

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Sr.No.	Document Title	Document Link
1.	Muster Photos	
2.	Committee Formation	
3.	Schedule of Housekeeping work	
4.	Deployment Chart of housekeeping staff in campus	
5.	Security Responsibility	
6.	Security Guard Deployment Chart	
7.	Computer maintenance Policy	
8.	Electric maintenance	
9.	Water Purifier maintenance	



Date.	Particulars.	Qty.	Dept.	Sign.
17/12/18	door closer (मालगांव)	01	office: saheb.	bsunde
	ब्राम कडी (मालगांव)	01	Building No-II	bsunde
	लॉक	01	maindoor	
21/2/19	विमैर	2 गोणी	कॉलेज लादी	
	व्हाइट विमैर	5 Kg.	कामासाही कागाले	
	POP	5 Kg.	स्वाफ कंवाइलर च्या विडिओ माथील कामासाही	
	एरबल डार्ले	01		
8/3/19	ड्राऊन कलर (bill no. 64 पेने)	1/2 लिटर	बोर्डिंग च	
	बेड ऑक्सिडि	1/2 लिटर	पाईप क्लिमा	
	कुंधर ब्रश	01 नग	जातय पि नड.	
	भारती रेलेक्ट्रीकल ^{bill no.} 576.			
15/3/19	36 watt कडी (philips)	10 नग.		
	टेबलर लवारीया	01 नग.		
	25 mtd कॅपेसिटर	01 नग.		
	comu spike Guard (4x2019)	01 नग	आजय	
	switch (modular)	01	पिगळे.	
	Two way socket.	01	कॉलेज.	
	1/2 व नळ लोखंडीवाला	01	मेंटनर.	
	1/2 एलवो	01	कडीता.	
	1x 1/2 डेव्हेस्युमर	01		
	सोल्युशन rid	01		
	6 AMP स्वाकेर	01		
	Duracell	01		
	TWO way socket.	01		



Date.	particular.	Qty	Dept.
	9 watt Led	15 नग	अज्ञय
	36 watt कंडी जपरी 15/31/09	10	पिनक अज्ञय
25/3/09	विमर	6 गोली.	बास्केट
	काठ्या कोपरी.	15 नग	बाल अज्ञय
	आरती इलेक्ट्रिकल bill No. 599		बास्केट
20/3/09	i) युनियन GI	8	college
	ii) कपलिंग GI.	66	main/indoor
	iii) बंद प्लग	02	ASay
	टेफलॉन टेप	10	pitale.
	इन्वोलेशन टेप 26/3/09	12	
	कैपिसेटर (Havells)	12	
	रेग्युलेटर fan (Havells)	01	
31/4/09	bill No. 600		
	111 UPVC पाइप	36 फुट	
	3/4 UPVC पाइप	5	ASay
	3/4 एलबी UPVC	12	pitale.
	111 एलबी UPVC	12	
	111 कपलिंग UPVC	66	
	3/4 कपलिंग UPVC	06	
	सोल्युशन 100m,	01	
	सोल्युशन 50m	01	
	WD-40 मोटा	01	
	WD-40 कोरा	01	
	1x2 फुटी वॉलपेपर	01	
	वाइरिंग पाइप	01	

Date.	particular.	Qty	Dept.	Sign.
8/4/09	bill No. 601 आरती इलेक्ट्रिकल			
	1/2 x UPVC पाइप डेवी	35 नग	ASay	pitale
	AA सेल	2 नग		
	1/2 कपलिंग	36	main	pitale
	1/2 एलबी	16		
	1x2 रेडमस	01	talwar	talwar
	3/4 जोड	01		
	सोल्युशन 100m	02	RO system	करीम
	वायडिंग तार	1kg.		
	रेग्युलेटर (Anchor)	01		
9/4/09	bill No. 602 आरती इलेक्ट्रिकल			
	3/4 कपलिंग	2 doz.	ASay	pitale
	विमर रिप्ले	300g.		
	3/4 कपलिंग UPVC	6 नग	RO	system
	111 MT UPVC	02		
	111 x UPVC विपण	02	करीम	talwar
	111 वॉल PVC	01		
	1/2 PVC पाइप	02		
	3/4 UPVC पाइप	01		
	1x7	02		
	111 युनियन UPVC	01		
	3/4 UPVC पाइप	05		
	1/2 पाइप UPVC	02		
	3/4 एलबी	01		
	3/4 कपलिंग	01		



