



DEEPSHIKHA COLLEGE OF TECHNICAL EDUCATION

(Under The Management Of Deepshikha Kala Sansthan)

Affiliated to Rajasthan Technical University, University of Rajasthan & Approved by AICTE, Ministry of HRD, Govt. of India

Ref. No.: DCTE/Circular/2025-26/SOS

Date 14/07/2025

NOTICE

All the members of the Infrastructure and Maintenance Committee are hereby informed that a meeting of the Committee will be held on 15/07/2025 (Tuesday) at 11:30 am in the Principal's Office to discuss the infrastructure development, maintenance requirements, and facility enhancement plans for the Academic Session 2025-26.

All members are requested to attend the meeting positively.

Dr. Rita Bisht	Principal
Mr. Nilesh Sharma	Member Secretary
Mr. Amit Kumar	Faculty Representative
Mr. Vineet Kumar	Faculty Representative
Mrs. Jaswant Rathore	Alumni Representative
Mr. Deepak Kumar	Student Representative


Member Secretary



Principal

Deepshikha College of Technical Education
Deepshikha College of Technical Education
Varun Path, Mansarovar

CC to:-

1. Principal Office
2. For website



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Ref. No. : DCTE/MOM-NTR/2025-26/507

Date 15/07/2025

Minutes of Meeting

The Infrastructure and Maintenance committee meeting commenced at 11:30 am in the Principal's office. The meeting began with a short prayer. Subsequently, The Member Secretary welcomed all the members to the meeting, expressing gratitude for their attendance and participation.

The following agendas would be discussed during the meeting:

Meeting Agenda

1. Confirmation of the minutes of the previous meeting and review of Action Taken Report.
2. Review of the existing physical infrastructure of the College.
3. Maintenance of classrooms, laboratories, library, administrative offices and common areas.
4. Review of ICT infrastructure, smart classrooms, computer laboratories and campus Wi-Fi facilities.
5. Annual Maintenance Contracts (AMC) for laboratory equipment, RO systems, electrical installations and other essential services.
6. Campus cleanliness, sanitation, housekeeping and waste management.
7. Drinking water facilities, washroom maintenance and hygiene measures.
8. Green Campus initiatives including plantation, energy conservation and plastic-free campus practices.
9. Review of campus safety, security arrangements and fire safety measures.
10. Budget allocation and planning for infrastructure development and maintenance during the academic session 2025–26.

Members presented in the meeting-

Dr. Rita Bisht	Principal
Mr. Nilesh Sharma	Member Secretary
Mr. Amit Kumar	Faculty Representative
Mr. Vineet Kumar	Faculty Representative

Mrs. Jaswant Rathore	Alumni Representative
Mr. Deepak Kumar	Student Representative

Agenda 1: Confirmation of Previous Minutes and Review of Action Taken Report

Discussion Points

The Convener presented the minutes of the previous meeting along with the Action Taken Report. The Committee reviewed the implementation status of the decisions taken during the previous academic session. Members expressed satisfaction over the completion of most of the planned maintenance activities and emphasized the need for continuous monitoring of pending works to ensure uninterrupted academic functioning.

Resolution

The Committee unanimously resolved to approve the minutes of the previous meeting and the Action Taken Report. It was further resolved that all pending maintenance activities, if any, shall be completed within the stipulated time and that regular monitoring of infrastructure maintenance shall continue throughout the academic year.

Action Taken Report (ATR)

The minutes of the previous meeting were confirmed. All completed maintenance works were documented, and the remaining minor maintenance activities were assigned to the concerned departments for timely completion. A quarterly review mechanism was also initiated to monitor progress.

Agenda 2: Review of Existing Physical Infrastructure

Discussion Points

The Committee reviewed the existing physical infrastructure, including classrooms, laboratories, library, seminar hall, administrative offices, common areas, parking facilities, and campus surroundings. Members observed that the available infrastructure adequately supported academic and administrative activities. However, minor repair works and periodic inspections were considered necessary to maintain the quality and functionality of institutional facilities.

