

Velappancherry, Chennai-600 077.

Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
UNIVERSITY

Received 16 November 2004; accepted 22 January 2005

APRIL

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Velappanchand, Chennai-600 077

Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
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Downloaded At: 11:53 11 September 2009

Sl. No.	Name	Designation	Dates												Dates												No. of Days Working	Leave Availed and Type of Leave								
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		25	26	27	28	29	30	31	CL	LOP
1	Mrs. THERESA		O							O					H		O	P	P	P	P	P	P	P	O	P	L	P	P	P	P	O			30	
2	Mrs. JAYAMARY		O							O					H		O	P	P	L	P	P	P	P	O	P	L	L	P	P	P	O				
3	Mrs. LAKSHMI - P		P	O	P	P	P	P	P	O	P	P	P		H		O	P	P	P	P	P	P	P	O	P	P	P	P	P	P	L	O			
4	Mrs. LAKSHMI - R		P	O	P	P	P	P	P	O	P	P	P		H		O	L	P	P	P	P	P	P	O	P	P	P	P	P	P	P	O			
5	Mrs. RAJCHANDRAN		<u>LEAVE</u>												<u>LEAVE</u>																					
6	VIMALA		P	O	P	P	P	P	P	O	P	P	P		H		O	P	P	P	P	P	P	P	O	P	P	P	P	P	P	L	O			

Velupprachandi, Chennai-600 077

Dr. M.G.R.
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A.C.S. Medical College and Hospital

Velappanchavadi, Chennai-600 077.

Staff Attendance for the

Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
UNIVERSITY

Month of MAY 20 17

Sl. No.			Name			Designation			Month of MAY 20 17																															Leave Availed and Type of Leave					
									Dates																															No. of Days Working					
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Typed on
23/5/17

Velloppanchavali, Chennai-600 077

Dr. M.G.R.
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JUNE

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11. K. JATHY PPPPPPPP LLLLP P P P P P P P P P P P P P P P P

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JUNE

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Velospanchavadi, Chennai-600 077

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July

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A.C.S. Medical College and Hospital

Velappanchavadi, Chennai-600 077.

Staff Attendance for the

Sl. No.	Faculty Name & Designation	Dates												
		1	2	3	4	5	6	7	8	9	10	11	12	13

1. Mrs. THERESA
Nursing

2. Mrs. JAYAMARY.S

3. Mrs. LAKSHMI . P

4. Mrs. LAKSHMI . R

5. Mrs. VIMALA . S

Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
UNIVERSITY

(Declared as deemed to be University on 1st Nov 2019)

Month of

July

20

17

Dates																No. of Days Working	Leave Availed and Type of Leave			
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Vealeppanchandri, Chennai-600 077.

Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
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Velampanchavadi, Chennai-600 077.

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Month of _____

AUGUST

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Valappanchavasi, Chennai-600 077.

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Month of SEPTEMBER

20 17

Staff Attendance for the

[illegible]

Velaspandavadi, Chennai-600 077

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 Journal of Internal Medicine 245: 399–406

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Veluprasad Kumar, Chennai-600 077

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Month of OCTOBER 20 17

Sl. No.	Name	Designation	Dates																No. of Days Working	Leave Availed and Type of Leave																
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	CL	LOP
		Faculty of Physiotherapy																																		
1.	SATHYA . P																																		4	
2.	USHA . A																																			
3.	TAMIL SELVI . M																																			
4.	RAJINI . A																																			
5.	MAIAR . K																																			
6.	SABANYA . S																																			
7.	ROSE . M																																			
8.	KOMALA . D																																			
9.	GOWRI . A																																			
10.	SARITHA . J																																			

Velappanchavadi, Chennai-600 077

Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
UNIVERSITY

Revised by Deborah M. Johnson, July 1, 2001

OCTOBER

20 日

Sl. No.	Name	Designation	Dates													Dates																	No. of Days Working	Leave Availed and Type of Leave																							
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		31	CL	LOP	EL/COL																				
11.	JOTHY . K	(ATTENDER)	P	P	P	P	P	P	P	P	P	P	P	P	P	O	Z	P	H	A	P	P	O	P	P	P	P	L	P	O	P	P																									
12.	SAMIKANU . R	(ATTENDER)	H	H	P	P	P	P	P	P	P	P	P	P	P	L	O	L	P	H	A	P	L	O	L	L	L	L	L	O	L	P																									
13.	D. NOORISHA FACULTY OF NURSING	(Sweeper) Jt. Clerk 24/10/12	-----																															P	P	P	P	P	O	L	P																
1.	THERASE . K		P	P	P	P	P	P	P	P	P	P	P	P	P	P	O	P	P	H	H	P	P	O	P	P	P	P	L	P	O	P	P			0																					
2.	JAYAMARY . S		O	A	P	P	P	P	L	O	P	P	P	P	P	L	O	P	P	H	H	P	P	O	P	L	P	P	L	P	O	P	P			1																					
3.	LAKSHMI . P		O	H	P	P	P	P	L	O	P	P	P	P	P	L	O	P	P	A	H	P	P	O	P	L	P	P	P	P	O	P	P			0																					
4.	RENUGA . E		O	H	P	P	P	P	P	P	P	P	P	P	P	P	O	P	P	H	H	P	P	O	P	P	P	P	P	P	P	P	P			0																					
5.	VIMALA . J	(ATTENDER)	L	L	P	A	-----																											LEAT																							

Velappanchavadi, Chennai-600 077

Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
UNIVERSITY

UNIVERSITY
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Month of OCTOBER 20 17

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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A.C.S. Medical College and Hospital

Velappanchavadi, Chennai-600 077.

Staff Attendance for the

Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
UNIVERSITY

(Incorporated in the Companies Act, 1956)

Month of

November

20 17

Sl. No.	Name	Designation	Dates													Dates																	No. of Days Working	Leave Availed and Type of Leave		
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		31	CL	LOP
1/	P. SATHYA	A	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	25			
2/	A. Usha	A	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	25			
3/	M. Tamil Selvi	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	25			
4/	A. RADHI	A	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	25			
5/	K. Malar.	D	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	0		31	
6/	S. Saranya	A	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	26			
7/	J. SARITHA	A	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	24			
8/	D. NOORISHA	A	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	30		2	
9/	M. ROSE	O	L	L	L	P	P	A	R	A	A																						8		EXPIRED	
10/	D. Komala	A	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	36			

Velazponchavadi, Chennai-600 077.

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Month of November 20 17

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A.C.S. Medical College and Hospital

Velappanchavadi, Chennai-600 077.

Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
UNIVERSITY

(Established as Deemed to be University on 12/05/2000 Act 1956)

Staff Attendance for the

Month of

November

20 17

Sl. No.	Name	Designation	Dates													Dates																	No. of Days Working	Leave Availed and Type of Leave			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		31	CL	LOP	EL/COL
1	R. NADHIYA	FACULTY OF PHARMACY	R	R	R	R	L	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	34	0	0	8
2	JAMUNA		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	35	1	0	0
3	Antony Anna		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	0	0	0	0
4	J. DAYARAJ		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	1	0	0	0

A.C.S. Medical College and Hospital

Velappanchavadi, Chennai-600 077.

Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
UNIVERSITY

Staff Attendance for the

Month of

December

20 17

Sl. No.			Name	Designation	Dates													Dates																	No. of Days Working	Leave Availed and Type of Leave			
			FACULTY OF PHYSIO THERAPY		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	CL	LOP	EL/COL	
✓ 1	P. SATHYA			S			L	S	S	S				S	S	L	S	A	A	S	S	L	L	S				S	S	S	S					5			
✓ 2	A. USHA			U			U	U	U	U				U	U	U	U	U	U	U	U	U	U	U	U				U	U	L	U				0			
✓ 3	M. TAMIL SELVI			G			0	0	0	0				0	0	0	0	0	0	0	0	0	0	0	0				0	0	0						16		
✓ 4	A. RADHI			0			0	0	0	0				0	0	0	0	0	0	0	0	0	0	0	0				0	0	0						0		
✓ 5	K. MALAR			A			A	A	A	A				A	A	A	A	A	A	A	A	A	A	A	A				A	A	A	A					0		
✓ 6	S. SARANYA			0			0	0	0	0				0	0	0	0	L	0	0	0	0	0	0	0				0	0	0						0		
✓ 7	J. SARITHA			S			S	S	S	S				S	S	A	S	S	S	L	A	S	S	S				S	S	S	S					2			
✓ 8	D. NAGANISHA			L			N	N	N	N				L	L	L	L	L	L	L	L	L	L	L				N	N	N	N					18			
✓ 9	D. KOMALA			K			K	K	K	K				L	L	A	A	A	A	L	K	K	K	K				K	K	K	K					9			
✓ 10	K. JOYI			(Attendance)			0	0	0	0				0	0	0	0	L	0	0	0	0	0	0	0				0	0	0						1/2		

Velazquez-Chavez, Cesar-400 077

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Journal of Internal Medicine 255: 103–110

Month of December

20-13

✓ **ATTENDING**

Velupanchand, Chennai-600 077

(Revised on January 4, 1995; comments are published as they come.)

Month of DECEMBER 20 17

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A.C.S. Medical College and Hospital

Velappanchavadi, Chennai-600 077.

Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
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(Incorporated in the Companies Act of 1956)

Staff Attendance for the

Month of

DECEMBER

20 17

Sl. No.	Name	Designation	Dates																															No. of Days Working	Leave Availed and Type of Leave		
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		CL	LOP	EL/COL
	BOYS HOSTEL																																				
1	VASANTHA	A	P	L		P	L	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
2	KANTAMMA		P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
3	Usha Mageshwar		P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
4	MUNIYANNA	A	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
	FACULTY OF PHYSIOTHERAPY																																				
5	SAMIKANU	R (Attender)	A			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			RESIGNED ON 04/12/17
6	SARASU	D (Scholarship)				P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			JOINED ON 04/12/17
7	DEEPA	(Attender)																																			JOINED ON 07/12/17 RESIGNED ON 21/12/17

Date: 03.08.2021

TO

**THE SECRETARY
DR.M.G.R. EDUCATIONAL & RESEARCH INSTITUTE
UNIVERSITY
CHENNAI**

Respected Sir,

This is to kindly grant approval for purchase of the following cleaning items of Faculty Of Physiotherapy,

Nursing & Pharmacy.

S. NO	NAME OF THE ITEM	QUANTITY
1	Lysol (Floor Cleaner)	50 liters
2	Steel/Nylon Scrubber	10 Nos + 10 Nos
3	Mop stick	15 Nos
4	Room freshener (spray) liquid	03 Liters
5	Mop refill	10 Nos
6	Easy mop - big size	1 Nos
7	Bucket + mug	20 + 20 Nos
8	Plastic morram big size	10 Nos
9	Coconut broom	10 Nos
10	Soft broom	10 Nos
11	colin	3 liters
12.	Small size towel	10 Nos
13.	Cobweb roof duster	6 Nos

[Signature]
03/08/2021

PRINCIPAL
PRINCIPAL
FACULTY OF PHYSIOTHERAPY
Dr. M.G.R.
Educational and Research Institute
(Deemed to be University)
Poonamallee High Road
Velappanchavadi, Chennai-77,

[Signature]
03/08/2021

PRINCIPAL
FACULTY OF PHARMACY
Dr. M.G.R.
Educational and Research Institute
(Deemed to be University)
Poonamallee High Road
Velappanchavadi, Chennai-77,

[Signature]
3/8/21

PRINCIPAL
FACULTY OF NURSING
Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
(DEEMED TO BE UNIVERSITY)
Poonamallee High Road
Velappanchavadi, Chennai-77,



FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 04-04-2016

TIME: 10:00 AM- 11:00 AM

ATTENDEES:

S.No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Sumathi	Attender	Sumathi
3	Usha	House Keeping	A. 2-2711
4	Radhi	House Keeping	A. Radhi
5	M. Tamil Selvi	House Keeping	M. Tamil Selvi
6	Sathya	House Keeping	P. SATHYA
7	Saritha	House Keeping	Saritha
8	Revathi	House Keeping	R. Revathi
9	S. Tamil Selvi	House Keeping	S. Tamil Selvi
10	Lakshmi	House Keeping	Lakshmi
11	Jyothi	House Keeping	K. Jyothi
12	Valli	House Keeping	V. Valli

- AGENDA:**
1. Discipline and conduct of the staff.
 2. Duty allotments.
 3. Cleanliness and hygiene on focus.
 4. Cleaning products.

MINUTES OF THE MEETING:

- Report on time. Attenders to report early.
- Clean the rubber doormats.
- Clean the parking areas, waiting areas and such outdoor surfaces before 8:30am.
- Clear out the garbage every morning session and evening sessions.
- Clean all doors, windows, and ventilators.
- Must do corridor cleaning every 1.5 hour basis.
- To use cleaning products with measure and care.
- Must maintain the products in a special locker and the measures will be noted.
- Instructed to clean and maintain the mops. Dry the mops effectively.



FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 04-07-2016

TIME: 10:00 AM- 11:00 AM

ATTENDEES:

S.No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Sumathi	Attender	Sumathi
3	Usha	House Keeping	A. 22n
4	Radhi	House Keeping	A. Radhi
5	M. Tamil Selvi	House Keeping	M. Tamil Selvi
6	Sathya	House Keeping	P. SATHYA
7	Saritha	House Keeping	Saritha
8	Revathi	House Keeping	R. Revathi
9	S. Tamil Selvi	House Keeping	S. Tamil Selvi
10	Lakshmi	House Keeping	Lakshmi
11	Jyothi	House Keeping	K. Jyothi
12	Valli	House Keeping	M. Valli

AGENDA: 1. Requirement of new housekeeping staff.

2. Duty allotments.
3. Cleanliness and hygiene on focus.
4. Cleaning products.

MINUTES OF THE MEETING:

- A new attender will be reporting next week. Till then take turns to handle attender's work.
- Clean all doors, windows, and garden and parking areas earlier.
- A new staff scavengers to join in two days.
- Must do corridor cleaning every 1.5 hour basis.
- To use cleaning products with measure and care.
- Must maintain the products in a special locker and the measures will be noted for compulsorily.
- Instructed to clean and maintain the mops. Dry the mops effectively. New mops will be bought shortly.



FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 03-10-2016

TIME: 10:00 AM- 11:00 AM

ATTENDEES:

S.No	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Jyothi	Attender	K. Jothi
3	Usha	House Keeping	A. Usha
4	Radhi	House Keeping	A. Radhi
5	M. Tamil Selvi	House Keeping	M. Tamil Selvi
6	Sathya	House Keeping	P. SATHYA
7	Saritha	House Keeping	Saritha
8	Revathi	House Keeping	R. Revathi
9	S. Tamil Selvi	House Keeping	S. Tamil Selvi
10	Lakshmi	House Keeping	Lakshmi
11	Jyothi	House Keeping	K. Jothi
12	Valli	House Keeping	M. Valli

- AGENDA:**
1. Winding up Duties
 2. Behavior Ethics
 3. Cleanliness and hygiene on focus.

MINUTES OF THE MEETING:

- Kindly finish of the cleaning duties earlier & help handing over old notebooks, papers, and all registers to the allotted places.
- Clean all doors, windows, and garden and parking areas earlier.
- Clean all the cobwebs in all classrooms, staffrooms and corridor with the long handle duster.
- Arrangements of desk and chairs for classes for next academic year.
- Must do corridor cleaning every 1.5 hour basis.
- To use cleaning products with measure and care.
- Cleaning products measures will be noted for compulsorily.
- New mops are bought. So kindly clean the places more effectively. Must replace mops every 3-4 months. Issues with mop sticks or any other cleaning products must report.



FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 09-01-2017

TIME: 10:00 AM- 11:00 AM

ATTENDEES:

S.No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Jyothi	Attender	K. Jolke
3	Usha	House Keeping	A. 2 29n
4	Radhi	House Keeping	A. Polli
5	M. Tamil Selvi	House Keeping	M. Tamil Selvi
6	Sathya	House Keeping	P. SATHYA
7	Saritha	House Keeping	Saritha
8	Revathi	House Keeping	R. Revathi
9	S. Tamil Selvi	House Keeping	S. Tamil Selvi
10	Lakshmi	House Keeping	Lakshmi
11	Jyothi	House Keeping	K. Jolke
12	Valli	House Keeping	M. 2 m m

- AGENDA:**
1. Discipline and conduct of the staff.
 2. Duty allotments.
 3. Cleanliness and hygiene on focus.
 4. Preparation for upcoming pongal celebrations.

MINUTES OF THE MEETING:

- Report on time.
- Clean the rubber doormats.
- Clean the parking areas, waiting areas and such outdoor surfaces before 8:30am.
- Clear out the garbage every morning session and evening sessions.
- Clean all doors, windows, and ventilators.
- Clean all the cobwebs in all rooms with the long handle duster.
- Corridor cleaning every 1.5 hour basis.
- Takedown and re-hang curtains as needed.
- Take on heavy cleaning of areas such as shafts and terraces, monthly once at least.
- Polish all brassware.
- Prepare for pongal celebrations, clean the area allotted.
- Wash and clean all the pooja vessels, laddle, serving spoons and table spoons.

FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 03-04-2017

TIME: 10:00 AM- 11:00 AM

ATTENDEES:

S. No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Jyothi	Attender	K. Jothi
3	Usha	House Keeping	A.2-221
4	Radhi	House Keeping	A. Reddi
5	M. Tamil Selvi	House Keeping	M. Tamil Selvi
6	Sathya	House Keeping	P. SATHYA
7	Saritha	House Keeping	J. Saritha
8	Revathi	House Keeping	R. Revathi
9	S. Tamil Selvi	House Keeping	S. Tamil Selvi
10	Lakshmi	House Keeping	L. Lakshmi
11	Jyothi	House Keeping	K. Jothi
12	Valli	House Keeping	M. Valli

- AGENDA:**
1. Discipline and conduct of the staff.
 2. Duty allotments.
 3. Cleanliness and hygiene on focus.
 4. Preparation for upcoming pongal celebrations.

MINUTES OF THE MEETING:

- Report on time.
- Clean the rubber doormats.
- Clean the parking areas, waiting areas and such outdoor surfaces before 8:30am.
- Clear out the garbage every morning session and evening sessions.
- Clean all doors, windows, and ventilators.
- Clean all the cobwebs in all rooms with the long handle duster.
- Corridor cleaning every 1.5 hour basis.
- Takedown and re-hang curtains as needed.
- Take on heavy cleaning of areas such as shafts and terraces, monthly once at least.
- Polish all brassware.
- Prepare for pongal celebrations, clean the area allotted.
- Wash and clean all the pooja vessels, laddle, serving spoons and table spoons.



FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 03-07-2017

TIME: 10:00 AM- 11:00 AM

ATTENDEES:

S.No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Jyothi	Attender	K. Jothi
3	Usha	House Keeping	A. J. 29n
4	Radhi	House Keeping	A. Radhi
5	M. Tamil Selvi	House Keeping	M. Tamil Selvi
6	Sathya	House Keeping	P. SATHYA
7	Saritha	House Keeping	Saritha
8	Revathi	House Keeping	R. Revathi
9	S. Tamil Selvi	House Keeping	S. Tamil Selvi
10	Lakshmi	House Keeping	Lakshmi
11	Jyothi	House Keeping	K. Jothi
12	Valli	House Keeping	M. Valli

AGENDA: 1. Discipline and conduct of the staff.