Date.	Particular.	Qty	Dept	Sign.
	bill NO. 603 अरुणी वलेकर इंजीनियर्स.			
31/4/19	1/2 x MT ब्रास	02 नं०	AJAY plumber. maintain ence. RO system. RO	
	1 x 3/4 रेड्यूसर	01		
	3/4 x युनियन UPVC.	01		
	1 x 3/4 x T UPVC.	01		
	111 एलबो UPVC.	01		
	3/4 x पारि UPVC.	03		
	1/2 x वॉल ब्रास.	01		
	1/2 x PVC - कट नॉट	01		
	1/2 x T ब्रास.	01		
	एपारिया क्लिपर	01		
	111 End CAP.	01		
	ceiling fan.	01		
	111 एलबो GI.	03.		
5/5/19	bill NO. 618 अरुणी वलेकर इंजीनियर्स.			
	111 युनियन	10	Boy S. H. Kulkarni AJAY plumber. - Exam cel. RO	
	m-seal. 100g.	02.		
	WD- 40.	01		
	शिल वॉल 3/4	01		
	8x10 PVC. बॉस	01		
	क्वाच	6 नं०		

Date.	Particular.	Qty	Dept.	Sign.
14/5/19	Roha Trading company.			
	pipe (shd-40) 1"	1460 feet	main line RO system. न पारि लाईन करिता अरुणी विना	
	pipe (shd-80) 1"	150 feet		
	pipe (shd-40) 1/2"	600 feet		
	pipe shd 80 2 PLS.	75 feet		
	pip (shd-80) 2	175 feet		
	W PLS coupler 1"	180 Nos		
	W PLS coupler 1/2"	70		
	W PLS coupler 2"	40		
	W PLS Elbow 1"	80		
	W PLS Elbow 1/2"	30		
	W PLS Elbow 2"	30		
	W PLS Tee 1"	30		
	W PLS Tee 1/2"	10		
	W PLS Tee 2"	5		
	W PLS Union 1"	6 NO.		
	W PLS Union 1/2"	6 NO.		
	W PLS Unions 2	6 NO.		
	EW UPVC Tin 250m	4 NO.		
	W PLS Tank Nipple 1/2"	1 NO.		
	W PLS Tank connector.	6 NOS.		
	W PLS reduces. 1/2 x 1	6 NOS.		
	GI Golden clamp. 1/2"	100 NOS.		
	GI Golden, clamp 1	200 NOS.		
	W PLS Coupler. 2 1/2"	10 NOS.		
	W PLS Elbow. 2 1/2"	5 NO.		
	Roofing. Nails. 1.5"	6.50 kg		



DATE -	particular.	Qty	DEPT.	Sign.
8/13/2019	पुणे 1143 महादेव स्टील मशीन 2" पाइप 20ft.	500ft	बोर्डिंग	
8/17/2019	सीलिंग			
15/05/19	8/17/2019 चील फिल Simpal RO. 40-040 (7500 Rs) 6, Shivdarshan chawl, - Ram Nagar - Duck line khindipadga road, Bhundur (W) Mumbai 400078.			
1)	CTB Cartridge Filter. 500	1 pc.	गार्ल	
2)	16" PP Filter 800	4 pc.	इस्टेबल	
3)	RO. membrane. 3200	2 pc.	RO system	
4)	Solenoid Valve. 500	1 pc.	कॉन्ट्रोल	
5)	NSF. Approved pipe. 500			
6)	push fit. Elbow.			
7)	sensor. 1000	1 pc.		
8)	Service charge. 1000.			
21/7/19.	Electric chock 2.5 capacitor	25 NO 50 NO.	Ajay pitule maintenance कॉन्ट्रोल	
23/12/19	पाठ्याचे नळ प्रिन्सिपल मशीनी कारखाने 1/2 लांबीकचे	6 नळ	Ajay pitule	

