Dr. B.K. Somani	-	MS
ii) Dr Mudaliar	-	Dy MS
iii) Dr. P. Isaac	-	Chief Quality Co ord
iv) Rahul Deshmukh	-	NABH Coord
v) Mr Mohan Jadhav	-	Bio Med Engineer
vi) Mr Prashant Jagtap	-	Electrical engineer
vii) Mr SM Kasif	-	Civil maint
viii) Mr Ravikant Chikhale	-	EHS/ Safety officer
ix) Mr Patil SB	-	Time Office
x) Mr. Sami	-	Fire safety officer
xi) Mr Lahane	-	Sanitary inspector
xii) Mr Danve	-	Security Incharge

- 2 Minutes of meeting of last Safety committee meeting was read and progress reviewed.
ATR submitted as under

SR. NO	Points for action	Action Taken	SUGGESTIONS	REMARK
1	Policy for pest control to be documented	PSM member informed earlier Absent for meeting	Completion report to be submitted	Point to be reviewed
2	Prevention of Falls Grab bars , safety belts , non skid tiles . railing for Ramps recommended	Completion submitted	Correct safety belts for wheel chairs	Point closed
3	Breakdowns of ECG machines reported	In service Training on handling of equipments given	-	Point closed
4	Electrical safety To make electrical points near floor level waterproof	Partial compliance reported	Fwd completion report	Review point
5	Security CCTV coverage To be installed In gate number 2 and 8	Not done	Fwd progress report	Review point
6	Fire safety point Requirement of minor fire fighting equipments to be rationalized for ladies hostel	Not done	Safety officer to report	Review point
7	Disaster management point MCI mock drill in June 2017 poor quality of PA system observed	Under progress will be completed in 15 days	Fwd completion report	Review point

3 Agenda for meeting covered points as under

SR NO	AGENDA POINT	ACTION SUGGESTED	RESPONSIBILITY
1	Drinking water a) Complaint received from a patient new pediatric ward that drinking water collected from third floor was turbid and unfit for drinking b) Inadequate drinking water facility In casualty dept reported c) RO water purifier installed at OPD and resident doctors quarters 3 rd floor and MCRI OPD. There is no records of Maintenance and cleaning of tanks as reported by Safety officer	Water testing by PSM/ and repeat microbiological testing Check maintenance of existing water filters Safety officer to check requirements and Install water filters as required Bio maintenance engineer to maintain records of maintenance program for water filters HS section to clean drinking water tanks regularly as per SOP	Safety officer, Maintenance engineer For action Sanitary inspector to report on water testing Maintenance Engineer Sanitary Inspector Point for Management review meeting
3	Points submitted by Safety Officer - Rubber matting ISI marked is required for Electrical safety near all electrical panels in hospital - extinguisher required to be placed near the diesel storage tank - Combustible packing material lying near the diesel tank and DG set needs to be cleared also near LPG storage near canteen - Vehicle movement and parking problems observed near the waste collection and disposal point near canteen exit, due to construction equipment JCB parked and water tanker movement	Electrical engineer to take action on electrical safety points Fire officer for action Sanitary inspector and time office to confirm clearing of combustible packing material Security incharge to check vehicle movement near waste collection point Construction department to check clearance of construction equipment , JCB not to be parked in campus	Safety officer Fire Officer Civil engineer
4	Security officer security officer reported that fire exit door in academic block remain open and some doors are damaged which is a security risk	Maintenance dept to follow up with fire door dealers Delhi firm for maintenance repairs of fire exit doors.	Civil engineer
4	Mock Drills Details of emergency code announcements made as under 10 th June 0455hrs Code blue at MICU 8 th August 1442hrs Code Blue at MMW 16 th August 1842hrs Code blue at MSW 17 th August 1122 hrs Code red at MRD 18 August 1441hrs Code Pink at FSW 15 Sep 0845hrs Code pink at New deluxe ward	Safety officer and Civ engineer to supervise conduct code Red drill regularly Date and time of mock drill will be given by Medical suptd Maintain record of all emergency code mock drills by Telephone Operator and Quality dept	Med Suptd Safety officer Civ Engineer Fire officer Quality dept Time Office Dept

<p>Code Red practice drill was conducted at records section with satisfactory report</p> <p>Code pink two events reported with prompt action by security with CCTV cover by computer cell and missing child traced</p> <p>Code blue events reported, timely action taken and analysed by CPR Analysis committee</p>		
<p>Falls reported</p> <p>Total 2 falls reported in July in Obgyn and psychiatric ward</p> <p>Reasons for patient falls analysed are mainly due to lack of close observation of vulnerable patients by staff and attendants</p>	<p>Recommended that 3 beds with railing for vulnerable patients to be made available in all general wards</p> <p>Safety officer to confirm compliance</p> <p>Vulnerable patients to have green ID band</p> <p>Vulnerable patients should be kept on beds near duty station for close observation</p>	<p>Chief engineer dept for action</p> <p>Safety officer</p> <p>Matron to instruct all nursing staff</p>
<p>Equipment maintenance and Calibration Programs</p> <p>Maintenance program followed</p> <p>Calibration tracker checked next due is in 2018</p> <p>Turn around time</p> <p>One ventilator is non functional in EICU since 6 Months and defibrillator of RGJAY ICU is also non functional since long maintenance engineer stated that spares are not available</p> <p>-Not in use equipments are not Tagged</p>	<p>Maintenance programs and calibration be done periodically using a tracker system</p> <p>Non functional critical equipments be removed from ICU and replacement be provided if not repairable in time</p> <p>If non functionable equipments are not removable then it should be tagged as UNSERVICEABLE or NOT IN USE</p>	<p>Maintenance dept heads Civil /Electrical/ BioMedical</p> <p>Bio maint engineer</p>

Dean
MGM, MCHA
Copy to Core Committee
All Members
Maintenance Depts
HR Dept
Matron Office
Chief CMO
HOD PSM Dept
HS Dept

Dean
MGM Medical College,
Aurangabad.



[Signature]
Dr. B.K. Somani
Medical Suptd

25/7/17

Minutes of Meeting – Safety Committee (Maintenance committee) May -June 2017

- 1 The safety Committee meeting was held on Wednesday 19th July 2017 at 12 noon . The meeting was chaired by Dr. BK Somani Medical Superintendent and attended by following members.

i) Dr. B.K. Somani	-	MS
ii) Dr. P. Isaac	-	Chief Quality Co ord
iii) Dr S Salve	-	Prof PSM
iv) Rahul Deshmukh	-	NABH Coord
v) Mr Mohan Jadhav	-	Bio Med Engineer
vi) Mr Jagtap	-	Civil engineer
vii) Mr. Sami	-	Fire safety officer
viii) Mr Wandekar	-	Sanitary inspector
ix) Mr Danve	-	Security Incharge

- 2 Minutes of meeting of last Safety committee meeting was read and progress reviewed.
ATR submitted as under

SR. NO	Points for action	Action Taken	SUGGESTIONS	REMARK
1	Policy for water testing to be made Policy for pest control to be documented	PSM member informed for action	Completion report to be submitted	Point to be reviewed
2	Prevention of Falls Grab bars , safety belts , non skid tiles . railing for Ramps recommended	Partial compliance by civ engineer reported Velcro of Safety belts not fixed properly	Correct safety belts for wheel chairs	Completion report to be submitted by civ maintenance Point to be reviewed
3	Breakdowns of ECG machines reported	In service Training on handling of equipments is given	document training conducted and submit completion report	Review point

- 3 Agenda for meeting has covered points as under

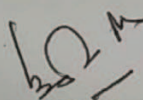
- 1) Incident Reporting / Security report
- 2) Plan for fire and non fire emergencies within the facility.
- 3) Review of Safety program (HIRA)
- 4) Review of Sentinel events/ near misses
- 5) Training on safety aspects (First Aid /Fire fighting/ mock drills)

- 6) Prevention and Breakdown maintenance plan of infrastructure and Bio medical equipments, Engineering support services and medical gases, vacuum and compressed air (documented with planned preventive maintenance tracker),
- 7) Potable water supply and electricity, water testing reports available

