

LOYOLA COLLEGE OF SOCIAL SCIENCES THIRUVANANTHAPURAM



CRITERIA 4 – INFRASTRUCTURE AND LEARNING RESOURCES

4.4 MAINTENANCE OF CAMPUS INFRASTRUCTURE

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc

Infrastructure maintenance committee minutes

Super Hero

Infrastructure Development and Maintenance Committee

Date:- 2/6/2016

Time:- 3.30 PM

Venue:- JM Hall

Agenda

Decision making reg. the applications received for infra development.

Members Present

Dr. Angelo Mathew

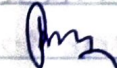


Dr. Anbu P. Thomas J.D.

Dr. Prakash Pillai R



Dr. Sonny Jose




Proceedings

The meeting started with a silent prayer. The Infrastructure development and maintenance committee chairman Dr. Prakash Pillai welcomed his fellow committee members to the meeting. He explained the context of this meeting that is to review the applications received for purchasing certain items from the librarian & the department Heads.

The meeting first considered the application submitted by the librarian Dr. Supil Kumar for purchase of new bookshelves & racks for the library. Since we are in the process of securing new books, he feels it is an absolute necessity. The management representative & Bursar Fr. Saji replied that they have done a verification of the application & did an analysis of the existing facilities in library. He added that it is important that we purchase new bookshelves & racks for smooth arrangement of books and thereby providing a good reading browsing experience for the students. Hence the committee arrived at the decision to approve the request of the librarian & administer steps at the earliest to facilitate the same.

The second application that came in front of the committee was a joint one from the HODs requesting more computers to be provided for the students. Even though over the years the number of students owning a laptop has gone up, still a good percentage of students depend upon common PCs provided by the college. With the addition of a new dept MSc Counselling Psychology in the

recent years, the total strength of students have increased too. The committee observed that purchasing new common PCs for students is an absolute necessity and hence the application for the same ~~will be a~~ was approved.

Decisions Taken

1. New book shelves & Racks will be purchased. Dr. Sunil & Mr. George Mathew will be in charge of selecting the models.
2. New desktop computers will be purchased. System administrator Mr. Prashant will be in charge of deciding the configuration/model.

The meeting came to an end by 4.05 PM.

Date 10/1/2017

Time: 3 PM

Venue: Principal's
Chambers.

Agenda

1. Reporting of Action taken ~~from~~ on the decisions taken in the previous meeting.
2. Maintenance during summer vacation period.

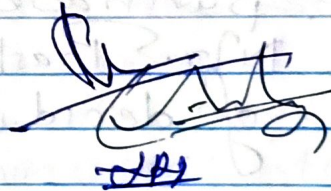
Participants

Dr. Prakash Pillai R.

SONNY JOSE

Dr. Angelo Mathew

Dr. Anbu P. Thomas O.D.



Proceedings

The meeting started with a silent prayer. The committee chairman Dr. Prakash Pillai read the minutes from the previous meetings & the same was approved. He then invited the Bursar to brief the committee regarding action taken based on in the previous meeting.

He briefed the meeting that both the decisions taken in the previous meeting was implemented.

(i) 2 Book shelves & 6 Book Racks were purchased on September 2016. The cost of the same amounted to Rs 25,200.

(ii) 10 Acer desktop computers was purchased on November 2016 and ~~will be~~^{was} installed in library. The cost of these computers added up to Rs 4,70,000. The bill for the same was produced before the committee.

The meeting appreciated the efforts from the persons in charge for implementing the decision. It was also decided in the meeting to do the annual maintenance of the college / hostel / canteen / sutter hall maintenance during summer vacation so that classes will not be disturbed. Fr. Saba will be in charge of the same & Mr. Prashanth will assist him in the endeavours.

The meeting came to an end by 3:30 PM.

