



Committed to developing "Conscientious, Confident & Caring quality nursing professionals"  
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S

**Smt. Bakul Tambat Institute of Nursing Education**

(Affiliated to MSBNPE, MNC, MUHS & INC, NAAC Accredited) 'A' Grade



## Criterion IV

# Infrastructure and Learning Resources

### (2024-2025)

#### 4.5- Maintenance of Campus Infrastructure

##### 4.5.2– Minutes of the meetings of the Maintenance Committee

## NOTICE

Date: 09/09/2024

To,  
The Members,  
Maintenance Committee,  
M.K.S.S.S.'S, B.T.I.N.E.  
Karvenagar, Pune 411052.

This is to inform you that the maintenance committee meeting is scheduled on 10<sup>th</sup> September 2024.

**Venue- Conference Room**

**Agenda for maintenance committee meeting will be as follows:**

- 1) Discussion and planning regarding building maintenance during the year.
- 2) Discussion and planning regarding electrification repair and maintenance during the year.
- 3) Discussion and planning regarding garden maintenance during the year.
- 4) Discussion and planning regarding plumbing repair and maintenance during the year.
- 5) Discussion and planning regarding overhead water cleaning tanks and maintenance during the year.
- 6) Discussion and planning regarding housekeeping work during the year.
- 7) Discussion and planning regarding fire safety and maintenance during the year.



Sign of Committee Incharge



Sign of Principal  
**PRINCIPAL**

Maharshi Karve Stree Shikshan Samstha's  
Smt. Bakul Tambat Institute of  
Nursing Education  
Karvenagar, Pune-411052.

Date: 10/09/2024

Time: 2pm to 4pm

**Venue: MKSSS BTINE Conference room.**

The following members are present for the meeting.

1. Dr. Meena Ganapathy - Principal - BTINE
2. Ms. Smita Lisham Devi - Lecturer of BTINE
3. Mrs. Rupali Dhume - Clinical Instructor of BTINE
4. Mr. Atul Saraf - Assist. Administrative Officer
5. Mr. Shripad Kulkarni - Estate Manager
6. Mr. Satish Pawar - Site Engineer
7. Mr. Dinesh Shahapurkar - Sanitary Inspector
8. Mr. Uttam Bharmal - Electrical Engineer

**Agenda for the meeting:**

- 1) Discussion and planning regarding building maintenance during the year.
- 2) Discussion and planning regarding electrification repair and maintenance during the year.
- 3) Discussion and planning regarding garden maintenance during the year.
- 4) Discussion and planning regarding plumbing repair and maintenance during the year.
- 5) Discussion and planning regarding overhead water cleaning tanks and maintenance during the year.
- 6) Discussion and planning regarding housekeeping work during the year.
- 7) Discussion and planning regarding fire safety and maintenance during the year.
- 8) Discussion and planning regarding security management.



  
PRINCIPAL  
MKSSS's Smt. Bakul Tambat  
Institute of Nursing Education  
Karvenagar, Pune-411 052.

**Discussion and Decisions:**

- 1) During this meeting, maintenance committee members discussed building maintenance during the year 2023 and 2024.
- 2) Principal Dr. Meena Ganapathy given all reports regarding construction of the 3rd floor to nursing college building. She further discussed the building and infrastructure maintenance with all.
- 3) While discussing this, Mr. Shripad Kulkarni given the baseline information about infrastructure maintenance.
- 4) During the meeting Mr. Shahapurkar gave details about the cleanliness of the institute and campus.

As there was no further point for discussion, the meeting was adjourned at 4pm.



  
PRINCIPAL  
MKSS's Smt. Bakul Tambat  
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Karvenagar, Pune-411 052.

**Maharshi Karve Stree Shikshan Samstha's  
Smt. Bakul Tambat Institute of Nursing Education  
Karvenagar, Pune – 411052.**

**MAINTENANCE COMMITTEE MEETING**

Attendance list of committee members

Date: 10/09/2024

Time: 2pm to 4pm

Venue: Conference hall MKSSS, BTINE

<b>Sr.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Sign</b>
1	Dr. Meena Ganapathy	Chairperson	
2	Mr. Shripad Kulkarni	Estate Manager	
3	Mr. Satish Pawar	Site Engineer	
4	Mr. Dinesh Shahapurkar	Sanitary Inspector	
5	Mr. Uttam Bharmal	Electrical Engineer	
6	Ms. Smita Lisham Devi	Asso.Professor	
7	Mrs. Rupali Dhume	Asst. Lecturer	
8	Mr. Atul Saraf	Asst. Admin officer	



**Sign of Committee Incharge**

**Sign of Principal**