



DNYAN PRASARAK SHIKSHAN SANSTHA'S

# Sandesh College Of Arts, Commerce & Science

Affiliated To University of Mumbai & Recog. By Govt. Of Maharashtra

Tagore Nagar, Vikhroli (E), Mumbai 400 083

+ 91 9321839836

<http://sandeshcollege.in>

[sandeshcollege@gmail.com](mailto:sandeshcollege@gmail.com)

**Founder :- SHIKSHAKMITRA PRINCIPAL BALASAHEB MHATRE**

Reference No:-

Date:- 17/7/2019

## Office Order

The "Maintenance Cell" has been established for the Academic Year 2019-2020 in accordance with the regulation. The Institute has an established system for the maintenance and utilization of computers, classrooms, and equipment on the campus. The main purpose of the regular maintenance cell is to ensure that all necessary equipment for maintenance in production is always 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 reasons why organizations focus on maintenance cell. It helps with workplace safety and also to keep costs under control by improving equipment efficiency.

### The objective of the Maintenance Cell:

1. Classrooms with furniture, library aids, Seminar Hall, and Auditorium, teaching aids are maintained by maintenance cell committee members.
2. Focus on Future work by maintaining assets and equipment list.
3. Maintenance of Computer hardware as well as software.
4. Estimate Job based on Planner Expertise – by creating a checklist for every maintenance work order and keeping track of the same.

Sr. No.	Members	Designation	Mobile No.	Email.id	Sign
1	Prof. Shivangi Dhondge	Chairman	9699863427	<a href="mailto:shivangidhondge@gmail.com">shivangidhondge@gmail.com</a>	
2	Dr. Sukhada Mhatre - Chirate	Management representative	9702026485	<a href="mailto:sukhadamhatre@gmail.com">sukhadamhatre@gmail.com</a>	
3	Mr. Vinay R. Mhatre	Administrative staff	9699426892	<a href="mailto:vinayrmhatre@gmail.com">vinayrmhatre@gmail.com</a>	
4	Mr. Manohar N. Bandgar	Administrative Staff	913747885	<a href="mailto:bandgar.manohar@gmail.com">bandgar.manohar@gmail.com</a>	
5	MR. Sujit Chirate	Website Developer	9820978870	<a href="mailto:sujit.chirate@gmail.com">sujit.chirate@gmail.com</a>	

All the members are requested to take note, of the same and co-operate in maintaining a conducive academic atmosphere for our students in college.

The committee should conduct meetings as per the requirements and records be maintained accordingly. The entire concerned is requested to take note and act accordingly.

CC:

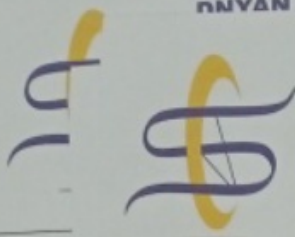
1. All the concerned
2. Office Copy



PRINCIPAL

PRINCIPAL

Sandesh College of Arts, Commerce & Science  
Tagore Nagar, Vikhroli (E), Mumbai - 400 083



DNYAN PRASARAK SHIKSHAN SANSTHA'S

# Sandesh College Of Arts, Commerce & Science

Affiliated To University of Mumbai & Recog. By Govt. Of Maharashtra

Tagore Nagar, Vikhroli (E), Mumbai 400 083

+ 91 9321839836

<http://sandeshcollege.in>

[sandeshcollege@gmail.com](mailto:sandeshcollege@gmail.com)

**Founder :- SHIKSHAKMITRA PRINCIPAL BALASAHEB MHATRE**

Refer

Reference No:-

Date:- 25/6/2020

## Office Order

The "Maintenance Cell" has been established for the Academic Year 2020-2021 in accordance with the regulation. The Institute has an established system for the maintenance and utilization of computers, classrooms, and equipment on the campus. The main purpose of the regular maintenance cell is to ensure that all necessary equipment for maintenance in production is always 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 reasons why organizations focus on maintenance cell. It helps with workplace safety and also to keep costs under control by improving equipment efficiency.

