

Sahajeevan Shikshan Sanstha's
**Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce,
Shrimati Shobhanatai Chandulal Sheth College of Science,
Khed-Ratnagiri, Maharashtra, India.**



- **Agreements**
- **Letter of Responsibility**
- **Policy Document**
- **Tabulated Items of Expenditure**

**Academic Year
2018-19 to 2022-23**

Sahajeevan Shikshan Sanstha's
**Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce,
Shrimati Shobhanatai Chandulal Sheth College of Science,
Khed-Ratnagiri, Maharashtra, India.**



**Agreement / letter of responsibility
regarding maintenance**

**Academic Year
2018-2023**

ANNUAL MAINTENANCE CONTRACT

Classic System,

A/P. Khed, Tal.Khed

Dist. Ratnagiri – 415709

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

A/P. Bhadgaon-Khonde, Tal. Khed.

Dist. Ratnagiri – 415709

Dear Sir/Madam,

RE: COMPUTERS MAINTENANCE AGREEMENT

This Computers Maintenance Agreement is entered into on 1st June 2018 by and between Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, hereinafter referred to as the "College," and Classic System, hereinafter referred to as the "Service Provider."

SCOPE OF SERVICES:

The Service Provider agrees to provide Computers maintenance and technical support services to the College. These services shall include, but not be limited to, the following:

Diagnosing hardware and software issues on College-owned Computers.

Performing routine maintenance and updates on Computer systems.

Repairing or replacing faulty Computers components as needed.

Installing and configuring software and applications as per college requirements.

Troubleshooting network connectivity issues related to College Computers.

DURATION:

This Agreement shall commence on 1st June 2018 and continue for an initial term of 5 years. After the initial term, this Agreement may be renewed or terminated with mutual written consent.

SERVICE FEES:

The College agrees to pay the Service Provider the agreed-upon service fees for the maintenance and support services provided. The specific fee structure and payment terms shall be outlined in a separate document attached hereto as Exhibit A.

RESPONSIBILITIES OF THE COLLEGE:

- a) The College shall provide the Service Provider with access to the computers and network systems requiring maintenance during regular business hours.
- b) The College shall promptly notify the Service Provider of any Computers issues or malfunctions that require attention.
- c) The College shall cooperate with the Service Provider and provide necessary information to facilitate efficient maintenance and support.

RESPONSIBILITIES OF THE SERVICE PROVIDER:

- a) The Service Provider shall perform Computers maintenance services with due care, skill, and diligence.
- b) The Service Provider shall respond to maintenance requests promptly and strive to resolve issues in a timely manner.
- c) The Service Provider shall keep all College data and information confidential and secure.
- d) The Service Provider shall communicate effectively with the College regarding maintenance activities and updates.

LIMITATION OF LIABILITY:

The Service Provider shall not be liable for any indirect, incidental, special, or consequential damages arising out of or related to the provision of maintenance services under this Agreement.

TERMINATION:

Either party may terminate this Agreement with 3 months prior written notice to the other party. Termination shall not relieve either party from any payment obligations incurred before the effective date of termination.

GOVERNING LAW:

This Agreement shall be governed by and construed in accordance with the laws of Maharashtra, India.

Shrimati Indira Mahadev Beharay College of Arts,
 Shriman Chandulal Sheth College of Commerce, &
 Shrimati Shobhanatai Chandulal Sheth College of Science, Khed

Anant
PRINCIPAL,
 Shrimati Indira Mahadev Beharay College of Arts,
 Shriman Chandulal Sheth College of Commerce &
 Shrimati Shobhanatai Chandulal Sheth College of Science,
 KHED, Dist. Ratnagiri (M. S.) - 415 719.

Classic System, Khed

Proprietor

Date :
 Place:



Classic Systems
[Signature]
 Proprietor

ANNUAL MAINTENANCE CONTRACT

**Sparkle Enterprises,
Second Floor,
Star Tower Panch Bunglow, E Ward,
Shahupuri, Kolhapur, Maharashtra 416001**

**Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science,
A/P. Bhadgaon-Khonde, Tal. Khed.
Dist. Ratnagiri – 415709**

Dear Sir/Madam,

RE: INTER-COM MAINTENANCE AGREEMENT

This Inter-Coms Maintenance Agreement is entered into on 1st June 2018 by and between Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, hereinafter referred to as the "College," and Sparkle Enterprises, hereinafter referred to as the "Service Provider."

SCOPE OF SERVICES:

The Service Provider agrees to provide Inter-Coms maintenance and technical support services to the College. These services shall include, but not be limited to, the following:

- Diagnosing hardware and software issues on College-owned Inter-Coms.
- Performing routine maintenance and updates on Inter-Coms systems.
- Repairing or replacing faulty Inter-Coms components as needed.
- Installing and configuring software and applications as per college requirements.
- Troubleshooting network connectivity issues related to College Inter-Coms.

DURATION:

This Agreement shall commence on 1st June 2018 and continue for an initial term of 5 years. After the initial term, this Agreement may be renewed or terminated with mutual written consent.

SERVICE FEES:

The College agrees to pay the Service Provider the agreed-upon service fees for the maintenance and support services provided. The specific fee structure and payment terms shall be outlined in a separate document attached hereto as Exhibit A.

RESPONSIBILITIES OF THE COLLEGE:

- a) The College shall provide the Service Provider with access to the Inter-Coms and network systems requiring maintenance during regular business hours.
- b) The College shall promptly notify the Service Provider of any Inter-Coms issues or malfunctions that require attention.
- c) The College shall cooperate with the Service Provider and provide necessary information to facilitate efficient maintenance and support.

RESPONSIBILITIES OF THE SERVICE PROVIDER:

- a) The Service Provider shall perform Inter-Coms maintenance services with due care, skill, and diligence.
- b) The Service Provider shall respond to maintenance requests promptly and strive to resolve issues in a timely manner.
- c) The Service Provider shall keep all College data and information confidential and secure.
- d) The Service Provider shall communicate effectively with the College regarding maintenance activities and updates.

LIMITATION OF LIABILITY:

The Service Provider shall not be liable for any indirect, incidental, special, or consequential damages arising out of or related to the provision of maintenance services under this Agreement.

TERMINATION:

Either party may terminate this Agreement with 3 months prior written notice to the other party. Termination shall not relieve either party from any payment obligations incurred before the effective date of termination.

GOVERNING LAW:

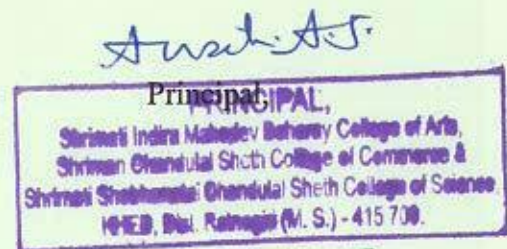
This Agreement shall be governed by and construed in accordance with the laws of Maharashtra, India.

Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science, Khed,

Sparkle Enterprises, Kolhapur

Date :

Place: Kolhapur



ANNUAL MAINTENANCE CONTRACT

**Atharv Electricals,
A/P. Khed, Tal.Khed
Dist. Ratnagiri – 415709**

**Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science,
A/P. Bhadgaon-Khonde, Tal. Khed.
Dist. Ratnagiri – 415709**

Dear Sir/Madam,

RE: ELECTRICALS MAINTENANCE AGREEMENT

This Electricals Maintenance Agreement is entered into on 1st June 2018 by and between Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, hereinafter referred to as the "College," and Atharv Electricals, hereinafter referred to as the "Service Provider."

SCOPE OF SERVICES:

The Service Provider agrees to provide Electricals maintenance and technical support services to the College. These services shall include, but not be limited to, the following:

- Diagnosing hardware and software issues on College-owned Electricals.
- Performing routine maintenance and updates on Computer systems.
- Repairing or replacing faulty Electricals components as needed.
- Installing and configuring software and applications as per college requirements.
- Troubleshooting network connectivity issues related to College Electricals.

DURATION:

This Agreement shall commence on 1st June 2018 and continue for an initial term of 5 years. After the initial term, this Agreement may be renewed or terminated with mutual written consent.

SERVICE FEES:

The College agrees to pay the Service Provider the agreed-upon service fees for the maintenance and support services provided. The specific fee structure and payment terms shall be outlined in a separate document attached hereto as Exhibit A.

RESPONSIBILITIES OF THE COLLEGE:

- a) The College shall provide the Service Provider with access to the Electricals and network systems requiring maintenance during regular business hours.
- b) The College shall promptly notify the Service Provider of any Electricals issues or malfunctions that require attention.
- c) The College shall cooperate with the Service Provider and provide necessary information to facilitate efficient maintenance and support.

RESPONSIBILITIES OF THE SERVICE PROVIDER:

- a) The Service Provider shall perform Electricals maintenance services with due care, skill, and diligence.
- b) The Service Provider shall respond to maintenance requests promptly and strive to resolve issues in a timely manner.
- c) The Service Provider shall keep all College data and information confidential and secure.
- d) The Service Provider shall communicate effectively with the College regarding maintenance activities and updates.

LIMITATION OF LIABILITY:

The Service Provider shall not be liable for any indirect, incidental, special, or consequential damages arising out of or related to the provision of maintenance services under this Agreement.

TERMINATION:

Either party may terminate this Agreement with 3 months prior written notice to the other party. Termination shall not relieve either party from any payment obligations incurred before the effective date of termination.

GOVERNING LAW:

This Agreement shall be governed by and construed in accordance with the laws of Maharashtra, India.

Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science, Khed

Anshu J.

PRINCIPAL,
 Shrimati Indira Mahadev Beharay College of Arts,
 Shriman Chandulal Sheth College of Commerce &
 Shrimati Shobhanatai Chandulal Sheth College of Science,
 Khed, Dist. Ratnagiri (M. S.) - 415 700.

Atharv Electricals, Khed.

Proprietor

Date :

Place:



ATHARV ELECTRICALS
[Signature]
 Proprietor

ANNUAL MAINTANANCE CONTRACT

**Chavan Electronics,
A/P. Khed, Tal.Khed
Dist. Ratnagiri – 415709**

**Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science,
A/P. Bhadgaon-Khonde, Tal. Khed.
Dist. Ratnagiri – 415709**

Dear Sir/Madam,

RE: CCTV MAINTENANCE AGREEMENT

This CCTV Maintenance Agreement is entered into on 1st June 2018 by and between Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, hereinafter referred to as the "College," and Chavan Electronics, hereinafter referred to as the "Service Provider."

SCOPE OF SERVICES:

The Service Provider agrees to provide CCTV maintenance and technical support services to the College. These services shall include, but not be limited to, the following:

Diagnosing hardware and software issues on College-owned CCTV.

Performing routine maintenance and updates on CCTV systems.

Repairing or replacing faulty CCTV components as needed.

Installing and configuring software and applications as per college requirements.

Troubleshooting network connectivity issues related to College CCTVs.

DURATION:

This Agreement shall commence on 1st June 2018 and continue for an initial term of 5 years. After the initial term, this Agreement may be renewed or terminated with mutual written consent.

SERVICE FEES:

The College agrees to pay the Service Provider the agreed-upon service fees for the maintenance and support services provided. The specific fee structure and payment terms shall be outlined in a separate document attached hereto as Exhibit A.

RESPONSIBILITIES OF THE COLLEGE:

a) The College shall provide the Service Provider with access to the CCTVs and network systems requiring maintenance during regular business hours.

b) The College shall promptly notify the Service Provider of any CCTV issues or malfunctions that require attention.

c) The College shall cooperate with the Service Provider and provide necessary information to facilitate efficient maintenance and support.

RESPONSIBILITIES OF THE SERVICE PROVIDER:

a) The Service Provider shall perform CCTV maintenance services with due care, skill, and diligence.

b) The Service Provider shall respond to maintenance requests promptly and strive to resolve issues in a timely manner.

c) The Service Provider shall keep all College data and information confidential and secure.

d) The Service Provider shall communicate effectively with the College regarding maintenance activities and updates.

LIMITATION OF LIABILITY:

The Service Provider shall not be liable for any indirect, incidental, special, or consequential damages arising out of or related to the provision of maintenance services under this Agreement.

TERMINATION:

Either party may terminate this Agreement with 3 months prior written notice to the other party. Termination shall not relieve either party from any payment obligations incurred before the effective date of termination.

GOVERNING LAW:

This Agreement shall be governed by and construed in accordance with the laws of Maharashtra, India.

Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science, Khed,



Chavan Electronics, Khed.

Proprietor

Date :

Place:



चव्हाण इलेक्ट्रॉनिक्स अँड टेक्नॉलॉजी
U.S.J.
प्रोप्रायटर



। राष्ट्रोद्धारार्थं सेवामहे ।

Sahajeevan Shikshan Sanstha's

Estd.-1990

**SHRIMATI INDIRA MAHADEV BEHARAY COLLEGE OF ARTS
SHRIMAN CHANDULAL SHETH COLLEGE OF COMMERCE &
SHRIMATI SHOBHANATAI CHANDULAL SHETH COLLEGE OF SCIENCE**

KHED, Dist. RATNAGIRI (M.S.) - 415 709.

(Permanently Affiliated to University of Mumbai)

NAAC Re- Accredited B⁺⁺ Grade (CGPA-02.83)

(As Per Revised Accreditation Process July - 2017)

Mumbai University "BEST COLLEGE AWARD" (2017-18)

Ph No. 02356-260100
88882610100

E-mail : principalics@yahoo.co.in • principal@icskhed.edu.in • icscmit@gmail.com • cmit@icskhed.edu.in • Web : www.icskhed.edu.in • www.icskhed.org

Ref. No.: ICS/

Date :

POLICY OF INFRASTRUCTURE MAINTENANCE

The college infrastructure being the backbone of an institution serves a vital support to the range of activities that are executed in it. Due to this pivotal role of the infrastructure, the college is committed to create new infrastructure whenever and wherever possible, enhance/renovate/maintain the existing one in the best interest of the college lending a constructive support to everything that happens here.

