

## PSG COLLEGE OF PHARMACY, COIMBATORE

11-02-2015

The following faculty informed leave of absence in the meeting

1. Mrs. S. Vanitha
2. Mr. C. Vaiyana Rajesh

Chairman welcomed the members and convener. Read the last meeting minutes. The minutes were approved by the committee. The faculty proposed and resolved it

The following issues were discussed and decisions were taken:-

1. M. Pharm students intimate to Mr. Ravichandran regarding project chemicals shortage for their projects. Inform to material management committee and purchase officer. Make to arrange chemical and solvents shortly for their project.
2. Mrs. Tamilselvi put remainder for annual maintenance work for chemical stores pending. Coordinator sends a note to central maintenance committee for cleaning. Check for safety measure such fire extinguishers.
3. Informed to all lab technicians for stock verification of chemical, glassware's, solvents. Prepare intend to submit list to Mrs. Tamil selvi. Mrs. Tamilselvi will prepare common intend of chemical, glassware's and solvents. Committee will get approval from principal and send to main purchase committee
4. Chemistry Lab wall paint expiry time on 5<sup>th</sup> month. So repaint work to be planned by committee. Committee gets approval from principal and informed to civil maintenance department.
5. Mr.D.Sivakumar and Mrs .Maida Engels discussed about some burners are not working properly. Committee plan for periodical maintenance Gas burner – Mr.S.Rravichandran inform to Vijay Gas Company for annual maintenance. Next week they will take for annul maintenance.

Committee members

Mr. S. Ravichandran

Dr. V. Sankar

Dr. S. Subramanian

Mrs. S. Malathi

Dr. Sivaram Hariharan

Mr. R. Hariprasad

Mr. C. Vaiyana Rajesh

Mr. S. Karthikeyan

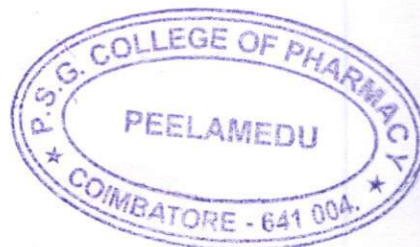
Mrs. S.E. Maida Engels

Mr. D. SivaKumar

Mrs. S. Vanitha

Mr. Tamilselvan

Mrs. Tamilselvi





## PSG COLLEGE OF PHARMACY, COIMBATORE

13/11/2015

The following faculty informed leave of absence in the meeting

1. Mr. A.Tamilselvan
2. Dr. Sivaram Hariharan

Chairman welcomed the members and convener. Read the last meeting minutes. The minutes were approved by the committee. The faculty proposed and resolved it

The following issues were discussed and decisions were taken:-

1. Dr. S. Subramani and Mrs.Malathi discussed points about that Students inform error will occur during handling of instruments. But technicians express calibration of instruments has done periodically every 3 months. Committee decide to calibrate all instruments whenever any complaint arises. Inform to all technician through their lab in charge.
2. Mr. Sivakumar discussed about the shortage of chemical and solvents for university practical exams. Committee ask lab in charge to prepare shortage of chemicals and solvents send to Mrs. Tamil selvi. Mrs.Tamil selvi will check and prepare common shortage list. Committee will get approval from principal and send it to central purchase committee.
3. On discussion with committee members: - University exam are going to start in February month. All lab technicians will prepare breakage list of glassware. Put it in notice board. Students may pay the breakage amount or replace the glassware.
4. Mrs. Maida Engles informed about Chemistry Staff room fan not working. Informed to electrical maintenance. Follow up by chemistry lab technician Mrs. Jayanthi. Couple of day's fans are changed by electrical department.
5. Drainage line for chemistry blocked, inform to Mr. Mahesh to remove block in main line of chemistry lab. Inform to chemistry lab in charge, Lab technician Mrs. Jayanthi will follow up the issues and complete the work.

Committee members

Mr. S. Ravichandran

Dr. V. Sankar

Dr. S. Subramanian

Mrs. S. Malathi

Dr.Sivaram Hariharan

Mr. R. Hariprasad

Mr. C. Vaiyana Rajesh

Mr. S. Karthikeyan

Mrs.S.E.Maida Engles

Mr. D. SivaKumar

Mrs.S.Vanitha

Mr.Tamilselvan

Mrs. Tamilselvi



## PSG COLLEGE OF PHARMACY, COIMBATORE

12-02-2016

The following faculty informed leave of absence in the meeting

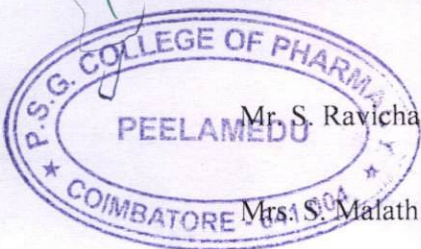
1. Mr. S. Karthikeyan
2. Mr. R. Hariprasad
3. Mrs. S. E. Maida Engels

