

कार्यालय प्राचार्य
शासकीय नवीन महाविद्यालय - बोरी, जिला - दुर्ग (छ. ग.)

www.govtcollegebori.com

Email-govtcollegebori@gmail.com

College Code - 1609

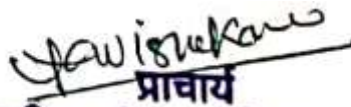
क्रं P-535 A / 2021

बोरी, दिनांक 11/08/2021

आदेश

महाविद्यालय प्राचार्य की अध्यक्षता में सत्र 2021-22 के लिए महाविद्यालयीन रख रखाव समिति का गठन किया जाता है तथा महाविद्यालय के निम्नलिखित प्राध्यापकों को आदेशित किया जाता है कि सम्पूर्ण सत्र के दौरान महाविद्यालय रख रखाव से सम्बंधित कार्यों का सतत निरिक्षण कर सत्र के अंत में वार्षिक प्रतिवेदन प्रस्तुत करें।

क्र.	अधिकारी का नाम	पद	समिति
1	डॉ तापस मुखर्जी	सहायक प्राध्यापक अंग्रेजी	कैंपस समन्वयक
2	डॉ अमरनाथ शर्मा	सहायक प्राध्यापक समाजशास्त्र	सिविल रखरखाव समन्वयक
3	डॉ मीना चक्रबोर्ती	सहायक प्राध्यापक रसायन शास्त्र	आईटी इंफ्रा समन्वयक
4	डॉ हंसराज ठाकुर	सहायक प्राध्यापक अर्थशास्त्र	पुस्तकालय समन्वयक
5	श्री समीर जायसवाल	सहायक प्राध्यापक वाणिज्य	मैकेनिकल और इलेक्ट्रिकल रखरखाव समन्वयक


प्राचार्य
शासकीय नवीन महाविद्यालय बोरी
जिला - दुर्ग (छ.ग.)

GOVT. NAVEEN COLLEGE BORI, DIST. DURG (C.G.)

MAINTENANCE COMMITTEE


Objectives

- To establish regular maintenance of the building and the equipments of the institute.
- The committee's objective is to correspond with the people responsible for the maintenance and monitor the quality of work and given time schedule of the job.
- To monitor regular maintenance in the institute on daily basis.
- To monitor regular annual maintenance of the institute and related infrastructure.
- To monitor and plan major and minor repairs of lab equipment's and office accessories.

Responsibilities

To estimate the quantum of annual maintenance every year and get approval of the same for execution of the work

- To plan staff for daily and routine maintenance and their work is monitored on daily basis.
- To resolve the issues related to maintenance on daily basis.
- Those objections which don't come under the preview of normal maintenance are reported through the committee to higher authority.


प्राचार्य
शासकीय नवीन महाविद्यालय बोरी
जिला - दुर्ग (छ.ग.)

Maintenance committee is categorized into following sections:

Campus Coordinator

Civil maintenance Coordinator

IT infra maintenance Coordinator

Library maintenance Coordinator

Mechanical & Electrical maintenance Coordinator

Composition of Maintenance committee

To maintain all these resources in an effective and efficient manner institute have a Maintenance Committee. The list of committee members are listed below:

S.No.	Name of the faculty	Designation	Responsibility
1	Dr. Tapas Mukherjee	Asst. Prof. English	Campus Coordinator
2	Dr. Amarnath Sharma	Asst. Prof. Sociology	Civil maintenance Coordinator
3	Dr. Meena Chakraborty	Asst. Prof. Chemistry	IT infra maintenance Coordinator
4	Dr.Hansraj Thakur	Asst. Prof. Economics	Library maintenance Coordinator
5	Shri Samir Jaiswal	Asst. Prof. Commerce	Mechanical & Electrical maintenance Coordinator

Guidelines for maintenance committee

Civil maintenance section

- Civil maintenance section is involved in the maintenance of infrastructure facility.
- This section looks after the regular maintenance of facility such as water supply facility, water harvesting system, furniture repairs, masonry and plaster works, painting, carpentry and plumbing in the campus.
- Classrooms, auditorium and library are maintained by this section

IT infrastructure maintenance


- IT infrastructure maintenance section is functioning in the campus for monitoring and resolving the issues related to hardware troubleshooting, software installation and network.
- It also monitors website support and maintenance preparation of requirements uploading of data on College website system.
- Keeping the records and maintain of all computers printers and all related equipments.
- Preparation of computers by formatting and installation of desired software as per requirement.
- Plan, coordinate and implement computer security measures in order to protect data Software and Hardware

Library maintenance section

- Maintenance of books in library
- To maintain all records of books
- To maintain bill details of purchasing of books

Mechanical & Electrical maintenance section

- It maintains and make arrangements to repair all exiting electrical system and associated hardware including interior and exterior lighting, outlets and receptacles, switches, electric panels and circuit breakers, electrical motors systems, UPS, generators, fans, lights, etc.
- To maintain & install energy saving equipment's for reducing energy consumption.


प्राचार्य
शासकीय नवीन महाविद्यालय मेरी
जिला -दुर्ग (छ.ग.)

Format for resolution of issues related to maintenance

GOVT. NAVEEN COLLEGE BORI, DIST. DURG (C.G.)

MAINTENANCE COMMITTEE

Name of maintenance sections:

Session:

Name of Coordinator:

S.No.	Date of complaint reported	Nature & Details of complaint	Root cause	Action taken	Date of complaint closed

Signature of coordinator

Signature of Head of the institution

GOVT. NAVEEN COLLEGE BORI, DIST. DURG (C.G.)

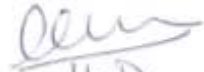
MAINTENANCE COMMITTEE


Name of maintenance sections: IT infra maintenance

Session: 2021-22

Name of Coordinator: Dr. Meena Chakraborty (Asst. Prof. Chemistry)

S.No.	Date of complaint reported	Nature & Details of complaint	Root cause	Action taken	Date of complaint closed
1	17-07-2021	Annual maintenance of website	Annual procedure to keep the website active	Annual maintenance fee paid to Ravi solution to keep the website active	18-07-2021
2	04-03-2022	Printer was not working properly	Refilling of cartridge is required	Cartridge is refilled by Gupta Printers	07-03-2022
3	16-03-2022	Anti-virus licence expired	Schedule period of anti-virus protection was over	Anti-virus protection was recharged by purchasing Quick heal anti-virus CD from Anamika Enterprises	18-03-2022
4	17-03-2022	Router was not working	Annual subscription of router was expired	Router was recharged from Anamika Enterprises	18-03-2022


HoD
Chemistry


प्राचार्य
शासकीय नवीन महाविद्यालय बोरी
जिला -दुर्ग (छ.ग.)