

UPA Barman

## MINUTES OF THE MEETING

Venue: Office Chamber of Mrs. Yasmin Zaman.

Dated: 6th February'2023.

A Meeting was held today under the Chairmanship of Mr. Anjan Barman, Lect. (SG), Civil Engg. Deptt. in reference to Memo No: AEI/Committee/ 2023/388, dated: 01/02/2023 in presence of the following members:

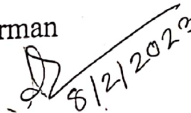
1. Mrs. Yasmin Zaman, Lect. (SG), Elect. Engg. Deptt.
2. Mr. Utpal Kalita, Lect. (SS), Mech. Engg. Deptt.
3. Mr. Nilutpal Sarma, Jr. Instructor, Carpentry, workshop.

A brief discussion was held on 'A strategy to clean the field after use by rentee party' and the committee has decided to put forward the following strategies:

- a) Irrespective of rentee Party (Private / Govt. Organization), all party should deposit a sum of Rs. 20,000/- (Rupees twenty thousand only) in cash to the institute as a security money to the cashier.
- b) A field monitor committee specifically for cleanliness of the field should be constituted headed by workshop Superintendent with the following members:
  - Mr. Anowar Hussain, Sr. Instructor Elect. Deptt.
  - Mr. Hemanta Nath, Jr. Instructor, fitting, Workshop.
  - Mr. Nilutpal Sarma, Jr. Instructor, Carpentry, Workshop.
  - Mr. Mainul Hoque. Grade IV.
- c) All rentee Party must signed an undertaking before taking over the field, stating that they will clean the field within two days from the date of the programme is over.
- d) All party has to clean the field within two days, which will be approved by the field monitor committee; otherwise, their security money will be forfeited and the same may be utilised for cleaning purpose.
- e) All party has to sign a form stating the status of the field before taking over the field for the requisite purpose and same should be maintained while handing over the field to the authority.
- f) The following points may be looked into, for maintaining the cleanliness of the field:
  - The rentee party has to arrange minimum 2000 litre of water per day for the toilet purpose.



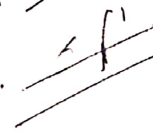
- The rentee party has to remove, all plastic, iron materials (nails/wire etc), scrap paper, wooden pieces, bamboo pieces from the field or any item which may cause injury to the students using the field latter.
  - Any hazardous waste that may be throw away in and around the field should be removed from the field by the rentee party.
- g) For better hygienic condition drain should be cleaned / free of siltation for free flow of water before handing over to party and the same status should be maintained while the party handed over it to the authority.
- h) When the field is cleaned by the field monitor committee, the monitor committee has to submit a detailed report including the expenditure incurred signed by the Chairman / Workshop superintendent.
- i) The committee suggested, if possible, to implement the scheme "pay and use toilet" for the washroom available in the field during any event (Specially for fair) in the field which should be looked after by a sweeper engaged by the authority.
- j) The committee also suggested to entrusting the responsibility to the field monitor committee to look into sanctity of the field.

Chairman

  
(Anjan Barman)

Anjan Barman, Lect. (SG) Civil Engg. Deptt.

Signature of the members

1. Mrs. Yasmin Zaman, Lect. (SG), Elect. Engg. Deptt. 
2. Mr. Utpal Kalita, Lect. (SS), Mech. Engg. Deptt. 
3. Mr. Nilutpal Sarma, Jr, Instructor, Carpentry, Workshop. 

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