Date 28/7/2017

Time 3.30 PM

Venue: - JN Hall

Agenda

1. Follow up of previous meeting

Participants

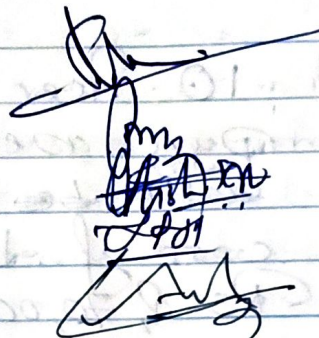
Sonny Jose

Prakash Pillai R

Dr. Nisha Jolly Nelson

Dr. David P. Thomas D.D.

Dr. Angelo Mathew



Proceedings

Dr Prakash read the minutes from the previous meeting & the same was approved. Fr Sabu took over the reigns from there on. He informed the meeting that as decided in the previous meeting the annual maintenance happened during the summer vacation time. The work lasted for almost 2 months & he added that even though there wasn't any major infrastructure overhaul, there was ~~almost~~ minute repairs & maintenance work done in almost all the buildings. The repairs & maintenance works

that happened during the academic year 2016-17 and the summer vacation amounted to Rs 1,29,145. The comte. members congratulated Fr. Sabu on a work well done.

Dr. Prakash informed that there are no further applications in front of the comte for any new facility or any modification request. The committee also observed that the current infrastructure facilities are in great shape.

The meeting came to an end by 4 PM.

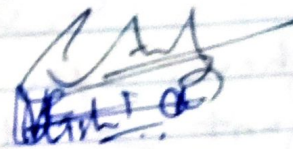
Date: 3/1/2018

Time: 3:30 PM

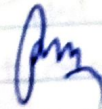
Venue: JM Hall

Agenda

Maintenance & Repairs.

ParticipantsDr. Angelo Mathew
Dr. Nisha Jolly Nelson

Dr. Prakash Pillai R



Sonny Jose

For Dr. P. Thomas

Proceedings

Dr. Prakash welcomed every member to the meeting. He then read the minutes of the previous meeting and the same was accepted. The Committee observed that there is no pending application in front of them. The following decisions were taken in the meeting.

(1) The annual maintenance & repairs & electric works will happen during summer holidays.

(2) The college hierarchy will be asked to follow up & take necessary actions to obtain the permission for the construction of new administrative block which is currently tangled in red tapism. The meeting came to an end by 4:05 PM.

Date: 22/6/2018

Time: - 9.30 AM

Venue: - J M Hall

Agenda

1. Follow up of previous meeting
2. To take decision regarding major works.

Participants

Dr. Goaleady Pillai R

Dr. Sunny Jose

Dr. Angelo Mathew

Fr. Sabu P. Thomas

Dr. Nirsha Solly Nelson

[Handwritten signatures]

Proceedings

The meeting began with a silent prayer. The committee chairman Dr. Prakash welcomed every one to the meeting. The minutes from the previous meeting was read out loud & was accepted.

Fr. Sabu reported before the meeting that the management was able to complete infrastructure repairs & maintenance work & electrical works during the summer vacation. The amount that the management spent

under these heads are as follows

- (i) Repair & maintenance ₹ 63,495
- (ii) Electrical work ₹ 58,029

Dr. Prakash congratulated the mgt. team for completing the same.

The meeting then moved to the next ~~pre~~ thing on the agenda. During the annual maintenance, the workers have recommended certain major works. Because of the nature of those works, the same was considered by the infrastructure & maintenance committee. After much deliberations the following works were identified to be completed immediately. The later items in the list will be considered after this initial set of works is complete.

The committee gave permission to these following tasks & requested the management to start the work at the earliest.

1. Roof work of the car parking facility.
2. Canteen doors.
3. Replace the bathroom doors.
4. Canteen drainage
5. Replace the Satter hall doors.
6. Canteen side wall

The committee assigned Fr Sabu to be the head of these works. He will be assisted by Mr. Prashanth & Mr. Augustine from the office. Services of Mr. George will be also utilised for the daily monitoring of workers. The committee observed that these works must be carried out without disturbing the regular functioning of the college.