Date	particular.	Qty	DEPT.	Sign.
19/10/21	पाठ्याचे नळ 1/2" प्रिन्सिपल मशीनी कारखाने	6 NOs.	मशीनी प्रिन्सिपल	
15/11/21	gwatt Led lamp	12 NO.	Electrical boys	
15/11/21	sprinkler सिंगल सिंगल	01 NO.	gardner	
15/11/21	पाठ्याचे नळ cock.	3 NO.	gardner pitule	



Date.	particular.	QNTY.	DEPT.	Sign
	- LED bulb.	12 NO.		
	Tube.	60 NO.		
	Fan.	10 NO.		
17/02/22	LED @ Boys Hostel Toilet	6 NO.	Ajay	
17/02/22	LED Girls Hostel Building	6 NO.	Ajay	
26/02/22	GM. Air Breeze ceiling fan	2 NO.	Staff quarter B. NO 2	
	Tube. light 200,	3 NO.	Room No. 103	
	SM. Air Breeze ceiling fan.	2 NO.	Staff quarter B. 02	
	Tube. light 200.	3 NO.	Room 102	
10/03/22	Tube light 200 - 5 NO.	5 NO.	Boys Hostel.	
23/3/22	- cock plastic. (light)	2 NO.	Ajay garden.	
24/3/22	Tube light 200 fan.	3 NO.	Staff quarter B. 2	
		2 NO.	Room 101	
30/3/22	Fan.	02 NO.	Staff quarter B. 2	
	Tube.	3 NO.	Room No. 201	
5/4/22	Tube	01 NO.	Boys Hostel	





SHRI. GOPINATH MAHADEO VEDAK PRATISHTHAN'S
G. M. VEDAK INSTITUTE OF TECHNOLOGY
Approved by AICTE, Recognized by Govt. of Maharashtra & Affiliated to University of Mumbai.
At post & Taluka: Tala, Dist.: Raigad, Maharashtra-402 111
Academic Year 2021-2022

Ref. No. GMVIT/2021-22/

Date: 22/07/2021

Office Order

Maintenance Committee

Sr. No.	Name of the Member	Designation in Committee	Contact No.	Signature
01	Dr. D. N. Jaiswal (Principal)	Chairman	9022802204	
02	Prof. D. P. Hipparkar (Civil Dept.)	Member Coordinator	8446644095	
03	Prof. Y. R. Galinde (HOD Civil)	Member	7756929294	
04	Prof. S. S. Kasare (Comp Dept)	Member	9552128445	
05	Prof. I. N. Magdum (Mech Dept)	Member	9850932172	
06	Prof. P. N. Kaninde (ASH Dept)	Member	9307672764	
07	Mr. M. S. Kasarekar (Lab Assistant)	Member	9209639153	
08	Mr. A. A. Pitale (Electrician)	Member	9423823756	
09	Mr. G. S. Shinde (Store Dept)	Member	8149411518	



23-7-21
Dr. D. N. Jaiswal
Principal

Schedule of housekeeping work.

Sr. No.	Cleaning area	Activity	Frequency
1	Roads and outside area	Brooming & removing grass, shrubs etc.	Once a day
2	Common areas, passages and staircases of all building.	Dustings wet and dry moping.	Once a day, as well as Once in a week by machine with phenol.
3	Class rooms	Dusting, wet and dry moping	Once a day
4	Toilets	Washing by phenol and drying. Maintain records.	Twice in a day. Removing stains by acid once in week, cleaning by high pressure machine once in a week.
5	Sewage line, gutters	Cleaning and flushing	Once in a week
6	Septic tanks, chambers	Cleaning and flushing	Twice in a year or as per requirement.
7	Height cleaning, cob webs, electrical fixtures e.g., fans, tubes etc.	Dusting.	Once in a month
8	Windows, partitions etc.	Cleaning	Once in a week
9	All water tanks	Cleaning	Once in a month.
10	Pest control for all premises.	Fogging or spraying insecticides for mosquitoes and flies.	Once in months and as per requirement.
11	Areas for students' activities & functions	Arrangement of furniture and material as per requirement.	As per requirement.
12	Grounds	Cleaning and removing the grass	As per requirement



Deployment chart of housekeeping staff in college campus.

