



Ahmednagar Jilha Maratha Vidya Prasarak Samaj's  
***Shri Chhatrapati Shivaji Maharaj College of Engineering, Nepti, Ahmednagar***

Survey No. 162 & 163, Nepti, Nagar - Kalyan Road, Ahmednagar - 414005. Maharashtra  
Phone No :- 0241 -2568383 Unipune - ID CEGA019270 Fax No: - 0241 -2568384  
Email: ajmvps123@gmail.com, scsmcoe.anr@gmail.com, Website: www.scoea.org

Approved by AICTE New Delhi, Govt. of Maharashtra & Affiliated To Savitribai Phule Pune University.

**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Index- 4.4.2**

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| 3              | Sample of maintenance application       | 009             |

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

# Shri Chhatrapati Shivaji Maharaj College of Engineering, Nepti, Ahmednagar



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University ID - PU/PN/Engg. 121/2011

DTE Code : EN 5382

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Ref No. : SCSMCOE / 202 2 - 202 3 / 365-11

Date : 02 / 08 / 202 2

## Maintenance Committee

In order to perform maintenance of physical facilities and academic support facilities in the college a Maintenance Committee is revised. The members of the committee are as follows;

| Sr. No. | Name               | Designation        |
|---------|--------------------|--------------------|
| 1.      | Dr. Y. R. Kharde   | Chairperson        |
| 2.      | Mr. R. K. Satpute  | Member             |
| 3.      | Mr. D. D. Desale   | Member             |
| 4.      | Mr. A. K. Kulkarni | Member             |
| 5.      | Mr. P. S. Bhosale  | Member             |
| 6.      | Mr. Y. M. Holkar   | Member             |
| 7.      | Mr. A. H. Jadhav   | Member             |
| 8.      | Mr. S. R. Bande    | Member             |
| 9.      | Mr. M. R. Bande    | Member             |
| 10.     | Mr. A. M. Handal   | Member Coordinator |

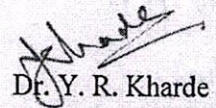
### Role and Responsibilities of the Committee members:

1. To maintain cleanliness and housekeeping of classrooms, laboratories, library and the college campus regularly.
2. The committee will look after repair/maintenance/calibration request appropriately by placing order to the respective equipment experts/company.
3. Regular maintenance of other facilities in the laboratories such as water taps; electrical fixtures are monitored by laboratory in charge and assistants.




*[Signature]*  
PRINCIPAL  
Shri. Chhatrapati Shivaji Maharaj College  
of Engineering, Nepti, Ahmednagar Page 1 of 2

4. Maintenance of Furniture items and metal fixtures is carried out by workshop department.
5. The committee will look after all the computer related facilities including hardware, software, Antivirus software, UPS, Diesel generator.
6. Coordinator will prepare and maintain the record of work as per the guidelines.

  
Dr. Y. R. Kharde  
PRINCIPAL

Shri. Chhatrapati Shivaji Maharaj College of  
Engineering, Nepti, Ahmednagar

Copy to: All HoD & above members

  
PRINCIPAL  
Shri. Chhatrapati Shivaji Maharaj College  
of Engineering, Nepti, Ahmednagar



Bande M.R.

Bande M.R.

Jadhav A.H.

A.H.

Y.M.  
Kulkarni Y.M.

P.S. Bhosale  
P.S. Bhosale

P.D. Desale  
P.D. Desale

S.R. Bande  
S.R. Bande

A.R. Kulkarni  
A.R. Kulkarni



Shri. Chhatrapati Shivaji Maharaj College  
PRINCIPAL  
of Engineering, Nepti, Ahmednagar



Ahmednagar Jilha Maratha Vidya Prasark Samaj's

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Ref. No: SCISMCOE/ 2022 - 2023 /458 -1

Date: 07/09/2022

### Minutes of Meeting (MoM):

#### • Points for Meeting:

1. Regarding instruction about maintenance related points.
2. Keep the maintained record of respective work of all maintenance Services. i.e.
  - a) Maintenance Grounds Services.
  - b) Carpentry Services.
  - c) Electrician Services.
  - d) Daily cleanliness report.
3. Detailed discussion on other issues in front of coordinator and member's.

Prof. A.M. Handal

Coordinator

Dr. Y. R. Kharde

Chairperson

**PRINCIPAL**

**Shri Chhatrapati Shivaji Maharaj  
College of Engineering  
Nepti, Ahmednagar**

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Date: 07/09/2022

### MAINTENANCE COMMITTEE

In order to read a meeting Notice related to Maintenance Committee.

| Sr. No | NAME                | DESIGNATION | SIGNATURE |
|--------|---------------------|-------------|-----------|
| 1      | Dr. Y.R. Kharde     | Chairperson |           |
| 2      | Prof. A. M. Handal  | Coordinator |           |
| 3      | Prof. D. D. Desale  | Member      |           |
| 4      | Prof. A.K. Kulkarni | Member      |           |
| 5      | Prof. P.S. Bhosale  | Member      |           |
| 6      | Mr. Y.M. Holkar     | Member      |           |
| 7      | Mr. A.H. Jadhav     | Member      |           |
| 8      | Mr. S. R. Bande     | Member      |           |
| 9      | Mr. M. R. Bande     | Member      |           |

