



Dr. S.R. Chandrasekhar Institute of Speech and Hearing
Hennur Main Road, Bangalore – 560 084,
(A unit of Bangalore Speech and Hearing Trust)
(Aided by Lions Club of Bangalore East)

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Maintenance Policies

Preamble

Dr. S.R Chandrasekhar Institute of Speech and Hearing owns and operates an extensive infrastructure to deliver its clinical, teaching, learning and research programmes. The IQAC Team of Dr. S.R Chandrasekhar Institute of Speech and Hearing has prepared the Standard Operating Procedure in line with the Institution policy for Quality Monitoring and Quality Improvement. This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

SCOPE

This document describes the SOP for maintenance of all facilities located in the campus of Dr. S.R Chandrasekhar Institute of Speech and Hearing, Bangalore

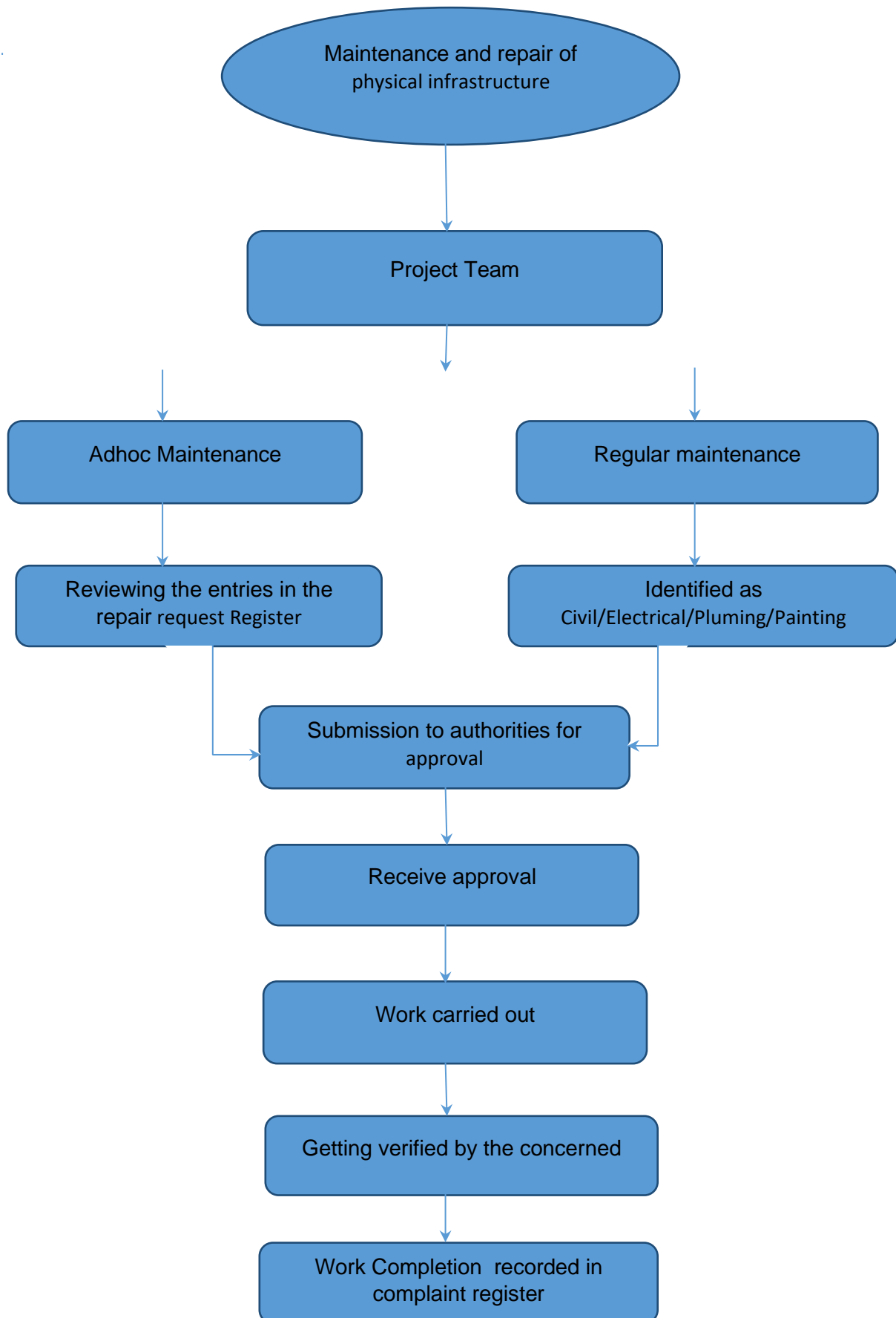
1. Maintenance of Physical Facilities

The Physical facilities shall be maintained by the institution's Administrator section comprising Administrator/System Manager and Network Admin. The maintenance staffs comprises of Plumbers, Electricians, and housekeeping. They are available round the clock in the Campus. Administrator shall be responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panel etc. Maintenance of Water Plumbing Plants, Sewage and Drainage is undertaken by support staff.

The Administrator with a team of members shall monitor the maintenance and Cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, cafeteria and hostel buildings, Housekeeping services shall be made available during day time in all days.

Transport facilities shall be monitored and maintained by the Transport I/C and the support staff. Annual maintenance of all vehicles shall be done promptly at the end of the academic year. Computer Analysts are also part of administration department and are available during work hours and offline hours, whenever needed.

Flow chart of work process:

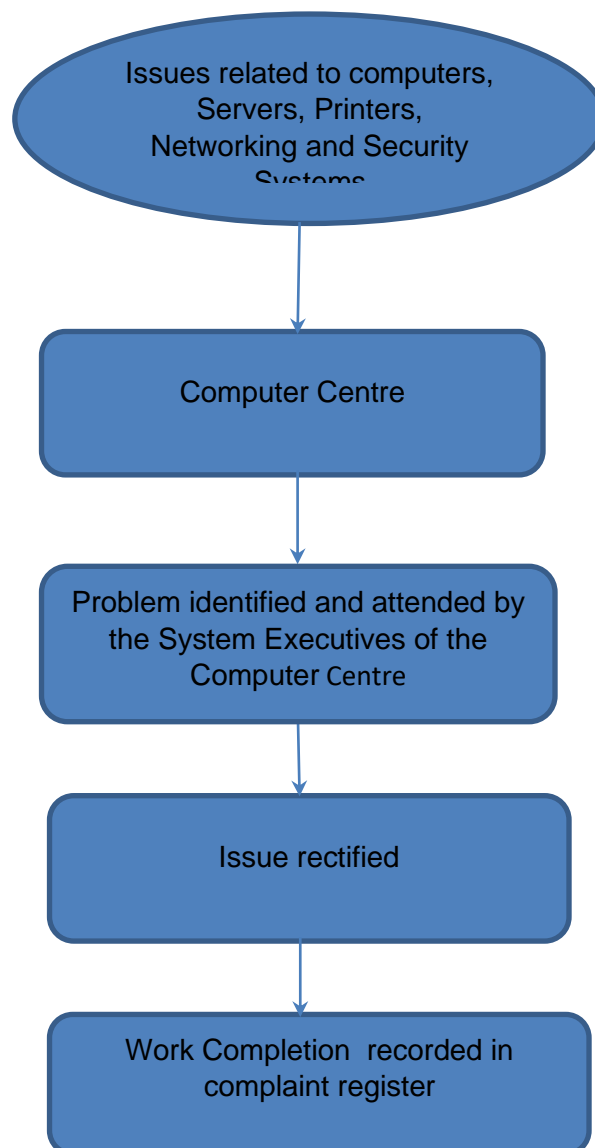


2. Maintenance of Computers/UPS

The following procedures shall be adapted for maintenance of computer facilities.

- An agreement has been made with central IT department, Dr. S.R Chandrasekhar Institute of Speech and Hearing , to maintain the IT infrastructure of the campus
- The Internal Service Provider (ISP) will deploy one full-time person in the campus to check all the equipment's and take necessary actions
- The Internal Service Provider (ISP) will ensure timely replacement of any parts as necessary

Flow chart of the process:



3. Maintenance of classrooms

- DR. S.R Chandrasekhar Institute of Speech and Hearing housekeeping department shall be responsible for cleaning of classrooms on daily basis
- The cleanliness shall be supervised by cleaning supervisor
- Classrooms with furniture, teaching aids are checked routinely by the maintenance staff and reported to the administrator.
- Any problem in the class room shall be reported to the Principal & Administrator
- Institution Administrator shall report to the Management Committee of the Institute for appropriate measures to be taken to correct the problem.
- Students shall optimally utilize all classroom during the daylong working hours and shall be mentored to upkeep the furniture.
- Practical are conducted at the clinical facility of the respective departments and supervised by the respective Head of the Department. The department faculty, clinical supervisors shall take care of equipment in their respective department.

The Heads of Department shall report to the administration periodically for all the maintenance works. troubleshooting and daily checks are carried out by student clinicians and clinical supervisors. Minor repairs are registered in a ledger maintained in the office and must be attended on priority basis.

4.Maintenance and utilisation of Library and Library Resources

The library staff shall be instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken:

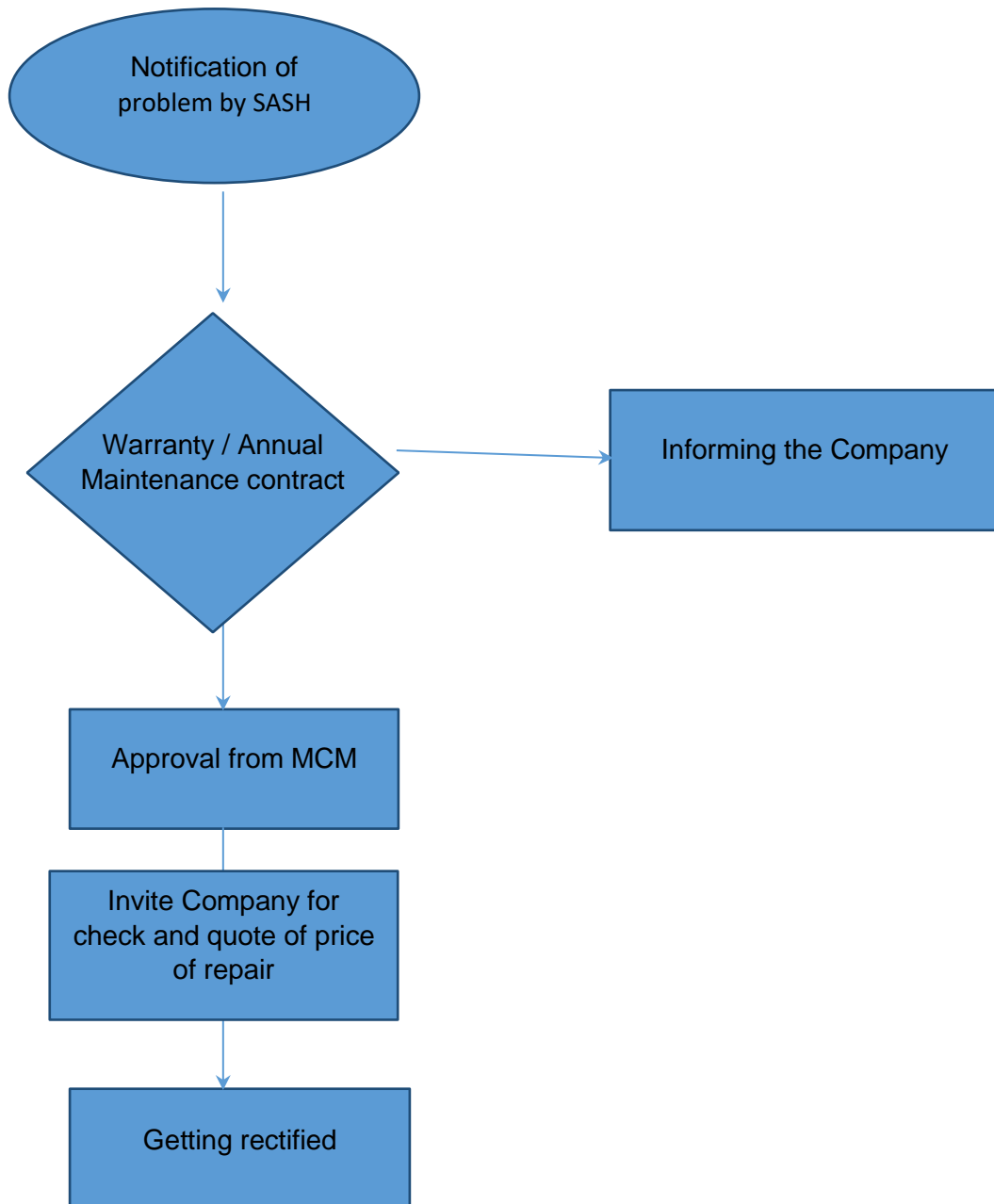
- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. Huge volumes need to be kept flat.
- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems.
- Cleaning and using vacuum should be done regularly and carefully.

- Magnetic disc or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, therefore, tape recorders, air-conditioners, etc. Such materials should be kept in a dust-free, temperature and humidity controlled room.
- Proper pest management must be done to minimize the problems caused by insects. Borax or common salt must be used to prevent cockroaches. Sodium fluoride must be applied to bound volumes to save them from silverfishes. Proper cleaning, fumigation and exposure to sunlight to the documents shall be done to reduce the effect of insects in the library.
- Repellents shall be used to save materials from rats.

5. Maintenance of indoor sports

- The indoor sports shall be maintained by the sports committee/SASH committee of the institute monitored by the Institute sports committee.
- Interim maintenance must be performed as and when required.
- The purchase requests shall be forwarded to the Principal, Administrator and Management committee of the Institution, upon approval purchase takes place.
- The condemned sports equipment's must be discarded after the inspection from the committee.

Flow chart of the process:



6. Maintenance of restrooms

- The institute classrooms on daily basis must be done by the sweepers and cleaning staff appointed by the Dr. S.R Chandrasekhar Institute of Speech and Hearing
- The Administrator and the cleaning supervisor of the institution shall supervise and review the status of the cleanliness.
- Any breakage of the restroom fitting must be reported to the Administrator for the replacement.
- Appropriate boards must be displayed for proper usage of the restroom facilities and to maintain cleanliness.

7. Maintenance of Electrical Facilities

- Electrical facilities shall be maintained by maintenance department of Dr. S.R Chandrasekhar Institute of Speech and Hearing
- The details are as follows: Control room. Dr. S.R Chandrasekhar Institute of Speech and Hearing, Bangalore .

Role & Responsibilities of Electrician

Position Overview

Electricians must install Wires, fuses and several other electrical components in offices, departments, hostels. They also must install voice, data and video wiring depending on their individual work settings.

Job Description for Electrician

- Answer calls for electrical repairing work and enquire into nature of the problem.
- Take notes so that the problem can be understood properly.
- Ask questions to determine severity of electrical problem.

- Choose an array of tool and materials according to the repair work that needs to be done.
- Read and interpret blueprints and building schematics to understand how an electrical issue needs to be dealt with.
- Follow architectural drawings to determine installation of wiring systems.
- Perform a number of duties to ensure proper maintenance and testing of wiring systems.
- Replace faulty wires and parts and ensure that the new ones are tested and confirmed it to be fault free.
- Inspect electrical systems and components to determine condition and identify needed repairs.
- Ensure that both preventive and general maintenance tasks are carried out.
- Install a variety of electrical system components such as lighting, alarms, switches, circuits and street signs.
- Identify hazards or defects in electrical system by performing periodic inspections.

Types of AC using in Institute:

1. Duct able AC
2. Split AC

Below mentioned work are done by out sourced Operator and Mechanic:

- Monthly once will clean the filter, AC grill and Cooling coil.
- will clean the condenser coil through Air blower.
- Cheek the wiring lines on every month.
- Checking AC gas through manifold gauge.
- Applying the grease to motor & other parts regularly.
- Maintaining all AC temperature at 24 degrees except Dept. Of Hearing Studies and Dept. Of Speech Language Studies
- Dept of Hearing studies AC temperature will be at 20 to 22 degree
- All the AC parts cleaning through water pump on once in three month
- Yearly 12 times filter service and 4 times water service

- Painting work yearly once for rustproof AC parts
- will check the serviced AC AMPS performance through Digital meter
- Dept. Of Hearing studies and Dept. Of Speech Language studies lab validation will be done once in six months and certificated.

Safety equipment's & procedure:

- Operators and mechanic must be wearing safety dress
- Safety belt should be worn by operators when doing outdoor unit service work
- Operators and mechanic should use safety shoe while working on motor/ generator
- Handle the safety equipment carefully
- Gloves wearing are must
- Must be wearing only off hand shirt
- Avoid wearing Jewells while working on motor/ generator or electrical work
- Safety glass shield for face should be worn on necessity
- Should use ear protector to avoid exposure to loud sounds when working with generator.

8. Maintenance of UPS facilities

- The equipment are outsourced to External Service provider (ESP)
- They will do periodical check-up of all UPS systems used in every department
- They will also ensure no break downs of UPS during working hours.