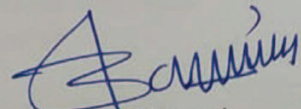
SR NO	AGENDA POINT	ACTION SUGGESTED	RESPONSIBILITY
1	Electrical safety Electrical engineer observed that electrical points in OT and other areas are fixed low and should be made water proof Electrical switches are not handled properly leading to loose connections	Electrical dept to make lower electrical points waterproof within two weeks	Electrical Maintenance engineer Fwd progress report in 2 weeks
2	Security CCTV Coverage Reported by security officer that CCTV coverage of Gate no 2 and 8 was not possible during conduct of Emergency code pink mock drill	CCTV coverage required for Gate no 8 and 2 to be completed	Electrical engineer for action
3	Fire safety Fire officer reported that there are no fire fighting equipments in the medical students ladies hostel	Fire officer to check status and requirement of minor fire fighting equipments for the hostels Facility rounds be conducted and Hazard identification to be done by safety committee	Safety officer Fire Officer
4	CODE RED mock Drill Unsatisfactory report of Code red drill was given by pre assessment team Code red drill has not been conducted thereafter	Civ engineer to supervise conduct code red drill in records section or other areas of Hospital Date and time of mock drill will be given by Medical suptd	Med Suptd Civ Engineer Fire officer

Falls reported Total 3 falls reported in pediatric ward, male medicine ward and RGJAY ward Vulnerable patients not observed , Railing not used, Slippery floor not cleaned are the reasons analysed ,	3 beds with railing for vulnerable patients to be made available in all wards Nursing rounds be taken to observe vulnerable patients frequently vulnerable patients to have ID band	Chief engineer dept for action Matron to instruct all nursing staff
Equipment maintenance and Calibration Programs Maintenance program followed Calibration completed but tracker for dates of renewal not in place	Maintenance programs and calibration be done periodically using a tracker system	Maintenance dept Civ/Electrical/ BioMedical
Water testing /chlorination Chlorination of water effected due to inadequate stocking of bleaching powder Bacteriological testing is due	Adequate stock of Bleaching powder to be kept with HS dept and water testing and chlorination to be done and documented under supervision of PSM dept	HODPSM Dept Sanitary inspector For action Matron Office
Disaster management Mass Casualty incident drill points MCI drill conducted in June 2017 Response was effected due to poor quality of PA System and no PA System installed in many areas including casualty dept Inadequate stock of first aid items in kit	PA system installation to be completed in all areas Chief CMO to check <ul style="list-style-type: none"> - Disaster plan, - Emergency first aid kit items - Action cards for all categories of personnel 	Electrical engineer Chief CMO to train all staff on Disaster plan with action cards

Dean
MGM,MCHA
Copy to Core Committee All Members
Maintenance Depts
HR Dept
Matron Office
Chief CMO
HOD PSM Dept
HS Dept


Dean
MGM Medical College,
Aurangabad.




Dr B.K Somani
Medical Suptd

Minutes of Meeting – Safety Committee (Maintenance committee) SEP- OCT, 2017

12/11/17

- 1 The safety Committee meeting for month of Sep/ Oct 17 was held on Saturday 11/11/ 2017 at 3.30PM in office of CMS . The meeting was chaired by Dr B K Somani Medical Superintendent and attended by following members.

i) Dr. B.K. Somani	-	MS
ii) Dr. P. Isaac	-	Chief Quality Co ord
iii) Col RK Shrivastava	-	-Security Manager
iv) Dr SD Rathod	-	CMO
v) Dr Sameer S Naval	-	Community Medicine
vi) Mr Mohan Jadhav	-	Bio Med Engineer
vii) Mr Patil SB	-	Time Office
viii) Mr S K Sami	-	Fire safety officer
ix) Mr Shaji	-	Sanitary inspector
x) Capt RK Danve	-	Security Incharge

- 2 Minutes of meeting of last Safety committee meeting dated 9th September was read and progress reviewed. ATR submitted as under

SR. NO	Points for action	Action Taken	SUGGESTIONS	REMARK
1	Policy for pest control to be documented	PSM member informed that policy has been made	Copy for Quality dept is required	Closed
2	Electrical safety To make electrical points near floor level waterproof	Partial compliance reported, work in progress	Fwd completion report	Review point
3	Security CCTV coverage To be installed In gate number 2 and 8	Not yet done	Security Officer to follow up and Fwd progress report	Review point
4	Fire safety point Requirement of minor fire fighting equipments to be rationalized for ladies hostel	Verbal compliance given	Safety officer to submit completion report	Review point
5	Disaster management point MCI mock drill in June 2017 poor quality of PA system observed	Work almost completed for PA system	Fwd completion report	Review point
6	ISI certified rubber matting for safety near electrical panels Extinguisher near diesel storage tank Vehicle movement problems near BMW waste collection point	Electrical engineer absent Fire officer has submitted compliance Time office submitted compliance	Forward completion report by electrical engineer	Point to be reviewed
7	Drinking water Water testing policy to be made Cleaning of tanks Maintenance of aquaguards Provision of drinking water in Casualty	Community medicine rep has submitted water testing policy Drinking water facility will be provided for Casualty	Chief CMO	Point to be Reviewed for Drinking water

8	Fall risk beds with railing for vulnerable patients to be made available in all general wards grab bars for toilets have been installed in IPD but not available in Casualty and some areas	Maintenance dept to check and submit completion report	Civ maintenance	Review point
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3 Agenda for meeting covered points as under

SR NO	AGENDA POINT	ACTION SUGGESTED	RESPONSIBILITY
1	Drinking water Water testing and provision of safe drinking water to be monitored by PSM department , to issue and follow up protocols for water management Water chillers available but aquaguards are not available in general OPD and MCRI OPD Area	Water testing by PSM/ and repeat microbiological testing Check maintenance of existing aquaguards water filters Safety officer to check requirements and Install water filters as required <i>Bio maintenance engineer to maintain records of maintenance program for water filters</i> HS section to clean drinking water tanks regularly as per SOP	HOD PSM Dept Maintenance Engineer Sanitary Inspector
3	Points submitted by Administrative/ Security Officer CCTV installed in hospital has been checked and 6 CCTV are not working in various areas since 5 to 6 months Frequent break down of patient Lifts observed around 2-3 times per week Sign posting in casualty dept is not visible to the Visitors and should be improved for convenience of patients	Follow up on installation and function of CCTV coverage of all areas by electrical engineer Civil maintenance engineer to Follow up on maintenance programs for lifts Dr Sunil Dorle to check and put up requirements to improve all sign posting in Casualty dept	Security Officer Electrical engineer Civil/ Electrical engineer DR Sunil Dorle
4	Fire Safety points fire exit door handles are not working in some areas identified by security officer Fire mock Drill point Medical gas channels colour coded should be shut during a real fire event however the fire officer and trained personnel are not aware of this procedure Unauthorized entry Reported that unauthorized persons are entering to supply food to resident doctor quarters without passes Cooking food on hot plate cooker was reported in ladies hostel	Maintenance dept to follow up with fire door dealers Delhi firm for maintenance repairs of fire exit doors. Bio Maintenance / Electrical engineer to train fire personnel Canteen to improve catering services for resident doctors Management to discuss catering services of resident doctors Medical suptd to instruct all resident doctors to avoid unauthorized entry of dabbawallas without passes and use canteen mess and dining hall	Civil engineer Chief security officer and Maintenance engineer Medical suptd

4	Mock Drills Details of emergency code announcements made as under Code Pink 4 events on 15/9, 26/9, and 24/10 and one drill on 11/10 Code blue six events including one mock drill Code red drill conducted on 4/11/17 at EICU 15 Sep 0845hrs Code pink at New deluxe ward Code pink announcement was incorrectly made Response time for emergency code calls was good but poor awareness observed in use of defibrillator.	Safety officer and Civ engineer to supervise conduct code Red drill regularly CPR Training in MET cell CPR Committee to monitor all activities and conduct training accordingly to cover all processes in HR Dept inform and train all telephone operators Maintain record of all emergency code mock drills by Telephone Operator and Quality dept	Med Suptd Safety officer Civ Engineer Fire officer Quality dept Time Office Dept inform and train all telephone operators
5	Falls reported One sentinel event in RGJAY ward was reported of a patient who sustained a fracture due to a fall in the toilet	Safety officer to confirm compliance of actions recommended by QA Committee for prevention of falls. Vulnerable patients should be kept on beds near duty station for close observation and not left unattended	Safety officer Matron to instruct all nursing staff
6	Equipment maintenance and Calibration Programs Maintenance program followed for bio maintenance dept, Calibration tracker checked next due is in 2018 Civil maintenance programs to be updated Non functional equipments TMT Machine in Cardiology dept is non functional since a year and not repairable awaiting buyback as stated by bio maintenance dept One baby warmer in NICU and labour room is defective -Not in use equipments are not Tagged	Update all maintenance programs of civil maintenance periodically using a tracker system Non functional critical equipments be awaiting replacement be removed to maintenance department if possible If non functionable equipments are not removable then it should be tagged as UNSERVICEABLE or NOT IN USE	Maintenance dept heads Civil/Electrical/BioMedical Bio maint engineer

Dean
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Copy to Core Committee
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Chief CMO
HOD PSM Dept & HS Dept

h2m
Dean
MGM Medical College,
Aurangabad.