2. Duty allotments.
3. Cleanliness and hygiene on focus.
4. Cleaning products.

MINUTES OF THE MEETING:

- Report on time. Attenders to report early.
- Clean the rubber doormats.
- Clean the parking areas, waiting areas and such outdoor surfaces before 8:30am.
- Clear out the garbage every morning session and evening sessions.
- Clean all doors, windows, and ventilators.
- Must do corridor cleaning every 1.5 hour basis.
- New brand of cleaning products are bought. To use cleaning products with measure and care.
- Must maintain the products in a special locker and the measures will be noted.
- New set of mops given. Clean and maintain the mops. Dry the mops correctly.

FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 04-10-2017

TIME: 10: 00 AM- 11: 00 AM

ATTENDEES:

S. No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	H. Devika
2	Jyothi	Attender	K. Jothi
3	Usha	House Keeping	H. 2 271
4	Radhi	House Keeping	A. Radhi
5	M. Tamil Selvi	House Keeping	M. Tamil Selvi
6	Sathya	House Keeping	P. SATHYA
7	Saritha	House Keeping	Saritha
8	Revathi	House Keeping	R. Revathi
9	S. Tamil Selvi	House Keeping	S. Tamil Selvi
10	Lakshmi	House Keeping	Lakshmi
11	Jyothi	House Keeping	K. Jothi
12	Valli	House Keeping	M. 21 11

- AGENDA:**
1. Requiritement of new hosekeeping staff.
 2. Duty allottments.
 3. Cleanliness and hygiene on focus.
 4. Cleaning products.

MINUTES OF THE MEETING:

- A new attender will be reporting next week. Till then take turns to handle attender's work.
- Clean all doors, windows, and garden and parking areas earlier.
- A new staff scavengers to join in two days.
- Arrangements of desk and chairs for classes for next academic year.
- Must do corridor cleaning every 1.5 hour basis.
- To use cleaning products with measure and care.
- Must maintain the products in a special locker and the measures will be noted for compulsorily.
- Instructed to clean and maintain the mobs. Dry the mobs effectively. New mobs will be bought shortly.





FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 05-01-2018

TIME: 10:00 AM- 11:00 AM

ATTENDEES:

S. No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Thangamariappa	Attender	Thangamariappa
3	Sindhu	Attender	R. Sindhu
4	Usha	House Keeping	A. Usha
5	Radhi	House Keeping	A. Radhi
6	M. Tamil Selvi	House Keeping	M. Tamil Selvi
7	Sathya	House Keeping	P. SATHYA
8	Saritha	House Keeping	Saritha
9	Revathi	House Keeping	R. Revathi
10	S. Tamil Selvi	House Keeping	S. Tamil Selvi
11	Lakshmi	House Keeping	Lakshmi
12	Jyothi	House Keeping	K. Jyothi
13	Valli	House Keeping	V. Valli

AGENDA: 1. Discipline and conduct of the staff.

2. Duty allotments.

3. Cleanliness and hygiene on focus.

4. Preparation for upcoming pongal celebrations.

MINUTES OF THE MEETING:

- Report on time.
- Clean the rubber doormats.
- Clean the parking areas, waiting areas and such outdoor surfaces before 8:30am.
- Clear out the garbage every morning session and evening sessions.
- Clean all doors, windows, and ventilators.
- Clean all the cobwebs in all rooms with the long handle duster.
- Corridor cleaning every 1.5 hour basis.
- Takedown and re-hang curtains as needed.
- Take on heavy cleaning of areas such as shafts and terraces, monthly once at least.
- Polish all brassware.
- Prepare for pongal celebrations, clean the area allotted.
- Wash and clean all the pooja vessels, laddle, serving spoons and table spoons.



FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 03-04-2018

TIME: 10: 00 AM- 11: 00 AM

ATTENDEES:

S. No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Thangamariappa	Attender	Thangamariappa
3	Sindhu	Attender	Sindhu
4	Usha	House Keeping	A. Usha
5	Radhi	House Keeping	A. Radhi
6	M. Tamil Selvi	House Keeping	M. Tamil Selvi
7	Sathya	House Keeping	P. SATHYA
8	Saritha	House Keeping	J. Saritha
9	Revathi	House Keeping	R. Revathi
10	S. Tamil Selvi	House Keeping	S. Tamil Selvi
11	Lakshmi	House Keeping	Lakshmi
12	Jyothi	House Keeping	K. Jyothi
13	Valli	House Keeping	V. Valli

- AGENDA:**
1. Discipline and conduct of the staff.
 2. Duty allotments.
 3. Cleanliness and hygiene on focus.
 4. Preparation for upcoming pongal celebrations.

MINUTES OF THE MEETING:

- Report on time.
- Clean the rubber doormats.
- Clean the parking areas, waiting areas and such outdoor surfaces before 8:30am.
- Clear out the garbage every morning session and evening sessions.
- Clean all doors, windows, and ventilators.
- Clean all the cobwebs in all rooms with the long handle duster.
- Corridor cleaning every 1.5 hour basis.
- Takedown and re-hang curtains as needed.
- Take on heavy cleaning of areas such as shafts and terraces, monthly once at least.
- Polish all brassware.
- Prepare for pongal celebrations, clean the area allotted.
- Wash and clean all the pooja vessels, laddle, serving spoons and table spoons.



FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 03-07-2018

TIME: 10:00 AM- 11:00 AM

ATTENDEES:

S. No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Thangamariappa	Attender	Thangamariappa
3	Sindhu	Attender	Sindhu
4	Usha	House Keeping	Usha
5	Radhi	House Keeping	Radhi
6	M. Tamil Selvi	House Keeping	M. Tamil Selvi
7	Sathya	House Keeping	P. SATHYA
8	Saritha	House Keeping	Saritha
9	Revathi	House Keeping	Revathi
10	S. Tamil Selvi	House Keeping	S. Tamil Selvi
11	Lakshmi	House Keeping	Lakshmi
12	Jyothi	House Keeping	K. Jyothi
13	Valli	House Keeping	Valli

- AGENDA:**
1. Discipline and conduct of the staff.
 2. Duty allotments.
 3. Cleanliness and hygiene on focus.
 4. Cleaning products.

MINUTES OF THE MEETING:

- Report on time. Attenders to report early.
- Clean the rubber doormats.
- Clean the parking areas, waiting areas and such outdoor surfaces before 8:30am.
- Clear out the garbage every morning session and evening sessions.
- Clean all doors, windows, and ventilators.
- Must do corridor cleaning every 1.5 hour basis.
- New brand of cleaning products are bought. To use cleaning products with measure and care.
- Must maintain the products in a special locker and the measures will be noted.
- New set of mops given. Clean and maintain the mops. Dry the mops correctly.

FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 04-10-2018

TIME: 10:00 AM- 11:00 AM

ATTENDEES:

S. No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Thangamariappa	Attender	E. Thangamariappa
3	Sindhu	Attender	R. Sindhu
4	Usha	House Keeping	A. Usha
5	Radhi	House Keeping	A. Radhi
6	M. Tamil Selvi	House Keeping	M. Tamil Selvi
7	Sathya	House Keeping	P. SATHYA
8	Saritha	House Keeping	J. Saritha
9	Revathi	House Keeping	P. Revathi
10	S. Tamil Selvi	House Keeping	S. Tamil Selvi
11	Lakshmi	House Keeping	L. Lakshmi
12	Jyothi	House Keeping	K. Jyothi
13	Valli	House Keeping	V. Valli

- AGENDA:**
1. Requirement of new housekeeping staff.
 2. Duty allotments.
 3. Cleanliness and hygiene on focus.
 4. Cleaning products.

MINUTES OF THE MEETING:

- A new attender will be reporting next week. Till then take turns to handle attender's work.
- Clean all doors, windows, and garden and parking areas earlier.
- A new staff scavengers to join in two days.
- Must do corridor cleaning every 1.5 hour basis.
- To use cleaning products with measure and care.
- Must maintain the products in a special locker and the measures will be noted for compulsorily.
- Instructed to clean and maintain the mops. Dry the mops effectively. New mops will be bought shortly.
- Arrangements of desk and chairs for classes for next academic year.





FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 05-01-2019

TIME: 10: 00 AM- 11: 00 AM

ATTENDEES:

S. No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Thangamariappa	Attender	K. Thangamariappa
3	Sindhu	Attender	Sindhu
4	Usha	House Keeping	A. Usha
5	Radhi	House Keeping	A. Radhi
6	M. Tamil Selvi	House Keeping	M. Tamil Selvi
7	Sathya	House Keeping	P. SATHYA
8	Saritha	House Keeping	Saritha
9	Revathi	House Keeping	R. Revathi
10	S. Tamil Selvi	House Keeping	S. Tamil Selvi
11	Lakshmi	House Keeping	Lakshmi
12	Jyothi	House Keeping	K. Jyothi
13	Valli	House Keeping	M. Valli

- AGENDA:**
1. Discipline and conduct of the staff.
 2. Duty allotments.
 3. Cleanliness and hygiene on focus.
 4. Preparation for upcoming pongal celebrations.

MINUTES OF THE MEETING:

- Report on time.
- Clean the rubber doormats.
- Clean the parking areas, waiting areas and such outdoor surfaces before 8:30am.
- Clear out the garbage every morning session and evening sessions.
- Clean all doors, windows, and ventilators.
- Clean all the cobwebs in all rooms with the long handle duster.
- Corridor cleaning every 1.5 hour basis.
- Takedown and re-hang curtains as needed.
- Take on heavy cleaning of areas such as shafts and terraces, monthly once at least.
- Polish all brassware.
- Prepare for pongal celebrations, clean the area allotted.
- Wash and clean all the pooja vessels, laddle, serving spoons and table spoons.



FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 03-04-2019

TIME: 10:00 AM- 11:00 AM

ATTENDEES:

S. No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Thangamariappa	Attender	Thangamariappa
3	Sindhu	Attender	Sindhu
4	Usha	House Keeping	A. 2 291
5	Radhi	House Keeping	A. Radhi
6	M. Tamil Selvi	House Keeping	M. Tamil Selvi
7	Sathya	House Keeping	P. SATHYA
8	Saritha	House Keeping	Saritha
9	Revathi	House Keeping	R. Revathi
10	S. Tamil Selvi	House Keeping	S. Tamil Selvi
11	Lakshmi	House Keeping	Lakshmi
12	Jyothi	House Keeping	K. Jyothi
13	Valli	House Keeping	M. Valli

- AGENDA:**
1. Discipline and conduct of the staff.
 2. Duty allotments.
 3. Cleanliness and hygiene on focus.
 4. Preparation for upcoming pongal celebrations.

MINUTES OF THE MEETING:

- Report on time.
- Clean the rubber doormats.
- Clean the parking areas, waiting areas and such outdoor surfaces before 8:30am.
- Clear out the garbage every morning session and evening sessions.
- Clean all doors, windows, and ventilators.
- Clean all the cobwebs in all rooms with the long handle duster.
- Corridor cleaning every 1.5 hour basis.
- Takedown and re-hang curtains as needed.
- Take on heavy cleaning of areas such as shafts and terraces, monthly once at least.
- Polish all brassware.
- Prepare for pongal celebrations, clean the area allotted.
- Wash and clean all the pooja vessels, laddle, serving spoons and table spoons.



FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 03-07-2019

TIME: 10:00 AM- 11:00 AM

ATTENDEES:

S. No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Thangamariappa	Attender	K. Pragna - Mariappa
3	Sindhu	Attender	P. Sindhu
4	Usha	House Keeping	A. 2 271
5	Radhi	House Keeping	A. Radhi
6	M. Tamil Selvi	House Keeping	M. Tamil Selvi
7	Sathya	House Keeping	P. SATHYA
8	Saritha	House Keeping	Saritha
9	Revathi	House Keeping	R. Revathi
10	S. Tamil Selvi	House Keeping	S. Tamil Selvi
11	Lakshmi	House Keeping	Lakshmi
12	Jyothi	House Keeping	K. Jyothi
13	Valli	House Keeping	M. Valli

- AGENDA:**
1. Discipline and conduct of the staff.
 2. Duty allotments.
 3. Cleanliness and hygiene on focus.
 4. Cleaning products.

MINUTES OF THE MEETING:

- Report on time. Attenders to report early.
- Clean the rubber doormats.
- Clean the parking areas, waiting areas and such outdoor surfaces before 8:30am.
- Clear out the garbage every morning session and evening sessions.
- Clean all doors, windows, and ventilators.
- Must do corridor cleaning every 1.5 hour basis.
- New brand of cleaning products are bought. To use cleaning products with measure and care.
- Must maintain the products in a special locker and the measures will be noted.
- New set of mops given. Clean and maintain the mops. Dry the mops correctly.

FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 04-10-2019

TIME: 10:00 AM- 11:00 AM

ATTENDEES:

S. No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Thangamariappa	Attender	Thangamariappa
3	Sindhu	Attender	Sindhu
4	Usha	House Keeping	A. S. S. S. S.
5	Radhi	House Keeping	A. Radhi
6	M. Tamil Selvi	House Keeping	M. Tamil Selvi
7	Sathya	House Keeping	P. SATHYA
8	Saritha	House Keeping	Saritha
9	Revathi	House Keeping	R. Revathi
10	S. Tamil Selvi	House Keeping	S. Tamil Selvi
11	Lakshmi	House Keeping	Lakshmi
12	Jyothi	House Keeping	K. Jyothi
13	Valli	House Keeping	M. Valli

- AGENDA:**
1. Requirement of new housekeeping staff.
 2. Duty allotments.
 3. Cleanliness and hygiene on focus.
 4. Cleaning products.

MINUTES OF THE MEETING:

- A new attender will be reporting next week. Till then take turns to handle attender's work.
- Clean all doors, windows, and garden and parking areas earlier.
- A new staff scavengers to join in two days.
- Must do corridor cleaning every 1.5 hour basis.
- To use cleaning products with measure and care.
- Must maintain the products in a special locker and the measures will be noted for compulsorily.
- Instructed to clean and maintain the mops. Dry the mops effectively. New mops will be bought shortly.
- Arrangements of desk and chairs for classes for next academic year.





FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 05-01-2020

TIME: 10:00 AM- 11:00 AM

ATTENDEES:

S. No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Thangamariappa	Attender	Thangamariappa
3	Usha	Attender	A. Usha
4	Radhi	House Keeping	A. Radhi
5	M. Tamil Selvi	House Keeping	M. Tamil Selvi
6	Sathya	House Keeping	P. SATHYA
7	Saritha	House Keeping	Saritha
8	Revathi	House Keeping	R. Revathi
9	S. Tamil Selvi	House Keeping	S. Tamil Selvi
10	Lakshmi	House Keeping	Lakshmi
11	Jyothi	House Keeping	K. Jyothi
12	Valli	House Keeping	M. Valli

- AGENDA:**
1. Discipline and conduct of the staff.
 2. Duty allotments.
 3. Cleanliness and hygiene on focus.
 4. Preparation for upcoming pongal celebrations.

MINUTES OF THE MEETING:

- Report on time.
- Clean the rubber doormats.
- Clean the parking areas, waiting areas and such outdoor surfaces before 8:30am.
- Clear out the garbage every morning session and evening sessions.
- Clean all doors, windows, and ventilators.
- Clean all the cobwebs in all rooms with the long handle duster.
- Corridor cleaning every 1.5 hour basis.
- Takedown and re-hang curtains as needed.
- Take on heavy cleaning of areas such as shafts and terraces, monthly once at least.
- Polish all brassware.
- Prepare for pongal celebrations, clean the area allotted.
- Wash and clean all the pooja vessels, laddle, serving spoons and table spoons.



FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 03-07-2020

TIME: 10:00 AM- 11:00 AM

ATTENDEES:

S. No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Thangamariappa	Attender	Thangamariappa
3	Usha	Attender	A.R. 240
4	Radhi	House Keeping	A. Radhi
5	M. Tamil Selvi	House Keeping	M. Tamil Selvi
6	Sathya	House Keeping	P. SATHYA
7	Saritha	House Keeping	J. Saritha
8	Revathi	House Keeping	R. Revathi
9	S. Tamil Selvi	House Keeping	S. Tamil Selvi
10	Lakshmi	House Keeping	L. Lakshmi
11	Jyothi	House Keeping	K. Jyothi
12	Vali	House Keeping	M. Vali

- AGENDA:**
1. Discipline and conduct of the staff.
 2. Duty allotments.
 3. Cleanliness and hygiene on focus.
 4. Cleaning products.

MINUTES OF THE MEETING:

- Report on time. Attenders to report early.
- Clean the rubber doormats.
- Clean the parking areas, waiting areas and such outdoor surfaces before 8:30am.
- Clear out the garbage every morning session and evening sessions.
- Clean all doors, windows, and ventilators.
- Must do corridor cleaning every 1.5 hour basis.
- New brand of cleaning products are bought. To use cleaning products with measure and care.
- Must maintain the products in a special locker and the measures will be noted.
- New set of mops given. Clean and maintain the mops. Dry the mops correctly.



FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 04-10-2020

TIME: 10:00 AM- 11:00 AM

ATTENDEES:

S. No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Thangamariappa	Attender	Thangamariappa
3	Usha	Attender	A. Usha
4	Radhi	House Keeping	A. Radhi
5	M. Tamil Selvi	House Keeping	M. Tamil Selvi
6	Sathya	House Keeping	P. SATHYA
7	Saritha	House Keeping	S. Saritha
8	Revathi	House Keeping	R. Revathi
9	S. Tamil Selvi	House Keeping	S. Tamil Selvi
10	Lakshmi	House Keeping	Lakshmi
11	Jyothi	House Keeping	K. Jyothi
12	Valli	House Keeping	M. Valli

AGENDA: 1. Requirement of new housekeeping staff.

2. Duty allotments.

3. Cleanliness and hygiene on focus.

4. Cleaning products.

MINUTES OF THE MEETING:

- A new attender will be reporting next week. Till then take turns to handle attender's work.
- Clean all doors, windows, and garden and parking areas earlier.
- A new staff scavengers to join in two days.
- Must do corridor cleaning every 1.5 hour basis.
- To use cleaning products with measure and care.
- Must maintain the products in a special locker and the measures will be noted for compulsorily.
- Instructed to clean and maintain the mops. Dry the mops effectively. New mops will be bought shortly.
- Arrangements of desk and chairs for classes for next academic year.



FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 05-01-2021

TIME: 10:00 AM- 11:00 AM

ATTENDEES:

S. No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Thangamariappa	Attender	Thangamariappa
3	Malathi	Attender	R. Malathi
4	Usha	House Keeping	A. Usha
5	Radhi	House Keeping	A. Radhi
6	M. Tamil Selvi	House Keeping	M. Tamil Selvi
7	Sathya	House Keeping	P. SATHYA
8	Saritha	House Keeping	Saritha
9	Revathi	House Keeping	R. Revathi
10	S. Tamil Selvi	House Keeping	S. Tamil Selvi
11	Lakshmi	House Keeping	Lakshmi
12	Jyothi	House Keeping	K. Jyothi
13	Valli	House Keeping	M. Valli

- AGENDA:**
1. Discipline and conduct of the staff.
 2. Duty allotments.
 3. Cleanliness and hygiene on focus.
 4. Preparation for upcoming pongal celebrations.

