



Shri Vitthalrao Joshi Charities Trust's
SAMARTH NURSING COLLEGE
ISO 9001 : 2015 Certified
Kasarwadi, Post Sawarde, Tal. - Chiplun, Dist. - Ratnagiri 415 606
Phone : 02355-264149/137 Fax : 02355-264181
Email : snedervan@gmail.com
Website : www.svjetsamarthnursing.com

(Recognised by Indian Nursing Council, Maharashtra Nursing Council & Maharashtra University of Health Sciences, Nashik and MSBNPE Board, Mumbai)

MAINTENANCE COMMITTEE

INTRODUCTION:

The Maintenance committee was formed in 2022-23. The tenure of the committee is 5 years and this committee every academic year.

AIMS:

- To ensure regular maintenance of the building, equipment and gadgets of the institute.
- To coordinate with people responsible for the maintenance.
- To monitor routine maintenance in the institute on daily basis.
- To monitor routine annual maintenance of the institute and related infrastructure
- To monitor and arrange major and minor repair of laboratory equipments and office accessories.

Meeting Members List 2022-2023

Sr.No.	Name of Members	Designation
1.	Dr. Suvarna Patil	Medical Director
2.	Dr. Netaji Patil	Co-ordinator
3.	Prof. Babasaheb Bhutkar	Principal
4.	Prof. Tejal Surve	Vice-Principal
5.	Mrs. Vaishali Dalvi	Member
6.	Ms. Shweta Kshirsagar	Member



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Minutes of the meeting

Date :- 31st Jan 2023 Venue :- SVJCT's Samarth Nursing College

Time :- 11AM

CONDUCT OF THE MEETING-

The meeting of college maintenance committee was held on 31st Jan 2023 in Meeting Hall, Samarth Nursing College at 11am.

AGENDA :

1. Welcoming newly appointed members of the maintenance committee
2. To discuss the replacing of the water cooler.
3. To discuss the new electric connection for water cooler.
4. To discuss the service rules and regulations of maintenance.

MEMBERS PRESENT:-


Following members attended the meeting:

Sr.No.	Member Name	Designation
1.	Prof. Babasaheb Bhutkar	Principal
2.	Prof. Tejal Surve	Vice- Principal
3.	Mrs. Vaishali Dalvi	Member
4.	Mrs. Shweta Kshirsagar	Member

Discussions as per agenda points:-

- The minutes of meeting and introduction, function and responsibilities of maintenance committee presented. Discussion regarding the minutes of the previous meeting and short introduction of the maintenance committee newly appointed member was done by principal Prof. Babasaheb Bhutkar.
- Prof. Babasaheb Bhutkar sir and Prof. Tejal Surve mam has presented the requirements of nursing college in the meetings as required.
Requirements like new water cooler for the 1st floor and new electric connection for water cooler.
- Prof. Babasaheb Bhutkar discussed about the rules of the service. Suggested to maintain book and to take signature.
- Prof. Tejal Surve informed Mrs. Sheweta Kshirsagar to maintain the record in log book daily and the book should be verified by Mrs. Vaishali Dalvi.

Meeting adjourned by 12.10PM


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Minutes of the meeting

Date :- 22nd Feb 2023 **Venue :- SVJCT's Samarth Nursing College**
Time :- 11.30AM

CONDUCT OF THE MEETING-

The meeting of college maintenance committee was held on 22nd Feb 2023 in Meeting Hall, Samarth Nursing College at 11:30am.

AGENDA :

1. To discuss the new electric connection for LCD and projection box.
2. To discuss the new installation of notice board.

MEMBERS PRESENT:-


Following members attended the meeting:

Sr.No.	Member Name	Designation
1.	Prof. Babasaheb Bhutkar	Principal
2.	Prof. Tejal Surve	Vice- Principal
3.	Mrs. Vaishali Dalvi	Member
4.	Mrs. Shweta Kshirsagar	Member

Discussions as per agenda points:-

- The minutes of previous meeting and introduction, function and responsibilities of maintenance committee presented.
- Prof. Tejal Surve mam has presented the requirements of nursing college in the meeting. Requirements like new electric connection for LCD and projection box. And discuss the new installation of notice board in grand floor.

Meeting adjourned by 12.15PM


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Minutes of the meeting

Date :- 14th March 2023 Venue :- SVJCT's Samarth Nursing College

Time :- 10.30AM

CONDUCT OF THE MEETING-

The meeting of college maintenance committee was held on 14th March 2023 in Meeting Hall, Samarth Nursing College at 10:30am.

