

Notice NO. - 15

Shimurali Sachinandan College of Education

Notice for Calling the Meeting of the Maintenance Committee

Date: 13.03.2025

Subject: Meeting of the Maintenance Committee

This is to inform all members of the Maintenance Committee of Shimurali Sachinandan College of Education that a meeting has been scheduled as follows:

Date: 25-03-2025

Time: 01.30 p.m.

Venue: Chamber of the Teacher-In-Charge

Agenda for the Meeting:

1. **Inspection of Campus Facilities**
2. **Planned Maintenance for Upcoming Term**
3. **Budget Allocation and Expenditures**
4. **Feedback from Faculty and Students**
5. **Health and Safety Issues**
6. **Miscellaneous**

All committee members are requested to attend the meeting without fail. If any member has additional items to include in the agenda, please inform the committee secretary by [Insert Deadline Date].

.....*Sohom Roy Chowdhury*.....
13/3/25

Dr. Sohom Roy Chowdhury
Convenor
Grievance Redressal Committee
Shimurali Sachinandan College of
Education

.....*Trishna Goswami Kundu*.....
13/3/25

Dr. Trishna Goswami Kundu
Teacher-In-Charge
Shimurali Sachinandan College of
Education