Dr B K Somani
Dr B K Somani
Medical Suptd



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Sector-01, Kamothe, Navi Mumbai - 410 209

Tel 022-27432471, 022-27432994, Fax 022 - 27431094

E-mail : registrar@mgmuhhs.com ; Website : www.mgmuhhs.com

No.MGMIHS/MANT/2018-19

January 04, 2019

MINUTES OF REVIEW MEETING OF CENTRAL MAINTENANCE COMMITTEE 2018-19

In pursuance of the MGMIHS notification no. No.MGMIHS/MANT/2014-15 dated January 07, 2015, the committee proceeded to assess maintenance activities undertaken at constituent institutions during 2018-19 at MGMIHS conference hall on 4th January, 2019 from 14.00 hrs to 16.00 hrs. The following members were present:

1. Dr. Shashank Dalvi, Vice Chancellor- Chairperson
2. Dr. G. S. Narshetty, Dean, MGM Medical College, Navi Mumbai
3. Dr. Rajani Mullerpatan, Professor Director, MGM School of Physiotherapy, Navi Mumbai
4. Dr. Prabha K. Dasila, Director, MGM New Bombay College of Nursing, Navi Mumbai
5. Dr. Mansee Thakur, Director, MGM School of Biomedical Sciences, Navi Mumbai
6. Dr. Zaki Anwar, Principal, MGM School of Physiotherapy, Aurangabad
7. Dr. R. B. Bohra, Dean, MGM Medical College, Aurangabad
8. Ms. Alka, Accountant - Finance Member, MGMIHS
9. Dr. Rajesh Goel, Registrar - Member Secretary, MGMIHS.

(Members from Aurangabad Campus attended through Skype)

2. At the outset the Hon'ble Vice Chancellor welcomed all members. The scope and purpose of reviewing maintenance activities at the MGMIHS from time to time was highlighted.
3. The Finance officer briefed the committee on scrutiny outcomes of reports received from constituent college so far.
4. The committee expressed its satisfaction on operational the Central Purchase system at Navi Mumbai campus as a watch log to follow the codal formalities.
5. The committee deliberated in details on these reports submitted by various institutions and expressed their satisfaction.
6. Minutes of previous meeting were adopted unanimously after detailed discussion.
7. It is seen that most of the constituent institutions except MGM Medical College, Navi Mumbai, are not submitting their reports to MGMIHS every quarter for which the Central committee is not able to hold review meeting every half yearly as required. All concerned are requested once agencies to comply to orders and ensure submission of quarterly reports in time.



MGM INSTITUTE OF HEALTH SCIENCES

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E-mail : registrar@mgmuhhs.com ; Website : www.mgmuhhs.com

8. Besides fresh reports, compliance on observation by the MGM Institute of Health Sciences Committee from constituent institutions are warranted within one month from they received minutes of the meeting.
9. It was seen that most of their equipments are MGM Medical College, Kamothe are on AMC. All to kindly ensure that CMC is preferred over AMC in order to cut costs on maintenance.
10. Log books on each costly equipment be maintained, showing timely maintenance by vendors. Analysis of amount spent as maintenance/ repair to be compared with purchase cost of machinery for cost effectiveness.
11. It is seen that list of maintenance work planned for the subsequently quarters are not being completed in time.
12. Nature of work mentioned in the report does not reflect cost involved in several cases. Similarly proposed maintenance work for next quarter does not show estimated cost such as in term of electrical appliances, orthopaedic ward renovation and soon. Kindly to ensure compliance from the MGM Medical College & Hospital, Navi Mumbai.
13. A certificate from the respective Head of the Institutions is required every quarterly that the CMC/AMCs of all equipments in their institute got completed on time. Any deviation need justification with reason.
14. The meeting ended with vote of thanks by the Hon'ble Vice Chancellor.


Registrar

(Member Secretary)

Dr. Rajesh B. Gool

Registrar

CC: **MGM Institute of Health Sciences**

(Deemed University u/s 3 of UGC Act, 1956)

Navi Mumbai - 410 209

1. Dean, MGM Medical College, Navi Mumbai
2. Professor Director, MGM School of Physiotherapy, Navi Mumbai
3. Director, MGM New Bombay College of Nursing, Navi Mumbai
4. Director, MGM School of Biomedical Sciences, Navi Mumbai
5. Principal, MGM School of Physiotherapy, Aurangabad
6. Dean, MGM Medical College, Aurangabad
7. Registrar, MGMIHS.
8. Finance Member.
9. P.S. to Hon'ble Vice Chancellor



MAHATMA GANDHI MISSION
MEDICAL COLLEGE & HOSPITAL, NAVI MUMBAI

Internal Quality Assurance Cell

Junction of NH-4 & Sion Panvel Expressway Sector -1, Kamothe, Navi Mumbai -410 209.

Tel no - 022/27433404, 27437904, Email - mgmmcniqac@mgmuhs.com

Ref: MGM/MED-C/IQAC/ 2018

Date - 27.10.2018

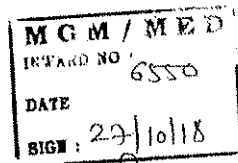
To,
The Dr. Jaishree Ghanekar,
University Criteria Head,
Criteria -IV,
MGMIHS,
Navi Mumbai.

Subject - Request to submit information related to Maintenance to Ms. Chhavi Rathi.

Respected Mam,

This is a request to submit information related to Maintenance and all the expenditure related to maintenance to Ms. Chhavi Rathi as she is compiling the minutes of Meeting for the Committee.

Thanking you.



cc to Dean

Yours faithfully

Dr. Haritha K. N.
Co-ordinator
IQAC, MGM Medical College
Navi Mumbai

**Co-ordinator
IQAC**

MGM Medical College & Hospital
Kamothe, Navi Mumbai - 410 209.



MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE
Sector-1, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

MINUTES OF MAINTENANCE COMMITTEE MEETING (01 OCT 18 – 31ST DEC 18)

Maintenance Committee meeting was held on 11/10/2018 date- 06/10/2018
vide MGMH/KAM/AC/09

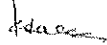
The following work has been completed from 01 OCT 18 to 31ST DEC 18:-

- a) CMC of CSSD for the period 01 May 18 to 30 Apr 19 undertaken by M/s Vida Life Sciences Pvt. Ltd. For the amount of Rs. 2, 30,100/-.
- b) AMC of UPS in CT & MRI for the period 01.06.2018 to 31.05.2019 undertaken by M/s Triveni Enterprises for the amount of Rs. 54,050/-
- c) CMC of UPS in other department for the period 10 February 18 to 10 February 19 undertaken by M/s Ador Powertron Ltd for the amount of Rs. 139343/-.
- d) AMC of Memo Graphy Machine for the period 01.08.2018 to 31.07.2019 undertaken M/s Vihan Enterprises for the amount of Rs. 94400/-.
- e) AMC of Sonography for the period 18.09.2018 to 17.07.2019 under taken by M/s Wipro GE Healthcare for the amount of Rs. 256937/-.
- f) AMC of X-ray Machine for the period 01 Aug 18 to 31 July- 19 undertaken by M/s Allengers Medical System Ltd for the amount of Rs. 104500/-.
- g) Major electrical repairing works in the Hospital done.
- h) Male orthopedic ward renovation work done.
- i) Male Surgical Ward renovation work done.

The following maintenance work will be pursued in the next quarter:-

- j) AMC of Lithotripsy Machine with color Doppler Urology OT will be undertaken from 01.11.018 to 30.10.2019
- k) AMC of Heart Lung Machine will be undertaken from 01.10.2018 to 30.09.2019 amounting to Rs. 184965/-
- l) AMC of IT Server will be undertaken form 01 Nov-18 to 31st Oct 19 amounting to Rs. 57820/-
- m) New oxygen tank work will be undertaken.
- n) AMC of Air Conditioner will be renewed from 01 Jan 19 to 31 Mar 19 (Quarterly) amounting to Rs.111935/-.
- o) Central Air Conditioner work in Operation Theater will be under taken.
- p) Major electrical repairing works in the Hospital will be undertaken.
- q) Aluminum Partition & wooden Doors works of various department will be undertaken

The Chairperson concluded his remarks by emphasizing the expeditious completion of above mentioned work by all the Members.


