



**VIVEKANAND EDUCATION SOCIETY'S  
COLLEGE OF PHARMACY**

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai – 400 074

Sindhi Linguistic Minority, Approved by AICTE, DTE, Pharmacy Council of India & Govt. of  
Maharashtra, Affiliated to University of Mumbai

B.Pharm Programme is accredited by NBA, New Delhi from 2016-17 to 2021-22

**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.**

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### 4.4. Maintenance of Campus Infrastructure

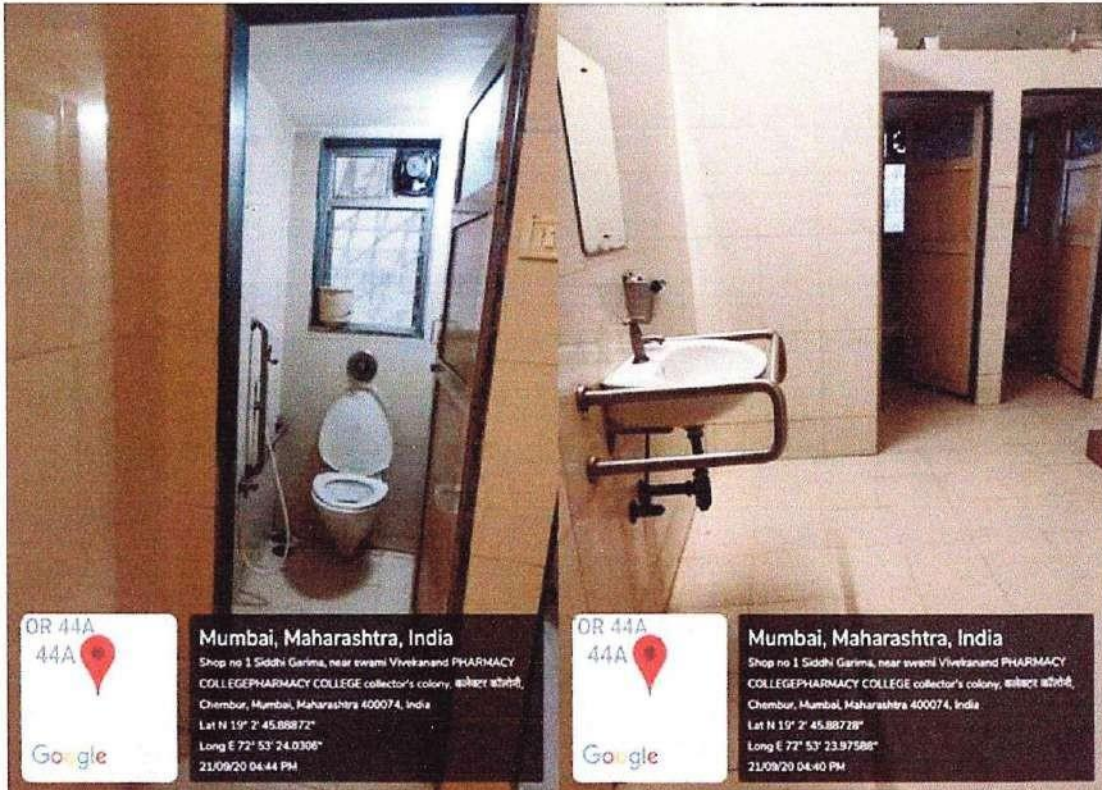
*4.4.2. There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, and classrooms etc.*

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# VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074

## 4.4.2. Lifts and washrooms

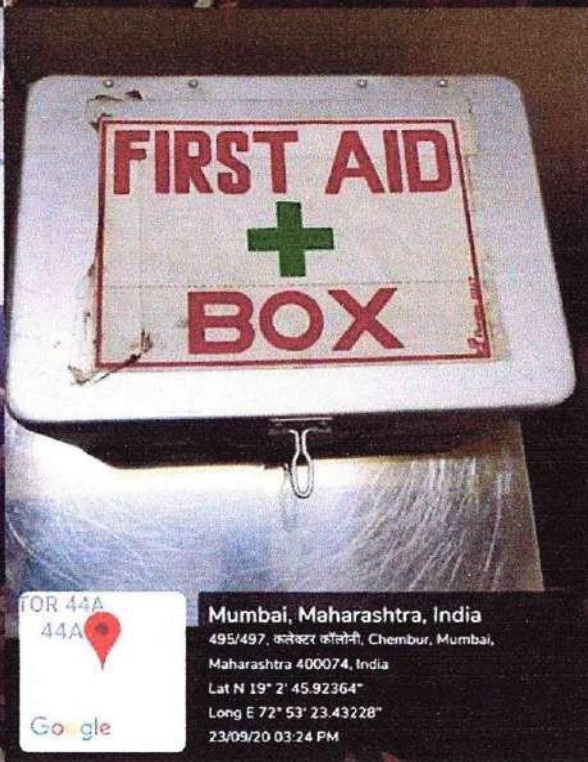
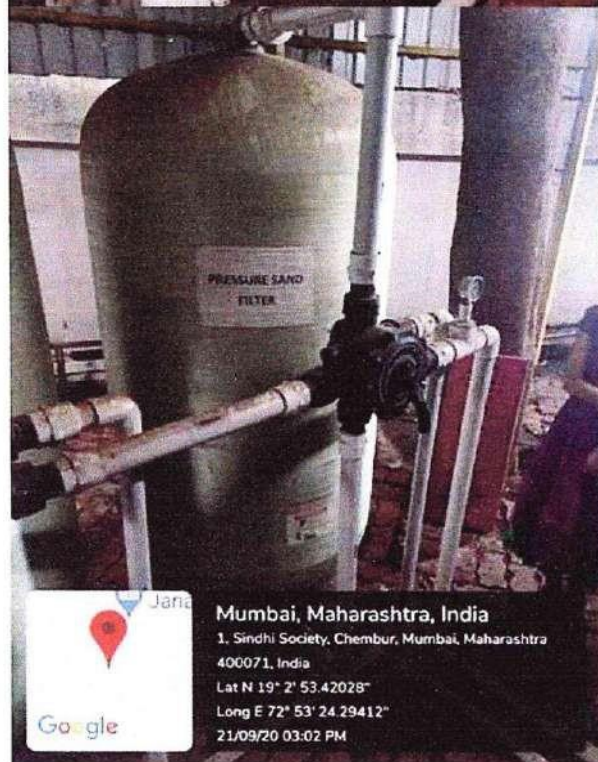
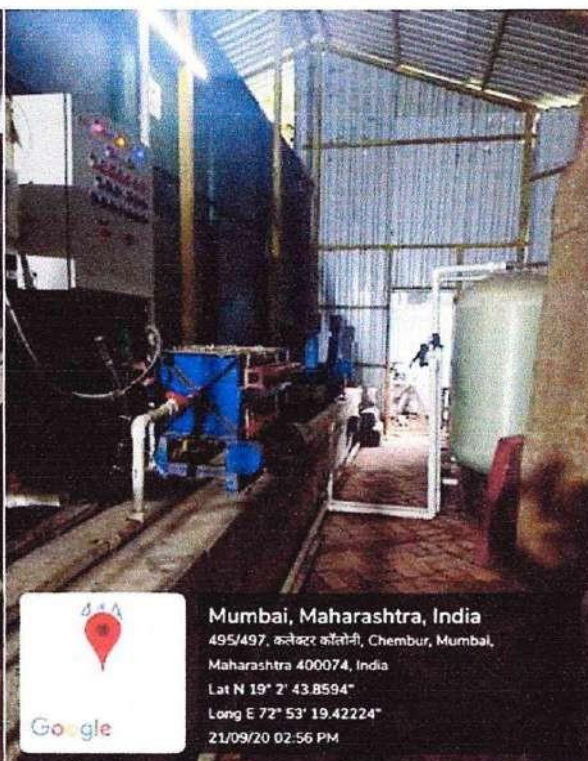




# VES COLLEGE OF PHARMACY

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## 4.4.2. Waste sewage and first aid






### VES COLLEGE OF PHARMACY

Hashu Advani memorial complex, behind Collector colony, Chembur, Mumbai -74

#### Annual Maintenance Contract (AMC) Details (2021-2022)

| Sr. No | Contract Name                        | Contract period  | Renewal Date | Due Date | Renewal Date | Due Date | Renewal Date | Due Date | Renewal Date | Due Date | Renewal Date | Due Date | Renewal Date | Due Date |
|--------|--------------------------------------|------------------|--------------|----------|--------------|----------|--------------|----------|--------------|----------|--------------|----------|--------------|----------|
| 1      | Ultima Search (Mosquito)             | 1 Year           | 01/12/20     | 30/11/21 | 01/12/21     | 30/11/22 |              |          |              |          |              |          |              |          |
| 2      | Ultima Search (Termite)              | 5 Years Contract | 04/10/18     | 03/10/23 |              |          |              |          |              |          |              |          |              |          |
| 3      | Ultima Search (cockroach)            | 1 Year           | 01/01/22     | 31/12/22 |              |          |              |          |              |          |              |          |              |          |
| 4      | Ultima Search (Rodent)               | 1 Year           | 01/08/21     | 31/07/22 |              |          |              |          |              |          |              |          |              |          |
| 5      | Otis (Small Lift)                    | 1 year           | 01/12/20     | 30/11/21 | 01/12/21     | 30/11/22 |              |          |              |          |              |          |              |          |
| 6      | Otis (Big Lift)                      | 1 year           | 01/06/20     | 31/05/21 | 01/06/21     | 31/05/22 |              |          |              |          |              |          |              |          |
| 7      | Paradigm Tech. Solution              | 1 year           | 01/11/21     | 31/10/22 |              |          |              |          |              |          |              |          |              |          |
| 8      | Airofrost (water Cooler)             | 1 year           | 01/04/21     | 31/03/22 |              |          |              |          |              |          |              |          |              |          |
| 9      | Ace (Water Purifier)                 | 1 year           | 01/01/22     | 31/12/22 |              |          |              |          |              |          |              |          |              |          |
| 10     | L.D Fire Service (Fire extinguisher) | 1 year           | 17/09/20     | 16/09/21 | 28/09/21     | 22/09/22 |              |          |              |          |              |          |              |          |
| 11     | SV Technologies (Intercom)           | 1 Year           | 24/12/20     | 23/12/21 | 24/12/21     | 23/12/22 |              |          |              |          |              |          |              |          |



  
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Hashu Advani memorial complex, behind Collector colony, Chembur, Mumbai -74

**Annual Maintenance Contract (AMC) Details**

| Sr. No | Contract Name                           | Contract period | Renewal Date | Due Date | Renewal Date | Due Date | Renewal Date | Due Date | Renewal Date | Due Date | Renewal Date | Due Date | Renewal Date | Due Date |
|--------|---|-----------------|--------------|----------|--------------|----------|--------------|----------|--------------|----------|--------------|----------|--------------|----------|
| 12     | Aqua Fire Control (Firefighting system) | 1 Year          | 01/01/21     | 30/12/21 | 01/01/22     | 31/12/22 |              |          |              |          |              |          |              |          |
| 13     | Sara Air conditioning (AC)              | 1 Year          | 01/09/20     | 31/08/21 | 01/09/21     | 31/08/22 |              |          |              |          |              |          |              |          |
| 14     | Paul Shantanu (Electric System)         | 1 Year          | 01/08/20     | 31/07/21 | 01/08/21     | 31/07/22 |              |          |              |          |              |          |              |          |



  
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| Sr. no. | Date       | Name             | Floor/Location           | Complaint Details and Entered by   | Complaint handled by | Remark                 |
|---------|------------|------------------|--------------------------|--|----------------------|------------------------|
| 168     | 15/12/2021 | Subhash Shinde   | 3rd floor o c lab        | please properly fixing cable in OC lab   | Nitin                | work done              |
| 169     | 16/12/2021 | Kairol           | 2nd floor                | Drinking Water one tap is not working  | Praduman             | work done              |
| 170     | 16/12/2021 | Mansi            | 1st floor                | drainage pipe leakage -2   | Praduman             | work done              |
|         |            |                  |                          | Box making   | Praduman             | Construction work reqd |
|         |            |                  |                          | Box for working table  | Praduman             | work done              |
| 171     | 04-01-22   | Vrushali         | pilot plant              | stability chamber switch board to be replaced  | nitin                | Done                   |
|         |            |                  | Ground Floor             | Vacuum & Compressor machine not working...pls do it urgently. final year practicals going on | Nitin and Praduman   | work done              |
| 172     | 04.01.2022 | prajakta         | Ground Floor / Stores    | 2 tubelights are not working   | Nitin                | work done              |
| 173     | 04.01.2022 | Mithali          | 4 th floor Pcegnomy Lab  | Tap joints loosened  | Praduman             | Work done              |
| 174     | 07-01-2022 | Mansi (16-12-21) | 1st floor                | drainage pipe leakage -4   | Praduman             | work done              |
| 175     |            |                  |                          | same complaint)  |                      |                        |
| 176     |            |                  |                          | Box making   | Praduman             | Construction work reqd |
| 177     |            |                  |                          | Box for working table  | Praduman             | work done              |
| 178     | 18.01.2022 | prajakta         | pilot plant              | repairing shoe rack handle , drawer  | Praduman             | work done              |
| 179     | 20.01.2020 | Vrushali         | Ground Floor / Stores    | 2 tubelights are not working   | Nitin                | work done              |
| 180     | 21.1.2022  | Srushti          | 1st floor                | Intercom not working   | Nitin                | work done              |
| 181     | 24.01.2022 | Dr. Rajan K.     | 4th floor Exam Section   | Intercom not working   | Nitin                | work done              |
| 182     | 01-02-2022 | Vrushali         | 1st floor                | 1 Tubelight required and fix one Notice Board in faculty room                                | Nitin/Praduman       | Notis board work Done  |
| 183     | 1.2.2022   | Srushti          | 1st floor                | ladies washroom 2 flush not working  | Mr. Praduman         | 1 flush working        |
| 184     | 5.2.2022   | Mr K V Shaatri   | 3rd floor                | Jet spray in ladies washroom is broken and not working since                                 | Mr. Praduman         | work done              |
| 185     | 5-2-2022   | mansi jore       | 5th Floor                | Tubelight not working in my cabin  | Nitin                | Work done              |
| 186     |            |                  |                          | Stability chamber water connection   | Praduman             | Work done              |
| 187     |            |                  |                          | Shoe Rack handle replace   | Praduman             | Work done              |
| 188     |            |                  |                          | weighing machine , two pin break   | Mr. Nitin            | Work done              |
| 189     | 06-02-2022 | Yogesh           | Ph-I Lab                 | new tube light fitting, stability chamber cabin  | Mr. Nitin            | Work done              |
| 190     | 8-2-22     | Mithali          | Pharmacology Lab         | 02 Museum Box Fitting, cupboard lock repair  | Praduman             | Work done              |
| 191     | 08-02-2022 | Vaidahi          | Pharmacognosy Lab        | Autoclave indicator not working  | Mr. Nitin            | Work done              |
| 192     | 12-02-2022 | Kirti            | Pharmichen lab 3rd floor | Gas leakage and taps are leakage   | Mr. Praduman         | Work Done              |
| 193     | 12-02-2022 | Kirti            | Library                  | Fan regulator not working  | Mr. Nitin            | Work Done              |
| 194     | 12-02-2022 | Kirti            | Library                  | Telephone box required in between telephone is not working                                   | Mr. Nitin            | Work Done              |
| 195     | 14/02/2022 | shrirang         | Library                  | 1 tubelight not working  | Mr. Nitin            | Work Done              |
| 196     |            |                  |                          | coorony lab  | mr nitin             | Work Done              |
| 197     |            |                  |                          | washbasin leak   | mr nitin             | Work Done              |
| 198     |            |                  |                          | fan not working  | mr nitin             | Work Done              |
| 199     |            |                  |                          | fan board lock not work  | mr praduman          | Work Done              |
| 200     |            |                  |                          | pano clave leakage   | mr praduman          | work done              |



