



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

MAINTENANCE COMMITTEE MEETING

HELD ON 2ND MARCH 2021

The Maintenance committee Meeting for the Academic Year 2020-21 was held on, 2nd March 2021, from 12.00pm to 01.00pm on Google Meet.

AGENDA: -

- 1) To discuss the requirements of nursing department related to physical infrastructure.
- 2) To discuss the maintenance contract service rules.
- 3) To discuss any matters and 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 In-charge	Secretary
3.	Mrs. Delphina Gurav	Vice- Principal In-charge	Member
4.	Mr. Prashant Tambe	Lecturer	Member
5.	Ms. Vivita Dsouza	Clinical Instructor	Member
6.	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

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, safety grill for windows in laboratory of 8th floor, Grill in the lift lobby, notice board in principal's office, and shed for keeping cupboards in the terrace area.

Agenda No. 3: Discuss the maintenance contract service rules.

Mrs. Shilpa Shettigar has discussed that in contract should mention the visits and rules of the contract. Suggested to maintain book to take signature and to keep track of work. Water cooler and aqua, computer maintenance and repair. Mr. Vasant Khetani has asked maintain the book to Mr. Mahesh Navale to keep record and take signature of department principal to have a track of work done.


Principal Incharge




Committee Coordinator


Smt. Sunanda Pravin Gambhirchand
Principal
338, R.A. Kidwai road, Matunga 400019