



# CHILDREN WELFARE CENTRE'S CLARA'S COLLEGE OF COMMERCE

ESTABLISHED - 1999 - NAAC ACCREDITED "B" GRADE (2016-2021)

Email: cwchs@hotmail.com | Mob: 77385 01168

Yari Road, Versova, Mumbai - 400 061

Ref.: CCE/MC/2023-24/1

Date: 26.06.2023

## OFFICE ORDER

The "Maintenance Cell has been established for the Academic Year 2023-24. The Institute has an established system for the maintenance and utilization of computers, classrooms, and equipments on the campus. The main purpose of the maintenance cell is to ensure that all necessary equipments are always ready to carry out its efficient work. The Cell also looks after cleaning, lubricating and making minor adjustments. It also reduces equipment failure and unplanned downtime This is one of the top reason why organization focus on maintenance call. It also helps with workplace safety and also to keep costs under control by improving equipment efficiency.

### The objectives of the Maintenance Cell:

1. To maintain classrooms, furniture, auditorium, seminar hall, library, ACs, water coolers, fans, and tube lights.
2. To maintain computers, printers, LED Projectors, reprographic machines, internet, wifi, website and other instruments.
3. To maintain sports and gymkhana equipment
4. To maintain list of equipments and instruments and focus on future work.

### Members of the Maintenance Cell:

Sr. No.	Name of the Member	Designation	Signature
1	Dr. Madhukar Gitte	Chairperson	
2	Mr. Vijaykumar Makwana	Convener	
3	Mr. Pravin Deshmukh	Member	
4	Ms. Neeta Wadhvani	Member	
5	Mr. Afzal Sayyed	Member	
6	Mrs. Angha Tamboskar	Management Representative	

All the members requested to give priority to maintenance work and create conducive academic atmosphere for the students in the college. The committee should conduct regular meetings as per requirements and records be maintained accordingly.

CC:-

1. All the members of Cell.
2. Office copy.



Principal

Principal  
Claras College of Commerce  
Yari Road, Versova,  
Andheri (W), Mumbai-400 061



CLARA'S COLLEGE OF COMMERCE,  
YARI ROAD, VERSOVA, MUMBAI-400061

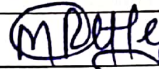
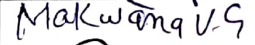
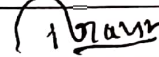
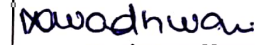


**Notice for the Meeting**

Date: 26.06.2023.

The meeting of the Maintenance Cell is scheduled on Friday 30.06.2023 at 12.40 pm in Principal's Chamber. All members are requested to attend the same.


**Agenda of the Meeting:**

1. To inform the objectives and functions of the cell to the members.
2. To assign the duties and responsibilities to members regarding maintenance of classrooms, computers, equipments, etc.
3. To discuss about any other matter with the permission of the Chair.

Sr. No.	Name of the Member	Designation	Signature
1	Dr. Madhukar Gitte	Chairperson	
2	Mr. Vijaykumar Makwana	Convener	
3	Mr. Pravin Deshmukh	Member	
4	Ms. Neeta Wadhvani	Member	
5	Mr. Afzal Sayyed	Member	
6	Mrs. Angha Tamboskar	Management Representative	

All the members of the cell are requested to attend the meeting.



  
Principal  
Claras College of Commerce  
Yari Road, Versova,  
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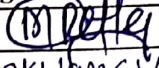
**CLARA'S COLLEGE OF COMMERCE,  
YARI ROAD, VERSOVA, MUMBAI-400061  
Minutes of the Meeting**

The minutes of the meeting of the Maintenance Cell held on 30.06.2023 are as under:

**The agenda of the meeting was as under:**

1. To inform the objectives and functions of the cell to the members.
2. To assign the duties and responsibilities to members regarding maintenance of classrooms, computers, equipments, etc.
3. To discuss about any other matter with the permission of the Chair.

