



INSTITUTE OF HEALTH SCIENCES

(A Unit of Margdarsi)

Office: N-2/41, I.R.C Village, Nayapalli, Bhubaneswar – 751015, Ph.:0674-2553640, 2550054
Campus: Chandaka, Bhubaneswar, Khordha, Odisha, pin: 754005, E-mail:ihsbbsr@margdarsi.org, web: www.ihsindia.org

Minutes of the Meeting of 2023-24 held on 09.08.2023

Venue: IQAC Room, Academic Building

Date: 09/08/2023 Time: 04:00 - 05:00 P.M

Agenda of the Meeting:

1. To review and confirm the minutes of the last meeting
2. Outstanding items from the previous meeting that need to be updated
3. To ensure proper maintenance of physical property and facilities in the campus
4. Regular review of conditions of infrastructure and other facilities
5. Ordinary preventive maintenance as well annual maintenance
6. Security like extra coverage area of CCTV camera fittings
7. Extension of fire safety in side campus
8. Dining cum Administrative block construction

Member Present:

1. Prof. Satyanarayan Mahapatra (Director)
2. Dr. Subhasmita Sahoo (Principal I/C)
3. Mr. Sanjay kumar Nayak (A.O)
4. Mr. Balaram Nahak (Facility manager)
5. Mr. Subhranshu Jena (Head Electrician)
6. Mr. Debendra Duhury (IT Head)
7. Mr. Kanhucharan Maharana (Head CMU)

Action Taken:

- Fulltime dedicated staff is appointed for maintain facilities for every department
- External service provider may be appointed wherever required as per need
- Complaints are informed through call/application letter and resolved immediately
- The committee is responsible for developing and implementing strategies for the effective maintenance of the institute's infrastructure and other related facilities
- Last the committee ensures that annual maintenance requirements are satisfied

Task: Put who is to do it and when it is to be completed:

1. IT Infrastructure maintenance responsible person is Mr. Debendra Dehury
2. Electrical and Plumbing maintenance responsible person is Mr. Subhranshu Sekhar Jena
3. C.C. Camera fitting and maintenance responsible person is Mr. Rudra Narayan Maharana
4. Furniture and Infrastructure maintenance responsible person is Mr. Kanhu charan Maharana
5. Civil & infrastructure maintenance responsible (small work is done by our in-house staff & big work is called external service Provider/contractor)
6. Work like bridge construction, renovation work and electrical work is provided to registered contractor
7. Overall responsible person is facility manager

Note: The minutes should be completed and forwarded to the chairperson to review prior to being sent out to the rest of the committee members. The minutes should be distributed



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Members present in the Meeting:

Sr.no	Name	Signature
1	Prof. Satya Mahapatra (Director)	
2	Mr. Ramkrushna Pattanayak	
3	Mr. Sanjay Kumar Nayak (A.O)	
4	Mr. Balaram Nahak (Facility cum Store Manager)	
5	Mr. Subhranshu Jena (Electrician)	
6	Mr. Debendra Dehury (IT)	
7	Mr. Kanhu Charan Maharana (CMU)	

Director
Institute of Health Sciences
Bhubaneswar

Pioneer institution imparting Bachelor & Master's degree in Audiology and Speech Language Pathology and Physiotherapy
Modern Diagnostic & Complete Treatment center for Hearing Impairment, Multi Modal Therapy for CP, MR,
Autism, Learning Disability, Therapy for speech defects, Musculoskeletal Disorders and Neurological Problems.