9. Maintenance of Diesel Generator facilities

Maintenance of DG sets are outsourced to External Service Provider (ESP)

Diesel Generator Maintenance work:

1. Diesel Generator and surround area must be in clean.
2. We should keep away the materials which will catch fire easily
3. Engine oil and Filter must be changed every 300 hours of usage
4. Change Air filter once in 1000 hours of usage
5. Yearly once service the engine

6. Remove and clean the Radiator yearly once
7. Check the Engine Silence daily

DG Operator rules:

1. DG operator duty assigned to maintenance staff on rotation.
2. All the operators should use safety equipment
3. When going on leave, inform the supervisor/ admin beforehand and handover work to next person.
4. Check the generator battery condition on every day
5. Check the sink or wire and cable daily
6. Check the lubrication oil measures
7. Check the belt quality
8. Check diesel hose valve daily
9. Air filter must be maintaining without any problem
10. Check the battery charger any time

10. Maintenance of water management system

- The water management system is maintained by maintenance department of Dr.S.R. Chandrasekhar Institute of Speech and Hearing
- The maintenance staff will be check periodically water sump, water tank and pump function in a day.
- adequate water supply to clinical services, student's hostel and college buildings are ensured.
- Administrative office staff will alert the administrator of any changes in Bangalore city water supply schedule or interruption.
- Administrator will take appropriate action like, purchase of water from private water distributors to meet the requirement.

11. Maintenance of RO plants

- The RO plant is maintained by Dr.S.R. R Chandrasekhar Institute of Speech and Hearing
- There is a big RO plant at top of Institute main building to take care of hygienic water facilities to patients, attendees and staff of Dr.S.R. Chandrasekhar Institute of Speech and Hearing
- In addition, there are multiple number of small RO units in every department for their water needs

12. Herbal Garden & Landscape

- Herbal Garden and Landscape are maintained by maintenance department of Dr.S.R. Chandrasekhar Institute of Speech and Hearing
- There are herbal plants maintained by maintenance department of Dr.S.R. Chandrasekhar Institute of Speech and Hearing since 2017

13. Solid waste management

- Solid Waste management is outsourced to External Service Provider(ESP) recognized by BBMP .

14. Maintenance of Elevator Facilities

Maintenance of Elevator facilities by Dr.S.R. Chandrasekhar Institute of Speech and Hearing, Bangalore.

Every elevator will put in to an AMC directly to the Original Equipment Manufacturer (OME), However, the following safety norms and other procedures are trained by staff on duty

- Safety Guidelines for servicing, Maintenance and use of Lifts
- These guidelines are applicable to installation, commissioning, examination, maintenance, repair
- Original equipment manufacturer (OEM) or a Contractor Authorized by OEM , only trained qualified and skilled persons shall be allowed to carry out lift maintenance.

- Prior to carrying out any lift maintenance works, proper risk assessment shall be conducted by OME/ESP
- The specific safety practices and recommendations made by manufacturer of the lift strictly adhered
- Works tasks shall only be commenced when all the safety precautions are in place. The status of the work and the effectiveness of the safety precautions shall be closely monitored and regularly reviewed. During any lift maintenance works, no passengers will be allowed to stay in the lift
- Adequate lighting for the works shall be provided to workers working in a lift shaft
- Emergency lighting or a battery torch shall be provided or made available to workers for use in the event of power failure or sudden failure of the normal lighting
- It is required to attend to the failure of any emergency device of a lift within 4 hours from the time when it has knowledge of the failure. Till that time power of the lift must be switched off and it must be kept out of operation
- A guideline for safe lift operation and use should be provided inside the lift cabin/car help the users
- All lifts shall be inspected and certified by life inspector and competent persons under the inspector of factories act and relevant state rules as per the defined frequency.
- Periodic inspection of lift shall be done by competent persons as per manufacturer guidelines
- Safety accessories should be provided and maintained inside a lift cabin/car
 - a. Telephone for emergency call
 - b. Emergency light
 - c. Telephone numbers to contact during emergency
 - d. certificate provided by lift inspector/Institute inspector
 - e. carrying capacity in KGs/No. of passenger
- Safe Operating Procedure (SOP) given by the OME Shall be followed for taking control of lift

15. Maintenance of ICT Facilities

- Maintenance of audio and Visual Services, CCTV cameras and tele communications is managed by System Manager Dr.S.R Chandrasekhar Institute of Speech and Hearing , Bangalore

- In institute the computer centre and its support staff maintain the ICT facilities including computers and servers and the Institute has computer Infrastructure Maintenance Cell (CIMC). The annual maintenance includes the required software installation, antivirus and up gradation. To minimise e-waste, electronic gadgets like projectors, Printers, photocopiers are serviced and reused. Campus WI-FI is maintained by computer Infrastructure Maintenance Cell (CIMC).

16. Maintenance of Security

- Security is outsourced to a security agency

17. Maintenance of Fire Extinguishing Equipment

- The equipment maintenance is outsourced to External Service Provider (ESP)
- Fire safety norms and procedures are circulated to staff of Dr.S.R Chandrasekhar Institute of Speech and Hearing for preparedness
- Information Booklet on fire safety and hygiene is enclosed

18.Reprographic service

- Reprographic facility is provided in the library
- Maintenance of the reprographic machine is provided by manufacturer of the facility

19. Pest control

- Pest control is conducted on a regular basis, in collaboration with an external agency

20. Dry and wet waste management

- The Institution has placed separate bins to collect dry and wet waste in different parts of the Institute.
- The Institution has appointed BBMP to collect the dry wet waste from the bins located in the campus and dump the waste in Municipal bins , on a daily basis.

Disposal of used mask.

- Remove the mask by using appropriate technique (i.e. do not touch the front but remove the lace from behind).
- After removal clean hands by using an alcohol-based hand rub or soap and water .
- Replace masks with a new clean, dry mask as soon as they become humid
- Do not re-use single-use masks;
- Discard single-use masks after each use and dispose of them immediately upon removal.
- Bins for used masks are provided at all floors.

21. E- Waste Management

- The Institution has a designated storage space for temporarily storing all electronic waste
- The Institution has appointed BBMP to collect the e-waste, quarterly.

22. Sports facilities and Gym

Sports ground, and Gym in the Institute is maintained and supervised by the Administrator and also by maintenance department of Dr.S.R Chandrasekhar Institute of Speech and Hearing

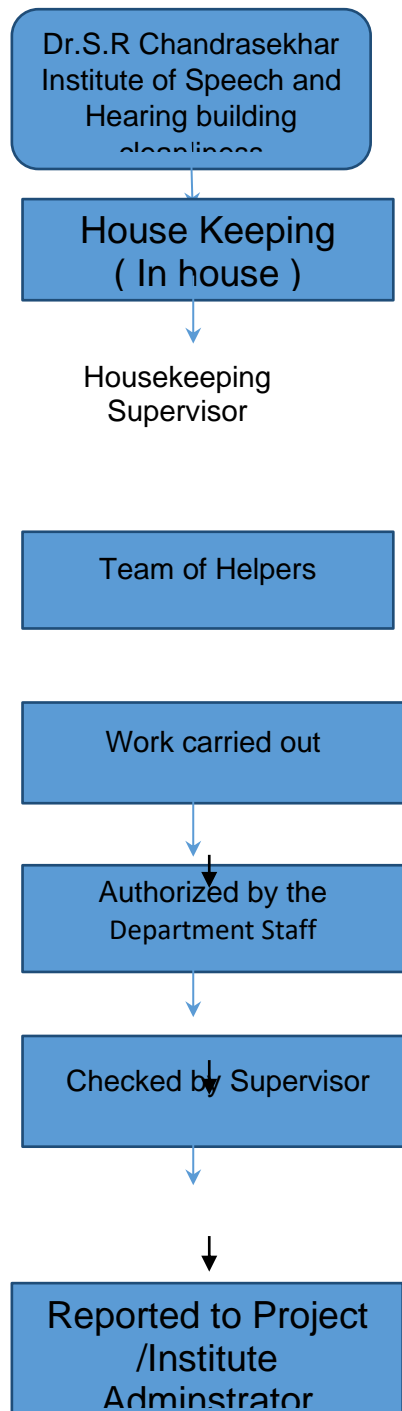
The sports equipment, fitness equipment, ground and various courts in main of the Institute and Off campus of the Institute are supervised and maintained by the Administrator.

Expensive equipment in the fitness lab are maintained through annual maintenance contract. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in every three months. Grounds men, vendors of sports goods and students of physical education jointly maintain the sport equipment. Seasonal maintenance of all equipment and ground are carried out regularly by the physical education students as a part of their curriculum. Gymnasium and playground are supervised and maintained by Administrator.

23. Maintenance and utilisation of seminar halls and auditorium

Seminar halls and auditoria are under the purview of the system admin and the cleanliness is taken care of by the housekeeping team. Effective utilisation of seminar halls and auditorium for organising academic meeting ,seminars ,conferences and cultural events is made for accessing the facilities, the organising faculty/staff members submits a form available with Administrator through HOD and the date of event is registered and the halls are accessed on priority basis.

24. Maintenances of Institute Cleanliness: Cleaning of the Institute area in both Institute including the Academic and Administrative building is performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team. Toilets are cleaned thrice every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the Administrator.



25.COVID-19 Precautionary measures

STANDARD OPERATING PROCEDURE

As per Government orders, children below 10 years and adults above 60 years will not be seen till further orders from the Government.

Clinical services will be available from 10.00 am to 4.00 pm (Monday to Saturday)

All clients will be seen on appointment basis only

GATE

- Vehicles to be parked outside the gate
- Thermal Scanner to check temperature.
- Only persons with mask will be allowed inside
- With one client only one care taker will be allowed
- Clients have to get their own water bottles and edibles as needed.

Registration desk

Use of Alcohol Based Sanitizer

Only two clients will be allowed near the registration desk for the same at one time.

Along with registration, clients need to fill a self declaration form regarding their contact details, place of residence, travel history and any contact with COVID-19.

Waiting area

Seating Arrangement to be followed as per Social distancing norms

Respective Departments

Respective Department SOPs to be followed for Assessment and Management

Consultants and Feedback

Clients will meet the consultants for the final counselling.

Feedback will be collected by the PRO

Department of Hearing Studies - Standard Operating Procedure

A) All to follow the below points strictly:

1. Social distancing
2. Mask
3. Sanitization.
4. Thermal screening at the entrance.

B) Mask to be worn at all times and measures of sanitization to be done at fixed intervals of time along with thermal screening can be strictly implemented and monitored for staff, patients as well as their accompanying persons.

C) Steps to be followed at the instrument level:

- After each patient is tested in the audiometric rooms, a minimum of 15 minutes gap needs to be given and the room to be ventilated fully.
- After each test, sanitization of ear phones and other ear related accessories/toys should be well sanitised. No lacunae in this are tolerated.
- ACs can be switched on for fixed intervals of time at an optimum temperature of 24-30 degree Celsius however not during patient test. As this will limit the patients being tested for longer time, only minimal tests should be used to aid clinical diagnosis.
- All hearing aids needs to be cleaned (sanitise) after each trial/ UV sanitization.
- Disposable hand gloves needs to be used with each patient

D) Research or academic interest tests can be done only in interesting patients on staggered basis.

E) Appointment scheduling:

- All audiological services will be provided only on appointment basis.
- Case history (Maximum details to be taken over call)

F) An announcement along with text can be displayed in the TV near the waiting room to clients on the importance of Social distancing, need for frequent hand wash and importance of wearing Masks.

G) Postpone infant screening at different hospitals for some time till the hospital is open to do so.

Department of Speech and Language Studies - Standard Operating Procedure

A) All to follow the below points strictly:

1. Social distancing
2. Mask
3. Sanitization.
4. Thermal screening at the entrance.

B) Mask to be worn at all times and measures of sanitization to be done at fixed intervals of time along with thermal screening can be strictly implemented and monitored for staff, patients as well as their accompanying persons.

C) Speech Diagnostics

- Cases will be called for assessment on appointment basis to avoid overcrowding.
- Seating arrangements are to be made to ascertain social distancing.
- In order to minimize contact time with clients, Parents will be asked to get video records of their interaction with the child.
- Reports will be made short & given immediately to avoid waiting time or will be sent by email.
- Toys & materials will be sanitized after every use.
- Only 1 parent will be allowed to accompany the child for assessment.

D) Speech therapy

- No waiting of parents /care takers within therapy area.
- Only 1 therapist will be permitted within the room. Any observers will view from outside through observation window.
- Clients will not be made to wait for therapy session, next session will resume only after the 1st client and the caretaker have left the department.
- Toys & materials will be sanitized after every use.

Psychology Department/Physiotherapy- Standard Operating Procedures

- 1) All staff and patients follow strictly
 - Social distancing
 - wearing of mask
 - Sanitization
- 2) Assessments are done on appointment;
- 3) Only parent or primary caregiver to accompany the client.
- 4) Disposable hand gloves will be used with each patient
- 5) All stationery will be sanitized pre and post assessment.
- 6) All rooms, tables, chairs, tables wiped with spirit after each assessment.
- 7) Online Therapy is conducted for children.
- 8) Physiotherapy room and instruments will be sanitized after each assessment, doors will be kept open.

Psychology Department/Physiotherapy-Standard Operating Procedures

- 1) All staff and patients follow strictly
 - Social distancing
 - wearing of mask
 - Sanitization
- 2) Assessments are done on appointment;
- 3) Only parent or primary caregiver to accompany the client.
- 4) Disposable hand gloves will be used with each patient
- 5) All stationery will be sanitized pre and post assessment.
- 6) All rooms, tables, chairs, tables wiped with spirit after each assessment.
- 7) Therapy will resume for children below 10 years of age.
- 8) Physiotherapy room and instruments will be sanitized after each assessment, doors will be kept open.

Support staff - Housekeeping & Maintenance

SL.NO.	NAME	DESIGNATION
1	Ms. Mary J	Cleaning supervisor
2	Ms. Shanthamma	Maid servant
3	Ms. Komala. T	Maid servant
4	Ms. Sarala	Maid servant
5	Ms.Khadar Bi	Maid servant
6	Ms. Ranjani	Maid servant
7	Ms. Lakshmi.C	Maid servant
8	Ms. Priya	Maid servant
9	Ms. Suguna	Maid servant
10	Ms. Bisna	Maid servant
11	Ms.Priya Bilage	Maid servant
12	Mr.Prakash	Attender
13	Mr.Manoj kumar	Attender
14	Mr. Mani Vasu	Attender
15	Mr.Pundalik	Attender
16	Mr.Mubarak	attender cum carpenter
17	Ms.Shakeela	attender
18	Ms.Lakshmi M	attender
19	Ms.Manjula	attender
20	Ms.Lokanath	Attender

DATE: 16/07/2021

① Fixing of Door glass at Sunad School in
Room no 206, 208.

dt: 13/08/2021

② Repairing of U shaped table at Sunad
School in Room no: 201.

DATE: 20/08/2021

SRN NO: 2241

③ Fixing of window glass at Institute &
Ladies Hostel.

Ground Floor	Room No: 22	-	02 nos.
1st Floor	Room No	-	17 nos.

Front side : 01 no.

Room no: 111 - 02 nos.

01 nos.

SUNAD School Right side

Ladies Hostel Stair case
side.

10 nos.

Total : 33 nos.

④ Fixing curtains bracket old sets at 2nd floor
Room no 221 (Sign language dept)


23/8/21

Only
dt: 20/08/2021

C.S. JAYARAM
ADMINISTRATOR
For Dr. S.R. Chandrashekar Institute
of Speech and Hearing
Hennur Road, Bangalore-84.

DATE 01/09/2021

Fixed Door Stoppers for 1st floor. SPEECH THERAPY

- 1) FF - 106 - ①
- 2) - 107 - ①
- 3) - 108 - ①
- 4) - 109 - ①
- 5) - 105 - ①
- 6) - 114 - ①
- 7) - 115 - ①
- 8) - 131 - ①

Speech THERAPY
& DIAGNOSTIC
DRAW HANDLETS
10 NOS.
PIPE HANDLETS
04

~~Sd/-~~
1/9/21

TOTAL = 08 NOS

Curtain Rod & brackets for Speech Therapy [1st floor]

- 1) FF - 108 - 02
- 2) - 109 - 01
- 3) - 110 - 01
- 4) - 111 - 01
- 5) - 112 - 02
- 6) - 114 - 01
- 7) - 118 - 01
- 8) - 120 - 01
- 9) - 121 - 01
- 10) - 124 - 01
- 11) - 124 - 01
- 12) - 128 - 01
- 13) - 132 - 01

129 - 01
113 - 01

02

TOTAL = 15 + 2 = 17 SETS

TOTAL = 15

~~Sd/-~~
1/9/21
S.S. JAYARAM
ADMINISTRATOR
For Dr. S.R. Chandrashekar Institute
of Speech and Hearing
Hennur Road, Bangalore-84.

DATE: 6/09/2021

Fixed Door stopper's for 2nd floor in psychology dept.

- 1) 214 - ①
- 2) 215 - ①
- 3) 216 - ①
- 4) 217 - ①
- 5) 218 - ①
- 6) In door play ACEA - ①
- 7) Main door - ①

TOTAL = 07 nos.

Alphonsy
06/09/21

DATE: 11/09/2021

Fixed NEW curtain Rod & brackets for
psychology dept (2nd floor).

- 1) SF - 214 - 02
- 215 - 02
- 216 - 03
- 217 - 02

pipe lengths
03

TOTAL = 09 sets

Alphonsy
11/09/2021



C.S. JAYARAM
ADMINISTRATOR
For Dr. S.R. Chandrashekar Institute
of Speech and Hearing
Hennur Road, Bangalore-84.

