

Responsibilities of Maintenance of the Infrastructure

Siliguri Campus

Sl. No	Equipment/ Infrastructure	Routine Check	Monitoring Authority	Coordinator/ Supervisor	Contact
1	General Electrical Maintenance	Electrician	Bursar	Mr. Lalit	9734953991
2	Air-conditioner	AMC	Bursar	Mr Anil Kiro	9647821416
3	Generator and Power Supply	Electrician	Bursar	Mr. Lalit	9734953991
4	Computers and Peripherals such as Printers, Scanners, LCD/ DLPs	Computer technician	Bursar	Mr Praveen Cyril	9635109105
5	Internet connecti- vity and Wi-Fi	Computer technician	Bursar	Mr Praveen Cyril	9635109105
6	Website	Web Designer	Bursar	Ms Yadika Prasad	8906510622
7	CCTV	Computer technician	Bursar	Mr Praveen Cyril	9635109105
8	Software	Computer technician	Bursar	Mr Praveen Cyril	9635109105
9	Library	Librarian	Bursar	Library Committee	9002560725
10	Water-coolers and Purifiers	AMC	Bursar	Mr Anil Kiro	9647821416
11	Classroom- benches and overall furniture including noticeboards	On Campus Carpenter	Bursar	Mr Simon Lepcha	8972584200
12	Sports facilities	Sports in Charge	Bursar	Mr Dipesh Patrick	9775080049
13	Gardening	Groundsman	Bursar	Fr. James Chacko	9903487289
14	Geography Lab	Department	Bursar	Head of Department	9932440777
15	Computer Lab	Department	Bursar	Head of Department	9851110886
16	Mass Com Lab	Department	Bursar	Head of Department	9563265854
17	Physics Lab	Department	Bursar	Head of Department	
18	Campus Cleanliness	Housekeeping Staff	Bursar	Mr Anil Kiro	9647821416

Responsibilities of Maintenance of the Infrastructure

Sonada Campus

Sl. No	Equipment/ Infrastructure	Routine Check	Monitoring Authority	Coordinator/ Supervisor	Contact
1	General Electrical Maintenance	Electrician	Bursar	Mr. Ratan Malik	9635297142
2	Television Lab	Television Technician	Bursar	Mr Bruno Thapa	7679638940
3	Generator	Electrician	Bursar	Mr Raju Rai	9304976605
4	Computers and Peripherals such as Printers, Scanners, LCD/ DLPs//Xerox Machines	Computer Technician	Bursar	Mr. Nikhil Pradhan	8918340072
5	Internet Connectivity and Wi-Fi	Administration Staff	Bursar	Mr. Savio Giri	9800581134
6	Website	Web Designer	Bursar	Mr. S. Alfred Dewan	8918985019
7	CCTV	Computer Technician	Bursar	Mr. Nikhil Pradhan	8918340072
8	Software	Computer technician	Bursar	Mr. Nikhil Pradhan	8918340072
9	Library	Librarian	Bursar	Mr Valentine Chettri	9593870899
10	Water Purifiers	AMC	Bursar	Mr. Prasajit Biswas	
11	Classroom- benches and overall furniture including noticeboards	House Keeping	Bursar	Mrs Pampha Biswakarma & Mrs Pavitra Biswakarma	7872406915
12	Sports facilities	Sports in Charge	Bursar	Mr. Rakesh Saibo	8509549705
13	Gardening	Campus Beautification	Bursar	Mr. Sanjay Sankar	8016270446
14	Computer Lab	Department	Bursar	Mr. Nikhil Pradhan	8918340072
15	Mass Com Lab	Department	Bursar	Mr. Privat Giri	7585905517
16	Radio Lab	Department	Bursar	Fr. C.M Paul	9007626301
17	Campus Cleanliness	NSS Coordinator	Bursar	Mr. Manoresh Thapa	9665785596
18	Power Supply	Line Maintenance	Bursar	Mr. Dilip Gurung	7679488091
19	Language Lab	Skill Profession	Bursar	Mr Dhirendra Newar	8908016578
20	Water Harvesting	Maintenance	Bursar	Mr. Ranjit Rajak	973338264
21	Sound System Equipments	Maintenance	Bursar	Mr Dhirendra Newar	8908016578
22	Music Equipments & Instruments	Maintenance	Bursar	Mr Dhirendra Newar	8908016578
23	Hydroelectric Power	Maintenance	Bursar	Mr. Pradip Paul	8932479957
24	Vehicle	Maintenance	Bursar	Mr. Samir Biswakarma	8768975807
25	Land Tax	Land Tax Maintenance	Bursar	Mr Robert Lepcha	7583920883