

Minutes of the Meetings of the Maintenance Committee.



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY
GURGAON, DELHI-NCR
(Established by the Haryana Act No.8 of 2013)

Minutes of Meeting

Minutes of Meeting of all HOD's and Administrative heads held on 19/07/2022 at 4:00-PM in Conference Hall, C-Block.

The following members were present in the meeting

Sr. No.	Name (Mr./Miss)	Designation
1.	SS Jaswal	GM (Admin)
2.	Gopal Rana	Head -Facilities
3.	Umesh Kothari	Administrator
4.	Bhabani Sankar	Administrator
5.	Rajender Singh	In-charge Substation
6.	Pankaj Bhandari	Project (Site Engineer)
7.	Rahul Jangra	Junior Engineer
8.	Sunil Kumar	Maintenance Supervisor
9.	Vinod	Admin B-Block
10.	Arvind Kumar	Admin C-Block
11.	Lokendra Kr.	Supervisor Housekeeping
12.	Nikhil	Mess Manager
13.	Bachi Ram	Mess In-charge
14.	Arvind Sharma	Manager Horticulture
15.	Meena	Admin D-Block
16.	Ankush Malik	Housekeeping Supervisor
17.	Yogesh Kumar	Housekeeping Supervisor
18.	Gambhir Singh	Admin A-Block
19.	Ramesh Satti	Estate Supervisor
20.	Vikash Kumar	Manager -Soft Services
21.	Shri Pal	Manager (Electrical)

The following decisions were taken in the meeting: -

1. All the HODs and Admin In-charges were given an opportunity to share their difficulties in getting the work done from their colleagues/ subordinates. Their difficulties were discussed amongst themselves and necessary instructions were passed on the spot.

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2. Shri. Shri Pal Manager Electrical was asked to install electric meter in the laundry immediately. He was instructed to charge the electricity up to 1st Aug.2022 to MSK and thereafter the consumption of electricity should be noted and comparative statement to be made in the first week of July about the difference in consumption of electricity between MSK and the University.

Action By:- Shri. Shri Pal, Manager Electrical

3. The problem of non-working of Air Conditioners in some of the Rooms of Himalaya Hostel was discussed. The Manager Electrical was asked to get the needful done by cease work on 28th July, 2022. He was further requested to make a plan in such a way that the complaints are attended simultaneously.

Action By:- Shri. Shri Pal, Manager Electrical

4. The problem of shortage of supply of water in the laundry was discussed. The Maintenance Supervisor was asked to check the flow of water in laundry and if required the water tank of more capacity be installed on the laundry after discussing with GM (Admin).

Action By:- Maintenance Supervisor

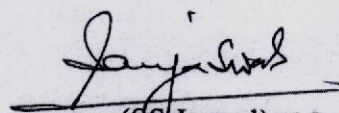
5. The Maintenance Supervisor was asked to put up a plan to clean the left out water tanks installed on various blocks. He was instructed to get this complete exercise completed within fortnight.

Action By:- Maintenance Supervisor

6. All the HODs and Admin In-charges were instructed that as and when any civil work is executed by the outside contractor, it should be ensured that the damage if any to the University property is got executed from the same contractor. The Admin In-charges should inform to GM(Admin) as and when any Civil work/laying of cable work is planned in their respective blocks so that suitable instructions could be passed on the spot.

Action By:- All HODs and Admin In-charges


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Sarvjit Jaswal
G.M. Administration
SGT University
Budhera Gurugram

Submitted for kind information and perusal please.

1. PA to Hon'ble Managing Trustee for his kind Information please.
2. PA to Hon'ble Chairperson for her kind information please.

CC:

1. PA to PVC for his kind Information. (pvc.admin@sgtuniversity.org)
2. PA to Registrar for his kind Information. (registrar@sgtuniversity.org)
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7. Admin B Block Sohan Rawat dental.admin@sgtuniversity.org
8. Admin C Block arvind arvind_admin@sgtuniversity.org
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10. Admin E Block administrator sgt admin@sgtengineeringcollege.org
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12. Umesh Kothari kothari1011@gmail.com
13. SGT University <transport@sgtuniversity.org>
14. SGT U Project project@sgtuniversity.org
15. "s.k.khare Sgt" electricaleng@sgtedu.org
16. "Mr. Bhawani Shankar" bhawani.shankar@sgtuniversity.org



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GURGAON, DELHI-NCR
(Established by the Haryana Act No.8 of 2013)

Minutes of Meeting

Minutes of Meeting of all HOD's and Administrative heads held on 18/06/2022 at 4:00-PM in Conference Hall, C-Block.