Prof. A.M. Handal

Coordinator

Dr. Y. R. Kharde

Chairperson  
PRINCIPAL

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Ref. No: SCSMCOE/ 2022 - 2023/458 -1

Date: 07/09/2022

## Notice

A meeting of Maintenance Committee of the institution will be held on **Date: 10/09/2022** at **04:00 pm** in the **Gym. Hall** all the members of Maintenance Committee are hereby informed to attend meeting. Coordinator will maintain the minutes of meeting.

  
Dr. Y. R. Kharde

PRINCIPAL

Shri Chhatrapati Shivaji Maharaj  
College of Engineering  
Nepti, Ahmednagar

Copy to: All HOD's & Committee Members.

2



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Date: 07/09/2022

**MAINTENANCE COMMITTEE**

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| 8      | Mr. S. R. Bande     | Member      |           |
| 9      | Mr. M. R. Bande     | Member      |           |

Prof. A.M. Handal

Coordinator

Dr. Y. R. Kharde

Chairperson  
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Ref. No: SCSSMCOE/ 2022-2023/463-1

Date: 10/09/2022

### Action Taken Report

| Sr. No | Description of Points                        | Point No. | Action Taken                                    | Responsible Person                          | Work Done Yes/ No |
|--------|--|-----------|---|---|-------------------|
| 1      | Regarding follow up all maintenance Services | 1         | Review Taken of all record of concern services. | Mentioned Under for work to Concern persons |                   |
|        | a. Carpentry Services                        |           |   | Mr. S. R. Bande                             | Yes               |
|        | b. Maintenance Grounds Services              |           |   | Smt. J. D. Holkar                           | Yes               |
|        | c. Electrician Services                      |           |   | Mr. M. R. Bande                             | Yes               |
|        | d. College cleanliness report                |           |   | Mr. Y. M. Holkar                            | Yes               |
| 2      | Other issues                                 | 2         | Review all points                               | Coordinator                                 | Yes               |

Prof. A.M. Handal  
Coordinator

Dr. Y. R. Kharde  
Chairperson

**PRINCIPAL**

Shri Chhatrapati Shivaji Maharaj  
College of Engineering  
Nepti, Ahmednagar

## Application for Electrician Maintenance Work

29/09/2021

Date: 02/09/2022

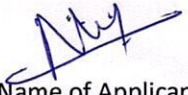
Department: - General

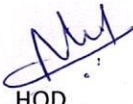
Lab Name: - Security Cabin & Generator Room<sup>s</sup> Machine Number: -


Problem Description: Electricity Supply

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Sign & Name of Applicants  
N. M. Budhwant

  
HOD  
(of Concern Department)

  
Principal  
PRINCIPAL  
Shri Chhatrapati Shivaji Maharaj  
College of Engineering  
Nepti, Ahmednagar

=====  
(For Office Use)

Work Assigned to: M. R. Bande

Problem Identified: Electric cable burst

Solution /Suggestion Given: Replace by new cable

-

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Status of Complaint: Replaced by new cable at generator room & security cabin.

Complaint Received on: 10/09/22 Completion Date: 15/09/22

System Admin



  
HOD

( Y. A. Sisodia )

HOD

Computer Department  
Shri Chhatrapati Shivaji Maharaj College  
of Engineering, Nepti, Ahmednagar

  
Sign of Applicants  
N. M. Budhwant

  
PRINCIPAL  
Shri Chhatrapati Shivaji Maharaj  
College of Engineering  
Nepti, Ahmednagar

# Application for Electrician Maintenance Work

Date: 08/09/22

To,

Head of Department

ES Tc Engg

Department: - General

Lab Name: - Security Cabin

Machine Number: -

Problem Description: Solar panel not work properly.

A.R. Mane  
Sign & Name of Applicants

HEAD  
Department of E & TC Engineering  
Shri Chhatrapati Shivaji Maharaj College  
(of Concern Department)  
of Engineering, Nepti, Ahmednagar

Principal  
Principal  
PRINCIPAL  
Shri Chhatrapati Shivaji Maharaj  
College of Engineering  
Nepti, Ahmednagar

(For Office Use)

Work Assigned to: M. R. Bhande

Problem Identified: Dust partical on solar panel.

Solution /Suggestion Given: Removing the dust on the solar panel.

Status of Complaint: completed

Complaint Received on: 08/09/22 Completion Date: 11/09/22

System Admin

Bhande

M  
HOD

(Y. A. Sisodia)  
HOD

Computer Department  
Shri Chhatrapati Shivaji Maharaj College  
of Engineering, Nepti, Ahmednagar

A.R. Mane  
Sign of Applicants

Principal  
PRINCIPAL

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