ST. XAVIER'S COLLEGE, SIMDEGA

CAMPUS MAINTENANCE AND DEVELOPMENT COMMITTEE

MINUTES OF THE MEETING



Date: 9 October 2026
Time: 03:30 p.m. – 03:53 p.m.
Venue: Board Meeting Room, First Floor
Convened by: Campus Maintenance & Development Committee

1. Members Present

1. Dr. Amit Kumar Gupta
2. Asst. Prof. Seema Xess
3. Asst. Prof. Shashi Jyoti Bala
4. Dr. Nisha Rani Dhanwar

2. Agenda and Discussions : The following points were discussed:

1. Meeting with Non-Teaching Staff
It was decided to hold a meeting with the non-teaching staff to discuss campus maintenance requirements, the allocation of duties and the effective coordination of maintenance-related activities.

2. Appointment of Student Representatives
The committee discussed the appointment of student representatives, including a President, Vice-President and other office-bearers, to encourage student participation in campus cleanliness, maintenance and development activities.

3. Formation of Groups for Maintenance Activities
The formation of separate groups for cleaning, electrical works and other maintenance

30/10/2026
Campus Development Officer (CDO)
Purchasing Committee
St. Xavier's College, Simdega
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Jharkhand (INDIA)

Central Co-ordinator
Cells/Committees/Clubs
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activities was discussed to ensure systematic execution and monitoring of campus maintenance work.

4. Division of Responsibilities Floor-wise
It was proposed that maintenance responsibilities be distributed floor-wise to ensure proper supervision, accountability and regular monitoring of the college premises.

5. Maintenance Problem Register
The committee discussed maintaining a register to record maintenance-related problems, complaints and repair requirements. This would facilitate timely action and follow-up.

6. Circulation of Non-Teaching Staff Contact Details
The committee discussed compiling and circulating the contact numbers of non-teaching staff concerned with maintenance and related activities to improve communication and coordination.

7. Budget for the Committee
The need to prepare a budget for the Campus Maintenance & Development Committee was discussed to facilitate the planning and execution of maintenance and development activities.

8. Meeting with Class Representatives
The committee discussed conducting a meeting with class representatives to communicate campus maintenance requirements, encourage student cooperation and collect feedback regarding cleanliness and infrastructure-related issues.

Conclusion : The meeting concluded with an emphasis on systematic planning, coordination and shared responsibility for maintaining a clean, safe and well-organised campus. The committee recognised the importance of cooperation among teaching staff, non-teaching staff and students in ensuring the effective implementation of campus maintenance and development activities.

The meeting ended with a vote of thanks to all members present.

Members Present

Signature

① Dr. Amit Kr. Gupta 09/10/26

② Asst. Prof. Seema Xess 09/10/26

③ Asst. Prof. Shashi Jyoti Barla 09/10/2026

④ Dr. Neisha Rani Dhanwar 09/10/26

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Prepared by:
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Campus Development Officer (CDO)

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