

**Minutes of the meetings of the  
maintenance committee**



Dr. Vithalrao Vikhe Patil Foundation's

## COLLEGE OF NURSING

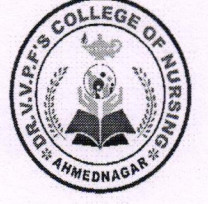
Opp. Govt. Milk Dairy, M.I.D.C., Ahmednagar- 414 111

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Ref. No.: DVVPF/CON/SS/2023/1788A .

Date: 09/06/2023

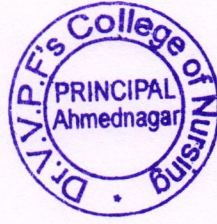
### Circular

This is to inform to all the Maintenance Committee members maintenance committee has be sheduled on 11/06 /2023 at 12:00 pm with following agenda.

#### Agenda:

- Discussion on previous minutes of meeting.
- Discussion on maintenance related issues if any.
- Any other issued arising during the meeting.

*Alhandekar*



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Dr.V.V.P.F's College of Nursing  
Ahmednagar

## Minute of Meeting

Date-11/06/2023

Time-12.00 pm

Venue-Conference Hall

SR.NO.	NAME OF THE STAFF	Department	DESIGNATION
1.	Dr. Pratibha A. Chandekar	Principal	Chairman
2.	Dr. Yogita Autade	Community Health Nursing	Secretary
3.	Mr.Amit Kadu	Psychiatric Nursing	Member
4.	Mr. Amol Temkar	Medical Surgical Nursing	Member
5.	Mrs. Kavita Bhoknal	OBGY	Member
6.	Mrs. Salomi Teldhune	Pediatric Nursing	Member
5.	Mr. Kohak G.J.	Administrative officer	Member
6.	Mr. Shinde Vijay N.	Civil	Member
7.	Mr. Shashikant Gayke	Computer	Member
8.	Mr. Anil Tarkase	Electrical	Member
9.	Mrs. Rupali Fase	Library	Member
10.	Mr. Vikrant Yeole	Sports Complex	Member
11.	Mr. Patil Maruti	Security	Member
12	Ms. Saravde Suresh	Nursing College	Student Representative

The campus Maintenance Committee meeting was held on 11/06/2023 at 12.00pm in conference hall under the chairmanship of Dr. Pratibha A. Chandekar Principal college of Nursing .

The following points were discussed.

The minutes of meeting and introduction .function and responsibilities of maintenance committee was given.

After the discussion Chairperson has presented the requirements of computers,safety grills for windows , notice board in corridors.

Chairperson 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 maintance and repair ha s asked maintain the book to keep the record and take signature of department principal to have the tract of work done.

Log book to be maintain every monthly which will include all the reparaire work done in the college premises.

Log book checked by principal and changes inform.

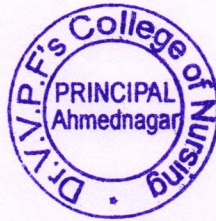
Maintenance of garden and lawns with musical fountain discussed . It has been discussed that

Provide 24x7 securities at all the entry points and prime areas. Maintenance of equipments of all the labs and computers through Annual Maintenance Contract (AMC). Allotting separate parking space for the students and teachers for two wheelers and four wheelers.

Meeting ended with vote of thanks.

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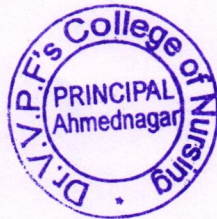
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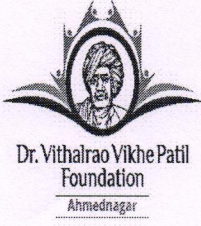


## Report

The following gives a detailed report of action taken by the Institute on discussion made in the meeting of Maintenance Committee members are given herewith the issue raised by the students and the subsequent action taken by the institution during 2023-2024.

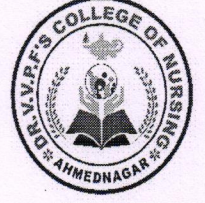
Sr No.	Issues Raised	Action Taken
1.	Garden and lawns maintenance with musical fountain.	The maintenance of the other infrastructural facilities like RO water plant ,campus cleaning ,washrooms ,electrical works are done by the support staff under supervision of the Principal.
2.	To discuss the requirements of nursing department related to physical infrastructure.	Campus cleaning is maintained by the contingent staff of various departments. Classroom cleaning and greening is maintained . The teaching staff monitor the cleaning work of the respective classrooms.
3.	To discuss the maintenance contract service rules.	Chairperson has discused that in contract should mention the visits and rules of the contract. Suggested to maintain book to take signature and to keep tract of work.





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Ref. No.: DVVPF/CON/SS/2023/3355

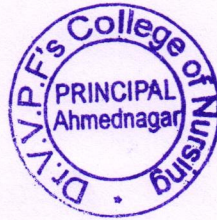
Date- 08/12/2023

**Circular**

This is to inform to all the Maintenance Committee members maintenance committee has be sheduled on 14/12/2023 at 02:00 pm with following agenda.

**Agenda:**

- Maintenance by central –campus personnel.
- Maintenance work specific to college and hospital.
- Depicting sign boards, road safety measure and road maps including the model of Hospital.
- Safe work practices has to be adopted by all teaching , non teaching staff and students have helped to maintain the infrastructure facilities.
- To discuss any matters to develop any further suggestion.