The following members were present in the meeting

Sr. No.	Name (Mr./Miss)	Designation
1.	Gopal Rana	Head –Facilities
2.	Umesh Kathori	Administrator
3.	Ajay Bhatti	Project Manager
4.	Meena	Admin Officer
5.	Rajender Singh Gill	In-charge DG
6.	Sunil Kumar	Maintenance Supervisor
7.	Rahul Jangra	Electrical Engineer
8.	Bacchi Ram	Mess In-charge
9.	Lokendra Kumar	Housekeeping Supervisor
10.	Sunil Gulia	Housekeeping Supervisor
11.	Gambhir Singh	Admin A-Block
12.	Vinod	Admin B-Block
13.	Balkishore	Admin E-Block
14.	Arvind Kumar	Admin C-block
15.	Nikhil	Mess Manager
16.	Ramesh Satti	Estate Officer
17.	Arvind Sharma	Manager Horticulture
18.	Saddam Hussain	Admin D-Block
19.	Shri Pal	Manager (Electrical)
20.	Vikash Kumar	Manager –Soft Services

The following decisions were taken in the meeting:-

1. Shri Ajay Bhati Project Manager was asked the reasons for non-attending of the meetings either by him or other Site Engineers. He said we cannot attend the meeting regularly as we are busy in other works. Shri Ajay Bhati was briefed by

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the GM Admin to attend all such meetings in future and ensure full compliance in the matters discussed during the meetings.

Action By: - Shri Ajay Bhati

2. A work of Fire Pipeline was to be executed in OT Complex, ground floor Hospital for which the requirement was submitted to Project Manager on 12.06.2022. For execution of this work, false ceiling was to be removed but this was not being removed by the Project Department. When asked, he replied that false ceiling will be removed by Maintenance Department and fixing will be done by the Project Department whereas removing/re-fixing is the responsibility of Project Department. Due to this delay on the part of Project Department, the Fire Department is not issuing NOC. After detailed deliberation, he finally agreed to execute both these works.

Action By:- Project Manager and Manager Electrical

3. The matter of fixing of glazing glass in the D-Block is pending for the last 04-05 Months and Rain water pipe work has been stopped in C-Block. Even after purchase of Scuff Folding by the University on the requirement of Project Department, the work is still pending. When asked, he told that he is not able to find out a person for this job and as and when he is able to find out a person, the work will be executed. All the present members were very surprised to listen these comments as University has spent lakhs of Rupees for execution such works and the same are not being executed by the Project Department on one pretext or the other.

Action By: - Project Manager and Admin In-charge, D-Block and C-Block

4. All the HODs/Admin In-charges were asked not to send any requirement for executing the paint work for the time being due to ensuing raining season. Only the most essential requirement should be sent.

Action By:- All HODs and Admin In-charges

5. All the Admin In-charges of the building were asked to ensure that no scraps are dumped near the workshop without informing the GM (Admin). Before shifting the scraps from the particular building, it will be checked by the persons deputed by him and only then the scraps will be dumped at the appropriate place for disposal.

Action By:- All Admin In-charges

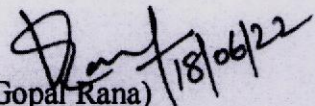
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6. All the Admin In-charges and Housekeeping Supervisors were asked to ensure the cleaning of solar plates installed in various buildings at least twice in a month and report to this effect will be submitted to Manager Electrical and GM(Admin).

Action By:- All Admin In-charges and Housekeeping Supervisors

7. All the HODs and Admin In-charges were asked to ensure about the requirement before signing any Indent. It has been observed that Indents are signed without mentioning the fate of old parts/equipment to be replaced. In most of the cases they sign the Indents without verifying the necessity of the requirement. So they were requested to satisfy themselves before signing the Indents for any requirement.

