



**Shri Vithalrao Joshi Charities Trust's**  
**SAMARTH NURSING COLLEGE**  
(NAAC ACCREDITED GRADE 'B')  
Kasarwadi, Post Sawarde, Tal. - Chiplun, Dist. - Ratnagiri 415 606  
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(Recognised by Indian Nursing Council, Maharashtra Nursing Council & Maharashtra University of Health Sciences, Nashik and MSBNPE Board, Mumbai)

## MINUTES OF MEETING

Date:08/12/2023

Time:04.00pm

Venue: [Meeting room of Samarth Nursing College, Kasarwadi]

### Agenda:

1. Discussion on the non-functional computer in the Vice principal, office.
2. Discussion on the non-functional tubelight in the Library
3. Identifying action plans to address the issues.

**Meeting Description:** The meeting was convened to address maintenance issues related to a non-functional computer and tubelight in Vice principal office and library. This discussion aimed to ensure proper functionality of equipment and infrastructure as part of the institution's preparedness.

### MEMBERS PRESENT:-

Following members attended the meeting:

SR NO	NAME OF MEMBER	DESIGNATION
1	Prof. Babasaheb Bhutkar	Principal
2	Prof. Tejal v Surve	Vice-Principal
3	Dr. Netaji Patil	Co-ordinator
4	Shamali Jadhav	Member
5	Suyog Kajarekar	Member
6	Ms. Vaishali Dalvi	Member
7	Ms. Nikita Gomane	Member

### Key Points Discussed:

#### 1. Non-Functional Computer:

- Issue: The computer in the vice principal office has not been functioning due to software issue.
- Discussion:
  - It was noted that this computer is essential for specific activities, e.g., academic work, administrative tasks.
  - The IT department representative suggested a preliminary diagnostic to determine whether repair or replacement is necessary.
- Action Plan:
  - Mr Suyog kajarekar from IT department will perform diagnostics by 9/12/2023.
  - Based on the findings, appropriate measures (repair or replacement) will be undertaken.

2. Non-Functional Tubelight:

- Issue: The tubelight in Library is not operational, affecting the lighting conditions.
- Discussion:
  - The maintenance team confirmed that the issue might be related to [e.g., wiring, bulb fault].
- Action Plan:
  - Electrician will inspect the tubelight by 09/12/2023
  - Replacement or repair work will be completed within 2days.

Decisions Made:

1. A detailed inspection will be conducted for both issues by the respective teams.
2. An update meeting will be scheduled to review the progress and ensure timely resolution.

Responsibilities Assigned:

- IT Department: To diagnose the computer issue and provide a resolution plan.
- Maintenance Team: To fix or replace the faulty tubelight.

Next Meeting:30/01/2024 Time: 04.00pm

Meeting is ended with vote of thanks at 4.30pm.



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### Minutes of the Meeting

**Date:** 30/1/2024

**Time:** 04.00pm

**Venue:** Meeting hall Samarth Nursing College, Kasarwadi

#### Agenda:

1. To address the issue of non-functional computers and CPUs in the Faculty and Office.
2. To discuss immediate measures for repair or replacement.
3. To ensure compliance with NAAC requirements for infrastructure.

#### Description of the Meeting:

The meeting was convened to discuss the ongoing problem with computers and CPUs in the faculty and office. This issue is critical as it directly affects academic activities, faculty performance, and NAAC accreditation requirements. The focus was to identify the root cause of the problem and plan actionable steps to resolve it promptly.

#### Minutes:

**1. Call to Order:**

The meeting was called to order by Prof Babasaheb Bhutkar who welcomed all attendees and emphasized the importance of addressing the infrastructure issue to maintain compliance.

**2. Attendance:**

Following members attended the meeting:

SR NO	NAME OF MEMBER	DESIGNATION
1	Prof. Babasaheb Bhutkar	Principal
2	Prof. Tejal v Surve	Vice-Principal
3	Dr. Netaji Patil	Co-ordinator
4	Shamali Jadhav	Member
5	Suyog Kajarekar	Member
6	Ms. Vaishali Dalvi	Member
7	Ms. Nikita Gomane	Member

**3. Discussion Points:**

o **Issue Identification:**

- 2 computers and CPUs in the faculty and office have been non-functional for 2-3days.
- Reports indicate issues such as hardware failures, software malfunctions, and outdated systems.

- **Impact:**
  - Faculty are unable to conduct practical sessions efficiently.
  - Students are missing out on hands-on learning opportunities.
  - Negative implications for NAAC accreditation under the criterion of "Infrastructure and Learning Resources."
- **Action Items Discussed:**
  1. Immediate assessment of the non-functional systems by the IT team to identify repairable units.
  2. Budget allocation for replacing irreparable systems.
  3. Engaging with vendors for quick procurement of required hardware.
  4. Updating software licenses for systems that are functional but outdated.
  5. Scheduling regular maintenance checks to avoid future issues.
- 4. **Decisions Taken:**
  - An IT team visit was scheduled for 30/1/2024 to assess the situation.
  - The finance committee was tasked with reviewing and approving the budget for replacements.
  - A vendor shortlist was prepared, and the procurement team will contact vendors immediately after approval.
- 5. **Follow-Up:**
  - Mr. Suyog kajarekar was assigned to oversee the assessment and report back with findings by 5/2/2024.
  - The next meeting was scheduled for 30/04/2024 to review the progress and finalize further steps.
- 6. **Any Other Business:**
  - Suggestions were made to establish a preventive maintenance plan and maintain a spare inventory of essential hardware components.
- 7. **Adjournment:**

The Chairperson thanked all attendees for their participation and commitment to resolving the issue. The meeting was adjourned at 4.40pm.