Resolution

The Committee resolved that a comprehensive infrastructure inspection shall be conducted at the beginning of every year. Necessary repair and maintenance work shall be undertaken promptly to ensure that all academic and administrative facilities remain functional, safe, and student-friendly.

Action Taken Report (ATR)

Department-wise infrastructure inspections were conducted, and maintenance requirements were identified. Necessary repair works relating to classrooms, furniture, electrical fittings, and common areas were completed before the commencement of the academic session.

Agenda 3: Maintenance of Classrooms, Laboratories and Library

Discussion Points

The Committee reviewed the maintenance requirements of classrooms, laboratories, and library facilities. The Heads of Departments informed the Committee about the need for routine maintenance of classroom furniture, electrical fittings, lighting, fans, doors, windows, and other instructional facilities to ensure a conducive learning environment. The laboratory in-charges emphasized the importance of preventive maintenance and calibration of laboratory equipment before the commencement of practical sessions. The Librarian informed the Committee about the need for periodic maintenance of library furniture, reading areas, computers, and digital resources to provide better services to students and faculty.

Resolution

The Committee unanimously resolved that preventive maintenance of classrooms, laboratories, and library facilities shall be carried out on a regular basis. Heads of Departments and the Librarian shall submit maintenance requirements at the beginning of each semester so that necessary repairs and servicing can be completed before the commencement of academic activities.

Action Taken Report (ATR)

Routine maintenance of classroom furniture, electrical fittings, fans, lighting, doors, and windows was completed. Laboratory equipment was inspected and serviced wherever required, and the library infrastructure, including furniture, computers, and reading areas, was maintained to ensure uninterrupted academic and library services.

Agenda 4: Review of ICT Infrastructure, Computer Laboratories and Campus Wi-Fi Facilities

Discussion Points

The Committee reviewed the status of the College's Information and Communication Technology (ICT) infrastructure, including computer laboratories, internet connectivity, campus Wi-Fi facilities, printers, and other IT resources used for academic and administrative purposes. The System Administrator informed the members that routine maintenance of computer systems and networking equipment was being carried out regularly. The Committee discussed the importance of ensuring uninterrupted internet connectivity, timely software updates, data backup, and cybersecurity measures to support technology-enabled teaching-learning and administrative functions. It was also emphasized that ICT facilities should be periodically monitored to enhance their efficiency and reliability.

Resolution

After detailed deliberation, the Committee unanimously resolved that regular maintenance of computer systems, networking equipment, and internet facilities shall be carried out through the Annual Maintenance Contract (AMC). It was further resolved that antivirus software, licensed applications, and system updates shall be renewed periodically, regular data backup

shall be maintained, and the IT infrastructure shall be upgraded as and when required to support academic and administrative activities effectively.

Action Taken Report (ATR)

The Computer Department coordinated the preventive maintenance of computer systems and networking equipment. Antivirus software and essential applications were updated, data backup procedures were strengthened, and the campus internet and Wi-Fi facilities were inspected to ensure uninterrupted connectivity for students, faculty, and administrative staff.

Agenda 5: Annual Maintenance Contracts (AMC) for Laboratory Equipment, RO Systems, Electrical Installations and Other Essential Services

Discussion Points

The Committee reviewed the status of the Annual Maintenance Contracts (AMCs) for essential institutional facilities, including laboratory equipment, drinking water RO systems, electrical installations, computers, and other critical infrastructure. Members emphasized that timely renewal of AMCs is essential to ensure uninterrupted functioning of academic and support services while minimizing unexpected breakdowns and repair costs. The Committee also discussed the need for regular preventive inspections and timely servicing of institutional assets to enhance their operational efficiency and longevity.

Resolution

The Committee unanimously resolved that all Annual Maintenance Contracts relating to laboratory equipment, RO systems, electrical installations, computers, and other essential infrastructure shall be renewed well before their expiry. It was further resolved that preventive maintenance schedules shall be prepared and monitored regularly, and service records shall be maintained by the concerned departments to ensure proper documentation and accountability.