Chairman welcomed the members and convener. Read the last meeting minutes. The minutes were approved by the committee. The faculty proposed and resolved it

The following issues were discussed and decisions were taken:-

1. The committee inform to the entire lab in charge to prepare the list of chemicals and solvents for the academic year 2016-as per academic plans. For M.Pharm student' project: - chemicals and solvents list and budget to be submitted.
2. Chemistry lab incharge Mr.Sivakumar request the shortage of glassware  
The lists are: - Test tubes, burette, 200ml conical flask, 50ml and 100ml beaker. Mrs.Jayanthi will prepare the intend and send it to Mrs.Tamil selvi. It will send to principal approval and send to purchase department.
3. HPLC grade acetonitrile, methanol, water required for M.Pharm students — Mr. Murugan will prepare the intend. Send to Mrs.Tamil selvi to get approval from principal.
4. Mr.Murugan informed about Water purifier not working in 2<sup>nd</sup> floor — inform to Mrs.Malathi biomedical engineering department.
5. As per the discussion between members, the committee has plan for annual Gas line maintenance —Mr.S.Ravichandran get approval from principal and inform to Vijay gas agency.

Committee members



Mr. S. Ravichandran

Mrs. S. Malathi

Mr. C. Vaiyana Rajesh

Mr. D. SivaKumar

Mrs. Tamilselvi

Dr. V. Sankar

Dr.Sivaram Hariharan

Mr. S. Karthikeyan

Mrs.S.Vanitha

Mrs. R. Nithya

Dr. S. Subramanian

Mr. R. Hariprasad

Mrs.S.E.Maida Engels

Mr.Tamilselvan

Mrs. S. Vijayalakshmi



## PSG COLLEGE OF PHARMACY, COIMBATORE

17-11-2016

The following faculty informed leave of absence in the meeting

1. Mrs.S. Vijayalakshmi
2. Dr. S. Subramanian

Chairman welcomed the members and convener. Read the last meeting minutes. The minutes were approved by the committee. The faculty proposed and resolved it

The following issues were discussed and decisions were taken:-

1. All lab technicians verified the stocks of chemicals and glassware's. They found 5% shortage. It will be within the allowable limits. The committee decided that prepare intend for required chemicals and glassware
2. The students paid the breakage amount for glassware's before the examination. Intend the new glassware and replace the shortage of glassware's to all labs.
3. Mr. D. Sivakumar informed the Fuming cupboard has to be cleaned. Repair work has to be planed. Mrs.Tamil selvi will inform to civil department to complete the work within this week.
4. Mrs Tamil selvi informed that there was lot of wastage glass; plastic bottle will be in main store room. It was informed to sanitary inspector Mr. Selvaraj and removes it from the main store.
5. Mrs Jayanthi informed that Exhaust fan not working in chemistry lab 1, complaint note send to electrical department by Mrs Tamil selvi
6. Students complaining that drinking water from water doctor produce smell and slightly colour has changed in the ground floor. Water doctor filter has to change. Dr.Sivaram Hariharan inform to Service Engineer. Tomorrow it will be ready for usage.

Committee members

Mr. S. Ravichandran

Dr. V. Sankar

Dr. S. Subramanian

Dr. S. Malathi

Dr.Sivaram Hariharan

Mr. R. Hariprasad

Mr. C. Vaiyana Rajesh

Mr. S. Karthikeyan

Mrs.S.E.Maida Engels

Mr. D. SivaKumar

Mrs. S. Vanitha

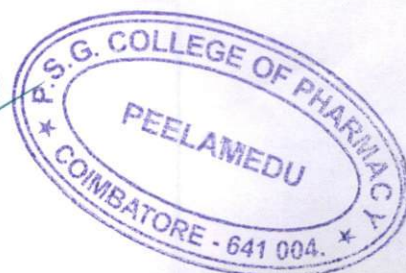
Mrs. R. Nithya

Mrs. Tamilselvi

Mrs. S. Vijayalakshmi

Mr. Tamilselvan

Inform faculty



## PSG COLLEGE OF PHARMACY, COIMBATORE

09-02-2017

The following faculty informed leave of absence in the meeting

1. Mrs.R.Nithya

2. Dr.S.Malathi

Chairman welcomed the members and convener. Read the last meeting minutes. The minutes were approved by the committee. The faculty proposed and resolved it

The following issues were discussed and decisions were taken:-

1. The committee decided for Annual chemicals and glassware's budget for each department. So prepare the list for chemicals, solvents and glassware's from each department by lab technicians.