MINUTES OF THE MEETING:

- Report on time.
- Clean the rubber doormats.
- Clean the parking areas, waiting areas and such outdoor surfaces before 8:30am.
- Clear out the garbage every morning session and evening sessions.
- Clean all doors, windows, and ventilators.
- Clean all the cobwebs in all rooms with the long handle duster.
- Corridor cleaning every 1.5 hour basis.
- Takedown and re-hang curtains as needed.
- Take on heavy cleaning of areas such as shafts and terraces, monthly once atleast.
- Polish all brassware.
- Prepare for pongal celebrations, clean the area allotted.
- Wash and clean all the pooja vessels, laddle, serving spoons and table spoons.



FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 03-07-2021

TIME: 10:00 AM- 11:00 AM

ATTENDEES:

S. No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Thangamariappa	Attender	K. Thangamariappa
3	Malathi	Attender	R. Malathi
4	Usha	House Keeping	A. Usha
5	Radhi	House Keeping	A. Radhi
6	M. Tamil Selvi	House Keeping	M. Tamil Selvi
7	Sathya	House Keeping	P. SATHYA
8	Saritha	House Keeping	S. Saritha
9	Revathi	House Keeping	R. Revathi
10	S. Tamil Selvi	House Keeping	S. Tamil Selvi
11	Lakshmi	House Keeping	L. Lakshmi
12	Jyothi	House Keeping	K. Jyothi
13	Valli	House Keeping	M. Valli

- AGENDA:**
1. Discipline and conduct of the staff.
 2. Duty allotments.
 3. Cleanliness and hygiene on focus.
 4. Cleaning products.

MINUTES OF THE MEETING:

- Report on time. Attenders to report early.
- Clean the rubber doormats.
- Clean the parking areas, waiting areas and such outdoor surfaces before 8:30am.
- Clear out the garbage every morning session and evening sessions.
- Clean all doors, windows, and ventilators.
- Must do corridor cleaning every 1.5 hour basis.
- New brand of cleaning products are bought. To use cleaning products with measure and care.
- Must maintain the products in a special locker and the measures will be noted.
- New set of mobs given. Clean and maintain the mobs. Dry the mobs correctly.



FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 04-10-2021

TIME: 10:00 AM- 11:00 AM

ATTENDEES:

S. No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Thangamariappa	Attender	le Thangamariappa
3	Malathi	Attender	Malathi
4	Usha	House Keeping	A. P. Usha
5	Radhi	House Keeping	A. Radhi
6	M. Tamil Selvi	House Keeping	M. Tamil Selvi
7	Sathya	House Keeping	P. SATHYA
8	Saritha	House Keeping	Saritha
9	Revathi	House Keeping	R. Revathi
10	S. Tamil Selvi	House Keeping	S. Tamil Selvi
11	Lakshmi	House Keeping	Lakshmi
12	Jyothi	House Keeping	K. Jyothi
13	Valli	House Keeping	M. Valli

- AGENDA:**
1. Requirement of new housekeeping staff.
 2. Duty allotments.
 3. Cleanliness and hygiene on focus.
 4. Cleaning products.

MINUTES OF THE MEETING:

- A new attender will be reporting next week. Till then take turns to handle attender's work.
- Clean all doors, windows, and garden and parking areas earlier.
- A new staff scavengers to join in two days.
- Must do corridor cleaning every 1.5 hour basis.
- To use cleaning products with measure and care.
- Must maintain the products in a special locker and the measures will be noted for compulsorily.
- Instructed to clean and maintain the mops. Dry the mops effectively. New mops will be bought shortly.
- Arrangements of desk and chairs for classes for next academic year.



FACULTY OF PHYSIOTHERAPY

STAFF MEETING MINUTES

VENUE: SUPERVISOR ROOM

DATE: 04/01/2016

TIME: 10:00 AM- 11:00 AM

ATTENDEES:

S. No.	Name of the Staff	Job Title	Signature
1	M. Devika	Supervisor	M. Devika
2	Sumathi	Attender	Sumathi
3	Usha	House Keeping	A. 2 221
4	Radhi	House Keeping	A. Radhi
5	M. Tamil Selvi	House Keeping	M. Tamil Selvi
6	Sathya	House Keeping	P. SATHYA
7	Saritha	House Keeping	J. Saritha
8	Revathi	House Keeping	P. Revathi
9	S. Tamil Selvi	House Keeping	S. Tamil Selvi
10	Lakshmi	House Keeping	L. Lakshmi
11	Jyothi	House Keeping	K. Jyothi
12	Valli	House Keeping	M. Valli

- AGENDA:**
1. Discipline and conduct of the staff.
 2. Duty allotments.
 3. Cleanliness and hygiene on focus.
 4. Preparation for upcoming pongal celebrations.

MINUTES OF THE MEETING:

- Report on time.
- Clean the rubber doormats.
- Clean the parking areas, waiting areas and such outdoor surfaces before 8:30am.
- Clear out the garbage every morning session and evening sessions.
- Clean all doors, windows, and ventilators.
- Clean all the cobwebs in all rooms with the long handle duster.
- Corridor cleaning every 1.5 hour basis.
- Takedown and re-hang curtains as needed.
- Take on heavy cleaning of areas such as shafts and terraces, monthly once at least.
- Polish all brassware.
- Prepare for pongal celebrations, clean the area allotted.
- Wash and clean all the pooja vessels, laddle, serving spoons and table spoons.



FACULTY OF NURSING

Criterion IV – Infrastructure and Learning Resources

4.5.2 There are established systems and processes for maintaining physical and academic support facilities:

Minutes of the meetings of the Maintenance Committee

FACULTY OF NURSING
MINUTES OF MEETING ON MAINTENANCE

Date: 10/6/2016
Time: 2.30
Venue: Principal office

SL.NO	NAME	DESIGNATION	SIGNATURE
1.	Prof. Dr. Hema V.H	Principal	
2.	Prof. Mrs. Geetha K	Vice Principal	
3.	Dr. Bharadwajam R	Administrative officer	
4.	Mr. Farid Akbaruddin T	Transport Manager	
5.	Mrs. Thilagavathi M	Librarian	
6.	Mrs. Devika M	House keeping	
7.	Mr. Raghunath K	Electrician	

The meeting started at 2.30pm. The meeting presided by Prof. Dr. Hema V.H (Principal FNO). The minutes of the previous meeting was read and passed in the meeting and then discussed about the action taken in the decision of previous meeting.

1. Library: Principal informed that activities of library are doing well. Library has submitted the previous month report at the right time. Library staff requested extra computers in the library.
2. Cleaning: Regarding cleaning activities in the campus that the staff is not submitting the work schedule at correct time for signature. Administrative officer advised to submit the work schedule of cleaning activities at the right time for getting signatures.
3. Transportation: It is going on well. No issues.
4. Principal asked Vice principal to check regarding maintenance of labs.

The meeting adjourned at 3.30pm.


Principal

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FACULTY OF NURSING
MINUTES OF MEETING ON MAINTENANCE

Date: 12/4/2017

Time: 2.30

Venue: Principal office

SL.NO	NAME	DESIGNATION	SIGNATURE
1.	Prof. Dr. Hema.V.H	Principal	
2.	Prof. Mrs. Geetha.k	Vice Principal	
3.	Dr. Bharathikannan.R	Administrator officer	
4.	Mr. Fazal Mohammed.T	Transport Manager	
5.	Mrs. Thilagavathi.M	Librarian	
6.	Mrs. Devika.M	House keeping	
7.	Mr. Raguraman.k	Electrician	

The meeting started at 2.30pm. The meeting presided by Prof. Dr. Hema.VH (Principal FON). The minutes of the previous meeting was read and passed in the meeting and then discussed about the action taken in the decision of previous meeting.

1. Library: Principal informed the librarian to submit the list of required books in the library and informed that student is not using the journals properly. If you have any suggestions to overcome that problem to do their proper use of journals in the library.
2. Cleaning & Transportation: The cleaning work and the transportation scheduled are going well.
3. Vice Principal informed to check the class rooms and Toilets for any one left behind before locking.
4. Fee details and staff details are to be entered in the office computer.

The meeting adjourned at 3.30pm.

Principal



FACULTY OF NURSING

MINUTES OF MEETING ON MAINTENANCE

Date: 5/04/2018

Time: 2.30

Venue: Principal office

SL.NO	NAME	DESIGNATION	SIGNATURE
1.	Prof. Dr. Hema.V.H	Principal	
2.	Prof. Mrs. Geetha.k	Vice Principal	
3.	Dr. Bharathikannan.R	Administrator officer	
4.	Mr. Fazal Mohammed.T	Transport Manager	
5.	Mrs. Thilagavathi.M	Librarian	
6.	Mrs. Devika.M	House keeping	
7.	Mr. Raguraman.k	Electrician	

The meeting started at 2.30pm. The meeting presided by Prof. Dr. Hema.V.H (Principal FON). The minutes of the previous meeting was read and passed in the meeting and then discussed about the action taken in the decision of previous meeting.

- 1) Transport manager informed that few students are boarding the bus late. Principal replied that it will be informed to the concerned class teachers to take action.
- 2) Principal asked Vice principal to organize a program on Waste Management for the House keeping staffs.
- 3) Librarian proposed to have book bank in the library.

The meeting adjourned at 3.30pm.

Principal



FACULTY OF NURSING

MINUTES OF MEETING ON MAINTENANCE

Date: 15/06/2019

Time: 2.30

Venue: Principal office

SL.NO	NAME	DESIGNATION	SIGNATURE
1.	Prof. Dr. Hema.V.H	Principal	
2.	Prof. Mrs. Geetha.k	Vice Principal	
3.	Dr. Bharathikannan.R	Administrator officer	
4.	Mr. Fazal Mohammed.T	Transport Manager	
5.	Mrs. Thilagavathi.M	Librarian	
6.	Mrs. Devika.M	House keeping	
7.	Mr. Raguraman.k	Electrician	

The meeting started at 2.30pm. The meeting presided by Prof. Dr. Hema.V.H (Principal FON). The minutes of the previous meeting was read and passed in the meeting and then discussed about the action taken in the decision of previous meeting.

1. Principal advised to check all the condition of the furniture's in the class room and in the library.
2. Principal informed the house keeping department to keep separate dustbin with covers, and newspapers to dispose the used sanitary pads. Advice to keep sign boards in the girls rest room.
3. Librarian requested to change some of the keyboards and mouse in the library computers.

The meeting adjourned at 3.30pm.

Principal

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FACULTY OF NURSING

MINUTES OF MEETING ON MAINTENANCE

Date: 08/12/2020

Time: 2.30

Venue: Principal office

SL.NO	NAME	DESIGNATION	SIGNATURE
1.	Prof. Dr. Hema.V.H	Principal	
2.	Prof. Mrs. Geetha.k	Vice Principal	
3.	Dr. Bharathikannan.R	Administrator officer	
4.	Mr. Fazal Mohammed.T	Transport Manager	
5.	Mrs. Thilagavathi.M	Librarian	
6.	Mrs. Devika.M	House keeping	
7.	Mr. Raguraman.k	Electrician	

The meeting started at 2.30pm. The meeting presided by Prof. Dr. Hema.V.H (Principal FON). The minutes of the previous meeting was read and passed in the meeting and then discussed about the action taken in the decision of previous meeting.

1. Principal asked the house keeping department to arrange all COVID precaution measure within the college premises.
2. Principal asked the Vice principal to check all the classrooms regarding social distancing among the students, wearing masks, checking temperature before entering the classroom and using of proper hand sanitizer.
3. Principal advised to keep necessary sign boards on COVID Protocols within the campus.
4. Principal instructed Mrs. Devika to monitor the cleaning schedule of the toilets and take corrective measures.

The meeting adjourned at 3.30pm.

Principal



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FACULTY OF ALLIED HEALTH SCIENCES

MAINTENANCE COMMITTEE ATTENDANCE SHEET-2018

SL.NO	NAMES	DESIGNATION	RESPONSIBILITIES	SIGNATURE
1	Dr.Shaw Nawaz Khan	Medical Director	Advisory member	
2	Dr. V. Kalpana Devi	Principal	Chair person	
3	Mrs. S. Rainya	Vice principal	Convenor	
4	Ms Slui Ranjani. S	Tutor	Academic Coordinator	
5	Ms.M.Nithya	Tutor	Disciplinary & Anti-ragging committee	
6	Dr.LakshmanRaj.R	Asst.Professor	Campus Incharge	
7	Mr.T.JonesEbenraj	Tutor	IQAC Coordinator	
8	Mr.Yuvaraj	Tutor	Co-Curricular activities	
9	Mrs.D.Sandhya	Asst.Professor	Computer science dept.incharge	
10	Sheeba yesupriya	Tutor	Infrastructure coordinator	
11	Dr.N'ranjana	Asst.Professor	Research coordinator	

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FACULTY OF ALLIED HEALTH SCIENCES
MAINTENANCE COMMITTEE ATTENDANCE SHEET-2019

Sl.no	NAMES	DESIGNATION	RESPONSIBILITY	SIGNATURE
1.	Dr.Shaw Nawaz Khan	Medical Director	Advisory member	<i>[Signature]</i>
2.	Dr. V. Kalpana Devi	Principal	Chair person	<i>[Signature]</i>
3.	Dr.G.Bhavani	Vice principal	Convenor	<i>[Signature]</i>
4.	Dr.K.S.Sridevisangeetha	Tutor	Member	<i>[Signature]</i>
5.	Ms.M.Nithya	Tutor	Member	<i>[Signature]</i>
6.	Dr.LakshmanRaj.R	Asst.Professor	Member	<i>[Signature]</i>
7.	Mr.T.JonesEbenraj	Tutor	Member	<i>[Signature]</i>
8.	Dr.Venkatesan	Asst.Professor	Member	<i>[Signature]</i>
9.	Mrs D.Sandhya	Asst.Professor	Member	<i>[Signature]</i>
10.	Ms.Jayabharathy	Tutor	Member	<i>[Signature]</i>

[Signature]
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FACULTY OF ALLIED HEALTH SCIENCES

MAINTENANCE COMMITTEE ATTENDANCE SHEET-2020

Sl.no	NAMES	DESIGNATION	RESPONSIBILITY	SIGNATURE
1.	Dr. Shaw Nawaz Khan	Medical Director	Advisory member	<i>[Signature]</i>
2.	Dr. V. Kalpana Devi	Principal	Chair person	<i>[Signature]</i>
3.	Dr.G.Bhavani	Vice principal	Convenor	<i>[Signature]</i>
4.	Dr K S.Sridevisangeetha	Tutor	Member	<i>[Signature]</i>
5.	Ms. M Nilhya	Tutor	Member	<i>[Signature]</i>
6.	Mrs.D.Sujatha	Tutor	Member	<i>[Signature]</i>
7.	Dr. Senthil kumar	Asst.Professor	Member	<i>[Signature]</i>
8.	Dr.Venkatesan	Asst.Professor	Member	<i>[Signature]</i>
9.	Ms.Nirmala	Asst.Professor	Member	<i>[Signature]</i>
10.	Mr Surenthar	Tutor	Member	<i>[Signature]</i>

[Signature]
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FACULTY OF ALLIED HEALTH SCIENCES

MAINTENANCE COMMITTEE ATTENDANCE SHEET-2021

Sl.no	NAMES	DESIGNATION	RESPONSIBILITY	SIGNATURE
1.	Dr. H Kalavathy Victor	Medical Director	Advisory member	<i>H. Kalavathy Victor</i>
2.	Dr. V. Kalpana Devi	Principal	Chair person	<i>V. Kalpana Devi</i>
3.	Dr.G.Bhavani	Vice principal	Convenor	<i>G. Bhavani</i>
4.	Dr.K.S.Sridevisangeetha	Tutor	Member	<i>S. Sridevisangeetha</i>
5.	Mrs.Anita Quinsy Stylin	Tutor	Member	<i>Anita Quinsy Stylin</i>
6.	Ms Geethanjali	Tutor	Member	<i>Geethanjali</i>
7.	Dr.Dr.Senthilkumar	Tutor	Member	<i>Senthilkumar</i>
8.	Ms.Indhramati	Tutor	Member	<i>Indhramati</i>
9.	Ms.Nivawilson	Tutor	Member	<i>Nivawilson</i>
10.	Dr.Subaranjani	Asst.Professor	Member	<i>R. Subi</i>

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FACULTY OF ALLIED HEALTH SCIENCES

MAINTENANCE COMMITTEE

ACADEMIC YEAR (2017-2018)

Date: 12.11.2018

This committee is responsible for developing and implementing strategies for the effective maintenance of the College infrastructure and other related facilities. The committee ensures that annual building and other infrastructure maintenance requirements identification and planning of preventative and qualitative maintenance needs is one the most important aspect of the committee.

Faculty of Allied health sciences was established in 2017 with the objective of imparting qualitative Paramedical courses. The IQAC Cell was framed for maintaining the academic standards along with the quality maintenance for capacity building. The College has established the procedures and norms for maintaining and utilizing the physical, academic and support facilities like laboratory, library, classrooms, computers and sports ground.

Objectives

- To ensure proper maintenance of physical property and facilities in the college premises.
- Preventive and precautionary maintenance.
- Programming and planning the repairs/replacement of equipments.
- Regular review and maintenance of the conditions of infrastructure and other facilities.

Principles of the committee :

- Develop a plan to respond quickly and appropriately to maintenance emergencies.
- Co-ordinate maintenance work with concerned staff.
- To regularly review the condition of the campus building, ground, utilities and other infrastructure to ensure their adequacy.
- To bring to the notice of authority on any irregularities in the conditions of the infrastructure and facilities.
- Ensure cleanliness and neatness inside the college premises.

Roles & Responsibilities of the Committee :

The Committee plans for the norms and procedure for maintaining and utilizing physical, academic and support facilities approved by the Management are as follows:

- Framing of Action Plans based on the recommendations of various Committee of the College.
- Planning and Control mechanism for maintenance activities.
- Budgetary allotments for the repair and maintenance job.
- Allotment of manpower for maintenance and repair works.

Constitution formed by the committee members

S.No	Names	Designation	Responsibilities
1.	Dr.Shaw Nawaz Khan	Medical Director	Advisory member
2.	Dr. V. Kalpana Devi	Principal	Chair person
3.	Mrs. S. Raniya	Vice principal	Convener
4.	Ms. Shri Ranjani. S	Tutor	Academic Coordinator
5.	Ms.M.Nidhya	Tutor	Disciplinary & Anti-ragging committee
6.	Dr.LakshmanRaj.R	Asst.Professor	Campus Incharge
7.	Mr.T.Jones Eben raj	Tutor	IQAC Coordinator
8.	Mr Yuva raj	Tutor	Co-Curricular activities
9.	Mrs.D.Sandhya	Asst.Professor	Computer science dept.incharge
10.	Sheeba yesupriya	Tutor	Infrastructure coordinator
11.	Dr.Niranjana	Asst Professor	Research coordinator
12.	Mr.K. Lapan	Laboratory Incharge	Member
13.	Mrs Belsi	Library incharge	Member
14.	Mrs.A.Stella marry	Admin incharge	Member

C. S. Srinivas

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V. Kalpana Devi

PRINCIPAL SIGNATURE

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FACULTY OF ALLIED HEALTH SCIENCES

MAINTENANCE COMMITTEE
ACCADEMIC YEAR (2017-2018)

14.11.2018

CIRCULAR

As for the management instructions all the members of the maintenance committee are hereby informed that there will be a committee meeting in Lecture hall-I on 15th of November 2018 at 3.00pm. All the members are requested to attend the meeting without fail.