Action Taken Report (ATR)

The concerned departments completed the renewal of the Annual Maintenance Contracts for laboratory equipment, RO systems, computers, and electrical installations. Preventive maintenance schedules were prepared, periodic servicing was carried out by authorized service providers, and maintenance records were updated and maintained for future reference and monitoring.

Agenda 6: Campus Cleanliness, Sanitation, Housekeeping and Waste Management

Discussion Points

The Committee reviewed the existing arrangements for campus cleanliness, sanitation, housekeeping, and waste management. The members appreciated the efforts made to maintain a clean and hygienic campus environment and emphasized the importance of regular cleaning of classrooms, laboratories, administrative offices, library, corridors, washrooms, and other common areas. The Committee also discussed the need for proper waste segregation, timely disposal of waste, and continuous monitoring of housekeeping services to ensure a healthy and

pleasant environment for students, faculty, staff, and visitors. It was further suggested that awareness activities on cleanliness and environmental responsibility should be organized periodically to encourage active participation from all stakeholders.

Resolution

The Committee unanimously resolved that campus cleanliness and sanitation shall be maintained on a regular basis through systematic housekeeping practices. Waste segregation and proper disposal mechanisms shall be strengthened, and adequate waste bins shall be placed at appropriate locations across the campus. Regular inspections shall be conducted by the concerned authorities to monitor housekeeping services and ensure that high standards of cleanliness and hygiene are maintained throughout the institution.

Action Taken Report (ATR)

Routine cleaning schedules were implemented for all academic and administrative areas of the campus. Housekeeping personnel were instructed to maintain cleanliness on a daily basis, additional waste bins were installed at suitable locations, and awareness initiatives promoting cleanliness and proper waste disposal were conducted among students and staff. Regular inspections were also undertaken to monitor the effectiveness of housekeeping and sanitation services.

Agenda 7: Drinking Water Facilities, Washroom Maintenance and Hygiene Measures

Discussion Points

The Committee reviewed the availability and maintenance of drinking water facilities, washrooms, and hygiene measures on the campus. The members discussed the importance of providing safe drinking water and maintaining clean and functional washrooms to ensure the health and well-being of students, faculty, staff, and visitors. The Committee emphasized the need for regular servicing of RO systems, periodic water quality testing, prompt repair of plumbing fixtures, and continuous monitoring of sanitation standards. Members also suggested that hygiene practices should be reinforced through regular inspections and awareness initiatives.

Resolution

The Committee unanimously resolved that all drinking water facilities and RO systems shall be serviced and maintained periodically under the Annual Maintenance Contract (AMC). Water quality testing shall be conducted at regular intervals, and washrooms shall be inspected daily to ensure cleanliness, proper sanitation, and availability of essential facilities. Any maintenance issues related to plumbing or sanitation shall be addressed promptly to provide a safe and hygienic campus environment.

Action Taken Report (ATR)

The RO systems installed on the campus were serviced as per the AMC schedule, and water quality testing was carried out to ensure the availability of safe drinking water. Washrooms were cleaned and inspected regularly, necessary plumbing repairs were completed, and housekeeping staff were instructed to maintain hygiene standards consistently. Periodic monitoring was also initiated to ensure the proper functioning of all drinking water and sanitation facilities.

Agenda 8: Green Campus Initiatives including Plantation, Energy Conservation and Plastic-Free Campus Practices

Discussion Points

The Committee reviewed the implementation of the College's Green Campus initiatives aimed at promoting environmental sustainability and creating an eco-friendly campus environment. The members discussed the importance of maintaining green spaces through regular plantation drives and proper upkeep of landscaped areas. Emphasis was also laid on adopting energy conservation practices by encouraging the judicious use of electricity and other natural resources. The Committee further deliberated on strengthening the plastic-free campus initiative by discouraging the use of single-use plastic items and promoting environmentally responsible practices among students, faculty, and staff. It was also suggested that awareness programmes and environmental activities be organized regularly to foster a culture of sustainability within the institution.