1. To ensure optimum utilization of the resources, the college infrastructure, including labs be used for academic and research activities by the faculty and students thereby contributing in the nation building effort.
2. Common facilities like ground, auditorium, conference halls, seminar halls, and multipurpose indoor facilities etc. may be provided for the conduct of academic events by other institutions, organizations after due evaluation of their prior request.
3. The college has a Kabbadi, Kho-Kho and volleyball court, indoor badminton court, table-tennis cum fitness center (gymnasium) for the use of staff, students for maintaining their physical fitness and training for competitive events.
4. The college may serve as venue for the conduct of local and national level examinations such as UPSC, MPSC, ICAI, SET, railways, bank recruitment drives, state government directorates etc.
5. The college to also serve as an Examination center for the Annual and End-semester Examinations of the affiliated University.
6. To ensure proper maintenance of the college infrastructure, the services of electricians, mechanics, plumbers and gardeners are to be made available in the college campus compulsorily during the office hours and quick response in case of emergencies during odd hours.
7. Few of the college non-teaching staff members are identified and trained to provide such professional services in addition to their routine work.
8. Since the line voltage fluctuations and power failures is likely to cause greater harm, proper care is taken for the safeguard and steady functioning of IT infrastructure, sensitive and expensive equipment by providing with necessary back up and support systems.

9. For the maintenance of advanced or expensive hardware, the services of reputed and reliable vendors subscribed by signing an Annual Maintenance Contract (AMC).

10. The funds obtained from the state/central government bodies, UGC, and the college management for the upgradation, maintenance and upkeep of infrastructure and support facilities are to be utilized for the same purpose only. Enough care to be taken that these funds are utilized during their allotted time frame.

11. Program Implementation Group (PIG) of a few faculty members is constituted for the supervision and monitoring of fund utilization received from various sources within their stipulated time frame.

12. The college is committed to share its infrastructural facilities for events such as blood donation camp, relief and e-waste collection centers etc. which are exclusively for the betterment of the society

PLACE: Khed

DATE OF POLICY DEVELOPED: 18 July 2018

DATE OF POLICY REVISED: 25 July 2022

Anahita

I/C PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
Khed, Dist. Ratnagiri (M.S.) - 415 705



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Sahajeevan Shikshan Sanstha's

Estd.-1990

**SHRIMATI INDIRA MAHADEV BEHARAY COLLEGE OF ARTS
SHRIMAN CHANDULAL SHETH COLLEGE OF COMMERCE &
SHRIMATI SHOBHANATAI CHANDULAL SHETH COLLEGE OF SCIENCE**

KHED, Dist. RATNAGIRI (M.S.) - 415 709.

(Permanently Affiliated to University of Mumbai)

NAAC Re- Accredited B⁺⁺ Grade (CGPA-02.83)

(As Per Revised Accreditation Process July - 2017)

Mumbai University "BEST COLLEGE AWARD" (2017-18)

Ph No. 02356-260100
: 88882610100

E-mail : principalcs@yahoo.co.in • principal@icskhed.edu.in • icscmit@gmail.com • cmit@icskhed.edu.in • Web : www.icskhed.edu.in • www.icskhed.org

Ref. No.: ICS/

Date :

To:

Mr. Deepak Mandavkar,

Peon,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed.

Subject : Cleaning of College Campus Order.

Dear Deepak,

I hope this message finds you in good health and high spirits. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, I am writing to address an important matter regarding the cleanliness and upkeep of our college campus.

Our college campus is not just a physical space but a reflection of our institution's values and identity. It is essential that we maintain a clean, hygienic, and welcoming environment for all our students, faculty, staff, and visitors. A well-kept campus not only enhances the overall experience but also promotes a positive atmosphere for learning and growth.

Period of Maintenance : 1st June 2022 to 31st May 2023

To achieve this, I hereby issue the following orders:

❁ **Daily Cleaning Schedule:**

All classrooms, labs, offices, corridors, and common areas should be cleaned and tidied daily before college commences.

Restrooms must be checked and cleaned multiple times during the day to ensure hygiene and sanitation.

❁ **Waste Management:**

Waste bins should be provided at strategic locations throughout the campus. Cleaning staff should collect waste regularly and ensure proper disposal and recycling practices are followed.

❁ **Grounds and Gardens:**

Our college grounds and gardens are to be maintained in pristine condition at all times. Regular gardening, watering, and landscaping activities must be carried out to preserve the beauty of our campus.

❁ **Special Events:**

During events or functions held on the campus, extra efforts should be made to maintain cleanliness and manage waste effectively.

❁ **Reporting Maintenance Issues:**

All staff members are encouraged to promptly report any maintenance issues, such as broken fixtures, plumbing problems, or electrical malfunctions, to the maintenance department.

❁ **Personal Responsibility:**

Every member of our college community is responsible for keeping their respective work areas clean and organized.

❁ **Collaborative Efforts:**

I urge all staff members to work together as a team to maintain the cleanliness of our college. Let us lead by example and install a sense of responsibility among our students as well.

Failure to comply with these cleaning orders may result in disciplinary action, as maintaining a clean and pleasant campus is a collective responsibility.

I have full faith in the dedication and commitment of our staff towards ensuring the betterment of our college. Let us join hands in creating a positive, inspiring, and well-maintained environment for all.

Thank you for your cooperation in this matter.

Best regards,

Anushi A.S.

PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Sahajeevan Shikshan Sanstha's

Estd.-1990

**SHRIMATI INDIRA MAHADEV BEHARAY COLLEGE OF ARTS
SHRIMAN CHANDULAL SHETH COLLEGE OF COMMERCE &
SHRIMATI SHOBHANATAI CHANDULAL SHETH COLLEGE OF SCIENCE**

KHED, Dist. RATNAGIRI (M.S.) - 415 709.

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NAAC Re- Accredited B⁺⁺ Grade (CGPA-02.83)

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Mumbai University "BEST COLLEGE AWARD"(2017-18)

Ph No. 02356-260100
: 88882610100

E-mail : principalcs@yahoo.co.in • principal@icskhed.edu.in • icscmit@gmail.com • cmit@icskhed.edu.in • Web : www.icskhed.edu.in • www.icskhed.org

Ref. No.: ICS/

Date :

To:

Mr. Avdhut Kulakarni

Lab Assistant,

Department of Science,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed, Ratnagiri.

Subject : All Science Lab Maintenance Order.

Dear Avdhut,

I hope this letter finds you well. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed. I am writing to request your attention to the maintenance and upkeep of our esteemed institution's Science Lab. The Science Lab plays a crucial role in our students' education, and it is vital that we ensure its optimal functioning and safety.

The maintenance schedule and details are as follows:

Period of Maintenance : 1st June 2021 to 31st May 2022

In order to maintain the high standards of our Science Lab and provide a conducive environment for learning and research, I kindly request your cooperation in following the maintenance guidelines outlined below:

◆ **Equipment Check :**

Ensure that all lab equipment is in good working condition.

Check for any damages, malfunctions, or signs of wear and tear.

Report any issues to the designated maintenance staff promptly.

◆ **Safety Measures** :

Double-check safety equipment, such as fire extinguishers, eye wash stations, and safety showers. Ensure they are accessible and functional.

Verify that emergency exits are unobstructed and clearly marked.

Remind students to adhere to safety protocols and wear appropriate safety gear during experiments.

◆ **Cleaning and Organization** :

Maintain a clean and tidy lab environment.

Dispose of chemicals, waste, and other materials properly according to the college's guidelines.

Keep workspaces organized and free from clutter.

◆ **Regular Inspections** :

Conduct periodic inspections of the lab to identify potential issues or hazards. Document findings and ensure appropriate actions are taken to address any concerns.

◆ **Reporting** :

Report any significant maintenance requirements or safety concerns to the designated authority or the college administration promptly.

Your dedication to the maintenance of our Science Lab is crucial in creating a safe and productive learning environment for our students. Let us work together to ensure that our lab remains a place of inspiration and discovery.

Thank you for your attention to this matter. Should you have any questions or require assistance, please do not hesitate to contact the college administration.

Wishing you all the best in your responsibilities.

Sincerely,

Anita A.S.

PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatal Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Sahajeevan Shikshan Sanstha's

Estd.-1990

**SHRIMATI INDIRA MAHADEV BEHARAY COLLEGE OF ARTS
SHRIMAN CHANDULAL SHETH COLLEGE OF COMMERCE &
SHRIMATI SHOBHANATAI CHANDULAL SHETH COLLEGE OF SCIENCE**

KHED, Dist. RATNAGIRI (M.S.) - 415 709.

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NAAC Re- Accredited B⁺⁺ Grade (CGPA-02.83)

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Mumbai University "BEST COLLEGE AWARD" (2017-18)

Ph No. 02356-260100
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E-mail : principalcs@yahoo.co.in • principal@icskhed.edu.in • icscmit@gmail.com • cmit@icskhed.edu.in • Web : www.icskhed.edu.in • www.icskhed.org

Ref. No.: ICS/

Date :

To:

Mr. Avdhut Kulakarni

Lab Assistant,

Department of Science,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed, Ratnagiri.

Subject : All Science Lab Maintenance Order.

Dear Avdhut,

I hope this letter finds you well. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed. I am writing to request your attention to the maintenance and upkeep of our esteemed institution's Science Lab. The Science Lab plays a crucial role in our students' education, and it is vital that we ensure its optimal functioning and safety.

The maintenance schedule and details are as follows:

Period of Maintenance : 1st June 2022 to 31st May 2023

In order to maintain the high standards of our Science Lab and provide a conducive environment for learning and research, I kindly request your cooperation in following the maintenance guidelines outlined below:

◆ **Equipment Check :**

Ensure that all lab equipment is in good working condition.

Check for any damages, malfunctions, or signs of wear and tear.

Report any issues to the designated maintenance staff promptly.

◆ **Safety Measures :**

Double-check safety equipment, such as fire extinguishers, eye wash stations, and safety showers. Ensure they are accessible and functional.

Verify that emergency exits are unobstructed and clearly marked.

Remind students to adhere to safety protocols and wear appropriate safety gear during experiments.

◆ **Cleaning and Organization :**

Maintain a clean and tidy lab environment.

Dispose of chemicals, waste, and other materials properly according to the college's guidelines.

Keep workspaces organized and free from clutter.

◆ **Regular Inspections :**

Conduct periodic inspections of the lab to identify potential issues or hazards. Document findings and ensure appropriate actions are taken to address any concerns.

◆ **Reporting :**

Report any significant maintenance requirements or safety concerns to the designated authority or the college administration promptly.

Your dedication to the maintenance of our Science Lab is crucial in creating a safe and productive learning environment for our students. Let us work together to ensure that our lab remains a place of inspiration and discovery.

Thank you for your attention to this matter. Should you have any questions or require assistance, please do not hesitate to contact the college administration.

Wishing you all the best in your responsibilities.

Sincerely,


PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatal Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



। राष्ट्रोध्दारार्थं सेवामहे ।

Sahajeevan Shikshan Sanstha's

Estd.-1990

**SHRIMATI INDIRA MAHADEV BEHARAY COLLEGE OF ARTS
SHRIMAN CHANDULAL SHETH COLLEGE OF COMMERCE &
SHRIMATI SHOBHANATAI CHANDULAL SHETH COLLEGE OF SCIENCE**

KHED, Dist. RATNAGIRI (M.S.) - 415 709.

(Permanently Affiliated to University of Mumbai)

NAAC Re- Accredited B⁺⁺ Grade (CGPA-02.83)

(As Per Revised Accreditation Process July - 2017)

Mumbai University "BEST COLLEGE AWARD" (2017-18)

Ph No. 02356-260100
88882610100

E-mail : principalcs@yahoo.co.in • principal@icskhed.edu.in • icscmit@gmail.com • cmit@icskhed.edu.in • Web : www.icskhed.edu.in • www.icskhed.org

Ref. No.: ICS/

Date :

To:

Mr. Swapnil Mahadik,

Peon,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed.

Subject : Cleaning of College Campus Order.

Dear Deepak,

I hope this message finds you in good health and high spirits. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, I am writing to address an important matter regarding the cleanliness and upkeep of our college campus.

Our college campus is not just a physical space but a reflection of our institution's values and identity. It is essential that we maintain a clean, hygienic, and welcoming environment for all our students, faculty, staff, and visitors. A well-kept campus not only enhances the overall experience but also promotes a positive atmosphere for learning and growth.

Period of Maintenance : 1st June 2021 to 31st May 2022

To achieve this, I hereby issue the following orders:

❁ **Daily Cleaning Schedule:**

All classrooms, labs, offices, corridors, and common areas should be cleaned and tidied daily before college commences.

Restrooms must be checked and cleaned multiple times during the day to ensure hygiene and sanitation.

❁ **Waste Management:**

Waste bins should be provided at strategic locations throughout the campus. Cleaning staff should collect waste regularly and ensure proper disposal and recycling practices are followed.

❁ **Grounds and Gardens:**

Our college grounds and gardens are to be maintained in pristine condition at all times. Regular gardening, watering, and landscaping activities must be carried out to preserve the beauty of our campus.

❁ **Special Events:**

During events or functions held on the campus, extra efforts should be made to maintain cleanliness and manage waste effectively.

❁ **Reporting Maintenance Issues:**

All staff members are encouraged to promptly report any maintenance issues, such as broken fixtures, plumbing problems, or electrical malfunctions, to the maintenance department.

❁ **Personal Responsibility:**

Every member of our college community is responsible for keeping their respective work areas clean and organized.

❁ **Collaborative Efforts:**

I urge all staff members to work together as a team to maintain the cleanliness of our college. Let us lead by example and install a sense of responsibility among our students as well.

Failure to comply with these cleaning orders may result in disciplinary action, as maintaining a clean and pleasant campus is a collective responsibility.

I have full faith in the dedication and commitment of our staff towards ensuring the betterment of our college. Let us join hands in creating a positive, inspiring, and well-maintained environment for all.