AGENDA OF THE MEETING

1. Discussion regarding General maintenance of library.
2. Discussion regarding complaints about the major and minor repairs in classrooms.
2. To confirm the proper maintenance of laboratory equipment.


PRINCIPAL SIGNATURE

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FACULTY OF ALLIED HEALTH SCIENCES

MAINTENANCE COMMITTEE

ACADEMIC YEAR (2017-2018)

14.11.2018

Circular

There will be a meeting on Maintenance Committee on 15th Nov 2018 at 5.00 pm at Principals Office. All the members are requested to attend the meeting without fail.

Agenda :

1. To coordinate with the recommendations and grants of various Committee of the College.
2. Programming, Planning and Control mechanism for maintenance activities
3. To plan for allotment of Budget for the repair and maintenance of infrastructure.
4. Planning for Allotment of manpower for maintenance and repair works.

Copy to

- The Honorable Secretary
- The Medical Director
- Concerned members
- Office copy

V. V. V.
PRINCIPAL

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FACULTY OF ALLIED HEALTH SCIENCES



MAINTENANCE COMMITTEE

ACCADEMIC YEAR (2017-2018)

MINUTES OF MEETING

Meeting was conducted with following members

15.11.2018

Sl.no	NAMES	DESIGNATION	RESPONSIBILITY
1.	Dr.Saaw Nawaz Khan	Medical Director	Advisory member
2.	Dr. V. Kalpane Devi	Principal	Chair persur.
3.	Mrs. S. Ranya	Vice principal	Convener
4.	Ms. Shri Ranjani. S	Tutor	Member
5.	Ms.M.Nithya	Tutor	Member
6.	Dr.Lakhsman.Raj.R	Asst.Professor	Member
7.	Mr.T.JonesEbenraj	Tutor	Member
8.	Mr. Yuva raj	Tutor	Member
9.	Mrs.D.Sandhya	Asst.Professur	Member
10.	Sheeba yesupriya	Tutor	Member
11.	Dr.N.ranjana	Assi Professor	Member

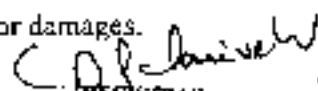
The meeting has been started by 3:00pm. The meeting held and presided by Dr. V.Kalpene Devi (Principal FAHS). The minutes of the previous meeting has been taken in to consideration and then discussed and action has been taken to solve the problems related to lack of equipments, laboratory accessories.

Agenda 1. According to instructions given by principal mam the library documents are monitored in time and reports have been submitted by the librarian.

Agenda 2. According to the previous complaints the major and minor repairs in the class rooms, rest rooms, office rooms are cleared by the effective measures taken by Principal

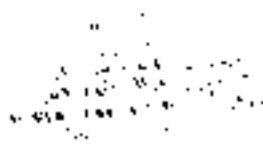
Agenda 3. Principal asked Vice principal to check regarding maintenance of all the laboratory equipments and report in case of any repairs or damages.

The meeting Dispersed by 4.00pm


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MAINTENANCE COMMITTEE
ACCADEMIC YEAR (2018-2019)

05.08.2019

CIRCULAR

All the members of the maintenance committee are hereby informed that there will be a committee meeting regarding the maintenance of infrastructure & other needs in Lecture hall-II on 6th of August 2019 at 2:30.p.m. All the members are requested to be present for the same.

AGENDA OF THE MEETING

1. Discussion regarding electrical works, major and minor repairs in the class rooms.
2. Meeting regarding housekeeping maintenance.
3. Discussion regarding books required in library.
4. Discussion regarding maintenance of infrastructure.

CS Selamivel
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V. S. S.
PRINCIPAL SIGNATURE

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FACULTY OF ALLIED HEALTH SCIENCES

MAINTENANCE COMMITTEE

ACCADEMIC YEAR (2018-2019)

MINUTES OF MEETING

06.08.2019

Meeting was conducted with following members

Sl.no	NAMES	DESIGNATION	RESPONSIBILITY
1.	Dr.Shaw Nawaz Khan	Medical Director	Advisory member
2.	Dr. V. Kalpana Devi	Principal	Chair person
3.	Dr.G.Bhavanj	Vice principal	Convenor
4.	Dr.K.S.Sridevisangeetha	Tutor	Member
5.	Ms.M.Nithya	Tutor	Member
6.	Dr.Lakshman Raj.R	Asst.Professor	Member
7.	Mr.T.JanasEbemaj	Tutor	Member
8.	Dr.Venkatesan	Asst.Professor	Member
9.	Mrs.D.Sandhya	Asst.Professor	Member
10.	Ms JayaBharathi	Tutor	Member

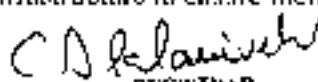
The meeting started at 2.30pm. The meeting presided by Dr V.Kalpana Devi (Principal FAHS). The minutes of the previous meeting was read and passed in the meeting and then discussed about the action taken in the decision of previous meeting.

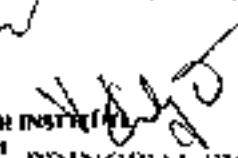
Agenda 1. According to the instructions given by principal man the electricians cleared the major and minor repairs in the class rooms.

Agenda 2. Principal informed the librarian to submit the Reports and list of required books in the library and and discussed about the maintenance of books in library Vice Principal informed to check the class rooms and toilets for any one left behind before locking.

Agenda 3. Principal instructed the committee members to regularly review the condition of the campus building, ground, utilities and other infrastructure to ensure their adequacy and quality.

The meeting adjourned at 3.30pm.


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FACULTY OF ALLIED HEALTH SCIENCES

ACCADEMIC YEAR (2019-2020)

MAINTENANCE COMMITTEE

09.04.2020

CIRCULAR

As for the management instructions all the members of the maintenance committee are here by informed that there will be a committee meeting in Lecture hall-III on 10th of April 2020 at 3.00pm. All the members are requested to attend the meeting without fail.

AGENDA OF THE COMMITTEE MEETING

1. Meeting regarding furniture, Projectors, fans, in the class room, library.
2. To discuss about housekeeping maintenance.
3. Meeting regarding defects in computers
4. Attendance and log book maintenance.

C. D. Raju

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FACULTY OF ALLIED HEALTH SCIENCE

ACCADEMIC YEAR (2019-2020)

MAINTENANCE COMMITTEE

MINUTES OF MEETING

10.04.2020

Sl.no	NAMES	DESIGNATION	RESPONSIBILITY
1.	Dr. Shaw Nawaz Khan	Medical Director	Advisory member
2.	Dr. V. Kalpena Devi	Principal	Chair person
3.	Dr G.Bhavani	Vice principal	Convener
4.	Dr.K.S.Sridevisangeetha	Tutor	Member
5.	Ms. M.Nithya	Tutor	Member
6.	Mrs.D.Sujatha	Tutor	Member
7.	Dr. Senthil Kumar	Asst.Professor	Member
8.	Dr.Venkatesan	Asst.Professor	Member
9.	Dr.Nirmala	Asst.Professor	Member
10.	Mr.Surendhar	Tutor	Member

The meeting started at 3.00pm. The meeting presided by Dr.V.Kalpena Devi (Principal FAHS). The minutes of the previous meeting was read and passed in the meeting and then discussed about the action taken in the decision of previous meeting.

Agenda 1. Principal asked vice principal to check the condition of the furniture, Projectors, fans, lights in all the class rooms, library & office room.

Agenda.2 According to the instructions given by principal mam the house keeping members are advised to keep dustbins covered properly with carry bags and also discussed to instal. incinerators in the rest rooms to disperse the sanitary pads.

Agenda 3. Principal asked the vice principal to check the Working status of the computers and other devices in the computer lab.

Agenda 4. And the staff members are strictly instructed by the principal to check the attendance and log books properly and asked vice principal to monitor the training staff.

The meeting adjourned at 4.00pm.

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ACCADEMIC YEAR (2020-2021)

MAINTENANCE COMMITTEE

19.01.2021

CIRCULAR

As for the management instructions all the members of the maintenance committee are hereby informed that there will be a committee meeting in Lecture hall -I, on 20th of January 2021 at 2.30pm. All the members are requested to attend the meeting without fail.

AGENDA OF THE MEETING

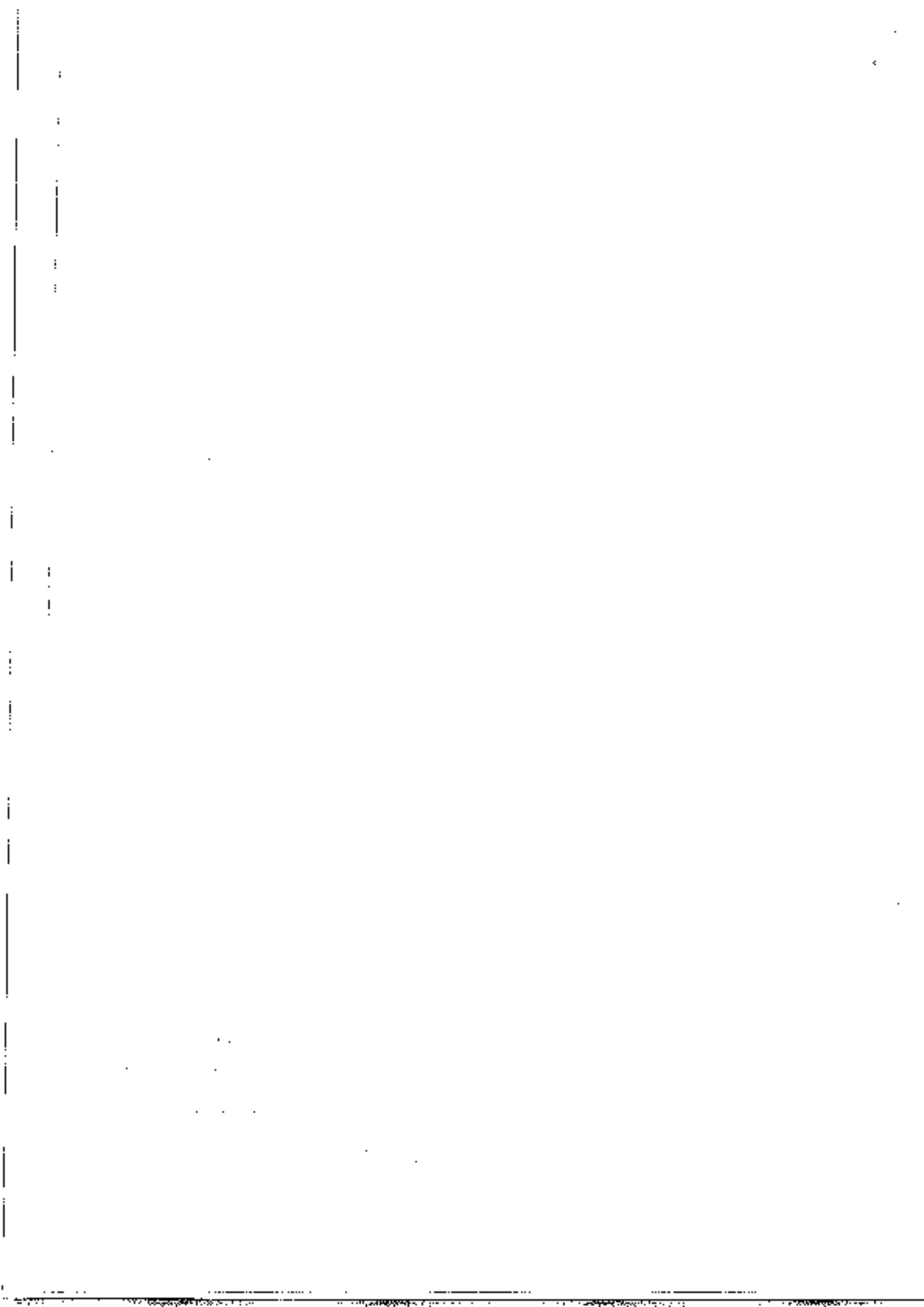
1. Meeting regarding COVID precautions.
2. Discussion regarding measures to be taken to control the spread of covid 19.
3. Measures to minimize the risks and complications during the pandemic period

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FACULTY OF ALLIED HEALTH SCIENCES

MAINTENANCE COMMITTEE

ACCADEMIC YEAR (2020-2021)

MINUTES OF MEETING

Meeting was conducted with following members **20.01.2021**

Sl.No	NAMES	DESIGNATION	RESPONSIBILITY
1.	Dr. Kalavathy	Medical Director	Advisory member
2.	Dr. V. Kalpana Devi	Principal	Chair person
3.	Dr.G.Bhavani	Vice principal	Convenor
4.	Dr.K.S.Sridevisangeetha	Tutor	Member
5.	Mrs.Anin Quinsy Stylin	Tutor	Member
6.	Ms.Geethanjali	Tutor	Member
7.	Dr. Dr. Senthil Kumar	Tutor	Member
8.	Ms.Indhumati	Tutor	Member
9.	Ms.Nivewilson	Tutor	Member
10.	Dr.Subaranjan	Asst.Professor	Member

The meeting started at 2.30pm. The meeting presided by Dr. V. Kalpana Devi (Principal FAHS). The minutes of the meeting was conducted regarding precautionary measures during Covid-19 Period, and then discussed the necessary measures to be taken to prevent or control the spread of covid - 19

Agenda 1. Principal asked the house keeping incharge to arrange all COVID precautional measures within the college premises.

Agenda 2. Principal asked the Vice principal to monitor all the classrooms regarding social distancing among the students, wearing masks, checking temperature before entering the campus and using of proper hand sanitizers.

Agenda 3. Principal advised to keep hand washes, hand sanitizers and other needed accessories were ever necessary within the college premises. The meeting adjourned at 3.20pm

C. Kalavathy

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FACULTY OF NURSING
Maintenance team

SL.NO	NAME	DESIGNATION
1.	Prof. Dr. Hema.V.H	Principal
2.	Prof. Mrs. Geetha.k	Vice principal
3.	Mr. Bharathikannan	Administrator officer
4.	Mr. Fazzal Mohamad	Transport Manager
5.	Mrs. Thilagavathi.M	Librarian
6.	Mr. Devika	House keeping



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FACULTY OF NURSING

COMMUNITY HEALTH NURSING – LAB EQUIPMENTS

2020– 2021 BATCH

Date: 12/05/2020

S.NO	ITEM DESCRIPTION		YES	NO
	Knee Hammer	2	✓	
1.	Tuning Fork	2	✓	
2.	Salter Weighing Scale	2	✓	
3.	Stethoscope	8		✓
4.	Weighing Scale	3	✓	
5.	Scissor	11		✓
6.	Urinometer	1	✓	
7.	Thermometer	10	✓	
8.	Aprons	10	✓	
9.	Stainless Steel Tray	10	✓	
10.	Test Tube Holder	10	✓	
11.	Stainless Steel Bowl	25	✓	
12.	Plastic Kidney Tray	15	✓	
13.	Nail Brush	15	✓	
14.	Measuring Cups	15	✓	
15.	Dropper	20	✓	
16.	Spirit Lamp	30	✓	

17.	Specimen Bottle	10	✓	
18.	Test Tube Big and small	25 B 25 S	/	
19.	Solutions – Benedicts Bottle	1 lit	/	
20.	Antiseptic solution bottle (Spirit)	2 lit	/	
21.	Artery Forceps	17	/	
22.	Fetoscope	18	/	
23.	Soap Dish	20	/	
24.	ORS Powder Packet	10	/	
25.	Gauze Bin	2	/	
26.	Glucometer Strip	6		✓
27.	Non Toothed Desceting Forceps Medium	6	✓	
28.	Spring balance with weighing scale	4		✓
29.	Sphygmomanometer Regular and Electronic	5 each	✓	
30.	Dari / Mat	10		✓
31.	Tape Measure	10	/	
32.	Hand Towel	30	/	
33.	Water proof bag	30	/	
34.	Important weeks	1	/	
35.	Important days	1	/	
36.	Malaria	1	/	
37.	Tuberculosis	1	/	
38.	Hypertension	1	/	

39.	Water Treatment Plan	1	✓	
40.	Sewage Treatment Plan	1	✓	
41.	Diabetes Mellitus	1	✓	
42.	Cancer	1	✓	
43.	Warm Infestation	2	✓	
44.	AIDS Prevention	2	✓	
45.	Dengue Fever	1	✓	
46.	Hypertension	2	✓	
47.	Diarrhea	1	✓	
48.	Hyperthyroidism	1	✓	
49.	Tuberculosis	1	✓	
50.	A New Life For Sundaraj	1	✓	
51.	How Life Begins	1	✓	
52.	Sore Eye	1	✓	
53.	Environmental Sanitation	1	✓	
54.	Scabies	1	✓	
55.	Family Planning	1	✓	
56.	Post Natal Exercise	2	✓	
57.	Child Safety	1	✓	
58.	Immunization	1	✓	
59.	Depression	1	✓	
60.	Pneumonia	1	✓	
61.	Schizophrenia	1	✓	
62.	Anopnēxia	1	✓	
63.	Mouth Ulcer	1	✓	

64.	Plaque	1	/	
65.	Planning For Safe Delivery	2	/	
66.	Mentally Healthy Life	1	/	
67.	Hand Washing Techniques	1	/	
68.	Breast Feeding Technique	1	/	
69.	Typhoid	2	/	
70.	Appendicitis	1	/	
71.	Diabetic Foot Care	1	/	
72.	Post Natal Care	1	/	
73.	Growth And Development(Infant)	1	/	
74.	Bone Vold	1	/	
75.	Tuberculosis	1	/	
76.	Anopexia	1	/	
77.	Ante-natal Diet	1	/	
78.	Balanced Diet	1	/	
79.	Iron Rich Food	1	/	
80.	Drowning	1	/	
81.	Foot Care	1	/	
82.	Post-natal Exercise	1	/	
83.	Essential Newborn Care	1	/	
84.	Vitamin rich diet	1	/	
85.	Diabetic diet	2	/	
86.	Bacterial Infection	1	/	
87.	Post-natal diet	1	/	
88.	Contraceptive measures	1	/	

89.	Diabetes Mellitus	1	/	
90.	Contra-indication of Breastfeeding	1	/	
91.	Care Menstrual cycle	1	/	
92.	Child safety	1	/	
93.	Anti-natal exercise	1	/	
94.	Asthma	1	/	
95.	Autism	1	/	
96.	Care of ostomy	1	/	
97.	Child Activity	1	/	
98.	Reflexes	1	/	
99.	Permanent Care	1	/	
100	Eclampsia	1	/	
101	Medicine	1	/	
102	Hemorrhoids	1	/	
103	Renal Failure	1	/	
104	Respiratory Distress	1	/	
105	Typhoid	2	✓	
106	Vector borne disease	1	✓	
107	Meningitis	1	✓	
108	Plaque	2	✓	
109	Malaria	2	✓	
110	HIV/AIDS	6	✓	
111	Noise Pollution	1	✓	
112	Tuberculosis	1	✓	
113	Permanent Sterilization method	1	✓	

