



# RAIDIGHI COLLEGE

(NAAC Accredited & ISO 9001:2015 Certified)  
P.O. & P.S. -Raidighi, South 24 Parganas, Pin- 743383

Phone No. (03218) 358-262

Website – [www.raidighicollege.in](http://www.raidighicollege.in)

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## **Sub-Committee: CAMPUS MAINTENANCE AND DEVELOPMENT**

**(Session: 2018-19)**

### **NOTICE: Meeting no.01**

A meeting of the Campus Maintenance and Development sub-committee will be held on 17th July 2018 at 1:00 pm in the Principal's chamber. All the members are requested to attend the said meeting.

- Agenda:**
1. To discuss repair and maintenance work in Girls Hostel.
  2. Discussion on plumbing work in AJC Bose Bhawan.
  3. Miscellaneous.

**Members Present:** Dr Sasabindu Jana-Principal  
Prof. Sudhin Sinha- TCS  
Prof Bidyut Saha  
Dr. Debasree Saha  
Dr. Madhumita Majumder  
Prof. Rukshana Irani  
Prof. Sanat Kumar Purkait  
Dr. Payel Ghosh  
Dr. Manab Kanti Baidya  
Prof. Dibbyendu Saha

### **Resolutions taken:**

1. It was decided that immediate repair and maintenance work should be started in the Girls' Hostel
2. It was decided that plumbing repair work in AJC Bose Bhavan would be taken up immediately.
3. Under Miscellaneous, maintenance of campus cleanliness was discussed.



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## NOTICE: Meeting No.02

A meeting of the Campus Maintenance and Development sub-committee will be held on 4th October 2018 at 12:00 noon in the Principal's chamber. All the members are requested to attend the said meeting.

- Agenda:**
1. Discussion on the repair work to be done in Boy's common room.
  2. Discussion on Maintenance of water purifiers

**Members Present:** Dr Sasabindu Jana-Principal  
Prof. Sudhin Sinha- TCS  
Prof Bidyut Saha  
Dr. Debasree Saha  
Dr. Madhumita Majumder  
Prof. Rukshana Irani  
Prof. Suprity Sarkar  
Dr. Payel Ghosh  
Dr. Manab Kanti Baidya  
Prof. Asim Panda

## Resolution taken:

1. It was decided that repair work of boys' common room should be carried out soon.
2. Renewal of contract with water purifier services will be done asap for timely maintenance.



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## NOTICE: Meeting No.03

A meeting of the Campus Maintenance and Development sub-committee will be held on 29th January 2019 at 1:00 pm in the Principal's chamber. All the members are requested to attend the said meeting.

- Agenda:** 1. Discussion on the repair work to be done in the college canteen  
2. Discussion on the maintenance of drinking water tanks.

**Members Present:** Dr Sasabindu Jana-Principal  
Prof. Sudhin Sinha- TCS  
Prof Bidyut Saha  
Dr. Debasree Saha  
Dr. Madhumita Majumder  
Prof. Rukshana Irani  
Prof. Sanat Kumar Purkait  
Prof. Suprity Sarkar  
Dr. Payel Ghosh  
Dr. Manab Kanti Baidya  
Prof. Asim Panda

## Resolution taken:

1. Canteen repair work should be started immediately
3. Workers are to be appointed to clean the water tanks on a holiday.



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## NOTICE: Meeting No.04

A meeting of the Campus Maintenance and Development sub-committee will be held on 18th April 2019 at 2:30 pm in the Principal's chamber. All the members are requested to attend the said meeting.

**Agenda:** 1. To discuss repair work in students' toilets.  
2. Maintenance of college playground.

**Members Present:** Dr Sasabindu Jana-Principal  
Prof. Sudhin Sinha- TCS  
Prof Bidyut Saha  
Dr. Debasree Saha  
Dr. Madhumita Majumder  
Prof. Rukshana Irani  
Prof. Suprity Sarkar  
Dr. Payel Ghosh  
Dr. Manab Kanti Baidya  
Prof. Asim Panda

## Resolution taken:

1. Immediate repair work to be initiated to repair the broken/non- functional taps, and replacement of fused tube lights.
2. Workers to be appointed to clean the weeds grown on the playground.



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**(2019-2020)**

## **NOTICE: Meeting 01**

A meeting of the Campus Maintenance and Development sub-committee will be held on 2<sup>nd</sup> July 2019 at 1:30 pm in the Principal's chamber. All the members are requested to attend the said meeting.

**Agenda:** 1. Discussion on regular cleaning of classrooms  
2. Renovation work in AJC Bose Bhawan

**Members Present:** Dr Sasabindu Jana-Principal  
Prof. Sudhin Sinha- TCS  
Prof Bidyut Saha  
Dr. Debasree Saha  
Dr. Madhumita Majumder  
Prof. Rukshana Irani  
Prof. Sanat Kumar Purkait  
Prof. Suprity Sarkar  
Dr. Payel Ghosh

## **Resolution taken:**

1. Appointment of workers to clean classrooms.
2. Renovation work in AJC Bose Bhawan should be started asap.



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## NOTICE: Meeting 02

A meeting of the Campus Maintenance and Development sub-committee will be held on 26th September 2019 at 1:00 pm in the Principal's chamber. All the members are requested to attend the said meeting.

