



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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## MINUTES OF THE MEETINGS OF THE MAINTENANCE COMMITTEE

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Principal  
Samarth Nursing College  
Kasarwadi, Sawarde,  
Tal. Chiplun, Dist. Ratnagiri 415606

## MAINTENANCE COMMITTEE

### INTRODUCTION

The maintenance committee was formed in 2024-2025. The tenure of the committee is five years, and it is formed annually for each 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 daily.
- To monitor routine annual maintenance of the institute and related infrastructure.
- To monitor and arrange major and minor repairs of laboratory equipment and office accessories.



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**MAINTENANCE COMMITTEE MEMBERS LIST 2024-2025**

| SR. NO. | NAME OF MEMBER        | DESIGNATION               |
|---------|-----------------------|---------------------------|
| 1       | Prof. Tejal V. Surve  | Chairperson cum Principal |
| 2       | Prof. Jessey J. Jacob | Vice-Principal            |
| 3       | Dr. Netaji Patil      | Co-Ordinator              |
| 4       | Mrs. Shamali Jadhav   | Member                    |
| 5       | Mr. Mukund Munagekar  | Member                    |
| 6       | Ms. Vaishali Dalvi    | Member                    |
| 7       | Ms. Nikita Gomane     | Member                    |

  
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## MINUTES OF MEETING – MAINTENANCE COMMITTEE

**Date:** 18/11/2024

**Time:** 10:00 AM

**Venue:** Conference Room

**Agenda:** Discussion on breakage of wash basins in Classroom Nos. 5, 8, and 10.

**Attendees:**

| 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     | Mrs. Shamali Jadhav     | Member         |
| 5     | Mr. Mukund Mungekar     | Member         |
| 6     | Ms. Vaishali Dalvi      | Member         |
| 7     | Ms. Nikita Gomane       | Member         |

### Discussion Points:

- **Observation and Reports:**
  - Breakage of wash basins in Classroom Nos. 5, 8, and 10 was reported on 15/11/2024.
  - The damage was found to be similar in nature cracks and dislodgement from fittings.
- **Inspection Outcome:**
  - Maintenance team conducted a physical inspection on 17/11/2024.
  - Causes identified: possible misuse or improper installation in some cases.
- **Action Taken So Far:**
  - Temporary barricading was done around damaged basins for safety.
  - Water supply to damaged basins disconnected to avoid leakage.
- **Proposed Actions:**
  - Complete removal of all basins from all classes.
- **Responsibility Assignment:**
  - Supervision of work: Maintenance In-Charge.
  - Monitoring of classroom facilities: Class teachers and support staff.
- **Preventive Measures:**
  - Conduct an awareness session for students on proper use of classroom facilities.
  - Include regular inspection in the monthly maintenance checklist.

**Meeting Adjourned at:** [10:30 AM]

**Minutes Prepared by:** Ms. Nikita Gomane

**Approved by:** Prof. Tejal Surve (Chairperson)

  
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## MINUTES OF MEETING – MAINTENANCE COMMITTEE

**Date:** 09/01/2025

**Time:** 04:00 PM

**Location:** Conference room, Nursing college

**Subject:** Maintenance Committee Meeting Concerning the Inoperable Projector and CPU at the Nursing College

### Attendees

| SR NO | NAME OF MEMBER        | DESIGNATION    |
|-------|-----------------------|----------------|
| 1     | Prof. Tejal V Surve   | Principal      |
| 2     | Prof. Jessey J. Jacob | Vice-Principal |
| 3     | Dr. Netaji Patil      | Co-ordinator   |
| 4     | Mrs. Shamali Jadhav   | Member         |
| 5     | Mr. Mukund Mungekar   | Member         |
| 6     | Ms. Vaishali Dalvi    | Member         |
| 7     | Ms. Nikita Gomane     | Member         |

### Agenda

- Discussion on the malfunctioning projector at the nursing college.
- Discussion on the malfunctioning CPU at the nursing college.
- Development of Solutions and action plans for repair and maintenance.
- **Welcome and Opening Remarks:**
  - The meeting was initiated by Prof. Tejal Surve.
  - The objectives of the meeting were to address the issues concerning the inoperative projector and CPU within the nursing college.
- **Issue of malfunctioning Projector:**
  - The projector in classrooms 8, 9, 10, and 11 has been out of order for the past 10-15days.
  - Users have reported various problems, including difficulties in connecting laptops, slides disappearing intermittently, and a flickering screen.
  - The committee explored potential causes, such as hardware failures, malfunctions, or connectivity problems.
- **Action Plan for Projector:**
  - Mrs. Shamali will reach out to the technical support team for a comprehensive evaluation of the projector.
  - Mr. Mukund will verify whether the warranty or service contract remains valid.
  - The committee has agreed to allocate funds for urgent repairs or potential replacement if demand is necessary.
  - A follow-up meeting will be arranged in two weeks to review the progress made.