DATE: 06/09/2021

- 1) TS LED TUB light fixed 01 NO in Institute
1st Floor Ladies Rest Room.
- 2) TS LED TUB light fixed 05 NOS in M.T. C
UNIB.

TOTAL = 06 NOS



O.S. JAYARAM
ADMINISTRATOR

For Dr. S.R. Chandrashekar Institute
of Speech and Hearing
Hennur Road, Bangalore-84.

CASE 15/09/2021

NEW

① 10 no LED bulbs Replaced 4/F Audio Dept &
F Floor Speech Therapy Unit

4/F - 11 - 2 nos
12 - 2 nos
14 - 2 nos
16 - 2 nos
19 - 1 nos

TOTAL: 08 nos

First Floor

103 = 02 nos

TOTAL: 10 nos


O.S. JAYARAM
ADMINISTRATOR

For Dr. S.R. Chandrashekar Institute
of Speech and Hearing
Hennur Road, Bangalore-84.

Nos	Particulars	Received by	Vics	Admin	Invoice No	Date	Invoice Details
04 (1)	Neo Nadas Hearing Screening Books, (Audio)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	—	09/11/2011	—
(2)	For speed diagnosis	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	2297	23/12/2011	2 Q . 3 Nos Register @ Rs 78 each. + 181. GST

Nos	Date	Stock In	Stock Out	Bal	Remarks	Received	Superv	Account	Adminis
-	20/01/2022	08	-	08	Stock	-	-	Class	
08	25/01/2022	-	01	07	1st floor Sarala	Shobh	In	Class	
07	"	-	01	06	2nd floor Priya	Priya	In	Class	
06	"	-	01	05	3rd floor Lakshmi	Veena	In	Class	
05	"	-	01	04	MTC Priya bilage	Shobh	In	Class	
04	03/02/2022	-	01	03	for Mrs Manu GC OPD	Shobh	In	Class	
03	23/02/2022	-	01	02	for Mrs Manu GC (OPD)	Shobh	In	Class	
02	25/03/2022	-	01	01	for Mrs Manu GC (OPD)	Shobh	In	Class	
01	28/03/2022	-06	-	07	Stock In	-	-	Class	
07	06/04/2022	-	01	06	1st floor	Shobh	In	Class	
06	"	-	02	04	2nd floor	Rajni	In	Class	
04	"	-	01	03	3rd floor	Veena	In	Class	
03	"	-	01	02	MTC	Manjula	In	Class	
02	"	-	01	01	hostel	K	In	Class	
01	06/05/2022	-	01	00	for OPD Mrs Manu GC	Shobh	In	Class	
00	15/06/2022	08	-	08	Stock In	-	-	Class	
08	21/06/2022	-	01	07	1st floor Manjula	Shobh	In	Class	
07	21/06/2022	-	01	06	2nd floor, Priya	Priya	In	Class	
06	"	-	01	05	MTC, Priya bilage	Priya	In	Class	
05	"	-	01	04	School Lakshmi	Veena	In	Class	
04	"	-	01	03	hostel, Khaderbi	K	In	Class	
03	23/06/2022	-	01	02	For, Mrs Manu GC (OPD)	Shobh	In	Class	
01	23/06/2022	-	01	01	for 3rd floor Lakshmi	Veena	In	Class	
01	05/07/2022	-	01	00	for Audio, Singuna	Shobh	In	Class	
00	23/08/2022	10	-	10	Stock In	-	-	Class	
10	06/09/2022	-	01	09	GF, Shanttiama	Shobh	In	Class	
09	"	-	01	08	Audio, Singuna	Shobh	In	Class	
08	"	-	01	07	1st floor, Manjula	Shobh	In	Class	
07	"	-	02	05	2nd floor, Priya	Priya	In	Class	
05	"	-	01	04	3rd floor, Lakshmi	Veena	In	Class	
04	"	-	02	02	hostel, Khaderbi	K	In	Class	
02	"	-	01	01	School, Lakshmi	Veena	In	Class	
01	"	-	01	00	MTC, Ranjani	Shobh	In	Class	

Invoice Details	
8 Nos @ Rs 130 each, 056, 18/01/2022	
6 Nos @ Rs 126 each - 059, 28/03/2022	
8 Nos @ Rs 140 each, 061, 12/06/2022	
072, 10 Nos, 23/08/2022 @ Rs. 140/- each	

Dusting Cloth

Nbr	Date	Stock In	Stock out	Bal	Remarks	Received	Superv	Account	Admin	Invoice Details
01	20/01/2022	24	-	25	Stock In	-	-	Clas		058, 18/01/2022, 24 pcs @ Rs 25 each.
25	25/01/2022	-	02	23	GF Komale		zn	Clas		
23	"	-	02	21	1st floor, Sadaale		zn	Clas		
21	"	-	02	19	2nd floor, Priya	Priya	zn	Clas		
19	"	-	01	17	3rd floor, Lakshmi	vep	zn	Clas		
17	"	-	02	15	Hostel, Khadebi	k	zn	Clas		
15	"	-	02	13	School, Suguna	da	zn	Clas		
13	"	-	02	11	Audio, Sandhya	s	zn	Clas		
11	"	-	02	09	MTC, Priya Bldg	Edo	zn	Clas		
09	18/02/2022	-	02	07	Ajay (Driver)			Clas		
07	21/02/2022	-	01	06	Dusting Cloth Library (donate)	Kunj	zn	Clas		
06	23/02/2022	-	02	04	Speech Therapy, Sharon	my	zn	Clas		
04	1/03/2022	-	01	03	Manoj, cleaning.	man	zn	Clas		
03	28/03/2022	36	-	39	Stock In	-	-	Clas		659, 28/03/2022, 36 pcs @ Rs 25 each
39	06/04/2022	-	02	37	Ground floor		zn	Clas		
37	"	-	02	35	1st floor	vep	zn	Clas		
35	"	-	02	33	2nd floor	Priya	zn	Clas		
33	"	-	01	32	3rd floor	vep	zn	Clas		
32	"	-	04	28	School	vep	zn	Clas		
29	"	-	02	26	MTC	man	zn	Clas		
26	"	-	02	24	Audio	s	zn	Clas		
24	"	-	02	22	Hostel	k	zn	Clas		
22	06/05/2022	-	01	21	for Meeting held on 07/05/2022	Clas	zn	Clas		
21	09/05/2022	-	01	20	for Meeting held on 09/05/2022	Clas	zn	Clas		
20	16/05/2022	-	01	19	For, Founder's day on 17/05/2022	Clas	zn	Clas		
19	18/05/2022	-	02	17	for Garde purpose Mr. Vesudhan	Clas	zn	Clas		
17	03/06/2022	-	01	16	for Meeting held on 03/06/2022	Clas	zn	Clas		
16	08/06/2022	-	02	14	for, 3rd floor Lakshmi	vep	zn	Clas		
14	13/06/2022	-	01	13	for ^{first} ground floor, Manjula	Clas	zn	Clas		
13	15/06/2022	1 Spc	-	28	Stock In	-	-	Clas		061, 13/06/2022 1 Spc @ Rs 25 each
28	21/06/2022	-	02	26	Ground floor Komale	Clas	zn	Clas		
26	"	-	02	24	1st floor, Manjula	M	zn	Clas		
24	"	-	02	22	2nd floor, Priya (taken a week back)	Clas	zn	Clas		

Invoice Details

Sl. No.	Date	Stock In	Stock Out	Bal	Description	Received	Supervisor	Account	Administered
22	21/06/2022	-	02	20	MTC, Priya Blage	pi	m	Qas	Qas
20	"	-	04	16	School, Lakshmi	eele	m	Qas	Qas
16	"	-	03	13	Hostel, Kader Bi	K	m	Qas	Qas
13	"	-	02	11	Audio, Suger	des	m	Qas	Qas
11	28/06/2022	-	02	09	New Site	Qa	m	Qas	Qas
09	04/08/2022	-	02	07	For Garden Use, Mr Yesuachem	R. YESU	m	Qas	Qas
07	04/08/2022	-	02	05	Ground floor,	Qa	m	Qas	Qas
05	23/08/2022	15	-	20	Stock In	-	-	Qas	
20	06/09/2022	-	02	18	GF, Shanthama	Qa			
18	"	-	02	16	Audio, Suguna	des			
16	"	-	02	14	1 st floor, Manjula	K			
14	"	-	02	12	2 nd floor, Priya				
12	"	-	01	11	3 rd floor, Lakshmi	eele			
11	"	-	03	08	Hostel Khadarbi	K			
08	"	-	04	04	School, Lakshmi	eele			
04	"	-	02	02	MTC, Panjani	pi			

072,
020, 23/08/2022, 15 Nos @ Rs 25/- each

Nos	Date	Stock In	Stock out	Balance	Remarks	Received	Supervisor	Accounts	Adminstr	Service Details
02	20/01/2022	04	-	06	Stock In	-	-	Obs	22	4 Nos @ Rs 100 each, 056, 18/01/2022
06	25/01/2022	-	01	05	1st floor, Sarala.	2008	Jim	Obs	22	
05	"	-	01	04	3rd floor, Lakshmi	2008	Tr	Obs	22	
04	21/03/2022	-	01	03	Gf, Shanthama	2008	Tr	Obs	22	
03	28/03/2022	04	-	07	Stock In	-	-	Obs	22	4 Nos @ Rs 110 each; 059, 28/03/2022
07	06/04/2022	-	01	06	1st floor	2008	Tr	Obs	22	
06	"	-	01	05	2nd floor	Priya	Tr	Obs	22	
05	"	-	01	04	Gf, Shanthama	2008	Tr	Obs	22	
04	21/06/2022	-	01	03	Ground floor, Komala	2008	Tr	Obs	22	
03	"	-	01	02	1st floor, Mangul	2008	Tr	Obs	22	
02	"	-	01	01	2nd floor Priya	Priya	Tr	Obs	22	
01	"	-	01	00	Hostel Kaderbi	K	Tr	Obs	22	
00	23/08/2022	06 06	-	06 06	Stock In	-	-	Service	22	072, Black Hit 06 Nos @ Rs 120/- each 23/08/22 06, 23/08/2022 Red Hit @ Rs 110/- each
06	06/09/2022	-	01	05	Gf, Shanthama	2008	Tr	Obs	22	
05	"	-	01	04	Audio Suguna	2008	Tr	Obs	22	9/9/22 - Black - 3 Red - 2
04	"	-	01	03	2nd floor, Priya	2008	Tr	Obs	22	
03	"	-	01	02	3rd floor, Lakshmi	2008	Tr	Obs	22	
02	"	-	01	01	Hostel Khadarbi	K	Tr	Obs	22	
01	"	-	01	00	MTC, Ranjani	Rj	Tr	Obs	22	

Harpic Toilet Cleaner

Nos	Date	Stock In	Stock out	Bal	Remarks	Received	Supervisor	Accounts	Administ	Invoice Details	
										Invoice No	Date
-	20/01/2022	16	-	16	Stock In	-	-	Obs		058, 18/01/2022, 16 Nos @ Rs 185 each.	
16	25/01/2022	-	02	14	GF Komala.		m	Obs			
14	"	-	02	12	1 st floor Salala		m	Obs			
12	"	-	02	10	2 nd floor Priya		m	Obs			
10	"	-	02	08	3 rd floor, Lakshmi		m	Obs			
08	"	-	02	05	Hostel, Kadebi		m	Obs			
05	"	-	01	04	School, Sugur		m	Obs			
04	"	-	02	02	MTC, Priya Bilage		m	Obs			
02	18/02/2022	-	01	01	2 nd floor Ranjani		m	Obs			
01	19/02/2022	-	01	00	3 rd floor Lakshmi		m	Obs			
00	28/02/2022	20	-	20	Stock In		-	Obs		059, 28/03/2022, 40 Nos @ Rs 95 each.	
20	06/04/2022	-	02	18	GF Komala		m	Obs			
18	"	-	02	16	1 st floor		m	Obs			
16	"	-	03	13	2 nd floor		m	Obs			
13	"	-	03	10	3 rd floor		m	Obs			
10	"	-	02	08	School		m	Obs			
08	"	-	02	06	MTC		m	Obs			
06	"	-	05	01	Hostel		m	Obs			
01	05/05/2022	-	01	00	3 rd floor		m	Obs			
00	05/05/2022	-	-	00	GF		m	Obs			
00	13/05/2022	-	-	00	1 st floor Salala		m	Obs			
00	16/05/2022	-	00	00	Hostel		m	Obs			
00	09/06/2022	-	00	00	3 rd floor, Laksh		m	Obs			
00	08/06/2022	-	00	00	2 nd floor Priya		m	Obs			
00	15/06/2022	25	-	25	Stock In		-	Obs		061, 13/06/2022, Blue - 25 Nos @ 111 each, Red - 12 Nos @ 95 each.	
25	21/06/2022	-	03	22	GF Komala		m	Obs			
22	"	-	02	20	1 st floor, Manjula		m	Obs			
20	"	-	02	18	2 nd floor, Priya		m	Obs			
18	"	-	01	17	MTC, Priya Bilage		m	Obs			
17	"	-	02	15	School Laksh		m	Obs			
15	"	-	05	10	Hostel		m	Obs			
10	23/06/2022	-	02	08	3 rd floor, Lakshmi		m	Obs			
08	14/07/2022	-	01	07	2 nd floor, Salala		m	Obs			

Red Harpic

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Nos	Date	Stock In	Stock Out	Bal	Remarks	Received	Supervis	Account	Administ	Invoice Details
07	15/07/2022	-	01	06	3 rd floor, Lakshmi	eejs	ln	Qob		
06	28/07/2022		01	05	Gf, Shanthama	Psh	ln	Qob		
05	23/07/2022		02	03	New Ste.	Qob	ln	Qob		
03	10/08/2022		01	02	For 3 rd floor Laksh	.				
02	12/08/2022		01	01	MTC, Ranjani					
01	23/08/2022	22 15	-	23 15	Stock In	-	-	Qob		038, 23/08/2022, Blue - 22 Nos @ 111/- each Red - 15 Nos @ 95/- each
23	06/09/2022	-	02	22	Gf, Shanthama	Psh				9/9/22 - Blue - 08 Red - 01
15	u	-	02	13	1 st floor, Manjula	P				
21	u	-	02	11	2 nd floor, priya	Priya				
13	u	-	02	17	3 rd floor, Lakshmi	eejs				
19	u	-	01	08	Hostel, Khadarbi	K				
17	u	-	03	13	School, Lakshmi	eejs				
09	u	-	03	05	MTC, Ranjani	Pj				
16	u	-	02	10	3 rd floor, Graduation day cleaning	-		Qob		
08	u	-	01	02	2 nd floor, Sakala sign language	eejs		Qob		
13	u	-	01	07	Gf, Shanthama	Psh				
05	u	-	01	0	2 nd floor, Sakala	eejs				
10	u	-	01	06						
03	u	-	0	0						
08	12/08/2022	-	01	01						
02	06/10/2022	-	01	07						
01	12/10/22	-	01	0						
07		-	0	06						
0		-	01	0						

No#	Date	Stock In	Stock Out	Bal	Remarks
25	25/01/2022	-	04	21	Ground floor, Komale.
21	"	-	04	17	1 st floor, Basal.
17	"	-	04	13	2 nd floor, Priya.
13	"	-	03	10	3 rd floor Lakshmi
10	"	-	06	04	hostel Kadebi
04	"	-	02	02	School, Suguna.
02	"	-	02	00	MTC, Priya Bilage
-	28/03/2022	12	-	12	Stock In
12	06/04/2022	-	04	08	GF Komale.
08	"	-	04	04	1 st floor
04	"	-	02	02	2 nd floor
02	"	-	02	00	3 rd floor
-	15/06/2022	15	-	15	Stock In
15	21/06/2022	-	02	13	Ground floor, Komale.
13	"	-	02	11	1 st floor, Manjula
11	"	-	01	12	2 nd floor, Priya
10	"	-	02	09	MTC, Priya Bilage.
09	"	-	02	07	School Lakshmi
08	"	-	02	08	Hostel, Kadebi
07	"	-	03	04	3 rd floor, Laksh
06	"	-	03	05	
05	"	-	03	01	
04	"	-	04	01	
03	23/06/2022	-	01	00	3 rd floor, Laksh
02	23/08/2022	24	-	24	Stock In
24	06/09/2022	-	03	21	GF, Shanttiama
21	"	-	02	22	Audio, Suguna
22	"	-	01	21	1 st floor, Manjula
21	"	-	02	19	2 nd floor, Priya
20	"	-	01	20	3 rd floor, Lakshmi
19	"	-	01	18	Hostel Kadaubi
18	"	-	02	16	School Lakshmi
16	"	-	02	14	MTC Panjani
14	"	-	04	12	
12	"	-	02	10	
10	"	-	02	10	
08	"	-	02	08	