114	Viral Diseases	1	/	
115	Prevention of diarrheal diseases	1	/	
116	Jaundice	1	/	
117	Primary Health centre	1	/	
118	Oral Rehydration solution	1	/	
119	Yellow Fever	1	/	
120	Dengue fever	1	/	
121	Chicken gunia	1	/	
122	Malarial total cases	1	/	
123	Dengue total cases	1	/	
124	Complications of vaccines	1	/	
125	Staffing pattern	1	/	
126	Japanese encephillitis	1	/	
127	Kala-azar	1	/	
128	Community Bag	26	/	
129	Cup Boards	5	/	

REMARKS


Lab Incharge


Principal


Audit



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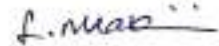
ADVANCED SKILLS LAB EQUIPMENTS
2020 – 2021 BATCH
Date: 7/05/2020

S.NO	ITEMS	Quantity
1.	Cup Board	3
2.	Electronic ICU cot with appropriate attachments	1
3.	Advanced IV arm/ Arterial puncture arm	1
4.	Central venous cannulation trainer	1
5.	Airway management simulator	1
6.	Defibrillator CPR trainer	1
7.	Hemodynamic monitoring simulation kit	2
8.	Syringe Infusion Pump	1

REMARKS:


Lab Incharge


Principal


Audit



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FACULTY OF NURSING

Nutrition LAB REQUIREMENTS

2020 – 2021 BATCH

Date: 09/05/2020

S.NO.	DETAILS	QUANTITY	yes	no
1.	Gas stoves with cylinders / pipe line tubings	3	✓	
2.	Gas lighters	5	✓	
3.	Pressure cookers of different sizes – 3 lit, 7 lit,	5	✓	
4.	Steel cooking vessels big, medium and small sizes	6	✓	
5.	Cutlery set	1	✓	
6.	Ladles (wooden spoons / spatulas)	12	✓	
7.	Juice squeezer	2	✓	
8.	Water reservoir	5	✓	
9.	Sauce pans with handle medium and small size	6	✓	
10.	Spoons			
11.	- Serving spoons	6	✓	
12.	- Tea spoons	6	✓	
13.	- Table spoons	6	✓	
14.	- Dessert spoons	6	✓	
15.	- Soup spoons	6	✓	
16.	- Rice serving spoons	6	✓	
17.	Bowls (Wati)	12	✓	
18.	Soup bowls	12	✓	
19.	Forks	12	✓	

20.	Sieve	3	✓	
21.	Tongs	6	✓	
22.	Knives	6	✓	
23.	Peeler	3	✓	
24.	Vegetable cutters	4	✓	
25.	Vegetable cutting plate	4	✓	
26.	Water filter / aquaguard	1	✓	
27.	Flask	03	✓	
28.	Frying pans	06	✓	
29.	Tava	06	✓	
30.	Vessel holders (chimta)	10	✓	
31.	Mixer with Accessories	2	✓	
32.	Glasses for drinking water (steel)	12	✓	
33.	Glasses for drinking water (glass)	12	✓	
34.	Kitchen Weighing scale	1	✓	
35.	Chapathi making plate & rolling pin	06	✓	
36.	Measuring scoops	4	✓	
37.	Napkins	12	✓	
38.	Glass bowls	18	✓	
39.	Tea strainer	6	✓	
40.	Egg beater	6	✓	
41.	Toaster	2	✓	
42.	Dinner set (12 persons)	3	✓	
43.	Tea set (12 persons)	3	✓	
44.	Refrigerator	1	✓	
45.	Milk Boilers	5	✓	
46.	Cupboard for articles	2	✓	
47.	Measuring Tape	20	✓	
48.	Paladai	10	✓	
49.	Soap dish	10	✓	
50.	Big Vessel – Sterilization	5	✓	

51.	Sauce Pan*	2	✓	
52.	Ounce glass	5	✓	
53.	Measuring Cup	5	✓	
54.	Towels	10	✓	
55.	SS Bowl Small & Medium	60	✓	

56.	Shaving Set	4	✓	
57.	Dropper	5	✓	
58.	Mat (plastic)	5	✓	
59.	Apron	5	✓	
60.	Diapers for children	10	✓	
61.	Dress for Children	2	✓	
62.	Toys	All age groups	✓	
63.	Breast Pump	2	✓	

Remarks:

Lab Incharge

Principal

Addit



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CHILD HEALTH LABORATORY EQUIPMENTS

2020 – 2021 BATCH

Date: 13/05/2020

S.NO	ITEMS	ACTUAL QUANTITY Available As Of Now	YES	NO
A	Furniture			
1.	Pediatric Cot	1	✓	
2.	Pediatric Mattress	1	✓	
3.	Bed side locker	1	✓	
4.	Stool / chair	4	✓	
B	CHARTS			
1.	Caput Succedaneum,	1	✓	
2.	Pediatric height measurement chart	1	✓	
3.	Cephalhaematoma	1	✓	
4.	Congenital Malformation of New Born	1	✓	
5.	Cleft Lip – Palate	1	✓	
6.	Spina Bifida	1	✓	
7.	Hydrocephalus	1	✓	
8.	Anencephalus	1	✓	
9.	Growth and development chart	1	✓	
10.	Weaning foods chart	2	✓	
11.	Breast feeding positions	2	✓	

12.	IMNCI chart(12 posters)	2	✓	
13.	CPR-infant and child	2	✓	
D	Equipments / Instruments			
14.	Feeding tubes(5 & 6 size)	12	✓	
15.	Feeding cups	8	✓	
16.	Feeding spoons/katori& spoon	12 SETS	✓	
17.	Measuring spoon	2 SETS	✓	
18.	Measuring cups	2 SETS	✓	
19.	Infantometer	2	✓	
20.	Breast Pump	2	✓	
21.	Bowls medium and Small	12	✓	
22.	Kidney tray medium, small	5	✓	
23.	Artery Forceps	6	✓	
24.	Thumb Forceps	6	✓	
25.	Cord cutting blade / scissors	6	✓	
26.	Cord Ties	6	✓	
27.	Mucus Sucker	4	✓	
28.	Cotton swabs	2 box	✓	
29.	Glove	2	✓	
30.	Mask	2 pairs	✓	
31.	Apron	6	✓	
32.	Syringe with needles 2cc – 5cc – 10cc	10 sets each	✓	
33.	Electric / Induction Stove	1	✓	
34.	Sauce pan (3- 5 lit. capacity)	2	✓	
35.	Soap with dish	4	✓	
36.	Measure tape	6	✓	
37.	Sterilization Articles – Big Vessel	5	✓	
38.	Toys	5 toys each	✓	

		age group	✓	
39.	Restraints	2 sets in all restraints	✓	
40.	S.Steel Tumbler	6	✓	
41.	Feeding Bottle	6	✓	
42.	Paladai	6	✓	
43.	Bottle Brush	6	✓	
44.	Infant Urine Collection bag	4	✓	
45.	Pediatric Procedure manikins	1	✓	
46.	Paediatric Mask – different Size	5	✓	
47.	Mattress cover	4	✓	
48.	Bed Sheets	12	✓	
49.	Draw Sheets	12	✓	
50.	Blankets	4	✓	
51.	Towels	12	✓	
52.	Dress for children	2 sets	✓	
53.	Diaper for children	2 sets	✓	
54.	Sponge cloth	12	✓	
55.	Duster	24	✓	

REMARKS:

L. Mani
LAB INCHARGE

L. Mani
PRINCIPAL

P. Mani
AUDIT



Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
(Deemed to be University)
Maduravoyal, Chennai - 600 095, Tamilnadu, India.
(An ISO 9001:2015 Certified Institution)



LAB AUDITING
AUDIO-VISUAL LABORATORY

2020 – 2021 BATCH

Date: 8/05/2020

SNO	ITEMS	Quantity	YES	NO
1.	Cup Boards	5	/	
2.	Overhead Projected	6	/	
3.	Slides	5	/	
4.	Camera	2	/	
5.	Flannel Board	2	/	
6.	Magnetic Board	2	/	
7.	Diagrams	2	/	
8.	Models	5	/	
9.	Objectives	5	/	
10.	Specimens	10	/	
11.	Radio	2	/	
12.	Television	1	/	
13.	Illustrates Books	2	/	
14.	Flip Book	2	/	
15.	Roller Chart	15	/	

Remarks:

L. Manoj
Lab Incharge

S. S. S.
Principal

S. S. S.
Audit



Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
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 Madhavayal, Chennai - 600 095, Tamilnadu, India.
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FACULTY OF NURSING

NURSING FOUNDATION AND MEDICAL SURGICAL NURSING LABORATORY
2020 – 2021 BATCH
Date: 11/05/2020

S.NO	NAME OF THE EQUIPMENTS	Quantity	YES	NO
A.	EQUIPMENTS:-			
1.	Patients Cots – Adult	7	/	
	Bed Side Locker	7	/	
	Stools / Chair	5	/	
2.	Stretcher	1	/	
3.	Wheel Chair	2	/	
4.	Manikins for demonstrating Nursing Procedures			
	Adult Male	1	/	
	Adult Female	1	/	
	CPR Chest Manikin	1	/	
	IV Simulation	1	/	
	Urinary Catheterization Manikin	1	/	
	Trays different Sizes- S.S			
	- 24" X 16"	6	/	
	- 14 " X 10 "	6	/	
	- 11" X 9 "	6	/	
	- 8" X 5"	6	/	
5.	Trays with covers Assorted Sizes S.S	6	/	
6.	Bowls – S.S			
	- 16"Diameter	6	/	
	- 10" Diameter	6	/	
	- 4"Diameter	6	/	
	- 2-3"Diameter	6	/	
	Bowls with Cover-			
	- 6" Diameter	6	/	
	- 4" Diameter	6	/	
7.	Enema Can			
	1 Lt. Capacity	2	/	
	½ Lt.Capacity	2	/	
8.	Mosquito Forceps	8	/	

9.	- Toothed	6	/	
10.	- Non- Toothed	6	/	
11.	- Cockers	8	/	
12.	Scissors			
	- Surgical 8"	6	/	
	- Bandage	2	/	
	- Mayo's Cutting Scissors	1	/	
13.	Tissue Forceps	1	/	
14.	Sinus forceps	1	/	
15.	Biopsy forceps	1	/	
16.	Liver Biopsy Needle	1	/	
17.	Alice Forceps	1	/	
18.	Probe	1	/	
19.	Groove director with probe	1	/	
20.	Mouth gag	1	/	
21.	Aural Speculum	1	/	
22.	Re-tractors			
	- Single Hook	3	/	
	- Double Hook	3	/	
23.	Bladder Sound	3	/	
24.	Male Urethral Dilator	1 set	/	
25.	Packing Forceps		/	
	- Nasal	10	/	
	- Oral	10	/	
26.	Ear Irrigation Syringe	10	/	
27.	Ear Speculum	10	/	
28.	Bard Parker Knife Handle	10	/	
29.	Surgical Blades different sizes	9 Sets	/	
30.	Airway	2 sets	/	
31.	Laryngoscope - Small	3	/	
32.	- Big	3	/	
33.	Protoscope	1	/	
34.	Otoscope	1	/	
35.	Ophthalmoscope	1	/	
36.	Tracheostomy set with various size of tracheal tubes	1set	/	
37.	Head mirror	1	/	
38.	Tuning Fork	2	/	
39.	Oxygen cylinder with stand	2	/	
40.	Oxygen mask (All types)	2 set each type	/	
B.	GLASS WARE:-			
41.	Measuring Cups			
42.	- 240 ml	4	/	
43.	- 120 ml	4	/	
44.	- 30 ml	4	/	
45.	Undine	10	/	

46.	Eye bath -cup	10	/	
47.	Pipettes & Droppers	3	/	
48.	Glass Connections		/	
49.	- Different Types e.g Y.T.L	12 Each	/	
50.	Wolfs Bottle	10	/	
51.	Conical Flasks	10	/	
52.	Ounce Glass	10	/	
53.	Dram glass	10	/	
54.	Thermometers	15	/	
55.	- Oral	10	/	
56.	- Rectal	2	/	
57.	- Bath	2	/	
58.	- Room	2	/	
59.	- Lotion	5	/	
60.	Pulse oxymeter	6	/	
61.	Urinometer	12	/	
62.	Specimen Glasses	12	/	
63.	Test Tubes	10	/	
64.	Glass Slides with cover	10	/	
65.	Bottles 500ml.capacity for lotions and mixtures	2	/	
66.	Glucometer		/	
C. SYRINGES AND NEEDLES				
67.	Syringes			
68.	- 2 ml	24	/	
69.	- 5 ml	24	/	
70.	- 10 ml	24	/	
71.	- 20 ml	24	/	
72.	Tuberculin syringe	24	/	
73.	Insulin Syringe with needle	24	/	
74.	Needles - All Sizes	12 nos in each	/	
75.	Lumbar Puncture Needle	2	/	
76.	Trocar and Canula	2	/	
77.	I V Cannulas of different types and sizes	10	/	
78.	Blopsy Needle			
79.	- Adult	2	/	
80.	- Children	2	/	
81.	Sternal puncture needle	2	/	
D. SUTURE MATERIAL				
82.	Needle Holder			
83.	- 6" -7" -8"	6 sets each	/	
84.	Suture Cutting scissors	6	/	
85.	Suture Needle			
86.	- Straight	12	/	
87.	- Curved	12	/	
88.	Suture Thread			

89.	- Silk	10 Packets	/	
90.	- Cotton	10 Packets	/	
91.	Catgut			
92.	- Silk	12	/	
93.	- Cotton	12	/	
94.	Catgut tube breaker	12	/	
95.	Suture clip	12 Pkt	/	
96.	Suture clip applier and remover	12	/	
E. RUBBER GOODS				
97.	Mackintosh Roll			
98.	- Full bed length	10	/	
99.	- Draw Mackintosh	10	/	
100.	- Small Mackintosh	10	/	
101.	Hot water bag	6	/	
102.	Ice Caps	6	/	
103.	Ice Collar	6	/	
104.	Corrugated rubber sheet	12	/	
105.	Gloves different sizes	5 sets	/	
106.	Catheters			
107.	- Foley's Catheter	6 each sizes	/	
108.	- Rectal Catheter	12	/	
109.	Finger Stalls Different Sizes	12	/	
110.	Air Rings	6 Sets Each	/	
111.	Mucus Sucker	12	/	
112.	Gastric Lavage tube	6	/	
113.	Ryle's Tube	6	/	
114.	Rubber tubes with different diameter and size	12	/	
115.	Rectal Syringe with Nozzle	12	/	
116.	Ring Pressories all size	2 each	/	
117.	Douche nozzle different sizes	6	/	
F. MISCELLANEOUS ITEM				
118.	Mortar and Pestle	10	/	
119.	Nelson's Inhaler	6	/	
120.	Wooden Shock Blocks	12 pairs	/	
121.	Spirit Lamp	12	/	
122.	Test tube Stand	12	/	
123.	Test Tube Holder	12	/	
124.	Sterilizer small	1	/	
125.	Portable Autoclave	2	/	
126.	Torch	6	/	
127.	Nail Brush	6	/	
128.	Adult Weighing Scale	2	/	
129.	Baby Weighing Scale	2	/	
130.	Back Rest	5	/	
131.	Splints Different Sizes	5	/	
132.	Bandages different Sizes	12	/	

133	Adhesive Tapes	12	/	
134	I.V.Stand	6	/	
135	Tape Measure	6	/	
136	Bucket with cover	10	/	
137	Comb	10	/	
138	Sphygmomanometer			
	A. Regular	10	/	
139	B. Electronic	6	/	
140	Stethoscope	15	/	
141	Soap and soap Dish	15	/	
142	Shaving set	2 sets	/	
143	Shaving Razor with Blade	2 sets	/	
144	Dust Bins	2	/	
145	Biomedical waste management	2	/	
146	Cardiac Table	5	/	
147	Screens / bed side curtains	2	/	
148	Three way adapter	20	/	
149	Air Cushions	5	/	
150	Sterile Gloves	2 sets	/	
151	Crutches (adjustable and non adjustable)	1 set	/	
152	Foot Stool	15	/	
153	Triangular bandage	5	/	
154	OT Instrument Table	1	/	
155	Faculty Chair and Small Table	2	/	
156	Sand Bag	2	/	
157	Throat Swab	10	/	
158	Bone Marrow Aspiration Needle	5	/	
159	Suture removal scissors	15	/	
160	Infusion Set	12	/	
161	IV Extension Tube 10cm, 50 cm	6	/	
G. CONSUMABLES			/	
162	NG Tube – Suction Catheter	5 and 5 each size		
163	Dettol	6 Bottle	/	
164	Phenyle	1 Bottle	/	
165	Methylated Spirit	1 Bottle	/	
166	Benedict's Solution	1 Bottle	/	
167	Tr.Iodine / Betadine	1 Bottle	/	
168	Tr.Benzoin	1 Bottle	/	
169	Nitric Acid	1 Bottle	/	
170	Acetic Acid	1 Bottle	/	
171	Sulphur Powder	½ Kg.	/	
172	Ammonium Sulphate Crystals	½ Kg.	/	
173	Vaseline	1 Jar	/	
174	Glycerin	1 Bottle	/	
175	Liquid Paraffin	1	/	



FACULTY OF NURSING

OBG LIST OF LAB EQUIPMENTS

2020 – 2021 BATCH

Date: 10/05/2020

S.NO	ITEMS	Quantity	YES	NO
1.	Cot	2	✓	
2.	Labor Cot	1	✓	
3.	Bed side locker	1	✓	
4.	Stool	2	✓	
5.	Cupboards	5	✓	
6.	Female bony pelvis	15	✓	
7.	Fetal Skull	15	✓	
8.	Female dummy (Zoe Model) / Obstetrical training	2	✓	
9.	Full size foetus	5	✓	
10.	New born baby	5	✓	
11.	Manikin – Mechanism of Labour	1	✓	
12.	Pregnant Dummy	1	✓	
13.	Vaginal Speculum - Sims	3	✓	
14.	- Cusco's	3	✓	
15.	Cervical Dilators all sizes	3	✓	
16.	Anterior Vaginal wall Retractor	3	✓	
17.	Uterine Vulsellum	3	✓	
18.	Sponge Holding Forcep	8	✓	
19.	Ovum Forceps	9	✓	
20.	Uterine Flushing Curette	9	✓	
21.	Uterine Sound	9	✓	

22.	Mucus Sucker	4	✓	
23.	Pelvimeter	5	✓	
24.	Foetoscope	10	✓	
25.	Bowls medium and Small	25	✓	
26.	Kidney tray medium, small	25	✓	
27.	Enema can with tubing	4	✓	
28.	Artery Forceps	15	✓	
29.	Thumb Forceps	15	✓	
30.	Toothed and Non-toothed	15	✓	
31.	Cord cutting blade / scissors	15	✓	
32.	Cord Ties	10	✓	
33.	Mackintosh	10	✓	
34.	Glove large	1 box	✓	
35.	Mask	1 box	✓	
36.	Apron	10	✓	
37.	Rubber Catheters	10	✓	
38.	Syringe with needles 2cc – 5cc – 10cc	50	✓	
39.	Shaving set	5	✓	
40.	Spirit	1 lit.	✓	
41.	Soap with dish	5	✓	
42.	Hand towels	20	✓	
43.	Measure tape	10	✓	
44.	Infant Weighing Machine	1	✓	
45.	Multiple Toothed Vulsellum	5	✓	
46.	Allis Tissue Forceps	5	✓	
47.	Kocher's Hemoststics	5	✓	
48.	Long Straight Scissors	5	✓	
49.	Doyens Retractor	5	✓	
50.	Kellys Long Forceps	5	✓	
51.	Uterine Curette	4	✓	

52.	Uterine Dressing Forceps	5	✓	
53.	Long curved obstetrical forceps	5	✓	
54.	Short curved Obstetrical forceps	5	✓	
55.	Kiellards forceps	5	✓	
56.	Forceps Axis Traction Device	3	✓	
57.	Episiotomy forceps	5	✓	
58.	Green Army Lage Hemostatic forceps	5	✓	
59.	Giant Vulsellum	5	✓	
60.	Newborn dress	4	✓	
61.	Caps(newborn)	4	✓	
62.	Socks(newborn)	4	✓	
63.	Diaper/nappy	1 Packet (11 nos)	✓	
64.	Blankets(newborn)	4	✓	
65.	Blanket(mother)	10	✓	
66.	Bedsheets	10	✓	
67.	Pillow	4	✓	
68.	Pillow covers	4	✓	
69.	Drawsheets	10	✓	
70.	Towel(1m)	20	✓	
71.	Delivery gown	2	✓	
72.	Curtains(6 feet length)	3	✓	
73.	Clean cloth	4	✓	
74.	Plastic teaspoon	4	✓	
75.	Soft brush	10	✓	
76.	Palladai	5	✓	

REMARKS

Lab Incharge

Principal

Audit

Anatomy Supply Partners
 3450 Atlanta Industrial Parkway
 Atlanta, GA 30331
 P: (404) 696-6999 F: (404) 699-6080
 www.anatomysupply.com

CERTIFICATE OF CALIBRATION



Certification Number: ASP013018-0168
 Test Instrument: Force Gage
 Model: JAMAR Digital Pinch Gauge
 Serial Number: 2018020168
 Condition Received: In Tolerance
 Condition Returned: In Tolerance
 Calibrated by: Frank
 Calibration Location: Factory
 Recalibration Due: Annually from date of first use

We hereby certify that the below instrument was calibrated according to procedures traceable to the National Institute of Standards & Technology (NIST).