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| Sr. no. | Date       | Name              | Floor/Location              | Maintenance Complaint, Action Taken Sheet                 | Complaint Details and Entered by | Complaint handled by | Remark             |
|---------|------------|-------------------|-----------------------------|---|----------------------------------|----------------------|--------------------|
| 201     | 15/02/2022 | Yogesh Borkar     | 5th floor physical pharmacy | Gas leakage   |                                  | Praduman             | Work Done          |
|         |            |                   | 4th floor washroom          | Mirror Fitting  |                                  | Praduman             | Work Done          |
| 202     | 21/02/2022 | Subhash Shinde    | 4th floor colony lab        | tubelight and switch board fitting                        |                                  | Nitin                | Work Done          |
| 203     | 22/02/2022 | Pratik Barve      | 3rd floor class room 301    | 1 bench damage  |                                  | praduman             | Work Done          |
| 204     | 23.02.2022 | Vaideti           | 6th floor staff room        | need a tubelight and window curtains near my working desk |                                  | praduman/Nitin       | Work done          |
| 205     | 23/02/2022 | Subhash Shinde    | 3rd floor                   | telephone not working properly                            |                                  | nitin                | Curtains work done |
| 206     | 24/02/22   | Mithali Rathod    | 3rd floor class room 301    | 1 Fan Not Working   |                                  | Mr Nitin             | Work done          |
| 207     | 26/02/2021 | Bapusahab Phule   | 4th floor peognoy lab       | Gas Leakage   |                                  | Praduman             | work done          |
| 208     | 26/02/2022 | Bapusahab Phule   | 1st flr                     | Putting Rubber sheet under electronic balance             |                                  | Praduman             | work done          |
| 209     | 26/02/2022 | Bapusahab Phule   | 1st flr                     | Repairing of Water pump Motor of Diffusion cell           |                                  | Mr. Praduman         | Work Done          |
| 210     | 26/02/2022 | Sanjay raut       | 4th floor colony lab        | Door stopper  |                                  | Mr. Praduman         | Work Done          |
| 211     | 26/02/2022 | Dr. Nutan Rao     | 4th floor classroom 402     | Fan not properly working                                  |                                  | Mr. Praduman         | Work Done          |
| 212     | 26/02/2022 | Dr. Nutan Rao     | 4 th floor Peognoy Lab      | Locker was not working                                    |                                  | Mr. Praduman         | Work Done          |
| 213     | 03-03-2022 | sanjay Raut       | 4th floor                   | Tubelight spark   |                                  | Praduman             | work done          |
| 214     | 03-03-2022 | Yogesh Borkar     | Ground floor                | gent washroom door  |                                  | Nitin                | Work Done          |
| 215     | 03-03-2022 | Subhash Shinde    | 3rd floor OC lab            | Canteen Drinking water line repairing                     |                                  | praduman             | Work Done          |
| 216     | 07-03-2022 | Jayesh gotrivale  | 3rd floor pharm chem Lab    | Electricity Board not working                             |                                  | praduman             | Work Done          |
| 217     | 08-03-22   | Vrushali          | 1st floor                   | All gas pipe leakage, All gas valve life's                |                                  | Nitin                | Work Done          |
| 218     | 08-03-22   | Vrushali          | 1st floor                   | intercom not working                                      |                                  | praduman             | work done          |
| 219     | 08-03-22   | Vrushali          | 1st floor                   | ladies washroom flush not working                         |                                  | Nitin                | Work Done          |
| 220     | 08-03-22   | Vrushali          | Biotech lab                 | Aspetic area exhaust fan not working                      |                                  | Praduman             | Work Done          |
| 221     | 09-03-22   | Subhash Shinde    | 3rd floor o.c.lab           | Lab tube light need to repaired                           |                                  | Nitin                | Work Done          |
| 222     | 09-03-22   | Subhash Shinde    | 3rd floor o.c.lab           | 5 Electric board not working                              |                                  | Nitin                | Work Done          |
| 223     | 11-03-22   | Bapusahab Phule   | 1st flr PG lab              | wash basin leakage  |                                  | nitin                | Work Done          |
| 224     | 11-03-2022 | Vrushali          | 1st floor                   | Rotavac Vacuum pump oil Fill karna hai                    |                                  | praduman             | work done          |
| 225     | 11-03-2022 | Kairol Khandagale | 2nd Floor                   | ladies washroom flush not working                         |                                  | Mr. Praduman         | work done          |
| 226     | 14/03/2022 | Bapusahab Phule   | 2nd Floor                   | Rack partition rearrangement                              |                                  | Praduman             | work done          |
| 227     | 14/03/2022 | Kairol Khandagale | 2nd Floor                   | wall mounted fan in student room run slow                 |                                  | Nitin / Praduman     | work done          |
| 228     | 15/03/2022 | Vrushali          | 1st floor                   | Computer lab 3 AC are not working                         |                                  | nitin                | work done          |
| 229     | 15/03/2022 | Vrushali          | 1st floor                   | ladies washroom flush not working                         |                                  | Yogesh               | Work done          |
| 230     | 15/03/2022 | Yogesh Borkar     | 1st floor                   | intercom not working                                      |                                  | Praduman             | Work done          |
| 231     | 15/03/2022 | Mithali Rathod    | 4th floor washroom          | washbasin property fitting                                |                                  | Nitin                | Work done          |
| 232     | 15/03/2022 | Mithali Rathod    | Pharmacognosy Lab           | Tublights not working                                     |                                  | praduman             | work done          |
| 233     | 16/03/2022 | Vrushali          | 1st floor                   | Lock and key not working of Lockers                       |                                  | Nitin                | work done          |
| 234     | 16/03/2022 | Vrushali          | 1st floor                   | ladies washroom flush not working                         |                                  | praduman             | work done          |
|         |            |                   |                             | intercom not working                                      |                                  | Praduman             | work done          |

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Maintenance Complaint, Action Taken Sheet

| Sr. no. | Date       | Name              | Floor/Location      | Complaint Details and Entered by                          | Complaint handled by | Remark                 |
|---------|------------|-------------------|---------------------|---|----------------------|------------------------|
| 235     | 16/03/2022 | Vrushali          | Biotech lab         | Lab tube light need to repaired                           | Nitin                | Work Done              |
| 236     | 16/03/2022 | Vrushali          | Biotech lab         | Asptic area exhaust fan not working                       | Nitin                | Work Done              |
| 237     | 16/03/2022 | Kajol Khandagale  | Boardroom           | 2 AC are not working                                      | Yogesh               | Work Done              |
| 238     | 16/03/2022 | Kajol Khandagale  | Seminar room        | Ac are not working  | Yogesh               | Work Done              |
| 239     | 16/03/2022 | Kajol Khandagale  | Computer Lab        | Wall mount notice board                                   | Praduman             | Work Done              |
| 240     | 17/03/2022 | Vrushali          | Biotech lab         | Lab tube light need to repaired                           | Nitin                | Work Done              |
| 241     | 17/03/2022 | Vrushali          | Biotech lab         | Asptic area exhaust fan not working                       | Nitin                | Work Done              |
| 242     | 17/03/2022 | Vrushali          | 1st floor           | hadders washroom flush not working                        | Praduman             | Work Done              |
| 243     | 19/3/22    | ravindra          | Exam                | ceiling fan capacitor not working                         | Nitin                | Work Done              |
| 244     | 22/03/2022 | Vaideti           | 3rd floor           | weighing machine not working                              | Nitin                | Work Done              |
| 245     | 22/03/2022 | Vaideti           | 6th floor           | weighing machine not working                              | Nitin                | Work Done              |
| 246     | 22/03/2022 | Bapushabh Phule   | 1 st floor          | Weighting Balance Room - Change of Tube Light             | Nitin                | Please contact to WRIC |
| 247     | 25/03/2022 | shriang pawar     | 4 th floor          | class 403 fan slow working                                | Bapushabh            | Work Done              |
|         |            |                   | 4 th floor          | placement office coprocy lab AC switch no properly        | nitin                | Work Done              |
| 248     | 28/03/2022 | Subhash Shinde    | 3rd floor O.C.Lab   | Gas regulator leakage, change of regulator                | praduman             | Work Done              |
| 249     | 28/03/2022 | Vrushali          | PC lab              | kindly Place notice board (on outside wall)               | praduman             | work done              |
| 250     | 28/03/2022 | Vrushali          | CLL                 | kindly place notice board (in the cil)                    | praduman             | work done              |
| 251     | 28/03/2022 | Vaideti           | 3rd floor           | gas regulator leakage                                     | praduman             | work done              |
| 252     | 28/03/2022 | Subhash Shinde    | 3rd floor           | 1 tube light not working                                  | nitin                | Work Done              |
| 253     | 29/03/2022 | Mansi Jore        | 1 st floor          | Carpet (cover pipes)                                      | Praduman             | work done              |
| 254     | 29/03/2022 | Mansi Jore        |                     | gas leakage and all gas pipe need to replace              | Praduman             | work done              |
| 255     | 29/03/2022 | Mansi Jore        |                     | tube light not working ( clarify test apparatus)          | nitin                | Work Done              |
| 256     | 29/03/2022 | Mansi Jore        |                     | electric point new  | nitin                | work done              |
| 257     | 29/03/2022 | Mansi Jore        |                     | tube light change for more light                          | nitin                | work done              |
| 258     | 29/03/2022 | Mansi Jore        | ground floor        | centralised compressor unit required servicing            | praduman             | work done              |
| 259     | 30/03/2020 | Vrushali          | Biotech lab         | Asptic area door interlock to be repaired                 | Nitin                | work done              |
| 260     | 31/3/2022  | Ojaskumar Agrawal | 6/faculty room      | The room door is not closing properly                     | Praduman             | work done              |
| 261     | 04-04-2022 | Kirti             | 5th floor Library   | Removal of PVC fiber sheet                                | Praduman             | work done              |
| 262     | 05-04-2022 | Bapushabh         | 1st floor P. G lab  | One Water tab is leaking                                  | Mr. Praduman         | work done              |
| 263     | 05-04-2022 | Bapushabh         | 1st floor PG Lab    | Microscope - Moving tube Light is not Working             | Mr. Nitin            | Please contact to WRIC |
| 264     | 05-04-2022 | Bapushabh         | 1st floor P.G.Lab   | Rotary Vacuum Electric Connection Check                   | Mr. Nitin            | Work Done              |
| 265     | 06-04-2022 | kajol             | 2nd floor           | wash basin girls common room and pantry                   | Mr. Praduman         | Work Done              |
| 266     | 04-07-2022 | Dr. Mushtaque     | 6th Floor           | Removal of gas rubber pipes and burners from PG Chemistry | Mr. Praduman         | Work Done              |
| 267     | 07-04-2022 | Subhash Shinde    | 3rd floor           | Genis Toilet 2 zead spray not working                     | mr. Praduman         | Work Done              |
| 268     | 07-04-2022 | mansi jore        | 1st floor PH-II lab | tube light clarify test apparatus not working             | Mr. Nitin            | Work Done              |

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Praduman C.



OTIS ELEVATOR COMPANY (INDIA) LIMITED  
(Registered & Head Office)  
9th Floor, Magnus Tower, Mindspace,  
Link Road, Malad (West), Mumbai 400 064, Maharashtra  
CIN: U29150MH1953PLC009158 PAN: AAACO0481E  
Ph: (91-22) 6679 5151 Fax: (91-22) 2844 9791

# TAX INVOICE

ORIGINAL FOR RECIPIENT

|   |  |   |
|---|--|---|
| <b>Otis Elevator Company India Limited</b><br>9th Floor, Magnus Towers, Mindspace, Link Road, Malad West,   |  | <b>Contract No. :</b> MR6926<br><b>Billing Terms :</b> Yearly [Dec] - Advance<br><b>Document Type :</b> INV<br><b>Supply type code :</b> B2B<br><b>Version :</b> 1.0<br><b>Total Units :</b> 1<br><b>Transaction ID :</b> 2669167<br><b>Service Executive Name :</b> Moinuddin H. Maniar<br><b>Contact No. :</b> 9987589521<br><b>City : Mumbai</b> Pin code : 400064<br><b>Place of Supply :</b> MAHARASHTRA - 27<br><b>Is service :</b> Y |
| <b>City :</b> Mumbai Pin code : 400064<br><b>State &amp; State code :</b> MAHARASHTRA - 27<br><b>Tax Scheme :</b> GST<br><b>GST Number :</b> 27AAACO0481E1ZR<br><b>GST Invoice No. :</b> MH/O/2113392<br><b>GST Invoice Date :</b> 23-Dec-2021<br><b>Whether tax payable under RCM :</b> No<br><b>Doc period Start date :</b> 01-Dec-2021<br><b>Doc period End date :</b> 30-Nov-2022 | <b>Customer Name &amp; Address :</b><br>V.E.S. collage of pharmacy<br>Hashu Advani memorial complex, Behind collector colony,<br>Chembur(E),MUMBAI - 400004<br><b>City : MUMBAI</b> Pin code : 400004<br><b>State &amp; State Code :</b> MAHARASHTRA - 27<br><b>GST Number :</b> 27AAATV2239C1ZP |   |
| <b>Government :</b> No <b>PAN No. :</b> AAATV2239C <b>P.O. No. :</b>  |  | <b>Receipt/Site Address :</b><br>V.E.S. Collage of pharmacy,Hashu Advani memorial complex,, Behind collector colony, Chembur(E) ,MUMBAI - 400071<br><b>City : MUMBAI</b> Pin code : 400071<br><b>State &amp; State Code :</b> MAHARASHTRA - 27<br><b>PAN number :</b> AAATV2239C<br><b>GST Number :</b> 27AAATV2239C1ZP   |

| HSN    | DESCRIPTION      | AMOUNT (Rs.) |
|--------|------------------|--------------|
| 995469 | Basic Amount     | 91,385.00    |
|        | Add:- SGST @ 9 % | 8,224.65     |
|        | Add:- CGST @ 9 % | 8,224.65     |

**Amount :** 107,834.30

**Rupees :** One lac seven thousand eight hundred thirty-four and thirty paise only

Unit wise details:

| Unit Number    | Maintenance Charges for the Period |           | Basic Amount (Rs.) | Tax Amount (Rs.) | Total Amount (Rs.) |
|----------------|------------------------------------|-----------|--------------------|------------------|--------------------|
|                | From                               | To        |                    |                  |                    |
| R6926          | 01 Dec 21                          | 30 Nov 22 | 91,385.00          | 16,449.30        | 107,834.30         |
| <b>Total :</b> |                                    |           | 91,385.00          | 16,449.30        | 107,834.30         |

Payment QRcode Govt QR Cod

For Otis Elevator Company (India) Limited

*[Signature]*  
Authorized Signature

IRN : ccf9edd2340a335b8d47bf6229124c5d216126b02e30eefd9886c0ad200280c2

**Terms & Conditions:**  
 1. CASH NOT ACCEPTED.  
 2. Payable on presentation, interest @ 21%p.a. would be levied on delayed payments  
 3. TDS Certificate under the applicable laws (including but not limited to GST) must be issued as per the timelines prescribed in the respective Acts

We accept RTGS/NEFT Payments : Our Bank Account details (Please indicate Invoice number as reference for further communication)  
 Name of account : Otis Elevator Company (India) Limited  
 Branch : Citi Bank N.A., D N Road, Fort, Mumbai -400001 Account No. : 0001041037  
 MICR Code : 400037002 IFSC Code: CITI0000000

\*As per section 269SU of the Income Tax Act, 1961 read with Rule 119AA of Income Tax Rules, 1962, company provides with the additional electronic payment facilities like RuPay debit cards, BHIM UPI & UPI QR in addition to the current modes of payment (i.e. RTGS/NEFT). For using such payment option please contact us at onlinepayment@otis.com' \*\* In case of change in address or other relevant details, please intimate on your letter head.