Received	Supervisor	Accounts	Adminis	Invoice Details
☉	ln	☑	☑	
☉	ln	☑	☑	
Priya	ln	☑	☑	
excl	ln	☑	☑	
K	ln	☑	☑	
☑	ln	☑	☑	
☑	ln	☑	☑	
-	-	☑		Steel scrub 12 Nos @ Rs 20 each.
☉	ln	☑		
☉	ln	☑		
Priya	ln	☑		
excl	ln	☑		
-	-	☑		Steel scrub 15 Nos @ Rs 80 each Cloth scrub 15 Nos @ Rs 13 each.
☉	ln	☑		
☉	ln	☑		
Priya	ln	☑		
Priya	ln	☑		
excl	ln	☑		
K	ln	☑		072, Steel scrub 24 Nos @ Rs 20/- each Cloth scrub 24 Nos @ Rs 13/- each
excl	ln	☑		
-	-	☑		9/9/22 - Green scrub - 17 Steel scrub - 15
Priya				
excl				
Priya				
excl				
K				
excl				
Priya				

Nos	Date	Stock In	Stock Out	Balance	Remarks	Received	Supplies	Account	Adminis	Invoice Details
-	20/01/2022	40	-	40	Stock In,	-	-	000	del	40 pckts @ Rs.57 each
40	25/01/2022	-	03	37	2nd floor, Priya	Priya	In	000	del	
37	"	-	03	34	3rd floor, Lakshmi	vep	In	000	del	
34	"	-	01	33	Hostel, Knaderbi	K	In	000	del	
33	"	-	01	32	School, Suguna	del	In	000	del	
32	"	-	01	31	Audio, Sandhya	S	In	000	del	
31	"	-	02	29	MTC, Priya Bldge.	del	In	000	del	
29	04/02/2022	-	01	28	1st floor Sarala	del	In	000	del	
28	10/02/2022	-	01	27	Sign language dep.	Rajai	In	000	del	
27	21/02/2022	-	01	26	1st floor Sarala	del	In	000	del	
26	21/02/2022	-	01	25	Library, Loknath	del	In	000	del	
25	22/02/2022	-	01	24	for school, Shakeela	del	In	000	del	
24	22/02/2022	-	01	23	Gf, Komala	del	In	000	del	
23	22/02/2022	-	01	22	HAW, SSP Ibrahim	del	In	000	del	
22	23/02/2022	-	02	20	Speech Therapy, Shernon	del	In	000	del	
20	03/03/2022	-	02	18	1st floor, Suguna	del	In	000	del	
18	05/03/2022	-	01	17	Gf, Komala	del	In	000	del	
17	16/03/2022	-	02	015	3rd floor Lakshmi	del	In	000	del	
15	16/03/2022	-	01	014	1st floor, Sarala	del	In	000	del	
14	21/03/2022	-	01	013	Suguna, 1st floor	del	In	000	del	
13	24/03/2022	-	01	012	1st floor, Sarala	del	In	000	del	
012	28/03/2022	03	-	012 03	Stock In	-	-	000	del	750ml pckts 3 Nos @ Rs 105 each.
12	06/04/2022	-	02	10	3rd floor Lakshmi	vep	In	000	del	
10	06/04/2022	-	01	09	2nd floor, Psychology	Rajai	In	000	del	
09	07/04/2022	-	01	08	Gf Komala	del	In	000	del	
07	"	-	02	07	1st floor	del	In	000	del	
04	"	-	01	06	2nd floor	del	In	000	del	
04	"	-	01	05	for meeting, Audio	S	In	000	del	
03	"	-	03	02	for hostel	K	In	000	del	
00	04/04/2022	04	-	04	Stock In	-	-	000	del	750 ml Pck 4 Nos @ Rs 94 each.
00	25/04/2022	-	01	03	for Speech Therapy		In	000	del	
03	"	-	01	02	for Psychology, Rajai	Rajai	In	000	del	
02	05/05/2022	-	01	01	for 3rd floor Suguna	del	In	000	del	
	20/05/2022	-	01	00	for Sarala & Library Loknath		In	000	del	

Nos	Date	Stock In	Stock out	Bal	Remarks	Received	Supervisor	Account	Admin	Invoice Details
-	14/06/2022	02pk	-	02	Stock In	-	-	-	-	2 Nos @ Rs 100 each.
02	14/06/2022	-	01	01	College 3 rd floor Laksh. C					
01	15/06/2022	15	-	16	Stock In	-	-	Ch	-	15 Nos @ Rs 107 each
016	21/06/2022	-	02	14	1 st floor Mangula	R	J.M	Clas		
014	"	-	04	10	2 nd floor, Priya.	Priya	Z	Clas		
10	"	-	02	08	MTC, Priya Stage	Rij	Z	Clas		
08	"	-	01	07	School, Lakshmi	Welp	Z	Clas		
07	"	-	01	06	Hostel Kadebi	R	Z	Clas		
06	"	-	02	04	Audio, Suguna.	Welp	Z	Clas		
04	"	-	01	03	3 rd floor Laksh	Welp	Z	Clas		
03	14/07/2022	-	01	02	2 nd floor Sabal	Welp	Z	Clas		
02	15/07/2022	-	01	01	3 rd floor Laksh	Welp	Z	Clas		
01	28/07/2022		0.5 0.5	00	for 88p Ibrahim & 2 nd floor Priya					
C	10/08/2022		01		for 3 rd floor Lakshmi	Welp				
			01		for, Speech Therapy.	Welp				
			01		for Priya. S. (2 nd floor)	Priya				
-	23/08/2022	20	-	20	Stock In	-	-	Banda		072, 20 Nos @ Rs 40/- each [Refill pack]
20	06/09/2022	-	03	17	GF, Shanthama	Psho				
17	"	-	02	15	Audio, Suguna	Welp				
15	"	-	01	14	1 st floor, Mangula	Welp				
14	"	-	04	10	2 nd floor, Priya	Priya				
10	"	-	03	07	3 rd floor, Lakshmi	Welp				
07	"	-	01	06	Hostel, Kadebi	R				
06	"	-	04	02	School, Lakshmi	Welp				
02	"	-	02	00	MTC, Rangani	Rij				

Sl. No	Date	Stock In	Stock Out	Balance	Remarks	Received	Supervisor	Account	Administ	Invoice Details
-	20/01/2022	24	-	24	Stock In	-	-	Obs	24	058, 18/01/22 24 Nos @ Rs 60 each.
24	25/01/2022	-	03	21	Gf Komala	Pr	Tr	Obs	}	
21	"	-	01	20	1 st floor, Sarala	Pr	Tr	Obs		
20	"	-	02	18	2 nd floor, Priya	Priya	Tr	Obs		
18	"	-	02	16	3 rd floor, Lakshmi	Pr	Tr	Obs		
16	"	-	02	14	Hostel, Khaderbi	K	Tr	Obs		
14	"	-	03	11	School, Suguna	Pr	Tr	Obs		
11	25/01/2022	-	01	10	Audio, Sardhye	Pr	Tr	Obs		
10	27/01/2022	-	01	09	MTC, Priya vilage	Bibha	Tr	Obs		
09	28/02/2022	-	01	08	School, Shakeel	Ken	Tr	Obs		
08	09/03/2022	-	01	07	2 nd floor priya	Priya	Tr	Obs		
07	17/03/2022	-	02	05	For, Audio, Sardhye	Pr	Tr	Obs		
05	12/03/2022	-	01	04	For, MTC, Mangula	Pr	Tr	Obs		
04	21/03/2022	-	02	03	1 st floor Suguna	Pr	Tr	Obs		
03	21/03/2022	-	01	02	Gf, Komala	Pr	Tr	Obs		
02	28/03/2022	24	-	26	Stock In.	-	-	Obs		059, 28/03/2022, 24 Nos @ Rs 80 each
26	30/03/2022	-	01	25	School Lakshmi	Pr	Tr	Obs	}	
25	07/04/2022	-	02	23	Gf	Pr	Tr	Obs		
23	"	-	01	22	1 st floor	Pr	Tr	Obs		
22	"	-	02	20	2 nd floor	Priya	Tr	Obs		
20	"	-	02	18	3 rd floor	Pr	Tr	Obs		
18	"	-	04	14	Hostel khaderbi	K	Tr	Obs		
14	"	-	03	11	School	Pr	Tr	Obs		
11	"	-	02	09	MTC	Pr	Tr	Obs		
09	"	-	02	07	Audio	Pr	Tr	Obs		
07	05/05/2022	-	01	06	3 rd floor Suguna	Pr	Tr	Obs		
06	16/05/2022	-	01	05	Hostel kaderbi	K	Tr	Obs		
05	24/01/2022	-	01	04	Gf, Komala	Pr	Tr	Obs		
04	03/06/2022	-	01	03	2 nd floor Psychology	Priya	Tr	Obs		
03	06/06/2022	-	01	02	School lakshi	Pr	Tr	Obs		
01	08/06/2022	-	01	01	3 rd floor Lakshmi	Pr	Tr	Obs		
01	13/06/2022	-	01	00	Gf, Komala	Pr	Tr	Obs		

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No#	Date	Stock In	Stock Out	Bal	Remarks	Received	Superi	Accoun	Adminis	Invoice Details
	15/06/2022	24	-	24	Stock In	-	-	000		061, 13/06/2022 24 Nos @ Rs 60/-
24	21/06/2022	-	02	22	Gf - Shanthama	Pat	In	000	}	
22	"	-	02	20	1 st floor - Manjula	Mapp	In	000		
20	"	-	02	18	2 nd floor - priya	Pj	In	000		
18	"	-	01	17	MTC -	Pj	In	000		
17	"	-	04	13	School - Lakshmi	edp	In	000		
13	"	-	01	09	Hostel - Kader Bi	K	In	000		
09	"	-	02	07	Audio - Sugun	edp	In	000		
07	23/06/2022	-	02	05	3 rd floor - Lakshmi	edp	In	000		
05	14/07/2022	-	01	04	Ranjani	R	In	000		
04	20/07/2022	-	01	03	Gf Shanthama	Pst	In	000		
03	27/07/2022	-	01	01	Gf, Shanthama	Pst	In	000		
	18/09/2022	-	01	00	2 nd floor priya	Priya				
00	23/08/2022	24	-	24	Stock In	-	-	000		072, 23/08/2022 24 Nos @ Rs 60/-
24	06/09/2022	-	02	22	Gf - Shanthama	Pst				
22	"	-	02	20	1 st floor - Manjula	P				
20	"	-	02	18	2 nd floor - Priya					
18	"	-	01	17	3 rd floor - Lakshmi	edp				
17	"	-	03	14	Hostel - Kader Bi	K				
14	"	-	06	08	School - Lakshmi	edp				
08	"	-	02	06	MTC - Ranjani	Pj				
06	18/10/22	-	02	04	2 nd floor - Saala	edp				

XXXL Garbage bag

No	Date	Stock In	Stock Out	Bal	Remarks	Received by	Supervisor	Accounts	Administrators	Invoice Details
08	20/01/2022	20	-	28	Stock In	-	-	Obs	Obs	058, 18/01/2022 20 pcs @ Rs 25/- each
28	25/01/2022	-	05	23	Gf Komale	Obs	In	Obs	Obs	
23	"	-	04	19	1 st floor Scaala	Obs	In	Obs	Obs	
19	"	-	04	15	2 nd floor Priya	Priya	In	Obs	Obs	
15	17/03/2022	-	02	13	School Baguna	Obs	In	Obs	Obs	
13	4/03/2022	-	02	11	MTC, Mangala	Obs	In	Obs	Obs	
11	06/04/2022	-	03	08	Gf	Obs	In	Obs	Obs	
08	"	-	04	04	11 th floor	Obs	In	Obs	Obs	
04	"	-	04	-	Mutilated	Obs	In	Obs	Obs	
00	15/06/2022	20	-	20	Stock In	-	-	Obs	Obs	061, 13/06/2022 20 pcs @ Rs 275/-
20	21/06/2022	-	04	16	Ground floor, Komale	Obs	In	Obs	Obs	
16	9 "	-	04	12	1 st floor	Obs	In	Obs	Obs	
12	"	-	04	08	2 nd floor	Priya	In	Obs	Obs	
08	"	-	04	04	Hostel Kade Bl	K	In	Obs	Obs	
04	23/08/2022	12	-	16	Stock In	-	-	Obs	Obs	078, 23/08/2022 12 pcs @ Rs 275/-
16	06/08/2022	-	04	12	2 nd floor, Priya	Priya	In	Obs	Obs	Present Stock
12	21/06/2022	-	03	09	3 rd floor, Labhar	-	-	Obs	Obs	9/9/22 - 09

Garbage bag Large

Nos	Date	Stock In	Stock out	Bal	Remarks	Received	Super vis	Account	Administ	Invoice Details
-	20/01/2022	12	-	12	Stock	-	-	Choo		058, 18/01/2022, 12 Nos @ Rs 80/-
18	25/01/2022	-	03	09	GF Komala.	Choo	In	Choo		
09	"		01	08	1 st floor	Choo	In	Choo		
08	"		02	06	2 nd floor, 1	Priya	In	Choo		
06	"		08	04	3 rd floor	vege	In	Choo		
04	"		02	02	Hostel, Kaderbi	K	In	Choo		
02	"		01	01	School, Suguna	Choo	In	Choo		
01	"		01	-	MTC, Priya Blage.	Bibes	In	Choo		
-	28/03/2022	24	-	24	Stock In	-	-	Choo		059, 28/03/2022, 24 Nos @ Rs 80/- each
24	30/03/2022	-	01	23	School Lakshmi	vege	In	Choo		
23	31/03/2022		01	22	GF, Komala	Choo	In	Choo		
22	07/04/2022		02	20	GF, Komala	Choo	In	Choo		
20	"		01	19	1 st floor	Choo	In	Choo		
19	"		02	17	2 nd floor	Priya	In	Choo		
17	"		02	15	3 rd floor	vege	In	Choo		
15	"		04	11	Hostel, Kaderbi	K	In	Choo		
11	"		02	09	School, Suguna	Choo	In	Choo		
09	"		02	07	MTC	Mathura	In	Choo		
07	05/05/2022		01	06	3 rd floor, Suguna.	Choo	In	Choo		
06	16/05/2022		01	05	Hostel Kaderbi	K	In	Choo		
05	03/06/2022		01	04	2 nd floor, Psychology.	Priya	In	Choo		
04	06/06/2022		01	03	School, Lakshmi	vege	In	Choo		
03	08/06/2022	-	01	01	3 rd floor Laksh	-	In	Choo		
01	09/06/2022	-	01	00	2 nd floor, Priya	Priya	In	Choo		
-	13/06/2022	24	-	24	Stock In	-	-	Choo		061, 13/06/2022, 24 Nos @ Rs 80/-
24	21/06/2022	-	02	22	Ground floor, Komala.	Choo	In	Choo		
22	"		01	21	1 st floor	Choo	In	Choo		
21	"		02	19	2 nd floor	Priya	In	Choo		
19	"		01	18	MTC, Priya Blage	Priya	In	Choo		
18	"		03	15	School Lakshmi	vege	In	Choo		
15	"		04	11	Hostel, Kaderbi	K	In	Choo		
11	23/06/2022	-	02	09	3 rd floor Laksh	vege	In	Choo		
09	14/07/2022	-	01	08	2 nd floor + Ranjani	Priya	In	Choo		

Nos	Date	Stock In	Stock out	Bal	Remarks	Received	Supervisor	Accounts	Admnish	Invoice Details
08	20/07/2022	-	01	07	Ground floor Shanthama.	PShe	in	Yes		
07	23/07/2022	-	01	06	Ground floor Shanthama.	PShe	in	Yes		
06	10/08/2022	-	01	05	3rd floor Laksh.	PShe				
05	12/08/2022	-	01	003	MTC, Ranjan	Ranja				
03	17/08/2022	-	01	02	1st floor Manjula					
	18/08/2022	-	01	01	2nd floor Priya S	Priya				
01	23/08/2022	24	-	25	Stock In	-	-	Senia		025, 23/08/2022, 24 Nos @ Rs 80/-
25	30/08/2022	-	01	24	Hostel Kadabi					9/9/22 - 05
24	08/09/2022	-	01	23	Gf, Meen	M				
23	06/09/2022	-	02	21	Gf, Shanthama	PShe				
21	"	-	02	19	Audio, Suguna	PShe				
19	"	-	02	17	1st floor, Manjula					
17	"	-	02	15	2nd floor, Priya	Priya				
15	"	-	02	13	3rd floor, Lakshmi	PShe				
13	"	-	05	08	Hostel, Kadabi	"K				
08	"	-	04	04	School, Lakshmi	PShe				
04	"	-	02	02	MTC, Ranjan	Rj				
02	"	-	01	01	3rd floor, Lakshmi	PShe				
01	18/10/22	-	01		2nd floor, Sarala	PShe				
0	20/10/22		01		3rd floor, Lakshmi	PShe				

Nos	Date	Stock In	Stock Out	Bal	Remarks
22	25/01/2022	-	02	20	GF Komale.
20	"	-	02	18	1 st floor, Sarab.
18	"	-	02	16	2 nd floor, Priya
16	"	-	02	14	3 rd floor, Lakshmi
14	"	-	05	09	Hostel Khaderbi
09	"	-	02	07	School, Suguna.
07	"	-	02	05	MTC, Priya Bkage
05	17/02/2022	-	01	04	3 rd floor Lakshmi.
04	16/03/2022	-	01	03	3 rd floor Lakshmi
03	28/03/2022	-	-	-	Stock In
-	07/04/2022	-	03	-	GF Komale
-	"	-	02	-	1 st floor, Sarab
-	"	-	02	-	2 nd floor, Priya
-	"	-	4	-	3 rd floor, Lakshmi
-	"	-	04	-	Hostel Khaderbi
-	"	-	02	-	School Suguna
-	"	-	02	-	MTC
-	21/06/2022	-	02	-	GF Komale
-	"	-	02	-	1 st floor, Mangala
-	"	-	02	-	2 nd floor, Priya
-	"	-	04	-	Hostel Khaderbi
-	"	-	02	-	School, Lakshmi.
-	28/9/22	-	2 cups	-	Scenicity

