



ACTION TAKEN REPORT – A.Y. 2025-26

Committee	Maintenance Committee – Building & Works (Maintenance)
In-Charge	Dr. Vinayak Khatawate
Review	Review of preventive maintenance, safety-related issues and complaint closure.

Action Taken:

Sr. No.	Maintenance Area	Action Point	Action Taken / Follow-up	Status
1	Water Tank Cleaning	Scheduled cleaning and disinfection of water tanks; cleaning record maintained.	Preventive maintenance reviewed and required servicing/repairs followed up on priority basis.	Completed / Periodic
2	Fans	Inspection of fans, regulators, mounting and electrical connections; defective units attended.	Preventive maintenance reviewed and required servicing/repairs followed up on priority basis.	Completed / Periodic
3	Air Conditioners	Preventive servicing, filter/coil cleaning and checking of cooling, drainage and electrical connections.	Preventive maintenance reviewed and required servicing/repairs followed up on priority basis.	Completed / Periodic
4	Electrical	Routine inspection of DBs, MCB/RCCB, wiring, sockets, switches, lighting and earthing; defects attended.	Preventive maintenance reviewed and required servicing/repairs followed up on priority basis.	Completed / Periodic



Shri Vile Parle Kelavani Mandal's

DWARKADAS J. SANGHVI COLLEGE OF ENGINEERING

(Autonomous College Affiliated to the University of Mumbai)

NAAC Accredited with "A" Grade (CGPA : 3.18)



5	Civil	Inspection and rectification of seepage, leakage, flooring, walls, ceilings, doors/windows and drainage-related defects.	Preventive maintenance reviewed and required servicing/repairs followed up on priority basis.	Completed / As required
6	Devices / Equipment	Operational checking of computers, projectors, laboratory devices and other equipment; repair/replacement needs recorded.	Preventive maintenance reviewed and required servicing/repairs followed up on priority basis.	Completed / As required
7	Plumbing & Sanitation	Inspection of pipelines, taps, valves, washroom fixtures and drainage; leakage/blockage complaints attended.	Preventive maintenance reviewed and required servicing/repairs followed up on priority basis.	Completed / Periodic
8	Records & Reporting	Infrastructure inventory and maintenance/rectification records updated; annual maintenance requirements consolidated.	Preventive maintenance reviewed and required servicing/repairs followed up on priority basis.	Completed / Periodic

Overall status: The committee reviewed the above actions and instructed the Maintenance In-Charge/concerned departments to continue periodic inspection and close any new complaints promptly.

Committee Verification / Signatures

Name / Designation	Signature	Date
Dr. Vinayak Khatawate – In-Charge		
Maintenance In-Charge		
Principal / Authorized Authority		



ACTION TAKEN REPORT – A.Y. 2025-26

Committee	Maintenance Committee – Building & Works (Maintenance)
In-Charge	Dr. Vinayak Khatawate
Review	Annual maintenance review and consolidation of completed work and pending requirements.

Action Taken:

Sr. No.	Maintenance Area	Action Point	Action Taken / Follow-up	Status
1	Water Tank Cleaning	Scheduled cleaning and disinfection of water tanks; cleaning record maintained.	Annual inspection and maintenance follow-up carried out; pending requirements identified for continued monitoring/proposal.	Completed / Periodic
2	Fans	Inspection of fans, regulators, mounting and electrical connections; defective units attended.	Annual inspection and maintenance follow-up carried out; pending requirements identified for continued monitoring/proposal.	Completed / Periodic
3	Air Conditioners	Preventive servicing, filter/coil cleaning and checking of cooling, drainage and electrical connections.	Annual inspection and maintenance follow-up carried out; pending requirements identified for continued monitoring/proposal.	Completed / Periodic
4	Electrical	Routine inspection of DBs, MCB/RCCB, wiring, sockets,	Annual inspection and maintenance follow-up carried	Completed / Periodic



		switches, lighting and earthing; defects attended.	out; pending requirements identified for continued monitoring/proposal.	
5	Civil	Inspection and rectification of seepage, leakage, flooring, walls, ceilings, doors/windows and drainage-related defects.	Annual inspection and maintenance follow-up carried out; pending requirements identified for continued monitoring/proposal.	Completed / As required
6	Devices / Equipment	Operational checking of computers, projectors, laboratory devices and other equipment; repair/replacement needs recorded.	Annual inspection and maintenance follow-up carried out; pending requirements identified for continued monitoring/proposal.	Completed / As required
7	Plumbing & Sanitation	Inspection of pipelines, taps, valves, washroom fixtures and drainage; leakage/blockage complaints attended.	Annual inspection and maintenance follow-up carried out; pending requirements identified for continued monitoring/proposal.	Completed / Periodic
8	Records & Reporting	Infrastructure inventory and maintenance/rectification records updated; annual maintenance requirements consolidated.	Annual inspection and maintenance follow-up carried out; pending requirements identified for continued monitoring/proposal.	Completed / Periodic

Overall status: The committee reviewed the above actions and instructed the Maintenance In-Charge/concerned departments to continue periodic inspection and close any new complaints promptly.



Committee Verification / Signatures

Name / Designation	Signature	Date
Dr. Vinayak Khatawate – In-Charge		
Maintenance In-Charge		
Principal / Authorized Authority		