**Dr. (Mrs.) Gauri S. Shidhaye**  
PRINCIPAL  
Vivekanand Education Society's  
College of Pharmacy  
HAMC, Behind Collector Colony,  
Chembur, Mumbai - 400 074



## Tax Invoice

|   |  |  |             |                             |   |                                    |
|---|--|--|-------------|-----------------------------|---|------------------------------------|
| <b>PAULSHANTANU ENGINEERING PRIVATE LIMITED</b><br>12A, A WING, 1ST FLOOR. SITA ESTATE<br>NEAR BHARAT PETROLEUM MONORAIL STATION, AZIZ BAUG,<br>MAHUL ROAD, CHEMBUR, MUMBAI 400074<br>GSTIN/UIN: 27AAJCP7996C1ZV<br>State Name : Maharashtra, Code : 27<br>CIN: U74999MH2018PTC307686<br>E-Mail : shantanu@paulshantanu.com |  | Invoice No.<br><b>PSEPL30186</b>             |             | Dated<br><b>23-Aug-2021</b> |   |                                    |
|   |  | Delivery Note                                |             | Mode/Terms of Payment       |   |                                    |
| Consignee<br><b>Vivekanand Education Society's College of Pharmacy</b><br>1ST FLOOR, TRUST OFFICE, DEGREE COLLEGE CAMPUS,<br>SINDHI SOCIETY, CHEMBUR, Mumbai -400071<br>GSTIN/UIN : 27AAATV2239C1ZP<br>State Name : Maharashtra, Code : 27  |  | Supplier's Ref.<br><b>PSEPL30186</b>         |             | Other Reference(s)          |   |                                    |
|   |  | Buyer's Order No.<br><b>3355</b>             |             | Dated<br><b>23-Aug-2021</b> |   |                                    |
| Buyer (if other than consignee)<br><b>Vivekanand Education Society's College of Pharmacy</b><br>1ST FLOOR, TRUST OFFICE, DEGREE COLLEGE CAMPUS,<br>SINDHI SOCIETY, CHEMBUR, Mumbai -400071<br>GSTIN/UIN : 27AAATV2239C1ZP<br>State Name : Maharashtra, Code : 27  |  | Despatch Document No.                        |             | Delivery Note Date          |   |                                    |
|   |  | Despatched through                           |             | Destination                 |   |                                    |
| Terms of Delivery   |  |  |             |                             |   |                                    |
| SI No.  | Description of Services  | HSN/SAC                                      | Quantity    | Rate                        | per                                     | Amount                             |
| 1   | <b>Charges for Non-Comprehensive AMC</b><br><i>AMC for Electrical System</i><br><i>Period 1.8.21 To 31.07.22</i> | 998719                                       |             |                             |   | <b>32,550.00</b>                   |
|   |  |  |             |                             | AS<br>23/8/21<br>CGST - 9%<br>SGST - 9% | 9%     2,929.50<br>9%     2,929.50 |
| Total   |  |  |             |                             |   | <b>₹ 38,409.00</b>                 |
| Amount Chargeable (in words)  |  |  |             |                             |   | E. & O.E                           |
| <b>INR Thirty Eight Thousand Four Hundred Nine Only</b>   |  |  |             |                             |   |                                    |
| HSN/SAC   |  | Taxable Value                                | Central Tax |                             | State Tax                               |                                    |
|   |  |  | Rate        | Amount                      | Rate                                    | Amount                             |
| 998719  |  | 32,550.00                                    | 9%          | 2,929.50                    | 9%                                      | 2,929.50                           |
| Total   |  | 32,550.00                                    |             | 2,929.50                    |   | 2,929.50                           |
|   |  |  |             |                             |   | 5,859.00                           |
| Tax Amount (in words) : <b>INR Five Thousand Eight Hundred Fifty Nine Only</b>  |  |  |             |                             |   |                                    |
| Company's PAN : AAJCP7996C  |  | for PAULSHANTANU ENGINEERING PRIVATE LIMITED |             |                             |   |                                    |
| Declaration<br>We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.  |  | Authorized Signatory                         |             |                             |   |                                    |

This is a Computer Generated Invoice



Dr. (Mrs.) <sup>SS</sup>Supriya S. Shidhaye  
 PRINCIPAL  
 Vivekanand Education Society's  
 College of Pharmacy  
 HAMC, Behind Collector Colony,  
 Chembur, Mumbai - 400 074



Ref: VESCOP/IL / 01 of 2021

Date: 05/01/2021

**PROFORMA INVOICE**

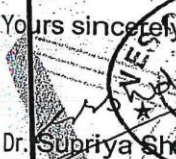
|   |  |
|---|--|
| Invoice No. :<br>Invoice Date : 28.12.2020  |  |
| VES College of Pharmacy<br>Chembur, Mumbai - 400074   |  |
| Details of Buyer / Billed to:   | Details of Consignee / Shipped to:   |
| Name : V.E.S. COLLEGE OF PHARMACY<br>Address : HASHU ADVANI MEMORIAL COMPLEX,<br>BEHIND COLLECTOR COLONY<br>CHEMBUR, MUMBAI- 400074<br>GST IN : 27ARCPK9168L1ZP | For Project : V.E.S. COLLEGE OF PHARMACY<br>Address : HASHU ADVANI MEMORIAL COMPLEX,<br>BEHIND COLLECTOR COLONY<br>CHEMBUR, MUMBAI- 400074 |


| SR. NO. | Description   | HSN/SAC  | Unit | Qty. | Rate      | Amount    |
|---------|---|----------|------|------|-----------|-----------|
| 1       | The AMC for the existing firefighting system in the college building has expired on 31 <sup>st</sup> December 2020. The Aqua fire control AMC renewal amounting Rs.40,000/- plus taxes 18% Non Comprehensive yearly maintenance contract charges for fire fighting system installed at the above site for the period of JANUARY 2021 to DECEMBER 2021 ( ON quarterly basis) AMC period was from 1 <sup>st</sup> January 2020 to 31 <sup>st</sup> December 2020 amount 40,000/- exclusive taxes. | 38130000 | Nos. | 1    | 40,000.00 | 40,000.00 |


The amount towards the AMC charges for the period 1<sup>st</sup> January 2021 to 31<sup>st</sup> December 2021 works out to Rs.40,000/- exclusive taxes.

You are requested to kindly approve of the same.

Thanking you.

Yours sincerely,  
  
 Dr. Supriya Shidhaye  
 CHEMBUR, MUMBAI - 400074

  
 Dr. (Mrs.) Supriya S. Shidhaye  
 PRINCIPAL  
 Vivekanand Education Society's  
 College of Pharmacy  
 HAMC Behind Collector Colony  
 Chembur, Mumbai - 400074

|   |  |
|---|--|
| Remarks of Sanctioning Authority:<br>Amount in Words: Forty Seven Thousand four Hundred sixty Only                          | Amount Before Tax : 40,000.00<br>Add: CGST @9% : 3,600.00<br>Add: SGST @9% : 3,600.00<br>Round Off                                     |
| GSTIN : 27ARCPK9168L1Z6<br>Company's PAN : ARCPK9168L   | Total Amount After Tax : 47,200.00   |
| : Bank Details :<br>Bank Name : State Bank Of India<br>Account No. : 67140029283<br>Branch & IFSC Code: Nerul & SBIN0070692 | For AQUA FIRE CONTROLS<br><br>Authorized Signatory |



# Aqua Fire Controls™

AN ISO 9001:2008 Certified Company

## INVOICE

Invoice No. : 207  
 Invoice Date. : 01.01.2022

**Details of Receiver / Billed to:**  
 Name : V.E.S. COLLEGE OF PHARMACY  
 Address : HASHU ADVANI MEMORIAL COMPLEX,  
 : BEHIND COLLECTOR COLLONY  
 : CHEMBUR, MUMBAI- 400074  
 GST TIN : 27AAATV2239C1ZP

**Details of Consignee / Shipped to:**  
 For Project : V.E.S. COLLEGE OF PHARMACY  
 Address : HASHU ADVANI MEMORIAL COMPLEX,  
 : BEHIND COLLECTOR COLLONY  
 : CHEMBUR, MUMBAI-400074

| SR. NO. | Description  | HSN/SAC  | Unit | Qty. | Rate      | Amount    |
|---------|--|----------|------|------|-----------|-----------|
| 1       | yearly maintence contract charges for fire fighting system installed at the above site for the period of JANUARY 2022 to DECEMBER 2022 ( ON quarterly basis) | 38130000 | Nos  | 1    | 40,000.00 | 40,000.00 |

Dr. (Mrs.) Supriya S. Shidhaye  
 PRINCIPAL  
 Vivekanand Education Society's  
 College of Pharmacy  
 HAMC, Behind Collector Colony,  
 Chembur, Mumbai - 400 074

|   |  |
|---|--|
| Amount in Words:<br>Forty Seven Thousand Two Hundred Only   | Amount Before Tax : 40,000.00<br>Add: CGST @9% : 3,600.00<br>Add: SGST @9% : 3,600.00<br>Round Off : |
| GSTIN : 27ARCPK9168L1Z6<br>Company's PAN : ARCPK9168L   | Total Amount After Tax : 47,200.00   |
| : Bank Details :<br>Bank Name : State Bank Of India<br>Account No. : 67140029283<br>Branch & IFSC Code: Nerul & SBIN0070692 | For AQUA FIRE CONTROLS<br><br>Authorised Signatory   |

C-701, Shree Shantiniketan, Plot No. 12-A, Sector - 8, Kharghar, Navi Mumbai - 410210  
 Tel. : +91 22 27719650 Mob. : +91 9819180866 Email : aquafirecontrols@gmail.com





**ORDER FOR MAINTENANCE SERVICE**

Order No.: SV/Matrix/20-21/Dec

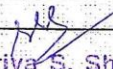
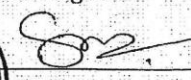
Period -- From: 24.12.2020 To: 23.12.2021

Please render us the services for the following equipment:

| S.NO.   | DESCRIPTION  | UNIT  | RATE               | Annual maintenance Charges. (Rs.) |
|---|--|-------|--------------------|-----------------------------------|
| 1.  | <b>NON-COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR</b>   |       |                    |                                   |
|   | EPABX TYPE : Matrix Eternitylite 3S EPABX  | 1 No. | 5,500 00           | 5,500 00                          |
|   | EXTENSIONS : 2 Digital Ext. X 32 Analog Ext.   |       |                    |                                   |
|   | TRUNKS : 02x1pra   |       |                    |                                   |
|   | OTHERS (IF ANY) : EON 45 KeyPhone  | 1 No. | Incl.              | Incl.                             |
|   | Cable laying / replacing extra as per actual charges.  |       |                    |                                   |
|   | OUTSTATION CHARGES : Not Applicable.   |       |                    |                                   |
|   | Note : Damages Due To High Voltages, Water Seepage/ spilling and Lightening are not covered under AMC. |       |                    |                                   |
|   | PAN NO. ADAFS6671E<br>GST NO. 27ADAFS6671E3ZX  |       | GST@18%            | 990 00                            |
| <b>Rupees: Six Thousand Four Hundred Ninety Only.</b> |  |       |                    |                                   |
|   |  |       | <b>Total (Rs.)</b> | <b>6,490=00</b>                   |

Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Company Name: Swami Vivekanand Pharmacy College  
 Site Address: Hansu Advani Memorial Complex,  
Behind Collector Colony,  
Chembur - E. Mumbai - 400 074.



  
 Dr. (Mrs.) Supriya S. Shidhaye  
 PRINCIPAL  
 Vivekanand Education Society's  
 College of Pharmacy  
 HAMC, Behind Collector Colony  
 Chembur, Mumbai - 400 074  
 For S V Technologies  
  
 Signature  
 Seema Jadhav



Date: 23.12.2020

Office: 61/2715, Ground Floor, Gandhi Nagar, Bandra (E) Mumbai 400 051. Tel: +91-66444555  
 Consultants for Voice & Data Solutions Digital EPABX/ KTS Systems,  
 Bldg, Intercom, Fax, Copiers, Cordless/ Telephones, Projectors Voicemail Systems, Voice Loggers, Security  
 Systems, CCTV, Shredders, Note Counting M/cs





**ANNUAL MAINTENANCE SERVICE**

Order No.: SVT/Matrix/21-22/Dec

Period -- From: 24.12.2021

To: 23.12.2022

Please render us the services for the following equipment:

| S.NO. | DESCRIPTION   | UNIT     | RATE    |    | Annual maintenance Charges. (Rs.) |    |
|-------|---|----------|---------|----|-----------------------------------|----|
|       |   |          |         |    |                                   |    |
| 1.    | <b>NON-COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR</b><br><br>EPABX TYPE: Matrix Eternity 3S EPBAX System<br><br>EXTENSIONS : 2 Digital Ext and 32 Analog Ext.<br><br>TRUNKS : 02<br><br>PRI : 01<br><br>OTHERS (IF ANY) : EON 45 Key Phone<br><br>Cable laying / replacing extra as per actual charges.<br><br>Bank Name-NKGSB Co.op Bank Ltd.<br>A/C -005110100001696<br>IFSC Code - NKGS0000005<br><br>PAN NO. ADAFS 6671 E<br>GST NO- 27ADAFS6671E3ZX | 1<br>No. | 5,500   | 00 | 5,500                             | 00 |
|       |   |          | GST@18% |    | 990                               | 00 |

Rupees: - Six Thousand Four Hundred And Ninety Only.