Received	Supervisor	Accounts	Invoice Details
H	In	Obs	
Shobha	In	Obs	
Priya	In	Obs	
veer	In	Obs	
K	In	Obs	
Shobha	In	Obs	
Bhagy	In	Obs	
elga	In	Obs	
veer	In	Obs	
-	-	Obs	Pack of 5 kgs
R	In	Obs	
Nos	In	Obs	
Priya	In	Obs	
veer	In	Obs	
K	In	Obs	
Shobha	In	Obs	
MANSUKH	In	Obs	
R	In	Obs	
N	In	Obs	
Priya	In	Obs	
K	In	Obs	
veer	In	Obs	
.	In	Obs	

Nbr	Date	Stock In	Stock Out	Bal	Remarks	Received	Supervisor	Adminis	Invoice Details	
12	20/01/2022	16	-	28	Stock In	-	-	Obs	056, 18/01/22 16 Nos @ Rs 15 each.	
28	25/01/2022	-	04	24	GrF Komale.	Sh	Sh	Obs	}	
24	"	-	02	22	1 st floor sareale	Sh	Sh	Obs		
22	"	-	02	20	2 nd floor, Priya	Priya	Sh	Obs		
20	"	-	02	18	3 rd floor Lakshmi	Sh	Sh	Obs		
18	"	-	04	14	Hostel khaderbi	K	Sh	Obs		
14	"	-	03	11	School, Suguna.	Sh	Sh	Obs		
11	"	-	02	09	MTC, Priya Bilage.	Bilage	Sh	Obs		
09	12/02/2022	-	01	08	3 rd floor Lakshmi	Sh	Sh	Obs		
08	09/03/2022	-	01	07	GrF, 2 nd floor, Rajani	Rajani	Sh	Obs		
07	10/03/2022	-	01	06	3 rd floor Lakshmi	Sh	Sh	Obs		
06	21/03/2022	-	01	05	1 st floor Suguna	Sh	Sh	Obs		
05	28/03/2022	32 15	-	20 ³⁷	Stock In	-	-	Obs	059, 28/03/2022, 32 Nos @ Rs 15 each.	
37	20/07/2022	-	03	34	GrF Komale	Sh	Sh	Obs	}	
34	"	-	02	32	1 st floor.	Sh	Sh	Obs		
32	"	-	02	30	2 nd floor	Rajani	Sh	Obs		
30	"	-	02	28	3 rd floor	Sh	Sh	Obs		
28	"	-	05	23	Hostel Khader bi	K	Sh	Obs		
23	"	-	03	20	School Suguna	Sh	Sh	Obs		
20	"	-	02	18	MTC,	Sh	Sh	Obs		
18	08/06/2022	-	01	17	3 rd floor Lakshmi	Sh	Sh	Obs		
17	15/06/2022	16	-	35	Stock In	-	-	Obs		061, 13/06/2022, 16 Nos @ Rs 15 each
35	21/06/2022	-	03	32	Ground floor, Komale	Sh	Sh	Obs		}
32	"	-	02	30	1 st floor Mangale.	Sh	Sh	Obs		
30	"	-	02	28	2 nd floor, Priya	Priya	Sh	Obs		
28	"	-	02	26	MTC, Priya Bilage.	Sh	Sh	Obs		
26	"	-	05	21	School, Lakshmi	Sh	Sh	Obs		
21	"	-	05	16	Hostel, Kader bi	K	Sh	Obs		
16	23/06/2022	-	02	14	3 rd floor Lakshmi	Sh	Sh	Obs		
14	23/06/2022	-	01	13	New St	Sh	Sh	Obs		
12	10/08/2022	-	01	11	3 rd floor Lakshmi	Sh	Sh	Obs		
11	10/08/2022	-	01	10	GrF Shantam	Sh	Sh	Obs		

Nos	Date	Stock In	Stock Out	Ball	Remarks
10	23/8/2022	24	-	34	Stock In
34	06/09/2022	-	03	31	Gf, Shanthama
31	"	-	02	29	1 st floor, Manjula
29	"	-	02	27	2 nd floor, Priya
27	"	-	02	25	3 rd floor, Lakshmi
25	"	-	05	20	Hostel, Radarbi
20	"	-	06	14	School, Lakshmi
14	"	-	02	12	MTC, Ranjani
12	30/9/2022	-	02	10	Gf, Shanthama
"	"	-	03	07	Hostel, Radarbi
07	"	-	02	05	MTC, Ranjani
05	"	-	01	04	3 rd floor, Lakshmi
04	11/10/2022	-	01	03	1 st floor, Manjula
03	12/10/22	-	01	02	Gf, Shanthama

Received by	Supervisor	Accounts	Adminis	Invoice Details
-	-	<u>Bank</u>		072, 23/08/2022, 24 Nos @ Rs. 15/- each
Pda				
Pda				
Priya				
Edge				
K				
edge				
Rij				
K				
Raj				
Edge				
Pda				

Nos	Date	Stock In	Stock Out	Bal	Remarks	Received	Account	Administs	Invoice Details
—	20/01/2022	50	—	50	Stock In	—	—	—	058, 18/01/2022 10 Cans @ Rs 250 each.
50	25/01/2022	—	05	45	Gf Komale.	Sim	—	—	
45	"	—	05	40	1st floor, Sara	Sim	—	—	
40	"	—	05	35	2nd floor, Lakshmi Priya	Priya	—	—	
35	"	—	05	30	3rd floor, Lakshmi	ecse	—	—	
30	"	—	10	20	Hostel, Kaderbi	K	—	—	
20	09/03/2022	—	05	15	2nd floor Priya	Priya	—	—	
15	09/03/2022	—	05	10	Hostel Kaderbi	K	—	—	
10	28/03/2022	40	—	50	Stock In	—	—	—	059, 28/03/2022 08 Cans @ Rs 250 each.
50	07/04/2022	—	05	45	Gf Komale	—	—	—	
45	"	—	05	40	1st floor, Sara	—	—	—	
40	"	—	05	35	2nd floor, Ranjani	Ranjani	—	—	
35	"	—	05	30	3rd floor, Lakshmi	ecse	—	—	
30	"	—	05	25	School	ecse	—	—	
25	"	—	10	15	Hostel Kaderbi	K	—	—	
15	"	—	05	10	MTC	—	—	—	
10	"	—	01	09	Audio	—	—	—	
09	16/05/2022	—	05	04	Hostel Kaderbi	K	—	—	
04	08/06/2022	—	01	03	3rd floor, Lakshmi	ecse	—	—	
03	09/06/2022	—	01	02	2nd floor Priya	—	—	—	
02	010/06/2022	—	01	01	Gf, Komale	—	—	—	
01	10/06/2022	—	01	00	Audio	—	—	—	
00	15/06/2022	40	—	40	Stock In	—	—	—	061, 13/06/2022 08 Cans @ Rs 250 each.
40	21/06/2022	—	05	35	Gf, Komale	—	—	—	
35	"	—	05	30	1st floor, Manjula	—	—	—	
30	"	—	05	25	2nd floor, Priya	Priya	—	—	
25	"	—	02	23	MTC, Priya Blage	Raj	—	—	
23	"	—	05	18	School, Lakshmi	ecse	—	—	
18	"	—	15	03	Hostel, Kaderbi	K	—	—	
03	23/06/2022	—	03	00	3rd floor Lakshmi	ecse	—	—	
00	23/08/2022	10	—	10	Stock In	—	—	—	072, 23/08/2022 10 Cans @ Rs 250 each.
10	06/09/2022	—	01	09	Gf, Shanthama	—	—	—	

Nos	Date	Stock In	Stock out	BOO	Remarks	Received	Supervisor	Account	Administ	Invoice Details
09	06/09/2022	-	01	08	1 st floor, Manjula					
08	"	-	01	07	2 nd floor, Priya	Priya				
07	"	-	01	06	3 rd floor, Lakshmi	exp				
06	"	-	03	03	Hostel, Kadalbi	K				
03	"	-	01	02	School, Lakshmi	exp				
02	"	-	01	01	MTC, Ranjani	Raj				
01	23/08/2022	-	01	00	Gf, Shanthama, Meera	.		Chd		
	11/10/22	-	2.517	2.517	1 st floor, Manjula	10				
	11/10/22	-	2.517	0	Gf Shanthama	10				

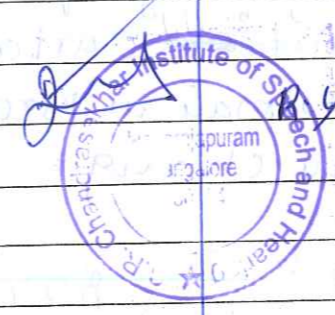
Sl. No.	DATE.	Department	Complaint	STAFF	Admin	Referred to staff	Status	
25	24/2/21	AVT Unit	lights are not working in the hall and one of the room	Expedite.	[Signature]	R.Y.ESH	Replaced 01 NO LED tube light & 01 NO LED bulb.	[Signature]
26	25/2/2021	School	GF 02 Room No. 108 & 103 108 No. 2 nd floor 103 No. 2 nd floor	RA	[Signature]	R.Y.ESH	Replaced 02 NO LED bulbs	[Signature]
27	26.2.21	O.P.D	GF 22 2 nd cabin Bulbs is not working	Up.	[Signature]	R.Y.ESH	Replaced 02 NO LED Bulbs	[Signature]
28	01/3/21	class	TF 309 (MSLP class) 3 fans are not working Pigeons are dirtying the desks. AC not working.	Tank	[Signature]	R.Y.ESH	work done.	[Signature]
29	2/3/21	Hostel (Girls)	3 rd floor toilet flush is not working also bathrooms lock is damaged.	up	[Signature]	R.Y.ESH	work done.	[Signature]
30	06/3/2021	Canteen	Water tap and TAP leakage.	up	[Signature]	R.Y.ESH	Work done.	[Signature]
31	5/3/21	MASLP class	AC are not working Fan regulator are working properly. only 3 bulbs are working 3 desks are damaged.	Sell	[Signature]	R.Y.ESH	Work done.	[Signature]
32	16/3/2021	girl (Hostel)	3 rd Floor ward 2 nd floor 2 nd floor	RA	[Signature]	R.		



Sr no	DATE	Department	Complaint	STAFF	Aoimr	Referred to staff	Status	By
33	24/3/2021	School	FF-108 ಉಪ್ಪು ಸಿಕ್ಸ್ ಸಿಂಗಲ್ ಲೈಟ್ ಬುಲಬ್ TF-302 ಉಪ್ಪು ಸಿಂಗಲ್ ಬುಲಬ್	RA	[Signature]	R.YESH	Replaced o/no switch.	[Signature]
34	1/4/2021	School	FF-108 ಉಪ್ಪು ಸಿಕ್ಸ್ ಸಿಂಗಲ್ ಲೈಟ್ ಬುಲಬ್ TF-302 ಉಪ್ಪು ಸಿಂಗಲ್ ಬುಲಬ್	RA	[Signature]	R.YESH	Replaced o/no switch.	[Signature]
35	6/4/21	Speech diagnostic	Cubicle light is not working	[Signature]	[Signature]	R.YESH	Replaced o/no TUB light	[Signature]
36	6/4/21	KADRES Hospital	2 nd Floor Wash Basin TAP Broken.	[Signature]	[Signature]	R.YESH	Replaced o/no wash basin TAP. Work done.	[Signature]
37	16/4/21	Reception	Reception reg land line phone is not working	[Signature]	[Signature]	R. YESU	not working done.	[Signature]
38	23/4/2021	H.A.W & Exam hall	Intercom Not Working.	[Signature]	[Signature]	R. YESU	fixed the intercom	[Signature]
39	29/6/2021	Institute	3 rd Floor college stop room o/no LED Bulb NOT working Room no: 311, 312 o/no LED Bulbs NOT working	[Signature]	[Signature]	R.YESH	Replaced o/no LED Bulbs stop room.	[Signature]
				[Signature]	[Signature]	R.YESH	Replaced o/no LED Bulbs in Staff room	[Signature]
40	29/6/2021	Institute	AVI class room 207, 209 o/no LED Bulbs NOT working.	[Signature]	[Signature]	R.YESH	Replaced o/no LED Bulbs.	[Signature]
41	29/6/2021	Institute	2 nd Floor psychology room no 215 1 no LED Bulb NOT working	[Signature]	[Signature]	R.YESH	Replaced o/no LED bulb.	[Signature]



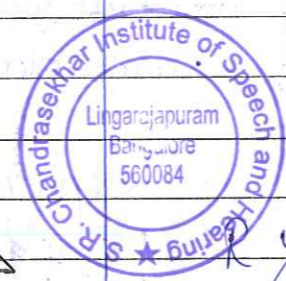
SLNO	DATE	Department	Complaint	Staff	Admin	Referred to Staff	Status	
42	29/6/21	Audiology	Corridor 02 no LED bulb s not working	OMP	[Signature]	R-YESH	Replaced 02 no LED bulbs.	[Signature] 29/6/21
43	29/6/21	CASH COUNTER	01 NO LED bulb not working	OMP	[Signature]	R-YESH	Replaced 01 no LED bulbs cash counter	[Signature] 29/6/21
44	2/7/21	Spthx unit	Bulbs not working in room no 4, 5 and 2 inside the lab.	OMP 2/7/2021	[Signature]	R-YESH	Replaced all the bulbs in all the rooms	[Signature] 2/7/2021
45	2/7/21	Institute	1 st floor corridor 01 no LED bulb not working.	OMP	[Signature]	R-YESH	Replaced 01 no LED bulb 1 st floor corridor.	[Signature] 02/7/21
46	2/7/21	INSTITUTE	Main gate 02 no LED bulb not working.	OMP	[Signature]	R-YESH	Replaced 02 no LED bulbs main gate.	[Signature] 02/7/21
47	2/7/21	M.T.C	Corridor 01 LED bulb not working.	OMP	[Signature]	R-YESH	Replaced 01 no LED bulb. Corridor M.T.C.	[Signature] Rohini B S S
48	2/7/21	Institute	CANREX Front Side 01 LED bulb not working.	OMP	[Signature]	R-YESH	18 W 01 no LED bulb Fixed CANREX front side.	[Signature] 02/7/21
49	2/7/21	Institute	SECURITY Room Front Side LED bulb not working	OMP	[Signature]	R-YESH	14 W LED bulb fixed. In Security Room front side. (Street light)	[Signature] 02/7/21



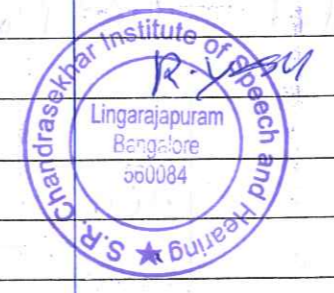
Sl No	DATE	Department	Complaint	STAFF	Adms	Referred to STAFF	STATUES	
50	7/7/2021	School	2nd Floor Room No 206, 207, 208 Charger 880237	RA	[Signature]	R. YESH	Fixed the issue.	[Signature]
51	26/7/2021	Institute G-Floor	G-Floor Boys Toilet Flush Repair	J. MARY	[Signature]	R. YESH	Work Done.	[Signature]
52	26/7/2021	Institute	1st floor Cudys Toilet Repair	J. MARY	[Signature]	R. YESH	Work Done.	[Signature]
52	26/7/2021	Institute	3rd floor student lady's Toilet Gun Repair	J. MARY	[Signature]	R. YESH	Fixed w/o issue	[Signature]
53	27/7/2021	Speech diagnostic	Clock - Battery need to be changed - Not working	[Signature]	[Signature]	R. YESH	Reed battery work done	[Signature]
54	05/08/2021	3rd floor	Ladies Toilet (Student) 2 gears Broken.	J. Mary	[Signature]	R. YESH	work done	[Signature]
55	05/08/21	3rd floor	Boys Toilet Sink. Not work	J. Mary	[Signature]	R. YESH	fixed w/o issue	[Signature]
56	05/08/2021	3rd floor	Shobh Toilet flush Not work	J. Mary	[Signature]	R. YESH	Fixed w/o issue.	[Signature]
57	05/08/2021	3rd floor	Sign lang Dept Cartain Cartain Feltmate is Broken. to change	J. Mary	[Signature]	R. YESH	Cartain Feltmate changed	[Signature]
58	13/8/2021	Girl Hoste 1	3rd Floor Room No 225 Server	RA	[Signature]	R. YESH	Replaced as no server server.	[Signature]