Thank you for your cooperation in this matter.

Best regards,

Anshu A.J.

PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Ref. No.: ICS/

Date :

To:

Mr. Deepak Mandavkar,

Peon,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed.

Subject : Cleaning of College Campus Order.

Dear Deepak,

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Period of Maintenance : 1st June 2020 to 31st May 2021

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I have full faith in the dedication and commitment of our staff towards ensuring the betterment of our college. Let us join hands in creating a positive, inspiring, and well-maintained environment for all.

Thank you for your cooperation in this matter.

Best regards,

Anshu Joshi

PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce
Shrimati Shobhanatal Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 704.



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Ref. No.: ICS/

Date :

To:

Mr. Avdhut Kulakarni

Lab Assistant,

Department of Science,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed, Ratnagiri.

Subject : All Science Lab Maintenance Order.

Dear Avdhut,

I hope this letter finds you well. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed. I am writing to request your attention to the maintenance and upkeep of our esteemed institution's Science Lab. The Science Lab plays a crucial role in our students' education, and it is vital that we ensure its optimal functioning and safety.

The maintenance schedule and details are as follows:

Period of Maintenance : 1st June 2020 to 31st May 2021

In order to maintain the high standards of our Science Lab and provide a conducive environment for learning and research, I kindly request your cooperation in following the maintenance guidelines outlined below:

◆ **Equipment Check :**

Ensure that all lab equipment is in good working condition.

Check for any damages, malfunctions, or signs of wear and tear.

Report any issues to the designated maintenance staff promptly.

◆ **Safety Measures** :

Double-check safety equipment, such as fire extinguishers, eye wash stations, and safety showers. Ensure they are accessible and functional.

Verify that emergency exits are unobstructed and clearly marked.

Remind students to adhere to safety protocols and wear appropriate safety gear during experiments.

◆ **Cleaning and Organization** :

Maintain a clean and tidy lab environment.

Dispose of chemicals, waste, and other materials properly according to the college's guidelines.

Keep workspaces organized and free from clutter.

◆ **Regular Inspections** :

Conduct periodic inspections of the lab to identify potential issues or hazards. Document findings and ensure appropriate actions are taken to address any concerns.

◆ **Reporting** :

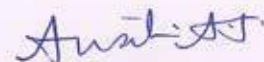
Report any significant maintenance requirements or safety concerns to the designated authority or the college administration promptly.

Your dedication to the maintenance of our Science Lab is crucial in creating a safe and productive learning environment for our students. Let us work together to ensure that our lab remains a place of inspiration and discovery.

Thank you for your attention to this matter. Should you have any questions or require assistance, please do not hesitate to contact the college administration.

Wishing you all the best in your responsibilities.

Sincerely,



PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Ref. No.: ICS/

Date :

To:

Mr. Swapnil Mahadik,

Peon,

Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science,
Khed.

Subject : Cleaning of College Campus Order.

Dear Deepak,

I hope this message finds you in good health and high spirits. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, I am writing to address an important matter regarding the cleanliness and upkeep of our college campus.

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Period of Maintenance : 1st June 2019 to 31st May 2020

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✿ **Reporting Maintenance Issues:**

All staff members are encouraged to promptly report any maintenance issues, such as broken fixtures, plumbing problems, or electrical malfunctions, to the maintenance department.

✿ **Personal Responsibility:**

Every member of our college community is responsible for keeping their respective work areas clean and organized.

✿ **Collaborative Efforts:**

I urge all staff members to work together as a team to maintain the cleanliness of our college. Let us lead by example and install a sense of responsibility among our students as well.

Failure to comply with these cleaning orders may result in disciplinary action, as maintaining a clean and pleasant campus is a collective responsibility.

I have full faith in the dedication and commitment of our staff towards ensuring the betterment of our college. Let us join hands in creating a positive, inspiring, and well-maintained environment for all.

Thank you for your cooperation in this matter.

Best regards,



PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science.
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Ref. No.: ICS/

Date :

To:

Mr. Avdhut Kulakarni

Lab Assistant,

Department of Science,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed, Ratnagiri.

Subject : All Science Lab Maintenance Order.

Dear Avdhut,

I hope this letter finds you well. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed. I am writing to request your attention to the maintenance and upkeep of our esteemed institution's Science Lab. The Science Lab plays a crucial role in our students' education, and it is vital that we ensure its optimal functioning and safety.

The maintenance schedule and details are as follows:

Period of Maintenance : 1st June 2019 to 31st May 2020

In order to maintain the high standards of our Science Lab and provide a conducive environment for learning and research, I kindly request your cooperation in following the maintenance guidelines outlined below:

◆ **Equipment Check :**

Ensure that all lab equipment is in good working condition.

Check for any damages, malfunctions, or signs of wear and tear.

Report any issues to the designated maintenance staff promptly.

◆ **Safety Measures** :

Double-check safety equipment, such as fire extinguishers, eye wash stations, and safety showers. Ensure they are accessible and functional.

Verify that emergency exits are unobstructed and clearly marked.

Remind students to adhere to safety protocols and wear appropriate safety gear during experiments.

◆ **Cleaning and Organization** :

Maintain a clean and tidy lab environment.

Dispose of chemicals, waste, and other materials properly according to the college's guidelines.

Keep workspaces organized and free from clutter.

◆ **Regular Inspections** :

Conduct periodic inspections of the lab to identify potential issues or hazards. Document findings and ensure appropriate actions are taken to address any concerns.

◆ **Reporting** :

Report any significant maintenance requirements or safety concerns to the designated authority or the college administration promptly.

Your dedication to the maintenance of our Science Lab is crucial in creating a safe and productive learning environment for our students. Let us work together to ensure that our lab remains a place of inspiration and discovery.

Thank you for your attention to this matter. Should you have any questions or require assistance, please do not hesitate to contact the college administration.

Wishing you all the best in your responsibilities.

Sincerely,

Anish A.J.

PRINCIPAL,

Shrimati Indira Mahadev Baharay College of Arts
Shri Man Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Ref. No.: ICS/

Date :

To:

Mr. Avdhut Kulakarni

Lab Assistant,

Department of Science,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed, Ratnagiri.

Subject : All Science Lab Maintenance Order.

Dear Avdhut,

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Wishing you all the best in your responsibilities.

Sincerely,

Anshu A. J.

PRINCIPAL

Shri. Anandlal Chaudhari College of Arts
Shri. Anandlal Chaudhari College of Commerce &
Shri. Anandlal Chaudhari College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Ref. No.: ICS/

Date :

To:

Mr. Deepak Mandavkar,

Peon,

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Shriman Chandulal Sheth College of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science,
Khed.

Subject : Cleaning of College Campus Order.

Dear Deepak,

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Period of Maintenance : 1st June 2018 to 31st May 2019

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I have full faith in the dedication and commitment of our staff towards ensuring the betterment of our college. Let us join hands in creating a positive, inspiring, and well-maintained environment for all.

Thank you for your cooperation in this matter.

Best regards,



PRINCIPAL
Shri Mata Jijabai Mahadevi Chaudhari College of Arts,
Shri Mata Chankeshu Chaudhari College of Commerce &
Shri Mata Shobhanabai Chaudhari Sheth College of Science,
KHED, Dist. Rahagiri (M.S.) - 415 709.

Sahajeevan Shikshan Sanstha's
**Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce,
Shrimati Shobhanatai Chandulal Sheth College of Science,
Khed-Ratnagiri, Maharashtra, India.**



Maintenance Orders

**Academic Year
2018-19 to 2022-23**



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Ref. No.: ICS/

Date :

To:

Mr. Deepak Mandavkar,

Peon,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

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Subject : Cleaning of College Campus Order.

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❁ **Waste Management:**

Waste bins should be provided at strategic locations throughout the campus. Cleaning staff should collect waste regularly and ensure proper disposal and recycling practices are followed.

❁ **Grounds and Gardens:**

Our college grounds and gardens are to be maintained in pristine condition at all times. Regular gardening, watering, and landscaping activities must be carried out to preserve the beauty of our campus.

❁ **Special Events:**

During events or functions held on the campus, extra efforts should be made to maintain cleanliness and manage waste effectively.

❁ **Reporting Maintenance Issues:**

All staff members are encouraged to promptly report any maintenance issues, such as broken fixtures, plumbing problems, or electrical malfunctions, to the maintenance department.

❁ **Personal Responsibility:**

Every member of our college community is responsible for keeping their respective work areas clean and organized.

❁ **Collaborative Efforts:**

I urge all staff members to work together as a team to maintain the cleanliness of our college. Let us lead by example and install a sense of responsibility among our students as well.

Failure to comply with these cleaning orders may result in disciplinary action, as maintaining a clean and pleasant campus is a collective responsibility.

I have full faith in the dedication and commitment of our staff towards ensuring the betterment of our college. Let us join hands in creating a positive, inspiring, and well-maintained environment for all.

Thank you for your cooperation in this matter.

Best regards,

Anushi A.S.

PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Sahajeevan Shikshan Sanstha's

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Ref. No.: ICS/

Date :

To:

Mr. Avdhut Kulakarni

Lab Assistant,

Department of Science,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed, Ratnagiri.

Subject : All Science Lab Maintenance Order.

Dear Avdhut,

I hope this letter finds you well. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed. I am writing to request your attention to the maintenance and upkeep of our esteemed institution's Science Lab. The Science Lab plays a crucial role in our students' education, and it is vital that we ensure its optimal functioning and safety.

The maintenance schedule and details are as follows:

Period of Maintenance : 1st June 2021 to 31st May 2022

In order to maintain the high standards of our Science Lab and provide a conducive environment for learning and research, I kindly request your cooperation in following the maintenance guidelines outlined below:

◆ **Equipment Check :**

Ensure that all lab equipment is in good working condition.

Check for any damages, malfunctions, or signs of wear and tear.

Report any issues to the designated maintenance staff promptly.

◆ **Safety Measures** :

Double-check safety equipment, such as fire extinguishers, eye wash stations, and safety showers. Ensure they are accessible and functional.

Verify that emergency exits are unobstructed and clearly marked.

Remind students to adhere to safety protocols and wear appropriate safety gear during experiments.

◆ **Cleaning and Organization** :

Maintain a clean and tidy lab environment.

Dispose of chemicals, waste, and other materials properly according to the college's guidelines.

Keep workspaces organized and free from clutter.

◆ **Regular Inspections** :

Conduct periodic inspections of the lab to identify potential issues or hazards. Document findings and ensure appropriate actions are taken to address any concerns.

◆ **Reporting** :

Report any significant maintenance requirements or safety concerns to the designated authority or the college administration promptly.

Your dedication to the maintenance of our Science Lab is crucial in creating a safe and productive learning environment for our students. Let us work together to ensure that our lab remains a place of inspiration and discovery.

Thank you for your attention to this matter. Should you have any questions or require assistance, please do not hesitate to contact the college administration.

Wishing you all the best in your responsibilities.

Sincerely,

Anita A.J.

PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatal Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Ref. No.: ICS/

Date :

To:

Mr. Avdhut Kulakarni

Lab Assistant,

Department of Science,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed, Ratnagiri.

Subject : All Science Lab Maintenance Order.

Dear Avdhut,

I hope this letter finds you well. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed. I am writing to request your attention to the maintenance and upkeep of our esteemed institution's Science Lab. The Science Lab plays a crucial role in our students' education, and it is vital that we ensure its optimal functioning and safety.

The maintenance schedule and details are as follows:

Period of Maintenance : 1st June 2022 to 31st May 2023

In order to maintain the high standards of our Science Lab and provide a conducive environment for learning and research, I kindly request your cooperation in following the maintenance guidelines outlined below:

◆ **Equipment Check :**

Ensure that all lab equipment is in good working condition.

Check for any damages, malfunctions, or signs of wear and tear.

Report any issues to the designated maintenance staff promptly.

◆ **Safety Measures :**

Double-check safety equipment, such as fire extinguishers, eye wash stations, and safety showers. Ensure they are accessible and functional.

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◆ **Reporting :**

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Your dedication to the maintenance of our Science Lab is crucial in creating a safe and productive learning environment for our students. Let us work together to ensure that our lab remains a place of inspiration and discovery.

Thank you for your attention to this matter. Should you have any questions or require assistance, please do not hesitate to contact the college administration.

Wishing you all the best in your responsibilities.

Sincerely,


PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatal Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Ref. No.: ICS/

Date :

To:

Mr. Swapnil Mahadik,

Peon,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed.

Subject : Cleaning of College Campus Order.

Dear Deepak,

I hope this message finds you in good health and high spirits. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, I am writing to address an important matter regarding the cleanliness and upkeep of our college campus.

Our college campus is not just a physical space but a reflection of our institution's values and identity. It is essential that we maintain a clean, hygienic, and welcoming environment for all our students, faculty, staff, and visitors. A well-kept campus not only enhances the overall experience but also promotes a positive atmosphere for learning and growth.

Period of Maintenance : 1st June 2021 to 31st May 2022

To achieve this, I hereby issue the following orders:

❁ **Daily Cleaning Schedule:**

All classrooms, labs, offices, corridors, and common areas should be cleaned and tidied daily before college commences.

Restrooms must be checked and cleaned multiple times during the day to ensure hygiene and sanitation.

❁ **Waste Management:**

Waste bins should be provided at strategic locations throughout the campus. Cleaning staff should collect waste regularly and ensure proper disposal and recycling practices are followed.

❁ **Grounds and Gardens:**

Our college grounds and gardens are to be maintained in pristine condition at all times. Regular gardening, watering, and landscaping activities must be carried out to preserve the beauty of our campus.

❁ **Special Events:**

During events or functions held on the campus, extra efforts should be made to maintain cleanliness and manage waste effectively.

❁ **Reporting Maintenance Issues:**

All staff members are encouraged to promptly report any maintenance issues, such as broken fixtures, plumbing problems, or electrical malfunctions, to the maintenance department.

