GOVINDA DASA COLLEGE

(Managed by **HINDU VIDYADAYINEE SANGHA (R.), Surathkal)**
(Affiliated to Mangalore University & Re-Accredited by NAAC with A Grade, CGPA 3.14)

Add : P.B.No.1, Surathkal - 575 014
Mangaluru, Karnataka.
Phone : 0824 - 2407287 (Fax & Office)
Email : govindadasacollege@yahoo.co.in
Website: www.govindadasacollege.edu.in

Principal: Prof. Krishnamoorthy P., M.A., M.Phil.

Composition of Maintenance Committee 2023-24

Sl. No.	Name and Designation	Designation in the Committee
1	Prof.P. Krishnamoorthy P, Principal	Chairman
2	Prof. Ramesh Bhat S.G, Vice Principal and SWO	Member
3	Prof. Hareesha Acharya P., IQAC Co-ordinator	Member
4	Prof. Neelappa V, IQAC Co-ordinator	Member
5	Prof. Vamana Kamath, AISHE Co-ordinator	Member
6	Dr. Ganesha Acharya, Co-ordinator, P.G. Department	Member
7	Dr. Sujatha B, Librarian	Member
8	Dr. Prashanth M.D., Physical Education Director	Member
9	Mr. Venkappa Moolya M., Office Superintendent	Member
10	Mr. Nithesh Kumar, Computer Instructor	Member
11	Mr. Prathap, Office Staff	Member

Principal

Principal
Govinda Dasa College
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25.07.2023

NOTICE

All members of the Maintenance Committee are requested to attend the meeting on August 1, 2023, in the Assembly Hall.

1. Prof. Ramesh Bhat S.G.
2. Prof. Hareesha Acharya P.
3. Prof. Neelappa V.
4. Prof. Vamana Kamath
5. Dr. Ganesha Acharya B
6. Dr. Sujatha B
7. Dr. Prashanth M.D.
8. Mr. Venkappa Moolyta
9. Mr. Nithesh
10. Mr. Prathap

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Meeting of Maintenance Committee 2023-24

Date: 01.08.2023

Venue : Meeting Hall

Time : 3.30 pm

Agenda :

1. Class room and campus cleanness
2. Class room arrangement, requirement of Furniture
3. Maintenance of computers
4. Maintenance of Terrace Gardening
5. Maintenance of Ladies Hostel
6. Maintenance of Fire Safety Setup
7. Maintenance of Play Ground
8. Maintenance of Library
9. Maintenance of Xerox machine, printers and CCTV
10. Any other matter

Members Present:

1. Prof.P. Krishnamoorthy P, Principal, Chairman
2. Prof. Ramesh Bhat S.G, Vice Principal and SWO, Member
3. Prof. Hareesha Acharya P., IQAC Co-ordinator, Member
4. Prof. Neelappa V, IQAC Co-ordinator, Member
5. Prof. Vamana Kamath, AISHE Co-ordinator, Member
6. Dr. Ganesha Acharya, Co-ordinator, P.G. Department, Member
7. Dr. Sujatha B, Librarian, Member
8. Dr. Prashanth M.D., Physical Education Director
9. Mr. Venkappa Moolya M., Office Superintendent, Member
10. Mr. Nithesh Kumar, Computer Instructor, Member
11. Mr. Prathap, Office Staff, Member

Proceedings of the meeting :-

1. In the meeting, it was decided to arrange all the classrooms with the required furniture to ensure a conducive learning environment. This includes providing each classroom with the necessary benches, desks, tables, and chairs. The procurement and arrangement of these items will be planned and executed efficiently to meet the needs of all classrooms.
2. It was resolved to thoroughly inspect the working conditions of all furniture and fixtures within the classrooms, including fans, tubes, and lights. This inspection aims to identify any issues or malfunctions that may hinder the functionality and comfort of the learning environment. Any necessary repairs or replacements will be promptly addressed to ensure that all equipment is in optimal working condition, thereby enhancing the overall classroom experience for both students and teachers.
3. In the meeting, it was decided to carry out maintenance on all computers and power backup systems. This decision was made to ensure the reliability and efficiency of the technological infrastructure, which is essential for the smooth operation of educational and administrative activities. The maintenance will include checking for hardware issues, updating software, and ensuring that all power backup systems, such as UPS units and generators, are functioning correctly.
4. In the meeting, it was decided to plant new seeds and enhance the maintenance of the terrace garden and vermiculture system. This initiative aims to promote a greener environment and sustainable practices within the institution. The terrace garden will be carefully tended to ensure healthy plant growth, providing a pleasant and eco-friendly space. Additionally, the vermiculture system will be properly managed to produce high-quality compost, contributing to the overall health of the garden
5. It was resolved to undertake comprehensive maintenance work for the ladies' hostel. This decision encompasses a thorough inspection and repair of all facilities within the hostel to ensure a safe, comfortable, and hygienic living environment for the residents. The maintenance work will include plumbing repairs, electrical system checks, and updates, as well as any necessary structural repairs. Additionally, attention will be given to common areas such as the kitchen, bathrooms, and lounges to ensure they meet high standards of cleanliness and functionality. Regular maintenance schedules will be implemented, and qualified personnel will be assigned to carry out the required tasks efficiently and effectively.
6. During the meeting, it was decided to provide comprehensive training to administrative staff on how to use the fire safety setup during emergency situations. This decision aims to enhance overall preparedness and ensure that all staff members, not just technical personnel, are capable of responding effectively to fire emergencies.

7. It was decided to clean the college playground and clear the college's drainage grooves. This decision aims to create a safer and more aesthetically pleasing environment for students and staff. The cleaning of the playground will involve removing debris, trimming overgrown grass, and ensuring that all sports equipment is in good condition, providing a suitable area for recreational activities and sports events.
8. During the meeting, it was decided to undertake the following actions to maintain the library and manage its collection effectively:
    a. Maintain Library Books and Magazines: Ensure all books and magazines are kept in good condition.
    b. Books Stock Verification: - Conduct a thorough verification of the book stock.
    c. Cleaning and Rearranging:- Clean and rearrange all books to ensure proper organization.
    d. Rare Books Management:- Implement proper methods for the arrangement and preservation of rare books.
9. During the meeting, it was decided to maintain all CCTV systems on the college campus and ensure they are in working condition. Additionally, it was agreed to maintain the Xerox machines and perform any necessary repairs.

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