Standards Used:

Instrument	Serial #	Trace #
M3-200	3480428	90802-A02

Utilizing calibration equipment traceable to the requirements of ISO 9001:2008, Registration No. 100012197 QM08, and ISO/IEC 17025:2005, Registration No. L1021-1. Applicable NIST traceability numbers: 90802-A02, 80234-G01, 00523-A01, 80324-H01, 00502-X01, 70708-A05, 91205-A01, 71030-X01, 1689182, 822/272801-06, 822/278785-10, L82707710408, 25430.

Calibration Results:

COMPRESSION (lbs.)	NOMINAL	LOWER LIMIT	UPPER LIMIT	AS FOUND
	10.0	8.5	11.5	PASS - IN RANGE
	10.0	8.5	11.5	PASS - IN RANGE
	10.0	8.5	11.5	PASS - IN RANGE
	20.0	18.5	21.5	PASS - IN RANGE
	20.0	18.5	21.5	PASS - IN RANGE
	20.0	18.5	21.5	PASS - IN RANGE
	30.0	28.5	31.5	PASS - IN RANGE
	30.0	28.5	31.5	PASS - IN RANGE
	30.0	28.5	31.5	PASS - IN RANGE
	40.0	38.5	41.5	PASS - IN RANGE
	40.0	38.5	41.5	PASS - IN RANGE
	40.0	38.5	41.5	PASS - IN RANGE
	50.0	48.5	51.5	PASS - IN RANGE
	50.0	48.5	51.5	PASS - IN RANGE
	50.0	48.5	51.5	PASS - IN RANGE
	60.0	58.5	61.5	PASS - IN RANGE
	60.0	58.5	61.5	PASS - IN RANGE
	60.0	58.5	61.5	PASS - IN RANGE

Certification Number: ASP013018-0168



Scientific Temper



Honesty, Humility

**NORTHLAB (INDIA) PVT. LTD.**Laboratory : Plot No. 1, S.V. Nagar, Perumalpattu, Thiruvallur - 602 024.
Ph.: +91 89399 23940 / 89399 40050 E-mail: sales@northlab.in

CERT No. CC-0457

NORTHLAB**Calibration Certificate**

Cert. No.	: E 0555/2020	ULR No	: CC245720000000555F
Date of Issue	: 10-Mar-2020	Page	: 1 of 3
Customer	: NORTHLAB (INDIA) PVT.LTD.	Date Received	: 10-Mar-2020
		Date Calibrated	: 10-Mar-2020
Address	: Plot No.Shop 1, S.No.292/6, B2, S.No.293/1D, 2B, S.V.Nagar, Perumalpattu, Thiruvallur - 602 024.	Due Date	: 09-Mar-2021
		Ambient Temp.	: 25±2°C
		Relative Humidity	: 55±10% r.h.
Instrument	: <u>ELECTRICAL SAFETY ANALYZER</u>	Serial No.	: VRR 20010384
Manufacturer	: DATREND	Instrument ID.	: B.MD
Model No.	: VPAD RUGGED 2	Range (Res.)	: MULTIRANGE
Part No.	: —	Accuracy / MPE	: MULTISPECS
Location	: —	Test Results	: As Found

METHOD OF CALIBRATION

1. The instrument was calibrated as per method no. EINS, EOHM, ELFM & ELFS at Northlab in accordance with ISO/IEC 17025:2017(E)

<u>Master Instrument Used</u>	<u>Cert. No</u>	<u>Cal. Date</u>	<u>Validity</u>	<u>Traceability</u>
1. Precision Multi-Product Calibrator	E 1785/19	20-Nov-19	19-Nov-20	NLI
2. High Resistance Decade Substitutor	E 1182/19	29-Jul-19	28-Jul-20	NLI
3. Digital Multimeter	E 1584/19	24-Oct-19	23-Oct-20	NLI

RESULTS OF CALIBRATION

1. The results of calibration are given on the attached sheet(s).

REMARKS / DEVIATIONS IF ANY

1. This result has an expanded uncertainty with a coverage factor $k=2$ at approximately 95% confidence level.
2. The due date and readings are taken as per customer requirements.
3. The results stated in this certificate relate only to the item calibrated.
4. The item was received in good condition.
5. The calibration certificate issued for this instrument is to be used for scientific or industrial purposes only.
6. The instrument is within the Maximum Permissible Error..

U. Akshaya
U. Akshaya
Calibration Officer



A. Murugappan
A. Murugappan / L. Muthuraman / A. Alexander
Authorised Signatory
NorthLab (I) Pvt. Ltd



Scientific Temperament,



Honesty, Humility

**NORTHLAB (INDIA) PVT. LTD.**

Laboratory : Plot No. 1, S.V Nagar, Perumalpettai, Thiruvallur - 602 024.
 Ph: +91 89399 23940 / 89399 40050 E-mail: sales@northlab.in
 Regd. Off: 1 No. 25, 2nd Floor, Luz Ganga Complex, 140 R.H. Road, Mylapore,
 Chennai - 600 004, Tel: +91 44 45534446
 CIN : U74140TH2001PTC046423

PF No. TNMA50052381000

ESI No. 51510916010010699

GSTIN : 33AABCN5832H1ZN

PAN No. : AABCN5832H

TEST CERTIFICATE

Cert. No.	: 3691020-B618	ULR NO	: CC245720100000018F
Date of Issue	: 29-Oct-2020	Page	: 1 of 1
Customer	: ACS MEDICAL COLLEGE AND HOSPITAL	Date Received	: 28-Oct-2020
Address	: Poonamalle High Road, Velappanchavadi, Chennai - 600 077, Tamil Nadu.	Date Calibrated	: 28-Oct-2020
		Due Date	: 27-Oct-2021
		Ambient Temp.	: 25±1°C
		Relative Humidity	: 60±10% R.H.
Instrument	: <u>ELECTRICAL SAFETY TEST (TRACTION UNIT)</u>	Serial No.	: 111
Manufacturer	: BIOELECTRO	Instrument ID.	: MGR/MED/PHYSIO/ELECT /TU/01
Model No.	: ELECTROTRAC	Range (Res.)	: ---
Part No.	: ---	Accuracy / MPE	: ---
Location	: FACULTY OF PHYSIOTHERAPY DEPARTMENT	Test Results	: As Found

METHOD OF TEST

The instrument was Tested as per method no. BM ESA at Northlab in accordance with ISO/IEC 17025:2017(E).

Master Instrument Used	Cert. No	Cal. Date	Validity	Traceability
1. Electrical Safety Analyzer	E 0555/2020	10-Mar-2020	09-Mar-2021	NLI

RESULTS OF MEDICAL DEVICE TEST

Description	Measured Value
Mains Voltage (L1 - L2)	234.7 V
Mains Voltage (L1 - PE)	237.7 V
Mains Voltage (L2 - PE)	2.6 V
Load Current	0.040 A
Equipment Leakage (NP)	0.8 μ A
Equipment Leakage (RP)	0.8 μ A
Insulation Test @ 250V	999.9 M Ω
Insulation Test @ 500V	846.4 M Ω

REMARKS / DEVIATIONS IF ANY

- The due date and readings are taken as per customer requirements.
- The results stated in this certificate relate only to the item Tested.
- The item was received in good condition.
- The Test certificate issued for this instrument is to be used for scientific or industrial purposes only.

M.R. Majidul Mahadir
 M.R. Majidul Mahadir
 Tested by



A. Murugappan / L. Muthuraman
 A. Murugappan / L. Muthuraman
 Authorised Signatory
 NorthLab (I) Pvt. Ltd

End of Certificate



Scientific Temperament,



Honesty, Humility

**NORTHLAB (INDIA) PVT. LTD.**

Laboratory : Plot No. 1, S.V Nagar, Perumalpettai, Thiruvallur - 602 024.

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CIN : U74140TN2001PTC046423

#F.No. TNMA50052381000

ES: No. 515T0916010050699

PAN No. : AABCN5832H

GSTIN : 33AABCN5832H1ZN

TEST CERTIFICATE

Cert. No.	: 3691020-B617	ULR NO	: CC245720100000017F
Date of Issue	: 29-Oct-2020	Page	: 1 of 1
Customer	: ACS MEDICAL COLLEGE AND HOSPITAL	Date Received	: 28-Oct-2020
Address	: Poonamalle High Road, Velappanchavadi, Chennai - 600 077, Tamil Nadu.	Date Calibrated	: 28-Oct-2020
Instrument	: <u>ELECTRICAL SAFETY TEST(LASER)</u>	Due Date	: 27-Oct-2021
Manufacturer	: TECHOMED ELECTRONICS	Ambient Temp.	: 25±1°C
Model No.	: SS-500	Relative Humidity	: 60±10% R.H.
Part No.	: —	Serial No.	: TLS-297
Location	: FACULTY OF PHYSIOTHERAPY DEPARTMENT	Instrument ID.	: MGR/MED/PHYSIO/ELECT/ LASER/01
		Range (Res.)	: —
		Accuracy / MPE	: —
		Test Results	: As Found

METHOD OF TEST

The instrument was Tested as per method no. BM ESA at Northlab in accordance with ISO/IEC 17025:2017(E).

<u>Master Instrument Used</u>	<u>Cert. No</u>	<u>Cal. Date</u>	<u>Validity</u>	<u>Traceability</u>
1. Electrical Safety Analyzer	E 0555/2020	10-Mar-2020	09-Mar-2021	NLI

RESULTS OF MEDICAL DEVICE TEST

<u>Description</u>	<u>Measured Value</u>
Mains Voltage (L1 - L2)	233.1 V
Mains Voltage (L1 - PE)	233.1 V
Mains Voltage (L2 - PE)	3.0 V
Load Current	0.034 A
Equipment Leakage (NP)	0.8 µA
Equipment Leakage (RP)	0.8 µA
Insulation Test @ 250V	209.1 MΩ
Insulation Test @ 500V	6.4 MΩ

REMARKS / DEVIATIONS IF ANY

- The due date and readings are taken as per customer requirements.
- The results stated in this certificate relate only to the item Tested.
- The item was received in good condition.
- The Test certificate issued for this instrument is to be used for scientific or industrial purposes only.

M.R. Majidul Mahdiar
M.R. Majidul Mahdiar
Tested by



A. Murugappan / L. Muthuraman
A. Murugappan / L. Muthuraman
Authorised Signatory
NorthLab (I) Pvt. Ltd

End of Certificate



Scientific Temperament,



Honesty, Humility

**NORTHLAB (INDIA) PVT. LTD.**

Laboratory : Plot No. 1, S-V Nagar, Perumalpettai, Thiruvallur - 602 024.
 Ph: +91 89399 23940 / 89399 40050 E-mail: sales@northlab.in
 Regd. Off: : No. 25, 2nd Floor, Luz Ganga Complex, 140 R.H.Road, Mylapore,
 Chennai - 600 004. Tel: +91 44 45534446
 CIN : U74140TN2001PTC046423

PF No. THMAS0052381000

ESI No. 51510916010010699

PAN No. AABCN5832H

GSTIN : 33AABCN5832H1ZN

NORTHLAB**TEST CERTIFICATE**

Cert. No.	: 3691020-B616	ULR NO	: CC245720100000016F
Date of Issue	: 29-Oct-2020	Page	: 1 of 1
Customer	: ACS MEDICAL COLLEGE AND HOSPITAL	Date Received	: 28-Oct-2020
Address	: Poonamalle High Road, Velappanchavadi, Chennai - 600 077. Tamil Nadu.	Date Calibrated	: 28-Oct-2020
		Due Date	: 27-Oct-2021
		Ambient Temp.	: 25±1°C
		Relative Humidity	: 60±10% R.H.
Instrument	: <u>ELECTRICAL SAFETY TEST(HYDRO CONTROLLER UNIT)</u>	Serial No.	: 1610920
Manufacturer	: GEMI	Instrument ID.	: MGR/MED/PHYSIO/ELECT /HCU/01
Model No.	: HYDROPACK	Range (Res.)	: —
Part No.	: —	Accuracy / MPE	: —
Location	: FACULTY OF PHYSIOTHERAPY DEPARTMENT	Test Results	: As Found

METHOD OF TEST

The instrument was Tested as per method no. BM ESA at Northlab in accordance with ISO/IEC 17025:2017(E).

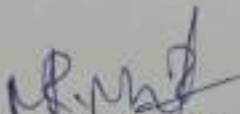
Master Instrument Used	Cert. No	Cal. Date	Validity	Traceability
1. Electrical Safety Analyzer	E 0555/2020	10-Mar-2020	09-Mar-2021	NLI

RESULTS OF MEDICAL DEVICE TEST

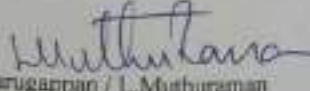
Description	Measured Value
Mains Voltage (L1 - L2)	232.2 V
Mains Voltage (L1 - PE)	232.5 V
Mains Voltage (L2 - PE)	2.6 V
Load Current	9.78 A
Equipment Leakage (NP)	0.7 µA
Equipment Leakage (RP)	0.8 µA
Insulation Test @ 250V	1.3 MΩ
Insulation Test @ 500V	1.4 MΩ

REMARKS / DEVIATIONS IF ANY

- The due date and readings are taken as per customer requirements.
- The results stated in this certificate relate only to the item Tested.
- The item was received in good condition.
- The Test certificate issued for this instrument is to be used for scientific or industrial purposes only.


 M.R. Majidul Mahadir
 Tested by




 A. Murugappan / L. Muthuraman
 Authorised Signatory
 NorthLab (I) Pvt. Ltd

End of Certificate



D.M.G.R.
EDUCATIONAL INSTITUTIONS
UNIVERSITY

Form No. F/ LAB-002 Date: 01/11/2018

LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : ELECTROTHERAPY DEPARTMENT : FACULTY OF PHYSIOTHERAPY
ID. NUMBER : NGR/MED/PH/PT/EEB/1 MAKE : TECHNOMED ELECTRONICS
DESCRIPTION : INTERFERENTIAL THERAPY DATE OF PURCHASE : 1/11/2018
(200) ELECTRODINE - 100
SUPPLIED BY : TECHNOMED ELECTRONICS ANNUAL MAINTENANCE BY : TECHNOMED ELECTRONICS

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN

ANNUAL PREVENTIVE MAINTENANCE PLAN CUM CHECK LIST

LABORATORY EQUIPMENT DESCRIPTION:

INSTRUMENT TYPE: Electrophoresis / MODEL NO: 1000 / MANUFACTURER: Pharmacia / LOCATION: Electrophoresis Lab

2017-2018

SL NO	MAINTENANCE ACTIVITY	FREQUENCY	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
1	Test Tube	DAILY	1	2	3	4	5	6	7	8	9	10	11	12
2	Leads		13	14	15	16	17	18	19	20	21	22	23	24
3	Current - Electrode		25	26	27	28	29	30	31					
4	Flask		1	2	3	4	5	6	7	8	9	10	11	12
5	Cable		13	14	15	16	17	18	19	20	21	22	23	24
6	Leads		25	26	27	28	29	30	31					
7			1	2	3	4	5	6	7	8	9	10	11	12
8			13	14	15	16	17	18	19	20	21	22	23	24
9			25	26	27	28	29	30	31					
10			1	2	3	4	5	6	7	8	9	10	11	12
11			13	14	15	16	17	18	19	20	21	22	23	24
12			25	26	27	28	29	30	31					
13	Test Tube	WEEKLY	1	2	3	4	5	6	7	8	9	10	11	12
14	Leads	MONTHLY	13	14	15	16	17	18	19	20	21	22	23	24
15	Cable		25	26	27	28	29	30	31					
16	Current - Electrode		1	2	3	4	5	6	7	8	9	10	11	12
17	Flask		13	14	15	16	17	18	19	20	21	22	23	24
18	Leads	QUARTERLY	1	2	3	4	5	6	7	8	9	10	11	12
19	Cable	HALF YEARLY	13	14	15	16	17	18	19	20	21	22	23	24
20	Leads		25	26	27	28	29	30	31					
21	Cable	YEARLY	1	2	3	4	5	6	7	8	9	10	11	12

NOTE 1: SIGNATURE AND DATE OF COMPLETION OF PREVENTIVE MAINTENANCE ACTIVITY

NOTE 2: SIGNATURE AND DATE OF COMPLETION OF PREVENTIVE MAINTENANCE ACTIVITY

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Signature

ANNUAL PREVENTIVE MAINTENANCE PLAN/CUM CHECK LIST

LABORATORY EQUIPMENT DESCRIPTION: INTERFERENTIAL THERAPY VOLTAGE ID NO: MSCH001/00000000000000000000 LOCATION: ELECTROTHERAPY LAB

