



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



Committee Present in the Meeting:

Sl.no	Name	Signature
1	Prof. Satyanarayan Mahapatra	
2	Dr. Sibananda Mishra	
3	Dr. Priyadarshinee Mishra	
4	Mr. Balaram Nahak	
5	Mr. Debendra Dehury	
6	Mr. Subhranshu Sekhar Jena	
7	Mr. Kanhu Charan Maharana	

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.

Director
Institute of Health Sciences
Bhubaneswar



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Minutes of the Meeting of 2020-21 held on 20.06.2021

Venue: IQAC Room, Academic Building

Date: 20/06/2021 Time: 11:30 - 12:30 P.M

Maintenance committee formed on date: 18/06/2021 (Minutes of first meeting after formation of committee)

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. Academic and Clinic Block C.C.Camera cable replace and reinstalling with casing pipe
7. Overhead water tank cleaning and repairing
8. All drainage line clear before Manson
9. Maintenance all rain water harvesting pipe line

Member Present:

1. Prof. Satyanarayan Mahapatra (Director)
2. Dr. Sibananda Mishra (Principal)
3. Dr. Priyadarshinee Mishra (IQAC Coordinator)
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. Furniture and Infrastructure maintenance responsible person is Mr. Kanhu charan Maharana
4. Civil & infrastructure maintenance responsible (small work is done by our in-house staff & big work is called external service provider)
5. 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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