Medical Superintendent
MGM Hospital, Kamothe
MEDICAL SUPERINTENDENT
M.G.M. HOSPITAL, KAMOTHE
NAVI MUMBAI.

Copy to:-

All members of the committee.

Copy for Information:-

- 9. The Hon'ble Medical Director
 - 10. The Registrar
 - 11. The Dean , MGM Medical College
 - 12. The IQAC , Co-ordinator
-



MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE

Sector-1, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

Ref: MGMH/KAM/09

Date: - 06 /10/ 2018

CONSTITUTION OF MAINTENANCE COMMITTEE

The followings members have been appointed as members of Maintenance committee:-

Sr. No.	Designation	Name	Signature
1	Chairperson	Dr. (Lt Gen) K.R. Salgotra	
2	Member Secretary	Shri. N.B. Jogdand	
3	Site Engineer	Shri. Balwant Patil	
4	Fire Officer	Shri. Vaibhav Bele	
5	Medical Administrator	Dr. Col. Ms. Philomena Issac	
6	Bio Medical Engg.	Ms. Manisha Mane	
7	Store Officer	Mr. Mangesh Matal	
8	Accounts Officer	Mr. Nitin Kurund	

Responsibilities: - To ensure maintenance of Campus Infrastructure Facilities and review it periodically.

Meetings:-

The meeting shall be convened quarterly.

The first meeting of Maintenance Committee will be held on 11/10/ 2018 (Thursday) at 2:30 pm in MGM Hospital.

Attendance is mandatory.

Copy to:-

All members of the committee.

Copy for Information:-

1. The Hon'ble Medical Director
2. The Registrar
3. The Dean , MGM Medical College
4. The IQAC, Co-ordinator

Medical Superintendent
MGM Hospital, Kamothé
MEDICAL SUPERINTENDENT
M.G.M. HOSPITAL, KAMOTHE
NAVI MUMBAI.



MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE
Sector-1, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

MINUTES OF MAINTENANCE COMMITTEE MEETING (01 July 18 – 30 Sept 18)

Maintenance Committee meeting was held on 11/07/2018 date- 04/07/2018
vide MGMH/KAM/AC/08

The following work has been completed from 01 July 18 to 30 Sept 18:-

- a) CMC of Lift elevator for the period 01 May 18 to 30 Apr 19 undertaken by M/s Otis Elevator Company for the amount of Rs.2,57,919/-
- b) AMC of Air conditioners for the period 01 Apr 18 to 30 Jun 18 undertaken by M/s 5 Star Air Cool for the amount of Rs.1, 01,854/-.
- c) Major repair works of Blood Bank undertaken by M/s Anyana Sales & service for Rs.90,100/-
- d) Major repair works of Chiller undertaken by M/s Khehms Technologies Pvt. Ltd. Amounting Rs.69, 048/-.
- e) AMC of Flow cytometer for the period 01 Apr 18 to 31 Mar 19 undertaken by M/s Beckman Coulter India for the amount of Rs.2, 25,220/-.
- f) AMC of PACS systems from M/s Med Synaptic Pvt. Ltd. From 01 Mar 18 to 20 Mar 19 amounting to Rs.1, 77,000/- will be completed.
- g) Major electrical repairing works in the Hospital are done.
- h) Major works of HVAC chiller repairing undertaken by M/s Khehms Engineering for amount of Rs. 1,15,728/-.
- i) Furniture repair work from M/s Gemini Enterprise for amount of Rs. 1, 27,000/-.

The following maintenance work will be pursued in the next quarter:-

- j) CMC of CSSD will be undertaken form 01 May 18 to 30 Apr 19 amounting to Rs. 2, 30,100/-.
- k) AMC of UPS in CT & MRI will be undertaken from 01.06.2018 to 31.05.2019 amounting to Rs. 54,050/-
- l) CMC of UPS in other department will be undertaken form 10 February 18 to 10 February 19 amounting to Rs. 1, 39,343/-.
- m) AMC of Memo Graphy Machine will be undertaken from 01.08.2018 to 31.07.2019 amounting to Rs. 94400/-
- n) AMC of Sonography for the period 18.09.2018 to 17.07.2019 under taken by M/s Wipro GE Healthcare for the amount of Rs. 256937/-.
- o) AMC of X-ray Machine will be renewed from 01 Aug 18 to 31 July- 19 amounting to Rs.104500/-.
- p) Major electrical repairing works in the Hospital will be undertaken.
- q) Male orthopedic ward renovation work will be under taken.
- r) Male Surgical Ward renovation work will be under taken.

The Chairperson concluded his remarks by emphasizing the expeditious completion of above mentioned work by all the Members.

hakecha
Medical Superintendent
MGM Hospital, Kamothe

Copy to:-

All members of the committee.

Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy for Information:-

5. The Hon'ble Medical Director
6. The Registrar
7. The Dean , MGM Medical College
8. The IQAC , Co-ordinator



MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE

Sector-1, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

Ref: MGMH/KAM/

Date: 04/07/2018

CONSTITUTION OF MAINTENANCE COMMITTEE

The followings members have been appointed as members of Maintenance committee:-

Sr. No	Designation	Name	Signature
1	Chairperson	Dr.(Lt Gen)K. R. Salgotra	
2	Chief Administrative officer	Mr. N.B. Jogdand	
3	Site Engineer	Sh. Balwant Patil	
4	Fire Officer	Sh. Vaibhav Bale	
5	Security Officer	Cdr. Venkatesh	
6	Bio Medical Engg.	Ms. Manisha Mane	
7	Store Officer	Mr.Mangesh Matal	
8	Accounts Officer	Mr. Nitin Kurund	

Responsibilities: - To ensure maintenance of Campus Infrastructure Facilities and review it periodically.

Meetings:-

The meeting shall be convened quarterly.

The meeting of Maintenance Committee will be held on 11 JULY- 2018 (WENESDAY) at 2.30 pm in MGM Hospital.

Attendance is mandatory.

Medical Superintendent

MGM Hospital, Kamothé

Copy to:-

All members of the committee

Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy for Information:-

1. The Hon'ble medical Director
2. The Registrar
3. The Dean, MGM Medical College
4. The IQAC, Co-ordinator



MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE

Sector-1, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

MINUTES OF MAINTENANCE COMMITTEE MEETING (01 OCT 18 – 31ST DEC 18)

Maintenance Committee meeting was held on 11/10/2018 date- 06/10/2018
vide MGMH/KAM/AC/09


The following work has been completed from 01 OCT 18 to 31ST DEC 18:-

- a) *CMC of CSSD for the period 01 May 18 to 30 Apr 19 undertaken by M/s Vida Life Sciences Pvt. Ltd. For the amount of Rs. 2, 30,100/-.
- b) AMC of UPS in CT & MRI for the period 01.06.2018 to 31.05.2019 undertaken by M/s Triveni Enterprises for the amount of Rs. 54,050/-
- c) CMC of UPS in other department for the period 10 February 18 to 10 February 19 undertaken by M/s Ador Powertron Ltd for the amount of Rs. 139343/-.
- d) AMC of Memo Graphy Machine for the period 01.08.2018 to 31.07.2019 undertaken M/s Vihan Enterprises for the amount of Rs. 94400/-.
- e) AMC of Sonography for the period 18.09.2018 to 17.07.2019 under taken by M/s Wipro GE Healthcare for the amount of Rs. 256937/-.
- f) AMC of X-ray Machine for the period 01 Aug 18 to 31 July- 19 undertaken by M/s Allengers Medical System Ltd for the amount of Rs. 104500/-.
- g) Major electrical repairing works in the Hospital done.
- h) Male orthopedic ward renovation work done.
- i) Male Surgical Ward renovation work done.

The following maintenance work will be pursued in the next quarter:-

- j) CMC of CR System will be undertaken form 01 May 18 to 30 Apr 19 amounting to Rs. 2, 30,100/-.
- k) AMC of Heart Lung Machine will be undertaken from 01.10.2018 to 30.09.2019 amounting to Rs. 184965/-
- l) AMC of IT Server will be undertaken form 01 Nov-18 to 31st Oct 19 amounting to Rs. 57820/-
- m) New oxygen tank work will be undertaken.
- n) AMC of Air Conditioner will be renewed from 01 Jan 19 to 31 Mar 19 (Quarterly) amounting to Rs.111935/-.
- o) Central Air Conditioner work in Operation Theater will be under taken.
- p) Major electrical repairing works in the Hospital will be undertaken.
- q) Ophthalmology Ward renovation work will be undertaken.
- r) Psychiatric ward renovation work will be undertaken.