**Total (Rs.)** 6,490= 00

For S V TECHNOLOGIES



Dr. (Mrs.) Surviya S. Shidhaye

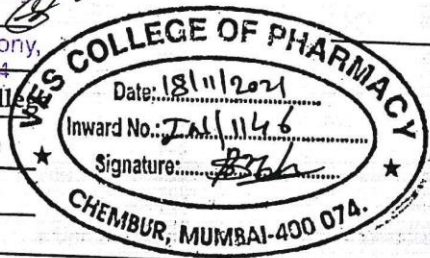
**PRINCIPAL**  
Vivekanand Education Society's  
College of Pharmacy

HAMC, Behind Collector Colony,  
Chembur, Mumbai - 400 074

Company Name: Swami Vivekanand Pharmacy College

Site Address: Hansu Advani Memorial College  
Behind Collector Colony,  
Chembur-East Mumbai 400074

20/11/21



Signature

Date: 18.11.2021

Office: 64/2791, 1<sup>st</sup> Floor, Gandhi Nagar, Bandra (E), Mumbai 400 051. Tel: +91-22-26557516 / 7 / 66444555  
 Consultants for Voice & Data Solutions  
 Digital EPABX / KTS Systems, Bldg. Intercom, Fax, Copiers, Cordless / Telephones, Projectors  
 Voicemail Systems, Voice Loggers, Security Systems, CCTV, Shredders, Note Counting M/cs

**TAX INVOICE****. D.FIRE SERVICES**

SHOP NO - S/36, SECTOR - 4,  
NEAR GANDHI HOSPITAL, AIROLI,  
NAVI MUMBAI - 400708.  
CONTACT- 02265050333/9029257875/8291046232

INVOICE NO- LD/ 6049 Date- 28/9/2020

ORDER NO- 49

GST NO- 27BRCPM7370P1Z3

**BUYERS NAME :-**

V. E.S COLLEGE OF PHARMACY,  
HASHU ADVANI MEMORIAL COMPLEX, COLLECTORS COLONY,  
CHEMBUR MUMBAI- 400074.

|          | DESCRIPTION                        | QUANTITY | UNIT RATE | AMOUNT        |
|----------|------------------------------------|----------|-----------|---------------|
| <b>A</b> | <b>FIRE EXTINGUISHER REFILLING</b> |          |           |               |
| 1        | ABC TYPE CAPACITY 2 KG             | 12       | 300       | 3600          |
| 2        | ABC TYPE CAPACITY 4 KG             | 18       | 400       | 7200          |
| 3        | ABC TYPE CAPACITY 5 KG             | 10       | 500       | 5000          |
| 4        | CO2 TYPE CAPACITY 4.5 KG           | 2        | 500       | 1000          |
|          | <b>SUB TOTAL</b>                   |          |           | <b>16,800</b> |
|          | <b>CGST@9%</b>                     |          |           | <b>1,512</b>  |
|          | <b>SGST@9%</b>                     |          |           | <b>1512</b>   |
|          | <b>GRAND TOTAL</b>                 |          |           | <b>19,824</b> |

(RUPEES- NINETEEN THOUSAND EIGHT HUNDRED & TWENTY FOUR RUPEES ONLY).

**BANK DETAILS -****L.D. FIRE SERVICES .**

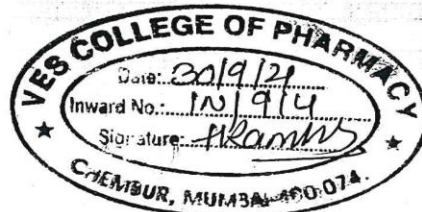
BANK NAME - TJSB  
A/C NO - 014120100001230  
IFSC CODE - TJSB0000014  
BRANCH - KALWA NAKA



Dr. (Mrs.) Supriya S. Shidhaye  
PRINCIPAL  
Vivekanand Education Society's  
College of Pharmacy  
HAMC, Behind Collector Colony,  
Chembur, Mumbai - 400 074

FOR L. D. FIRE SERVICES

AUTHORISED SIGNATORY





**TAX INVOICE****L . D.FIRE SERVICES**

SHOP NO - S/36, SECTOR - 4,  
NEAR GANDHI HOSPITAL, AIROLI,  
NAVI MUMBAI - 400708.  
CONTACT- 02265050333/9029257875/8291046232

INVOICE NO- LD/ 8035 Date- 28/9/2021

ORDER NO- 35

GST NO- 27BRCPM7370P1Z3

**BUYERS NAME :-**

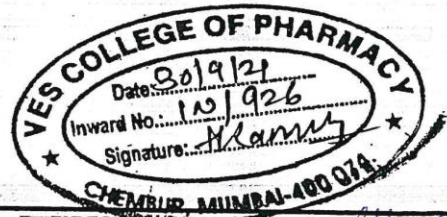
V. E.S COLLEGE OF PHARMACY,  
HASHU ADVANI MEMORIAL COMPLEX, COLLECTORS COLONY,  
CHEMBUR MUMBAI- 400074.

|          | DESCRIPTION                        | QUANTITY | UNIT RATE | AMOUNT        |
|----------|------------------------------------|----------|-----------|---------------|
| <b>A</b> | <b>FIRE EXTINGUISHER REFILLING</b> |          |           |               |
| 1        | ABC TYPE CAPACITY 2 KG             | 16       | 300       | 4800          |
| 2        | ABC TYPE CAPACITY 4 KG             | 21       | 400       | 8400          |
| 3        | ABC TYPE CAPACITY 5 KG             | 11       | 500       | 5500          |
| 4        | CO2 TYPE CAPACITY 4.5 KG           | 2        | 500       | 1000          |
| <b>B</b> | <b>SPARE PART</b>                  |          |           |               |
| 2        | PRESSURE GUGE                      | 2        | 85        | 170           |
| 3        | ASSEMBALE VALVE - 2 KG             | 2        | 210       | 420           |
| 4        | ABC HOSE PIPE - 4 KG               | 4        | 110       | 440           |
|          | <b>SUB TOTAL</b>                   |          |           | <b>20,730</b> |
|          | <b>CGST@9%</b>                     |          |           | <b>1,866</b>  |
|          | <b>SGST@9%</b>                     |          |           | <b>1866</b>   |
|          | <b>GRAND TOTAL</b>                 |          |           | <b>24,462</b> |

(RUPEES- TWENTY FOUR THOUSAND FOUR HUNDRED & SIXTY TWO RUPEES ONLY)

**BANK DETAILS -**

L .D. FIRE SERVICES .  
BANK NAME - TJSB  
A/C NO - 014120100001230  
IFSC CODE - TJSB0000014  
BRANCH - KALWA NAKA



FOR L.D. FIRE SERVICES

*(Signature)*  
AUTHORISED SIGNATORY

Dr. (Mrs.) Supriya S. Shidhaye  
PRINCIPAL  
Vivekanand Education Society  
College of Pharmacy  
HAMC, Behind Collector Colony  
Chembur, Mumbai - 400 074



**ACE HYGIENE PRODUCTS PVT. LTD.**

307, A2 Shah & Nahar, Lower Parel, Mumbai 400 013  
 Tel. No. (+91-22) 61840909  
 e-mail: service@alfauv.com



New Generation Water Purifiers

|                  |   |                                    |  |
|------------------|---|------------------------------------|--|
| 580005<br>616494 |   | <b>ANNUAL MAINTENANCE CONTRACT</b> | Annual Maintenance Contract No. <b>D 85092</b> |
| Equipment No.    | Customer I.D  |                                    | Model No. & Mtrl Grp <b>C 200</b>              |
| Name             | Vivekanand Education Soc                            |                                    | Unit Serial No.                                |
| Address          | Hashy Advani Memorial complex collector ely Chembur |                                    | Invoice No.                                    |
| Telephone No/s   |   |                                    | AMC Product <b>A01P0122</b>                    |
| Active Email Id  |   |                                    | Contract Period                                |
|                  |   |                                    | Contract form given date <b>20/10/21</b>       |

Under this contract, ACE HYGIENE PRODUCTS PVT. LTD. (herein after referred to as 'The Company') undertakes for services to be provided under this contract shall be Rs **7200/-** per annum. **2 UNIT**

**I. SERVICES COVERED BY THE ANNUAL MAINTENANCE CONTRACT**

- 1.  Two  Four  Six  Twelve  periodical preventive maintenance service visits during the period of contract mentioned above wherein the water purifier will be thoroughly checked, cleaned and serviced.
- 2. Any additional visit during the contract period in the event of any break-downs/malfunctioning of the equipment.
- 3. The Company shall provide the said services during its normal working hours between 9AM to 5:30 PM on regular working days from Monday to Saturday excluding Sunday's and holiday's observed by the Company.
- 4. Free replacement of 1 No. Dual filter cartridge (Combo) during the service contract period against worn out parts for all the models.
- 5. Free replacement of 1 no. pre-filter candle (10 inches) during the service contract period against worn out parts for Commercial Models (C-400 & C-600).
- 6. Free replacement of worn-out exhausted parts, including ultraviolet lamp once if needed with new/serviceable spares during the periodical servicing or break-down visits for Ewater, G-120 & Platina, Sparkle, Pure Flow units.
- 7. Free replacement of worn-out exhausted parts, excluding ultraviolet lamp with new/serviceable spares during the periodical servicing or break-down attention visits for C-240, C-400, C-500, C-600, E-500 & E-500DX units.
- 8. Under comprehensive contract for RO Countertop & under Sink Units during the periodical visits for servicing or break-down calls free replacement of worn-out exhausted parts, including sediment and carbon filters once per annum with new/serviceable spares including RO membrane, excluding Hydro static tank will be applicable. (For non comprehensive contract, the RO Membrane and Hydro static Tank are not covered)

**CUSTOMER'S ACCEPTANCE**

We agree to the terms and conditions of the contract & Enclose herewith the signed copy of the contract Along with

Rs(Cash)  \_\_\_\_\_  
 Currency Note Nos \_\_\_\_\_

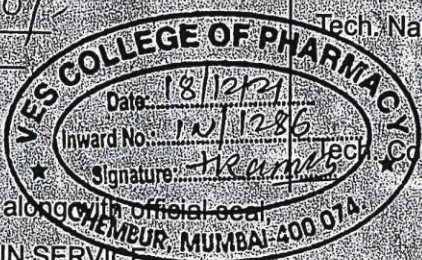
Or Cheque  **7200/-**  
 Cheque No \_\_\_\_\_  
 Towards the Contract.

For ACE HYGIENE PRODUCTS PVT. LTD.

Authorised Signatory

Tech. Name: **Ravindra**

Code: **EM/33**



by the customer along with official seal  
**ACE - EXCELLENCE IN SERVICE**



Dr. (Mrs.) **Supriya S. Shidhaye**  
**PRINCIPAL**  
 Vivekanand Education Society's  
 College of Pharmacy  
 HAMC, Behind Collector Colony,  
 Chembur, Mumbai - 400 074





## Airofrost HVAC Systems Pvt Ltd

1 - Kohenoor Apartment, Station Road,  
Jogeshwari (W), Mumbai - 400 102  
Tel. No. : 022 26774000  
Email ID : [info@airofrost.com](mailto:info@airofrost.com)  
GST ID: 27AAHCA8655K1Z5  
PAN No: AAHCA8655K



### AMC Contract / Performa Invoice

|               |            |
|---------------|------------|
| Contract No : | 000473     |
| Date :        | 04-03-2021 |

#### Billing Address :

VIVEKANAND EDUCATION SOCIETY (COLLEGE OF PHARMACY)

Hashu Advani Memorial Complex, Behind  
Collectors Colony, Chembur, Mumbai-400074

GSTIN: 27AAATV2239C1ZP

#### Installation Address :

VIVEKANAND EDUCATION SOCIETY (COLLEGE OF PHARMACY)

Hashu Advani Memorial Complex, Behind  
Collectors Colony, Chembur, Mumbai-400074

We are pleased to offer a nominal Fee for Annual Service Contract **Comprehensive**, as per details & terms and condition attached. To enter into the contract please sign and return to us the duplicate of this letter together with your confirmation letter and cheque for the same.

Duration of Contract From : 01-04-2021 To 31-03-2022

Frequency of service: Quaterly

| Sr.No. | Model                            | Serial No.  | Rate / Tonnage OR Machine / Annum | Total Amount RS. |
|--------|----------------------------------|-------------|-----------------------------------|------------------|
| 1      | SDLX150150B Storage Water Cooler | BSA16717A07 | 5000.00                           | 5000.            |

#### Terms & Condition: (also refer to detailed Terms of service attached)

- 1) Contract will be valid if payment of fees made as per agreed terms
- 2) Terms of Payment: 100% Advance

#### Bank Details:

Bank: DCB Bank, Branch: Jogeshwari (W),  
A/c no. 01021300002271, RTGS/NEFT/ IFSC: DCBL0000010

Thanking You,  
For Airofrost HVAC Systems Pvt Ltd

GSTIN: -  
27AAHCA8655K1Z5

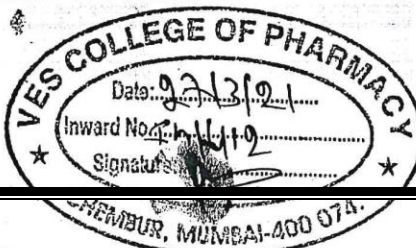
Permanent Income : (PAN)  
AAHCA8655K

ESIC: 35000267130000999  
PF: KDMAL2106000000

I/We agree to this service contract

On behalf of customer  
Signature / Office Stamp

Authorized Signatory



Dr. (Mrs.) Supriya S. Shidhaye  
PRINCIPAL  
Vivekanand Education Society's  
College of Pharmacy  
HAMC, Behind Collectors Colony  
Chembur, Mumbai - 400 074

**PARADIGM**

Ref. No. PTS/vescp/QTN/003

Date : 21/11/2022

To,

Vivekanand Education Society's College of Pharmacy  
Hashu Advani Memorial Complex,  
Behind Collectors Colony,  
Wadhawall Village, Chembur,  
Mumbai - 400 074.

**Sub. :- AMC of Existing Biometric Machine.**

Dear Sir,

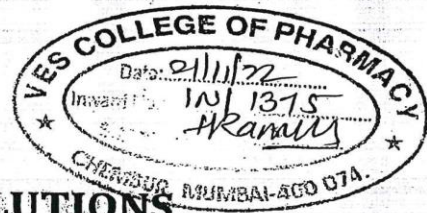
In view of keeping your equipment healthy and maintenance free working conditions we would request you to go for Annual Maintenance Contract of these equipments at the earliest.

We are pleased to submit our best quote for the same. Details and rate are as follows:

**PRICING FOR AMC**

| Sr. No. | Description   | Total Cost  |
|---------|---|-------------|
| 1       | Non Comprehensive AMC for Existing Biometric Machine<br>Biometric Machine MBE160 Face & Finger Time & Attendance<br>& Access Control System, 01 No. Rs. 5,000/- p.a.<br><br>Period : 1 <sup>st</sup> November, 2022 to 31 <sup>st</sup> October, 2023 | Rs. 5,000/- |

GST : 18% Extra or as applicable.

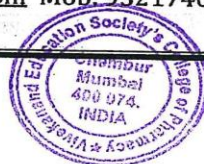


**PARADIGM TECHSOLUTIONS**

A Wing, Office No. 415, 2<sup>nd</sup> Floor, Vashi Plaza, Sector No. 17,  
Vashi, Navi Mumbai - 400 703.