Date:- 21/1/2019

Time:- 3 PM

Venue:- J M Hall

Agenda

1. Follow up of previous meeting
2. Sanctioning next set of works

Participants

Dr. Angelo Mathew

Dr. Nisha Tolly Nelson

Sunny Jose

Fr. Sabu P. Thomas

Dr. Soufaly Pillai R

[Signatures]

Proceedings

The meeting started with a silent prayer. Dr. Prakash invited Fr. Sabu to provide an official update regarding the status of the work completed. Fr. Sabu informed the meeting that he is happy to let them know that all the agreed upon works from the previous meeting was completed.

He then read out the cost incurred for these works.

(1) The works of the roof of car working parking, installing

canteen doors, replacing bathroom ~~halls~~ doors amounted to Rs 1,08,250

(2) The canteen drainage work costed Rs 48,814

(3) Replacing the shutter hall door costed Rs 1,39,297

(4) Canteen side wall = Rs 1,89,410

Fr. Sabu thanked the sincere effort of workers and he also placed on record his gratitude for the able assistance that he received from Mr. George, Mr. Augustin & Mr. Prabhath. The committee chairman Dr. Prakash congratulated the team for the effective work done.

The next item in the agenda was to identify the next set of works to be approved. After much discussion within the committee the following works were identified. The committee unanimously assigned Fr. Sabu to spearhead this phase too. He will be assisted by the same trio in this endeavour too.

Following are the works approved by this committee.

(1) Relaying the college Network. LAN connection will be drawn across the whole building. System Admin.

Mr. Prashanth will be in charge

- (2) Canteen scullery
- (3) Canteen coffee counter
- (4) Canteen plate shelf
- (5) Canteen tables
- (6) Mens hostel terrace roof
- (7) Classroom table's painting
- (8) CCTV - Gym
- (9) CCTV - Bursar
- (10) CCTV - Ladies hostel
- (11) CCTV - College office

From the aforementioned list apart from item No 1, the remaining works were decided to be carried out during the summer vacation so that no disturbances will be caused to class or the daily functioning of the college.

Date: - 13/6/2019

Time 3.30 PM.

Venue: - JNM Hall

Agenda

1. Follow up of previous meeting
2. Sanctioning next set of work.

Participants

Dr. Prakash Pillai R

Dr. Sabu P. Thomas S.D.

Dr. Angela Mathew

Dr. Nisha Jolly Nelson

Dr. FRANCINA P.X

Jim

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Proceedings

Dr Prakash read the minutes of the previous meeting & the same was approved. He then invited Fr. Sabu to brief the meeting reg. the works approved in the previous meeting.

Fr. Sabu informed the meeting that the assigned work was completed during the summer vacation of April - May & also the networking task that started much before that also stays completed. He then went ahead to read out the

total expenses incurred in completing these approved works. The cost of each work is as follows.

1. College Networking Rs 2,45,852
2. Canteen scullery Rs 1,27,580
3. Canteen coffee counter Rs 53,550
4. Canteen Plate shelf Rs 40,100
5. Canteen tables Rs 25,896
6. Mens hostel terrace Roof Rs 27,925
7. Classroom tables painting Rs 87,103
8. CCTV (Gym + Bursar) Rs 53,364
9. CCTV (Ladies hostel) Rs 1,23,020
10. CCTV (college office) Rs 15,260

The committee congratulated the team for the timely completion of works. Fr. Sabu acknowledged the same & his ^{the} valuable support of his team members. The committee then rolled on to the next agenda that is discussing & sanctioning the next set of works that need to be completed.

The list of works agreed upon following much deliberations are as follows

1. Very important & urgent ^{early} Because of the admission

of the new batch early this academic year, currently we have 3 sets of students in the campus which is happening for the 1st time. Since the super seniors will be in the campus for a couple more months, currently there is a shortage of classrooms. It is in this context the meeting has decided to convert the space ~~above~~ above canteen facility into classrooms. We have 4 proper rooms there. 3 of them will be converted to classrooms & 1 to staff room. And for the time being functioning of one department will be shifted to that building. Decision regarding which dept. to be shifted will be taken in the Common Faculty meeting. This new classroom will also have the ICT facilities. So conversion of those rooms into proper ICT enabled classrooms is of primary importance & will start at once. This committee will directly monitor the work.