**Agenda 1.** To discuss student toilet cleanliness as per the recommendation of the Students' Welfare Sub-committee

2. Repair of girls' hostel window panes.
3. Miscellaneous.

**Members Present:** Dr Sasabindu Jana-Principal

Prof. Sudhin Sinha- TCS  
Prof Bidyut Saha  
Dr. Debasree Saha  
Dr. Madhumita Majumder  
Prof. Rukshana Irani  
Prof. Suprity Sarkar  
Dr. Payel Ghosh  
Prof. Asim Panda

## Resolution taken:

1. Appointment of more sweepers for regular cleaning of toilets.
2. Appointment of a carpenter to repair the window panes in the girls' hostel.
3. Plumbing repair work was discussed in the Miscellaneous.



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## NOTICE: Meeting 03

A meeting of the Campus Maintenance and Development sub-committee will be held on 18th February 2020 at 1:00 pm in the Principal's chamber. All the members are requested to attend the said meeting.

**Agenda:** 1. Electricity repair work discussion  
2. Discussion on wooden work to be done in AJC Bose Bhawan and Swami Vivekananda Bhawan.

**Members Present:** Dr Sasabindu Jana-Principal  
Prof. Sudhin Sinha- TCS  
Prof Bidyut Saha  
Dr. Debasree Saha  
Dr. Madhumita Majumder  
Prof. Rukshana Irani  
Prof. Sanat Kumar Purkait  
Prof. Suprity Sarkar  
Dr. Payel Ghosh  
Dr. Manab Kanti Baidya  
Prof. Dibbyendu Saha

## Resolution taken:

1. Appointment of electricians for repair work.
3. Appointment of carpenters for wooden work



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**(2020-2021)**

**NOTICE:**

An online meeting of the Campus Maintenance and Development sub-committee will be held on 3rd July 2020 at 12:00 noon via Google Meet. All the members are requested to attend the said meeting.

**Agenda:**

1. Discussion on campus cleaning post-Amphan cyclone.
2. Discussion on the sanitization of the college campus once the college is scheduled to reopen (depending on Govt. order)

**Members Present:** Dr Sasabindu Jana-Principal

Prof. Sudhin Sinha- TCS

Prof Bidyut Saha

Dr. Debasree Saha

Dr. Madhumita Majumder

Prof. Rukshana Irani

Prof. Sanat Kumar Purkait

Dr. Payel Ghosh

Dr. Manab Kanti Baidya

Prof. Dibbyendu Saha

Prof. Asim Panda

**Resolutions taken:**

1. It was decided that immediate cleaning of campus should be done.
2. It was decided that once the college is scheduled to resub-committee order, a sanitization drive will be carried out on the campus before reopening.



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**(2021-2022)**

## **NOTICE: Meeting 01**

An online meeting of the Campus Maintenance and Development sub-committee will be held on 1st July 2021 at 12:00 pm via Google Meet. All the members are requested to attend the said meeting.

**Agenda:** 1. Current condition and required measures in the campus  
2. Miscellaneous

**Members Present:** Dr Sasabindu Jana-Principal  
Dr. Madhumita Majumder, Convenor  
Prof Bidyut Saha, Deputy Convenor  
Prof. Sudhin Sinha, TCS  
Dr. Debasree Saha  
Prof. Suprity Sarkar  
Prof. Dibbyendu Saha

## **Resolutions taken:**

1. The process of sanitization and cleaning of the campus is currently going on and it shall be ensured that all parts of the campus are properly sanitized before reopening.
2. Under Miscellaneous, a discussion on proper waste disposal (laboratory waste, biodegradable and non-biodegradable waste etc.) came up and Principal Sir ensured that he would take the initiative for proper waste disposal shortly.



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## NOTICE: Meeting 02

A meeting of the Campus Maintenance and Development sub-committee will be held on 7<sup>th</sup> December 2021 at 2:00 pm in the Principal's chamber. All the members are requested to attend the said meeting.

**Agenda.** To discuss repair work of laboratory equipment post-Covid and Amphan  
2. Miscellaneous.

**Members Present:** Dr Sasabindu Jana-Principal  
Dr. Madhumita Majumder, Convenor  
Prof Bidyut Saha, Deputy Convenor  
Prof. Sudhin Sinha- TCS  
Dr. Debasree Saha  
Prof. Rukshana Irani  
Prof. Suprity Sarkar  
Dr. Payel Ghosh  
Prof. Sanat Kumar Purkait  
Dr. Manab Kanti Baidya

## Resolution taken:

1. Measures to repair laboratory equipment will be taken up immediately
2. Under Miscellaneous, regular cleaning of toilets and hostel was discussed.