Email : sales@pts-pl.com Mob: 9321740284

Dr. (Mrs.) Smita S. Chaturvedi  
PRINCIPAL  
Vivekanand Education Society's  
College of Pharmacy  
HAMC, Behind Collector Colony,  
Chembur, Mumbai - 400 074




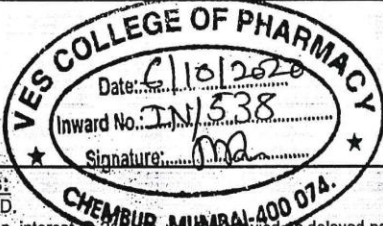



# OTIS

OTIS ELEVATOR COMPANY (INDIA) LIMITED  
(Registered & Head Office)  
9th Floor, Magnus Tower, Mindspace,  
Link Road, Malad (West), Mumbai 400 064, Maharashtra  
CIN: U29150MH1953PLC009158 PAN: AAACO0481E  
Ph: (91-22) 6679 5151 Fax: (91-22) 2844 9791  
Website: www.otis.com

## TAX INVOICE

ORIGINAL FOR RECIPIENT

| <b>Otis Elevator Company India Limited</b><br>9th Floor, Magnus Towers, Mindspace, Link Road, Malad West, Mumbai-400064 MAHARASHTRA  |   | <b>Contract No. :</b> MR6868<br><b>Billing Terms :</b> Yearly [Jun] - Advance                                 |                  |                    |
|--|---|---|------------------|--------------------|
| <b>GST Number :</b> 27AAACO0481E1ZR<br><b>GST Invoice No. :</b> MH/O/2004845<br><b>GST Invoice Date :</b> 12-Aug-2020<br><b>Whether tax payable under RCM :</b> No   | <b>Total Units :</b> 1<br><b>Transaction ID :</b> 2536685<br><b>Service Executive Name &amp; Contact No. :</b> Moinuddin H. Maniar 9987589521<br><b>Place of Supply :</b> MAHARASHTRA |   |                  |                    |
| <b>Customer Name and Address :</b><br>VES COLLEGE OF PHARMACY<br>Hashu Advani memorial complex Behind collector colony, Chembur(E) MUMBAI - 400071   | <b>Site Address :</b><br>V E S COLLEGE OF PHARMACY<br>Hashu Advani memorial complex, Behind collector colony, Chembur(E), MUMBAI - 400071   |   |                  |                    |
| <b>State &amp; State Code :</b> MAHARASHTRA - 27<br><b>GST Number :</b> 27AAATV2239C1ZP<br><b>Government :</b> No <b>PAN No. :</b> AAATV2239C <b>P.O. No. :</b>  | <b>State &amp; State Code :</b> MAHARASHTRA - 27<br><b>GST Number :</b> 27AAACO0481E1ZR   |   |                  |                    |
| HSN  | DESCRIPTION   | AMOUNT (Rs.)  |                  |                    |
| 995469   | Basic Amount<br>Add:- SGST @ 9 %<br>Add:- CGST @ 9 %  | 88,724.00<br>7,985.16<br>7,985.16   |                  |                    |
| <b>Amount :</b>  |   | <b>104,694.32</b>   |                  |                    |
| Rupees: One lac four thousand six hundred ninety-four and thirty-two paise only  |   |   |                  |                    |
| <b>Unit wise details:</b>  |   |   |                  |                    |
| Unit Number  | Maintenance Charges for the Period<br>From To   | Basic Amount (Rs.)  | Tax Amount (Rs.) | Total Amount (Rs.) |
| R6868  | 01 Jun 20 31 May 21   | 88,724.00   | 15,970.32        | 104,694.32         |
| <b>Total :</b>   |   | <b>88,724.00</b>  | <b>15,970.32</b> | <b>104,694.32</b>  |
|   |   | For Otis Elevator Company (India) Limited   |                  |                    |
| <br>Date: 6/10/2020<br>Inward No.: IN/538<br>Signature: [Signature]   |   | <br>Authorized Signature |                  |                    |
| <b>Terms &amp; Conditions:</b><br>1. CASH NOT ACCEPTED.<br>2. Payable on presentation, interest @ 18% p.a. on delayed payments<br>3. TDS Certificate under the applicable laws (including but not limited to GST) must be issued as per the timelines prescribed in the respective Acts  |   |   |                  |                    |
| We accept RTGS/NEFT Payments : Our Bank Account details (Please indicate Invoice number as reference for further communication)<br>Name of account : Otis Elevator Company (India) Limited<br>Branch : Citi Bank N.A., D N Road, Fort, Mumbai -400001 Account No. : 0001041037<br>MICR Code : 400037002 IFSC Code: CITI0100000 |   |   |                  |                    |

\*As per section 269SU of the Income Tax Act, 1961 read with Rule 119AA of Income Tax Rules, 1962, company provides with the additional electronic payment facilities like RuPay debit cards, BHIM UPI & UPI QR in addition to the current modes of payment i.e. RTGS/NEFT. For using such payment option please contact us at [onlinepayment@otis.com](mailto:onlinepayment@otis.com) in case of change in address or other relevant details please intimate on your letter head.



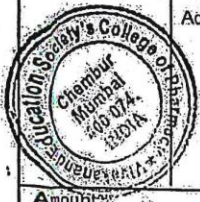


OTIS ELEVATOR COMPANY (INDIA) LIMITED  
 (Registered & Head Office)  
 9th Floor, Magnus Tower, Mindspace,  
 Link Road, Majad (West), Mumbai 400 064, Maharashtra  
 CIN: U29150MH1953PLC009158 PAN: AAAC00481E  
 Ph: (91-22)-6679-5151 Fax: (91-22) 2844 9791

# TAX INVOICE

ORIGINAL FOR RECIPIENT

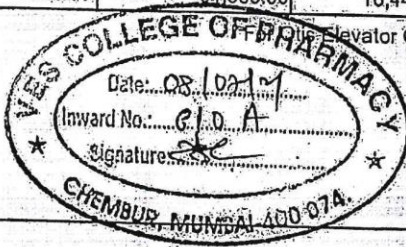
| Otis Elevator Company India Limited<br>9th Floor, Magnus Towers, Mindspace, Link Road, Malad West,  |  | Contract No.: MR6868<br>Billing Terms: Yearly [Jun] - Advance<br>Document Type: INV<br>Supply type code: B2C<br>Version: 1.0<br>Total Units: 1<br>Transaction ID: 2624382<br>Service Executive Name: Molnuddin H. Manlar<br>& Contact No.: 9987589521<br>City: Mumbai Pin code: 400064<br>Place of Supply: MAHARASHTRA - 27<br>Is service: Y |                                   |  |                    |
|---|--|--|-----------------------------------|--|--------------------|
| City: Mumbai Pin code: 400064<br>State & State code: MAHARASHTRA - 27<br>Tax Scheme: GST<br>GST Number: 27AAAC00481E1ZR<br>GST Invoice No.: MH/O/2105375<br>GST Invoice Date: 09-Jul-2021<br>Whether tax payable under RCM: No<br>Doc period Start date: 01-Jun-2021<br>Doc period End date: 31-May-2022  |  | Recipient/ Site Address:<br>V E S COLLEGE OF PHARMACY, Hashu Advani memorial complex, Behind collector colony, Chembur (E), MUMBAI - 400071<br>City: MUMBAI Pin code: 400071<br>State & State Code: MAHARASHTRA - 27<br>PAN number: AAATV2239C<br>GST Number: GSTNOTAPPLICABL  |                                   |  |                    |
| Customer Name & Address:<br>VES COLLEGE OF PHARMACY<br>Hashu Advani memorial complex Behind collector colony, Chembur (E), MUMBAI - 400071<br>City: MUMBAI Pin code: 400071<br>State & State Code: MAHARASHTRA - 27<br>GST Number: 27AAATV2239C1ZP  |  | Government: No PAN No: AAATV2239C P.O. No.: 3145 DTD 19.06.2021  |                                   |  |                    |
| HSN   | DESCRIPTION  |  | AMOUNT (Rs.)                      |  |                    |
| 99569   | Basic Amount<br>Add:- SGST @ 9 %<br>Add:- CGST @ 9 % |  | 91,386.00<br>8,224.74<br>8,224.74 |  |                    |
| Amount: 107,835.48<br>Rupees: One lac seven thousand eight hundred thirty five and forty eight paise only   |  |  | 107,835.48                        |  |                    |
| Unit wise details:  |  |  |                                   |  |                    |
| Unit Number   | Maintenance Charges for the Period                   |  | Basic Amount (Rs.)                | Tax Amount (Rs.)   | Total Amount (Rs.) |
|   | From   | To   |                                   |  |                    |
| R6868   | 01 Jun 21  | 31 May 22  | 91,386.00                         | 16,449.48  | 107,835.48         |
| Total:  |  |  | 91,386.00                         | 16,449.48  | 107,835.48         |
| Payment QR Code<br>   |  | Invoice QR Code<br>  |                                   | Otis Elevator Company (India) Limited<br>Date: 09/07/21<br>Inward No.: 610 A<br>Signature:<br>CHEMBUR, MUMBAI 400 074. |                    |
| Terms & Conditions:<br>1. CASH NOT ACCEPTED.<br>2. Payable on presentation; interest @ 21% p.a. would be levied on delayed payments<br>3. TDS Certificate under the applicable laws (including but not limited to GST) must be issued as per the timelines prescribed in the respective Acts<br>We accept RTGS/NEFT Payments; Our Bank Account details (Please Indicate Invoice number as reference for further communication)<br>Name of account: Otis Elevator Company (India) Limited<br>Branch: Citi Bank N.A., D.N Road, Fort, Mumbai -400001<br>A/c No: 400037002 Account No.: 0001041037<br>IFSC Code: CITI0100000 |  |  |                                   |  |                    |



Dr. (Mrs.) Supriya S. Shidhaye  
 PRINCIPAL  
 Vivekanand Education Society's  
 College of Pharmacy  
 HAMC, Behind Collector Colony,  
 Chembur, Mumbai - 400 074.



Dr. (Mrs.) Supriya S. Shidhaye  
 PRINCIPAL  
 Vivekanand Education Society's  
 College of Pharmacy  
 HAMC, Behind Collector Colony,  
 Chembur, Mumbai - 400 074.



Authorized Signature


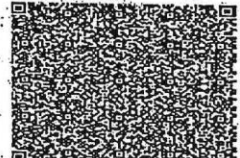
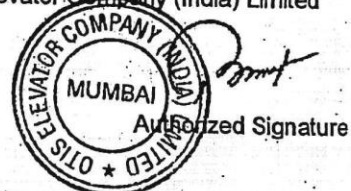


# OTIS

OTIS ELEVATOR COMPANY (INDIA) LIMITED  
(Registered & Head Office)  
9th Floor, Magnus Tower, Mindspace,  
Link Road, Malad (West), Mumbai 400 064, Maharashtra  
CIN: U29150MH1953PLC009158 PAN: AAACO0481E  
Ph: (91-22) 6679 5151 Fax: (91-22) 2844 9791

## TAX INVOICE

ORIGINAL FOR RECIPIENT

|   |   |  |                            |                           |
|---|---|--|----------------------------|---------------------------|
| <b>Otis Elevator Company India Limited</b><br>9th Floor, Magnus Towers, Mindspace, Link Road, Malad West,   |   | <b>Contract No. :</b> MR6926 #   |                            |                           |
| <b>City :</b> Mumbai <b>Pin code :</b> 400064   |   | <b>Billing Terms :</b> Yearly [Dec] - Advance  |                            |                           |
| <b>State &amp; State code :</b> MAHARASHTRA - 27  |   | <b>Document Type :</b> INV   |                            |                           |
| <b>Tax Scheme :</b> GST   |   | <b>Supply type code :</b> B2B  |                            |                           |
| <b>GST Number :</b> 27AAACO0481E1ZR   |   | <b>Version :</b> 1.0   |                            |                           |
| <b>GST Invoice No. :</b> MH/O/2010638   |   | <b>Total Units :</b> 1   |                            |                           |
| <b>GST Invoice Date :</b> 11-Dec-2020   |   | <b>Transaction ID :</b> 2567306  |                            |                           |
| <b>Whether tax payable under RCM</b> No   |   | <b>Service Executive Name &amp; Contact No. :</b> Moinuddin H. Maniar<br>9987589521  |                            |                           |
| <b>Doc period Start date :</b> 01-Dec-2020  |   | <b>City :</b> Mumbai <b>Pin code :</b> 400064  |                            |                           |
| <b>Doc period End date :</b> 30-Nov-2021  |   | <b>Place of Supply :</b> MAHARASHTRA - 27  |                            |                           |
| <b>Is service :</b> Y   |   |  |                            |                           |
| <b>Customer Name &amp; Address :</b><br>V.E.S. collage of pharmacy<br>Hashu Advani memorial complex, Behind collector colony,<br>Chembur(E),MUMBAI - 400004 |   | <b>Recipient/Site Address :</b><br>V.E.S. Collage of pharmacy,Hashu Advani memorial complex,, Behind collector colony,<br>Chembur(E) ,,MUMBAI - 400071 |                            |                           |
| <b>City :</b> MUMBAI <b>Pin code :</b> 400004   |   | <b>City :</b> MUMBAI <b>Pin code :</b> 400071  |                            |                           |
| <b>State &amp; State Code :</b> MAHARASHTRA - 27  |   | <b>State &amp; State Code :</b> MAHARASHTRA - 27   |                            |                           |
| <b>GST Number :</b> 27AAATV2239C1ZP   |   | <b>PAN number :</b> AAATV2239C   |                            |                           |
| <b>GST Number :</b> 27AAATV2239C1ZP   |   | <b>GST Number :</b> 27AAATV2239C1ZP  |                            |                           |
| <b>Government :</b> No  |   | <b>PAN No. :</b> AAATV2239C  |                            |                           |
|   |   | <b>P.O. No. :</b> 3125 DTD 11/11/20  |                            |                           |
| <b>HSN</b>  | <b>DESCRIPTION</b>                        | <b>AMOUNT (Rs.)</b>  |                            |                           |
| 995469  | Basic Amount                              | 88,723.00  |                            |                           |
|   | Add- SGST @ 9 %                           | 7,985.07   |                            |                           |
|   | Add- CGST @ 9 %                           | 7,985.07   |                            |                           |
| <b>Amount :</b>   |   | <b>104,693.14</b>  |                            |                           |
| <b>Rupees:</b> One lac four thousand six hundred ninety-three and fourteen paise only   |   |  |                            |                           |
| <b>Unit wise details:</b>   |   |  |                            |                           |
| <b>Unit Number</b>  | <b>Maintenance Charges for the Period</b> | <b>Basic Amount (Rs.)</b>  | <b>Tax Amount (Rs.)</b>    | <b>Total Amount (Rs.)</b> |
|   | <b>From To</b>                            |  |                            |                           |
| R6926   | 01 Dec 20 30 Nov 21                       | 88,723.00  | 15,970.14                  | 104,693.14                |
|   |   | <b>Total :</b>   | <b>88,723.00 15,970.14</b> | <b>104,693.14</b>         |
| <b>Payment QR Code</b>  |   | <b>Govt-QR Code</b>  |                            |                           |
|    |   |   |                            |                           |
| <b>For Otis Elevator Company (India) Limited</b>  |   |  |                            |                           |
|    |   |  |                            |                           |
| <b>IRN : 77c8eaf0b4811fda631d4899032e841f2915ef48fdbfb52753816375d22c37</b>   |   |  |                            |                           |
| <b>Terms &amp; Conditions:</b>  |   |  |                            |                           |
| 1. CASH NOT ACCEPTED.   |   |  |                            |                           |
| 2. Payable on presentation, Interest @ 21%p.a. would be levied on delayed payments  |   |  |                            |                           |
| 3. TDS Certificate under the applicable laws (including but not limited to GST) must be issued as per the timelines prescribed in the respective Acts       |   |  |                            |                           |
| We accept RTGS/NEFT Payments : Our Bank Account details (Please indicate Invoice number as reference for further communication)                             |   |  |                            |                           |
| Name of account : Otis Elevator Company (India) Limited   |   |  |                            |                           |
| Branch : Citi Bank N.A., D N Road, Fort, Mumbai -400001   |   |  |                            |                           |
| MICR Code : 400037002   |   |  |                            |                           |
| Account No. : 0001041037  |   |  |                            |                           |
| IFSC Code : CITI0100000   |   |  |                            |                           |

\*As per section 269SU of the Income Tax Act, 1961 read with Rule 119AA of Income Tax Rules, 1962, company provides with the additional electronic payment facilities like RuPay debit cards, BHIM UPI & UPI QR in addition to the current modes of payment i.e. RTGS/NEFT. For using such payment option please contact us at onlinpayment@otis.com\*\* In case of change in address or other relevant details please intimate on your letter head.