Action By: - All HODs and Admin In-charges


(Gopal Rana)
Head -Facilities

HEAD - FACILITIES
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Budhera, Gurugram

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2. PA to Hon'ble Chairperson for her kind information please.

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17. Houskeeping SGT <housekeeping@sgtuniversity.org>


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Minutes of Meeting

Minutes of Meeting of all HOD's and Administrative heads held on 03/05/2022 at 4:00-PM in Conference Hall, C-Block.

The following members were present in the meeting

Sr. No.	Name (Mr./Miss)	Designation
1.	Gopal Rana	Head -Facilities
2.	Umesh Kothari	Administrator
3.	Ajay Bhatti	Project
4.	Gajraj Singh	Admin Rural and Urban Center
5.	Rahul Jangra	Electrical Engineer
6.	Gambhir Singh	Admin A-Block
7.	Pradeep Singh	Electrical Engineer
8.	Balkishore	Admin E-Block
9.	Sohan Singh	Admin B-Block
10.	Sunil Kumar	Maintenance Supervisor
11.	Arvind Kumar	Admin C-Block
12.	Kapoor Pandey	Security SO
13.	Lokendra Kumar	Housekeeping Supervisor
14.	Nikhil	Mess Manager
15.	Sunil Gulia	Housekeeping Supervisor
16.	Ramesh Satti	Estate Officer
17.	Arvind Sharma	Manager Horticulture
18.	Vikash Kumar	Manager -Soft Services
19.	Rajesh Nayyar	Estate Supervisor
20.	Meena	Admin Officer

The following decisions were taken in the meeting:-

1. It was being observed that certain staff members working in the Security, Mess and Hostels were not taking weekly off without any necessity of their presence for weekly off days. They were adding their weekly off availing them together with

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other entitled leave and remaining absent from their work for days together. After detailed deliberation, it has been decided that henceforth all the staff members may be given weekly off unless their presence is essential in the public interest on the weekly off days. Security officer, Mess Manager and Chief Warden should plan the weekly off for their staff in such a way that work of the department does not suffer.

Action By: - HR Department, Security officer, Mess Manager and Chief Warden

2. All the concerned HODs were given a Performa for providing the list of consumables and CAPEX items for the year 2022-2023. They were requested to provide the details by 15th May, 2022 positively for onward submission to Development Committee.

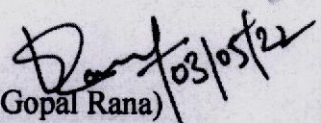
Action By: - All HODs

3. Plantation has to be done in & around of the university campus. An area wise list of the requirement/ variety of plants for the entire campus to be prepared by Manager Horticulture and shared with the GM Admin. Plantation drive to be started in the first week of July month.

Action By: - Manager Horticulture

4. It was being observed that the supervisors of horticulture and housekeeping were not sharing their equipment and machinery within the department assuming that it is the property of a particular person. They were made to realize that each and every equipment and machinery belong to University and we should use them for the overall development of the department and University as a whole. Supervisors can ask for particular equipment and machinery for use amongst themselves.

Action By:- Manager Horticulture , All Supervisors (Horticulture and Housekeeping)


(Gopal Rana)
Head -Facilities

Submitted for kind information and perusal please.

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2. PA to Hon'ble Chairperson for her kind information please.

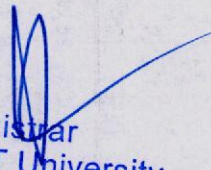
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6. Admin C Block (arvind_admin@sgtuniversity.org)
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14. "Mr. Bhawani Shankar" bhawani.shankar@sgtuniversity.org
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16. Manish Shukla manish_horticulture@sgtuniversity.org
17. Chief Warden Chiefwarden@sgtuniversity.org
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Minutes of Meeting

Minutes of Meeting of all HODs and Administrative heads held on 29/04/2022 at 4:00-PM in Conference Hall, C-Block.

