



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

4.4.2 Maintenance Committee

S.No.	Particulars
1	Standard operating procedure
2	Composition of maintenance committee
3	Guidelines for maintenance committee
4	Format for resolution of issues related to maintenance

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

MAINTENANCE COMMITTEE

Standard operating procedure

Maintenance committee is responsible for developing and implementing strategies for the effective maintenance of the institute's infrastructure and other related facilities. The committee ensures that annual maintenance requirements are satisfied.

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 equipments 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.


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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

Jaiswal
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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


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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.

Chaitanya

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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 responsible person	Signature of Head of the institution









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

MAINTENANCE COMMITTEE

Name of maintenance sections: IT infra maintenance

Session: 2019-20

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	Signature of responsible person	Signature of Head of the institution
1	17-07-2019	Annual maintenance of website	Annual procedure to keep the website active	Annual maintenance fee paid to Ravi solution to keep the website active	18-07-2019	 18/7/19	 18.07.2019
2	04-03-2020	Addition of additional information on website was not possible	New tabs are required for uploading more information on website	New tabs are added on college website by Ravi solution	07-03-2020	 27/3/20	 07.03.2020
3	16-03-2020	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 Ananika Enterprises	18-03-2020	 16/3/20	 18.03.2020
4	17-03-2020	Router was not working	Annual subscription of router was expired	Router was recharged from Ananika Enterprises	18-03-2020	 18/3/20	 18.03.2020

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