Sr. No.	Location	No. of labours	Working time
1.	Main building no. 1	10	9.00 AM to 12.00 PM 12.00 to 1.00 PM lunch 1.00 PM to 6.00 PM
2.	building no. 2	02	9.00 AM to 12.00 PM 12.00 to 1.00 PM lunch 1.00 PM to 6.00 PM
3.	Workshop	04	9.00 AM to 12.00 PM 12.00 to 1.00 PM lunch 1.00 PM to 6.00 PM
4.	Library	01	9.00 AM to 12.00 PM 12.00 to 1.00 PM lunch 1.00 PM to 6.00 PM
5.	All roads	02	9.00 AM to 12.00 PM 12.00 to 1.00 PM lunch 1.00 PM to 6.00 PM
6.	Garden	05	9.00 AM to 12.00 PM 12.00 to 1.00 PM lunch 1.00 PM to 6.00 PM
	Total	24 Nos.	



SECURITY WILL BE RESPONSIBLE FOR FOLLOWING:

Keep an eye on all personnel entering the college/hostel

- a) The Identity Card of all the personnel entering/leaving college/hostel will be checked strictly and ensure no unauthorized personnel will enter the college premises/hostel
- b) Ensure students will not be allowed to enter college premises without uniform on stipulated days.
- c) Preventing theft cases, quarrel, fighting and bursting the crackers inside hostel and college campus.
- d) All entries of guests/visitors will be maintained at the gate and necessary guest passes will be issued to obtain signature of host and the same will be retained at least one month for records
- e) Maintain records of items coming IN & OUT of the gate and ensure no items will go out from the campus without the out pass of the items
- f) Reporting any incidents in the campus/hostel or brief on any security aspect will be made to Security Officer for further action or for reporting to higher authorities. All the matters will be through proper channel. A chain to this effect will be maintained at all the times
- g) Maintain Movement register for staff and faculty those leave college campus during working hours for any other reasons
- h) Prevent all students, staff & faculty from smoking /drinking alcohol / use of Ganja/opium or any other items which is not permitted
- i) Ensure correct parking of vehicles
- j) Ensure closing girls hostel gate daily at 2030 hrs& boys hostel gate at 2300 hrs respectively
- k) Ensure parents/guest visit as per given time (i.e. 1600hrs – 1830 hrs daily & from 0900 Hrs to 1800 hrs on holidays and Sundays
- l) Provide extra security cover during any special events like gathering, functions, VIP visits, sports or any other special events without charging extra money
- m) Ensure frequent rounds of campus/hostel passage and surroundings by supervisor and duty personnel especially at night and maintain records of rounds taken.
- n) If the performance of any security guard found unsatisfactory, the said guard will be changed immediately after receiving your complaint
- o) Provide training to security guards about soft skills, use of fire extinguishers, first aid, emergency calls etc and submit the report along with monthly bill.
- p) Ensure following documents will be put up for Security Officer for monthly inspection and signature
 - i) Duty roster of security guards
 - ii) Records of rounds taken
 - iii) Vehicle IN/OUT register
 - iv) Visitors gate pass register
 - v) Attendance of guards



SECURITY GUARDS DEPLOYMENT CHART

1) Gents Guards -

Sr. No.	Location	Duty Time						Total	Remark
		08:00	16:00	16:00	23:59	23:59	08:00		
1	Main Gate	1		1		1	02	Repeat	
2	Boys Hostel Gate	1		1		1	02	Repeat	
3	Parking	1 Guard from 8.00 am to 8.00 pm						01	
4	Boys hostel (Night)	1 Guard from 8.00 pm to 4.00 am (Night)						01	Repeat
Total Gents Guard							05		

2) Ladies Guards-

Sr. No.	Location	Duty Time	Total	Remark
1	Ladies Hostel campus	Full time	01	
Total Ladies Guards			01	



How are the computers and their accessories maintained? (AMC, etc.)

We are getting 3 Years warranty on new computer purchase from vender.

For old computers maintenance we have Hardware Assistant, one Network Admin and two Lab Assistants.

- Maintenance call is logged through phone call or user is registering in the maintenance register.
- Maintenance person will attend and identify the problem.
- If the machine is in warranty period call is logged with the vendor by phone.
- The part will be repaired or replaced or replaced by the vendor's engineer.
- If machine is not in warranty and our maintenance team is unable to identify or to solve the problem, they make call to the vendor on call basis charges.

