



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.: ecc/mc/2018-19/1

Date: 26.06.2018

OFFICE ORDER

The "Maintenance Cell has been established for the Academic Year 2018-19. 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	Mrs. Babita Kanojia	Chairperson	
2	Mr. Vijaykumar Makwana	Convener	
3	Mr. Reetesh Singh	Member	
4	Ms. Neeta Wadhawani	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.

I/C Principal

I/C Principal
Claras College Of Commerce
Yari Road, Versova,
Andheri (W), Mumbai-400 061.



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


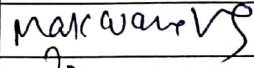
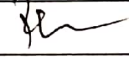
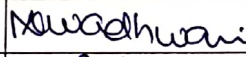
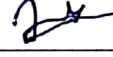

Notice for the Meeting

Date: 26.06.2018.

The meeting of the Maintenance Cell is scheduled on Saturday 30.06.2018 at 12.30 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	Mrs. Babita Kanojia	Chairperson	
2	Mr. Vijaykumar Makwana	Convener	
3	Mr. Reetesh Singh	Member	
4	Ms. Neeta Wadhawani	Member	
5	Mr. Afzal Sayyed	Member	
6	Mrs. Angha Tamboskar	Management Representative	

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

I/c Principal



I/C Principal

Clarar College Of Commerce
Yari Road, Versova,
Andheri (W), Mumbai-400 061.

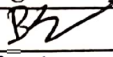
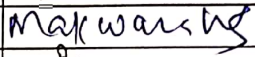

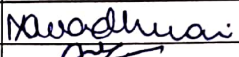

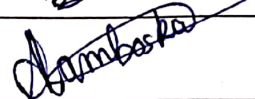
**CLARA'S COLLEGE OF COMMERCE,
YARI ROAD, VERSOVA, MUMBAI-400061
Minutes of the Meeting**

The minutes of the meeting of the Maintenance Cell held on 30.06.2018 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	Mrs. Babita Kanojia	Chairperson	
2	Mr. Vijaykumar Makwana	Convener	
3	Mr. Reetesh Singh	Member	
4	Ms. Neeta Wadhawani	Member	
5	Mr. Afzal Sayyed	Member	
6	Mrs. Angha Tamboskar	Management Representative	

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) Mr. Reetesh Singh- 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.

Mr. Vijaykumar Makwana

Mrs. Babita Kanojia

Convener



I/C Principal

Claras College Of Commerce
Yari Road, Versova,
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CLARA'S COLLEGE OF COMMERCE,
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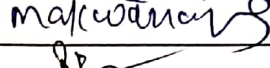
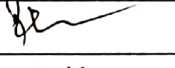
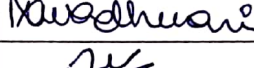


Notice for the Meeting

Date: 22.04.2019.

The meeting of the Maintenance Cell is scheduled on Friday 26.04.2019 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. Reetesh Singh	Member	
4	Ms. Neeta Wadhawani	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

Principal
Clara's College of Commerce
Yari Road, Versova,
Mumbai-400 061

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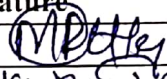
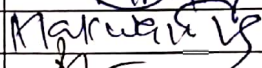

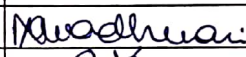

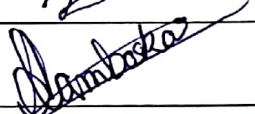
Minutes of the Meeting

The minutes of the meeting of the Maintenance Cell held on 26.04.2019 are as under:

The agenda of the meeting was as under:

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.
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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	
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3	Mr. Reetesh Singh	Member	
4	Ms. Neeta Wadhawani	Member	
5	Mr. Afzal Sayyed	Member	
6	Mrs. Angha Tamboskar	Management Representative	

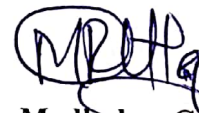
Points Discussed and Decisions Taken:

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



Dr. Madhukar Gitte



Principal
Clara's College of Commerce
Yari Road, Versova,
Mumbai-400 061



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

Yari Road, Versova, Mumbai - 400 061

Ref.: ecc/mc/2019-20/L

Date: 24.06.2019

OFFICE ORDER

The "Maintenance Cell has been established for the Academic Year 2019-20. 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.
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Members of the Maintenance Cell:

Sr. No.	Name of the Member	Designation	Signature
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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.