SL-NO	DATE	DEPARTMENT	COMPLAINT	STAFF	ADMIN	REF. TO STAFF	STATUS	
59	16/8/21	BOYS HOSTEL	1 st Floor, 1 st Room, Ceiling fan not working	Amit		R.Y=SM	Fixed New Fan	<u>Comp</u>
60	16/8/21	BOYS HOSTEL	WIFI Not working	Amit		R.Y=SM	work done	<u>Comp</u>
51	16/8/21	Board Room	Sink leakage to J. Mary	J. Mary		R.Y=SM	work done	<u>Comp</u>
62	30/8/21	Ground floor Director Room	Toilet Compound Cover broken	J. Mary		R.Y=SM	Fixed the issue.	<u>Comp</u>
63	15/09/21	Audiology Department	(BULBS) GF-11-02 (Carriade)	 15/09/21		R.Y=SM	Fixed 02 nos	} 15/9/21
"	"	"	GF-12-02 (inside)			R.Y=SM	Fixed 02 nos	
"	"	"	GF-13-01 (inside)			R.Y=SM	Fixed 02 nos	
"	"	"	GF-14-03 (inside)			R.Y=SM	Fixed 01 nos	
"	"	"	GF-16-02 (inside)			R.Y=SM	Fixed 01 nos	
"	"	"	GF-17-02 (inside)			R.Y=SM	Fixed 01 nos	
"	"	"	First Floor -02 (inside)	R.Y=SM	Fixed 02 nos			
64	21/9/2021	Audiology Dept	not unable to make outgoing calls from department phone	 21/9/2021		R.Y=SM	fixed the issue	<u>Comp</u>
65	21-09-21	OPD GF-22	2 nd cabin Bulb not working (poor brightness)	<u>Up</u>		only have complaint to to Manashima Gonda but not attached.	Replaced one LED bulb checked work done	<u>Comp</u>
67	23/9/21	Audio	Phone is not working	Sandhya S				
68	23/9/21	Library	H. Bulbs not working in the library			R.Y=SM	Replaced 06 nos LED bulb.	<u>Comp</u>



<u>Sl No</u>	<u>DATE</u>	<u>Dept</u>	<u>Complaint</u>	<u>STAFF</u>	<u>Admin</u>	<u>PERF. STAFF</u>	<u>STATUS</u>	<u>Signature</u>
69	30/9/2021	Sunanda School	G.F.02 stop water ^{was} _{was}	RA		R. YESU	work done	
70	01/10/2021	Ground floor	Ladies Toilet water (Blocked)	Trabery		R. YESU	Work done	
71	6/10/2021	Hostel	APL of 2 nd floor ^{water} _{water} 3 rd floor	RA		R. YESU	New Switch change work done	
72	30/10/20,21	School	Institute, Side Chambers blocked in front of School	Sugan		R. YESU	work done	
73)	2/11/21	AVT Unit	Telephone is not working	Sushma.P		R. YESU	Work done	
74	2/11/2021	School	FF-5 stop water ^{was} _{was}	RA		R. YESU	work done	
75)	12/11/21	Hostel	I.B.Sc. Water heater, Bathroom switch, Fan - Room - 5	Jugene		R. YESU	work done	
76)	23/11/2021	Reception	Lock for 2 ^{Cup} _{boards}	Jugene		R. YESU	fixed issue	
77)	10/12/2021	School	School, Kitchen washbasin Tap was leaking	Jugene		R. YESU	work done	
78)	21/12/2021	Hostel	I.B.Sc. water heater, Bathroom lights, Room lock (upward) Tap water, Room no 3 Bed no 1 ^{point} _{plug point}	Jugene		R. YESU	Fixed the issue	
79)	21/12/2021	College	I.B.Sc. Lights, A	Jugene		R. YESU	Work done	
80	30/12/2021	School	Bathroom, washbasin was blocked, three washbasin	Sugan		R. YESU	Work done	
81)	2/02/2022	AVT	Telephone has distortion. not able to hear the speakers properly.	Jugene		R. YESU	checked and returned	



Sl No	DATE	dept	Complaining	Staff	AD. Inl	REF - STAFF	Sr Staff	
82	5/2/2022	Sunaada School	office andise ejsr me	RA	[Signature]	R.Y.SU	Replaced 01 no TUS LED in office room.	[Signature]
83	10/2/2022	AVT Unit	Telephone not working properly. Not able to do outgoing calls.		[Signature]	R.Y.SU	Fixed w/o issue.	[Signature]
84	10/2/22	Girls Hostel	Bulb not working, III rd Floor Room No: 2	[Signature]	[Signature]	R.Y.SU	work done. Replaced 1 no led bulb.	[Signature]
85	9/3/22	Girls hostel	Fan (ceiling) not working, cupboard is not opening. I st Floor, 5 th Room.	[Signature]	[Signature]	R.Y.SU	work done.	[Signature]
86	22/3/22	II B.A.S.U	Fan Regulator and switch not working	[Signature]	[Signature]	R.Y.SU	work done	[Signature]
87	22/3/22	Misc Audio 3 rd floor	AC not working	[Signature]	[Signature]			
88	1/4/22	Girls Hostel	Tube light & Bulb I st floor Room No: 1	[Signature]	[Signature]	R.Y.SU	Replaced 01 no LED bulb.	[Signature]
89	9/5/2022	Boys Hostel	FAN NOT WORKING Room No: 03. 1 st floor	[Signature]	[Signature]	R.Y.SU	fixed w/o issue.	[Signature]
90	21/5/2022	School	Boys Toilet Room and ejsr me	RA	[Signature]	R.Y.SU	Replaced 01 no LED Bulb.	[Signature]
91	24/5/2022	Girls Hostel	III rd Floor geyser not working	RA	[Signature]	R.Y.SU	Replaced 01 no coils. work done	[Signature]
92	22/6/22	com deal	Bulb not working	SJ	[Signature]	R.Y.SU	Replaced 01 no LED Bulb.	[Signature]



DRSRCISH
PROTOCOL FOR CALIBRATION OF
AUDIOMETER

Format No.	AUD CAL
Issue No.	01
Rev. No.	00

PROTOCOL FOR CALIBRATION OF AUDIOMETER

Calibration of Audiometer can be divided into two:

1. Subjective calibration
2. Objective calibration

Subjective calibration includes daily checks of the audiometers and biological check.

Check list for daily and weekly examination of Audiometers

- Clear the equipment and examine for damage.
- Switch on, allow warm-up (1-2 minutes), and adjust according to manual.
- Earphone serial numbers tally with equipment.
- Switch knobs are secure; Switches operate smoothly
- Lamps and indicators function correctly.
- Attenuators are silent and attenuate over proper range
- Headbands are in good condition and tension is correct

- Test for distortion:- At high intensity level , listen for a change in the quality of tone . An earphone which is distorting will frequently be detected by human ears at high levels where as such distortion may be inaudible at lower levels of intensity.

- Test for overshoot of the tone:- listen to the pure tone at moderate level and below the threshold level . Interrupt the tone for several times and listen for a 'click', or 'splat' sound. If a click sound is heard, there is a possibility of undesirable overshoot due to the short-rise time of the signal and the audiometer requires repair immediately.

- Test for Attenuator Linearity:- Set the Intensity dial at minimal level and increase it up to the maximum level in 5dB step. Check for the uniform increment in the loudness each time the intensity is raised. There is no need of checking the linearity for more frequencies or more than one earphone.

- Check for the crosstalk. Set the dial to 60 dB HL and disconnect the transducer and listen in the other transducer. For example, if you are testing the Right head phone route the stimulus through the right transducer and disconnect the right transducer from the jack. Listen to auditable stimulus through left transducer. If any audible stimulus is heard then check the jacks and connection if still the

problem persists then a technical attention is required before using the instrument.

- Threshold levels are subjectively correct for
 - a) Air conduction
 - b) Bone conduction

Reset all controls to normal operating positions for commencement of patient testing.

Calibration of Head Phones TDH 50 P- Pure Tone

Materials Required for Calibration

1. Sound Level Meter (SLM)
2. Sound Level Calibrator/ Piston Phone.
3. Pressure Microphone
4. Preamplifier
5. Artificial Ear with 6 CC Coupler
6. Screw driver set
7. Batteries

Preparation of SLM

1. Load the SLM batteries.
2. Connect the SLM to the preamplifier
3. Connect the Artificial Ear to the preamplifier.
4. Mount the Microphone to the artificial ear
5. Load the sound level calibrator with batteries

Checking the calibration of the SLM

1. Switch on the SLM to the battery mode. The needle will deflect. See that the needle remain on the white part of the dial on to the right of the red mark. If not change the batteries and then proceed.
2. Turn the knob to the Slow Weighting network and the dial below it to the External filter.
3. Set the octane filter to 1000 HZ(if using B&K Acoustical Calibrator Type 4231).
4. Set the intensity range dial to 90 dB SPL(if using B&K Acoustical Calibrator Type 4231).
5. Place the sound level calibrator on the microphone and switch on the sound level calibrator.
6. See for the reading. If the sound level meter is reading 94 dB SPL (if using B&K Acoustical Calibrator Type 4231)
7. If not adjust the microphone gain trimmer till it reads 94 dB SPL. If the target is not achieved do not continue the calibration.

Setting up the Audiometer for Calibration

4. Once the calibration of one transducer (Left/ Right) is done, calibration has to be done with the next transducer (Left/ Right).

Calibration of Head Phones TDH 50 P- Speech

Materials Required for Calibration

1. Sound Level Meter (SLM)
2. Sound Level Calibrator/ Piston Phone.
3. Pressure Microphone
4. Preamplifier
5. Artificial Ear with 6 CC Coupler
6. Screw driver set
7. Batteries

Preparation of SLM

1. Load the SLM batteries.
2. Connect the SLM to the preamplifier
3. Connect the Artificial Ear to the preamplifier.
4. Mount the Microphone to the artificial ear
5. Load the sound level calibrator with batteries

Checking the calibration of the SLM

1. Switch on the SLM to the battery mode. The needle will deflect. See that the needle remain on the white part of the dial on to the right of the red mark. If change the batteries and then proceed.
2. Turn the knob to the Slow Weighting network and the dial below it to the External filter.
3. Set the octave filter to 1000 Hz (if using B&K Acoustical Calibrator Type 4231).
4. Set the intensity range dial to 90 dB SPL (if using B&K Acoustical Calibrator Type 4231).
5. Place the sound level calibrator on the microphone and switch on the sound level calibrator.
6. See for the reading. If the sound level meter is reading 94 dB SPL (if using B&K Acoustical Calibrator Type 4231)
7. If not adjust the microphone gain trimmer till it reads 94 dB SPL. If the target is not achieved do not continue the calibration.

Setting up the Audiometer for Calibration

1. Push on the audiometer to the calibration mode. - Refer to the manual for the same.
2. Set the reference levels in HL , the values will be displayed automatically.
3. Choose the transducer (For example Phone)
4. Root the transducer (Right / Left)

- same.
2. Set the reference levels in HL (70 dB HL in case of GSI instruments)
 3. Choose the transducer (For example Phone)
 4. Root the transducer (Right / Left)
 5. Note the target SPL for the reference HL level (In case of GSI and Madson the target SPL will be displayed on the left side corner of the LCD screen).Refer to calibration chart.
 6. Choose the frequency to be calibrated.
 7. Press the interrupter to present the steady pure tone.

Setting the head phone on the artificial ear

1. Remove the transducer from the head band.
2. Place the 6CC coupler
3. Place the transducer on the artificial ear.
4. See that the cushion of the transducer is parallel to the floor of the artificial ear.
5. Now slowly tilt the head phone and find the place that gives the maximum deflection on the SLM.
6. Now place the clamping mechanism on the head phone and adjust the clamping mechanism to 0.5 Kg, this is to simulate the head band tension. A weight of 0.5 Kg can also be used instead of the clamping mechanism.

Taking the reading from SLM

- 1)Set the intensity range
- 2)set the frequency to be measures on octave filter

Once the above steps are complete the set up is ready for taking reading. (Note: that the reading should be taken from the top view in to the meter gage).

Calibrating the instrument

1. Note down the target value given in the calibration chart or the instrument LCD display panel.
2. Find if the particular target SPL is read on the SLM.
 - If yes then the particular frequency is in calibration- you can move on to the next frequency with out making any change.
 - If No. Then turn the channel 1 attenuator dial clock wise to increase the dB SPL out put and turn the dial anti clock wise to reduce the intensity. Once the target is achieved on the SLM press the save/ data transfer Button on the control panel to finalize the calibration at that frequency.(In case of GSI-61, if calibrating any other audiometer refer manual.)
3. The same procedure (step 1&2) has to be repeated for all the frequency- 125, 250, 750, 1000, 1500, 2000, 3000, 4000, 6000, 8000, and 12000 Hz.

Calibration of Bone Vibrator B71

Materials Required for Calibration

1. Sound Level Meter (SLM)
2. Preamplifier
3. Artificial mastoid
4. Spring balance/500g weight
5. Screw driver set
6. Batteries
7. Connecting cord

Setting up the Audiometer for Calibration

1. Push on the audiometer to the calibration mode. - Refer to the manual for the same.
2. Set the reference levels in HL
3. Choose the transducer- Bone vibrator
4. Note the target SPL for the reference HL level (In case of GSI and Madson the target SPL will be displayed on the left side corner of the LCD screen).
5. Choose the frequency to be calibrated.
6. Press the interrupter to present the steady pure tone.

Setting the bone vibrator on the artificial Mastoid

1. Connect the preamplifier to the SLM and then the Connecting cord to the artificial mastoid.
2. Remove the transducer from the head band.
3. Place the transducer on center of the rubber surface on the artificial mastoid.
4. Place the loading arm. Place the level indicator on the floor of the mastoid with its cut away part to the steel disc on the floor of the steel disc. Adjust the height of the black disc of the indicator until it is level with the loading arm. Rise the arm and remove the bone vibrator. Fix the spring balance on the arm in the small screw hole given on the top. Pull balance upwards until the loading arm is once again in line with the line indicator. Now set the static load to the 550gms by adjusting the static level adjustment. Level of the loading arm can also be adjusted by using the level adjustment.

Taking the reading from SLM

Once the above steps are complete the set up is ready for taking reading. (Note: that the reading should be taken from the top view in to the meter gage).

Calibrating the instrument

Note down the target value given in the calibration chart or the instrument LCD display panel.

- Find if the particular target SPL is read on the SLM.

- target SPL will be displayed on the left side corner of the LCD screen).
6. Choose mic as input transducer or input stimulus.
 7. Press the interrupter.

Setting the head phone on the artificial ear

1. Remove the transducer from the headband.
2. Place the transducer on the artificial ear.
3. See that the cushion of the transducer is parallel to the floor of the artificial ear.
4. Now slowly tilt the headphone and find the place that gives the maximum deflection on the SLM.
5. Now place the clamping mechanism on the headphone and adjust the clamping mechanism to 0.5 Kg, this is to simulate the headband tension. A weight of 0.5 Kg can also be used instead of the clamping mechanism.

Taking the reading from SLM

1. set the intensity range.
2. set the time weighting network to slow
3. Frequency weighting network to linear.

Once the above steps are complete the set up is ready for taking reading. To take the reading Chose the input transducer as mic and then phonate 'aaa.....' See that the VU meter does not cross 0 mark. Note: that the reading should be taken from the top view in to the meter gage).

Calibrating the instrument

1. Note down the target value given in the calibration chart or the instrument LCD display panel.
2. Find if the particular target SPL is read on the SLM.

If yes then the particular frequency is in calibration- you can move on to the next frequency with out making any change.

If No. Then turn the channel 1 attenuator dial clock wise to increase the dB SPL out put and turn the dial anti clock wise to reduce the intensity. Once the target is achieved on the SLM press the save/ data transfer Button on the control panel to finalize the calibration.

3. Once the calibration of one transducer (Left/ Right) is done, calibration has to be done with the next transducer (Left/ Right).

- If yes then the particular frequency is in calibration- you can move on to the next frequency with out making any change.
- If No. Then turn the channel 1 attenuator dial clock wise to increase the dB SPL out put and turn the dial anti clock wise to reduce the intensity. Once the target is achieved on the SLM press the save/ data transfer Button on the control panel to finalize the calibration at that frequency.

The same procedure (step 1&2) has to be repeated for all the frequency- 125, 250, 750, 1000, 1500, 2000, 3000, 4000, 6000Hz.

Calibration of Free field- Pure Tone

Materials Required for Calibration

1. Sound Level Meter (SLM)
2. Sound Level Calibrator/ Piston Phone.
3. Field Condenser Microphone
4. Preamplifier
5. Screw driver set
6. Tripod stand
7. Measuring tape
8. Batteries

Preparation of SLM

1. Load the SLM batteries.
2. Connect the SLM to the preamplifier
3. Mount the Microphone to the preamplifier
4. Mount the SLM on the tripod stand and should be placed one meter away from the speaker (this is supposed to be the position of the patient).
5. Load the sound level calibrator with batteries
6. Mount the octave filter with battery.

Checking the calibration of the SLM

1. Set the SLM to the Slow Weighting network and the dial below it to the External filter.
2. Set the octave filter to 1000 HZ(if using B&K Acoustical Calibrator Type 4231).
3. Set the FSD dial to 110 dB SPL(if using B&K Acoustical Calibrator Type 4231).
4. Place the sound level calibrator on the microphone and switch on the sound level calibrator.
5. See for the reading. If the sound level meter is reading 94 dB SPL (if using B&K Acoustical Calibrator Type 4231)
6. If not adjust the microphone gain trimmer till it reads 94 dB SPL. If the target is not achieved do not continue the calibration.