SOLUTION ORDER cum SERVICE WARRANTY CONTRACT



Contract No: 6171821180  
 Contract Date: 8/1/21 12:00 AM  
 Expiry Date: 7/31/22 12:00 AM

**CUSTOMER:**

Ves College Of Pharmacy  
 Hashu Advani Memorial Complex, Collectors Colony, Chembur  
 Phone:  
 Mobile: 9987602827  
 GST No.: 27AAATV2239C1ZP

Dear Sir/Madam,  
 Ref. No. PO NO. Dated Concerned Person Mr.Yogesh Borkar  
 Kindly arrange to send your service person to my/our premises on 01-AUG-2021

| Premises to be Treated                                    | Service Type      | Frequency Of Service | Contract Period | Contract Cost |
|---|-------------------|----------------------|-----------------|---------------|
| Hashu Advani Memorial Complex, Collectors Colony, Chembur | Rodent Management | 24 Major Services    | 1 YEARS         | 12000.00      |
| Total Contract Amount :                                   |                   |                      |                 | 12000.00      |
| SGST (@ 9%) :   |                   |                      |                 | 1080.00       |
| CGST (@ 9%) :   |                   |                      |                 | 1080.00       |
| Round-Off Value:  |                   |                      |                 | 0.00          |
| <b>GRAND TOTAL :</b>                                      |                   |                      |                 | <b>14160</b>  |

**Amount In Words:** Fourteen Thousand One Hundred and Sixty only

**Payment Terms:** 100 % Advance Payment

I/We have (hereinafter call "the OWNER") paid a sum of Rs. 14160 (in words Rupees Fourteen Thousand One Hundred and Sixty only) in advance before commencement of the contract to the M/s/ Ultima Search (hereinafter call the "CONTRACTOR") or to their authorised agents in Mumbai, the contractor shall treat the premises of the Owner mentioned in the solution Order.

I/We agree to enter into a service warranty agreement with "CONTRACTOR" to control the pest (hereinafter called 'pests') as specified in the solution Order to the extent possible to free the said premises from their presence, if at any time after the completion of the initial treatment during the contract period, the 'pests' reappears in the said premises, the CONTRACTOR shall without further payment carry out necessary treatment as may be necessary to free the said premises from the 'PEST', subject to the conditions stated below. The CONTRACTOR shall not be liable to the OWNER for any damage suffered by the OWNERS directly or indirectly because of the presence of the 'pests' in the said premises and liability of the CONTRACTOR hereunder shall be to treat the said premises with such process or processes as herein before provided to control the 'pests' in the said premises.

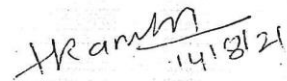
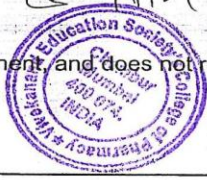
**CONDITIONS:**

This Service Warranty Contract shall not be valid against termites entering the structure through any future additions, extensions & alterations made to the structure, unless additions, extensions or alterations are treated against termites and covered by a separate Service Warranty Contract from our company.

This Service Warranty shall be valid only on receipt of full payment to the company as per the terms of the Order/Contract referred to above.

We hereby accept the above terms and conditions of Service Contract with thanks.

For Online RTGS / NEFT PAYMENT :  
 Bank Name: HDFC Bank  
 Branch : Santacruz (West)  
 A/c No : 00792210000014  
 RTGS (IFSC Code) : HDFC0000079

  
 Customer Signature  
  
 Dr. (Mrs) Supriya S. Shidhaye  
 PRINCIPAL  
 Vivekanand Education Society's  
 College of Pharmacy  
 HAMC, Behind Collector Colony,  
 Chembur, Mumbai - 400 074

(This is a computer generated contract document, and does not require any authorized signature)



SOLUTION ORDER cum SERVICE WARRANTY CONTRACT



Contract No: 6171822855  
 Contract Date: 1/1/22 12:00 AM  
 Expiry Date: 12/31/22 12:00 AM

**CUSTOMER:**

Ves College Of Pharmacy  
 Hashu Advani Memorial Complex, Collectors Colony, Chembur  
 Phone:  
 Mobile: 9987602827  
 GST No.: 27AAATV2239C1ZP

Dear Sir/Madam,  
 Ref. No. PO NO.3379 Dated 31/12/21 Concerned Person Mr.Yogesh Borkar  
 Kindly arrange to send your service person to my/our premises on 01-JAN-2022

| Premises to be Treated                                    | Service Type                            | Frequency Of Service | Contract Period | Contract Cost |
|---|---|----------------------|-----------------|---------------|
| Hashu Advani Memorial Complex, Collectors Colony, Chembur | Cockroach and Household Pest Management | 4 Major Services     | 1 YEARS         | 8500.00       |

Total Contract Amount : 8500.00  
 SGST (@ 9%) : 765.00  
 CGST (@ 9%) : 765.00  
 Round-Off Value: 0.00  
**GRAND TOTAL : 10030**

**Amount In Words:** Ten Thousand Thirty only

**Payment Terms:**

I/We have (hereinafter call "the OWNER") paid a sum of Rs. 10030 (in words Rupees Ten Thousand Thirty only) in advance before commencement of the contract to the M/s/ Ultima Search (hereinafter call the "CONTRACTOR") or to their authorised agents in Mumbai, the contractor shall treat the premises of the Owner mentioned in the solution Order.

I/We agree to enter into a service warranty agreement with "CONTRACTOR" to control the pest (hereinafter called 'pests') as specified in the solution Order to the extent possible to free the said premises from their presence, if at any time after the completion of the initial treatment during the contract period, the 'pests' reappears in the said premises, the CONTRACTOR shall without further payment carry out necessary treatment as may be necessary to free the said premises from the 'PEST', subject to the conditions stated below. The CONTRACTOR shall not be liable to the OWNER for any damage suffered by the OWNERS directly or indirectly because of the presence of the 'pests' in the said premises and liability of the CONTRACTOR hereunder shall be to treat the said premises with such process or processes as herein before provided to control the 'pests' in the said premises.

**CONDITIONS:**

This Service Warranty Contract shall not be valid against termites entering the structure through any future additions, extensions & alterations made to the structure, unless additions, extensions or alterations are treated against termites and covered by a separate Service Warranty Contract from our company.

This Service Warranty shall be valid only on receipt of full payment to the company as per the terms of the Order/Contract referred to above.

We hereby accept the above terms and conditions of Service Contract with thanks.

For Online RTGS / NEFT PAYMENT :  
 Bank Name: HDFC Bank  
 Branch : Santacruz (West)  
 A/c No : 00792210000014  
 RTGS (IFSC Code) : HDFC0000079



Dr. (Mrs.) Supriya S. Shidhaye  
 PRINCIPAL  
 Vivekanand Education Society's  
 College of Pharmacy  
 HAMC, Behind Collector Colony,  
 Chembur, Mumbai - 400 074

*[Handwritten Signature]*  
 Customer Signature

(This is a computer generated contract document, and does not require any authorized signature)



**CONTRACT RENEWAL LETTER**

Rep. Code : SDP-03

Date : 25-Sep-2018

M/s. Vivekanand Education Society Pharmacy College Bldg.  
Hashu Advani Complex, Collector Colony,  
R.C.Marg., Chembur (E) Mumbai - 400074.  
Tel.No. 61144144  
Mobile No. 61144144

Kind Attn.: Miss.Aarchana Madam.  
Dear Customer,

Subject: Renewal of Contract No. USBR03/195/13-14 dated 13-9-2013

| Site Address  | Services          | Frequency                        | Contract Type |
|---|-------------------|----------------------------------|---------------|
| Hashu Advani Complex,<br>Collector Colony, R.C.Marg.,<br>Chembur (E) Mumbai - 400074. | Termite Solutions | Initial + Six Monthly<br>Checkup | 5 Years       |

We thank you for your cooperation throughout contract period, which enabled us to serve you better.

Since our contract is due to expire on 12-Sep-2018 , we expect you renew it for further period in order to reduce pest menace.

Contract Renewal charges would be ₹ 76,700.00

We will be pleased to continue our quality services on receipt of renewal confirmation at the earliest.

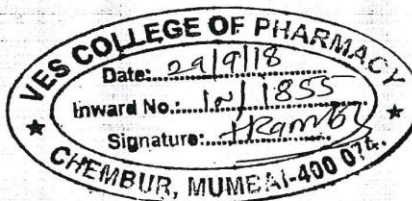
Thanking you, \* Payment:- 100% advance.

Yours Truly,

For ULTIMA SEARCH

Authorised Signatory

YB  
21/10/18



Dr. (Mrs.) Supriya S. Shidhaye  
PRINCIPAL  
Vivekanand Education Society's  
College of Pharmacy  
HAMC, Behind Collector Colony,  
Chembur, Mumbai - 400 074



Contract Renewal Letter

Date : 09/12/2020

VIVEKANAND EDUCATION SOCIETY.  
 COLLEGE OF PHARMACY, HASHU ADVANI  
 MEMORIAL COMPLEX, BEHIND COLLECTORS  
 COLONY, WADHAWALL VILLAGE CHEMBUR  
 Mobile: 9987602827

Kind Atten : Mr. Yogesh Borkar

Dear Customer,

Subject : Renewal of Contract No: 6171813996, Dated 18-NOV-2019

| Premises to be Treated  | Service Type             | Frequency Of Service | Contract Period |
|---|--------------------------|----------------------|-----------------|
| College of Pharmacy, Hashu Advani memorial complex, Behind collectors colony, Wadhawall village | Mosquito Control Fogging | 24                   | 1 YEARS         |

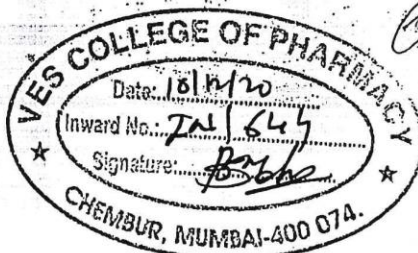
We thank you for your cooperation throughout contract period, which enabled us to serve you better. Since our contract is due to expire on 18-NOV-2020, we expect you renew it for further period in order to reduce pest menace.

Contract Renewal charges would be Rs. 17700 ( Inclusive Tax )

We will be pleased to continue our quality services on receipt of renewal confirmation at the earliest. Thanking you,  
 Yours truly,

FOR ULTIMA SEARCH

AUTHORIZED SIGNATORY



YB  
 14/12/2020

Dr. (Mrs.) Supriya S. Shidhaye  
 PRINCIPAL  
 Vivekanand Education Society's  
 College of Pharmacy  
 HAMC, Behind Collector Colony,  
 Chembur, Mumbai - 400 074



Contract Renewal Letter

Date : 06/12/2021

Ves College Of Pharmacy  
 HASHU ADVANI MEMORIAL COMPLEX,  
 COLLECTORS COLONY, CHEMBUR  
 Mobile: 9987602827

Kind Atten : Mr. Yogesh Borkar  
 Dear Customer,

Subject : Renewal of Contract No: 6171818479, Dated 01-DEC-2020

| Premises to be Treated                                    | Service Type     | Frequency Of Service | Contract Period |
|---|------------------|----------------------|-----------------|
| Hashu Advani Memorial Complex, Collectors Colony, Chembur | Mosquito Control | 24                   | 1 YEARS         |

I thank you for your cooperation throughout contract period, which enabled us to serve you better. Since our contract is due to expire on 01-DEC-2021, we expect you renew it for further period in order to reduce pest menace.  
 Contract Renewal charges would be Rs. 17700 ( Inclusive Tax )

We will be pleased to continue our quality services on receipt of renewal confirmation at the earliest. Thanking you,  
 Yours truly,

FOR ULTIMA SEARCH  
 AUTHORIZED SIGNATORY  
 MUMBAI

7B  
 10/12/21  
 VES COLLEGE OF PHARMACY  
 Date: 10/12/21  
 Inward No.: 10/1245  
 Signature: *Mr. Amey*  
 CHEMBUR, MUMBAI-400 074.

Vivekanand Education Society's College of Pharmacy  
 Chembur  
 Mumbai  
 400 074.  
 INDIA

*HS*  
 Dr. (Mrs.) Supriya S. Shidhaye  
 PRINCIPAL  
 Vivekanand Education Society's  
 College of Pharmacy  
 NAMC, Behind Collector Colony,  
 Chembur, Mumbai - 400 074

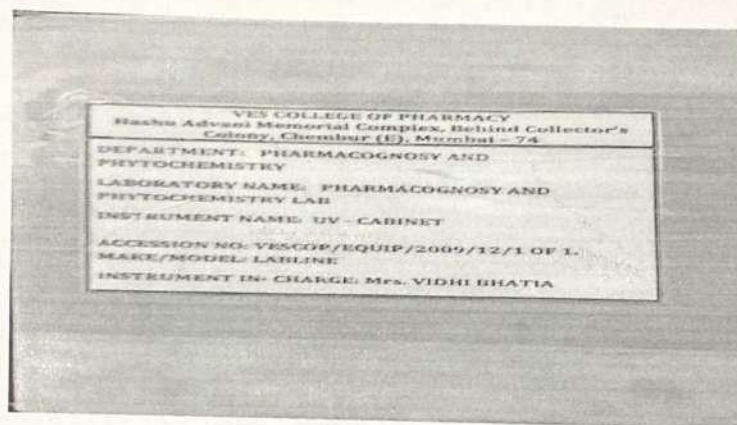


### VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074

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.

#### Laboratory Usage Register



| Sl. No. | Date     | Time In | Time Out | Name of Users | Dept | Use's sign  |
|---------|----------|---------|----------|---------------|------|-------------|
| 1       | 11/11/21 | 1:20    | 1:35     | Supriya       | M-CA | [Signature] |
| 2       | 11/12/21 | 1:20    | 1:25     | Pratik        | L-Y  | [Signature] |
| 3       | 11/11/21 | 1:55    | 1:40     | Shweta        | M-CA | [Signature] |
| 4       | 11/11/21 | 1:40    | 1:45     | Aarita        | M-CA | [Signature] |
| 5       | 11/11/21 | 1:45    | 1:50     | Supriya       | M-CA | [Signature] |
| 6       | 11/11/21 | 1:59    | 2:10     | Shweta        | M-CA | [Signature] |
| 7       | 11/11/21 | 4:25    | 4:30     | Supriya       | M-CA | [Signature] |
| 8       | 11/11/21 | 8:15    | 8:20     | Shweta        | M-CA | [Signature] |
| 9       | 11/11/21 | 3:25    | 3:30     | Supriya       | M-CA | [Signature] |
| 10      | 11/11/21 | 3:20    | 3:30     | Aarita        | M-CA | [Signature] |
| 11      | 11/12/21 | 4:24    | 4:24     | Dhruv         | L-Y  | [Signature] |
| 12      | 11/11/21 | 1:55    | 2:00     | Supriya       | M-CA | [Signature] |
| 13      | 11/11/21 | 1:55    | 2:00     | Aarita        | M-CA | [Signature] |
| 14      | 11/11/21 | 12:15   | 12:20    | Aarita        | M-CA | [Signature] |
| 15      | 11/12/21 | 12:20   | 12:25    | Supriya       | M-CA | [Signature] |
| 16      | 11/12/21 | 12:25   | 12:30    | Shweta        | M-CA | [Signature] |
| 17      | 11/12/21 | 12:30   | 12:35    | Supriya       | M-CA | [Signature] |
| 18      | 11/11/21 | 12:30   | 12:35    | Pratik        | M-CA | [Signature] |



Dr. (Mrs.) Supriya S. Shidhaye  
PRINCIPAL  
Vivekanand Education Society's  
College of Pharmacy  
HAMC, Behind Collector Colony,  
Chembur, Mumbai - 400 074.



## VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400074

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.

### Laboratory chemical stock register

VES COLLEGE OF PHARMACY  
Hashu Advani Memorial Complex, Behind Collector's Colony,  
Chembur (E), Mumbai - 74

DEPARTMENT: Pharmacognosy and Phytochemistry

LABORATORY NAME: Pharmacognosy and Phytochem

REGISTER NAME: Chemicals Register

LABORATORY INCHARGE: Mr. K.V. Shastri

| STOCK REGISTER   |                              | ACETONE       |        | RATE          |        | 53            |        | Shelar  |    |
|------------------|------------------------------|---------------|--------|---------------|--------|---------------|--------|---------|----|
| NAME OF ARTICLES | PARTICULARS                  | RECEIPTS      |        | ISSUED        |        | BALANCE       |        | Rs.     | P. |
|                  |                              | Quan-<br>tity | Amount | Quan-<br>tity | Amount | Quan-<br>tity | Amount |         |    |
| 16418            | PT-4 Sustentol (C-mvii)      |               |        | 150ml         |        |               |        | 150ml   |    |
| 15118            | Stock as on lab              |               |        |               |        |               |        | 150ml   |    |
| 15118            | Issued from store 2418       | 500ml         |        |               |        |               |        | 650ml   |    |
| 25118            | Cleaning of Muresor          |               |        | 150ml         |        |               |        | 500ml   |    |
| 25118            | IS Suc from store 2999       | 500ml         |        |               |        |               |        | 1000ml  |    |
| 11118            | TLC of clove (C-mvii)        |               |        | 2.5ml         |        |               |        | 997.5ml |    |
| 11119            | Repetition TLC               |               |        | 5ml           |        |               |        | 992.5ml |    |
| 16119            | University Exam (Final year) |               |        | 800ml         |        |               |        | 192ml   |    |
| 17119            | Stock as on lab              |               |        |               |        |               |        | 192ml   |    |
| 17119            | Issued from store 4415       |               | 2500ml |               |        |               |        | 2692ml  |    |
| 17119            | Periodic Exam                |               |        | 500ml         |        |               |        | 2192ml  |    |
| 17119            | University Exam              |               |        | 400ml         |        |               |        | 1792ml  |    |
| 17119            | Project work (Final year)    |               |        | 200ml         |        |               |        | 1592ml  |    |
| 17119            | M. Pharm                     |               |        | 300ml         |        |               |        | 1292ml  |    |
| 17120            | Stock as on lab              |               |        |               |        |               |        | 1292ml  |    |
| 210121           | Issued from store 4437       | 1000ml        |        |               |        |               |        | 2292ml  |    |
| 210121           | M. Pharm (Pogal)             |               |        | 5ml           |        |               |        | 2287ml  |    |
| 210121           | Sem IV & V Practical         |               |        | 100ml         |        |               |        | 2187ml  |    |
| 210121           | M. Pharm (Juels)             |               |        | 230ml         |        |               |        | 1957ml  |    |
| 210121           | M. Pharm (Mmida)             |               |        | 100ml         |        |               |        | 1857ml  |    |
| 1303122          | Stock as on                  |               |        |               |        |               |        | 1707ml  |    |
| 201122           | TLC of clove (T.V.)          |               |        | 10ml          |        |               |        | 1697ml  |    |
| 210122           | Practice school              |               |        | 600ml         |        |               |        | 1097ml  |    |
| 151122           | TLC of caffeine              |               |        | 200ml         |        |               |        | 897ml   |    |
| 110122           | Issued from store 4489       | 500ml         |        |               |        |               |        | 397ml   |    |



Dr. (Mrs.) Supriya S. Shidhaye  
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 Chembur, Mumbai - 400 074



## VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400074

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.

### Student Requirement Log book

**VES COLLEGE OF PHARMACY**  
Hashu Advani Memorial Complex, Behind Collector's Colony,  
Chembur (E), Mumbai - 74

---

DEPARTMENT: \_\_\_\_\_

LABORATORY NAME: PG RESEARCH

REGISTER NAME: Student's Requirement Book

LABORATORY INCHARGE: Dr. Harsha Kathpalia

| Requirement |          |                          |   | Compliance  |   |                |             |
|-------------|----------|--------------------------|---|-------------|---|----------------|-------------|
| Sr No       | Date     | Name of Student          | Reporting of Requirement                      | Signature   | Action taken  | Date of Action | Signature   |
| 01          | 24/12/21 | Kajal Barge              | Hydrable press pump                           | [Signature] | Reported to Headmaster & called Mr. P. Shinde & Mr. P. Shinde on 24/12/21. Mr. P. Shinde has fixed all & mc is working now.     | 24/12/21       | [Signature] |
| 02          | 02/12/22 | Kajal Barge              | oil leaking issue                             | [Signature] | I (Mr. Shinde) contacted to Dr. Anita & Dr. Anita & Mr. P. Shinde is working on it. Today is done & mc is working now.          | 02/12/22       | [Signature] |
|             | 02/12/22 | Kajal Barge              | Issue resolved                                | [Signature] | WORKING BUT OIL LEAKING PROBLEM   | 02/12/22       | [Signature] |
|             | 13/12/21 | Pragati V. Patil         | oil leaking (Hydraulic Press Pump)            | [Signature] | Called Mr. P. Shinde & Mr. P. Shinde on 13/12/21 & Mr. P. Shinde also looking. Issue resolved.                                  | 13/12/21       | [Signature] |
|             | 11/12/22 | Pharmaceutics Department | Rubber padding for scales uv instrument       | [Signature] | 0. Meeting with Mr. Shinde & Mr. Shinde. We are going to order or direct purchase. It is Mr. Shinde is attending the complaint. | 29/12/22       | [Signature] |
|             | 11/12/22 | Harsha K.                | Leakage near the sink                         | [Signature] | On 11/12/22 he brought the sheet & vendor is Mr. Vinay.   | 11/12/22       | [Signature] |
|             | 20/12/22 | Mr. P. Shinde            | Main regulator apparatus not working properly | [Signature] | Tell P. Shinde to Mr. Mohale. He is doing need things.  | 19/12/22       | [Signature] |
|             | 20/12/22 | Mr. P. Shinde            | Main regulator apparatus not working properly | [Signature] | Call to Umri Enterprises & Mr. Shinde. They provide issue on 20/12/22. On date 19/12/22 it is repaired & working properly.      | 20/12/22       | [Signature] |



**Dr. (Mrs.) Supriya S. Shidhaye**  
**PRINCIPAL**  
 Vivekanand Education Society's  
 College of Pharmacy  
 HAMC, Behind Collector Colony,  
 Chembur, Mumbai - 400 074

## MEMORANDUM OF UNDERSTANDING

Rashmi Joshi  
Environment Consultant  
4/B, 141, Yoganand Society, Vazira Naka, Borivali(west),  
Mumbai-400092

*And*

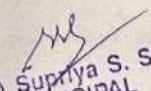
Vivekanand Education Society's  
College of Pharmacy

*for*

“E-waste Awareness and Collection”

Date: 24th June 2021 | Place- Mumbai | India



  
Dr. (Mrs.) Supriya S. Shidhaye  
PRINCIPAL  
Vivekanand Education Society's  
College of Pharmacy  
HAMC, Behind Collector Colony,  
Chembur, Mumbai - 400 074.





महाराष्ट्र MAHARASHTRA

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YR 168134



जिल्हा कोषागार कार्यालय, ताणे

17 JUN 2021

ब्रदाक प्रमुख लिपीक / लिपीक

17/06/2021

Rashmi Joshi  
Environment Consultant

|           |                              |
|-----------|------------------------------|
| Contact   | Ms.Rashmi Joshi              |
| Position  | Environment Consultant       |
| Phone No. | 9819599851                   |
| E-mail    | rashmijoshi72@rediffmail.com |

AND

Vivekanand Education Society's College of Pharmacy

|                     |  |
|---------------------|--|
| Institution Contact | Shri B. L. Boolani                     |
| Position            | Trustee -in-charge                     |
| Phone No.           | 022-61144144/07                        |
| E-mail              | vespharm@yahoo.co.in, vescop@gmail.com |

|                     |  |
|---------------------|--|
| Institution Contact | Dr. Supriya Shidhaye                   |
| Position            | Principal                              |
| Phone No.           | 022-61144144/07                        |
| E-mail              | vespharm@yahoo.co.in, vescop@gmail.com |

*[Signature]*

*[Signature]*

Page No. 2

3. **Term**
- 3.1. This MoU shall commence on the date of signature and shall remain in force for a period of 2 Years.
  - 3.2. The MOU can be terminated by either party upon giving not less than three months' notice in writing.
  - 3.3. This Memorandum of Understanding is a document of good faith and Implementation of the MoU would be reviewed and monitored on a Yearly basis.

4. **Status**
- 4.1. Notwithstanding the terms of any other provisions of this MoU, this MoU is not legal binding and nothing contained in this MoU shall impose any legal obligations on either party whatsoever.
  - 4.2. This MoU may be amended by agreement of both parties in writing.
  - 4.3. No change can be made to this MoU without written consent and duly signed by both the parties.

*B. L. Boolani*

Signature  
Shri. B.L. Boolani  
Trustee In-charge,  
VES College of Pharmacy  
Date: 30/06/2021

*Supriya Shidhaye*

Signature  
Dr. Supriya Shidhaye  
Principal  
VES College of Pharmacy  
Date: 30/6/2021

*R. H. Joshi*

Ms. Rashmi Joshi  
Environment Consultant  
4/B, 141, Yoganand Society,  
Vazira Naka, Borivali(west),  
Mumbai-400092  
Date: 30/6/2021



Dr. (Mrs.) Supriya S. Shidhaye  
PRINCIPAL  
Vivekanand Education Society's  
College of Pharmacy  
HAMC, Behind Collector Colony,  
Chembur, Mumbai - 400 074.





Date: 08.04.2021

### MEMBERSHIP CERTIFICATE

#### VIVEKANAND EDUCATION SOCIETY'S COLLEGE OF PHARMACY

Location : HAMC CAMPUS 2 BEHIND COLLECTOR COLONY, CHEMBUR, MUMBAI 400074.

Is Registered with SMS Envoclean Private Limited for the disposal Of Bio-Medical Waste as per Bio Medical Waste (M&H) Rules and Guidelines-MPCB.

- Registration No. : 40016029
- Service W.E.F : 06.10.2010
- Valid UP TO : 31.12.2021
- Total No. Beds : 0
- Total No. OPD. : 0
- Total no. Of DC : 0
- Total no. Of BB : 0
- Total No. Lab : 0

**SMS ENVOCLEAN PVT LTD**

**AUTHORIZED SIGNATORY**



*Supriya S. Shidhaye*  
**Dr. (Mrs.) Supriya S. Shidhaye**  
**PRINCIPAL**  
 Vivekanand Education Society's  
 College of Pharmacy  
 HAMC, Behind Collector Colony  
 Chembur, Mumbai - 400 074.



Ghatkopar - Mankhurd Link Road, Near Deonar Dumping Ground, Opp. Satho Nagar,  
 Govandi (West), Mumbai - 400 043.  
 Cell: 8879003572 Toll Free No. 18002660575  
 Customer Care E-mail: info@smsenvoclean.com / www.smsmumbai-bmw.com

Corporate Office: 20, IT Park, Parsodi, Nagpur - 440 022 (India) Maharashtra  
 Reg. Office: 267, Ganesh Fadarvis Bhavan, Near Triangular Park, Dharampeth,  
 Nagpur - 440 010 (India) CIN No. U52100MH2005PTC158774

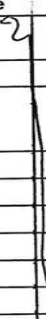

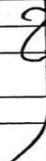
## SMS ENVOCLEAN PRIVATE LIMITED

ISO 9001:2015 CERTIFIED  
 ISO 14001:2015 CERTIFIED  
 OHSAS 18001:2007 CERTIFIED



## Prototype of the yearly calendar maintained by the office for maintenance

Activity chart for the month of August 2021

| Tentative Date | Activity  | Course                | Department          | Last date s per schedule | Person Responsible | Signtaue  |
|----------------|---|-----------------------|---------------------|--------------------------|--------------------|---|
| 12.08.2021     | Follow up for UG & PG Approval for A.Y. 2021-22 at University of Mumbai                             | B. Pharm, & M. Pharm. | Office              |                          | Soni               |    |
|                | VES HR Manual (1st week of August)  | B. Pharm, & M. Pharm. | Office              |                          | Soni               |   |
| 26.08.2021     | Submission of Continuation of affiliation of B. Pharm. (Online & Hard Copy to University of Mumbai) | B. Pharm.             | Office              | 31.08.2021               | Soni               |   |
|                | Area details for Space audit  | B. Pharm, & M. Pharm. | Office              | 23.08.2021               | Soni               |   |
|                | Checking of website- AICTE, PCI & MU Online   | B.Pharm & M.Pharm     | Office              |                          | Soni               |   |
|                | Details for 360 degree feedback of visiting faculty   | B.Pharm & M.Pharm     | Office              |                          | Soni               |   |
|                | Confirmation letters of faculty   | B.Pharm & M.Pharm     | Office              |                          | Soni               |   |
|                | Area details as per NAAC Criteria   | B.Pharm & M.Pharm     | Office              |                          | Soni               |   |
|                | HR Manual of VES COP as per NAAC Criterma   | B.Pharm & M.Pharm     | Office              | 31.08.2021               | Soni               |   |
|                |   |                       |                     |                          |                    |   |
| 27/08/2021     | Help in making flyer and certificates for FIP programme   |                       | Library             |                          | Kirti              |   |
| 27/08/2021     | Help in making certificates for M pharm induction programme   | M Pharm               | Library             |                          | Kirti              |   |
| 27/08/2021     | follow up for library add on course assignment completion   | M Pharm               | Library             |                          | Kirti              |   |
| 27/08/2021     | Documents scanning related to NAAC  | B. Pharm, & M. Pharm. | Library             |                          | Kirti              |   |
| 27/08/2021     | article checking for plagiarism   | B. Pharm, & M. Pharm. | Library             |                          | Kirti              |   |
| 27/08/2021     | Preparing list of Books for purchase  | B. Pharm, & M. Pharm. | Library             |                          | Kirti              |   |
| 27/08/2021     | NDLI event conduction planning and giving support   | B. Pharm, & M. Pharm. | Library             |                          | Kirti              |   |
| 27/08/2021     | UPI Report  | B. Pharm, & M. Pharm. | Library             |                          | Kirti              |   |
| 27/08/2021     | Zerox   | B. Pharm, & M. Pharm. | Library             |                          | Kirti              |   |
|                |   |                       |                     |                          |                    |   |
| 25/8/2021      | computer related purchases  | B.Pharm & M.Pharm     | Computer Department |                          | Kajol              |  |
| 25/8/2021      | antivirus updation and its keys data maintenance  | B.Pharm & M.Pharm     | Computer Department |                          | Kajol              |   |
|                | maintenance of computers and networks (Complete premises)   | B.Pharm & M.Pharm     | Computer Department |                          | Kajol              |   |
| 24/8/2021      | Printer maintenance (Complete premises)   | B.Pharm & M.Pharm     | Computer Department |                          | Kajol              |   |
| 25/8/2021      | Stock checking of computers and computer related accessories (Complete premises)                    | B.Pharm & M.Pharm     | Computer Department |                          | Kajol              |   |
|                |   |                       |                     |                          |                    |   |