### The objective of the Maintenance Cell:

1. Classrooms with furniture, library aids, Seminar Hall, and Auditorium, teaching aids are maintained by maintenance cell committee members.
2. Focus on Future work by maintaining assets and equipment list.
3. Maintenance of Computer hardware as well as software.
4. Estimate Job based on Planner Expertise – by creating a checklist for every maintenance work order and keeping track of the same.

Sr. No.	Members	Designation	Mobile No.	Email.id	Sign
1	Prof. Shivangi Dhondge	Chairman	9699863427	<a href="mailto:shivangidhondge@gmail.com">shivangidhondge@gmail.com</a>	
2	Dr. Sukhada Mhatre - Chirate	Management representative	9702026485	<a href="mailto:sukhadamhatre@gmail.com">sukhadamhatre@gmail.com</a>	
3	Mr. Vinay R. Mhatre	Administrative staff	9699426892	<a href="mailto:vinayrmhatre@gmail.com">vinayrmhatre@gmail.com</a>	
4	Mr. Manohar N. Bandgar	Administrative Staff	913747885	<a href="mailto:bandgar.manohar@gmail.com">bandgar.manohar@gmail.com</a>	
5	MR. Sujit Chirate	Website Developer	9820978870	<a href="mailto:sujit.chirate@gmail.com">sujit.chirate@gmail.com</a>	

All the members are requested to take note, of the same and co-operate in maintaining a conducive academic atmosphere for our students in college.

The committee should conduct meetings as per the requirements and records be maintained accordingly. The entire concerned is requested to take note and act accordingly.

CC:

1. All the concerned
2. Office Copy



PRINCIPAL

PRINCIPAL

Sandesh College of Arts, Commerce & Science  
Tagore Nagar, Vikhroli (E), Mumbai - 400 083



DNYAN PRASARAK SHIKSHAN SANSTHA'S

# Sandesh College Of Arts, Commerce & Science

Affiliated To University of Mumbai & Recog. By Govt. Of Maharashtra

Tagore Nagar, Vikhroli (E), Mumbai 400 083

+ 91 9321839836

<http://sandeshcollege.in>

[sandeshcollege@gmail.com](mailto:sandeshcollege@gmail.com)

**Founder :- SHIKSHAKMITRA PRINCIPAL BALASAHEB MHATRE**

## Office Order

Date:- 23/6/2021

Reference No:-

The "Maintenance Cell" has been established for the Academic Year 2021-2022 in accordance with the regulation. The Institute has an established system for the maintenance and utilization of computers, classrooms, and equipment on the campus. The main purpose of the regular maintenance cell is to ensure that all necessary equipment for maintenance in production is always 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 reasons why organizations focus on maintenance cell. It helps with workplace safety and also to keep costs under control by improving equipment efficiency.

### The objective of the Maintenance Cell:

1. Classrooms with furniture, library aids, Seminar Hall, and Auditorium, teaching aids are maintained by maintenance cell committee members.
2. Focus on Future work by maintaining assets and equipment list.
3. Maintenance of Computer hardware as well as software.
4. Estimate Job based on Planner Expertise – by creating a checklist for every maintenance work

Sr. No.	Members	Designation	Mobile No.	Email.id	Sign
1	Prof. Shivangi Dhondge	Chairman	9699863427	<a href="mailto:shivangidhondge@gmail.com">shivangidhondge@gmail.com</a>	
2	Dr. Sukhada Mhatre - Chirate	Management representative	9702026485	<a href="mailto:sukhadamhatre@gmail.com">sukhadamhatre@gmail.com</a>	
3	Mr. Vinay R. Mhatre	Administrative staff	9699426892	<a href="mailto:vinayrmhatre@gmail.com">vinayrmhatre@gmail.com</a>	
4	Mr. Manohar N. Bandgar	Administrative Staff	913747885	<a href="mailto:bandgar.manohar@gmail.com">bandgar.manohar@gmail.com</a>	
5	MR. Sujit Chirate	Website Developer	9820978870	<a href="mailto:sujit.chirate@gmail.com">sujit.chirate@gmail.com</a>	

order and keeping track of the same.

All the members are requested to take note, of the same and co-operate in maintaining a conducive academic atmosphere for our students in college.

The committee should conduct meetings as per the requirements and records be maintained accordingly. The entire concerned is requested to take note and act accordingly.