The following members were present for the meeting of the cell:

Sr. No.	Name of the Member	Designation	Signature
1	Dr. Madhukar Gitte	Chairperson	
2	Mr. Vijaykumar Makwana	Convener	Makwana V.G.
3	Mr. Pravin Deshmukh	Member	Pravin
4	Ms. Neeta Wadhvani	Member	Wadhvani
5	Mr. Afzal Sayyed	Member	Afzal
6	Mrs. Angha Tamboskar	Management Representative	Tamboskar

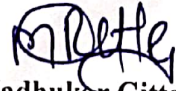
**Points Discussed and Decisions Taken:**

1. Principal has explained the objectives, role and responsibilities of the maintenance cell to the cell members.
2. Members were assigned the responsibilities of maintenance as follows:
  - a) Mr. Vijaykumar Makwana - Maintenance of computers, internet, wifi, etc.
  - b) Librarian Pravin Deshmukh- Maintenance of Library.
  - c) Office- Maintenance of classrooms, furniture, fans, tube lights, and water coolers.
  - d) Afzal Sayyed- Repair and maintenance of computers, printers, I- card machine, internet, smart boards and LED Projectors.
  - e) Supportive Staff- Cleaning and maintenance of class rooms, library, office, passage, and bathrooms.
3. Maintenance of computers, internet, website, etc is of crucial from submission of AQAR and SSR point of view.
4. Meeting was ended with vote of thanks extended by the convener of the cell.

Makwana V.G.  
Mr. Vijaykumar Makwana

Convener



  
Dr. Madhukar-Gitte  
Principal  
Claras College of Commerce  
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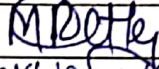
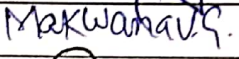

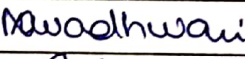
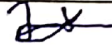
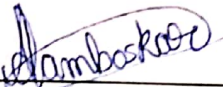
Notice for the Meeting

Date: 22.04.2024.

The meeting of the Maintenance Cell is scheduled on Friday 26.04.2024 at 11.30 am in Principal's Chamber. All members are requested to attend the same.

Agenda of the Meeting:

1. To review and approve the minutes of the previous meeting of the cell.
2. To take review of the maintenance and repair works done in the academic year.
3. To make suggestions about the repair and maintenance work to be undertaken.
3. To discuss about any other matter with the permission of the Chair.

Sr. No.	Name of the Member	Designation	Signature
1	Dr. Madhukar Gitte	Chairperson	
2	Mr. Vijaykumar Makwana	Convener	
3	Mr. Pravin Deshmukh	Member	
4	Ms. Neeta Wadhvani	Member	
5	Mr. Afzal Sayyed	Member	
6	Mrs. Angha Tamboskar	Management Representative	

All the members of the cell are requested to attend the meeting.



  
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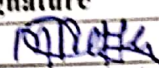
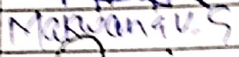
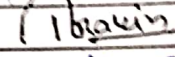
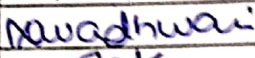


**Minutes of the Meeting**

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The agenda of the meeting was as under:

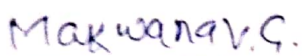
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2	Mr. Vijaykumar Makwana	Convener	
3	Mr. Pravin Deshmukh	Member	
4	Ms. Neeta Wadhvani	Member	
5	Mr. Afzal Sayyed	Member	
6	Mrs. Angha Tamboskar	Management Representative	

**Points Discussed and Decisions Taken:**

1. The minutes of the previous meeting were reviewed and approved by the cell members.
2. Maintenance and repair work was undertaken in respect of electronics equipments like computers, printers, CPU, motherboard and keypads.
3. Maintenance of building, coloring, class rooms, and bathrooms was undertaken by the management.
4. Maintenance of furniture, doors, fans, tube lights, water coolers was done by the electrician and office.
5. It was decided to maintain up-to-date records of new purchasing and also maintenance and write-off with all details.

  
Mr. Vijaykumar Makwana  
Convener



  
Dr. Madhukar Gitte  
Principal  
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