The Chairperson concluded his remarks by emphasizing the expeditious completion of above mentioned work by all the Members.


Medical Superintendent
MGM Hospital, Kamothe

Copy to:-

All members of the committee.

Copy for information:-

9. The Hon'ble Medical Director
10. The Registrar
11. The Dean , MGM Medical College
12. The IQAC , Co-ordinator

Medical Superintendent
M.G.M. Hospital, Kamothe



MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE

Sector-1, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

Ref: MGMH/KAM/

Date: 06/10/2018

CONSTITUTION OF MAINTENANCE COMMITTEE

The followings members have been appointed as members of Maintenance committee:-

Sr. No	Designation	Name	Signature
1	Chairperson	Dr. (Lt Gen) K. R. Salgotra	
2	Chief Administrative officer	Mr. N.B. Jogdand	
3	Site Engineer	Sh. Balwant Patil	
4	Fire Officer	Sh. Vaibhav Bale	
5	Security Officer	Cdr. Venkatesh	
6	Bio Medical Engg.	Ms. Manisha Mane	
7	Store Officer	Mr. Mangesh Matal	
8	Accounts Officer	Mr. Nitin Kurund	

Responsibilities: - To ensure maintenance of Campus Infrastructure Facilities and review it periodically.

Meetings:-

The meeting shall be convened quarterly.

The meeting of Maintenance Committee will be held on 11 OCT- 2018 (THURSDAY) at 2.30 pm in MGM Hospital.

Attendance is mandatory.

Medical Superintendent

MGM Hospital, Kamothé

Copy to:-

All members of the committee

Copy for Information:-

1. The Hon'ble medical Director
2. The Registrar
3. The Dean, MGM Medical College
4. The IQAC, Co-ordinator

Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

[illegible]



MAHATMA GANDHI MISSION

MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE

Sector-1, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

12-18-18

MINUTES OF MAINTENANCE COMMITTEE MEETING (01 Apr 18 – 30 Jun 18)

Maintenance Committee meeting was held on 13/04/2018 date 06/04/2018
vide /MGMH/KAM/AC/07

The following work has been completed from 01 Apr 18 to 30 Jun 18:—

- a) Major repair works undertaken by M/s Biomedicon India Pvt. Ltd.
- b) Major ventilator repaired by M/s V Care for the amount of Rs.1,55,500/-
- c) CMC of CSSD machine for the period from 01 May 17 to 30 Apr 18 under taken by M/s Natt Steel for the amount of Rs.1,41,600/-.
- d) AMC of X-Ray Machine undertaken by M/s Allengers Medical Systems for the amount of Rs.95,000/-.
- e) Hospital beds repaired for major works by M/s Warden Surgical for the amount Rs.94,359/-.
- f) AMC of UPS completed, for the period from 10 Feb 17 to 09 Feb 18 by M/s Addor Power.
- g) Major electrical repairing works in the Hospital maintenance is undertaken.
- h) Procurement of Hard Disk form M/s BM Computers for the amount of Rs.11,859/- .

The following maintenance work will be pursued in the next quarter:-

- a) CMC of Lift elevator will be undertaken form 01 May 18 to 30 Apr 19 amounting to Rs. 2,57,919/-.
- b) AMC of Air conditioners will be pursued from 01 Apr 18 to 30 Jun 18 for Rs.1,01,854/-
- c) Major repair works of Blood Bank will be undertaken by M/s Anyana Sales & service for Rs.90,100/-
- d) Major repair works of Chiller will be undertaken by M/s Khehms Technologies Pvt. Ltd. Amounting Rs.69,048/-.
- e) AMC of Flow Sytometer will be renewed from 01 Apr 18 to 31 Mar 19 amounting to Rs.2,25,220/-.
- f) AMC of PACS systems from M/s Med Synaptic Pvt. Ltd. From 01 Mar 18 to 20 Mar 19 amounting to Rs.1,77,000/- will be completed.
- g) Major electrical repairing works in the Hospital will be undertaken.
- h) Major works of HVAC chiller repairing will be undertaken by M/s Khehms Engineering amounting to Rs. 1,15,728/-.
- i) Furniture repair work from M/s Gemini Enterprise amounting to Rs. 1,27,000/- has to be completed.

The Chair person concluded his remarks by emphasizing the expeditious completion of above mentioned work by all the Members.

Shree
Medical Superintendent
MGM Hospital, Kamothe
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

Copy for Information:-

1. The Hon'ble Medical Director
2. The Registrar
3. The Dean , MGM Medical College
4. The IQAC , Co-ordinator



MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE
Sector-I, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

MINUTES OF MAINTENANCE COMMITTEE MEETING (01 Jan 18 – 31 Mar 18)

Maintenance Committee meeting was held on 13/01/2018 dated 06/01/2018
vide/MGMH/KAM/Ac/06

The following work has been completed from 01 Jan 18 to 31 Mar 18:-


- a) CMC renewed of ground floor lift for the period 24 Aug 18 for the amount of Rs.1,77,252/-
- b) AMC and installation of fire alarm fire hydrant system completed from M/s Neo Enterprises as per work order no. 166 dated 03 Oct 17 for the amount of Rs.3,93,471/-.
- c) Office refurbishment work for which materials is supplied by M/s Vishwakarma Enterprises .
- d) Major repairing work of mattress undertaken by M/s Jyotirling Gadi Bhandar for the amount of Rs.3,35,534/-.
- e) AMC of Dehumidifier of Cathlab pursued for the period 01 Aug 17 to 31 Jul 18 for amount of Rs.42,640/-.
- f) CMC of EMG Machine for the period from 01 Nov 17 to 31 Oct 18 to from M/s Axis for the amount of Rs.1,70,296/-.
- g) MICU ventilator repaired for the charges by M/s RHP Medicals for the amounts Rs.1,03,250/-.
- h) AMC renewed of Heart Lung Machine by M/s Maquet Medical India for the period from 01 Nov 17 to 31 Oct 18.

The following maintenance work will be pursued in the next quarter:-

- a) Major repair works will be undertaken by M/s Biomedicon India Pvt. Ltd.
- b) Major ventilator repairing work by M/s V Care.
- c) CMC of CSSD machine for the period from 01 May 17 to 30 Apr 18.
- d) AMC of X-Ray Machine by M/s Allengers Medical Systems for the amount of Rs.95,000/-
- e) Hospital beds repairing major works by M/s Warden Surgical for the amount Rs.94,359/- will be perused.
- f) AMC of UPS for the period from 10 Feb 17 to 09 Feb 18 by M/s Addor Power

- g) Major electrical repairing works in the Hospital maintenance to be undertaken.
- h) Procurement of Hard Disk form M/s BM Computers for the amount of Rs.11,859/-.

The Chair person concluded his remarks by emphasizing the expeditious completion of above mentioned work by all the Members.


Medical Superintendent
MGM Hospital, Kamothe
Medical Superintendent
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

All members of the committee.

Copy for Information:-

1. The Hon'ble Medical Director
2. The Registrar
3. The Dean , MGM Medical College
4. The IQAC , Co-ordinator



MGM MEDICAL COLLEGE HOSPITAL, KAMOTHE
Sector-1, Kamothé, Navi Mumbai-410 209 Tel: 2743 7900/7901, Fax : 91-22-2743 1723

Ref: MGMH/KAM/A/06

Date:- 06 Jan 2018

CONSTITUTION OF MAINTENANCE COMMITTEE

The followings members have been appointed as members of Maintenance committee:-

S.No.	Designation	Name	Signature
1	Chairperson	Dr. (Lt Gen) K.R. Salgotra	
2	Member Secretary	Lt Cdr Chhavi Rathi	
3	Site Engineer	Sh. Balwant Patil	
4	Fire Officer	Sh. Vaibhav Bele	
5	Security Officer	Cdr Venkatesh	
6	Bio Medical Engg.	Ms Manisha Mane	
7	Store Officer	Mr Mangesh Matal	
8	Accounts Officer	Mr Nitin Kurund	

Responsibilities:- To ensure maintenance of Campus Infrastructure Facilities and review it periodically.

Meetings:-

The meeting shall be convened quarterly.

The third meeting of Maintenance Committee will be held on 13 Jan 2018 (Monday) at 2:30 pm in MGM Hospital.

Attendance is mandatory.

Medical Superintendent
MGM Hospital, Kamothé
MAHATMA GANDHI MISSION

Copy to:-

All members of the committee.