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## Minutes of the Meeting

**Date:** 30/04/2024

**Time:** 10.00am

**Venue:** Meeting hall, Samarth Nursing College, Kasarwadi

**Attendees:**

Following members attended the meeting:

SR NO	NAME OF MEMBER	DESIGNATION
1	Prof. Babasaheb Bhutkar	Principal
2	Prof. Tejal v Surve	Vice-Principal
3	Dr. Netaji Patil	Co-ordinator
4	Shamali Jadhav	Member
5	Suyog Kajarekar	Member
6	Ms. Vaishali Dalvi	Member
7	Ms. Nikita Gomane	Member

**Agenda:**

1. Discussion on non-functional cooler, fan, and printer.
2. Identification of causes and immediate actions required.
3. Assignment of responsibilities for maintenance and repair.
4. Budget considerations for replacements or repairs.
5. Timeline for resolution.

**Discussion and Resolutions:**

**1. Cooler Not Working:**

- **Issue:** The cooler placed on third floor is not functioning i.e. water flow is reduced, causing discomfort for students and staff, especially during peak working hours.
- **Discussion:**
  - Inspection revealed that the motor might be damaged.
  - Possible buildup of debris or worn-out parts contributing to inefficiency.
- **Resolution:**
  - Maintenance team assigned to clean and inspect the motor.
  - If repair is not feasible, a budget for replacement will be prepared.

**2. Fan Not Working:**

- **Issue:** Fans in classrooms 3 and meeting room are not operational, disrupting ventilation.
- **Discussion:**
  - Initial troubleshooting points to electrical wiring issues or motor failure.
- **Resolution:**
  - Electrician to be called for detailed inspection within two working days.
  - Priority given to resolving the issue before the upcoming academic week.

### 3. Printer Not Working:

- **Issue:** The main office printer has stopped functioning, delaying administrative tasks.
- **Discussion:**
  - Printer showing error codes indicating potential hardware failure.
  - Frequent paper jams and ink cartridge problems noted in the past.
- **Resolution:**
  - Contact service provider for immediate repair.
  - Investigate the cost of a new printer versus repair, considering usage requirements.

#### **Timeline:**

- Inspection and initial repair work to begin immediately.
- Updates on progress to be reviewed in the next meeting.

#### **Responsibilities Assigned:**

- Ms. Shamali: Coordinate with maintenance team for cooler repair.
- Mr. Amo; Liaise with the electrician for fan repair.
- Mr. Amol : Handle vendor communication for printer repair/replacement.

**Conclusion:** The meeting concluded with all attendees agreeing on the importance of addressing these issues promptly to maintain a conducive work environment. Progress will be monitored, and updates will be shared in the next meeting.



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## Minutes of Meeting

**Date:** 22/07/2024

**Time:** 12.00pm

**Venue:** Meeting Hall, Samarth Nursing College, Kasarwadi

### Agenda

1. Discussion on the non-functional tubelights in classrooms and library and labs.
2. Addressing the issue of non-operational fans in classroom no.6.
3. Evaluating the current status and repair requirements of the office printer.
4. Action plan for immediate resolution of these issues to ensure smooth functioning of institutional activities.

### Description of Proceedings

#### 1. Welcome and Introduction

The meeting commenced with a welcome note by Principal, Babasaheb Bhutkar. The purpose of the meeting was outlined, emphasizing the urgency to address the identified maintenance issues and their impact on day-to-day operations.

#### 2. Attendees:

#### 3. Following members attended the meeting:

SR NO	NAME OF MEMBER	DESIGNATION
1	Prof. Babasaheb Bhutkar	Principal
2	Prof. Tejal v Surve	Vice-Principal
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#### 4. Tubelights Not Working

- It was reported that several classrooms and library have non-functional tubelights.
- Suggestions were made to conduct an immediate inventory check of all lighting fixtures.

#### Action Points:

- Facilities team to replace non-functional tubelights within 2days
- Procurement team to expedite the purchase of required electrical components.

#### 5. Non-Operational Fans

- Feedback was received regarding malfunctioning fans in classrooms and IQAC, causing discomfort during working hours.
- The root cause was identified as either motor failure or electrical wiring issues.

**Action Points:**

- Technicians to inspect and repair all non-operational fans by tomorrow.
- Maintenance team to submit a detailed report on the condition of existing fans and suggest upgrades if required.

**6. Printer Malfunction**

- The office printer has been out of order, pages were jamming in printer causing delays in documentation and administrative work.
- IT Support Team reported that the printer requires parts replacement and software updates.

**Action Points:**

- IT Support to coordinate with the vendor for urgent repair or replacement of the printer.
- Ensure a backup arrangement for printing tasks until the issue is resolved.

**Conclusion**

The meeting concluded with a consensus on the outlined action points. All departments committed to resolving the issues within the specified timeframe.



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