The following members were present in the meeting

Sr. No.	Name (Mr./Miss)	Designation
1.	Gopal Rana	Head -Facilities
2.	Rajender Singh	In-charge DG
3.	Gambhir Singh	Admin A-Block
4.	Rahul Jangra	Electrical Engineer
5.	Sohan Singh	Admin B-Block
6.	Sunil Kumar	Maintenance Supervisor
7.	Balkishore	Admin E Block
8.	Nikhil	Mess Manager
9.	Ashish Sharma	Manager Horticulture
10.	Rajesh Nayyar	Estate Supervisor
11.	Meena	Admin D-Block
12.	Sanjay	Manager IT
13.	NK Satti	HR Executive
14.	Hafizur Rahman	Electrical Manager
15.	Vijender Kumar	Admin & Project Officer
16.	Arvind Kumar	Admin C-block
17.	Ramesh Satti	Estate Supervisor
18.	Ajay Bhati	Manager Project and Planning
19.	Vikash Kumar	Manager -Soft Services

The following decisions were taken in the meeting:-

1. At the outset GM (Admin) on behalf of all HODs and Admin In-charges/Technical Staff welcomed Deputy Registrar (HR). She was introduced to all the present members and all have assured full co-operation and support in running the HR Department. She has also assured full help wherever required for the smooth functioning of the departments.

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2. The progress of the pending project works was discussed with Mr. Vijender Kumar, Admin cum Project officer and he has assured that all the pending works will be completed within the stipulated period. As far as pending works relating to the project in the Medical Block are concerned, he has assured that he will visit the building along with his team and take the decision in executing the works on the spot.

Action By:- Project Manager and Admin C-Block

3. Shri Sanjay Manager IT was asked to ensure the shifting of IT Office in Engineering Block positively. He was also requested to assess the requirement of CCTV Cameras in the Campus for which GM(Admin) will visit along with Chief Manager IT and Mr. Amit Kumar to have on the spot assessment in the areas where the CCTV Camera are required to be installed.

Action By:- GM(Admin) and Chief Manager IT

4. Manager Horticulture and Mr. Gajraj Singh were asked to ensure the shifting of complete Nursery from workshop area to Herbal Garden area positively within a week time. They should update GM(Admin) about the progress made in shifting the Nursery. Any further delay in shifting of Nursery will not be tolerated.

Action By:- Manager Horticulture and Mr. Gajraj Singh

5. Mr. Nand Kumar Satti , Executive (HR) were requested to expedite the process of recruitment for the post of Electricians , Drivers , Conductors , Mess Workers and Plumbers for which the requirement has already been submitted.

Action By: - DR (HR) and HR Executive

6. The matter regarding non – working of Cassette A/C in E-Block was discussed. When Mr Hafizur Rahman, Manager Electrical has informed in the house that he is not looking after this matter, then Mr. Rahul Jangra Electrical Engineer was asked to discuss this matter along with complete file with GM (Admin) so that necessary actions could be initiated in putting the things in order.

Action By: - GM (Admin) and Electrical Engineer

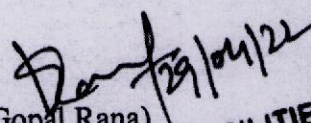
7. Shri Ramesh Satti , Estate Supervisor was asked to ensure that all the discarded items wherever lying be disposed off by next week by involving the concerned members of the committee constituted for this purpose.

Action By: - Shri Ramesh Satti , Estate Supervisor

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8. Maintenance Supervisor was asked to ensure that all the pending works relating to maintenance in the hostels must be executed positively. Difficulty if any in completion of pending issue must be brought forward to the notice of GM(Admin). No excuse due to non-availability of manpower will be tolerated.

Action By: - Maintenance Supervisor


(Gopal Rana)
HEAD - FACILITIES
Head - Facilities SGT University
Budhera, Gurugram

Submitted for kind information and perusal please.

1. PA to Hon'ble Managing Trustee for his kind Information please.
2. PA to Hon'ble Chairperson for her kind information please.

CC:

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GURGAON, DELHI-NCR

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Minutes of Meeting

Minutes of Meeting of all HODs and Administrative heads held on 18/03.2022 at 02:30-PM in Conference Hall, C-Block.