2. Other approved works include.

2. Ladies hostel open stage
Roof work.
3. Ladies hostel fencing &
grill.
4. Purchasing inventos for the
first floor & second floors

- of the main building.
5. Purchasing additional camera & mosquito doors for ladies hostel.

The meeting came to an end by 5 PM

Date:- 8/1/2020

Time:- 3 PM

Venue:- JNM Hall

Agenda

1. Reporting of the work completed
2. Approving next set of works.

Participants

Dr. Jonkally Pillai R

Dr. FRANCINA P-X

Dr. Nisha Jolly Nelson

Dr. Sabu P. Thomas

Dr. Angelo Mathew

(Signatures)

Proceedings

Dr. Prakash read the minutes of the previous meeting and invited Fr. Sabu to provide the update regarding the works sanctioned in the previous meeting.

Fr. Sabu communicated the fact that all the works approved in the previous meeting now stands completed. The major & most important work decided on the last meeting was the preparation of new 3 classrooms. We were able to start work on wall footing

and were able to make the ICT enabled classrooms ready by the time the juniors arrived. The expenses for this endeavour came up to the following amount.

→ Electrical & carpentry works = Rs 1,98,185

→ other expenses for conversion of rooms into ICT enabled classrooms = Rs 2,00,200

The other completed works & its cost are as follows.

(2) Ladies hostel open stage
Roof work = Rs 5,64,020

(3) Ladies hostel fencing grills
= Rs 1,16,625

(4) Ladies hostel - Additional camera & mosquito resistance doors = Rs 55,568

(5) Inverter purchased for the 1st & 2nd floor of the main building = Rs 1,18,340

The committee congratulated the team for completing the approved works especially the fast actions administered to ensure that the facility above the canteen was converted to ICT enabled classrooms before the new batch of students stepped in.

Moving on to the next agenda, the only item that came before the committee for consideration was approving the 'Solar to Grid Project'. Since it is the requirement of our times that we must focus on alternative & renewable sources of energy, the project received unanimous support from the committee & was approved. It was also agreed upon to carry out the annual maintenance & repair works in the vacation. Fr. Sabu also informed the members that we are able to make break through in our efforts to secure green signal for our new administrative block. He said that the hierarchy is hopeful that we will be able to start the work of the new block in this academic year itself. The committee members congratulated the Principal & Vice Principal for their sincere efforts in this regard.

Date 29/6/2020
 Time 330 PM
 Venue: JN Hall

Agenda

1. Follow up of the previous meeting
2. Approving new set of works.

Participants

Dr. FRANCIS P. x

Dr. Nisha Jolly Nelson

Dr. Goukaly Philia R

Dr. Sabar P. Thomas D.D. ~~Dr. P. A.~~

Proceedings

Dr Prakash welcomed all the teachers to the meeting. This was the first month where everyone is back to the campus after we were forced to shut down back in March 2020 due to the outbreak of COVID-19 Pandemic. He hoped that everyone is keeping safe.

Fr. Sabu informed the committee that since we were in lockdown during the months of April & May we were not able to complete our annual repairs & maintenance work. It will be completed once the government

regulations permit the same. So as of now we have kept that work on hold & waiting to see how the COVID-protocol of the government will unfold. But on the meantime we were able to complete the solar to grid project before the pandemic struck. The project costed Rs 1,72,128. He also shared the happy news that we have obtained the permission for the construction of next block & it will be started soon (subjected to the COVID protocol).

Even though there are rumours that we will again go into another lockdown, the following works were identified to be completed. (again subjected to COVID protocol of the govt.)

1. Ladies hostel maintenance
2. Purchase of fans & new systems for the library.
3. Purchase of new projectors, boards, routers etc
4. New DVR for office CCTV.