AGENDA :

1. To discuss the getting new aquaguard on 3rd floor passage of college.
2. To discuss the new network point in computer lab.
3. To discuss the replacing and repairing the fan and tubelight of classrooms.
4. To discuss the repairing of switch board of the classrooms.

MEMBERS PRESENT:-

Following members attended the meeting:

Sr.No.	Member Name	Designation
1.	Prof. Babasaheb Bhutkar	Principal
2.	Prof. Tejal Surve	Vice- Principal
3.	Mrs. Vaishali Dalvi	Member
4.	Mrs. Shweta Kshirsagar	Member

Discussions as per agenda points: -

- The minutes of previous meeting and introduction, function and responsibilities of maintenance committee presented.
Discussion regarding the minutes of meeting.
- Prof. Babasaheb Bhutkar sir has presented the requirements of nursing college in the Requirements related discuss to the new installation of aquaguard in 3rd floor passage of the college and new network point in computer lab. Also discuss the repairing the fan, tubelight and switch board of the all classroom.
- Prof. Tejal Surve. Informed Mrs. Shweta Kshirsagar to maintain the record in log book daily and book should be verified by Mrs. Vashali Dalvi.

Meeting adjourned by 11.15am


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Minutes of the meeting

Date :- 03rd April 2023 Venue :- SVJCT's Samarth Nursing College
Time :- 11AM

CONDUCT OF THE MEETING-

The meeting of college maintenance committee was held on 03rd April 2023 in Meeting Hall, Samarth Nursing College at 11am.

AGENDA :

1. To discuss the returning mobile tab and charger to central store department because of not working.
2. To discuss the removing of the CCTV camera from HOD room (NAAC room).

MEMBERS PRESENT:-


Following members attended the meeting:

Sr.No.	Member Name	Designation
1.	Prof.Babasaheb Bhutkar	Principal
2.	Prof. Tejal Surve	Vice- Principal
3.	Mrs. Vaishali Dalvi	Member
4.	Mrs. Shweta Kshirsagar	Member

Discussions as per agenda points: -

- The minutes of previous meeting and introduction, function and responsibilities of maintenance committee presented.
- Prof. Babasaheb Bhutkar sir and Prof. Tejal Surve mam has presented the requirements of nursing college in the Requirements related discuss to the new installation of CCTV camera in HOD room and returning mobile tab and charger to central store department because of not working properly.

Meeting adjourned by 12.15pm


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Minutes of the meeting

Date :- 08th June 2023 Venue :- SVJCT's Samarth Nursing College
Time :- 10AM

CONDUCT OF THE MEETING-

The meeting of college maintenance committee was held on 08th June 2023 in Meeting Hall, Samarth Nursing College at 10am.

AGENDA :

1. To discuss the Installation of projector box in conference room.
2. To discuss the new curtain rod in OBGY lab.

MEMBERS PRESENT:-

Following members attended the meeting:

Sr.No.	Member Name	Designation
1.	Prof. Babasaheb Bhutkar	Principal
2.	Prof. Tejal Surve	Vice- Principal
3.	Mrs. Vaishali Dalvi	Member
4.	Mrs. Shweta Kshirsagar	Member

Discussions as per agenda points: -

- The minutes of previous meeting and introduction, function and responsibilities of maintenance committee presented.
- Prof. Tejal Surve mam has presented the requirements of nursing college. The Requirements related discuss to the new installation of projector box in conference room and replacing new curtain rod in OBGY lab.

Meeting adjourned by 10:40AM


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Minutes of the meeting

Date :- 12th July 2023 Venue :- SVJCT's Samarth Nursing College

Time :- 11th AM

CONDUCT OF THE MEETING-

The meeting of college maintenance committee was held on 12 July 2023 in Meeting Hall, Samarth Nursing College at 11am.

AGENDA :

1. To discuss the giving new colour to the display area of the classroom.
2. To discuss the replacing and repairing the printer of the vice principal room.
3. To discuss about replacing network cable point in the meeting room.
4. To discuss the replacing the wooden switch board of the classroom.

MEMBERS PRESENT:-

Following members attended the meeting:

Sr.No.	Member Name	Designation
1.	Prof. Babasaheb Bhutkar	Principal
2.	Prof. Tejal Surve	Vice- Principal
3.	Mrs. Vaishali Dalvi	Member
4.	Mrs. Shweta Kshirsagar	Member

Discussions as per agenda points: -

- The minutes of previous meeting and introduction, function and responsibilities of maintenance committee presented.
- Prof. Babasaheb Bhutkar sir has presented the requirements of nursing college in the meeting. The Requirements related discuss to the giving new colour to the display area of the classroom and repairing the printer of the vice principal room and replacing the new cable point in the meeting room and wooden switch board of the classroom.
- Prof. Babasaheb Bhutkar sir discussed about the rules of the service. Suggested to maintain book and to take signature from particular department.
Prof. Tejal Surve. mam Informed Mrs. Shweta Kshirsagar to maintain the record in log book daily and the book should be verified by Mrs. Vaishali Dalvi.

