



। 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
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Ref. No.: ICS/

Date :

To,
Mr. Avdhut Kulkarni
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 Pricipal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth college of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, Ratnagiri. 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 2023 to 31st May 2024

In order to maintain the high standards of our Science Lab and provide a conducive environment for learning a 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. Ensures they are accessible and functional.

▪ **Cleaning and Organization:**

Maintain a clean and tidy lab environment.

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

▪ **Regular Inspections:**

Conduct periodic inspections of the lab to identify potential issues or hazards.

Documents finding and ensures appropriate actions taken to address any concerns.

▪ **Reporting**

Report any significance to the maintenance requirements or safety concerns to the designed 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.

Wishing you all the best in your responsibilities.

Sincerely,



PRINCIPAL

Shrimati Indra Mahadev Beharay College of Arts
Shriman Chandulal Sheth College of Commerce &
Shrimati Shobhanatei Chandulal Sheth College of Science
KHED: Dist. Ratnagiri (M.S.) 415 709



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Ref. No.: ICS/

Date :

To,
Mr. Deepak Mandavakar,
Peon,
Shrimati Indira Mahadev Beharay College of Arts,
Shriman Chandulal Sheth college of Commerce, &
Shrimati Shobhanatai Chandulal Sheth College of Science,
Khed, Ratnagiri.

Subject : Cleaning of college campus order.

Dear Deepak,

I hope this letter finds you well. As the Pricipal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth college of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, Ratnagiri. 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.

The maintenance schedule and details are as follows:

Period of Maintenance: 1st June 2023 to 31st May 2024

▪ **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 ensures 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 college.

▪ **Special Events:**

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

▪ **Collaborative Efforts:**

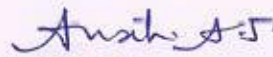
I urge all staff members to work together as a team to maintain the cleanliness of our college. Let us lead by example and install a sense of responsibilities among our students as well.

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 Shobhanatei Chandulal Sheth College of Science
KHED, Dist. Ratnagiri (M.S.) 415 709



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Ref. No.: ICS/

Date :

To,
Mr. Amol Kamble,
Lab Technician,
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 : Computer Lab Maintenance Order.

Dear Amol,

I hope this letter finds you well. As the Pricipal of Shrimati Indira Mahadev Beharay College of Arts, Shriman Chandulal Sheth college of Commerce, & Shrimati Shobhanatai Chandulal Sheth College of Science, Khed, Ratnagiri. I am writing to request your attention to the maintenance and upkeep of our esteemed institution's Computer Lab. The Computer 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 2023 to 31st May 2024

Maintenance Task

- **System Maintenance:**
Regularly inspect and clean computers, monitors, keyboards, and other peripherals.
Ensure all systems are free of dust, properly connected, and functioning efficiently.
- **Software Updates:**
Install, update, and maintain operating systems and software as required.
Ensure the systems have up-to-date antivirus protection and are scanned regularly for threats.
- **Hardware Repairs:**
Identify and resolve minor hardware issues.
Report any major hardware malfunctions to the administration for further action.
- **Network and Connectivity:**

Check and maintain the network connectivity of all systems in the lab.
Troubleshoot basic LAN, Wi-Fi, or internet issues when they arise.

- **Inventory Management:**
Keep an inventory of all lab equipment and accessories.
Notify the administration of any missing, damaged, or additional requirements.
- **User Support:**
Assist students and faculty in operating computers and software when required.
Provide guidance on maintaining proper usage and care of the equipment.
- **Lab Cleanliness and Organization:**
Ensure that the lab remains clean, organized, and free of clutter.
Arrange systems, chairs, and other items in a neat manner.
- **Reporting and Documentation:**
Maintain a log of maintenance activities, repairs, and software updates.
Report recurring issues or equipment failures to the administration promptly.


During the maintenance period, the Computer Lab will be temporarily closed for usage.
We kindly request all staff members to refrain from using the lab during this time to avoid any disruption to the maintenance process.

I appreciate your cooperation and understanding in ensuring the smooth execution this maintenance order. By keeping our computer lab in excellent condition, we can offer the best possible resources for our student's academic pursuits.

If you have any questions or concerns regarding this maintenance order, please feel free to contact the College Administration Office.

Thank you for your cooperation and support.

Sincerely,


PRINCIPAL

Shrimati Indira Mahadev Beharay College of Arts
Shri. Chandra Sheth College of Commerce &
Shrimati Shobhanand Chandulal Sheth College of Sciences
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