2. Material committee planned for internal audit. Choose the date for audit and finalise within 10days. All lab in charge will be auditor for this audit

3. Mr.S.Ravichandran will conduct Safety measure class for technicians and lab assistants. it will be conducted in Saturday.

4. Fire safety officer planned for conduct Fire fighting workshop and demo for first year B.Pharm and Pharm D students.

5. M Pharm students informed that shortage of Solvent for their project. Mr.Murugan will prepare intend and send it for principal approval. After getting approval it will send to purchase department.

Committee members

Mr. S. Ravichandran

Dr. V. Sankar

Dr. S. Subramanian

Dr. S. Malathi

Dr.Sivaram Hariharan

Mr. R. Hariprasad

Mr. C. Vaiyana Rajesh

Mr. S. Karthikeyan

Mrs.S.E.Maida Engels

Mr. D. SivaKumar

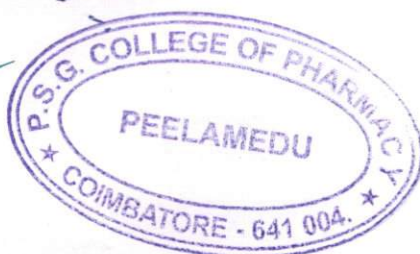
Mrs. S. Vanitha

Mrs. R. Nithya

Mrs. Tamilselvi

Mrs. S. Vijayalakshmi

Mr. Tamilselvan





## PSG COLLEGE OF PHARMACY, COIMBATORE

10-11-2017

The following faculty informed leave of absence in the meeting

1. Mr.A.Tamilselvan

2. Mr.R.Hariprasad

Chairman welcomed the members and convener. Read the last meeting minutes. The minutes were approved by the committee. The faculty proposed and resolved it.

The following issues were discussed and decisions were taken:-

1. M.Pharm current batch students want HPLC solvent for their project work. Dr. K. Y. Kavitha informed to Mr.S.Ravichandran. Informed to the students to prepare requirement of solvent and submit to storekeeper.
2. Mr.S.Ravichandran discussed about annual audit for chemicals and glass wares.
3. Mrs Maida Engels informed about change of sink in chemistry labs. Mrs. Jayanthi send letter regarding this to civil department through principal.
4. Pharmacognosy department needs crude drugs for B.Pharm practicals. Mrs. Tamilselvi sends the intent to purchase department through principal.

Committee members

Mr. S. Ravichandran

Dr. V. Sankar

Dr. S. Subramanian

Dr. S. Malathi

Dr. Sivaram Hariharan

Mr. R. Hariprasad

Mr. C. Vaiyana Rajesh

Mr. S. Karthikeyan

Mrs.S.E.Maida Engels

Mr. D. SivaKumar

Mrs. S. Vanitha

Mrs. R. Nithya

Mrs. Tamilselvi

Mrs. S. Vijayalakshmi

Mr. Tamilselvan

## PSG COLLEGE OF PHARMACY, COIMBATORE

16-02-2018

The following faculty informed leave of absence in the meeting

1. Mrs. Vijayalakshmi
2. Mr. S. Karthikeyan

Chairman welcomed the members and convener. Read the last meeting minutes. The minutes were approved by the committee. The faculty proposed and resolved it.

The following issues were discussed and decisions were taken:-

1. Annual intent of chemicals send to purchase department through principal by Mrs. Tamil selvi.
2. Some shortage of chemical required for the semester examination for the chemistry department. Mrs. Jayanthi will prepare the list and send to Mrs. Tamil selvi.
3. Students need records for practical. Mrs. Tamil selvi will make reminder to Ravi printers. Ravi printers will despatch the records tomorrow.
4. Mr. Murugan told 1<sup>st</sup> floor in analysis lab, 4 burners not working. Information received from lab in charge Mr. Hari prasad. Mrs. Tamil selvi send a note to Vijay gas agency through principal

Committee members

Mr. S. Ravichandran

Dr. V. Sankar

Dr. S. Subramanian

Dr. S. Malathi

Dr. Sivaram Hariharan

Mr. R. Hariprasad

Mr. C. Vaiyana Rajesh

Mr. S. Karthikeyan

Mrs. S.E. Maida Engels

Mr. D. SivaKumar

Mrs. S. Vanitha

Mrs. R. Nithya

Mrs. Tamilselvi

Mrs. S. Vijayalakshmi

Mr. Tamilselvan





## PSG COLLEGE OF PHARMACY, COIMBATORE

22-11-2018

The following faculty informed leave of absence in the meeting

1. Mr. D.Sivakumar
2. Mr. R.Hari prasad

Chairman welcomed the members and convener. Read the last meeting minutes. The minutes were approved by the committee. The faculty proposed and resolved it.