- **Issue of Non-Functioning CPU:**
  - The CPU situated in classrooms 5,6, and 7 has been reported as malfunctioning.
  - Faculty members indicated that the system has been experiencing unexpected shutdowns or failing to power on entirely.
  - Discussion pointed to a potential problem with the power supply or internal components.
- **Action Plan for CPU:**
  - Mrs Shamali will liaise with the IT department to identify the issue.
  - Mr. Mukund will assess any possible hardware malfunctions and decide if any components require replacement.
  - A technician will be arranged to conduct a comprehensive examination of the CPU within the next 3 to 4 days.
- **General Discussion and Suggestions:**
  - The committee emphasized the necessity of regular maintenance checks to prevent similar problems in the future. It was proposed to establish a schedule for monthly or quarterly inspections of technical equipment.
- **Next Steps:**
  - A Follow-up on the repair status of both the projector and CPU is scheduled for 20/01/2025. Additionally, a report on the condition of all technical equipment in the nursing college will be prepared for the next committee meeting.
- **Closing Remarks:**
  - The meeting was concluded at 04:45 PM, with a commitment to address the issues with the projector and CPU promptly.

**Date of Next Meeting:** 20/01/2025

**Minutes Prepared by:** Ms. Nikita Gomane

**Approved by:** Prof. Tejal Surve (Chairperson)

  
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## MINUTES OF MEETING – MAINTENANCE COMMITTEE

**Date:** 15/02/2025

**Venue:** Conference room

**Time:** 11:00 AM

**Agenda:** Discussion on the non-working of the CPU and mouse in the Faculty Room, IQAC Room, and Conference Room.

### Members Present:

| SR NO | NAME OF MEMBER        | DESIGNATION    |
|-------|-----------------------|----------------|
| 1     | Prof. Tejal V Surve   | Principal      |
| 2     | Prof. Jessey J. Jacob | Vice-Principal |
| 3     | Dr. Netaji Patil      | Co-Ordinator   |
| 4     | Mrs. Shamali Jadhav   | Member         |
| 5     | Mr. Mukund Mungekar   | Member         |
| 6     | Ms. Vaishali Dalvi    | Member         |
| 7     | Ms. Nikita Gomane     | Member         |

### Discussion Points:

- **Issue Identification:**
  - **Faculty Room:** CPU not powering on; mouse not functioning.
  - **IQAC Room:** Mouse not responding; CPU extremely slow.
  - **Conference Room:** CPU shuts down automatically; mouse disconnected.
- **Preliminary Observations:**
  - Possible hardware faults in the power supply or motherboard in the Faculty Room.
  - Dust accumulation and outdated drivers are suspected in the IQAC Room.
  - Power fluctuation issue identified in the Conference Room.
- **Suggestions/Recommendations:**
  - IT technician to check internal hardware and replace faulty parts where necessary.
  - Clean all CPUs and peripherals; reinstall/update mouse drivers.
  - Surge protectors to be installed in the Conference Room to prevent voltage issues.

- **Action Plan:**
  - **By 17/02/2005:** Initial diagnosis and report by IT technician.
  - **By 20/02/2005:** Replace or repair defective units.
  - **Regular Maintenance:** Quarterly checks to be scheduled for all IT equipment.
- **Budget Consideration:**
  - Approval sought from the administration for repair/replacement costs.
  - Estimated expenditure to be submitted by the IT technician by 16/02/2005.
- **Resolutions Passed:**
  - Immediate inspection and necessary repair work to be carried out.
  - Maintenance schedule to be revised and shared with all departments.

