

ANNADA COLLEGE, HAZARIBAG

Permanently Affiliated Linguistic (Bangla) Minority Institution
Under Vinoba Bhave University, Hazaribag
Registered U/S 2(f) and 12-B of U.G.C. Act 1956

ACTIVITY REPORT

Activities of Department / College during the Academic Year 2026–27

- 1. Name of the Department/Committee:** Campus Upkeep and Green Initiatives Committee
- 2. Complete Name / Title of the Activity:** Meeting of the Campus Upkeep and Green Initiatives Committee on Systematic Distribution of Cleaning and Campus Maintenance Responsibilities
- 3. Date / Duration:** 29 July 2026
- 4. Venue of the Event:** Annada College, Hazaribag
- 5. Sponsor / Collaborations (if any):** Campus Upkeep and Green Initiatives Committee, Annada College
- 6. Level of the Event:** College Level / Committee Level
- 7. Purpose / Aim / Objective and Outcome of the Event:**
 - To review the existing system of campus cleaning and maintenance.
 - To allocate specific classrooms and designated campus areas to individual support staff.
 - To ensure regular cleaning of classrooms, laboratories, corridors and other common areas.
 - To maintain cleanliness in and around the college premises.
 - To establish a system for monitoring and reporting cleaning and maintenance activities.
 - To ensure that all classrooms and important campus areas receive regular cleaning and maintenance.
 - To clarify the responsibilities of concerned support staff for their respective allotted areas.
 - To facilitate periodic monitoring of the allotted areas and bring requirements for additional cleaning or maintenance to the notice of the Committee Coordinator.
- 8. Beneficiaries / Participants:**
 - The activity benefited the college community by establishing a clearer system of campus cleanliness and maintenance.
 - The concerned support staff, committee members and the wider college community were the primary stakeholders.
- 9. Other Major Staff / Student / Institution Involved in the Organization of the Activity:**
 - The meeting was organized under the Campus Upkeep and Green Initiatives Committee. The Committee Coordinator and members participated in the meeting.
 - Committee members mentioned in the meeting record:
 - Prerna Sharma
 - Suchorita Ghosh
 - Debnath Mukherjee

10. Any Other Information / Comment / Qualitative Remarks:

- The Committee decided that different classrooms and designated areas of the campus would be allotted to specific support staff. The concerned staff members would be responsible for maintaining cleanliness in their allotted areas on a regular basis.
- It was further decided that the cleanliness of the allotted areas would be monitored periodically. Any requirement for additional cleaning or maintenance would be brought to the notice of the Committee Coordinator.
- The meeting concluded with a vote of thanks.

11. Photographs (with captions) submitted (number):

Room In charge & Housekeeping responsibilities

Prepared by

Prepared by
Campus Upkeep and Green Initiative Committee

Academic Session: 2026-2027

ROOM NO.	NAME	PHONE NO	SIGNATURE
22/ ECONOMICS/ HINDI / HISTORY/ MATHEMATICS	CHITRAL PRASAD	8873389073	चित्रील प्रसाद
23/29 LIBRARY	DEEPAK KUMAR	9798289247	दीपक कुमार
39/40 BIO-TECH	SUBODH RAM	9262655053	सुबोध राम
33 / OFFICE	ASHOK PRASAD	8603270158	अशोक
37/38 /PHY & CHEM LAB	JAGDISH GOPE	9939699776	जगदीश गोपा
41/42/44 ZOOLOGY & BOTANY (LAB)	GANESH RAM	9905544878	गणेश राम
25/26 GEOGRAPHY LAB	SHAMBHU YADAV	7091413773	शंभु यादव
30/32 /24 PRINCIPAL OFFICE	BUNTY KUMAR	8969956767	बुन्टी कुमार
BCA (ALL) SOFTWARE DEVELOPMENT	PANKAJ VISHWAKARMA	8092131934	पंकज कुमार
PRINCIPAL OFFICE	MD. SARFARAJ	9304398651	मोहम्मद सर्फराज
BBA/GCR/MTCR/ WTCR	SARITA DEVI	9060883489	सरीता देवी
COMMERCE	RAJESH KUMAR	8987599134	राजेश कुमार
ALL FLOORS	DASHRATH RAM	7631014662	दशरथ राम
GARDENER	BHAWANI MEHTA	9199527399	भवानी मेहता
POLITICAL SCIENCE/SOCIOLOG	INDRADEV MISTRY	7061667336	इन्द्रदेव मिश्र
ADMINISTRATIVE OFFICE	UTTAM KUMAR	7481838516	उत्तम कुमार
ATTENDANT	BHIM RAM	8407065426	भीम राम

Note:

1. Before leaving the room, the room in-charge should ensure that the room is properly cleaned.
2. After completing duty, hand over the room charge to the concerned person.
3. Any kind of issue regarding campus please contact CAMPUS- IN-CHARGE
Debnath Mukherjee (Contact No - 7004346230)

Debnath Mukherjee.

Campus In-Charge

Sangit-Das

Coordinator

Wang by

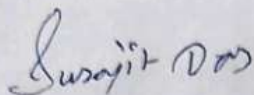
IQAC Coordinator

Principal

12. Evidence Produced (Certificate, Letters, Newspaper Cuttings etc.):

- Notice of the meeting dated 27 July 2026.
- Minutes of the meeting dated 29 July 2026.
- Room-in-charge and housekeeping responsibility allocation document prepared by the Campus Upkeep and Green Initiatives Committee for the academic session 2026-27.

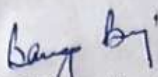
13. Name and Signature of Coordinator:



Coordinator

Campus Upkeep and Green Initiatives Committee

Annada College, Hazaribag



IQAC Coordinator



Principal