Principal
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1. All the members of Cell.
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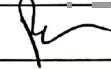


Notice for the Meeting

Date: 24.06.2019.

The meeting of the Maintenance Cell is scheduled on Thursday 27.06.2019 at 12.30 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	Makwana V S
3	Mr. Reetesh Singh	Member	
4	Ms. Neeta Wadhawani	Member	Wadhawani
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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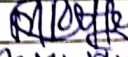
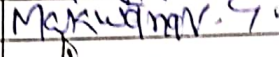



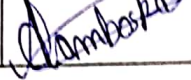
**CLARA'S COLLEGE OF COMMERCE,
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Minutes of the Meeting**

The minutes of the meeting of the Maintenance Cell held on 27.06.2019 are as under:

The agenda of the meeting was as under:

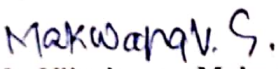
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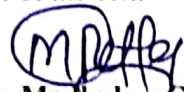
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3	Mr. Reetesh Singh	Member	
4	Ms. Neeta Wadhawani	Member	
5	Mr. Afzal Sayyed	Member	
6	Mrs. Angha Tamboskar	Management Representative	

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) Mr. Reetesh Singh- 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.


Mr. Vijaykumar Makwana
Convener




Dr. Madhukar Gitte
Principal
Claras College of Commerce
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**CLARA'S COLLEGE OF COMMERCE,
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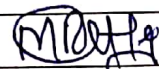


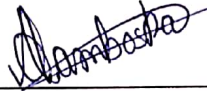
Notice for the Meeting

Date: 22.04.2020.

The meeting of the Maintenance Cell is scheduled on Saturday 25.04.2020 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
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2	Mr. Vijaykumar Makwana	Convener	Makwana V G,
3	Mr. Reetesh Singh	Member	
4	Ms. Neeta Wadhawani	Member	Wadhawani
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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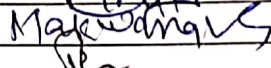

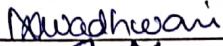

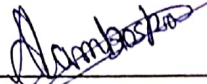
Minutes of the Meeting

The minutes of the meeting of the Maintenance Cell held on 25.04.2020 are as under:

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3. To discuss about any other matter with the permission of the Chair.

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Points Discussed and Decisions Taken:

1. The minutes of the previous meeting were reviewed and approved by the cell members.
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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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Yari Road, Versova, Mumbai - 400 061

Ref.: CCC/MC/2021-22/1

Date: 20/12/2021

OFFICE ORDER

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2	Mr. Vijaykumar Makwana	Convener	
3	Mr. Pravin Deshmukh	Member	
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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.

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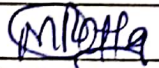
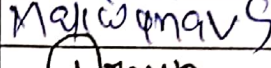
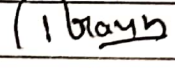
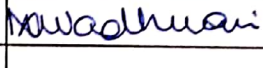

Notice for the Meeting

Date: 20.12.2021.

The meeting of the Maintenance Cell is scheduled on Wednesday 22.12.2021 at 12.30 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 Wadhawani	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
Principal

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

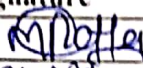
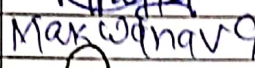
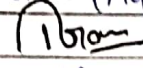
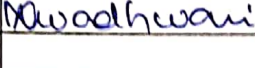
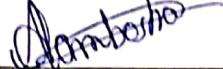
**CLARA'S COLLEGE OF COMMERCE,
YARI ROAD, VERSOVA, MUMBAI-400061
Minutes of the Meeting**

The minutes of the meeting of the Maintenance Cell held on 22.12.2021 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:

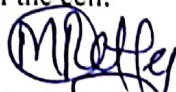
Sr. No.	Name of the Member	Designation	Signature
1	Dr. Madhukar Gitte	Chairperson	
2	Mr. Vijaykumar Makwana	Convener	
3	Mr. Pravin Deshmukh	Member	
4	Ms. Neeta Wadhawani	Member	
5	Mr. Afzal Sayyed	Member	
6	Mrs. Angha Tamboskar	Management Representative	

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.