The following members were present in the meeting

Sr. No.	Name (Mr./Miss)	Designation
1.	Arun Sharma	Head-Facilities & Administration
2.	Umesh Kothari	Manager (Transport & Estate)
3.	Rajender Singh	In-charge DG
4.	Arvind Kumar	Block Admin Officer C-Block
5.	Rajesh Nayyar	Block Admin Officer Rural & Urban Center
6.	Sanjay	Manager (IT)
7.	Suresh Chamoli	Manager (Admin)
8.	Sunil Kumar	Maintenance Supervisor
9.	Paramveer	Sr. Executive Housekeeping
10.	Sohan Singh	Block Admin Officer B-Block
11.	Meena	Block Admin Officer D-Block
12.	Ashish Sharma	Manager Horticulture
13.	Rajesh Jain	Manager Housekeeping

The following decisions were taken in the meeting:-

1. First of all, the progress on the decisions taken in the last meeting held on 02/02/2022 was reviewed. It was observed that issues relating to maintenance were still pending. Shri Suresh Chamoli, Manager (Admin) was requested to submit a building wise plan by next week.

Action by:- Shri Suresh Chamoli, Manager (Admin)

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2. Shri Umesh Kothari, Manager Transport was requested to start the operation of bus route onwards and put up a plan of operation for another. The private buses already hired for fetching the students and staff may be stopped immediately.

Action by:- Shri Umesh Kothari, Manager Transport

3. Shri Sunil Kumar , Maintenance Supervisor was requested to put up a plan for preventive maintenance for the geysers installed in A-Block , Hostels (Boys and Girls) and CV Raman Hostel

Action by:- Shri Sunil Kumar , Maintenance Supervisor

4. The matter for cleaning of solar plates was taken up in the meeting. Manager Admin and Manager Housekeeping were requested to ensure the cleaning of solar plates twice in a month. They should check the record from the registers and submit a report to GM(Admin) about the timely implementation of the plan made for such type of cleaning.

Action by:- Manager Admin , Manager Housekeeping and GM(Admin)

5. It was informed to the house that Shri Rajesh Nayyar will henceforth perform the duties of block admin officer for Rural and Urban Center in addition to his existing duties.

Action by: - Shri Rajesh Nayyar, Block Admin Officer

6. The matter regarding frequent breakdown of Submersible Pumps and Monoblock Pumps was taken up in the meeting. The maintenance department was advised to keep at least one set always ready to meet any eventuality. The details about availability of such Pumps must be submitted to GM(Admin) .

Action by: - Manager (Admin) and Maintenance Supervisor (Electrical)

7. Shri Ashish Sharma, Manager Horticulture was requested to submit the details of Plants in the whole campus including details of planning of such plants. He should also submit the details of various plans including full fledged nursery near Herbal Garden which were prepared in consultation with Honorable Chairperson, Consultant Horticulture and GM(Admin). Such details must be submitted to GM(Admin) on priority.

Action by:- Shri Ashish Sharma, Manager Horticulture and GM(Admin)

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Arun Sharma

Head -Facilities & Administration

HEAD - FACILITIES
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2. PA to Hon'ble Chairperson for her kind information please.

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Registrar
SGT University
Budhera, Gurugram



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

GURGAON, DELHI-NCR

(Established by the Haryana Act No.8 of 2013)

Minutes of Meeting

Minutes of Meeting of all HOD's and Administrative heads held on 02.02.2022 at 4:00-PM in conference hall C-Block.

The following members were present in the meeting

Sr. No.	Name (Mr./Miss)	Designation
1.	Arun Sharma	Head-Facilities & Administration
2.	Hafizur Rahman	Manager Electrical
3.	Ajay Bhatti	Project Manger
4.	Sunil Kumar	Supervisor Maintenance
5.	Rahul Jangra	Junior Engineer
6.	Balkishor Sharma	Admin, E-Block
7.	Arvind Kumar	Admin C-Block
8.	Ramesh Satti	Admin In-Charge
9.	Ashish Sharma	Manger Horticulture
10.	R. Nayyar	Estate Manager
11.	Umesh Kothari	Administrator
12.	Nikhil	Mess Manager

The following points were discussed in meeting

1. Maintenance Supervisor pointed out that split ACs will be installed in some of the rooms of CV Raman Hostel because window ACs cannot be fitted in the place provided for. Manager Electrical was asked to visit CV Raman Hostel and see whether split ACs is the only option or window ACs can also be installed.