**Meeting Adjourned at:** 12:15 PM

**Minutes Prepared by:** Ms. Nikita Gomane

**Approved by:** Prof. Tejal Surve (Chairperson)

  
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## MAINTENANCE COMMITTEE - MINUTES OF MEETING

**Date:** 25/03/2025

**Venue:** Conference room

**Time:** 11:00 AM

### Agenda:

Discussion and resolution regarding the malfunctioning fans in the Nursing Foundation Lab and classrooms.

### Members Present:

| SR NO | NAME OF MEMBER        | DESIGNATION    |
|-------|-----------------------|----------------|
| 1     | Prof. Tejal V Surve   | Principal      |
| 2     | Prof. Jessey J. Jacob | Vice-Principal |
| 3     | Dr. Netaji Patil      | Co-Ordinator   |
| 4     | Mrs. Shamali Jadhav   | Member         |
| 5     | Mr. Mukund Mungekar   | Member         |
| 6     | Ms. Vaishali Dalvi    | Member         |
| 7     | Ms. Nikita Gomane     | Member         |

### Discussion Points:

- **FON Lab**
  - **Issue:** 3 fans are not functioning.
  - **Action:** Electrician to inspect and replace/repair non-functional fans within 3 working days.
- **Classroom No. 7**
  - **Issue:** Ceiling fan running at a very slow speed.
  - **Action:** Speed regulator and motor to be checked and repaired/replaced as needed.
- **Classroom No. 4 and 5**
  - **Issue:** Fans making continuous noise during operation.
  - **Action:** Lubrication and tightening of fan blades to be carried out; faulty fans to be replaced if necessary.

**Decisions Taken:**

- Electrician Mr. Asmit assigned the task and will begin inspection from 26/03/2005.
- Completion of all fan-related maintenance to be ensured by 28/03/2005.
- Report of action taken to be submitted in the next committee meeting.

**Meeting Adjourned At:** 11:45 AM

**Minutes Prepared by:** Ms. Nikita Gomane

**Approved by:** Prof. Tejal Surve (Chairperson)

  
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## MAINTENANCE COMMITTEE - MINUTES OF MEETING

Date: 15/05/2025

Venue: Conference Room

Time: 11:00 AM – 12:00 PM

### Members Present:

| SR NO | NAME OF MEMBER        | DESIGNATION    |
|-------|-----------------------|----------------|
| 1     | Prof. Tejal V Surve   | Principal      |
| 2     | Prof. Jessey J. Jacob | Vice-Principal |
| 3     | Dr. Netaji Patil      | Co-ordinator   |
| 4     | Mrs. Shamali Jadhav   | Member         |
| 5     | Mr. Mukund Mungekar   | Member         |
| 6     | Ms. Vaishali Dalvi    | Member         |
| 7     | Ms. Nikita Gomane     | Member         |

### Agenda:

To review and resolve the following maintenance issues:

- Frame fitting in the conference room
- Replacement of the fan in the principal's office
- Internet connection for the Principal's cabin computer
- UPS installation in the Principal's cabin
- Noise issue in the Principal's cabin door

### Discussions and Decisions:

- **Frame Fitting in Conference Room**
  - **Observation:** Frame found to be loose and misaligned.
  - **Decision:** Task assigned to Mr. Asmit. Work to be completed by 17/05/2025.
- **Fan Replacement in Principal's Office**
  - **Observation:** Change the position of the old fan.
  - **Decision:** Fan to be installed by 16/05/2025. Task assigned to Mr. Asmit.

- **Internet Connection in Principal's Cabin**

- **Observation:** Principal's computer is not connected to the internet.
- **Decision:** LAN connection to be provided by 16/05/2025. Mr. Bhayaje will oversee this task.

- **UPS Fitting in Principal's Cabin**

- **Observation:** Frequent power cuts affecting computer work.
- **Decision:** UPS to be installed. Installation scheduled by 18/05/2025.

- **Noise Issue in Principal's Cabin Door**

- **Observation:** The Door is making a creaking noise during opening/closing.
- **Decision:** Hinges to be lubricated or replaced as needed. Task to be completed by 16/05/2025.

**Conclusion:** All tasks have been assigned with a timeline for completion. A follow-up review will be conducted in the next maintenance committee meeting.