Mr. Vijaykumar Makwana
Convener




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

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


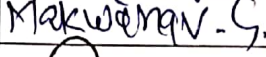
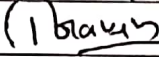
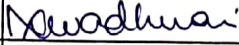

Notice for the Meeting

Date: 25.04.2022.

The meeting of the Maintenance Cell is scheduled on Tuesday 28.04.2022 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 Wadhawani	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
Principal
Claras College of Commerce
Yari Road, Versova,
Andheri (W), Mumbai-400 061.





CHILDREN WELFARE CENTRE'S
CLARA'S COLLEGE OF COMMERCE

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

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

Varl Road, Versova, Mumbai - 400 061

Ref.: CCCMC/2022-23/1

Date: 27.06.2022

OFFICE ORDER

The "Maintenance Cell has been established for the Academic Year 2022-23. 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 Gite	Chairperson	
2	Mr. Vijaykumar Makwana	Convener	
3	Mr. Pravin Deshmukh	Member	
4	Ms. Neeta Wadhawani	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.

Principal

- CC:-
1. All the members of Cell.
 2. Office copy.



Principal
Clara's College of Commerce
Varl Road, Versova,
Mumbai-400 061

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

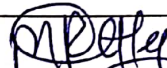
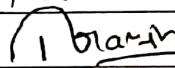


Notice for the Meeting

Date: 27.06.2022.

The meeting of the Maintenance Cell is scheduled on Thursday 30.06.2022 at 12.30 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	Makwana V. S.
3	Mr. Pravin Deshmukh	Member	
4	Ms. Neeta Wadhawani	Member	Wadhawani
5	Mr. Afzal Sayyed	Member	
6	Mrs. Angha Tamboskar	Management Representative	

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




Principal

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



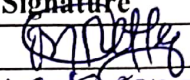
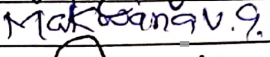
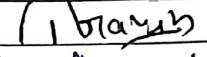
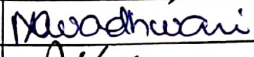

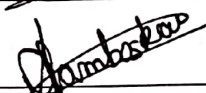
**CLARA'S COLLEGE OF COMMERCE,
YARI ROAD, VERSOVA, MUMBAI-400061
Minutes of the Meeting**

The minutes of the meeting of the Maintenance Cell held on 30.06.2022 are as under:

The agenda of the meeting was as under:

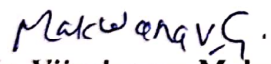
1. To inform the objectives and functions of the cell to the members.
2. To assign the duties and responsibilities to members regarding maintenance of classrooms, computers, equipments, etc.
3. To discuss about any other matter with the permission of the Chair.

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	
3	Mr. Pravin Deshmukh	Member	
4	Ms. Neeta Wadhawani	Member	
5	Mr. Afzal Sayyed	Member	
6	Mrs. Angha Tamboskar	Management Representative	

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.


Mr. Vijaykumar Makwana

Convener


Dr. Madhukar Gitte

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



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


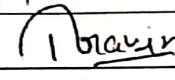

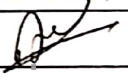

Notice for the Meeting

Date: 18.04.2023.

The meeting of the Maintenance Cell is scheduled on Tuesday 22.04.2023 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	Makwana V.S.
3	Mr. Pravin Deshmukh	Member	
4	Ms. Neeta Wadhawani	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

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



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

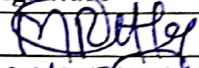
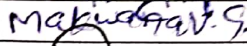
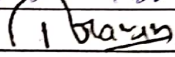
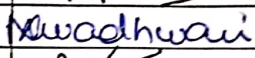
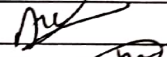

Minutes of the Meeting

The minutes of the meeting of the Maintenance Cell held on 22.04.2023 are as under:

The agenda of the meeting was as under:

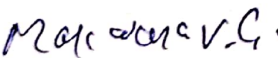
1. To review and approve the minutes of the previous meeting of the cell.
2. To take review of the maintenance and repair works done in the academic year.
3. To make suggestions about the repair and maintenance work to be undertaken.
3. To discuss about any other matter with the permission of the Chair.

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	
3	Mr. Pravin Deshmukh	Member	
4	Ms. Neeta Wadhawani	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
Claras College of Commerce
Yari Road, Versova,
Angrej (W), Mumbai-400 061