The following issues were discussed and decisions were taken:-

1. Fire safety Demo has to be planned for B.Pharm and Pharm.D students. Letter has sent to Safety officer through principal. It will conducted next month
2. Mr. Karthic from Pharmaceutics lab needs Parafin wax and glycerine for B.Pharm practical. Mrs Tamil selvi included in requirement list in annual intent
3. Glassware list prepared by all lab technicians and requirement intent has prepared and send to Mrs.Tamil selvi. More number of Test tubes is required for chemistry lab.
4. Lab record book finished intent for new book to all labs. Mrs.Tamil selvi will prepare intent for requirement. After approval from principal send the intent to purchase department.
5. Annual audit will be planned for next month. Fix the date and send the circular through Principal.

Committee members



Dr. S. Ravichandran

Dr. V. Sankar

Dr. S. Subramanian

Dr. S. Malathi

Dr. Sivaram Hariharan

Mr. R. Hariprasad

Mr. C. Vaiyana Rajesh

Mr. S. Karthikeyan

Mrs. S.E.Maida Engels

Mr. D. SivaKumar

Mrs. S. Vanitha

Mrs. R. Nithya

Mrs. Tamilselvi

Mrs. S. Vijayalakshmi

Mr. Tamilselvan



## PSG COLLEGE OF PHARMACY, COIMBATORE

08-02-2019

The following faculty informed leave of absence in the meeting

1. Dr. Karthik Dhananjayan
2. Mr. S.Karthikeyan

Chairman welcomed the members and convener. Read the last meeting minutes. The minutes were approved by the committee. The faculty proposed and resolved it.

The following issues were discussed and decisions were taken:-

1. Annual intent were prepared and submitted to principal for approval. Next working day it will approved and send to purchase department.
2. Next month semester examination for odd semester. Glassware is shortage, informed by Mrs Jayanthi mainly Test tubes. Plan to purchase more number of test tubes. 1<sup>st</sup> semester students break more glass wares.
3. Mr. Murugan send the note about annual maintenance for 2<sup>nd</sup> floor Water Doctor. Maintenance note send to the Mrs. Malathi -Biomedical department.
4. M.Pharm students need Methanol for their project. Emergency intend has prepared and send to principal for approval.
5. Mrs. Tamilselvi send note to Fire safety department for validate all the fire extinguishers.

Committee members

Dr. S. Ravichandran

Dr. V. Sankar

Dr. S. Subramanian

Dr. S. Malathi

Dr. Sivaram Hariharan

Mr. R. Hariprasad

Mr. C. Vaiyana Rajesh

Mr. S. Karthikeyan

Mrs. S.E.Maida Engels

Mr. D. SivaKumar

Mrs. S. Vanitha

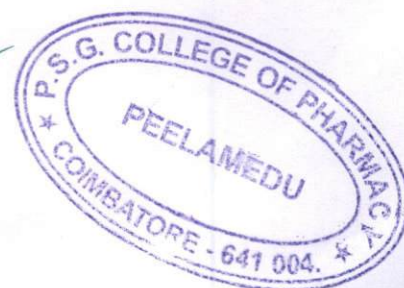
Mrs. R. Nithya

Mrs. S. Vijayalakshmi

Dr. C. Jaikanth

Dr. D. Karthik

Mrs. Tamilselvi



## PSG COLLEGE OF PHARMACY, COIMBATORE

15-11-2019

The following faculty informed leave of absence in the meeting

1. Mr. D.Sivakumar
2. Mrs. R.Nithya
3. Mrs. S.Vanitha

Chairman welcomed the members and convener. Read the last meeting minutes. The minutes were approved by the committee. The faculty proposed and resolved it.

The following issues were discussed and decisions were taken:-

1. Fire safety Demo has to be planned for B.Pharm and Pharm.D students. Letter has sent to Safety officer through principal. It will conduct next month.
2. Dr.S.Ravichandran will conduct Safety measure class for technicians and lab assistants conducted.
3. Chemicals and glassware stock surprise check has conducted. All documents will be maintained in all labs.
4. Post graduate Student has to send the budget for their project requirement before end of this month. It will add in list of annual budget and send for principal approval.
5. Students toilet sink broken in ground, informed to civil department to replace the new one.

Committee members

Dr. S. Ravichandran

Dr. V. Sankar

Dr. S. Subramanian

Dr. S. Malathi

Dr. Sivaram Hariharan

Mr. R. Hariprasad

Mr. C. Vaiyana Rajesh

Mr. S. Karthikeyan

Mrs. S.E.Maida Engels

Mr. D. SivaKumar

Mrs. S. Vanitha

Mrs. R. Nithya

Mrs. S. Vijayalakshmi

Dr. C. Jaikanth

Dr. D. Karthik

Mr. A. Tamilselvan

Mrs. Tamilselvi