And bill is paid through recurring budget.



Date: 12/06/2021

Electrical Maintenance -

A team of one Electrical engineer and two dedicated electricians look after the maintenance of electrification works.

Maintenance compliance register is maintained where break down and troubleshooting complaints are registered. These complaints are identified and attended by the above mentioned team.

Purchase of material required for the maintenance is done by well defined purchase procedure through recurring budget.

AMC of Diesel Generator -

S.N.	Details	Make	AMC
01	62.5 kVA	Kirolskar	Madhunil Engineering Pvt. Ltd.

Schedule of visits-

S.N.	Visit	Period
1	Routine Maintenance	Every Month one Visit
2	Breakdown Maintenance	Whenever of Breakdown call

DG Routine Check List-

S.N.	Maintenance Particulars	Status
1	Lubricant Oil	O.K.
2	Radiator water/coolent	O.K.
3	Battery	O.K.
4	Fuel	O.K.
5	Electrical Control Panel	O.K.
6	Oil, Fuel -Filters	O.K.
7	Engine, Alternator	O.K.
8	Parameters,etc	O.K.

Refilling of fire extinguishers:-

Utilize a 3rd party for Annual maintenance check.

Ensure adequate protection when fire extinguishers are removed for maintenance or recharging.



Annual maintenance contract (AMC) details of Water purifiers & coolers system

Sr.no.	Name of Agency	Name of Work	Amount	Work Period	Terms & Conditions
1	SIMPLE RO SADARTH ENTERPRISES	Annual Maintenance Contract of Water Purifier and Water Cooler for college campus.	2974/-	15/02/2019 to 14/02/2022	a) All rates exclusive of GST. b) T.D.S 2% will be deducted from your bill. c) 50% advance payment will be paid for 6 months and 50% payment will be paid next 6 months. d) This contract is valid for 12 calendar months (One Year) from the date of this order. e) The spare parts, if required for repair of Purifier & Cooler are to be made available from your side; payment will be made by R.I.T. f) Institute will not be responsible for any accident or loss of life of your worker / any employee.



SAMARTH ENTERPRISES

Your water purifier solution

Sales, service & repairing of all water purifier & R.O system, softer plants, water cooler, water dispenser etc.

Tax Invoice

GSTIN:-27AHCPP9679B1ZZ

Customer Name: - G.M. Vedak Institute of Technology Tala.

Customer GSTIN:

Invoice no.:- 158

Invoice Date:-15-02-2019

Billing Address: -At -: Tala -Mangaon-Raigad.

Shipping Address:-

Sr.N.	Description of goods services	HSN CODE	QT Y.	RATE	TOTAL AMOUNT
01	UNIT :- 3 BOWL SET				
02	SPUNJ CANDLE 10 INCH		02	250/-	500/-
03	SEDIMENT FILTER		01	300/-	300/-
04	MINERAL CARTIDGED		01	450/-	450/-
05	SERVICE CHARGE		05	254/-	1270/-
E & O.E. Total:-					2520/-

Terms & conditions:-1.Goods once sold will not be taken back.
2.We are providing our genuine consumables & spare parts in Service.
3. Cheque in favour of "SAMARTH ENTERPRISES".
4. On cheque bounce Rs.500/- will be charges.

Taxable Amount: 2520/-

Total CGST 9%:- 227/-

Company Bank details:-Bank names:- Bank of India
A/C NO :- 123630110000056
IFSC code :- BKID 0001236
Branch :- New panvel

Total SGST 9%:- 227/-

Amount In word: two thousand nine hundred seventy four Rs. only.

Invoice Total:- 2974/-

I/We have & agreed with the above mentioned terms & conditions during the of the service request.

An ISO 9001:2015 certified Registered company

Website:

e-mail :- Santosh.samarthenterprises@gmail.com

Certified that particulars gives above are true and correct

For Samarth enterprises



Authorises signature

HELPLINE NO:- 9224107550

WHATSAPP NO:- 8308299000

PAID (2974/-)

Vide Ch. No. 030761 Dtd. 20-3-19

Drawn on BOI, Tala

Payment Made by 003

