



**SEVA MANDAL EDUCATION SOCIETY'S INSTITUTE OF NURSING**  
**SMT. SUNANDA PRAVIN GAMBHIRCHAND COLLEGE OF NURSING**  
**SHARDABEN CHAMPAKLAL NANAVATI INST. OF POLYTECHNIC SCHOOL OF NURSING**

338, R.A. Kidwai road, Matunga 400019

Recognized by: Indian Nursing council; Maharashtra Nursing Council;  
Affiliated to: Maharashtra University of Health Sciences, Nashik;  
Maharashtra State Board of Nursing and Paramedical Education  
MUHS IMPACT ASSESSMENT A+ GRADE, NAAC B+ GRADE

DATE: - 15/12/2022

## AGENDA


### MAINTENANCE COMMITTEE

A meeting of the maintenance committee will be held on Thursday, 22/12/2022 at 12.00 pm to 01.00pm in president room.

#### AGENDA: -

- 1) Welcoming of new appointed members of the maintenance committee.
- 2) To discuss the requirements of nursing department related to physical infrastructure.
- 3) To discuss any matters of develop any further suggestions.



  
PRINCIPAL  
Smt. Sunanda Pravin Gambhirchand  
College of Nursing  
338, R. A. Kidwai Road,  
Matunga, Mumbai 400019



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**MINUTES OF 1<sup>ST</sup> MAINTENANCE COMMITTEE MEETING**

**HELD ON 12<sup>TH</sup> DECEMBER 2022 FOR AY 2022-23**

The second Maintenance committee Meeting for the Academic Year 2022-23 was held on Thursday, 12<sup>th</sup> December 2022 from 12.00 pm to 01.00 pm.

**AGENDA: -**

- 1) Welcoming of new appointed members of the maintenance committee.
- 2) To discuss the requirements of nursing department related to physical infrastructure.
- 3) To discuss any matters of develop any further suggestions.

The following members were present:

S. N	Name of the Member	Designation	Committee Role
1.	Mr. Vasant Khetani	Treasurer	Chairman
2.	Mrs. Shilpa Shettigar	Principal	Secretary
3.	Mrs. Delphina Gurav	Vice- Principal	Member
4.	Mr. Prashant Tambe	Assistant Professor	Member
5.	Ms. Aishwarya Kalbhor	Clinical Instructor	Minute Secretary
7.	Mr. Mahesh Navale	Campus Manager	Member





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**Agenda No. 1: Introduction of the maintenance committee and members**

The minutes of meeting and introduction, function, and responsibilities of maintenance committee on power point presentation was given by Mr. Prashant Tambe. After the discussion regarding the minutes of the meeting and the short introduction of the maintenance committee newly appointed members were introduced by Principal, Mrs Shilpa Shettigar.


1.	Mr. Vasant Khetani	Treasurer	Chairman
2.	Mrs. Shilpa Shettigar	Principal In-charge	Secretary
3.	Mrs. Delphina Gurav	Vice- Principal In-charge	Member
4.	Mr. Prashant Tambe	Assistant Professor	Member
5.	Ms. Aishwarya Kalbhor	Clinical Instructor	Minute Secretary
6.	Mr. Mahesh Navale	Campus Manager	Member

**Agenda No. 2: Discuss requirements of nursing department related to physical infrastructure.**

Mrs. Shilpa Shettigar has presented the requirements of nursing department in the meeting as required in NAAC criteria -4 (Infrastructure and learning resources). Requirements like computers (Thin Clients), notice board in principal's office, and other infrastructural changes in staff room and classrooms. So, sir agreed and told Mr. Mahesh Navle to call Vendors for the Quotation.

**Agenda No. 3: Discuss any matters of develop any further suggestions.**

- Mr. Vasant Khetani and Mrs Shilpa Shettigar appreciated Mr. Mahesh Navale for his consistency and determination towards the college campus management.
- Mr. Vasant Khetani given assurance that he will help in infrastructure related issues in the college.
- The meeting adjourned with a vote of Thanks.

  
**Principal In-charge**  
**Smt. Sunanda Pravin Gambharchand**  
**College of Nursing**  
**338, R. A. Kidwai Road,**  
**Matunga, Mumbai - 400019**



  
**Committee Coordinator**  
22/12/2020



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DATE: - 13/06/2023

## AGENDA

### MAINTENANCE COMMITTEE

A meeting of the maintenance committee will be held on Tuesday, 13/06/2023 at 12.00 pm to 01.00pm in president room.

#### AGENDA: -

- 1) To discuss the requirements of nursing department related to physical infrastructure.
- 2) To discuss the revised policies of maintenance.
- 3) To discuss the appointment of storekeeper.
- 3) To discuss any matters of develop any further suggestions.



  
**Principal**  
Smt. Sunanda Pravin Gambhirchand  
College of Nursing  
338, R.A. Kidwai Road,  
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**MATUNGA**





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**MINUTES OF 2<sup>ND</sup> MAINTENANCE COMMITTEE MEETING**

**HELD ON 13<sup>TH</sup> JUNE 2023 FOR AY 2022-23**

The second Maintenance committee Meeting for the Academic Year 2022-23 was held on Tuesday, 13<sup>th</sup> June 2023 from 12.00 pm to 01.00 pm.

**AGENDA: -**

- 1) To discuss the requirements of nursing department related to physical infrastructure.
- 2) To discuss the revised policies of maintenance.
- 3) To discuss the appointment of storekeeper.
- 4) To discuss any matters of develop any further suggestions.

The following members were present:

S. N	Name of the Member	Designation	Committee Role
1.	Mr. Vasant Khetani	Ho. Secretary	Chairman
2.	Mrs. Shilpa Shettigar	Principal	Secretary
3.	Mrs. Delphina Gurav	Vice- Principal	Member
4.	Mr. Prashant Tambe	Assistant Professor	Member
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7.	Mr. Mahesh Navale	Campus Manager	Member





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**Agenda No. 1: Discuss requirements of nursing department related to physical infrastructure.**

Mrs. Shilpa Shettigar has presented the requirements of nursing department in the meeting as the basic changes in staff room, fixation of smart boards in classroom and making patrician in classroom, changes in strong room and principal room as per requirement. Sir has agreed to carryout the work and asked to get the quotations.

**Agenda No. 2: Discuss the revised policies and procedure of maintenance.**


Mrs. Shila Shettigar introduces the new policies and procedure to carry out the maintenance work of new work as well as repair and maintenance of all type of asset. All the members were agreed for the same. Suggested to maintain book to take signature and to keep track of work by Mr. Khetani Sir.

**Agenda No. 3: To discuss the appointment of storekeeper.**

Mrs. Shilpa Shettigar has asked the Khetani sir to appoint the storekeeper to maintain the stock record as well as the take over the maintenance work. Sir has asked to get the biodata to appoint the storekeeper.

**Agenda No. 4: Discuss any matters of develop any further suggestions.**

- Mr. Vasant Khetani and Mrs Shilpa Shettigar appreciated Mr. Mahesh Navale for his consistency and determination towards the college campus management.
- Mr. Vasant Khetani given assurance that he will help in infrastructure related issues in the college.
- The meeting adjourned with a vote of Thanks.

  
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