

CIHTS/IQAC/MOM/11/25.03.2022 - 88

In view of the upcoming NAAC Peer Team Visit, the third preparation and review meeting was held on 25th March 2022 at 10.30 am in the Committee Room of the *Kamalsheel Bhawan* of the Institute at Sarnath, Varanasi.

The following members were present during the meeting: -

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| 1. Prof. Wangchuk Dorjee Negi, Hon'ble Vice-Chancellor, CIHTS | Chairman |
| 2. Dr. Himanshu Pandey, Registrar | |
| 3. Dr. Anirban Dash, Coordinator IQAC | |
| 4. Mr. Kunsang Namgyal, Maintenance Wing | |
| 5. Mr. Manoj Kushwaha, AE | |
| 6. Mr. Kapil Dixit, JE | |
| 7. Mr. Dipankar Tripathi, PA, Registrar office | |
| 8. Dr. Mahesh Sharma, Member Secretary IQAC | |


At the outset, the Chairman welcomed all the members for attending the meeting.

Agenda




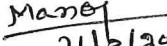
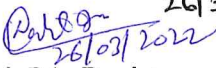

1. The Minutes of the last Meeting of the IQAC held on 25.01.2021 were discussed and confirmed.
2. Review of the Completed work
Based on the previous meetings, the JE, AE and In-charge, Maintenance cell informed the committee about the hitherto completed work. All of them agreed to submit the completion report to IQAC at the earliest.
3. Campus Audit
Given the approaching timeline, the rest of the buildings and facilities are to be audited for the maintenance and preparation by AE, JE and IQAC cell collectively on or before March 27, 2022. The wardens are to accompany the team to the hostels.
4. UPS Room Shifting in Sambhot Bhawan
Both AE and JE were given the responsibility to accelerate the process to shift the UPS room from the Publication Unit to the Terrace of Sambhot Bhawan
5. Interior Repair and Paintwork
A detailed BOQ is to be submitted on or before April 5, 2022, to the committee collectively by JE and AE
6. Exterior Repair and Paintwork
A detailed plan of action for outsourcing and BOQ is to be submitted to the committee by the In-charge Maintenance cell at the earliest
7. Budget for IQAC cell
The proposal for the annual budget of 20 Lacks was put in front of the committee with the approval of all the members. The arrangements are to be made by 30 April 2022.
8. Seed Money for the Day-to-day Maintenance work
The proposal of the seed money for the basic day-to-day work was raised by AE and JE for the institute. The committee agreed to the grant.
9. The other maintenance work regarding different facilities were assigned to the following members-
 - 1) Mementoes (IQAC Cell)

- 2) Washroom work on 2nd floor in Sambhot Bhawan (AE and JE)
- 3) Repair and Paintwork on the Boundary Wall to be done by the internal Institute workers (In-charge Maintenance Cell)
- 4) Parking shades and outside gate fencing (In-charge Maintenance, AE and JE)
- 5) Maintenance and Repair work for Vermicompost, STP and other alternative energy sources (AE & JE)
- 6) Names for all the buildings (Registrar Office)
- 7) Main gate planning and design preparation (In-charge Maintenance)
- 8) Damaged whiteboard to be replaced (In-charge Maintenance)
- 9) Institute E-mail Ids and Website Committee (Registrar Office)
- 10) Proposal for Bottle Recycling machine (Registrar Office)

To review the above-allocated work the next meeting is scheduled for April 06, 2022.


 Prof. W.D. Negi
 Vice-Chancellor

Signature of all members: -

1. Dr. Himanshu Pandey, Registrar 
2. Dr. Anirban Dash, Coordinator IQAC 
3. Mr. Kunsang Namgyal, Maintenance Wing 
4. Mr. Manoj Kushwaha, AE 
26/3/2022
5. Mr. Kapil Dixit, JE 
26/03/2022
6. Mr. Dipankar Tripathi, PA, Registrar office 
7. Dr. Mahesh Sharma, Member Secretary IQAC 