❁ **Personal Responsibility:**

Every member of our college community is responsible for keeping their respective work areas clean and organized.

❁ **Collaborative Efforts:**

I urge all staff members to work together as a team to maintain the cleanliness of our college. Let us lead by example and install a sense of responsibility among our students as well.

Failure to comply with these cleaning orders may result in disciplinary action, as maintaining a clean and pleasant campus is a collective responsibility.

I have full faith in the dedication and commitment of our staff towards ensuring the betterment of our college. Let us join hands in creating a positive, inspiring, and well-maintained environment for all.

Thank you for your cooperation in this matter.

Best regards,

Anshu A.J.

PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Ref. No.: ICS/

Date :

To:

Mr. Deepak Mandavkar,

Peon,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed.

Subject : Cleaning of College Campus Order.

Dear Deepak,

I hope this message finds you in good health and high spirits. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, I am writing to address an important matter regarding the cleanliness and upkeep of our college campus.

Our college campus is not just a physical space but a reflection of our institution's values and identity. It is essential that we maintain a clean, hygienic, and welcoming environment for all our students, faculty, staff, and visitors. A well-kept campus not only enhances the overall experience but also promotes a positive atmosphere for learning and growth.

Period of Maintenance : 1st June 2020 to 31st May 2021

To achieve this, I hereby issue the following orders:

✿ **Daily Cleaning Schedule:**

All classrooms, labs, offices, corridors, and common areas should be cleaned and tidied daily before college commences.

Restrooms must be checked and cleaned multiple times during the day to ensure hygiene and sanitation.

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I urge all staff members to work together as a team to maintain the cleanliness of our college. Let us lead by example and install a sense of responsibility among our students as well.

Failure to comply with these cleaning orders may result in disciplinary action, as maintaining a clean and pleasant campus is a collective responsibility.

I have full faith in the dedication and commitment of our staff towards ensuring the betterment of our college. Let us join hands in creating a positive, inspiring, and well-maintained environment for all.

Thank you for your cooperation in this matter.

Best regards,

Anshu Joshi

PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce
Shrimati Shobhanatal Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 704.



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Ref. No.: ICS/

Date :

To:

Mr. Avdhut Kulakarni

Lab Assistant,

Department of Science,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed, Ratnagiri.

Subject : All Science Lab Maintenance Order.

Dear Avdhut,

I hope this letter finds you well. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed. I am writing to request your attention to the maintenance and upkeep of our esteemed institution's Science Lab. The Science Lab plays a crucial role in our students' education, and it is vital that we ensure its optimal functioning and safety.

The maintenance schedule and details are as follows:

Period of Maintenance : 1st June 2020 to 31st May 2021

In order to maintain the high standards of our Science Lab and provide a conducive environment for learning and research, I kindly request your cooperation in following the maintenance guidelines outlined below:

◆ **Equipment Check :**

Ensure that all lab equipment is in good working condition.

Check for any damages, malfunctions, or signs of wear and tear.

Report any issues to the designated maintenance staff promptly.

◆ **Safety Measures** :

Double-check safety equipment, such as fire extinguishers, eye wash stations, and safety showers. Ensure they are accessible and functional.

Verify that emergency exits are unobstructed and clearly marked.

Remind students to adhere to safety protocols and wear appropriate safety gear during experiments.

◆ **Cleaning and Organization** :

Maintain a clean and tidy lab environment.

Dispose of chemicals, waste, and other materials properly according to the college's guidelines.

Keep workspaces organized and free from clutter.

◆ **Regular Inspections** :

Conduct periodic inspections of the lab to identify potential issues or hazards. Document findings and ensure appropriate actions are taken to address any concerns.

◆ **Reporting** :

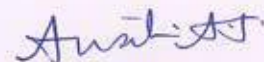
Report any significant maintenance requirements or safety concerns to the designated authority or the college administration promptly.

Your dedication to the maintenance of our Science Lab is crucial in creating a safe and productive learning environment for our students. Let us work together to ensure that our lab remains a place of inspiration and discovery.

Thank you for your attention to this matter. Should you have any questions or require assistance, please do not hesitate to contact the college administration.

Wishing you all the best in your responsibilities.

Sincerely,



PRINCIPAL,

Shrimati Indira Mahadev Beharav College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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To:

Mr. Swapnil Mahadik,

Peon,

Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science,
Khed.

Subject : Cleaning of College Campus Order.

Dear Deepak,

I hope this message finds you in good health and high spirits. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, I am writing to address an important matter regarding the cleanliness and upkeep of our college campus.

Our college campus is not just a physical space but a reflection of our institution's values and identity. It is essential that we maintain a clean, hygienic, and welcoming environment for all our students, faculty, staff, and visitors. A well-kept campus not only enhances the overall experience but also promotes a positive atmosphere for learning and growth.

Period of Maintenance : 1st June 2019 to 31st May 2020

To achieve this, I hereby issue the following orders:

❁ **Daily Cleaning Schedule:**

All classrooms, labs, offices, corridors, and common areas should be cleaned and tidied daily before college commences.

Restrooms must be checked and cleaned multiple times during the day to ensure hygiene and sanitation.

✿ **Waste Management:**

Waste bins should be provided at strategic locations throughout the campus. Cleaning staff should collect waste regularly and ensure proper disposal and recycling practices are followed.

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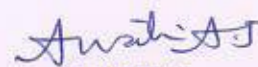
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Thank you for your cooperation in this matter.

Best regards,



PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science.
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Ref. No.: ICS/

Date :

To:

Mr. Avdhut Kulakarni

Lab Assistant,

Department of Science,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed, Ratnagiri.

Subject : All Science Lab Maintenance Order.

Dear Avdhut,

I hope this letter finds you well. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed. I am writing to request your attention to the maintenance and upkeep of our esteemed institution's Science Lab. The Science Lab plays a crucial role in our students' education, and it is vital that we ensure its optimal functioning and safety.

The maintenance schedule and details are as follows:

Period of Maintenance : 1st June 2019 to 31st May 2020

In order to maintain the high standards of our Science Lab and provide a conducive environment for learning and research, I kindly request your cooperation in following the maintenance guidelines outlined below:

◆ **Equipment Check :**

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◆ **Safety Measures** :

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◆ **Cleaning and Organization** :

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Thank you for your attention to this matter. Should you have any questions or require assistance, please do not hesitate to contact the college administration.

Wishing you all the best in your responsibilities.

Sincerely,

Anish A.J.

PRINCIPAL,

Shrimati Indira Mahadev Baharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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E-mail : principalcs@yahoo.co.in • principal@icskhed.edu.in • icscmit@gmail.com • cmit@icskhed.edu.in • Web : www.icskhed.edu.in • www.icskhed.org

Ref. No.: ICS/

Date :

To:

Mr. Avdhut Kulakarni

Lab Assistant,

Department of Science,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed, Ratnagiri.

Subject : All Science Lab Maintenance Order.

Dear Avdhut,

I hope this letter finds you well. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed. I am writing to request your attention to the maintenance and upkeep of our esteemed institution's Science Lab. The Science Lab plays a crucial role in our students' education, and it is vital that we ensure its optimal functioning and safety.

The maintenance schedule and details are as follows:

Period of Maintenance : 1st June 2018 to 31st May 2019

In order to maintain the high standards of our Science Lab and provide a conducive environment for learning and research, I kindly request your cooperation in following the maintenance guidelines outlined below:

◆ **Equipment Check :**

Ensure that all lab equipment is in good working condition.

Check for any damages, malfunctions, or signs of wear and tear.

Report any issues to the designated maintenance staff promptly.

◆ **Safety Measures** :

Double-check safety equipment, such as fire extinguishers, eye wash stations, and safety showers. Ensure they are accessible and functional.

Verify that emergency exits are unobstructed and clearly marked.

Remind students to adhere to safety protocols and wear appropriate safety gear during experiments.

◆ **Cleaning and Organization** :

Maintain a clean and tidy lab environment.

Dispose of chemicals, waste, and other materials properly according to the college's guidelines.

Keep workspaces organized and free from clutter.

◆ **Regular Inspections** :

Conduct periodic inspections of the lab to identify potential issues or hazards. Document findings and ensure appropriate actions are taken to address any concerns.

◆ **Reporting** :

Report any significant maintenance requirements or safety concerns to the designated authority or the college administration promptly.

Your dedication to the maintenance of our Science Lab is crucial in creating a safe and productive learning environment for our students. Let us work together to ensure that our lab remains a place of inspiration and discovery.

Thank you for your attention to this matter. Should you have any questions or require assistance, please do not hesitate to contact the college administration.

Wishing you all the best in your responsibilities.

Sincerely,



PRINCIPAL

Shri. Anshu A. J. College of Arts
Shri. Anshu A. J. College of Commerce &
Shri. Anshu A. J. College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



। राष्ट्रोद्धारार्थं सेवामहे ।
Sahajeevan Shikshan Sanstha's

Estd.-1990

**SHRIMATI INDIRA MAHADEV BEHARAY COLLEGE OF ARTS
SHRIMAN CHANDULAL SHETH COLLEGE OF COMMERCE &
SHRIMATI SHOBHANATAI CHANDULAL SHETH COLLEGE OF SCIENCE**

KHED, Dist. RATNAGIRI (M.S.) - 415 709.

(Permanently Affiliated to University of Mumbai)

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Mumbai University "BEST COLLEGE AWARD"(2017-18)

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Ref. No.: ICS/

Date :

To:

Mr. Deepak Mandavkar,

Peon,

Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science,
Khed.

Subject : Cleaning of College Campus Order.

Dear Deepak,

I hope this message finds you in good health and high spirits. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, I am writing to address an important matter regarding the cleanliness and upkeep of our college campus.

Our college campus is not just a physical space but a reflection of our institution's values and identity. It is essential that we maintain a clean, hygienic, and welcoming environment for all our students, faculty, staff, and visitors. A well-kept campus not only enhances the overall experience but also promotes a positive atmosphere for learning and growth.

Period of Maintenance : 1st June 2018 to 31st May 2019

To achieve this, I hereby issue the following orders:

✿ **Daily Cleaning Schedule:**

All classrooms, labs, offices, corridors, and common areas should be cleaned and tidied daily before college commences.

Restrooms must be checked and cleaned multiple times during the day to ensure hygiene and sanitation.

❖ **Waste Management:**

Waste bins should be provided at strategic locations throughout the campus. Cleaning staff should collect waste regularly and ensure proper disposal and recycling practices are followed.

❖ **Grounds and Gardens:**

Our college grounds and gardens are to be maintained in pristine condition at all times. Regular gardening, watering, and landscaping activities must be carried out to preserve the beauty of our campus.

❖ **Special Events:**

During events or functions held on the campus, extra efforts should be made to maintain cleanliness and manage waste effectively.

❖ **Reporting Maintenance Issues:**

All staff members are encouraged to promptly report any maintenance issues, such as broken fixtures, plumbing problems, or electrical malfunctions, to the maintenance department.

❖ **Personal Responsibility:**

Every member of our college community is responsible for keeping their respective work areas clean and organized.

❖ **Collaborative Efforts:**

I urge all staff members to work together as a team to maintain the cleanliness of our college. Let us lead by example and install a sense of responsibility among our students as well.

Failure to comply with these cleaning orders may result in disciplinary action, as maintaining a clean and pleasant campus is a collective responsibility.

I have full faith in the dedication and commitment of our staff towards ensuring the betterment of our college. Let us join hands in creating a positive, inspiring, and well-maintained environment for all.

Thank you for your cooperation in this matter.

Best regards,

Anshu S.S.

PRINCIPAL
Shri Mata Jijima Mahadevi Chaudhari College of Arts,
Shri Mata Chankholi Chaudhari College of Commerce &
Shri Mata Shobhanabai Chaudhari Sheth College of Science,
KHED, Dist. Rahagiri (M.S.) - 415 709.

Sahajeevan Shikshan Sanstha's
**Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce,
Shrimati Shobhanatai Chandulal Sheth College of Science,
Khed-Ratnagiri, Maharashtra, India.**



**POLICY DOCUMENT of Utilization
and Updation of IT facility**

**Academic Year
2018-2023**



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Ref. No.: ICS/

Date :

POLICY OF INFRASTRUCTURE MAINTENANCE

The college infrastructure being the backbone of an institution serves a vital support to the range of activities that are executed in it. Due to this pivotal role of the infrastructure, the college is committed to create new infrastructure whenever and wherever possible, enhance/renovate/maintain the existing one in the best interest of the college lending a constructive support to everything that happens here.

1. To ensure optimum utilization of the resources, the college infrastructure, including labs be used for academic and research activities by the faculty and students thereby contributing in the nation building effort.
2. Common facilities like ground, auditorium, conference halls, seminar halls, and multipurpose indoor facilities etc. may be provided for the conduct of academic events by other institutions, organizations after due evaluation of their prior request.
3. The college has a Kabbadi, Kho-Kho and volleyball court, indoor badminton court, table-tennis cum fitness center (gymnasium) for the use of staff, students for maintaining their physical fitness and training for competitive events.
4. The college may serve as venue for the conduct of local and national level examinations such as UPSC, MPSC, ICAI, SET, railways, bank recruitment drives, state government directorates etc.
5. The college to also serve as an Examination center for the Annual and End-semester Examinations of the affiliated University.
6. To ensure proper maintenance of the college infrastructure, the services of electricians, mechanics, plumbers and gardeners are to be made available in the college campus compulsorily during the office hours and quick response in case of emergencies during odd hours.
7. Few of the college non-teaching staff members are identified and trained to provide such professional services in addition to their routine work.
8. Since the line voltage fluctuations and power failures is likely to cause greater harm, proper care is taken for the safeguard and steady functioning of IT infrastructure, sensitive and expensive equipment by providing with necessary back up and support systems.

9. For the maintenance of advanced or expensive hardware, the services of reputed and reliable vendors subscribed by signing an Annual Maintenance Contract (AMC).