SL NO	MAINTENANCE ACTIVITY	FREQUENCY	2018											
			APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
1	JET - PADS	DAILY	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
2	LEADS		☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
3	FUSE		☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
4	INTENSITY-OUTPUT		☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
5	CABLE		☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
6			☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
7			☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
8			☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
9			☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
10			☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
11			☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
12			☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
13	CABLE	WEEKLY	(2)	(4)	(6)	(8)	(10)	(12)	(14)	(16)	(18)	(20)	(22)	(24)
14	FUSE	WEEKLY	(2)	(4)	(6)	(8)	(10)	(12)	(14)	(16)	(18)	(20)	(22)	(24)
15	LEADS	WEEKLY	(2)	(4)	(6)	(8)	(10)	(12)	(14)	(16)	(18)	(20)	(22)	(24)
16	PADS	WEEKLY	(2)	(4)	(6)	(8)	(10)	(12)	(14)	(16)	(18)	(20)	(22)	(24)
17	FUSE, LEADS	MONTHLY	(30)	(2)	(4)	(6)	(8)	(10)	(12)	(14)	(16)	(18)	(20)	(22)
18	CABLE	MONTHLY	(30)	(2)	(4)	(6)	(8)	(10)	(12)	(14)	(16)	(18)	(20)	(22)
19	INTENSITY OUTPUT	QUARTERLY	(1/6)			(1/9)				(2/11)			(1/5)	
20	CABLE, LEAD	QUARTERLY	(1/6)			(1/9)				(2/11)			(1/5)	
21	CABLE, FUSE	HALF YEARLY	(23/10)							(13/11)				
22	INTENSITY OUTPUT	HALF YEARLY	(23/10)							(13/11)				
23	CABLE, LEADS	YEARLY	(24/11)											
24	FUSE	YEARLY	(24/11)											

NOTE 1: SIGNATURE OF THE PERSON IN CHARGE OF THE MAINTENANCE ACTIVITY

NOTE 2: SIGNATURE OF THE PERSON IN CHARGE OF THE MAINTENANCE ACTIVITY

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ANNUAL PREVENTIVE MAINTENANCE PLAN CUM CHECK LIST

LABORATORY EQUIPMENT DESCRIPTION		INTERFERENTIAL THERAPY		ID NO.	NAME/ADDRESS/PHONE NO.	INT. LOCATION	2020											
SL. NO.	MAINTENANCE ACTIVITY	FREQUENCY	2019															
			APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR				
1	JFT PADS	DAILY	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
2	PUSH		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
3	CABLE		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
4	LEAD		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
5	INTENSITY OUTPUT		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
6			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
7			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
8			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
9			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
10			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
11			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
12			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
1	Cable	WEEKLY	✓(2)	✓(12)	✓(4)	✓(6)	✓(11)	✓(4)	✓(15)	✓(11)	✓(4)	✓(21)	✓(2)	1				
2	Lead	✓(12)	✓(17)	✓(16)	✓(16)	✓(14)	✓(10)	✓(11)	✓(14)	✓(11)	✓(9)	✓(11)	2					
3	Knob	✓(16)	✓(13)	✓(20)	✓(26)	✓(20)	✓(17)	✓(14)	✓(22)	✓(12)	✓(21)	✓(14)	3					
4	Pad	✓(23)	✓(10)	✓	✓(21)	✓(21)	✓(20)	✓(16)	✓(20)	✓(10)	✓(28)	✓(14)	4					
5	Knob	MONTHLY	✓(16)	✓(14)	✓(14)	✓(30)	✓(30)	✓(30)	✓(30)	✓(30)	✓(18)	✓(38)	✓(13)	12				
6	Lead	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
7	Lead, Cable	QUARTERLY	✓(24/6)			✓(30/9)			✓	✓(11)		✓(11)						
8	Knob	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
9	Lead, Cable	HALF YEARLY	✓(30/9)						✓									
10	Intensity output	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
11	Knob	YEARLY	1															

NOTE 1: CROSS IN THE BOX FOR COMPLETION OF PREVA MAINTENANCE ACTIVITY

NOTE 2: CROSS MARK IN THE BOXES FOR NON COMPLETION OF PREVA MAINTENANCE ACTIVITY

REVISION LEVEL / DATE -

APPROVED BY

ANNUAL PREVENTIVE MAINTENANCE PLAN CUM CHECK LIST

Form No. - F/LAB/1002 Rev. 2 / 01.01.2014

Laboratory Equipment Description: INTERFERENTIAL THERAPY ID NO: HR/HEP/PHY/0001/07-05 LOCATION: ELECTROTHERAPY LAB

MAINTENANCE ACTIVITY	FREQUENCY	2020												2021		
		APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR			
1. TET PADS	DAILY	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1
2. ELUSIO		3	4	3	4	3	4	3	4	3	4	3	4	3	4	3
3. CABLE		5	6	5	6	5	6	5	6	5	6	5	6	5	6	5
4. LEAD		7	8	7	8	7	8	7	8	7	8	7	8	7	8	7
5. INTENSITY OUTPUT		9	10	9	10	9	10	9	10	9	10	9	10	9	10	9
		11	12	11	12	11	12	11	12	11	12	11	12	11	12	11
		13	14	13	14	13	14	13	14	13	14	13	14	13	14	13
		15	16	15	16	15	16	15	16	15	16	15	16	15	16	15
		17	18	17	18	17	18	17	18	17	18	17	18	17	18	17
		19	20	19	20	19	20	19	20	19	20	19	20	19	20	19
		21	22	21	22	21	22	21	22	21	22	21	22	21	22	21
		23	24	23	24	23	24	23	24	23	24	23	24	23	24	23
		25	26	25	26	25	26	25	26	25	26	25	26	25	26	25
		27	28	27	28	27	28	27	28	27	28	27	28	27	28	27
		29	30	29	30	29	30	29	30	29	30	29	30	29	30	29
1. CABLE	WEEKLY	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2. LEAD		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3. KNOB		3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4. PAD		4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
1. KNOB	MONTHLY	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3
2. LEAD																
3. LEAD, CABLE																
4. KNOB																
1. LEAD, CABLE	HALF YEARLY	1														
2. INTENSITY OUTPUT																
1. PAD	YEARLY	1														
2.																

NOTE 1: SIGNATURE: THE SIGNED ON COMPLETION OF PREVENTIVE MAINTENANCE ACTIVITY

NOTE 2: CHECK MARK IN THE BOXES FOR NON-COMPLETION OF PREVENTIVE MAINTENANCE ACTIVITY

Vasyl
Lab Incharge Sign

S
Head/Dein Sign

Dr. M.G.R.

NATIONAL AND RESEARCH INSTITUTE
FACULTY OF DENTISTRY
ANNAMALAI UNIVERSITY
ANNAMALAI, TAMIL NADU - 600 080

Form No. - F / LAB / 008 Rev. 9 / 01-01-2014

ANNUAL PREVENTIVE MAINTENANCE PLAN CUM CHECK LIST

LABORATORY EQUIPMENT DESCRIPTION: INTERFERENTIAL THERAPY ID NO: 2024 MED/PHYSIO/ELECT/PT LOCATION: ELECTROTHAPY LAB

MAINTENANCE ACTIVITY		FREQUENCY	2022																							
			APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
1	IFT PADS	DAILY	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2
2	FUSE		3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4
3	CABLE		5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6
4	LEAD		7	8	7	8	7	8	7	8	7	8	7	8	7	8	7	8	7	8	7	8	7	8	7	8
5	INTENSITY OUTPUT		9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10
6			11	12	11	12	11	12	11	12	11	12	11	12	11	12	11	12	11	12	11	12	11	12	11	12
7			13	14	13	14	13	14	13	14	13	14	13	14	13	14	13	14	13	14	13	14	13	14	13	14
8			15	16	15	16	15	16	15	16	15	16	15	16	15	16	15	16	15	16	15	16	15	16	15	16
9			17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18
10			19	20	19	20	19	20	19	20	19	20	19	20	19	20	19	20	19	20	19	20	19	20	19	20
11			21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22
12			23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24
13			25	26	25	26	25	26	25	26	25	26	25	26	25	26	25	26	25	26	25	26	25	26	25	26
14			27	28	27	28	27	28	27	28	27	28	27	28	27	28	27	28	27	28	27	28	27	28	27	28
15			29	30	29	30	29	30	29	30	29	30	29	30	29	30	29	30	29	30	29	30	29	30	29	30
16				31				31		31				31				31				31				31
17	CABLE	WEEKLY	1	1	1	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
18	LEAD		2	2	2	3	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
19	KNOB		3	3	3	4	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
20	PAD		4	4	4	5	5	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
21	KNOB	MONTHLY	1	2	3	4	5	6	7	8	9	10	11	12												
22	LEAD																									
23	LEAD, CABLE																									
24	KNOB																									
25		HALF YEARLY	1																							
26																										
27																										
28																										
29		YEARLY	1																							
30																										
31																										
32																										

NOTE 1: STAKE (1) THE BOXES ON COMPLETION OF PREVENTIVE MAINTENANCE ACTIVITY

NOTE 2: CROSS MARK (X) THE BOXES FOR NON COMPLETION OF PREVENTIVE MAINTENANCE ACTIVITY

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REVISION LEVEL / DATE -

APPROVED BY



STOCK REGISTER

Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
UNIVERSITY
Meduravoyal, Chennai - 600 095

1

Department: SCIENCE OF PHYSIOLOGY
Lab: ANATOMY & PHYSIOLOGY

Lab in-charge:

Sl. No. & Date	Qty. Recd. By & Date	Qty. Recd. By & Date	Name of the Supplier and Address & Pin Code	Full Description of the Equipment - Items	Unit Qty.	Recd. Qty.	Sl. No. & Date	Quantity Value in Rs.	Signature Lab in-charge with Seal	Signature Departmental Head with Seal	Signature In-charge of Room or Bin	Signature In-charge Departmental Head
1.	24/11/2018	2,00,000	HEALTHY LIFELINE 25, 26, 27, 28, 29 THERMISTOR, 200,000 PIN CODE - 600095	LINEAR, 20-TON POWDER, 200,000 200,000, 200,000	1	1			<i>[Signature]</i>	<i>[Signature]</i>		<i>[Signature]</i>
2.	24/11/2018	2,00,000	HEALTHY LIFELINE 25, 26, 27, 28, 29 THERMISTOR, 200,000 PIN CODE - 600095	LINEAR, 20-TON POWDER, 200,000 200,000, 200,000	1	1			<i>[Signature]</i>	<i>[Signature]</i>		<i>[Signature]</i>
3.	24/11/2018	2,00,000	HEALTHY LIFELINE 25, 26, 27, 28, 29 THERMISTOR, 200,000 PIN CODE - 600095	LINEAR, 20-TON POWDER, 200,000 200,000, 200,000	1	1			<i>[Signature]</i>	<i>[Signature]</i>		<i>[Signature]</i>
4.	24/11/2018	2,00,000	HEALTHY LIFELINE 25, 26, 27, 28, 29 THERMISTOR, 200,000 PIN CODE - 600095	LINEAR, 20-TON POWDER, 200,000 200,000, 200,000	1	1			<i>[Signature]</i>	<i>[Signature]</i>		<i>[Signature]</i>
5.	24/11/2018	2,00,000	HEALTHY LIFELINE 25, 26, 27, 28, 29 THERMISTOR, 200,000 PIN CODE - 600095	LINEAR, 20-TON POWDER, 200,000 200,000, 200,000	1	1			<i>[Signature]</i>	<i>[Signature]</i>		<i>[Signature]</i>
6.	24/11/2018	2,00,000	HEALTHY LIFELINE 25, 26, 27, 28, 29 THERMISTOR, 200,000 PIN CODE - 600095	LINEAR, 20-TON POWDER, 200,000 200,000, 200,000	1	1			<i>[Signature]</i>	<i>[Signature]</i>		<i>[Signature]</i>



**Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
UNIVERSITY**
MADRAS, CHENNAI - 600 095.

STOCK REGISTER

Sl. No. in Date	PO / MO No. in Date	PO / MO Value in Rs.	Name of the Supplier with Address & Phone No.	Full Description of the Equipment / Item	Qty. in	Qty. out	Balance Qty. in Date	Balance Value in Rs.	Signature Lab in-charge with Seal	Signature Department Head with Seal	Name and Address in Date	Store in-charge Signature with Seal
7.	1/2/16	54,500	ULTIMATE BOND SYSTEMS & PERIYAR E.V.R. HIGH ROAD HILL-4, CHENNAI	ELECTRONIC STIMULATOR MODEL: 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 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410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000, 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1010, 1011, 1012, 1013, 1014, 1015, 1016, 1017, 1018, 1019, 1020, 1021, 1022, 1023, 1024, 1025, 1026, 1027, 1028, 1029, 1030, 1031, 1032, 1033, 1034, 1035, 1036, 1037, 1038, 1039, 1040, 1041, 1042, 1043, 1044, 1045, 1046, 1047, 1048, 1049, 1050, 1051, 1052, 1053, 1054, 1055, 1056, 1057, 1058, 1059, 1060, 1061, 1062, 1063, 1064, 1065, 1066, 1067, 1068, 1069, 1070, 1071, 1072, 1073, 1074, 1075, 1076, 1077, 1078, 1079, 1080, 1081, 1082, 1083, 1084, 1085, 1086, 1087, 1088, 1089, 1090, 1091, 1092, 1093, 1094, 1095, 1096, 1097, 1098, 1099, 1100, 1101, 1102, 1103, 1104, 1105, 1106, 1107, 1108, 1109, 1110, 1111, 1112, 1113, 1114, 1115, 1116, 1117, 1118, 1119, 1120, 1121, 1122, 1123, 1124, 1125, 1126, 1127, 1128, 1129, 1130, 1131, 1132, 1133, 1134, 1135, 1136, 1137, 1138, 1139, 1140, 1141, 1142, 1143, 1144, 1145, 1146, 1147, 1148, 1149, 1150, 1151, 1152, 1153, 1154, 1155, 1156, 1157, 1158, 1159, 1160, 1161, 1162, 1163, 1164, 1165, 1166, 1167, 1168, 1169, 1170, 1171, 1172, 1173, 1174, 1175, 1176, 1177, 1178, 1179, 1180, 1181, 1182, 1183, 1184, 1185, 1186, 1187, 1188, 1189, 1190, 1191, 1192, 1193, 1194, 1195, 1196, 1197, 1198, 1199, 1200, 1201, 1202, 1203, 1204, 1205, 1206, 1207, 1208, 1209, 1210, 1211, 1212, 1213, 1214, 1215, 1216, 1217, 1218, 1219, 1220, 1221, 1222, 1223, 1224, 1225, 1226, 1227, 1228, 1229, 1230, 1231, 1232, 1233, 1234, 1235, 1236, 1237, 1238, 1239, 1240, 1241, 1242, 1243, 1244, 1245, 1246, 1247, 1248, 1249, 1250, 1251, 1252, 1253, 1254, 1255, 1256, 1257, 1258, 1259, 1260, 1261, 1262, 1263, 1264, 1265, 1266, 1267, 1268, 1269, 1270, 1271, 1272, 1273, 1274, 1275, 1276, 1277, 1278, 1279, 1280, 1281, 1282, 1283, 1284, 1285, 1286, 1287, 1288, 1289, 1290, 1291, 1292, 1293, 1294, 1295, 1296, 1297, 1298, 1299, 1300, 1301, 1302, 1303, 1304, 1305, 1306, 1307, 1308, 1309, 1310, 1311, 1312, 1313, 1314, 1315, 1316, 1317, 1318, 1319, 1320, 1321, 1322, 1323, 1324, 1325, 1326, 1327, 1328, 1329, 1330, 1331, 1332, 1333, 1334, 1335, 1336, 1337, 1338, 1339, 1340, 1341, 1342, 1343, 1344, 1345, 1346, 1347, 1348, 1349, 1350, 1351, 1352, 1353, 1354, 1355, 1356, 1357, 1358, 1359, 1360, 1361, 1362, 1363, 1364, 1365, 1366, 1367, 1368, 1369, 1370, 1371, 1372, 1373, 1374, 1375, 1376, 1377, 1378, 1379, 1380, 1381, 1382, 1383, 1384, 1385, 1386, 1387, 1388, 1389, 1390, 1391, 1392, 1393, 1394, 1395, 1396, 1397, 1398, 1399, 1400, 1401, 1402, 1403, 1404, 1405, 1406, 1407, 1408, 1409, 1410, 1411, 1412, 1413, 1414, 1415, 1416, 1417, 1418, 1419, 1420, 1421, 1422, 1423, 1424, 1425, 1426, 1427, 1428, 1429, 1430, 1431, 1432, 1433, 1434, 1435, 1436, 1437, 1438, 1439, 1440, 1441, 1442, 1443, 1444, 1445, 1446, 1447, 1448, 1449, 1450, 1451, 1452, 1453, 1454, 1455, 1456, 1457, 1458, 1459, 1460, 1461, 1462, 1463, 1464, 1465, 1466, 1467, 1468, 1469, 1470, 1471, 1472, 1473, 1474, 1475, 1476, 1477, 1478, 1479, 1480, 1481, 1482, 1483, 1484, 1485, 1486, 1487, 1488, 1489, 1490, 1491, 1492, 1493, 1494, 1495, 1496, 1497, 1498, 1499, 1500, 1501, 1502, 1503, 1504, 1505, 1506, 1507, 1508, 1509, 1510, 1511, 1512, 1513, 1514, 1515, 1516, 1517, 1518, 1519, 1520, 1521, 1522, 1523, 1524, 1525, 1526, 1527, 1528, 1529, 1530, 1531, 1532, 1533, 1534, 1535, 1536, 1537, 1538, 1539, 1540, 1541, 1542, 1543, 1544, 1545, 1546, 1547, 1548, 1549, 1550, 1551, 1552, 1553, 1554, 1555, 1556, 1557, 1558, 1559, 1560, 1561, 1562, 1563, 1564, 1565, 1566, 1567, 1568, 1569, 1570, 1571, 1572, 1573, 1574, 1575, 1576, 1577, 1578, 1579, 1580, 1581, 1582, 1583, 1584, 1585, 1586, 1587, 1588, 1589, 1590, 1591, 1592, 1593, 1594, 1595, 1596, 1597, 1598, 1599, 1600, 1601, 1602, 1603, 1604, 1605, 1606, 1607, 1608, 1609, 1610, 1611, 1612, 1613, 1614, 1615, 1616, 1617, 1618, 1619, 1620, 1621, 1622, 1623, 1624, 1625, 1626, 1627, 1628, 1629, 1630, 1631, 1632, 1633, 1634, 1635, 1636, 1637, 1638, 1639, 1640, 1641, 1642, 1643, 1644, 1645, 1646, 1647, 1648, 1649, 1650, 1651, 1652, 1653, 1654, 1655, 1656, 1657, 1658, 1659, 1660, 1661, 1662, 1663, 1664, 1665, 1666, 1667, 1668, 1669, 1670, 1671, 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1838, 1839, 1840, 1841, 1842, 1843, 1844, 1845, 1846, 1847, 1848, 1849, 1850, 1851, 1852, 1853, 1854, 1855, 1856, 1857, 1858, 1859, 1860, 1861, 1862, 1863, 1864, 1865, 1866, 1867, 1868, 1869, 1870, 1871, 1872, 1873, 1874, 1875, 1876, 1877, 1878, 1879, 1880, 1881, 1882, 1883, 1884, 1885, 1886, 1887, 1888, 1889, 1890, 1891, 1892, 1893, 1894, 1895, 1896, 1897, 1898, 1899, 1900, 1901, 1902, 1903, 1904, 1905, 1906, 1907, 1908, 1909, 1910, 1911, 1912, 1913, 1914, 1915, 1916, 1917, 1918, 1919, 1920, 1921, 1922, 1923, 1924, 1925, 1926, 1927, 1928, 1929, 1930, 1931, 1932, 1933, 1934, 1935, 1936, 1937, 1938, 1939, 1940, 1941, 1942, 1943, 1944, 1945, 1946, 1947, 1948, 1949, 1950, 1951, 1952, 1953, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170								



**Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
UNIVERSITY**
Meduravoyal, Chennai - 600 095.

STOCK REGISTER

Meduravoyal, Chennai - 600 095.