CC:

1. All the concerned
2. Office Copy



PRINCIPAL

PRINCIPAL

Sandesh College of Arts, Commerce & Science  
Vikhroli (E), Mumbai - 400 083



DNYAN PRASARAK SHIKSHAN SANSTHA'S

# Sandesh College Of Arts, Commerce & Science

Affiliated To University of Mumbai & Recog. By Govt. Of Maharashtra

Tagore Nagar, Vikhroli (E), Mumbai 400 083

+ 91 9321839836

<http://sandeshcollege.in>

[sandeshcollege@gmail.com](mailto:sandeshcollege@gmail.com)

**Founder :- SHIKSHAKMITRA PRINCIPAL BALASAHEB MHATRE**

Reference No:-

## Office Order

Date:- 15/7/2022

The "Maintenance Cell" has been established for the Academic Year 2022-2023 in accordance with the regulation. The Institute has an established system for the maintenance and utilization of computers, classrooms, and equipment on the campus. The main purpose of the regular maintenance cell is to ensure that all necessary equipment for maintenance in production is always 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 reasons why organizations focus on maintenance cell. It helps with workplace safety and also to keep costs under control by improving equipment efficiency.

### The objective of the Maintenance Cell:

1. Classrooms with furniture, library aids, Seminar Hall, and Auditorium, teaching aids are maintained by maintenance cell committee members.
2. Focus on Future work by maintaining assets and equipment list.
3. Maintenance of Computer hardware as well as software.
4. Estimate Job based on Planner Expertise – by creating a checklist for every maintenance work

Sr. No.	Members	Designation	Mobile No.	EmailId	Sign
1	Dr. S.A. Ajgaonkar	Chairman	9699863427	<a href="mailto:skant261161@gmail.com">skant261161@gmail.com</a>	
2	Dr. Sukhada Mhatre - Chirate	Management representative	9702026485	<a href="mailto:sukhadamhatre@gmail.com">sukhadamhatre@gmail.com</a>	
3	Mr. Vinay R. Mhatre	Administrative staff	9699426892	<a href="mailto:vinayrmhatre@gmail.com">vinayrmhatre@gmail.com</a>	
4	Mr. Manohar N. Bandgar	Administrative Staff	913747885	<a href="mailto:bandgar.manohar@gmail.com">bandgar.manohar@gmail.com</a>	
5	MR. Sujit Chirate	Website Developer	9820978870	<a href="mailto:sujit.chirate@gmail.com">sujit.chirate@gmail.com</a>	

order and keeping track of the same.

All the members are requested to take note, of the same and co-operate in maintaining a conducive academic atmosphere for our students in college.

The committee should conduct meetings as per the requirements and records be maintained accordingly. The entire concerned is requested to take note and act accordingly.



CC:

1. All the concerned
2. Office Copy

PRINCIPAL

PRINCIPAL

Sandesh College of Arts, Commerce & Science  
Vikhroli (E), Mumbai - 400 083



DNYAN PRASARAK SHIKSHAN SANSTHA'S

# Sandesh College Of Arts, Commerce & Science

Affiliated To University of Mumbai & Recog. By Govt. Of Maharashtra

Tagore Nagar, Vikhroli (E), Mumbai 400 083

+ 91 9321839836

<http://sandeshcollege.in>

[sandeshcollege@gmail.com](mailto:sandeshcollege@gmail.com)

**Founder :- SHIKSHAKMITRA PRINCIPAL BALASAHEB MHATRE**

Reference No:-

## Office Order

Date:- 21/7/2023

The "Maintenance Cell" has been established for the Academic Year 2023-2024 in accordance with the regulation. The Institute has an established system for the maintenance and utilization of computers, classrooms, and equipment on the campus. The main purpose of the regular maintenance cell is to ensure that all necessary equipment for maintenance in production is always 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 reasons why organizations focus on maintenance cell. It helps with workplace safety and also to keep costs under control by improving equipment efficiency.