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**(2022-2023)**

## **NOTICE: Meeting 01**

A meeting of the Campus Maintenance and Development sub-committee will be held on 19th July 2022 at 1:30 pm in the Principal's chamber. All the members are requested to attend the said meeting.

### **Agenda:**

1. Discussion on plumbing repair work
2. Discussion on repair work to be done in Girls' common room

**Members Present:** Dr Sasabindu Jana-Principal  
Dr. Debasree Saha, Convenor  
Prof Bidyut Saha, Deputy convenor  
Prof. Sudhin Sinha- TCS  
Dr. Madhumita Majumder  
Prof. Rukshana Irani  
Prof. Suprity Sarkar  
Dr. Payel Ghosh  
Prof. Sanat Kumar Purkait  
Dr. Manab Kanti Baidya  
Prof. Dibbyendu Saha  
Prof. Asim Panda

### **Resolution taken:**

1. Plumbing repair work has to be carried out in both AJC Bose Bhawan and Swami Vivekananda Bhawan.
2. Immediate repair work should be started in the Girls' common room as per the recommendation of the Students' welfare sub-committee.



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## NOTICE: Meeting 02

A meeting of the Campus Maintenance and Development sub-committee will be held on 10th November 2022 at 2:30 pm in the Principal's chamber. All the members are requested to attend the said meeting.

## Agenda:

1. Discussion on the budget for monthly campus maintenance.
2. Discussion on the appointment of lady sweepers.
3. Discussion on maintenance of water tank and drinking water facility.

## Members Present: Dr Sasabindu Jana-Principal

Dr. Debasree Saha, Convenor  
Prof Bidyut Saha, Deputy Convenor  
Prof. Sudhin Sinha- TCS  
Dr. Sisir Chatterjee, IQAC Coordinator  
Dr. Arunima Biswas, IQAC Jt. Coordinator  
Dr. Madhumita Majumder  
Prof. Rukshana Irani  
Prof. Suprity Sarkar  
Prof. Dibbyendu Saha  
Prof. Asim Panda

## Resolution taken:

1. It was decided that the budget of monthly campus maintenance under this sub-committee should not exceed Rs. 10,000/.
2. Lady sweepers shall be appointed immediately.
3. Sensor devices should be attached to water tanks. Annual maintenance service should be employed for drinking water facilities.



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## NOTICE: Meeting 03

A meeting of the Campus Maintenance and Development sub-committee will be held on 3rd February 2023 at 2:00 pm in the Principal's chamber. All the members are requested to attend the said meeting.

### Agenda:

1. Discussion on the repair of the pump in Girls' Hostel
2. Discussion on electricity renovation work in AJC Bose Bhawan and Swami Vivekananda Bhawan

### Members Present: Dr Sasabindu Jana-Principal

Dr. Debasree Saha, Convenor  
Prof Bidyut Saha, Deputy convenor  
Prof. Sudhin Sinha- TCS  
Dr. Sisir Chatterjee, IQAC Coordinator  
Dr. Arunima Biswas, IQAC Jt. Coordinator  
Dr. Madhumita Majumder  
Prof. Rukshana Irani  
Prof. Sanat Kumar Purkait  
Prof. Suprity Sarkar  
Prof. Dibbyendu Saha

### Resolution taken:

1. As per the recommendation of Grievance Redressal Cell, the pump in girls' hostel shall be repaired asap and if repair is not possible, a new pump shall be installed in the hostel.
2. It was decided that electricity renovation work on campus shall be carried out immediately.



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## NOTICE: Meeting 04

A meeting of the Campus Maintenance and Development sub-committee will be held on 25th April 2023 at 1:00 pm in the Principal's chamber. All the members are requested to attend the said meeting.

### Agenda:

1. Discussion on the repair of broken/non-functional tube lights and fans in Swami Vivekananda Bhawan.
2. Miscellaneous.

### Members Present: Dr Sasabindu Jana-Principal

Dr. Debasree Saha, Convenor  
Prof Bidyut Saha, Deputy Convenor  
Prof. Sudhin Sinha- TCS  
Dr. Sisir Chatterjee, IQAC Coordinator  
Dr. Arunima Biswas, IQAC Jt. Coordinator  
Dr. Madhumita Majumder  
Prof. Rukshana Irani  
Prof. Sanat Kumar Purkait  
Prof. Suprity Sarkar  
Prof. Dibbyendu Saha

### Resolution taken:

1. It was decided that the tubelights and fans in Swami Vivekananda Bhawan shall be repaired asap.
2. Under miscellaneous, it was decided that more dust bins would be kept on each floor of AJC Bose Bhawan and Swami Vivekananda Bhawan to maintain campus cleanliness.



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