Copy for information:-

1. The Hon'ble Medical Director
2. The Registrar
3. The Dean, MGM Medical College
4. The IQAC, Co-ordinator

MGM HOSPITAL & MCRI
N-6 CIDCO, Aurangabad

MGM/NABH/QD 18/191


Quality Dept
Dated 24/2/18

CIRCULAR

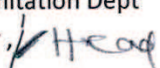
Convening of NABH Safety / Disaster Committee meeting

- 1 With Reference to Dean office letter No MGM/NABH-MR/16-64 dated 10/11/16 regarding NABH Committee meetings. The meeting of NABH Safety and Disaster Committee for month of December 17 to January 2018 will be held on **Tuesday 27/2/18 at time 12 pm , Venue – Office of Medical Supdt .**
- 2 Kindly convene meeting as per agenda given. All members of the committee and invited members are requested to attend the meeting along with details of quality key performance indicators and reports pertaining to their areas of responsibility including Conduct of Mock drills , Fire plan, Records of Critical Equipment downtime, Calibration/ Maintenance programs , and details of Safety related Adverse/Sentinel events. Electricity, Water supply, water testing reports and training event reports.
- 3 Minutes of meeting will be recorded and submitted to core committee management with copy to all concerned for action as required.


Dr P Isaac
Chief Quality Co-ord


Dr. A.G Shroff
Medical Director

Copy to

Dr BK Somani, Chairperson Safety Committee
Dr Girish Gadekar, Chairperson Disaster Committee
Copy to: Core committee members -for info pl.
HOD PSM
Chief CMO
Quality cell reps
Matron
I/C Construction Dept
I/C Electrical Dept
I/C Bio-maint dept
I/C Time office
I/C Hygiene and Sanitation Dept
Security Supervisor, 
Fire officer

MAHATMA GANDHI MISSION HOSPITAL AND MCRI
Aurangabad

MGM/QD/18- 195

07/3/18

Minutes of Meeting – Safety Committee Nov 17 to Jan 2018

1 The safety Committee meeting for month of Nov 17 to Jan 2018 was held on 27/2/ 2018 at 12 Noon in office of CMS . The meeting was chaired by Dr B K Somani Medical Superintendent and attended by following members.

i) Dr Aparna Kakkad	-	CMS
ii) Dr. B.K. Somani	-	MS
iii) Dr. P. Isaac	-	Chief Quality Co ord
iv) Col RK Shrivastava	-	Security Manager
v) Mr Mohan Jadhav	-	Bio Med Engineer
vi) Mr Patil SB	-	Time Office
vii) Mr S K Sami	-	Fire safety officer
viii) Mr Shaji	-	Sanitary inspector

2 Minutes of meeting of last Safety committee meeting dated 12/11/17 was read and progress reviewed. ATR submitted as under

SR. NO	Points for action	Action Taken	SUGGESTIONS	REMARK
1	Policy for pest control to be documented and implemented	policy has been made but problems faced in implementation which is not documented	Feedback by HS dept be given to MED suptd and Quality dept	Closed
3	Security CCTV coverage To be installed In gate number 2 and 8	Not yet done	Security Officer to follow up and Fwd progress report	Review point
4	Fire safety point Requirement of minor fire fighting equipments to be rationalized for ladies hostel	Verbal compliance given	Safety officer to submit completion report	Review point
7	Drinking water Water testing policy to be made Cleaning of tanks Maintenance of aquaguards Provision of drinking water in Casualty	Community medicine rep not present No deails of maintenance pgme for Aquaguards	Chief CMO	Point to be Reviewed for Drinking water
8	Maintenance program Maintenance pgme followed for bio maintenance dept , Calibration tracker checked next due is in 2018 Non functional critical equipments be awaiting replacement be removed to maintenance department if possible	Tracker maintained Completed	Follow up action required Tagged as unserviceable	Maintenance dept Closed

SR NO	AGENDA POINT	ACTION SUGGESTED	RESPONSIBILITY
1	Drinking water <i>Water testing and provision of safe drinking water to be monitored</i> Reports of Water testing by PSM/ and repeat microbiological testing is not submitted to Medical suptd	All water testing reports will be submitted by Civil engineer to medical suptd <i>Bio maintenance engineer to maintain records of maintenance program for water filters</i>	Maintenance Engineer Sanitary Inspector
2	Points submitted by Administrative/ Security Officer Unauthorized persons are supplying meals to resident doctors Safety grills to be installed for windows of upper floors which is a security grill Scrap material is not disposed off timely and is piled up in condemnation stores Scrap yard is disorganized Needle stick injuries are reported in BMW handlers, training of staff required Hospital furniture are rusted and require maintenance Racks placed above patient beds in CCU should be repainted	List of authorized vendors to be made and passes issued for entry avoid unauthorized entry of dabbawallas without passes and use canteen mess and dining hall Civil maintenance engineer to prepare works order with prioritization and financial effect and submit for approval of management Scrap condemn items to be disposed off weekly by central stores incharge Training of waste handlers in safety practices by ICN to be organized Powder coating to be done for IV stands Trolleys bedside lockers etc	Security Officer Civil engineer MRM POINT Central stores IC HR dept to organize trg of BMW handlers Maint dept
3	Fire Safety points Stocking of chemicals in histopathology , chemicals was done by placing on paper files as reported by fire officer Fire mock Drill point Medical gas channels colour coded should be shut during a real fire event however the fire officer and trained personnel are not aware of this procedure	Chemicals to be stocked as per protocols for hazardous materials and MSDS lists be updated Maintenance engineer to train all	HOD pathology Civil engineer Chief security officer and Maintenance engineer

4	Mock Drills Fire Evacuation Drill Code red Mock Drill and fire evacuation drill held on 16 th January 18 along with Code green successfully Observations submitted by security officer Fire sensors were not working Training and sensitization on roles and responsibilities	Security officer and Civ engineer to supervise conduct code Red drill regularly Check functioning of smoke detectors, sprinklers and fire exits Training of staff Fwd details of foldable stretchers/ wheelchairs etc recommended	Security officer Civ Engineer Fire officer
5	Falls reported Number of falls as under including two staff persons , mostly accidental falls, while shifting and giddiness while getting up Side railing not used in paed ward Nov 3 falls and one near miss Dec- 3 falls and one near miss Jan - 1 fall and 2 near miss No sentinel report during the period of report	Compliance of actions recommended by quality dept Safety committee to conduct Facility rounds to identify hazards and risk analysis Action follow up on hazards identified during safety/ facility rounds by Maint dept Vulnerable patients should be kept on beds near duty station for close observation and not left unattended	Safety committee/ All concerned Maintenance civil/electrical Matron to instruct all nursing staff
6	Equipment maintenance and Calibration Programs Electrical maintenance schedule is not observed. the schedule should be presented with details of work done as per schedule Back up support for liquid Oxygen plant with additional 12 Oxygen Jumbo back up cylinders is approved but delay observed in procurement	Update all maintenance programs of civil / electrical maintenance periodically using a tracker system Supply of additional oxygen jumbo cylinders to be followed up by Maintenance dept / Central stored incharge	Maintenance dept heads Civil /Electrical/ BioMedical Bio maint engineer Incharge Central stores for action
7	Sanitary pad dispenser machine Sanitary pad dispenser and pad destroyer machine Installed in ObsGyn ward and some toilets but not in use	Maintenance dept to monitor and follow up on use of machine and plan refill of vending machines in consultation with HOD concerned	Point will be reviewed by safety committee Maintenance dept and HOD concerned


Dr P Isaac
Chief Quality Cood


Dr B K Somani
Medical Suptd

Copy to Core Committee
All Members
Maintenance Depts
HR Dept
Matron Office
Chief CMO
HOD PSM Dept& HS Dept

MGM HOSPITAL & MCRI
N-6 CIDCO, Aurangabad


MGM/MCH /QD 18 /332

CIRCULAR

Quality Dept
Dated 28/5/18

Convening of NABH Safety / Disaster Committee meeting

- 1 With Reference to Dean office letter No MGM/NABH-MR/16-64 dated 10/11/16 regarding NABH Committee meetings. The meeting of NABH Safety and Disaster Committee for month of Feb 2018 to April 2018 will be held on **Tuesday 29/5/18 at time 12.30 pm , Venue – Office of Chief Medical Supdt .**
- 2 Kindly convene meeting as per agenda given. All members of the committee and invited members are requested to attend the meeting along with details of quality key performance indicators and reports pertaining to their areas of responsibility including Conduct of Mock drills , Fire plan, Records of Critical Equipment downtime, Calibration / Maintenance programs , and details of Safety related Adverse/Sentinel events. Electricity, Water supply, water testing reports and training event reports.
- 3 Facility rounds points will also be discussed
- 4 Minutes of meeting will be recorded and submitted to core committee management with copy to all concerned for action as required.