Department : **FACULTY OF PHYSIOTHERAPY**

Lab : **ELECTROTHERAPY LAB**

Lab in-charge :

Sl. No. in Stock	Qty. / Unit in Stock	Qty. / Unit Value in Rs.	Name of the Supplier with Address & Phone No.	Part Description of the Equipment / Model	Est. QTY	Est. QTY	Invoice No. & Date	Device Value in Rs.	Apparatus Lab in-charge with Seal	Signature Departmental Staff with Seal	Device in Store in Rs.	Device in Charge Signature with Seal
14	1/8/16	3,400	ULTIMATE BORNED SYSTEMS & SERVICE PONDYKUR EYE HIGH ROAD M-4, CHENNAI	WAX BATH	1	1	038/038 2016-18		<i>[Signature]</i>	<i>[Signature]</i>		<i>[Signature]</i>
15	1/8/16	4,000	ULTIMATE BORNED SYSTEMS & SERVICE PONDYKUR EYE HIGH ROAD M-4, CHENNAI	WAX BATH	1	1	038/038 2016-18		<i>[Signature]</i>	<i>[Signature]</i>		<i>[Signature]</i>
16	1/8/16	23,400	ULTIMATE BORNED SYSTEMS & SERVICE PONDYKUR EYE HIGH ROAD M-4, CHENNAI	HYDRO COLLATER. PUMP	1	1	038/038 2016-18		<i>[Signature]</i>	<i>[Signature]</i>		<i>[Signature]</i>
17	24/10/2018	82,875	ULTIMATE BORNED SYSTEMS & SERVICE PONDYKUR EYE HIGH ROAD M-4, CHENNAI PH NO. 044-65819770	CHEST WAX BATHING - 200L (33 NO. 575, 576, 577)	3	3	045/045 2019-18		<i>[Signature]</i>	<i>[Signature]</i>		<i>[Signature]</i>
18	24/10/2018	18,450	ULTIMATE BORNED SYSTEMS & SERVICE PONDYKUR EYE HIGH ROAD M-4, CHENNAI PH NO. 044-65819770	INTERFER. WAX & DIPLOMETER LEAD - MINIMUM MODEL (2000, 500, 400, 300, 200, 150, 100)	6	6	045/045 2019-18		<i>[Signature]</i>	<i>[Signature]</i>		<i>[Signature]</i>
19	1/11/18	82,400	TECHNOHER ELECTRONICS PLOT NO. 10, 10B, 10C PONDYKUR EYE HIGH ROAD CHENNAI - 600 095	ULTRASOUND THERAPY ELECTROSTIM - 600 EST. NO. 10861/11553 11553, 11554, 11555	4	4	70/7-18 GET/18 1/11/2018		<i>[Signature]</i>	<i>[Signature]</i>		<i>[Signature]</i>

Transferred to Sri Lalitha Hospital



Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
UNIVERSITY
Est. 1983 (Regd. No. 100)

STOCK REGISTER

Maduravoyal, Chennai - 600 095.

4

SP/2024

Department : **FACULTY OF PHYSIOTHERAPY**
Lab : **ELECTROTHERAPY LAB**

Lab in-charge :
Signature (Lab in-charge with Seal)
Signature (Department Head with Seal)
Date when in Stock on Lab
Name in-charge
Signature with Seal

Sl. No. & Date	Qty. & Date	Qty. & Date	Name of the Supplier (with Address & Phone No.)	Full Description of the Equipment / Parts	Qty. SP1	Qty. SP2	Invoice No. & Date	Invoice Taken in Rs.	Signature (Lab in-charge with Seal)	Signature (Department Head with Seal)	Date when in Stock on Lab	Name in-charge Signature with Seal
30	1/11/19	413,500	TECHNICAL ELECTRONICS POST BOX NO. 5062 PLOT NO. 41, FUNDAMENTAL INDUSTRIES PERUNGUDI CHENNAI - 600094	INTERFERENTIAL THERAPY VECTORDYNE - 100 SERIAL NO. 100/100/100/100 SERIAL NO. 100/100/100/100	5	5	78/19-18 601/192 1/11/2019		<i>[Signature]</i>	<i>[Signature]</i>	1/11/2019	<i>[Signature]</i>
31	1/11/19	64,500	TECHNICAL ELECTRONICS POST BOX NO. 5062 PLOT NO. 41, FUNDAMENTAL INDUSTRIES PERUNGUDI CHENNAI - 600094	MUSCLE STIMULATOR SERIAL NO. 100/100/100/100 SERIAL NO. 100/100/100/100	10	10	78/19-18 601/192 1/11/2019		<i>[Signature]</i>	<i>[Signature]</i>	1/11/2019	<i>[Signature]</i>
32	1/11/19	64,500	TECHNICAL ELECTRONICS POST BOX NO. 5062 PLOT NO. 41, FUNDAMENTAL INDUSTRIES PERUNGUDI CHENNAI - 600094	CPH - CONTINUOUS PULSE SERIAL NO. 100/100/100/100 SERIAL NO. 100/100/100/100	2	2	78/19-18 601/192 1/11/2019		<i>[Signature]</i>	<i>[Signature]</i>	1/11/2019	<i>[Signature]</i>
33	1/11/19	40,500	TECHNICAL ELECTRONICS POST BOX NO. 5062 PLOT NO. 41, FUNDAMENTAL INDUSTRIES PERUNGUDI CHENNAI - 600094	ACUPUNCTURE - TENS ELECTROACUPUNCTURE SERIAL NO. 100/100/100/100 SERIAL NO. 100/100/100/100	5	5	78/19-18 601/192 1/11/2019		<i>[Signature]</i>	<i>[Signature]</i>	1/11/2019	<i>[Signature]</i>



Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
UNIVERSITY
MADRAS - 600 095

STOCK REGISTER

MADRAS - 600 095

Department : **Faculty of Physiotherapy**
Lab : **Electro Therapy Lab**

Lab In-charge :

Sl. No.	PO / WO No. & Date	ET / WO No. & Date	Name of the Supplier and Address & Phone No.	Full Description of the Equipment / Stock	QTY	Per. QTY	Invoice No. & Date	Amount Paid in Rs.	Signature Lab in-charge with Date	Signature Department Head with Date	Signature in-charge of Store	Store Receipt Signature with Date
1	1/8/2016	10,750	UPHOLSTERED BATHING BENCH PERMANENT FOR HIGH AND LOW - CHENNAI	SUSPENSION THERAPY COTCH			31/08/2016-17		[Signature]	[Signature]		[Signature]
2	1/8/2016	12,500		STRETCHER BARE WITH WHEELS			31/08/2016-17		[Signature]	[Signature]		[Signature]
3	1/8/2016	20,400		PEDIATRICK - 2 FEET ADULT - 10 FEET			31/08/2016-17		[Signature]	[Signature]		[Signature]
4	1/8/2016	16,150		STRETCHER - 2 FEET STRETCHER - 10 FEET BATH BENCH			31/08/2016-17		[Signature]	[Signature]		[Signature]
5	1/8/2016	8,229.50		HEAT LAB - RE-INDUCED BENCH			31/08/2016-17		[Signature]	[Signature]		[Signature]
6	1/8/2016	7,500.50		WARM LAB - RE-INDUCED BENCH			31/08/2016-17		[Signature]	[Signature]		[Signature]
7	1/8/2016	2,187.50		QUINQUE BATH THERAPEUTIC APPARATUS			31/08/2016-17		[Signature]	[Signature]		[Signature]
8	1/8/2016	2,187.50		SHOULDER WHEEL			31/08/2016-17		[Signature]	[Signature]		[Signature]
9	1/8/2016	1,245		OVERHEAD PULLY			31/08/2016-17		[Signature]	[Signature]		[Signature]



Date: 16/09/2018

Time: 11:00 AM- 12:30 PM

Venue : Principal Office

Minutes of Meeting

The meeting was presided by Dr.N.Harikrishnan, discussing the below points

1. The minutes of the previous meeting was read and passed in the meeting and then discussed about the action taken in the points mentioned in the previous meeting.
2. **Laboratory:** All the registers are maintained with periodic inspection from lab coordinator. Principal informed regarding the lab timetables and SOP , Instrument unique IDs and Job cards to be initiated for the equipment in the department
3. **Library:** Principal informed Librarian to submit the monthly report of the library. And to procure the list of Journals.
4. **Principal** advised to check the condition of all the furniture in the department
5. **Cleaning and Maintenance :** The maintenance team was advised to increase the number of dustbins in the department

The meeting adjourned with brief note on the development of the department regarding laboratory and classroom services.

ATTENDEES

S.No	NAME	DESIGNATION	SIGNATURE
1.	Dr.N.Harikrishnan	Principal	
2.	Mr. S.Nandhakumar	Associate Professor	
3.	Mr. Bharathikannan	Administrator officer	
4.	Mr. Fazzal Mohamad	Transport Manager	
5.	Mrs. Maya Selvi	Librarian	
6.	Mrs. Devika	House keeping	M. Devika

C. B. Balasubramanian



Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
DEEMED TO BE UNIVERSITY
(An ISO 21001 : 2018 Certified Institution)
Postgraduate High School, Madhavaram, Chennai-60, Tamil Nadu, India.
FACULTY OF PHARMACY



Date: 13/08/2019

Time: 11:00 AM- 12:30 PM

Venue : Principal Office

Minutes of Meeting

The meeting was presided by Dr.N.Harikrishnan, discussing the below points

1. The minutes of the previous meeting was read and passed in the meeting and then discussed about the action taken in the points mentioned in the previous meeting.
2. **Laboratory:** Lab timetables and SOP, Instrument unique IDs and Job cards are maintained in the department. The lab incharges were informed to collect the breakage list
3. **Library:** Principal informed Librarian to initiate the online book bank for the use of faculty and students
4. **Cleaning and Maintenance :** A programme to be organized on Chemical waste management for the lab technicians and housekeeping staffs

The meeting adjourned with brief note on the development of the department regarding laboratory and classroom services.

ATTENDEES

S.No	NAME	DESIGNATION	SIGNATURE
1.	Dr.N.Harikrishnan	Principal	
2.	Dr. R. Senthiraj	Professor	
3.	Mr. Bharathikannan	Administrator officer	
4.	Mr. Fazzal Mohamad	Transport Manager	
5.	Mrs. Maya Selvi	Librarian	
6.	Mrs. Devika	House keeping	

C. B. Balan

DR. M.G.R. EDUCATIONAL AND RESEARCH INSTITUTE
DEEMED TO BE UNIVERSITY
Postgraduate High School, Madhavaram,
Chennai-60, Tamil Nadu, India.



Date: 10/11/2020

Time: 11:00 AM- 12:30 PM

Venue : Principal Office

Minutes of Meeting

The meeting was presided by Dr.N.Harikrishnan, discussing the below points

1. The minutes of the previous meeting was read and passed in the meeting and then discussed about the action taken in the points mentioned in the previous meeting.
2. Principal asked the house keeping department to arrange for all COVID precaution measures within the college premises.
3. Social distancing, wearing of masks, checking temperature and hand sanitizer should be informed to students
4. All the COVID related sign boards were to be arranged in the department
5. **Cleaning and Maintenance** : Housekeeping staffs were advised to follow measures regarding sanitizing of the department twice in a day

The meeting adjourned with brief note on the COVID safety of the department

ATTENDEES

S.No	NAME	DESIGNATION	SIGNATURE
1.	Dr.N.Harikrishnan	Principal	
2.	Dr. R. Senthiraj	Professor	
3.	Mr. Bharathikannan	Administrator officer	
4.	Mr. Fazzal Mohamad	Transport Manager	
5.	Mrs. Maya Selvi	Librarian	
6.	Mrs. Devika	House keeping	

C-B. Narayanan



Date: 09/10/2021

Time: 11:00 AM- 12:00 PM

Venue : Principal Office

Minutes of Meeting

The meeting was presided by Dr.N.Harikrishnan, discussing the below points

1. The minutes of the previous meeting was read and passed in the meeting and then discussed about the action taken in the points mentioned in the previous meeting.
2. The classrooms and laboratory changes were initiated with additional labs and rooms
3. All the furniture and environmental condition of the rooms and labs were inspected and were initiated to rectify for any faults

The meeting adjourned at 12:00 Noon

ATTENDEES

S.No	NAME	DESIGNATION	SIGNATURE
1.	Dr.N.Harikrishnan	Principal	
2.	Dr. R. Senthiraj	Professor	
3.	Mr. Bharathikannan	Administrator officer	
4.	Mr. Fazzal Mohamad	Transport Manager	
5.	Mrs. Maya Selvi	Librarian	
6.	Mrs. Devika	House keeping	

C. B. Balasubramanian



Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
DEEMED TO BE UNIVERSITY

University with Graded Autonomy Status
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Postbox E.V.R. High Road, Madhavaram, Chennai-65, Tamil Nadu, India.



FACULTY OF PHARMACY

CRITERIA-IV- Infrastructure and Learning Resources



C. B. Induram

Dr. M.G.R. Educational and Research Institute
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Postbox E.V.R. High Road,
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Dr. M.G.R.

EDUCATIONAL AND RESEARCH INSTITUTE
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INTERNET/WWW: <http://www.assessingyourself.com>

(An ISO 2001 : 2008 Certified Institution)

Parthasarathy K. V.R., High Road, Madhavaram, Chennai-60, Tamilnadu, India.

[illegible]



Dr. M.G.R.
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1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 26

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UNIVERSITY OF TORONTO
FACULTY OF PHARMACY
SCHOOL OF PHARMACY

Page No. 154

Name of Student: H. J. H. H. H.

Section: Pharm. Chem. I

Page No. 154

Name of Compound	M.P.	B.P.	Density	Solubility	Refractive Index
Phenol	43	181	1.07	Soluble in water	1.54
Acetic Acid	16	118	1.05	Soluble in water	1.37
Ethyl Alcohol	-117	78	0.79	Miscible with water	1.36
Diethyl Ether	-116	35	0.71	Soluble in water	1.35
Chloroform	-63	61	1.48	Soluble in water	1.46
Benzene	5.5	80	0.88	Soluble in water	1.50
Carbon Tetrachloride	-22.9	76.7	1.59	Soluble in water	1.46
Sulfuric Acid	10	338	1.84	Soluble in water	1.43
Nitric Acid	34	84	1.51	Soluble in water	1.33
Hydrochloric Acid	-114	-35	1.18	Soluble in water	1.08
Sodium Chloride	801	1465	2.16	Soluble in water	1.38
Potassium Chloride	770	1500	1.98	Soluble in water	1.47
Sodium Sulfate	107	1424	2.68	Soluble in water	1.42
Potassium Sulfate	106	1500	2.61	Soluble in water	1.42
Ammonium Sulfate	281	1500	2.33	Soluble in water	1.42
Calcium Sulfate	146	1460	2.96	Soluble in water	1.42
Magnesium Sulfate	112	1480	2.68	Soluble in water	1.42
Sodium Nitrate	306	1460	2.25	Soluble in water	1.42
Potassium Nitrate	334	1460	2.26	Soluble in water	1.42
Ammonium Nitrate	169	1460	1.72	Soluble in water	1.42
Sodium Bicarbonate	50	1300	2.50	Soluble in water	1.42
Potassium Bicarbonate	104	1300	2.68	Soluble in water	1.42
Ammonium Bicarbonate	36	1300	2.43	Soluble in water	1.42
Sodium Acetate	58	1300	2.17	Soluble in water	1.42
Potassium Acetate	167	1300	2.17	Soluble in water	1.42
Ammonium Acetate	70	1300	1.77	Soluble in water	1.42
Sodium Formate	24	1300	2.17	Soluble in water	1.42
Potassium Formate	167	1300	2.17	Soluble in water	1.42
Ammonium Formate	70	1300	1.77	Soluble in water	1.42
Sodium Oxalate	187	1300	2.50	Soluble in water	1.42
Potassium Oxalate	254	1300	2.68	Soluble in water	1.42
Ammonium Oxalate	104	1300	2.43	Soluble in water	1.42
Sodium Malonate	35	1300	2.17	Soluble in water	1.42
Potassium Malonate	167	1300	2.17	Soluble in water	1.42
Ammonium Malonate	70	1300	1.77	Soluble in water	1.42
Sodium Succinate	16	1300	2.17	Soluble in water	1.42
Potassium Succinate	167	1300	2.17	Soluble in water	1.42
Ammonium Succinate	70	1300	1.77	Soluble in water	1.42
Sodium Tartrate	175	1300	2.50	Soluble in water	1.42
Potassium Tartrate	206	1300	2.68	Soluble in water	1.42
Ammonium Tartrate	104	1300	2.43	Soluble in water	1.42
Sodium Citrate	25	1300	2.17	Soluble in water	1.42
Potassium Citrate	167	1300	2.17	Soluble in water	1.42
Ammonium Citrate	70	1300	1.77	Soluble in water	1.42
Sodium Phosphate	120	1300	2.50	Soluble in water	1.42
Potassium Phosphate	206	1300	2.68	Soluble in water	1.42
Ammonium Phosphate	104	1300	2.43	Soluble in water	1.42
Sodium Borate	10	1300	2.17	Soluble in water	1.42
Potassium Borate	167	1300	2.17	Soluble in water	1.42
Ammonium Borate	70	1300	1.77	Soluble in water	1.42
Sodium Silicate	175	1300	2.50	Soluble in water	1.42
Potassium Silicate	206	1300	2.68	Soluble in water	1.42
Ammonium Silicate	104	1300	2.43	Soluble in water	1.42
Sodium Aluminate	25	1300	2.17	Soluble in water	1.42
Potassium Aluminate	167	1300	2.17	Soluble in water	1.42
Ammonium Aluminate	70	1300	1.77	Soluble in water	1.42
Sodium Molybdate	175</				

 大蔵省 財政部 庶務課		昭和十一年 三月		第 〇 〇 〇 号	
品名	数量	単位	単価	金額	備考
米	10	石	10	100	
小麦	5	石	5	25	
大豆	3	石	3	15	
...	...	...	...	...	...
合計					

C. B. DeLongues