Action by:- Manager Electrical

2. Maintenance Supervisor pointed out that the contractor has stopped making the cabinet for installation of window ACs in CV Raman Hostel due to reduction in his rate by the GM (Project). Shri Ajay Bhatti, Project Manager was asked to discuss this matter with GM (Project) and start the work immediately as ACs are to be installed on priority in the CV Raman Block due to admission of PG Students. He was also asked to discuss such type of matter with the GM (Admin) also in future before taking this type of decisions.

Action by: - Project Manager (Civil)

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3. Shri Ajay Bhati , Project Manager was asked to mention the details of the work done while submitting the bills in the account section. If in emergency any material is purchased without inviting any quotation, the justification for the same should be recorded on the bills.

Action by: - Project Manager (Civil)

4. Mess In charge was asked to have a re -look at the mess menu and rework a few menus for coming summer season and get the same finalized by the mess managing committee.

Action by: - Mr. Nikhil (Mess In charge)

5. Manager Electrical was asked to accord priority to the electrical works related with the hospital. He should ensure all the ACs installed in the hospital are put in the working condition.

Action by: - Manager Electrical

Arun Sharma
HEAD - FACILITIES
SGT University
Budhera, Gurugram
(Arun Sharma)

Head-Facilities & Administration

Submitted for kind information and perusal please

1. PA to Hon'ble Managing Trustee for his kind Information please.
2. PA to Hon'ble Chairperson for her kind information please.

[Signature]
Registrar
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Budhera, Gurugram



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY
GURGAON, DELHI-NCR
(Established by the Haryana Act No.8 of 2013)

Minutes of Meeting

Minutes of Meeting of all HOD's and Administrative heads held on 01.01.2022 at 4:00-PM in conference hall C-Block.

The following members were present in the meeting

Sr. No.	Name (Mr./Miss)	Designation
1.	Arun Sharma	Head – Facilities & Administration
2.	Umesh Kothari	Administrator
3.	Gaurav Chaudhary	Estate Officer
4.	Meena	Administrator of D-Block
5.	Ramesh Satti	Admin In-Charge
6.	Manish Shukla	Manger Horticulture
7.	Hafizur Rahman	Maintenance In-Charge
8.	Amit Rao	Assistance System Administrator
9.	Nikhil	Mess Manager
10.	Arvind Kumar	Admin C-Block
11.	Vinod Kumar	B-Block
12.	Rahul Jnagra	Junior Engineer
13.	Pankaj Bhandri	Site Engineer
14.	Sunil Kumar	Supervisor Maintenance
15.	Gambhir Singh	Admin A-Block
16.	R. Nayyar	Estate Manager

The following points were discussed in meeting

1. It should be ensured that the job card is properly maintained by the maintenance department for the work done by the Maintenance Staff.

Action by :- Maintenance Supervisor

2. Transport Manager should submit a plan for buses route

Action by:- Transport Manager

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3. Shri Ramesh Satti should contact all the shopkeepers and submit the draft agreement for approval /signature of the Registrar on

Action by:- Shri Ramesh Satti

4. Warden of the Kanchanjunga hostel should submit the details of abandoned ACs which were found lying in the hostel.

Action by:- Shri. Santosh Warden of the hostel.

5. The outer drain pipes of the AC's installed in D-Block and E-Block need to be maintained properly.

Action by:- Shri Hafizer Rahman , Manager Electrical

6. Transport Manager was asked to ensure the maintenance of stock register in the department for receipt of the material and its consumption.

Action by:- Transport Manager

7. No HOD will send any paper directly to HR Department without the knowledge of GM (Admin). Shri Nand Kishor Satti representing the HR Department was asked to ensure the compliance of these instructions by the concerned HOD's.

Action by :- HR Department

8. Manager Horticulture was asked to put up the proposal for creating vertical garden by using old iron material.

Action by :- Manager Horticulture

Arun Sharma
HEAD - FACILITIES
SGT University
Budhera, Gurugram
(Arun Sharma)

Head-Facilities & Administration

Submitted for kind information and perusal please

1. PA to Hon'ble Managing Trustee for his kind Information please.
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[Signature]
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