Resolution

The Committee unanimously resolved to continue and strengthen Green Campus initiatives by organizing plantation drives, maintaining landscaped areas, promoting energy and water conservation, and reinforcing the plastic-free campus policy. It was further resolved that awareness programmes on environmental sustainability shall be conducted periodically, and all stakeholders shall be encouraged to actively participate in green initiatives undertaken by the College.

Action Taken Report (ATR)

Plantation activities were carried out on the campus during the monsoon season, and regular maintenance of gardens and green areas was ensured. Awareness programmes on environmental conservation and responsible waste management were organized for students and staff. Measures promoting energy conservation and the reduction of single-use plastic on the campus were also reinforced through institutional initiatives and continuous monitoring.

Agenda 9: Review of Campus Safety, Security Arrangements and Fire Safety Measures

Discussion Points

The Committee reviewed the existing safety and security arrangements to ensure a secure learning and working environment for all stakeholders. The members discussed the importance

of maintaining effective security measures, including regular monitoring of the campus, proper functioning of CCTV surveillance systems, and deployment of security personnel at key locations. The Committee also reviewed the availability and maintenance of fire safety equipment and emphasized the need for periodic inspection of fire extinguishers and electrical installations to minimize potential risks. It was further suggested that awareness programmes on emergency preparedness and safety practices be organized periodically to enhance the safety consciousness of students and employees.

Resolution

The Committee unanimously resolved that campus safety and security measures shall be strengthened through regular inspection of CCTV systems, fire safety equipment, electrical installations, and security arrangements. It was further resolved that fire extinguishers shall be serviced periodically, emergency contact information shall be displayed at prominent locations, and awareness programmes on fire safety and emergency response shall be conducted at regular intervals to ensure preparedness among all stakeholders.

Action Taken Report (ATR)

Periodic inspections of CCTV cameras, fire extinguishers, and electrical installations were carried out by the concerned authorities to ensure their proper functioning. Security personnel continued regular monitoring of the campus, emergency contact details were displayed at strategic locations, and awareness sessions on fire safety and emergency preparedness were conducted for students, faculty, and staff. These measures contributed to strengthening the overall safety and security of the College campus.

Agenda 10: Budget Allocation and Planning for Infrastructure Development and Maintenance for the Academic Session 2025–26

Discussion Points

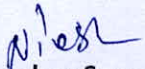
The Committee discussed the budgetary requirements for the maintenance, upgradation, and development of the College infrastructure for the academic session 2025–26. The Administrative Officer presented the estimated expenditure proposed by various departments for the maintenance of classrooms, laboratories, library, computer systems, electrical installations, drinking water facilities, sanitation, campus landscaping, and other institutional assets. The members emphasized the importance of allocating adequate financial resources for preventive maintenance to ensure the longevity and efficient utilization of institutional facilities. The Committee also recommended that priority should be given to maintenance activities that directly support teaching-learning, student welfare, campus safety, and the effective functioning of academic and administrative services.

Resolution

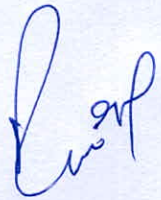
After detailed deliberations, the Committee unanimously resolved that adequate budgetary provisions shall be made for the maintenance and development of the College infrastructure during the academic session 2025–26. It was further resolved that expenditure shall be prioritized based on the urgency, academic requirements, safety considerations, and institutional needs. The Committee also recommended that all departments submit their infrastructure and maintenance requirements well in advance to facilitate proper financial planning and timely execution of maintenance works.

Action Taken Report (ATR)

Based on the recommendations of the Committee, the infrastructure and maintenance budget for the academic session 2025–26 was finalized and submitted to the Management for approval. Necessary financial allocations were made for the maintenance of classrooms, laboratories, library, ICT facilities, drinking water systems, electrical installations, campus cleanliness, and other essential infrastructure. The concerned departments were instructed to initiate the approved maintenance activities in a phased and systematic manner, ensuring optimal utilization of available resources and timely completion of the proposed works.



Member Secretary



Principal

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