



Shri Sharda Bhavan Education Society's
INSTITUTE OF TECHNOLOGY & MANAGEMENT

VIP Road, Nanded-431 602(M.S.), INDIA
www.ssbesitm.org E-mail ssbesitm@yahoo.com (Ph.02462-254850, 253471)



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Hon. Ashok Shankarrao Chavan
B.Sc., M.B.A.

Vice-President

Hon. Mrs. Ameeta Ashokrao Chavan

Secretary

Hon. D. P. Savant
B.Sc. (Hons.)

Joint Secretary

Dr. Raosaheb K. Shendarkar
M.A., (Eco.) Ph.D.

Treasurer

Adv. Uday S. Nimbalkar
B.Com., L.L.B.

Director

Dr. Vijay Wagh
Ph. D.

College has been included under section 2 (f) & 12 (B) of the UGC Act, 1956, Accredited by NAAC 'B' 2.49 CGPA

Recognized by Govt. of Maharashtra, Approved by A.I.C.T.E., New Delhi & Affiliated to S.R.T.M. University, Nanded

Ref. S.S.B.E.S'I.T.M.2026-2027/

Date: 15 / 05 / 2026

Minutes of the 1st Maintenance Committee

The 1st Maintenance committee meeting was conducted on May 15, 2026, at 01:30 pm in the Director's office. The signed list of members is appended at the end of this report.

The coordinator extended welcome to all present members and meeting was called to order

1. Assigning work to all Cleaning Staff member.
2. All 4 Female staff member Assigned cleaning work for each floor.
3. Mr. Shinde R. W. was guide and in charge of all Cleaning Staff member.
4. Mr. Gacche was assigned work of cleaning of all washrooms.
5. Following are the instructions and duties assigned to the Cleaning Staff member.
 - a. Cleaning of Director's office and surrounding premises.
 - b. Cleaning all departments class rooms and courtyard of the college.
 - c. Weakly cleaning of windows, fan and spider webs.
 - d. Ensure that the lights, fans, and door latch, door bolt in all departments is in proper working condition.
 - e. Pre intimation of taking Leaves. [2 days prior]
6. After discussion with the director sir regular instructions were given to members.
7. All cleaning ladies should report to R. W. Shinde if they need any assistance and R. W. Shinde report to Dr. Pallavi Kawale and Dr. Pallavi Kawale should report to Director.



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Since all agenda points discussed till the end and there were no agenda points to be discussed the meeting was closed after vote of thanks.

I have read the minutes of meeting and confirm.

Sr. No.	Name of Faculty	Members	Sign
1	Dr. Vijay Wagh	Chairman	
4	Dr. Pallavi P. Kawale	Coordinator	
5	Mr. B. G. Dumne	Member	
6	Mr. S. B. Hambarde	Member	
7	Mr. R. W. Shinde	Member	

Prepared by

Dr. P. P. Kawale
Assistant Professor
Management Department

Mentored by

Dr. M. S. Altamash
HOD,
Management Department

Approved by

Dr. V. W. Wagh
Director