Meeting Adjourned at: 12:00 PM

**Minutes Prepared by:** Ms. Nikita Gomane

**Approved by:** Prof. Tejal Surve (Chairperson)



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## Maintenance Committee - Minutes of Meeting

**Date:** 17th June 2025

**Venue:** Conference room

**Time:** 11:00 AM

### Members Present:

| SR NO | NAME OF MEMBER        | DESIGNATION    |
|-------|-----------------------|----------------|
| 1     | Prof. Tejal V Surve   | Principal      |
| 2     | Prof. Jessey J. Jacob | Vice-Principal |
| 3     | Dr. Netaji Patil      | Co-ordinator   |
| 4     | Mrs. Shamali Jadhav   | Member         |
| 5     | Mr. Mukund Mungekar   | Member         |
| 6     | Ms. Vaishali Dalvi    | Member         |
| 7     | Ms. Nikita Gomane     | Member         |

### Agenda:

- Blinking tube light in the faculty room and Class 4
- Paper jam issues in the office printer
- Floor damage in multiple areas
- CCTV cable fitting requirement

### Discussions and Decisions:

- **Tube light Blinking – Faculty Room and Class 4**
  - **Observation:** Repeated blinking reported in both areas.
  - **Decision:** Electrical technician to replace defective tubelights and check for voltage fluctuations.
  - **Responsible:** Mr. Asmit
- **Paper Getting Jammed in Printer**
  - **Observation:** Frequent jamming in the office printer is causing workflow delays.
  - **Decision:** Printer to be cleaned and serviced. If the problem persists, replacement to be considered.

- **Responsible:** Mr. Bhayaje (to coordinate with the service agency)
- **Floor Damage – Faculty Room, Class 6, Class 10, Male Common Room, Ground Floor Passage**
  - **Observation:** Cracks and damaged tiles pose a safety risk.
  - **Decision:** Immediate repair work to be initiated in high-risk areas, with the contractor to be called for detailed inspection.
  - **Responsible:** Mr. Shirke
- **CCTV Cable Fitting**
  - **Observation:** Requirement for new cable fitting in specific locations.
  - **Decision:** IT support to plan layout and initiate cable fitting work with vendor support.
  - **Responsible:** Mr. Akshay

**Conclusion:** All concerned members were instructed to take prompt action and submit progress reports by respective deadlines. Next follow-up meeting scheduled on 25th June 2025.

**Minutes Prepared by:** Ms. Nikita Gomane

**Approved by:** Prof. Tejal Surve (Chairperson)

  
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## MAINTENANCE COMMITTEE – MINUTES OF MEETING

**Date:** 04th July 2025

**Venue:** Principal's Office

**Time:** 11:00 AM

### Agenda:

- Discussion on repair and maintenance of existing equipment
- Acknowledgement of newly received lab materials

### Members Present:

| SR NO | NAME OF MEMBER        | DESIGNATION    |
|-------|-----------------------|----------------|
| 1     | Prof. Tejal V Surve   | Principal      |
| 2     | Prof. Jessey J. Jacob | Vice-Principal |
| 3     | Dr. Netaji Patil      | Co-ordinator   |
| 4     | Mrs. Shamali Jadhav   | Member         |
| 5     | Mr. Mukund Mungekar   | Member         |
| 6     | Ms. Vaishali Dalvi    | Member         |
| 7     | Ms. Nikita Gomane     | Member         |

### Minutes:

- **Repair and Maintenance Discussion:**
  - **Two printers** found to be non-functional. The technician advised repairing instead of replacement. Approval given for servicing.
  - **Four UPS systems** reported frequent power issues. Service center to be contacted for battery check and possible replacement.
  - **One CPU** is showing booting problems. IT technician to run diagnostics; repair approved.
  - **One monitor** screen is damaged. Repair/replacement to be done based on the technician's report.
- **New Items Received:**
  - **24-metal rack** received for laboratory storage.
  - **Plastic trays** for instruments and procedures during the practical exam.

- **New lab equipment, including: Digital BP Apparatus (2 units), Clinical Instruments, new auscultation dummy.**
- Items inspected and handed over to the concerned lab in charge.
- **Action Points:**
  - Repair work to be initiated within 7 working days.
  - Administrative officer to follow up with vendors and service personnel.
  - Lab in charge of maintaining the stock register for all new items received.

**Meeting Concluded At:** 12:00 PM

**Minutes Prepared by:** Ms. Nikita Gomane

**Approved by:** Prof. Tejal Surve (Chairperson)

  
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