Dr P Isaac
Chief Quality Co-ord


Medical Director / Dean

Copy to

Dr BK Somani, Chairperson Safety Committee
Dr Girish Gadekar, Chairperson Disaster Committee
Copy to: Core committee members -for info pl.
HOD PSM
Security Head
Chief CMO
Quality cell reps
Matron
I/C Construction Dept
I/C Electrical Dept
I/C Bio-maint dept
I/C Time office
I/C Hygiene and Sanitation Dept
Security Supervisor
Fire officer



MAHATMA GANDHI MISSION HOSPITAL & MCRI
AURANGABAD

TOPIC: SAFETY/DISASTER COMMITTEE MEETING

DATE: 29/05/2018

TIME: 12.30 AM

VENUE: CMS OFFICE

ATTENDANCE SHEET

SR.NO.	NAME	DEPT	SIGN
1	Dr. B.K. Somani	M.S.	
2	Dr. H.V. Mudaliar	Dy. M.S.	
3	Dr. Col. Shrivastava	Sec. Head.	
4	Dr. P. Isaac	Q.D.	
5	Mr. Shrirang Patil	Time office	
6	Mr. Rahul Deshmukh	Q.D.	
7	Dr. Sgive S.B.	Comm M.L.	
8	Dr. H.V. Mr. Bhagwan Wagh	Security	
9	Dr. Qureshi Akmal Akram	CMO Casualty	
10	Mr. B.K. SAVANT	Nursing	
11	Wandhaker S.B.	House Keeping	
12	Kadam S.M.	Housekeeping	
13	B.N. Bawaskar	Const. Dept.	
14	P.P. Jagtap	Elect. Construction	
15	M.S. Jadhav	Biomedical Engg.	
16	Ganesh Kudrige	EMS officer	
17	S.M. Kashif	(Comm) Engineer	
18	S.K. Sami	Fire officer	
19			

MAHATMA GANDHI MISSION HOSPITAL AND MCRI
Aurangabad

MGM/QD /18-

31/5/18

Minutes of Meeting – Safety Committee (Maintenance Committee) May 2018

1 The safety Committee meeting for month of Feb to April 2018 was held on 29/5/ 2018 at 12.30 Noon in office of CMS . The meeting was chaired by Dr B K Somani Medical Superintendent and attended by following members.


i) Dr. B.K. Somani	-	MS
ii) Dr Mrs Mudaliar	-	Dy MS
iii) Dr. P. Isaac	-	Chief Quality Co ord
iv) Dr Mrs Shobha Salve	-	Prof PSM
v) Col RK Shrivastava	-	Security Manager
vi) Rahul Deshmukh	-	QD
vii) Mr Mohan Jadhav	-	Bio Med Engineer
viii) Mr kasif	-	Civil engineer
ix) Mr Jadhav	-	electrical engineer
x) Mr Patil SB	-	Time Office
xi) Mr Wandekar	-	Sanitary inspector
xii) Mr S K Sami	-	Fire safety officer


2 Minutes of meeting of last Safety committee meeting dated 12/11/17 was read and progress reviewed. ATR submitted as under

SR. NO	Points for action	Action Taken	SUGGESTIONS	REMARK
1	Security CCTV coverage To be installed In gate number 2 and 8	Under progress as complete CCTV system is being overhauled.	Security Officer to follow up and Fwd progress report	Review point
2	Fire safety point Requirement of minor fire fighting equipments to be rationalized for ladies hostel	compliance given	-	Closed
3	Drinking water Water testing policy to be made Cleaning of tanks Maintenance of aquaguards not done Provision of drinking water in Casualty	Water testing policy to be reviewed No details of maintenance pgme for Aquaguards -	Mr Wandekar to revise water testing policy in consultation with Dr Salve of PSM dept Chief CMO advised to project requirement	Point to be Reviewed Chief CMO to follow up
4	Safety grills for upper floors of hospital building Hospital furniture painting not done	Completed only for Nephrology ward and toilet Maint dept for action	Progress report on works be submitted to medical suptd by civil engineer	Review point Civil engineer /maint dept
5	Back up support for Liquid O2 plant approved but not installed	Under procurement by central stores	Follow up by central stores	Review point
6	Sanitary pad dispenser available but not in use	ICN to monitor use of pads and refill of machines	ICN to give feedback to Med suptd	Review point

SR NO	AGENDA POINT	ACTION SUGGESTED	RESPONSIBILITY
1	<p>Condemnation policy Stock verification policy Timely disposal of scrap Scrap disposal is not done timely Scrap and is piled up in condemnation stores Scrap yard is disorganized</p> <p><i>Compartment for scrap segregation and disposal</i></p>	<p>Condemnation to be done quarterly, list of items for condemnation be submitted to DyMS by Bio maint and departments concerned Stock verification be done Half yearly Scrap disposal will be done weekly or earlier as required compartments to be made in C Block scrap yard for segregation and disposal under intimation to Central stores</p>	<p>Maintenance Engineer Sanitary Inspector</p> <p>Time office in charge Central stores incharge for action</p>
2	<p>Points Security Officer Unauthorized persons are still supplying meals to resident doctors</p> <p>Slow progress in Safety grills work for windows of upper floors is observed which is a security risk</p> <p>Hospital furniture are rusted and require maintenance, Painting work not initiated Racks placed above patient beds in CCU should be repaint</p>	<p>Recommended that point be discussed during management review meeting However security guard to check and record entry of visitors in resident doctor quarters. Identification cards be given to authorized visitors. Recommended that a delegated person to perform duties of warden of Male resident doctors hostel as existing for ladies hostel</p> <p>Civil maintenance engineer to prioritize works and give progress report to Medical suptd</p> <p>Initiate works and give progress report to Med Suptd</p>	<p>Security Officer</p> <p>MRM POINT</p> <p>Civil engineer</p> <p>Maint dept</p>
3	<p>Fire Safety points Stocking of chemicals in histopathology , chemicals was done by placing on paper files as reported by fire officer No feedback given on progress</p> <p>Testing of Fire sensors Fire sensors were not working during fire drill testing of fire sensors not done</p>	<p>Fire officer to report to Security head on fire hazards observed</p> <p>Safety officer Mr Ganesh to follow up with the service providers for testing of smoke detector sensors and reporting to Electrical engineer and Security head for action including Training and sensitization on roles and responsibilities</p>	<p>Fire officer</p> <p>Mr Ganesh Safety officer Security officer Civ Engineer Fire officer</p>
4	<p>Water testing Water testing policy to be prepared under PSM dept and water tank cleaning reports to be followed by civ engineer and Security head</p>	<p>Issue copy of water testing policy and tank cleaning policy to civ maintenance and security head for followup action</p>	<p>Mr Wandekar Sanitary inspector</p>

5	Incident reports Falls reported Feb 3 March 2 April 2 Near misses 2, Feb 1 and March 1, mostly accidental falls due to slippery floors and one due to giddiness while awaiting sonography One sentinel report during the period of report sustained fracture femur due to fall in bathroom. Antiskid mats not placed in all toilets Death of one patient due to suicidal jump from fifth floor Nephrology ward toilet	Vulnerable patients should be kept on beds near duty station for close observation and not left unattended Purchase of anti skit mats has been approved but not yet implemented in all toilets, Action to reduce spillage in toilets and bathrooms also to be implemented Patients should be prioritised for investigation. Safety grill work for windows of upper floors to be completed on priority.	Safety committee/ All concerned Matron to instruct all nursing staff Maintenance civil/electrical Civil maint for action
6	Implementation of CODE VIOLET Incident of manhandling of a doctor by violent relatives of a patient in Obs Gyn ICU discussed	Implementation of Emergency code Violet is recommended Policy to be made and included in training program	Security head and Quality dept for action


Dr P Isaac
Chief Quality Cood


Dr B K Somani
Medical Suptd

Copy to

Core Committee
All Members
Maintenance Depts
HR Dept
Matron Office
Chief CMO
HOD PSM Dept& HS Dept
Central stores IC

MGM HOSPITAL & MCRI
N-6 CIDCO, Aurangabad

MGM/MCH /QD 18 - 390

CIRCULAR

Quality Dept
Dated 25/8/18

Convening of NABH Safety / Disaster Committee meeting June / July 2018

- 1 The meeting of NABH Safety and Disaster Committee for month of May to July 2018 will be held on Tuesday 28th August 2018 at time 12.30 pm , Venue – Office of Chief Medical Supdt .
- 2 Kindly convene meeting as per agenda given. All members of the committee and invited members are requested to attend the meeting along with details of quality key performance indicators and reports pertaining to their areas of responsibility including the following
 - Conduct of Mock drills , Fire plan,
 - Records of Critical Equipment downtime, Calibration / Maintenance programs ,
 - Details of Safety related Adverse/Sentinel events.
 - Electricity, Water supply, water testing reports
 - Training event reports.
- 3 Facility rounds points will also be discussed
- 4 Minutes of meeting will be recorded and submitted to core committee management with copy to all concerned for action as required.