*Achande Kar*  
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Ahmednagar

## Minute of Meeting

Date - 14/12/2023

Time - 2.00pm

Venue - Conference Hall

SR.NO.	NAME OF THE STAFF	Department	DESIGNATION
1.	Dr. Pratibha A. Chandekar	Principal	Chairman
2.	Dr. Yogita Autade	Community Health Nursing	Secretary
3.	Mr. Amit Kadu	Psychiatric Nursing	Member
4.	Mr. Amol Temkar	Medical Surgical Nursing	Member
5.	Mrs. Kavita Bhoknal	OBGY	Member
6.	Mrs. Salomi Teldhune	Pediatric Nursing	Member
5.	Mr. Kohak G.J.	Administrative officer	Member
6.	Mr. Shinde Vijay N.	Civil	Member
7.	Mr. Shashikant Gayke	Computer	Member
8.	Mr. Anil Tarkase	Electrical	Member
9.	Mrs. Rupali Fase	Library	Member
10.	Mr. Vikrant Yeole	Sports Complex	Member
11.	Mr. Patil Maruti	Security	Member
12	Ms. Saravde Suresh	Nursing College	Student Representative

The campus Maintenance Committee meeting was held on 14/12/2023 at 2.00 pm in conference hall under the chairmanship of Dr. Pratibha A. Chandekar Principal college of Nursing .

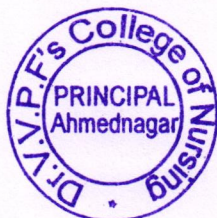
The following points were discussed.

The minutes of meeting and introduction .function and resposibilites of maintance comitee was given.

After the discussion Chairperson has presented the requirements of computers,safety grills for windows , notice board in co rridors.

Chairperson has discuseed that in contract should mention the visits and rules of the contract.

Suggested to maintain book to take signature and to keep tract of work.



Water cooler and aqua ,computer maintance and repair ha s asked maintain the book to keep the record and take signature of department principal to have the tract of work done.

Log book to be maintain every monthly which will include all the repaire work done in the college premises.

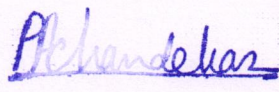
Log book checked by principal and changes inform.

Maintenance of garden and lawns with musical fountain discussed . It has been discussed that

Provide 24x7 securities at all the entry points and prime areas. Maintenance of equipments of all the labs and computers through Annual Maintenance Contract (AMC). Allotting separate parking space for the students and teachers for two wheelers and four wheelers.

Meeting ended with vote of thanks.



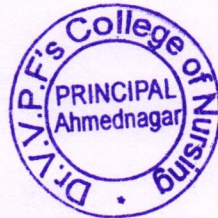
  
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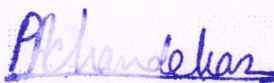


## Action Report

The following gives a detailed report of action taken by the Institute on discussion made in the meeting of Maintenance Committee members are given herewith the issue raised by the students and the subsequent action taken by the institution during 2023-2024.

Sr No.	Issues Raised	Action Taken
1.	Garden and lawns maintenance with musical fountain.	The maintenance of the other infrastructural facilities like RO water plant ,campus cleaning ,washrooms ,electrical works are done by the support staff under supervision of the Principal.
2.	To discuss the requirements of nursing department related to physical infrastructure.	Campus cleaning is maintained by the contingent staff of various departments. The teaching staff monitor the cleaning work of the respective classrooms.
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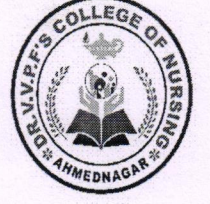
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Ref. No.: DVVPF/CON/SS/2024/143A

Date- 20/01/2024

**Circular**

This is to inform to all the Maintenance Committee members maintenance committee has be sheduled on 31/01/2024 at 12:00 pm with following agenda.

**Agenda:**

- Review and action plan for campus maintenance, water quality and infrastructure.
- Provision of foothpath shade with roads from nursing college
- To review the repair items procurement procedure of store and purchase department.
- To discuss any matters to develop any further suggestion.



*Alchandelkar*

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Ahmednagar

## Minute of Meeting

Date-31/01/2026

Time-12.00pm

Venue-Conference Hall

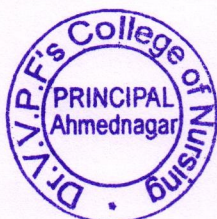
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10.	Mr. Vikrant Yeole	Sports Complex	Member
11.	Mr. Patil Maruti	Security	Member
12	Ms. Saravde Suresh	Nursing College	Student Representative

The campus Maintenance Committee meeting was held on 31/01/2024 at 12.00 pm in conference hall under the chairmanship of Dr. Pratibha A. Chandekar Principal college of Nursing .

The following points were discussed.

A meeting was called by the chairperson to review work and discussed the future plan of action.

Principal told to the committee members that over head water tanks inside the campus have been cleaned as per the scheduled. Cleaning work of these water tanks has been given to the quater agency on the contract basis.



He further added that water committee is also monitoring the quality of water at regular interval.

Principal has given the assurance that he will survey and start the work of foot path shade from nursing college.

Meeting ended with vote of thanks.

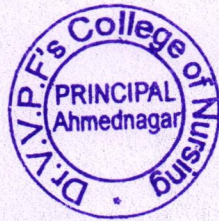


*Alkhandekar*  
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*Alexander*

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