The classes are now happening on online mode. So the last 3 tasks can wait for the time being. The purchases will be made just before classes go to the regular mode & students come back to the campus.

"STAY SAFE"

Date 14/1/2021

Time:- 3 PM

Venue:- JM Hall

Agenda

(1) Review Meeting

Participants

Pr. Jaby P. Thomas

Dr. Jyoti Krishna

Dr. Nisha Jolly Nelson

Dr. Pankaj Pillai

Dr. FRANCINA P-x

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Proceedings

Dr. Prakash read the meet minutes from the previous meeting and the same was approved. The committee expressed utmost happiness regarding the fact that we ~~are~~ were able to start the construction of our new administrative block a couple of months ago.

The committee placed on record its appreciation to all the individuals who were involved in making this long cherished dream a reality.

Dr. Prakash hoped that the work will be completed at the

earliest. Fr. Sabu replied that the mgt will do everything humanly possible to achieve the same & expressed his hope that the COVID-situation will remain stable. Dr Anitha informed the committee members that the Alumni association is working out a funding campaign for the new building. The final plan for the same will be presented in the General staff meeting.

Fr. Sabu informed the meeting that we were able to complete the maintenance of the Ladies hostel (ie including mason work plumbing & electricity repairs). The total charges for the same amounted to Rs 28,237. The following purchases were also made as per decided in our previous meeting.

1. New Projectors (3 Nos)
2. Board (3 Nos)
3. Router (2 Nos)
4. Switch (2 Nos)
5. New DVR for office CCTV

The aforementioned purchase amounted to Rs 4,35,733 in total. Along with this the following list of purchases were made for the library

- (i) Fans - 10 Nos, New systems - 10 Nos & New DVR - A combined cost of Rs 3,82,702

The committee congratulated the in charges for effectively completing the assigned work.

The Comtee. then moved to the next agenda. i.e, approving the following set of work to be completed in the next phase. After much deliberations the following set of work was agreed upon.

- (i) Carpentry work - Laptop stands (15)
- (ii) New tables & chairs (6 Nos)
- (iii) Lt Common Room soundings & flooring
- (iv) Painting of the college main building, Men's hostel, Ladies hostel & Library
- (v) And the major work of library renovation (i.e flooring, Networking chairs, cupboards etc)

Fr. Sabu will be heading & monitoring these works. He will be assisted by Fr Remy, Mr. Prabhath & Mr Augustine. And regarding the lab related works Dr. Sunil & Mr George will be around to help Fr. Sabu. The committee wished them all the success in these endeavours.

The meeting came to an end by 4.30

Date: 29/10/2021

Time: 3 pm.

Venue: IM Hall

Agenda

- Status of construction & maintenance in the previous year
- Re-constituting committee members.
- Details of maintenance work in campus.

Participants


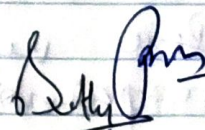
Dr. Prabakaran Pillai R

Dr. Anitha's

Dr. Jabel P. Thomas D.D.

Dr. Justin Krishnan

Dr. Nisha Jolly Nelson

Proceedings

Dr. Prabakaran Pillai welcomed the committee members. He presented the minutes of the previous meeting. The members were anxious to know the progress of the work of new administrative building. Dr. Jabel explained the status of the new building as follows.

- Structure is completed
- Plastering is completed
- painting work is in progress.
- Plumbing, Electrical and flooring

would be started soon. The members were happy to know good progress in work despite Covid related constraints.

- Fr. Sam also explained the details of the maintenance work of Library. It was a major project and would complete within two months time. The flooring work has been done. The spacious interior sectors were renovated. Another major
- The maintenance work was responsible of almost all buildings in the campus.
- Additional furniture for the new class rooms for DM students has been procured.
- The physiology lab was also renovated and upgraded with more facility for experiment.
- The members suggested to reconstitute the committee members from this year ~~onwards~~.