Setting up the Audiometer for Calibration

1. Push on the audiometer to the calibration mode. - Refer to the manual for the same.
2. Set the reference levels in HL
3. Choose the transducer (free field speaker)
4. Set the stimulus out put to FM/ Warble. Do not use pure tones steady because it can cause standing waves which can effect the measurement.
5. Root the transducer (Right / Left)
6. Note the target SPL for the reference HL level (In case of GSI and Madson the target SPL will be displayed on the left side corner of the LCD screen).
7. Choose the frequency to be calibrated.
8. Press the interrupter to present the warble/FM tone.

Calibrating the instrument

1. Note down the target value given in the calibration chart or the instrument LCD display panel.

Find if the particular target SPL is read on the SLM.

If yes then the particular frequency is in calibration- you can move on to the next frequency with out making any change.

If No. Then turn the channel 1 attenuator dial clock wise to increase the dB SPL out put and turn the dial anti clock wise to reduce the intensity. Once the target is achieved on the SLM press the save/ data transfer Button on the control panel to finalize the calibration at that frequency.

2. The same procedure (step 1&2) has to be repeated for all the frequency- 125, 250, 750, 1000, 1500, 2000, 3000, 4000, 6000, 8000, and 12000 Hz.
3. Once the calibration of one transducer (Left/ Right) is done, calibration has to be done with the next transducer (Left/ Right).

Calibration of Free filed- Speech

Materials Required for Calibration

1. Sound Level Meter (SLM)
2. Sound Level Calibrator/ Piston Phone.
3. Field Condenser Microphone
4. Preamplifier
5. Screw driver set
6. Tripod stand

- 1) Note down the target value given in the calibration chart or the instrument LCD display panel.
- 2) Find if the particular target SPL is read on the SLM.

If yes then the particular frequency is in calibration- you can move on to the next frequency with out making any change.

If No. Then turn the channel 1 attenuator dial clock wise to increase the dB SPL out put and turn the dial anti clock wise to reduce the intensity. Once the target is achieved on the SLM press the save/ data transfer Button on the control panel to finalize the calibration.

- 3) Once the calibration of one transducer (Left/ Right) is done, calibration has to be done with the next transducer (Left/ Right).

Calibration of Impedance Audiometer.

Daily calibration of Immittance meter can be administered using a Test cavity.

(2000-1035 for GSI tymptstar.) . This test cavity will be provided with the instrument.

- Plug the probe to the 2CC cavity provided in the cavity box.
- Place the probe unit as well as the calibration cavity separately to avoid vibrations that can contaminate the measurements.
- Run a single test by pressing the start button.
- Verify the ear canal volume and the graph .If the ear canal volume is 2CC and the graph is flat without peaks then the instrument is in calibration.
- If it is not, a probe calibration has to be done.

Probe calibration

- Press Special and then Return key.
- Select Altitude Calibration with the soft key.
- Press data transfer and all the probe tone frequencies will be displayed on the screen.
- Select the 226Hz probe frequency to activate 226Hz circuitry. A message will be displayed on the right extreme corner of the screen of the instrument.
- Then the instrument will give the instruction to put the probe in the respective cavity (Instruction will be displayed on the screen).
- Press the data transfer to start calibration and it would take few minutes to finish the calibration.
- Similar procedure has to be followed for 678Hz, 1 kHz and multiple hertz (Follow instruction given by the instrument).

7. Measuring tape
8. Batteries

Preparation of SLM

1. Load the SLM batteries.
2. Connect the SLM to the preamplifier
3. Mount the Microphone to the preamplifier
4. Mount the SLM on the tripod stand and should be placed one meter away from the speaker (this is supposed to be the position of the patient).
5. Load the sound level calibrator with batteries

Checking the calibration of the SLM

1. Set the SLM to the Slow Weighting network and switch octave filter in.
2. Set the octave filter to 1000 Hz(if using B&K Acoustical Calibrator Type 4231).
3. Set the intensity range dial to 90 dB SPL(if using B&K Acoustical Calibrator Type 4231).
4. Place the sound level calibrator on the microphone and switch on the sound level calibrator.
5. See for the reading. If the sound level meter is reading 94 dB SPL (if using B&K Acoustical Calibrator Type 4231)
6. If not adjust the microphone gain trimmer till it reads 94 dB SPL. If the target is not achieved do not continue the calibration.

Setting up the Audiometer for Calibration

1. Push on the audiometer to the calibration mode. - Refer to the manual for the same.
2. Set the reference levels in HL
3. Choose the transducer (free field transducer)
4. Set the stimulus out put to mic.
5. Root the transducer (Right / Left)
6. Note the target SPL for the reference HL level (In case of GSI and Madson the target SPL will be displayed on the left side corner of the LCD screen).
7. Press the interrupter

Taking the reading from SLM

1. Set the SLM to the linear mode
2. Set the SLM to slow weighting network.

Once the above steps are complete the set up is ready for taking reading. To take the reading Chose the input transducer as mic and then phonate 'aaa.....' See that the VU meter does not cross 0 mark. Note: that the reading should be taken from the top view in to the meter gage).

Calibrating the instrument

REM CALIBRATION

- ✓ Switch on the instrument before starting the calibration.
- ✓ Select the software (PC Probe Mic), which is on the computer monitor.
- ✓ Select the measuring screen and go to task.
- ✓ Probe calibration and full calibration are given in the task menu and full Calibration can be selected.
- ✓ In full calibration, initially the reference microphone calibration is done.

- ✓ The assertive device for this calibration is sound level meter (SLM).
- ✓ Hold the microphone of the probe microphone and the sound pressure level meter at the same time distance from loudspeaker front, facing each other.
- ✓ Press **Start** to start the signal.
- ✓ Keep the set still to adjust the offset until the SPL meter reading is 80dB SPL.
- ✓ Press **Stop**, when the reading is correct, and **OK** to save and continue to probe tube microphone calibration.

Probe Microphone Calibration:

- ✓ For probe tube microphone calibration, the assistive listening device used is probe reference microphone.
- ✓ Hold the probe tube tip closely in front of the reference microphone.
- ✓ Press **Calibrate** to start calibration.
- ✓ Keep the set still during the calibration.
- ✓ Press **OK**, to save the full calibration, when the calibration procedure has been finalized.

OAE calibration

1. Open the OAE software and go to test menu on the task bar.
2. In the test menu, select instrument check.
3. Insert the probe tip to the test cavity and keep it separately on a different chair. This is to avoid mechanical vibration contaminating the measurement.
4. Make sure that the test environment is quiet
5. Verify the values for speaker 1(F1) and speaker 2 (F2) are coming with in the normal range.
6. If the instrument check shows pass for F1- speaker 1, F2 – speaker 2, microphone and seal check and the instrument status shows all the points are within tolerance then it can be considered that the instrument is in calibration.
7. If not the probe must be changed.

OAE calibration

1. Open the OAE software and go to test menu on the task bar.
2. In the test menu, select instrument check.
3. Insert the probe tip to the test cavity and keep it separately on a different chair. This is to avoid mechanical vibration contaminating the measurement.
4. Make sure that the test environment is quiet
5. Verify the values for speaker 1(F1) and speaker 2 (F2) are coming with in the normal range.
6. If the instrument check shows pass for F1- speaker 1, F2 – speaker 2, microphone and seal check and the instrument status shows all the points are within tolerance then it can be considered that the instrument is in calibration.
7. If not the probe must be changed.

Protocol for hearing aid Trial


Step-1

Assessment

Comprehensive audiological assessment include case history , otoscopic examination, Audiometric evaluation, impedance audiometry and the other tests like OAE, AEPs if needed.

Determine physical, psychological, sociological, financial and communication status.

Provision of audiometric results and recommendations through appropriate counseling.

 Determination of candidacy and motivation for auditory rehabilitation.

Determination of medical clearance.

Step- 2

Treatment planning

Audiologist, patient or family members review the results of assessment to identify areas of difficulty and need. It is important for the patient and family members to understand the realistic benefits and the limitations of the hearing aid.

Step-3

Hearing aid selection

Here the characteristics of the hearing aids are determined.

Analog/ digital

Binaural/ Monaural

Hearing aid type (Body worn, BTE, ITE, ITC, CROS, Bone conduction hearing aid,

Middle ear implant etc.,)

Programmable options (telecoil, FM, signal processing strategies)

The electro acoustic characteristic of the hearing aid is also determined including frequency gain characteristics, maximum output and input-output characteristics.

Based on all the above-mentioned characteristics 4 or 3 hearing aids from different companies will be selected for the verification procedure. And these hearing aids will be programmed using appropriate software's according to the comprehensive audiological evaluation for a first fit.

The client will be informed about the type of earmould needed and will be referred to the ear mould department to get the appropriate ear mould .

Step 4

Verification

Verification procedure includes Functional gain, speech audiometry (formal and informal) and real ear measurements.

Functional Gain:

- The difference between unaided and aided thresholds for pure tones will be analyzed.
- The hearing with good aided thresholds (within the speech spectrum) compared to the other hearing aids will be selected.

Speech audiometry:

- Speech awareness level, speech recognition score at 60dBHL will be determined for all the hearing aids.
- For adults, an initial informal hearing aid trial with all the hearing aids in auditory or auditory-visual modality will be done. This informal trial would include questions or answers (10), spondees repetition (5), awareness, 7 sound test, noisiness, tolerance in different distances.
- Helen test can also be used to assess client's ability to discriminate meaningful sentences and this test constitutes 4 lists of 20 simple questions .One list is for practice in audio-visual mode and the remaining three lists can be presented in visual, auditory and audio visual mode.
- Ling test with best hearing aid will be done to find out the awareness of Ling 6 sound.

Speech intelligibility measurement can be done to find out the performance in quiet and in noise using HINT (Hearing In Noise Test) test using the PEST procedure.

REAL EAR MEASUREMENT (REM):

Real ear measurement can eliminate problems with functional gain measurement and this is more useful with children who are not cooperative for the functional measurement.

This measurement includes:

- Real ear unoccluded response
- Real ear occluded response
- Real ear aided response
- Real ear insertion response

Real ear unoccluded response (REUR):

- Equalize sound field and calibrate probe tube.
- Place probe tube in ear canal 25-30mm past the tragal notch.
- Select stimulus type and intensity, 65dB SPL is acceptable.
- Conduct measurement

Real ear occluded response (REOR):

- Keep probe tube at same location in ear canal as was used for open ear response.
- Place the ear mould on the patient.
- Select same stimulus and intensity as used in the above measurement.
- Conduct measurement.

Real ear aided response (REAR):

- Keep probe tube at same location in ear canal as was used for open ear response.
- Keep hearing aid on the patient and adjust volume control to desired position.
- Select same stimulus and intensity as used in the above measurement.
- Conduct measurement.

Real ear insertion response (REIR):

- After the completion of the test, REIR should be conducted.
- REIR is automatically displayed by subtracting the real ear occluded response from the real ear aided response.
- Repeat measurements until best match to target real ear insertion gain values is obtained.
- This determines acceptability of hearing aid gain and frequency response.

Step 5

Orientation

Audiologist counsels the audiogram and degree of hearing loss and the sounds that may or may not be heard relative to that individual's hearing loss. The anatomy and physiology of the ear, as it relates to hearing aid performance, is reviewed. During counseling, discuss strategies for effective communication and realistic hearing

expectations in difficult listening situations, such as background noise and reverberant rooms.

Key topics that should be covered

- ✓ Battery management
- ✓ Instrument feature and landmarks
- ✓ Use and routine maintenance hearing aid and ear mould
- ✓ Working knowledge of the components
- ✓ ALD coupling
- ✓ Storage
- ✓ Usage patterns
- ✓ Hearing aids should improve, but not perfect communication.
- ✓ Expect more benefit in quiet than in noise

FOLLOW-UP HEARING AID ASSESSMENT

Audiologist will recommend that the client have to return approximately 2 weeks after the initial fitting. At this time he/she has to discuss progress and adjustment to the hearing aids. Programming adjustments can be made to the hearing aids if necessary.

Step 6

Validation

Self-assessment scales can be used to determine if the hearing disability or handicap has been reduced. Measures of speech recognition can be obtained using objective or subjective methods.

There are different Self-assessment scales available to measure the hearing aid benefit and success. These scales consist of questions and the patients have to rate their performance. Some of these measures can be utilized in the assessment procedure. The available questionnaires are:


1. Hearing Handicap Inventory for the elderly screening (HHIE-S): - This has 10 statements and the patient has to respond by marking yes/no/sometimes.
2. Hearing Difficulty Questionnaire: - This test consists of different listening situations and the patient has to rate his performance from poor to normal on a 5-point scale.
3. Client Oriented Scale Of Improvement (COSI): - This is to measure the success of hearing aid fitting and the client has to list 5 improvements using the hearing aid.
4. Abbreviated Profile of Hearing Aid Benefit (APHAB)
5. International Outcome Inventory-Hearing Aids (IOI-HA)
6. NAL Hearing Skills questionnaire

- ✓ Switch on the instrument before starting the calibration.
- ✓ Select the software (PC Probe Mic), which is on the computer monitor.
- ✓ Select the measuring screen and go to task.
- ✓ Probe calibration and full calibration are given in the task menu and full Calibration can be selected.
- ✓ In full calibration, initially the reference microphone calibration is done.

- ✓ The assistive device for this calibration is sound level meter (SLM).
- ✓ Hold the microphone of the probe microphone and the sound pressure level meter at the same time distance from loudspeaker front, facing each other.
- ✓ Press **Start** to start the signal.
- ✓ Keep the set still to adjust the offset until the SPL meter reading is 80dB SPL.
- ✓ Press **Stop**, when the reading is correct, and **OK** to save and continue to probe tube microphone calibration.

Probe Microphone Calibration:

- ✓ For probe tube microphone calibration, the assistive listening device used is probe reference microphone.
- ✓ Hold the probe tube tip closely in front of the reference microphone.
- ✓ Press **Calibrate** to start calibration.
- ✓ Keep the set still during the calibration.
- ✓ Press **OK**, to save the full calibration, when the calibration procedure has been finalized.


Head of the Department
Department of Hearing Studies
Dr S.R. Chandrasekhar Institute
of Speech & Hearing
Hennur Road, Bangalore-560084

DAILY CALIBRATION CHART

DAILY CALIBRATION CHART

Date: ___/___/___

Format: NO: AUD CAL.2F

Date: ___/___/___

Format: NO: AUD CAL.2F

Name of the Instrument: _____

Name of the Instrument: _____

Machine No: AUD AM _____

Machine No: AUD AM _____

Calibrated By: _____

Calibrated By: _____

- Any observable damage to audiometer, transducers or the cords Y/N
- All transducers and peripherals are connected to the audiometer and are working when stimulated Y/N
- Displays are working properly Y/N
- All dials are intact and are working smoothly Y/N
- Audible Cross Talk Y/N
- Audible distortion through the transducers Y/N
- Any Audible humming through the transducers Y/N

- Any observable damage to audiometer, transducers or the cords Y/N
- All transducers and peripherals are connected to the audiometer and are working when stimulated Y/N
- Displays are working properly Y/N
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- Audible Cross Talk Y/N
- Audible distortion through the transducers Y/N
- Any Audible humming through the transducers Y/N

Correction Chart

Frequency	AC		BC	Speakers	
	Right	Left		Right	Left
1000Hz					
2000Hz					
4000Hz					
8000Hz					
500Hz					
250Hz					

Remarks: _____

Correction Chart

Frequency	AC		BC	Speakers	
	Right	Left		Right	Left
1000Hz					
2000Hz					
4000Hz					
8000Hz					
500Hz					
250Hz					

Remarks: _____

Signature of the Clinical Supervisor

Signature of the Clinical Supervisor



DAILY CALIBRATION – OAE

Date: _____ Machine number: _____
 Name of the instrument: _____ Calibration done by: _____

- | | NO | YES |
|--|--------------------------|--------------------------|
| • Any observable damage to instrument/transducers/cords: | <input type="checkbox"/> | <input type="checkbox"/> |
| • All transducers and peripherals are connected to the instrument and are working when stimulated: | <input type="checkbox"/> | <input type="checkbox"/> |
| • Displays are working properly: | <input type="checkbox"/> | <input type="checkbox"/> |
| • All dials and buttons are intact and working smoothly: | <input type="checkbox"/> | <input type="checkbox"/> |
| • Audible distortions/humming through the transducers: | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is there adequate cotton: | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are the probe tips cleaned: | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is there a kidney tray: | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the probe tip blocked with wax: | <input type="checkbox"/> | <input type="checkbox"/> |
| • Was it cleaned with appropriate material: | <input type="checkbox"/> | <input type="checkbox"/> |
| • Passed probe cavity check: | <input type="checkbox"/> | <input type="checkbox"/> |

Sign of Supervisor



DAILY CALIBRATION – OAE

Date: _____ Machine number: _____
 Name of the instrument: _____ Calibration done by: _____

- | | NO | YES |
|--|--------------------------|--------------------------|
| • Any observable damage to instrument/transducers/cords: | <input type="checkbox"/> | <input type="checkbox"/> |
| • All transducers and peripherals are connected to the instrument and are working when stimulated: | <input type="checkbox"/> | <input type="checkbox"/> |
| • Displays are working properly: | <input type="checkbox"/> | <input type="checkbox"/> |
| • All dials and buttons are intact and working smoothly: | <input type="checkbox"/> | <input type="checkbox"/> |
| • Audible distortions/humming through the transducers: | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is there adequate cotton: | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are the probe tips cleaned: | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is there a kidney tray: | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the probe tip blocked with wax: | <input type="checkbox"/> | <input type="checkbox"/> |
| • Was it cleaned with appropriate material: | <input type="checkbox"/> | <input type="checkbox"/> |
| • Passed probe cavity check: | <input type="checkbox"/> | <input type="checkbox"/> |