Meeting adjourned by 11:30 AM


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Minutes of the meeting

Date :- 17th Aug 2023 Venue :- SVJCT's Samarth Nursing College
Time :- 02:30PM

CONDUCT OF THE MEETING-

The meeting of college maintenance committee was held on 17th Aug 2023 in Meeting Hall, Samarth Nursing College at 02:30am.

AGENDA :

1. To discuss the replacing and repairing the printer toner.
2. To discuss the painting of the Plex Board.
3. To discuss the replacing the CPU and UPS of the computer Lab.

MEMBERS PRESENT:-


Following members attended the meeting:

Sr.No.	Member Name	Designation
1.	Prof. Babasaheb Bhutkar	Principal
2.	Prof. Tejal Surve	Vice- Principal
3.	Mrs. Vaishali Dalvi	Member
4.	Mrs. Shweta Kshirsagar	Member

Discussions as per agenda points: -

- The minutes of meeting and introduction, function and responsibilities of maintenance committee presented.
- Prof. Tejal Surve has presented the requirements of nursing college. The Requirements related discuss to the repairing the printer toner and painting to the plex board. Also discuss the replacing the CPU and UPS of the computer lab.
- Prof. Tejal Surve. Informed Mrs. Shweta Kshirsagar to maintain the record in log book daily and the book should be verified by Mrs. Vaishali Dalvi.

Meeting adjourned by 03:15 PM


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Minutes of the meeting

Date :- 27th Oct 2023 Venue :- SVJCT's Samarth Nursing College

Time :- 12PM

CONDUCT OF THE MEETING-

The meeting of college maintenance committee was held on 27th Oct 2023 in Meeting Hall, Samarth Nursing College at 12pm.

AGENDA :

1. To discuss the replacing the CCTV to the IT office.
2. To discuss the service rules and regulations of maintenance

MEMBERS PRESENT:-


Following members attended the meeting:

Sr.No.	Member Name	Designation
1.	Prof. Babasaheb Bhutkar	Principal
2.	Prof. Tejal Surve	Vice- Principal
3.	Mrs. Vaishali Dalvi	Member
4.	Mrs. Shweta Kshirsagar	Member

Discussions as per agenda points: -

- The minutes of previous meeting and introduction, function and responsibilities of maintenance committee presented.
- Prof. Babasaheb Bhutkar sir and Prof. Tejal Surve mam has presented the requirements of nursing college. The Requirements related discuss to the replacing and installation of the CCTV in the all classroom.
- Prof. Babasaheb Bhutkar discussed about the rules of the service. Suggested to maintain book and to take signature from IT department. To keep follow-up of work.
- Mrs. Tejal Surve. Informed to Mrs. Shweta Kshirsager to maintain the record in log book daily and the book should be verified by Mrs. Vaishali Dalvi.

Meeting adjourned by 12:45PM


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Minutes of the meeting

Date :- 17th Nov 2023 Venue :- SVJCT's Samarth Nursing College

Time :- 10AM

CONDUCT OF THE MEETING-

The meeting of college maintenance committee was held on 17th Nov 2023 in Meeting Hall, Samarth Nursing College at 10am.

AGENDA :

1. To discuss about not working fan, tubelight and washroom tap in the meeting room.
2. To discuss the replacing the tubelight of the floor.
3. To discuss the replacing switch board of the office.
4. To discuss the repairing the benches.

MEMBERS PRESENT:-


Following members attended the meeting:

Sr.No.	Member Name	Designation
1.	Prof. Babasaheb Bhutkar	Principal
2.	Prof. Tejal Surve	Vice- Principal
3.	Mrs. Vaishali Dalvi	Member
4.	Mrs. Shweta Kshirsagar	Member

Discussions as per agenda points: -

- The minutes of previous meeting and introduction, function and responsibilities of maintenance committee presented.
- Prof. Tejal Surve mam has presented the requirements.
Requirements related the Replacing the not working fan, tubelight, and washroom tap of the 1st floor and office room. Also discuss to the repairing the benches in classroom.

Meeting adjourned by 10:40AM


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