10. The funds obtained from the state/central government bodies, UGC, and the college management for the upgradation, maintenance and upkeep of infrastructure and support facilities are to be utilized for the same purpose only. Enough care to be taken that these funds are utilized during their allotted time frame.

11. Program Implementation Group (PIG) of a few faculty members is constituted for the supervision and monitoring of fund utilization received from various sources within their stipulated time frame.

12. The college is committed to share its infrastructural facilities for events such as blood donation camp, relief and e-waste collection centers etc. which are exclusively for the betterment of the society

PLACE: Khed

DATE OF POLICY DEVELOPED: 18 July 2018

DATE OF POLICY REVISED: 25 July 2022

Anahita

I/C PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
Khed, Dist. Ratnagiri (M.S.) - 415 709



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Sahajeevan Shikshan Sanstha's

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Ref. No.: ICS/

Date :

To:

Mr. Deepak Mandavkar,

Peon,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed.

Subject : Cleaning of College Campus Order.

Dear Deepak,

I hope this message finds you in good health and high spirits. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, I am writing to address an important matter regarding the cleanliness and upkeep of our college campus.

Our college campus is not just a physical space but a reflection of our institution's values and identity. It is essential that we maintain a clean, hygienic, and welcoming environment for all our students, faculty, staff, and visitors. A well-kept campus not only enhances the overall experience but also promotes a positive atmosphere for learning and growth.

Period of Maintenance : 1st June 2022 to 31st May 2023

To achieve this, I hereby issue the following orders:

❁ **Daily Cleaning Schedule:**

All classrooms, labs, offices, corridors, and common areas should be cleaned and tidied daily before college commences.

Restrooms must be checked and cleaned multiple times during the day to ensure hygiene and sanitation.

❁ **Waste Management:**

Waste bins should be provided at strategic locations throughout the campus. Cleaning staff should collect waste regularly and ensure proper disposal and recycling practices are followed.

❁ **Grounds and Gardens:**

Our college grounds and gardens are to be maintained in pristine condition at all times. Regular gardening, watering, and landscaping activities must be carried out to preserve the beauty of our campus.

❁ **Special Events:**

During events or functions held on the campus, extra efforts should be made to maintain cleanliness and manage waste effectively.

❁ **Reporting Maintenance Issues:**

All staff members are encouraged to promptly report any maintenance issues, such as broken fixtures, plumbing problems, or electrical malfunctions, to the maintenance department.

❁ **Personal Responsibility:**

Every member of our college community is responsible for keeping their respective work areas clean and organized.

❁ **Collaborative Efforts:**

I urge all staff members to work together as a team to maintain the cleanliness of our college. Let us lead by example and install a sense of responsibility among our students as well.

Failure to comply with these cleaning orders may result in disciplinary action, as maintaining a clean and pleasant campus is a collective responsibility.

I have full faith in the dedication and commitment of our staff towards ensuring the betterment of our college. Let us join hands in creating a positive, inspiring, and well-maintained environment for all.

Thank you for your cooperation in this matter.

Best regards,

Anushi A.S.

PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Ref. No.: ICS/

Date :

To:

Mr. Avdhut Kulakarni

Lab Assistant,

Department of Science,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed, Ratnagiri.

Subject : All Science Lab Maintenance Order.

Dear Avdhut,

I hope this letter finds you well. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed. I am writing to request your attention to the maintenance and upkeep of our esteemed institution's Science Lab. The Science Lab plays a crucial role in our students' education, and it is vital that we ensure its optimal functioning and safety.

The maintenance schedule and details are as follows:

Period of Maintenance : 1st June 2021 to 31st May 2022

In order to maintain the high standards of our Science Lab and provide a conducive environment for learning and research, I kindly request your cooperation in following the maintenance guidelines outlined below:

◆ **Equipment Check :**

Ensure that all lab equipment is in good working condition.

Check for any damages, malfunctions, or signs of wear and tear.

Report any issues to the designated maintenance staff promptly.

◆ **Safety Measures** :

Double-check safety equipment, such as fire extinguishers, eye wash stations, and safety showers. Ensure they are accessible and functional.

Verify that emergency exits are unobstructed and clearly marked.

Remind students to adhere to safety protocols and wear appropriate safety gear during experiments.

◆ **Cleaning and Organization** :

Maintain a clean and tidy lab environment.

Dispose of chemicals, waste, and other materials properly according to the college's guidelines.

Keep workspaces organized and free from clutter.

◆ **Regular Inspections** :

Conduct periodic inspections of the lab to identify potential issues or hazards. Document findings and ensure appropriate actions are taken to address any concerns.

◆ **Reporting** :

Report any significant maintenance requirements or safety concerns to the designated authority or the college administration promptly.

Your dedication to the maintenance of our Science Lab is crucial in creating a safe and productive learning environment for our students. Let us work together to ensure that our lab remains a place of inspiration and discovery.

Thank you for your attention to this matter. Should you have any questions or require assistance, please do not hesitate to contact the college administration.

Wishing you all the best in your responsibilities.

Sincerely,

Anita A.S.

PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatal Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Ref. No.: ICS/

Date :

To:

Mr. Avdhut Kulakarni

Lab Assistant,

Department of Science,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed, Ratnagiri.

Subject : All Science Lab Maintenance Order.

Dear Avdhut,

I hope this letter finds you well. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed. I am writing to request your attention to the maintenance and upkeep of our esteemed institution's Science Lab. The Science Lab plays a crucial role in our students' education, and it is vital that we ensure its optimal functioning and safety.

The maintenance schedule and details are as follows:

Period of Maintenance : 1st June 2022 to 31st May 2023

In order to maintain the high standards of our Science Lab and provide a conducive environment for learning and research, I kindly request your cooperation in following the maintenance guidelines outlined below:

◆ **Equipment Check :**

Ensure that all lab equipment is in good working condition.

Check for any damages, malfunctions, or signs of wear and tear.

Report any issues to the designated maintenance staff promptly.

◆ **Safety Measures** :

Double-check safety equipment, such as fire extinguishers, eye wash stations, and safety showers. Ensure they are accessible and functional.

Verify that emergency exits are unobstructed and clearly marked.

Remind students to adhere to safety protocols and wear appropriate safety gear during experiments.

◆ **Cleaning and Organization** :

Maintain a clean and tidy lab environment.

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Conduct periodic inspections of the lab to identify potential issues or hazards. Document findings and ensure appropriate actions are taken to address any concerns.

◆ **Reporting** :

Report any significant maintenance requirements or safety concerns to the designated authority or the college administration promptly.

Your dedication to the maintenance of our Science Lab is crucial in creating a safe and productive learning environment for our students. Let us work together to ensure that our lab remains a place of inspiration and discovery.

Thank you for your attention to this matter. Should you have any questions or require assistance, please do not hesitate to contact the college administration.

Wishing you all the best in your responsibilities.

Sincerely,


PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatal Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Ref. No.: ICS/

Date :

To:

Mr. Swapnil Mahadik,

Peon,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed.

Subject : Cleaning of College Campus Order.

Dear Deepak,

I hope this message finds you in good health and high spirits. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, I am writing to address an important matter regarding the cleanliness and upkeep of our college campus.

Our college campus is not just a physical space but a reflection of our institution's values and identity. It is essential that we maintain a clean, hygienic, and welcoming environment for all our students, faculty, staff, and visitors. A well-kept campus not only enhances the overall experience but also promotes a positive atmosphere for learning and growth.

Period of Maintenance : 1st June 2021 to 31st May 2022

To achieve this, I hereby issue the following orders:

❁ **Daily Cleaning Schedule:**

All classrooms, labs, offices, corridors, and common areas should be cleaned and tidied daily before college commences.

Restrooms must be checked and cleaned multiple times during the day to ensure hygiene and sanitation.

❁ **Waste Management:**

Waste bins should be provided at strategic locations throughout the campus. Cleaning staff should collect waste regularly and ensure proper disposal and recycling practices are followed.

❁ **Grounds and Gardens:**

Our college grounds and gardens are to be maintained in pristine condition at all times. Regular gardening, watering, and landscaping activities must be carried out to preserve the beauty of our campus.

❁ **Special Events:**

During events or functions held on the campus, extra efforts should be made to maintain cleanliness and manage waste effectively.

❁ **Reporting Maintenance Issues:**

All staff members are encouraged to promptly report any maintenance issues, such as broken fixtures, plumbing problems, or electrical malfunctions, to the maintenance department.

❁ **Personal Responsibility:**

Every member of our college community is responsible for keeping their respective work areas clean and organized.

❁ **Collaborative Efforts:**

I urge all staff members to work together as a team to maintain the cleanliness of our college. Let us lead by example and install a sense of responsibility among our students as well.

Failure to comply with these cleaning orders may result in disciplinary action, as maintaining a clean and pleasant campus is a collective responsibility.

I have full faith in the dedication and commitment of our staff towards ensuring the betterment of our college. Let us join hands in creating a positive, inspiring, and well-maintained environment for all.

Thank you for your cooperation in this matter.

Best regards,

Anshu A.J.

PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
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Ref. No.: ICS/

Date :

To:

Mr. Deepak Mandavkar,

Peon,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed.

Subject : Cleaning of College Campus Order.

Dear Deepak,

I hope this message finds you in good health and high spirits. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, I am writing to address an important matter regarding the cleanliness and upkeep of our college campus.

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Period of Maintenance : 1st June 2020 to 31st May 2021

To achieve this, I hereby issue the following orders:

✿ **Daily Cleaning Schedule:**

All classrooms, labs, offices, corridors, and common areas should be cleaned and tidied daily before college commences.

Restrooms must be checked and cleaned multiple times during the day to ensure hygiene and sanitation.

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I have full faith in the dedication and commitment of our staff towards ensuring the betterment of our college. Let us join hands in creating a positive, inspiring, and well-maintained environment for all.

Thank you for your cooperation in this matter.

Best regards,

Anshu Joshi

PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce
Shrimati Shobhanatal Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 704.



। राष्ट्रोध्दारार्थं सेवामहे ।

Sahajeevan Shikshan Sanstha's

Estd.-1990

**SHRIMATI INDIRA MAHADEV BEHARAY COLLEGE OF ARTS
SHRIMAN CHANDULAL SHETH COLLEGE OF COMMERCE &
SHRIMATI SHOBHANATAI CHANDULAL SHETH COLLEGE OF SCIENCE**

KHED, Dist. RATNAGIRI (M.S.) - 415 709.

(Permanently Affiliated to University of Mumbai)

NAAC Re- Accredited B⁺⁺ Grade (CGPA-02.83)

(As Per Revised Accreditation Process July - 2017)

Mumbai University "BEST COLLEGE AWARD"(2017-18)

Ph No. 02356-260100
: 88882610100

E-mail : principalcs@yahoo.co.in • principal@icskhed.edu.in • icscmit@gmail.com • cmit@icskhed.edu.in • Web : www.icskhed.edu.in • www.icskhed.org

Ref. No.: ICS/

Date :

To:

Mr. Avdhut Kulakarni

Lab Assistant,

Department of Science,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed, Ratnagiri.

Subject : All Science Lab Maintenance Order.

Dear Avdhut,

I hope this letter finds you well. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed. I am writing to request your attention to the maintenance and upkeep of our esteemed institution's Science Lab. The Science Lab plays a crucial role in our students' education, and it is vital that we ensure its optimal functioning and safety.

The maintenance schedule and details are as follows:

Period of Maintenance : 1st June 2020 to 31st May 2021

In order to maintain the high standards of our Science Lab and provide a conducive environment for learning and research, I kindly request your cooperation in following the maintenance guidelines outlined below:

◆ **Equipment Check :**

Ensure that all lab equipment is in good working condition.

Check for any damages, malfunctions, or signs of wear and tear.

Report any issues to the designated maintenance staff promptly.

◆ **Safety Measures** :

Double-check safety equipment, such as fire extinguishers, eye wash stations, and safety showers. Ensure they are accessible and functional.

Verify that emergency exits are unobstructed and clearly marked.

Remind students to adhere to safety protocols and wear appropriate safety gear during experiments.

◆ **Cleaning and Organization** :

Maintain a clean and tidy lab environment.

Dispose of chemicals, waste, and other materials properly according to the college's guidelines.

Keep workspaces organized and free from clutter.

◆ **Regular Inspections** :

Conduct periodic inspections of the lab to identify potential issues or hazards. Document findings and ensure appropriate actions are taken to address any concerns.

◆ **Reporting** :

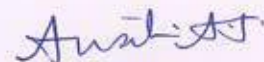
Report any significant maintenance requirements or safety concerns to the designated authority or the college administration promptly.

Your dedication to the maintenance of our Science Lab is crucial in creating a safe and productive learning environment for our students. Let us work together to ensure that our lab remains a place of inspiration and discovery.

Thank you for your attention to this matter. Should you have any questions or require assistance, please do not hesitate to contact the college administration.

Wishing you all the best in your responsibilities.

Sincerely,



PRINCIPAL,

Shrimati Indira Mahadev Beharav College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Estd.-1990

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Ref. No.: ICS/

Date :

To:

Mr. Swapnil Mahadik,

Peon,

Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science,
Khed.

Subject : Cleaning of College Campus Order.

Dear Deepak,

I hope this message finds you in good health and high spirits. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, I am writing to address an important matter regarding the cleanliness and upkeep of our college campus.

Our college campus is not just a physical space but a reflection of our institution's values and identity. It is essential that we maintain a clean, hygienic, and welcoming environment for all our students, faculty, staff, and visitors. A well-kept campus not only enhances the overall experience but also promotes a positive atmosphere for learning and growth.

Period of Maintenance : 1st June 2019 to 31st May 2020

To achieve this, I hereby issue the following orders:

❁ **Daily Cleaning Schedule:**

All classrooms, labs, offices, corridors, and common areas should be cleaned and tidied daily before college commences.

Restrooms must be checked and cleaned multiple times during the day to ensure hygiene and sanitation.