### The objective of the Maintenance Cell:

1. Classrooms with furniture, library aids, Seminar Hall, and Auditorium, teaching aids are maintained by maintenance cell committee members.
2. Focus on Future work by maintaining assets and equipment list.
3. Maintenance of Computer hardware as well as software.
4. Estimate Job based on Planner Expertise – by creating a checklist for every maintenance work

Sr. No.	Members	Designation	Mobile No.	Email.id	Sign
1	Dr. S.A. Ajgaonkar	Chairman	9699863427	<a href="mailto:skant261161@gmail.com">skant261161@gmail.com</a>	
2	Dr. Sukhada Mhatre - Chirate	Management representative	9702026485	<a href="mailto:sukhadamhatre@gmail.com">sukhadamhatre@gmail.com</a>	
3	Mr. Vinay R. Mhatre	Administrative staff	9699426892	<a href="mailto:vinayrmhatre@gmail.com">vinayrmhatre@gmail.com</a>	
4	Mr. Manohar N. Bandgar	Administrative Staff	913747885	<a href="mailto:bandgar.manohar@gmail.com">bandgar.manohar@gmail.com</a>	
5	MR. Sujit Chirate	Website Developer	9820978870	<a href="mailto:sujit.chirate@gmail.com">sujit.chirate@gmail.com</a>	

order and keeping track of the same.

All the members are requested to take note, of the same and co-operate in maintaining a conducive academic atmosphere for our students in college.

The committee should conduct meetings as per the requirements and records be maintained accordingly. The entire concerned is requested to take note and act accordingly.

PRINCIPAL

CC:

1. All the concerned
2. Office Copy



PRINCIPAL

Sandesh College of Arts, Commerce & Science  
Vikhroli (E), Mumbai - 400 083



DNYAN PRASARAK SHIKSHAN SANSTHA'S

# Sandesh College Of Arts, Commerce & Science

Affiliated To University of Mumbai & Recog. By Govt. Of Maharashtra

Tagore Nagar, Vikhroli (E), Mumbai 400 083

+ 91 9321839836

<http://sandeshcollege.in>

[sandeshcollege@gmail.com](mailto:sandeshcollege@gmail.com)

**Founder :- SHIKSHAKMITRA PRINCIPAL BALASAHEB MHATRE**

Reference No:-

Date:- 13/7/2018

## Office Order

The "Maintenance Cell" has been established for the Academic Year 2018-19 in accordance with the regulation. The Institute has an established system for the maintenance and utilization of computers, classrooms, and equipment on the campus. The main purpose of the regular maintenance cell is to ensure that all necessary equipment for maintenance in production is always 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 reasons why organizations focus on maintenance cell. It helps with workplace safety and also to keep costs under control by improving equipment efficiency.

### The objective of the Maintenance Cell:

1. Classrooms with furniture, library aids, Seminar Hall, and Auditorium, teaching aids are maintained by maintenance cell committee members.
2. Focus on Future work by maintaining assets and equipment list.
3. Maintenance of Computer hardware as well as software.
4. Estimate Job based on Planner Expertise – by creating a checklist for every maintenance work

Sr. No.	Members	Designation	Mobile No.	Email.id	Sign
1	Prof. Shivangi Dhondge	Chairman	9699863427	<a href="mailto:shivangidhondge@gmail.com">shivangidhondge@gmail.com</a>	
2	Dr. Sukhada Mhatre - Chirate	Management representative	9702026485	<a href="mailto:sukhadamhatre@gmail.com">sukhadamhatre@gmail.com</a>	
3	Mr. Vinay R. Mhatre	Administrative staff	9699426892	<a href="mailto:vinayrmhatre@gmail.com">vinayrmhatre@gmail.com</a>	
4	Mr. Manohar N. Bandgar	Administrative Staff	9137478885	<a href="mailto:bandgar.manohar@gmail.com">bandgar.manohar@gmail.com</a>	
5	MR. Sujit Chirate	Website Developer	9820978870	<a href="mailto:sujit.chirate@gmail.com">sujit.chirate@gmail.com</a>	

order and keeping track of the same.

All the members are requested to take note, of the same and co-operate in maintaining a conducive academic atmosphere for our students in college.

The committee should conduct meetings as per the requirements and records be maintained accordingly. The entire concerned is requested to take note and act accordingly.

CC:

1. All the concerned
2. Office Copy



PRINCIPAL

S. PRINCIPAL

Sandesh College of Arts, Commerce & Science,  
Tagore Nagar, Vikhroli (E), Mumbai - 400 083