Sign of Supervisor

DAILY CALIBRATION – IMMITTANCE

Date: _____ Machine number: _____
 Name of the instrument: _____ Calibration done by: _____

- NO YES
- Any observable damage to instrument/transducers/cords:
 - All transducers and peripherals are connected to the instrument and are working when stimulated:
 - Displays are working properly:
 - All dials and buttons are intact and working smoothly:
 - Audible distortions/humming through the transducers:
 - Is there adequate cotton:
 - Are the probe tips cleaned:
 - Is there a kidney tray:
 - Is the probe tip blocked with wax:
 - Was it cleaned with appropriate material:

TESTS CARRIED OUT	RESULTS
Tympanogram	
Reflexometry	Ipsilateral
	Contralateral
B & G	
Multi Hertz Tympanometry	


 Head of the Department
 Department of Hearing Studies
 Dr S.R. Chandrasekhar Institute
 of Speech & Hearing
 Henn Sign of Supervisor
 Sree Siddaganga, Bangalore-560094



DAILY CALIBRATION – IMMITTANCE

Date: _____ Machine number: _____
 Name of the instrument: _____ Calibration done by: _____

- NO YES
- Any observable damage to instrument/transducers/cords:
 - All transducers and peripherals are connected to the instrument and are working when stimulated:
 - Displays are working properly:
 - All dials and buttons are intact and working smoothly:
 - Audible distortions/humming through the transducers:
 - Is there adequate cotton:
 - Are the probe tips cleaned:
 - Is there a kidney tray:
 - Is the probe tip blocked with wax:
 - Was it cleaned with appropriate material:

TESTS CARRIED OUT	RESULTS
Tympanogram	
Reflexometry	Ipsilateral
	Contralateral
B & G	
Multi Hertz Tympanometry	

Sign of Supervisor



SERVICE CONTRACT AGREEMENT

Customer Name : Dr. S.R.Chandrasekhar Institute of Speech & Hearing
Customer Address : Hennur Main Road, Kariyana palaya, Lingarajapuram, , Bangalore.
Karnataka - 560084
Period for which Agreement Valid : 01 February 2022 to 31 January 2023
Amount Payable by Customer : Rs. 1,50,000.00 + 27,000.00 IGST (@ 18%) = Rs. 1,77,000.00
Agreement No. & Date : KN/SCA/GSI/SRCISH/2021149 & dated on 10-01-2022
No of PM & BD Calls : 2 & 4

Serial No.	Equipment Model(s)
GS0057496	GSI AudioStarPro
GS0083052	GSI TYMPSTAR PRO
GS0083051	GSI TYMPSTAR PRO
GS0083047	GSI TYMPSTAR PRO
GI1004316	GSI CORTI (DPOAE) DIAGNOSTIC UNIT
GS0058097	GSI AUDERA (BERA)
GS0071681	GSI TympStar Pro
GS0061072	GSI TympStar Pro

This agreement is entered into by Alliance Biomedica Private Limited having their Registered Office at Flat 15, Ashirwad, New No. 30 (Old No.12), Puliyur I Lane, Trustpuram, Chennai - 600 024, hereinafter known as ABPL and the CUSTOMER named above.

1. NATURE OF THE CONTRACT

The CUSTOMER has installed the above mentioned equipment at its premises. ABPL as the exclusive distributors of the manufacturer in Southern, Eastern and Western region of India shall provide maintenance services to CUSTOMER for the equipment(s) detailed above on the basis of terms and conditions given hereunder.

2. SCOPE OF THE CONTRACT

2.1 Under this Agreement ABPL shall provide preventive maintenance as well as breakdown maintenance to keep the CUSTOMER'S equipment in good working order. Under this Agreement, we also undertake to do One Calibration during Preventive Maintenance (PM) visit for GSI equipment.

2.2 For preventive maintenance APBL shall make the above mentioned number of visit(s) of one day(s) per visit inclusive of travel time on date mutually convenient to CUSTOMER and ABPL. During these preventive maintenance calls, ABPL may also undertake break down maintenance works. Break down call shall cover rectification of the faults subject to availability of spareparts with the CUSTOMER.

2.3 ABPL will depute their Service Engineer for break down call within reasonable time from receipt of the call from CUSTOMER. ABPL shall not be responsible for delay in servicing due to non-availability of spares or due to any reasons beyond its control.

2.4 ABPL's service will be provided during normal working hours i.e. from 9 A.M. to 5.30 P.M. from Monday through Friday, excluding holidays. Working hours will be reckoned from the time the Service Engineer leaves ABPL until he returns to headquarters. Service work not covered under this contract will be charged at ABPL's standard existing rates plus the travel expenses at actuals.

2.5 Any defects in the electrical installation and/or wiring outside the equipment(s) or power supply fluctuation will be rectified by CUSTOMER at his own cost.

2.6 It would be CUSTOMER's obligation to provide proper environmental conditions for the equipment(s). ABPL shall not be responsible for any damage, loss or malfunctioning of the equipment due to non-availability of proper environmental conditions.

2.7 ABPL will not be responsible to carry out repairs where

Alliance Biomedica Pvt. Ltd.

Regd. Office : Flat 15, Ashirwad, 12 (New # 30), Puliyur I Lane, II Main Road, Trustpuram, Chennai - 600 024, India.

Phone : +91-44-24803704 / 23725299 Fax : + 91-44-23725810 e-mail : info@alliancebiomedica.com

Website : www.alliancebiomedica.com / CIN : U51397TN1999PTC041883



Alliance

B i o m e d i c a

- i) Repairs and/or modifications are required due to applications/usages other than those for which the equipment is designed.
ii) The equipment is opened, serviced, repaired or modified by any unauthorized agency/personnel.
iii) The equipment has been disabled by accidents, explosion, tampering, neglect or misuse, failure of electrical power, air-conditioning, humidity control or causes other than ordinary use.
iv) Natural wear and tear has taken its toll.
v) Necessary parts are not available.
vi) In ABPL's opinion equipment is irreparable.

2.8 ABPL shall not be liable for any loss, direct or indirect due to faulty operation, application of the equipment(s). ABPL will also not be responsible for any consequential loss or damage.

2.9 This agreement will be entered into by ABPL after checking the equipment for its satisfactory working. If any repairs are considered necessary to bring the equipment(s) in good working condition before taking over for service contract purposes, such repairs will be charged for separately. This clause will not apply if the Agreement is entered immediately after the expiry of warranty period or at the time of renewal of an existing Agreement with ABPL.

2.10 CUSTOMER will give ABPL representative full accesses to the equipment(s) to enable him provide maintenance service. CUSTOMER will provide to ABPL service engineer all necessary operating and service manuals for the equipment(s) covered by this contract. Also assistance by CUSTOMER's staff working on the system and familiar with the programmes will be extended to ABPL engineer as and when required.

2.11 In case repairs are not possible at site, the equipment may be brought to ABPL's workshop for repairs. In such a case all transportation and insurance charges will be to CUSTOMER's account. The equipment will remain at ABPL's premises at CUSTOMER's risk. However, if the CUSTOMER so desires, ABPL shall arrange an insurance cover at CUSTOMER's cost.

3. ASSIGNMENT

The CUSTOMER shall not assign this agreement or any part thereof or any benefit there under to any third party without ABPL's written consent. In the event of change of ownership this agreement stands terminated and no refund of any amount shall be made to the CUSTOMER.

4. MOVEMENT OF SYSTEM TO A NEW LOCATION

No equipment or part thereof shall be moved from the location mentioned in this agreement without written consent of ABPL. In case of change in location, ABPL shall have the right to terminate this agreement and/or revise the maintenance charges. All charges and expenses for movement of the equipment to the new location and charges for dismantling, reinstallation, checking and commissioning shall be payable by the CUSTOMER. Transit Insurance also will be the responsibility of the CUSTOMER.

5. SPARE PARTS

5.1 If material or parts are required to be imported such imports shall be CUSTOMER's responsibility.

5.2 This Agreement does not cover supply of any spare parts by ABPL. Adequate Inventory of spare parts shall have to be made available to ABPL engineers for quick and efficient maintenance. ABPL shall assist CUSTOMER in making inventory of spare parts to be maintained by CUSTOMER.

6. PAYMENT TERMS

The amount payable for services to be rendered under this agreement (Note: Service Tax is as per the Central Government Service Tax tariff at the time of acceptance of AMC). A bill for the amount shall be submitted by ABPL to CUSTOMER immediately after signing the Agreement and shall be payable by CUSTOMER in full within 30 days of the date of the Agreement.

The first visit under this contract will generally be made after payment is received by ABPL. If the payment is not received by ABPL within 30 days as specified above, ABPL shall be at liberty to terminate this Agreement without prejudice to their rights and recover charges for services if any rendered at their standard ruling per rates.

7. ARBITRATION

7.1 Disputes if any arising out of this Agreement will be settled by arbitration and the decision of the arbitrator shall be final and binding on both the parties also will be the responsibility of the CUSTOMER.

7.2 This Agreement shall be governed by the Indian Laws.

FOR ALLIANCE BIOMEDICA PVT. LTD.

NAME : R. Vinoth Kumar

FOR DR. S.R.CHANDRASEKHAR INSTITUTE OF
SPEECH & HEARING

NAME :

Alliance Biomedica Pvt. Ltd.

Regd. Office : Flat 15, Ashirwad, 12 (New # 30), Puliyur I Lane, II Main Road, Trustpuram, Chennai - 600 024, India.

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Website : www.alliancebiomedica.com / CIN : U51397TN1999PTC041883



Alliance

B i o m e d i c a

DESIGNATION : Manager - All India Customer Support

SIGNATURE :



DESIGNATION : Head, Dept of Hearing Studies

SIGNATURE :

21/3/22

Head of the Department
Department of Hearing Studies
Dr S.R. Chandrasekhar Institute
of Speech & Hearing
Hennur Road, Bangalore-560084

Alliance Biomedica Pvt. Ltd.

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Website : www.alliancebiomedica.com / CIN : U51397TN1999PTC041883


Minutes of Infrastructure and Maintenance committee meeting.

Date :20-08-2021

Members attended

Mr.Nitish Ranjan patel
Ms.Jinumole
Mr.Ramamurthy

Sl.no.	Issue /agenda	Discussion	Resources required	Person responsible	Deadline
1	complaint book and action taken on the same	<p>The discussion was made about the complaint book register and whether action is taken on the same.</p> <p>The committee members informed that general complaints related to generator etc were checked by the concerned staff and rectified the same.</p>	Materials and other items to purchase	Mr.Jayaram	24-08-2021



Mr. Jayaram C.S.
Chairperson

Infrastructure and Maintenance committee

Chairperson

IT Infrastructure Committee
Dr S R Chandrasekhar Institute of
Speech and Hearing
Hennur Road, Bangalore-560084

Minutes of Infrastructure and Maintenance committee meeting.

Date :20-11-2021

Members attended

Mr.Nitish Ranjan patel
Ms.Jinumole
Mr.Ramamurthy

Sl.no.	Issue /agenda	Discussion	Resources required	Person responsible	Deadline
1	complaint book and action taken on the same	<p>The discussion was made about the complaint book register and whether action is taken on the same.</p> <p>The committee members informed that general complaints related to generator etc were checked by the concerned staff and rectified the same.</p>	Materials and other items to purchase	Mr.Jayaram	23-11-2021


Mr. Jayaram C.S.
Chairperson

Infrastructure and Maintenance committee

Chairperson

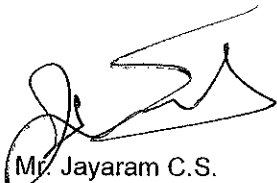
IT Infrastructure Committee
Dr S R Chandrasekhar Institute of
Speech and Hearing
Hennur Road, Bangalore-560044

Date : 22-06-2022

Members attended

Mr.Nitish Ranjan patel
Ms.Jinumole
Mr.Ramamurthy

Sl.no.	Issue /agenda	Discussion	Resources required	Person responsible	Deadline
1	To purchase the materials and other items for repairing	<p>The discussion was made to collect quotation and take approval from management to purchase the materials .</p> <p>It was informed that after the purchase of the material, it should be distributed to concerned person and maintain the records & rectify the same.</p>	Materials and other items to purchase	Mr.Jayaram	30-06-2022



Mr. Jayaram C.S.
Chairperson
Infrastructure and Maintenance committee

Chairperson
IT Infrastructure Committee
Dr S R Chandrasekhar Institute of
Speech and Hearing
Hennur Road, Bangalore-560054


Minutes of Infrastructure and Maintenance committee meeting.

Date : 12-10-2021

Members attended

Mr.Nitish Ranjan patel
Ms.Jinumole
Mr.Ramamurthy

Sl.no.	Issue /agenda	Discussion	Resources required	Person responsible	Deadline
1	complaint book and action taken on the same	<p>The discussion was made about the complaint book register and whether action is taken on the same.</p> <p>The committee members informed that general complaints related to lift work etc were checked by the concerned staff and rectified the same.</p>	Materials and other items to purchase	Mr.Jayaram	16-10-2021



Mr. Jayaram C.S.
Chairperson

Infrastructure and Maintenance committee

Chairperson
IT Infrastructure Committee
Dr S R Chandrasekhar Institute of
Speech and Hearing
Hennur Road, Bangalore-560084

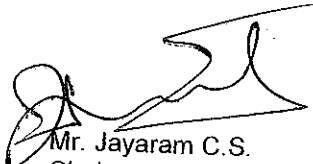
Minutes of Infrastructure and Maintenance committee meeting.

Date :7-07-2022

Members attended

Mr.Nitish Ranjan patel
Ms.Jinumole
Mr.Ramamurthy

Sl.no.	Issue /agenda	Discussion	Resources required	Person responsible	Deadline
1	complaint book and action taken on the same	<p>The discussion was made about the complaint book register and whether action is taken on the same.</p> <p>The committee members informed that general complaints related to lift work etc were checked by the concerned staff and rectified the same.</p>	Materials and other items to purchase	Mr.Jayaram	15-07-2022



Mr. Jayaram C.S.
Chairperson
Infrastructure and Maintenance committee

Chairperson
IT Infrastructure Committee
Dr S R Chandrasekhar Institute of
Speech and Hearing
Hennur Road, Bangalore-560064

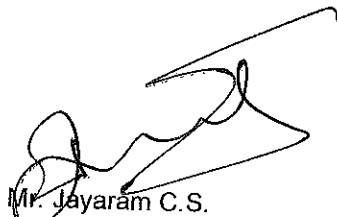
Minutes of Infrastructure and Maintenance committee meeting.

Date : 14-7-2021

Members attended

Mr.Nitish Ranjan patel
Ms.Jinumole
Mr.Ramamurthy

Sl.no.	Issue /agenda	Discussion	Resources required	Person responsible	Deadline
1	complaint book and action taken on the same	<p>The discussion was made about the complaint book register and whether action is taken on the same.</p> <p>The committee members informed that general complaints related to AC etc were checked by the concerned staff and rectified the same.</p>	Materials and other items to purchase	Mr.Jayaram	17-7-2021



Mr. Jayaram C.S.
Chairperson
Infrastructure and Maintenance committee

Chairperson
IT Infrastructure Committee
Dr S R Chandrasekhar Institute
Speech and Hearing
Hennur Road, Bangalore-560064

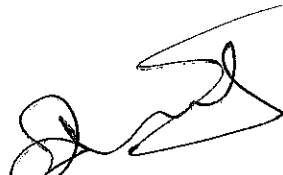
Minutes of Infrastructure and Maintenance committee meeting.

Date : 24-06-2022

Members attended

Mr.Nitish Ranjan patel
Ms.Jinumole
Mr.Ramamurthy

Sl.no.	Issue /agenda	Discussion	Resources required	Person responsible	Deadline
1	complaint book and action taken on the same	<p>The discussion was made about the complaint book register and whether action is taken on the same.</p> <p>The committee members informed that general complaints related to AC etc were checked by the concerned staff and rectified the same.</p>	Materials and other items to purchase	Mr.Jayaram	1028-6-2022



Mr. Jayaram C.S.
Chairperson
Infrastructure and Maintenance committee

Chairperson
IT Infrastructure Committee
Dr S R Chandrasekhar Institute of
Speech and Hearing
Hennur Road, Bangalore-560084

Minutes of Infrastructure and Maintenance committee meeting.

Date : 3-11-2022

Members attended

Mr.Nitish Ranjan patel
Ms.Jinumole
Mr.Ramamurthy
Sash sports secretary

Sl.no.	Issue /agenda	Discussion	Resources required	Person responsible	Deadline
1	Collect quotation and to install the same	The discussion was made to collect the quotation for installation of CCTV in departments and other places. To finalize the quotation and take approval from management to do the needful		Mr.Jayaram	10-11-2022


Mr. Jayaram C.S.
Chairperson
Infrastructure and Maintenance committee

Chairperson
IT Infrastructure Committee
Dr S R Chandrasekhar Institute of
Speech and Hearing
Hennur Road, Bangalore-560064