❁ **Waste Management:**

Waste bins should be provided at strategic locations throughout the campus. Cleaning staff should collect waste regularly and ensure proper disposal and recycling practices are followed.

❁ **Grounds and Gardens:**

Our college grounds and gardens are to be maintained in pristine condition at all times. Regular gardening, watering, and landscaping activities must be carried out to preserve the beauty of our campus.

❁ **Special Events:**

During events or functions held on the campus, extra efforts should be made to maintain cleanliness and manage waste effectively.

❁ **Reporting Maintenance Issues:**

All staff members are encouraged to promptly report any maintenance issues, such as broken fixtures, plumbing problems, or electrical malfunctions, to the maintenance department.

❁ **Personal Responsibility:**

Every member of our college community is responsible for keeping their respective work areas clean and organized.

❁ **Collaborative Efforts:**

I urge all staff members to work together as a team to maintain the cleanliness of our college. Let us lead by example and install a sense of responsibility among our students as well.

Failure to comply with these cleaning orders may result in disciplinary action, as maintaining a clean and pleasant campus is a collective responsibility.

I have full faith in the dedication and commitment of our staff towards ensuring the betterment of our college. Let us join hands in creating a positive, inspiring, and well-maintained environment for all.

Thank you for your cooperation in this matter.

Best regards,



PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science.
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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**SHRIMATI INDIRA MAHADEV BEHARAY COLLEGE OF ARTS
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Ref. No.: ICS/

Date :

To:

Mr. Avdhut Kulakarni

Lab Assistant,

Department of Science,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed, Ratnagiri.

Subject : All Science Lab Maintenance Order.

Dear Avdhut,

I hope this letter finds you well. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed. I am writing to request your attention to the maintenance and upkeep of our esteemed institution's Science Lab. The Science Lab plays a crucial role in our students' education, and it is vital that we ensure its optimal functioning and safety.

The maintenance schedule and details are as follows:

Period of Maintenance : 1st June 2019 to 31st May 2020

In order to maintain the high standards of our Science Lab and provide a conducive environment for learning and research, I kindly request your cooperation in following the maintenance guidelines outlined below:

◆ **Equipment Check :**

Ensure that all lab equipment is in good working condition.

Check for any damages, malfunctions, or signs of wear and tear.

Report any issues to the designated maintenance staff promptly.

◆ **Safety Measures** :

Double-check safety equipment, such as fire extinguishers, eye wash stations, and safety showers. Ensure they are accessible and functional.

Verify that emergency exits are unobstructed and clearly marked.

Remind students to adhere to safety protocols and wear appropriate safety gear during experiments.

◆ **Cleaning and Organization** :

Maintain a clean and tidy lab environment.

Dispose of chemicals, waste, and other materials properly according to the college's guidelines.

Keep workspaces organized and free from clutter.

◆ **Regular Inspections** :

Conduct periodic inspections of the lab to identify potential issues or hazards. Document findings and ensure appropriate actions are taken to address any concerns.

◆ **Reporting** :

Report any significant maintenance requirements or safety concerns to the designated authority or the college administration promptly.

Your dedication to the maintenance of our Science Lab is crucial in creating a safe and productive learning environment for our students. Let us work together to ensure that our lab remains a place of inspiration and discovery.

Thank you for your attention to this matter. Should you have any questions or require assistance, please do not hesitate to contact the college administration.

Wishing you all the best in your responsibilities.

Sincerely,

Anish A.J.

PRINCIPAL,

Shrimati Indira Mahadev Baharay College of Arts
Shri Man Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Ref. No.: ICS/

Date :

To:

Mr. Avdhut Kulakarni

Lab Assistant,

Department of Science,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed, Ratnagiri.

Subject : All Science Lab Maintenance Order.

Dear Avdhut,

I hope this letter finds you well. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed. I am writing to request your attention to the maintenance and upkeep of our esteemed institution's Science Lab. The Science Lab plays a crucial role in our students' education, and it is vital that we ensure its optimal functioning and safety.

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Thank you for your attention to this matter. Should you have any questions or require assistance, please do not hesitate to contact the college administration.

Wishing you all the best in your responsibilities.

Sincerely,



PRINCIPAL

Shri. Anshu A. J. College of Arts
Shri. Anshu A. J. College of Commerce &
Shri. Anshu A. J. College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Sahajeevan Shikshan Sanstha's

Estd.-1990

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Ref. No.: ICS/

Date :

To:

Mr. Deepak Mandavkar,

Peon,

Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science,
Khed.

Subject : Cleaning of College Campus Order.

Dear Deepak,

I hope this message finds you in good health and high spirits. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, I am writing to address an important matter regarding the cleanliness and upkeep of our college campus.

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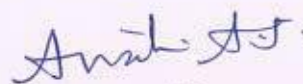
I urge all staff members to work together as a team to maintain the cleanliness of our college. Let us lead by example and install a sense of responsibility among our students as well.

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I have full faith in the dedication and commitment of our staff towards ensuring the betterment of our college. Let us join hands in creating a positive, inspiring, and well-maintained environment for all.

Thank you for your cooperation in this matter.

Best regards,



PRINCIPAL
Shri Mata Jijabai Mahadevi Chaudhari College of Arts,
Shri Mata Chankeshu Chaudhari College of Commerce &
Shri Mata Shobhanabai Chaudhari Sheth College of Science,
KHED, Dist. Rahagiri (M.S.) - 415 709.

Sahajeevan Shikshan Sanstha's
**Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce,
Shrimati Shobhanatai Chandulal Sheth College of Science,
Khed-Ratnagiri, Maharashtra, India.**



**Tabulated items of expenditure for
maintenance of physical facilities and
academic support facilities**

**Academic Year
2018-2023**

Audited Statement of Expenditure for Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed

4.4.1 Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years

2018-19

Head of expenditure (for ex. Repair and maintenance)	Item of expenditure (for ex. AMC for Lab equipment and computers, garden maintenance etc.)	Amount (INR in Lakhs)
Repair & Maintenance	Building Maintenance	6.162
	Garden Maintenance	0.131
	Gymkhana Maintenance	1.739
	Laboratory Maintenance	0.926
Computer Maintenance	Computer, Xerox, Equipment Maintenance, Spares,	2.515
	Total	11.472

2019-20

Head of expenditure (for ex. Repair and maintenance)	Item of expenditure (for ex. AMC for Lab equipment and computers, garden maintenance etc.)	Amount (INR in Lakhs)
Repair & Maintenance	Building Maintenance	3.783
	Gymkhana Maintenance	0.650
	Laboratory Maintenance	3.114
Computer Maintenance	Computer, Xerox, Equipment Maintenance, Spares,	1.804
	Total	9.352

2020-21

Head of expenditure (for ex. Repair and maintenance)	Item of expenditure (for ex. AMC for Lab equipment and computers, garden maintenance etc.)	Amount (INR in Lakhs)
Repair & Maintenance	Building Maintenance	3.614
	Gymkhana Maintenance	0.029
	Laboratory Maintenance	0.013
Computer Maintenance	Computer, Xerox, Equipment Maintenance, Spares,	1.216
	Total	4.871

Audited Statement of Expenditure for Shrimati Indra Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed

4.4.1 Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years

2021-22

Head of expenditure (for ex. Repair and maintenance)	Item of expenditure (for ex. AMC for Lab equipment and computers, garden maintenance etc.)	Amount (INR in Lakhs)
Repair & Maintenance	Building Maintenance	3.488
	Gymkhana Maintenance	0.050
	Laboratory Maintenance	0.048
Computer Maintenance	Computer, Xerox, Equipment Maintenance, Spares,	2.124
	Total	5.709

2022-23

Head of expenditure (for ex. Repair and maintenance)	Item of expenditure (for ex. AMC for Lab equipment and computers, garden maintenance etc.)	Amount (INR in Lakhs)
Repair & Maintenance	Building Maintenance	5.256
	Gymkhana Maintenance	1.807
	Laboratory Maintenance	0.272
	Garden Maintenance	1.528
Computer Maintenance	Computer, Xerox, Equipment Maintenance, Spares,	5.655
	Total	14.518

Anuraj A.S.
I/C PRINCIPAL,

Shrimati Indra Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
Khed, Dist. Ratnagiri (M.S.) - 415 709.

ANNUAL MAINTENANCE CONTRACT

Classic System,

A/P. Khed, Tal.Khed

Dist. Ratnagiri – 415709

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

A/P. Bhadgaon-Khonde, Tal. Khed.

Dist. Ratnagiri – 415709

Dear Sir/Madam,

RE: COMPUTERS MAINTENANCE AGREEMENT

This Computers Maintenance Agreement is entered into on 1st June 2018 by and between Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, hereinafter referred to as the "College," and Classic System, hereinafter referred to as the "Service Provider."

SCOPE OF SERVICES:

The Service Provider agrees to provide Computers maintenance and technical support services to the College. These services shall include, but not be limited to, the following:

Diagnosing hardware and software issues on College-owned Computers.

Performing routine maintenance and updates on Computer systems.

Repairing or replacing faulty Computers components as needed.

Installing and configuring software and applications as per college requirements.

Troubleshooting network connectivity issues related to College Computers.

DURATION:

This Agreement shall commence on 1st June 2018 and continue for an initial term of 5 years. After the initial term, this Agreement may be renewed or terminated with mutual written consent.

SERVICE FEES:

The College agrees to pay the Service Provider the agreed-upon service fees for the maintenance and support services provided. The specific fee structure and payment terms shall be outlined in a separate document attached hereto as Exhibit A.

RESPONSIBILITIES OF THE COLLEGE:

- a) The College shall provide the Service Provider with access to the computers and network systems requiring maintenance during regular business hours.
- b) The College shall promptly notify the Service Provider of any Computers issues or malfunctions that require attention.
- c) The College shall cooperate with the Service Provider and provide necessary information to facilitate efficient maintenance and support.

RESPONSIBILITIES OF THE SERVICE PROVIDER:

- a) The Service Provider shall perform Computers maintenance services with due care, skill, and diligence.
- b) The Service Provider shall respond to maintenance requests promptly and strive to resolve issues in a timely manner.
- c) The Service Provider shall keep all College data and information confidential and secure.
- d) The Service Provider shall communicate effectively with the College regarding maintenance activities and updates.

LIMITATION OF LIABILITY:

The Service Provider shall not be liable for any indirect, incidental, special, or consequential damages arising out of or related to the provision of maintenance services under this Agreement.

TERMINATION:

Either party may terminate this Agreement with 3 months prior written notice to the other party. Termination shall not relieve either party from any payment obligations incurred before the effective date of termination.

GOVERNING LAW:

This Agreement shall be governed by and construed in accordance with the laws of Maharashtra, India.

Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science, Khed

Anant
PRINCIPAL,
Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
Khed, Dist. Ratnagiri (M. S.) - 415 713.

Classic System, Khed

Proprietor

Date :

Place:



Classic Systems

Proprietor
Proprietor

ANNUAL MAINTENANCE CONTRACT

**Sparkle Enterprises,
Second Floor,
Star Tower Panch Bunglow, E Ward,
Shahupuri, Kolhapur, Maharashtra 416001**

**Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science,
A/P. Bhadgaon-Khonde, Tal. Khed.
Dist. Ratnagiri – 415709**

Dear Sir/Madam,

RE: INTER-COM MAINTENANCE AGREEMENT

This Inter-Coms Maintenance Agreement is entered into on 1st June 2018 by and between Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, hereinafter referred to as the "College," and Sparkle Enterprises, hereinafter referred to as the "Service Provider."

SCOPE OF SERVICES:

The Service Provider agrees to provide Inter-Coms maintenance and technical support services to the College. These services shall include, but not be limited to, the following:

- Diagnosing hardware and software issues on College-owned Inter-Coms.
- Performing routine maintenance and updates on Inter-Coms systems.
- Repairing or replacing faulty Inter-Coms components as needed.
- Installing and configuring software and applications as per college requirements.
- Troubleshooting network connectivity issues related to College Inter-Coms.

DURATION:

This Agreement shall commence on 1st June 2018 and continue for an initial term of 5 years. After the initial term, this Agreement may be renewed or terminated with mutual written consent.

SERVICE FEES:

The College agrees to pay the Service Provider the agreed-upon service fees for the maintenance and support services provided. The specific fee structure and payment terms shall be outlined in a separate document attached hereto as Exhibit A.

RESPONSIBILITIES OF THE COLLEGE:

- a) The College shall provide the Service Provider with access to the Inter-Coms and network systems requiring maintenance during regular business hours.
- b) The College shall promptly notify the Service Provider of any Inter-Coms issues or malfunctions that require attention.
- c) The College shall cooperate with the Service Provider and provide necessary information to facilitate efficient maintenance and support.

RESPONSIBILITIES OF THE SERVICE PROVIDER:

- a) The Service Provider shall perform Inter-Coms maintenance services with due care, skill, and diligence.
- b) The Service Provider shall respond to maintenance requests promptly and strive to resolve issues in a timely manner.
- c) The Service Provider shall keep all College data and information confidential and secure.
- d) The Service Provider shall communicate effectively with the College regarding maintenance activities and updates.

LIMITATION OF LIABILITY:

The Service Provider shall not be liable for any indirect, incidental, special, or consequential damages arising out of or related to the provision of maintenance services under this Agreement.

TERMINATION:

Either party may terminate this Agreement with 3 months prior written notice to the other party. Termination shall not relieve either party from any payment obligations incurred before the effective date of termination.

GOVERNING LAW:

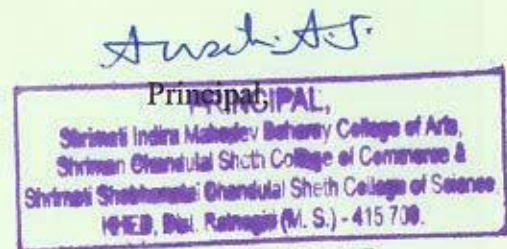
This Agreement shall be governed by and construed in accordance with the laws of Maharashtra, India.

Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science, Khed,

Sparkle Enterprises, Kolhapur

Date :

Place: Kolhapur



ANNUAL MAINTENANCE CONTRACT

**Atharv Electricals,
A/P. Khed, Tal.Khed
Dist. Ratnagiri – 415709**

**Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science,
A/P. Bhadgaon-Khonde, Tal. Khed.
Dist. Ratnagiri – 415709**

Dear Sir/Madam,

RE: ELECTRICALS MAINTENANCE AGREEMENT

This Electricals Maintenance Agreement is entered into on 1st June 2018 by and between Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, hereinafter referred to as the "College," and Atharv Electricals, hereinafter referred to as the "Service Provider."

SCOPE OF SERVICES:

The Service Provider agrees to provide Electricals maintenance and technical support services to the College. These services shall include, but not be limited to, the following:

- Diagnosing hardware and software issues on College-owned Electricals.
- Performing routine maintenance and updates on Computer systems.
- Repairing or replacing faulty Electricals components as needed.
- Installing and configuring software and applications as per college requirements.
- Troubleshooting network connectivity issues related to College Electricals.

DURATION:

This Agreement shall commence on 1st June 2018 and continue for an initial term of 5 years. After the initial term, this Agreement may be renewed or terminated with mutual written consent.

SERVICE FEES:

The College agrees to pay the Service Provider the agreed-upon service fees for the maintenance and support services provided. The specific fee structure and payment terms shall be outlined in a separate document attached hereto as Exhibit A.

RESPONSIBILITIES OF THE COLLEGE:

- a) The College shall provide the Service Provider with access to the Electricals and network systems requiring maintenance during regular business hours.
- b) The College shall promptly notify the Service Provider of any Electricals issues or malfunctions that require attention.
- c) The College shall cooperate with the Service Provider and provide necessary information to facilitate efficient maintenance and support.

RESPONSIBILITIES OF THE SERVICE PROVIDER:

- a) The Service Provider shall perform Electricals maintenance services with due care, skill, and diligence.
- b) The Service Provider shall respond to maintenance requests promptly and strive to resolve issues in a timely manner.
- c) The Service Provider shall keep all College data and information confidential and secure.
- d) The Service Provider shall communicate effectively with the College regarding maintenance activities and updates.

LIMITATION OF LIABILITY:

The Service Provider shall not be liable for any indirect, incidental, special, or consequential damages arising out of or related to the provision of maintenance services under this Agreement.

TERMINATION:

Either party may terminate this Agreement with 3 months prior written notice to the other party. Termination shall not relieve either party from any payment obligations incurred before the effective date of termination.

GOVERNING LAW:

This Agreement shall be governed by and construed in accordance with the laws of Maharashtra, India.

Shrimati Indira Mahadev Beharay College of Arts,
 Shriman Chandulal Sheth College of Commerce, &
 Shrimati Shobhanatai Chandulal Sheth College of Science, Khed

Anshu S.J.

PRINCIPAL,
 Shrimati Indira Mahadev Beharay College of Arts,
 Shriman Chandulal Sheth College of Commerce &
 Shrimati Shobhanatai Chandulal Sheth College of Science,
 Khed, Dist. Ratnagiri (M. S.) - 415 700.

Atharv Electricals, Khed.

Proprietor

Date :

Place:



ATHARV ELECTRICALS
[Signature]
 Proprietor

ANNUAL MAINTANANCE CONTRACT

**Chavan Electronics,
A/P. Khed, Tal.Khed
Dist. Ratnagiri – 415709**

**Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science,
A/P. Bhadgaon-Khonde, Tal. Khed.
Dist. Ratnagiri – 415709**

Dear Sir/Madam,

RE: CCTV MAINTENANCE AGREEMENT

This CCTV Maintenance Agreement is entered into on 1st June 2018 by and between Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, hereinafter referred to as the "College," and Chavan Electronics, hereinafter referred to as the "Service Provider."

SCOPE OF SERVICES:

The Service Provider agrees to provide CCTV maintenance and technical support services to the College. These services shall include, but not be limited to, the following:

Diagnosing hardware and software issues on College-owned CCTV.

Performing routine maintenance and updates on CCTV systems.

Repairing or replacing faulty CCTV components as needed.

Installing and configuring software and applications as per college requirements.

Troubleshooting network connectivity issues related to College CCTVs.

DURATION:

This Agreement shall commence on 1st June 2018 and continue for an initial term of 5 years. After the initial term, this Agreement may be renewed or terminated with mutual written consent.

SERVICE FEES:

The College agrees to pay the Service Provider the agreed-upon service fees for the maintenance and support services provided. The specific fee structure and payment terms shall be outlined in a separate document attached hereto as Exhibit A.

RESPONSIBILITIES OF THE COLLEGE:

a) The College shall provide the Service Provider with access to the CCTVs and network systems requiring maintenance during regular business hours.

b) The College shall promptly notify the Service Provider of any CCTV issues or malfunctions that require attention.

c) The College shall cooperate with the Service Provider and provide necessary information to facilitate efficient maintenance and support.

RESPONSIBILITIES OF THE SERVICE PROVIDER:

a) The Service Provider shall perform CCTV maintenance services with due care, skill, and diligence.

b) The Service Provider shall respond to maintenance requests promptly and strive to resolve issues in a timely manner.

c) The Service Provider shall keep all College data and information confidential and secure.

d) The Service Provider shall communicate effectively with the College regarding maintenance activities and updates.

LIMITATION OF LIABILITY:

The Service Provider shall not be liable for any indirect, incidental, special, or consequential damages arising out of or related to the provision of maintenance services under this Agreement.

TERMINATION:

Either party may terminate this Agreement with 3 months prior written notice to the other party. Termination shall not relieve either party from any payment obligations incurred before the effective date of termination.

GOVERNING LAW:

This Agreement shall be governed by and construed in accordance with the laws of Maharashtra, India.

Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science, Khed,



Chavan Electronics, Khed.

Proprietor

Date :

Place:



चव्हाण इलेक्ट्रॉनिक्स अँड टेक्नॉलॉजी
U.S.J.
प्रोप्रायटर



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Sahajeevan Shikshan Sanstha's

Estd.-1990

**SHRIMATI INDIRA MAHADEV BEHARAY COLLEGE OF ARTS
SHRIMAN CHANDULAL SHETH COLLEGE OF COMMERCE &
SHRIMATI SHOBHANATAI CHANDULAL SHETH COLLEGE OF SCIENCE**

KHED, Dist. RATNAGIRI (M.S.) - 415 709.

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Ref. No.: ICS/

Date :

POLICY OF INFRASTRUCTURE MAINTENANCE

The college infrastructure being the backbone of an institution serves a vital support to the range of activities that are executed in it. Due to this pivotal role of the infrastructure, the college is committed to create new infrastructure whenever and wherever possible, enhance/renovate/maintain the existing one in the best interest of the college lending a constructive support to everything that happens here.

1. To ensure optimum utilization of the resources, the college infrastructure, including labs be used for academic and research activities by the faculty and students thereby contributing in the nation building effort.
2. Common facilities like ground, auditorium, conference halls, seminar halls, and multipurpose indoor facilities etc. may be provided for the conduct of academic events by other institutions, organizations after due evaluation of their prior request.
3. The college has a Kabbadi, Kho-Kho and volleyball court, indoor badminton court, table-tennis cum fitness center (gymnasium) for the use of staff, students for maintaining their physical fitness and training for competitive events.
4. The college may serve as venue for the conduct of local and national level examinations such as UPSC, MPSC, ICAI, SET, railways, bank recruitment drives, state government directorates etc.
5. The college to also serve as an Examination center for the Annual and End-semester Examinations of the affiliated University.
6. To ensure proper maintenance of the college infrastructure, the services of electricians, mechanics, plumbers and gardeners are to be made available in the college campus compulsorily during the office hours and quick response in case of emergencies during odd hours.
7. Few of the college non-teaching staff members are identified and trained to provide such professional services in addition to their routine work.
8. Since the line voltage fluctuations and power failures is likely to cause greater harm, proper care is taken for the safeguard and steady functioning of IT infrastructure, sensitive and expensive equipment by providing with necessary back up and support systems.

9. For the maintenance of advanced or expensive hardware, the services of reputed and reliable vendors subscribed by signing an Annual Maintenance Contract (AMC).

10. The funds obtained from the state/central government bodies, UGC, and the college management for the upgradation, maintenance and upkeep of infrastructure and support facilities are to be utilized for the same purpose only. Enough care to be taken that these funds are utilized during their allotted time frame.

11. Program Implementation Group (PIG) of a few faculty members is constituted for the supervision and monitoring of fund utilization received from various sources within their stipulated time frame.

12. The college is committed to share its infrastructural facilities for events such as blood donation camp, relief and e-waste collection centers etc. which are exclusively for the betterment of the society

PLACE: Khed

DATE OF POLICY DEVELOPED: 18 July 2018

DATE OF POLICY REVISED: 25 July 2022

Anahita

I/C PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
Khed, Dist. Ratnagiri (M.S.) - 415 705



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Ref. No.: ICS/

Date :

To:

Mr. Deepak Mandavkar,

Peon,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed.

Subject : Cleaning of College Campus Order.

Dear Deepak,

I hope this message finds you in good health and high spirits. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, I am writing to address an important matter regarding the cleanliness and upkeep of our college campus.

Our college campus is not just a physical space but a reflection of our institution's values and identity. It is essential that we maintain a clean, hygienic, and welcoming environment for all our students, faculty, staff, and visitors. A well-kept campus not only enhances the overall experience but also promotes a positive atmosphere for learning and growth.

Period of Maintenance : 1st June 2022 to 31st May 2023

To achieve this, I hereby issue the following orders:

❁ **Daily Cleaning Schedule:**

All classrooms, labs, offices, corridors, and common areas should be cleaned and tidied daily before college commences.

Restrooms must be checked and cleaned multiple times during the day to ensure hygiene and sanitation.

❁ **Waste Management:**

Waste bins should be provided at strategic locations throughout the campus. Cleaning staff should collect waste regularly and ensure proper disposal and recycling practices are followed.

❁ **Grounds and Gardens:**

Our college grounds and gardens are to be maintained in pristine condition at all times. Regular gardening, watering, and landscaping activities must be carried out to preserve the beauty of our campus.

❁ **Special Events:**

During events or functions held on the campus, extra efforts should be made to maintain cleanliness and manage waste effectively.

❁ **Reporting Maintenance Issues:**

All staff members are encouraged to promptly report any maintenance issues, such as broken fixtures, plumbing problems, or electrical malfunctions, to the maintenance department.

❁ **Personal Responsibility:**

Every member of our college community is responsible for keeping their respective work areas clean and organized.

❁ **Collaborative Efforts:**

I urge all staff members to work together as a team to maintain the cleanliness of our college. Let us lead by example and install a sense of responsibility among our students as well.

Failure to comply with these cleaning orders may result in disciplinary action, as maintaining a clean and pleasant campus is a collective responsibility.

I have full faith in the dedication and commitment of our staff towards ensuring the betterment of our college. Let us join hands in creating a positive, inspiring, and well-maintained environment for all.

Thank you for your cooperation in this matter.

Best regards,

Anushi A.S.

PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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SHRIMAN CHANDULAL SHETH COLLEGE OF COMMERCE &
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Ref. No.: ICS/

Date :

To:

Mr. Avdhut Kulakarni

Lab Assistant,

Department of Science,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed, Ratnagiri.

Subject : All Science Lab Maintenance Order.

Dear Avdhut,

I hope this letter finds you well. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed. I am writing to request your attention to the maintenance and upkeep of our esteemed institution's Science Lab. The Science Lab plays a crucial role in our students' education, and it is vital that we ensure its optimal functioning and safety.

The maintenance schedule and details are as follows:

Period of Maintenance : 1st June 2021 to 31st May 2022

In order to maintain the high standards of our Science Lab and provide a conducive environment for learning and research, I kindly request your cooperation in following the maintenance guidelines outlined below:

◆ **Equipment Check :**

Ensure that all lab equipment is in good working condition.

Check for any damages, malfunctions, or signs of wear and tear.

Report any issues to the designated maintenance staff promptly.

◆ **Safety Measures** :

Double-check safety equipment, such as fire extinguishers, eye wash stations, and safety showers. Ensure they are accessible and functional.

Verify that emergency exits are unobstructed and clearly marked.

Remind students to adhere to safety protocols and wear appropriate safety gear during experiments.

◆ **Cleaning and Organization** :

Maintain a clean and tidy lab environment.

Dispose of chemicals, waste, and other materials properly according to the college's guidelines.

Keep workspaces organized and free from clutter.

◆ **Regular Inspections** :

Conduct periodic inspections of the lab to identify potential issues or hazards. Document findings and ensure appropriate actions are taken to address any concerns.

◆ **Reporting** :

Report any significant maintenance requirements or safety concerns to the designated authority or the college administration promptly.

Your dedication to the maintenance of our Science Lab is crucial in creating a safe and productive learning environment for our students. Let us work together to ensure that our lab remains a place of inspiration and discovery.

Thank you for your attention to this matter. Should you have any questions or require assistance, please do not hesitate to contact the college administration.

Wishing you all the best in your responsibilities.

Sincerely,

Anita A.J.

PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatal Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Ref. No.: ICS/

Date :

To:

Mr. Avdhut Kulakarni

Lab Assistant,

Department of Science,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed, Ratnagiri.

Subject : All Science Lab Maintenance Order.

Dear Avdhut,

I hope this letter finds you well. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed. I am writing to request your attention to the maintenance and upkeep of our esteemed institution's Science Lab. The Science Lab plays a crucial role in our students' education, and it is vital that we ensure its optimal functioning and safety.

The maintenance schedule and details are as follows:

Period of Maintenance : 1st June 2022 to 31st May 2023

In order to maintain the high standards of our Science Lab and provide a conducive environment for learning and research, I kindly request your cooperation in following the maintenance guidelines outlined below:

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Check for any damages, malfunctions, or signs of wear and tear.