Dr P Isaac
Chief Quality Co-ord


Medical Director / Dean

Copy to

Dr BK Somani, Chairperson Safety Committee
Dr Girish Gadekar, Chairperson Disaster Committee
Copy to: Core committee members -for info pl.
HOD PSM
Security Head
Chief CMO
Quality cell reps
Matron
I/C Construction Dept
I/C Electrical Dept
I/C Bio-maint dept
I/C Time office
I/C Hygiene and Sanitation Dept
Security Supervisor
Fire officer



MAHATMA GANDHI MISSION HOSPITAL & MCRI
AURANGABAD

Safety Committee Meeting

DATE: 28/08/2018

TIME: 12.30 PM

VENUE: CMS OFFICE

Attendance Sheet

SR.NO.	NAME	DEPT	SIGN
1	Dr. B.K. Somani	M.S.	
2	Dr. H.V. Mudaliyar	DY M.S.	
3	Dr. P. T. Saale	C.Q.D.	
4	Dr. ^{RK} Col. Shrivastava	Security Head	
5	Dr. S. V. S. B. Prof & Head	Comm Med	
6	Mr. B.K. SAVANT	Nursing	
7	Mr. B.S. Wagh	Security Officer	
8	Mr. M.S. Jadhav	Bio. Engg dept	
9	S. K. Samu	I/P/O	
10	Shital K. Sawant	Construction (Electrical dept)	
11	S.M. Kashe	Construction	
12	Dr. Sunil Dorle	Hosp. Admin	
13	Wandhekar S. B.	House-keeping	
14	Bawaskar B. N.	Const. Dept	
15	Ganesh Kudrige	FMS	
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FMS OFFICE

MAHATMA GANDHI MISSION HOSPITAL AND MCRI
Aurangabad

MGM/QD /18- 394

30/8/18

Minutes of Meeting – Safety Committee Aug 2018

1 The safety Committee meeting for month of June, July 2018 was held on 28/8/ 2018 at 12.30 Noon in office of CMS . The meeting was chaired by Dr B K Somani Medical Superintendent and attended by following members.

i) Dr. B.K. Somani	-	MS
ii) Dr Mrs Mudaliar	-	Dy MS
iii) Dr. P. Isaac	-	Chief Quality Co ord
iv) Dr Mrs Shobha Salve	-	Prof PSM
v) Col RK Shrivastava	-	Security Manager
vi) Rahul Deshmukh	-	QD
vii) Mr Mohan Jadhav	-	Bio Med Engineer
viii) Mr kasif	-	Civil engineer
ix) Mr Jadhav	-	electrical engineer
x) Mr Patil SB	-	Time Office
xi) Mr Wandekar	-	Sanitary inspector
xii) Mr S K Sami	-	Fire safety officer

2 Minutes of meeting of last Safety committee meeting dated 28/5/18 was read and progress reviewed. ATR submitted as under


SR. NO	Points for action	Action Taken	SUGGESTIONS	REMARK
1	Security CCTV coverage To be installed In gate number 2 and 8,	Still not done Under progress as complete CCTV system is being overhauled.	Security Officer/Mr Rajesh Bhojar to follow up and Fwd progress report	Review point
2	Drinking water Water testing policy to be made Cleaning of tanks Maintenance of aquaguards not done Provision of drinking water in Casualty	Water testing policy has been reviewed No details of maintenance pgme for Aquaguards Aquaguard sanctioned and procured but not installed	Dr S Salve of PSM Dept has asked for water supply layout map of the hospital CMO to Initiate action to install water filter by civ engineer	Civil engineer for action Chief CMO to follow up
3	Safety grills Safety grills for upper floors of hospital building under progress, delays reported Hospital furniture painting still not done	Civ Maint engineer has confirmed that design has been approved and work will take approx 1 month per block, work will be completed in 4-5 months	Monthly Progress report on works be submitted to medical suptd by civil engineer	Review point Civil engineer /maint dept
4	Back up support for Liquid O2 plant approved but not installed	Back up support completed and installed	-	Point closed
5	Sanitary pad dispenser available but not in use	Sanitary pad dispenser is in use, ICN is checking and refilling the pads in all locations of hospital as required	-	Point closed


6	Condemnation policy Stock verification policy Timely disposal of scrap Scrap disposal is not done timely Scrap is piled up in condemnation stores Scrap yard is disorganized	Condemnation done but disposal of scrap not carried out, due to lack of coordination between central stores and time office	Scrap disposal will be carried out once a week on every Friday, Scrap dealer will be informed accordingly and Time office will coordinate with central stores and arrange adequate manpower	Central stores IC Time office Incharge for action
7	Points Security Officer Unauthorized persons are still supplying meals to resident doctors Dining area of resident doctors is dirty without proper furniture or supervision	Recommended to have nominated persons with delegated responsibilities of food member and Mess secretary from the resident doctors quarters to ensure proper supply of tasty hygienic hot meals in the dining hall mess for resident doctors	Time office to check cleanliness and furniture requirements for resident doctors dining hall Dr Dinesh Rao to coordinate PG Resident doctor leaders for proper catering services	MS Time office Dr Dinesh Rao Adm Officer for action

3 Agenda for meeting covered points as under

SR NO	AGENDA POINT	ACTION SUGGESTED	RESPONSIBILITY
1	Fire safety Points <ul style="list-style-type: none"> Fire sensors were not working during fire drill, Checking of fire sensors is to be done under maintenance program Code red drill is to be done six monthly and is planned for next month Training in use of non ferrous extinguishers is to be planned Stocking of inflammable chemicals is observed by fire officer in pathology dept 	<ul style="list-style-type: none"> Mr Ganesh has confirmed that fire sensor smoke detectors have been checked and are all working except in four locations, work, action in hand with service providers will be completed in 3 months Security head to plan mock drill, code red and organize training as required Alternate site for stocking may be done after identifying proper location by HOD Pathology 	Civ engineer Mr Ganesh Security head HOD Pathology Fire officer
2	Security Points Requirement of visitors passes is submitted by security Head Excessive use of tobacco by MGM staff is observed with tobacco chewing and spitting in staircases and corners of the buildings particularly by CI iv employee Security officer reported that much scrap construction material of civ maint dept is lying near gate no 1	Laminated visitors passes is to be made by Yashwant Graphics after approval, temporary passes be issued till permanent passes are made available Security Head Col Shrivastava has recommended that all class IV employees be checked by security supervisor/ HR rep for possession of tobacco products, which will be removed and not used while on duty in hospital premises. Construction dept head to arrange removal of condemn material within 8 to10 days	Security Officer HR head Security Head Construction dept incharge for action

3	Repair of wheel chairs Reported that repair of wheel chairs is not organized timely	It was decided that requirement for wheel chair spares including wheels be projected by Ravi of Maint dept and procured by Bio Maint dept who are responsible for repairs of wheel chairs Recommended that only that inspection for quality control also be done by Maint engineer	Bio Maint Engineer
4	Safety related Incident reports Falls reported Total -4 Near misses 2, Falls due to giddiness, fainting attack dehydration in one case and slippery floors in others Running Ceiling fan fell down in plastic surgery ward, No one injured Electrical engineer submitted that preventive maintenance electrical has been done	Purchase of anti skit mats has been approved but not yet implemented in all toilets/ Action to reduce spillage in toilets and bathrooms also to be implemented Electrical dept to submit preventive maintenance schedule and progress report to Med suptd	Safety committee/ All concerned Maintenance civil/electrical
	CODE VIOLET Incident of Code violet reported in MCRI OPD following death of patient after relatives complained about excessive billing	Proactive follow up of pending hospital bills on credit , and treating consultant to be involved in counseling process Implement Emergency code Violet and include in training program for preventive action	Security head and Quality dept for action


Dr P Isaac
Chief Quality Cood


Dr B K Somani
Medical Suptd

Copy to

Core Committee
All Members
Maintenance Depts
HR Dept
Matron Office
Chief CMO
HOD PSM Dept& HS Dept
Central stores IC