Report any issues to the designated maintenance staff promptly.

◆ **Safety Measures :**

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Verify that emergency exits are unobstructed and clearly marked.

Remind students to adhere to safety protocols and wear appropriate safety gear during experiments.

◆ **Cleaning and Organization :**

Maintain a clean and tidy lab environment.

Dispose of chemicals, waste, and other materials properly according to the college's guidelines.

Keep workspaces organized and free from clutter.

◆ **Regular Inspections :**

Conduct periodic inspections of the lab to identify potential issues or hazards. Document findings and ensure appropriate actions are taken to address any concerns.

◆ **Reporting :**

Report any significant maintenance requirements or safety concerns to the designated authority or the college administration promptly.

Your dedication to the maintenance of our Science Lab is crucial in creating a safe and productive learning environment for our students. Let us work together to ensure that our lab remains a place of inspiration and discovery.

Thank you for your attention to this matter. Should you have any questions or require assistance, please do not hesitate to contact the college administration.

Wishing you all the best in your responsibilities.

Sincerely,


PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatal Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Ref. No.: ICS/

Date :

To:

Mr. Swapnil Mahadik,

Peon,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed.

Subject : Cleaning of College Campus Order.

Dear Deepak,

I hope this message finds you in good health and high spirits. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, I am writing to address an important matter regarding the cleanliness and upkeep of our college campus.

Our college campus is not just a physical space but a reflection of our institution's values and identity. It is essential that we maintain a clean, hygienic, and welcoming environment for all our students, faculty, staff, and visitors. A well-kept campus not only enhances the overall experience but also promotes a positive atmosphere for learning and growth.

Period of Maintenance : 1st June 2021 to 31st May 2022

To achieve this, I hereby issue the following orders:

❁ **Daily Cleaning Schedule:**

All classrooms, labs, offices, corridors, and common areas should be cleaned and tidied daily before college commences.

Restrooms must be checked and cleaned multiple times during the day to ensure hygiene and sanitation.

❁ **Waste Management:**

Waste bins should be provided at strategic locations throughout the campus. Cleaning staff should collect waste regularly and ensure proper disposal and recycling practices are followed.

❁ **Grounds and Gardens:**

Our college grounds and gardens are to be maintained in pristine condition at all times. Regular gardening, watering, and landscaping activities must be carried out to preserve the beauty of our campus.

❁ **Special Events:**

During events or functions held on the campus, extra efforts should be made to maintain cleanliness and manage waste effectively.

❁ **Reporting Maintenance Issues:**

All staff members are encouraged to promptly report any maintenance issues, such as broken fixtures, plumbing problems, or electrical malfunctions, to the maintenance department.

❁ **Personal Responsibility:**

Every member of our college community is responsible for keeping their respective work areas clean and organized.

❁ **Collaborative Efforts:**

I urge all staff members to work together as a team to maintain the cleanliness of our college. Let us lead by example and install a sense of responsibility among our students as well.

Failure to comply with these cleaning orders may result in disciplinary action, as maintaining a clean and pleasant campus is a collective responsibility.

I have full faith in the dedication and commitment of our staff towards ensuring the betterment of our college. Let us join hands in creating a positive, inspiring, and well-maintained environment for all.

Thank you for your cooperation in this matter.

Best regards,

Anshu A.J.

PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Ref. No.: ICS/

Date :

To:

Mr. Deepak Mandavkar,

Peon,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed.

Subject : Cleaning of College Campus Order.

Dear Deepak,

I hope this message finds you in good health and high spirits. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, I am writing to address an important matter regarding the cleanliness and upkeep of our college campus.

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Period of Maintenance : 1st June 2020 to 31st May 2021

To achieve this, I hereby issue the following orders:

❖ **Daily Cleaning Schedule:**

All classrooms, labs, offices, corridors, and common areas should be cleaned and tidied daily before college commences.

Restrooms must be checked and cleaned multiple times during the day to ensure hygiene and sanitation.

❁ **Waste Management:**

Waste bins should be provided at strategic locations throughout the campus. Cleaning staff should collect waste regularly and ensure proper disposal and recycling practices are followed.

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Every member of our college community is responsible for keeping their respective work areas clean and organized.

❁ **Collaborative Efforts:**

I urge all staff members to work together as a team to maintain the cleanliness of our college. Let us lead by example and install a sense of responsibility among our students as well.

Failure to comply with these cleaning orders may result in disciplinary action, as maintaining a clean and pleasant campus is a collective responsibility.

I have full faith in the dedication and commitment of our staff towards ensuring the betterment of our college. Let us join hands in creating a positive, inspiring, and well-maintained environment for all.

Thank you for your cooperation in this matter.

Best regards,

Anshu Joshi

PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce
Shrimati Shobhanatal Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 704.



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Sahajeevan Shikshan Sanstha's

Estd.-1990

**SHRIMATI INDIRA MAHADEV BEHARAY COLLEGE OF ARTS
SHRIMAN CHANDULAL SHETH COLLEGE OF COMMERCE &
SHRIMATI SHOBHANATAI CHANDULAL SHETH COLLEGE OF SCIENCE**

KHED, Dist. RATNAGIRI (M.S.) - 415 709.

(Permanently Affiliated to University of Mumbai)

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(As Per Revised Accreditation Process July - 2017)

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: 88882610100

E-mail : principalcs@yahoo.co.in • principal@icskhed.edu.in • icscmit@gmail.com • cmit@icskhed.edu.in • Web : www.icskhed.edu.in • www.icskhed.org

Ref. No.: ICS/

Date :

To:

Mr. Avdhut Kulakarni

Lab Assistant,

Department of Science,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed, Ratnagiri.

Subject : All Science Lab Maintenance Order.

Dear Avdhut,

I hope this letter finds you well. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed. I am writing to request your attention to the maintenance and upkeep of our esteemed institution's Science Lab. The Science Lab plays a crucial role in our students' education, and it is vital that we ensure its optimal functioning and safety.

The maintenance schedule and details are as follows:

Period of Maintenance : 1st June 2020 to 31st May 2021

In order to maintain the high standards of our Science Lab and provide a conducive environment for learning and research, I kindly request your cooperation in following the maintenance guidelines outlined below:

◆ **Equipment Check :**

Ensure that all lab equipment is in good working condition.

Check for any damages, malfunctions, or signs of wear and tear.

Report any issues to the designated maintenance staff promptly.

◆ **Safety Measures** :

Double-check safety equipment, such as fire extinguishers, eye wash stations, and safety showers. Ensure they are accessible and functional.

Verify that emergency exits are unobstructed and clearly marked.

Remind students to adhere to safety protocols and wear appropriate safety gear during experiments.

◆ **Cleaning and Organization** :

Maintain a clean and tidy lab environment.

Dispose of chemicals, waste, and other materials properly according to the college's guidelines.

Keep workspaces organized and free from clutter.

◆ **Regular Inspections** :

Conduct periodic inspections of the lab to identify potential issues or hazards. Document findings and ensure appropriate actions are taken to address any concerns.

◆ **Reporting** :

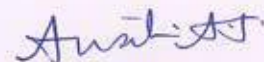
Report any significant maintenance requirements or safety concerns to the designated authority or the college administration promptly.

Your dedication to the maintenance of our Science Lab is crucial in creating a safe and productive learning environment for our students. Let us work together to ensure that our lab remains a place of inspiration and discovery.

Thank you for your attention to this matter. Should you have any questions or require assistance, please do not hesitate to contact the college administration.

Wishing you all the best in your responsibilities.

Sincerely,



PRINCIPAL,

Shrimati Indira Mahadev Beharav College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Ref. No.: ICS/

Date :

To:

Mr. Swapnil Mahadik,

Peon,

Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science,
Khed.

Subject : Cleaning of College Campus Order.

Dear Deepak,

I hope this message finds you in good health and high spirits. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, I am writing to address an important matter regarding the cleanliness and upkeep of our college campus.

Our college campus is not just a physical space but a reflection of our institution's values and identity. It is essential that we maintain a clean, hygienic, and welcoming environment for all our students, faculty, staff, and visitors. A well-kept campus not only enhances the overall experience but also promotes a positive atmosphere for learning and growth.

Period of Maintenance : 1st June 2019 to 31st May 2020

To achieve this, I hereby issue the following orders:

❁ **Daily Cleaning Schedule:**

All classrooms, labs, offices, corridors, and common areas should be cleaned and tidied daily before college commences.

Restrooms must be checked and cleaned multiple times during the day to ensure hygiene and sanitation.

✿ **Waste Management:**

Waste bins should be provided at strategic locations throughout the campus. Cleaning staff should collect waste regularly and ensure proper disposal and recycling practices are followed.

✿ **Grounds and Gardens:**

Our college grounds and gardens are to be maintained in pristine condition at all times. Regular gardening, watering, and landscaping activities must be carried out to preserve the beauty of our campus.

✿ **Special Events:**

During events or functions held on the campus, extra efforts should be made to maintain cleanliness and manage waste effectively.

✿ **Reporting Maintenance Issues:**

All staff members are encouraged to promptly report any maintenance issues, such as broken fixtures, plumbing problems, or electrical malfunctions, to the maintenance department.

✿ **Personal Responsibility:**

Every member of our college community is responsible for keeping their respective work areas clean and organized.

✿ **Collaborative Efforts:**

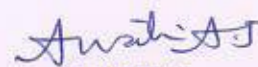
I urge all staff members to work together as a team to maintain the cleanliness of our college. Let us lead by example and install a sense of responsibility among our students as well.

Failure to comply with these cleaning orders may result in disciplinary action, as maintaining a clean and pleasant campus is a collective responsibility.

I have full faith in the dedication and commitment of our staff towards ensuring the betterment of our college. Let us join hands in creating a positive, inspiring, and well-maintained environment for all.

Thank you for your cooperation in this matter.

Best regards,



PRINCIPAL,

Shrimati Indira Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science.
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Ref. No.: ICS/

Date :

To:

Mr. Avdhut Kulakarni

Lab Assistant,

Department of Science,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed, Ratnagiri.

Subject : All Science Lab Maintenance Order.

Dear Avdhut,

I hope this letter finds you well. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed. I am writing to request your attention to the maintenance and upkeep of our esteemed institution's Science Lab. The Science Lab plays a crucial role in our students' education, and it is vital that we ensure its optimal functioning and safety.

The maintenance schedule and details are as follows:

Period of Maintenance : 1st June 2019 to 31st May 2020

In order to maintain the high standards of our Science Lab and provide a conducive environment for learning and research, I kindly request your cooperation in following the maintenance guidelines outlined below:

◆ **Equipment Check :**

Ensure that all lab equipment is in good working condition.

Check for any damages, malfunctions, or signs of wear and tear.

Report any issues to the designated maintenance staff promptly.

◆ **Safety Measures** :

Double-check safety equipment, such as fire extinguishers, eye wash stations, and safety showers. Ensure they are accessible and functional.

Verify that emergency exits are unobstructed and clearly marked.

Remind students to adhere to safety protocols and wear appropriate safety gear during experiments.

◆ **Cleaning and Organization** :

Maintain a clean and tidy lab environment.

Dispose of chemicals, waste, and other materials properly according to the college's guidelines.

Keep workspaces organized and free from clutter.

◆ **Regular Inspections** :

Conduct periodic inspections of the lab to identify potential issues or hazards. Document findings and ensure appropriate actions are taken to address any concerns.

◆ **Reporting** :

Report any significant maintenance requirements or safety concerns to the designated authority or the college administration promptly.

Your dedication to the maintenance of our Science Lab is crucial in creating a safe and productive learning environment for our students. Let us work together to ensure that our lab remains a place of inspiration and discovery.

Thank you for your attention to this matter. Should you have any questions or require assistance, please do not hesitate to contact the college administration.

Wishing you all the best in your responsibilities.

Sincerely,

Anish A.J.

PRINCIPAL,

Shrimati Indira Mahadev Baharay College of Arts
Shri Man Chandulal Sheth College of Commerce &
Shrimati Shobhanatai Chandulal Sheth College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Ref. No.: ICS/

Date :

To:

Mr. Avdhut Kulakarni

Lab Assistant,

Department of Science,

Shrimati Indira Mahadev Beharay College of Arts,

Shriman Chandulal Sheth College of Commerce, &

Shrimati Shobhanatai Chandulal Sheth College of Science,

Khed, Ratnagiri.

Subject : All Science Lab Maintenance Order.

Dear Avdhut,

I hope this letter finds you well. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed. I am writing to request your attention to the maintenance and upkeep of our esteemed institution's Science Lab. The Science Lab plays a crucial role in our students' education, and it is vital that we ensure its optimal functioning and safety.

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Thank you for your attention to this matter. Should you have any questions or require assistance, please do not hesitate to contact the college administration.

Wishing you all the best in your responsibilities.

Sincerely,



PRINCIPAL

Shri. Anshu A. J. College of Arts
Shri. Anshu A. J. College of Commerce &
Shri. Anshu A. J. College of Science,
KHED, Dist. Ratnagiri (M.S.) - 415 709.



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Ref. No.: ICS/

Date :

To:

Mr. Deepak Mandavkar,

Peon,

Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth College of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science,
Khed.

Subject : Cleaning of College Campus Order.

Dear Deepak,

I hope this message finds you in good health and high spirits. As the Principal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth College of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, I am writing to address an important matter regarding the cleanliness and upkeep of our college campus.

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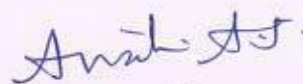
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I have full faith in the dedication and commitment of our staff towards ensuring the betterment of our college. Let us join hands in creating a positive, inspiring, and well-maintained environment for all.

Thank you for your cooperation in this matter.

Best regards,



PRINCIPAL
Shri Mata Jijima Mahadevi Chaudhari College of Arts,
Shri Mata Chankholi Chaudhari College of Commerce &
Shri Mata Shobhanabai Chaudhari Sheth College of Science,
KHED, Dist. Rahagiri (M.S.) - 415 709.