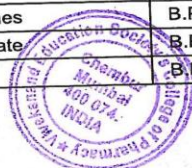


Dr. (Mrs) Supriya S. Shidhaye  
**PRINCIPAL**  
 Vivekanand Education Society's  
 College of Pharmacy  
 HAMC, Behind Collector Colony,  
 Chembur, Mumbai - 400 074



Activity chart for the month of August 2021

| Tentative Date | Activity  | Course                | Department          | Last date s per schedule | Person Responsible | Signature |
|----------------|---|-----------------------|---------------------|--------------------------|--------------------|-----------|
| 25/8/2021      | finalization of Scrap list  | B.Pharm & M.Pharm     | Computer Department |                          | Kajol              | Kajol     |
|                | obtaining MSDN Keys daily (10 Nos)  | B.Pharm & M.Pharm     | Computer Department | Everyday                 | Kajol              |           |
| 25/8/2021      | Admission and ICT Website making  | B.Pharm & M.Pharm     | Computer Department |                          | Kajol              |           |
| 31/8/2021      | Followup not working Equipments from dell   | B.Pharm & M.Pharm     | Computer Department |                          | Kajol              |           |
|                | Click geotag photos as per requirement  | B.Pharm & M.Pharm     | Computer Department | As an when asked         | Kajol              |           |
| 31/8/2021      | Not working cmputers of computer lab need to be formatted                                 | B.Pharm & M.Pharm     | Computer Department |                          | Kajol              |           |
|                | collect and Provide NAAC data as per requirement  | B.Pharm & M.Pharm     | Computer Department |                          | Kajol              |           |
|                | UPI Report  | B. Pharm, & M. Pharm. | Computer Department | Everyday                 | Kajol              |           |
|                | assist students in Computer Lab   | B.Pharm & M.Pharm     | Computer Department | Everyday                 | Kajol              |           |
|                | create Wifi Id and password , assist students and staff wifi regarding problems           | B.Pharm & M.Pharm     | Computer Department | Everyday                 | Kajol              |           |
|                | Complaints related Computer and network   | B.Pharm & M.Pharm     | Computer Department | Everyday                 | Kajol              | Gayatri   |
|                | Fee ( Notice,Collection, queries, payment receiving confirmation , fee payment reminders) | B.Pharm & M.Pharm     | Office              | Everyday                 | Gayatri            |           |
|                | Admision Enquiries  | B.Pharm & M.Pharm     | Office              | Everyday                 | Gayatri            |           |
|                | SWO Excess remittance   | B.Pharm               | Office              | As any updates comes     | Gayatri            |           |
|                | Prospectus  | B.Pharm & M.Pharm     | Office              |                          | Gayatri            |           |
|                | Keswani Trust and Shreshthta Award  | B.Pharm & M.Pharm     | Office              | End of August            | Gayatri            |           |
|                | NAAC data ( Scholarship)  | B.Pharm & M.Pharm     | Office              |                          | Gayatri            |           |
|                | 25% MU exam share   | B. Pharm.             | Examination         | 10.8.2021                | Deepika            |           |
|                | ERP data  | B.Pharm. & M. Pharm   | Examination         | 15.8.2021                | Deepika            |           |
|                | Transcripts   | B.Pharm.              | Examination         | 21.8.2021                | Deepika            |           |
|                | Result data submission for MU   | B.Pharm               | Examination         | 23.8.2021                | Deepika            |           |
|                | Website data  | B.Pharm. & M. Pharm   | Examination         | 25.8.2021                | Deepika            |           |
|                | Guide change documents to MU  | M. Pharm/             | Examination         | 26.8.2021                | Deepika            |           |
|                | Results 2021  | B. Pharm.             | Examination         | 26.8.2021                | Deepika            |           |
|                | Viva documents  | M. Pharm              | Examination         | 27.8.2021                | Deepika            |           |
|                | Time Tables & guidelines  | B.Pharm. & M. Pharm   | Examination         | 28.8.2021                | Deepika            |           |
|                | Internal website update   | B.Pharm. & M. Pharm   | Examination         | 31.8.2021                | Deepika            |           |
|                | APR update  | B.Pharm. & M. Pharm   | Examination         | 31.8.2021                | Deepika            |           |



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Activity chart for the month of August 2021

| Tentative Date | Activity  | Course              | Department  | Last date s per schedule | Person Responsible | Signtaue |
|----------------|---|---------------------|-------------|--------------------------|--------------------|----------|
|                | Exam preparation  | B.Pharm. & M. Pharm | Examination | 31.8.2021                | Deepika            |          |
|                | RLE students letters  | B.Pharm. & M. Pharm | Examination | 31.8.2021                | Deepika            |          |
|                | NAAC MOM  | B.Pharm. & M. Pharm | Examination | 31.8.2021                | Deepika            |          |
|                | Space Audit for college ( Calculation of Space in various labs & Classrooms in college along with Preparation of Excel Sheet for the same for entire college) | B.Pharm & M.Pharm   | Office      | On Going work            | Prathamesh J       | }        |
|                | Maintaining of cash books   | B.Pharm & M.Pharm   | Office      | Everyday                 | Prathamesh J       |          |
|                | Tally entry for Fees received ( Entry for Fees received for Third & Final Year students along with record of Pending students)                                | B.Pharm & M.Pharm   | Office      | Everyday                 | Prathamesh J       |          |
|                | Tally entry for Other amounts received (entry of Amount Received as Breakage, Photocopy, Transcript Etc)  | B.Pharm & M.Pharm   | Office      | Everyday                 | Prathamesh J       |          |
|                | Maintaining of Attendace register   | B.Pharm & M.Pharm   | Office      | Everyday                 | Prathamesh J       |          |
|                | Maintaining Leave records and Leave form  | B.Pharm & M.Pharm   | Office      | Everyday                 | Prathamesh J       |          |
|                | Scholarship works ( Sent back to Application forms , Few applications for Second Installment)   | B.Pharm & M.Pharm   | Office      | As an when asked         | Prathamesh J       |          |
|                | Completion and submission of financial data for month ( Purchase Data , Sales Data , GST Data)  | B.Pharm & M.Pharm   | Office      | First week of Month      | Prathamesh J       |          |
|                | Working of Parts of Financial Budget ( Income & expenditure , Balance sheet )   | B.Pharm & M.Pharm   | Office      | First 2 weeks of August  | Prathamesh J       |          |
|                | Attending admission Qurries for B.Pharm   | B.Pharm             | Office      | Everyday                 | Prathamesh J       |          |
|                | Updating Bank Statement   | B.Pharm & M.Pharm   | Office      | Everyday                 | Prathamesh J       |          |
|                | Bank reconciliation   | B.Pharm & M.Pharm   | Office      | First week of Month      | Prathamesh J       |          |
|                | Other work alloted by Aparna Ma'am & Milind sir ( Scanning of vouchers of B.Pharm 2017-18 & 2018-19, Working on hierarchy chart of college)                   | B.Pharm & M.Pharm   | Office      | As an when asked         | Prathamesh J       |          |
|                | Purchases and purchase related work   | B.Pharm & M.Pharm   | stores      | as and when required     | Prajakta           |          |
|                | Bills submission to A/c departments   | B.Pharm & M.Pharm   | stores      | as and when required     | Prajakta           |          |
|                | strong room handling  | B.Pharm & M.Pharm   | stores      | as and when required     | Prajakta           |          |
|                | digitalization of dead stock  | B.Pharm & M.Pharm   | stores      | till 10.09.2021          | Prajakta           |          |



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| Activity chart for the month of August 2021 |  |                   |            |                          |                    |                 |
|---|--|-------------------|------------|--------------------------|--------------------|-----------------|
| Tentative Date                              | Activity   | Course            | Department | Last date s per schedule | Person Responsible | Signtaue        |
|   | Stores purchase committee related work   |                   | stores     | as and when required     | Prajakta           | <i>Prajakta</i> |
|   | Journals for printing (ay 2020-21)   |                   | stores     | only one subject pending | Prajakta           |                 |
|   | journals collection (even sem 2019-20)   |                   | stores     | in progress              | Prajakta           |                 |
|   | stores purchase policy updation and developing new discard policy                |                   | stores     | in progress              | Prajakta           |                 |
|   | collecting breakage from LY and mPharm students                                  | B.Pharm & M.Pharm | stores     | as and when required     | Prajakta           |                 |
|   | Bank Reconciliation (B Pharm - Canara Bank)                                      | B Pharm & M Pharm | Accounts   | 3rd                      | Aparna             | <i>Aparna</i>   |
|   | Make Salary Sheet and Printing & Distribution of Salary Slips for Previous Month | B Pharm & M Pharm | Accounts   | 5th                      | Aparna             |                 |
|   | GST Sale.Data for previous month   | B Pharm & M Pharm | Accounts   | 4th                      | Aparna             |                 |
|   | Generate Provident Fund Challan  | B Pharm & M Pharm | Accounts   | 15th                     | Aparna             |                 |
|   | TDS Payment  | B Pharm & M Pharm | Accounts   | 7th                      | Aparna             |                 |
|   | Provident Fund Payment   | B Pharm & M Pharm | Accounts   | 15th                     | Aparna             |                 |
|   | Professional Tax Payment   | B Pharm & M Pharm | Accounts   | 15th                     | Aparna             |                 |
|   | GST Purchase Data Previous month   | B Pharm & M Pharm | Accounts   | 10th                     | Aparna             |                 |
|   | Payment of Electricity Bill before the discounted date                           | B Pharm & M Pharm | Accounts   | 8th                      | Aparna             |                 |
|   | Payment of Telephone Bill  | B Pharm & M Pharm | Accounts   | 20th                     | Aparna             |                 |
|   | Professional Tax Return  | B Pharm & M Pharm | Accounts   | 30th                     | Aparna             |                 |
|   | Fees Reconciliation (B Pharm & M Pharm)  | B Pharm & M Pharm | Accounts   | 30th                     | Aparna             |                 |
|   | Payment of Credit Card Bill , If any   | B Pharm & M Pharm | Accounts   | 3rd                      | Aparna             |                 |
|   | Make Salary  | B Pharm & M Pharm | Accounts   | 3rd                      | Aparna             |                 |
|   | Make cheques for supplier payment  | B Pharm & M Pharm | Accounts   | as and when require      | Aparna             |                 |



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**Maintenance Committee SOP**

**Vivekanand Education Society's**

**College of Pharmacy, Mumbai**



**Since 1962**

**Vivekanand Education Society's College of Pharmacy**

**Hashu Advani Complex, Collector Colony,**

**Chembur East, Mumbai 400074**

**Maharashtra India**





## VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074

### Maintenance Committee SOP

|    |                               |  |
|----|-------------------------------|--|
|    | Policy Title:                 | Maintenance Committee SOP  |
|    | Policy Number                 | VES/2019/03  |
| 1. | Purpose of the Policy:        | To execute the maintenance-related work promptly and flawlessly.   |
| 2. | Policy Applies to:            | Staff and Students   |
| 3. | Effective from the Date:      | 01.07.2021   |
| 4. | Approved by                   | IQAC In-charge   |
| 5. | Main Objectives of the policy | <ol style="list-style-type: none"><li>1. To make a smooth transition of the maintenance-related works to the concerned person.</li><li>2. To effectively resolve maintenance-related issues.</li></ol> |



## VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074

1. **Chairperson:** Dr. Supriya Shidhaye
2. **Committee In-charge:** Mr. Ojaskumar D. Agrawal
3. **Maintenance Coordinator (Infrastructure):** Mr. Yogesh Borkar

4. **Activity Coordinators:**

**Audits and routine maintenance of:**

Pilot Plant: Dr. Rajan Kalamkar

Pharmaceutics: Dr. Rajan Kalamkar

Physical Pharmacy: Dr. Aparna Palshetkar

Biotechnology: Mrs. Ashwini Wani

Central Instrument Room: Dr. Anita Ayre

Pharmaceutical Chemistry Lab: Mr. Ojaskumar D. Agrawal

Pharmaceutical Analysis Lab: Mr. Ojaskumar D. Agrawal

Organic Chemistry: Mr. Pratik Barve

APP Lab: Mrs. Mamta Venna

Pharmacognosy: Mr. Keyur Shastri

PH Research Lab (1<sup>st</sup> floor): Mrs. Harsha Kathpalia

PC Research Lab (6<sup>th</sup> floor): Mrs. Sonali Munj

**Member:** Mr. Milind Ghadi

**Support Staff:** Mr. Yogesh Borkar, Mr. Nitin & Mr. Praduman





## VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074

### 5. Floor I/C & Assistant Floor I/C:

| No  | Floor         | Floor I/C & Assistant Floor I/C |
|-----|---------------|---------------------------------|
| 1.  | Ground Floor  | Mrs. Prajakta Zarekar           |
| 2.  | Ground Floor  | Mr. Manges Kulye                |
| 3.  | First Floor   | Mrs. Vrushali Masurekar         |
| 4.  | First Floor   | Mr. Vinay Pimple                |
| 5.  | Second Floor  | Ms. Kajol Khandagale            |
| 6.  | Second Floor  | Mr. Nitin Padelkar              |
| 7.  | Third Floor   | Mrs. Sushtri Sawant             |
| 8.  | Third Floor   | Mr. Ravindra Kadam              |
| 9.  | Fourth Floor  | Mrs. Shital Kodag               |
| 10. | Fourth Floor  | Mr. Sanjay Raut                 |
| 11. | Fifth Floor   | Mrs. Kirti Bhawe                |
| 12. | Fifth Floor   | Mr. Jayesh Goriwale             |
| 13. | Sixth Floor   | Mrs. Mithali Rathod             |
| 14. | Sixth Floor   | Mr. Shrirang Pawar              |
| 15. | Seventh Floor | Mr. Praduman Chauhan            |
| 16. | Terrace       | Mr. Bapsaheb Phule              |
| 17. | Terrace       | Mr. Praduman Chauhan            |

### 6. Accountable person:

| No. | Maintenance of  | Direct Responsible Individual         |
|-----|---|---------------------------------------|
| 1   | Electrical generator                                  | Mr. Nitin Padvekar                    |
| 2   | Plumbing and piping systems                           | Mr. Praduman Chauhan                  |
| 3   | Electrical connection and services                    | Mr. Nitin Padvekar                    |
| 4   | Campus cleaning                                       | Ms. Hema Kamble                       |
| 5   | Sports room   | Mr. Nitin Padvekar                    |
| 6   | Maintenance and services of elevators/Lift            | Mr. Yogesh Borkar                     |
| 7   | Structural maintenance and other macro-infrastructure | Mr. Yogesh Borkar                     |
| 8   | Laboratory  | Lab Assistants of the respective Lab  |
| 9   | Class Room  | Lab Attendant of the respective floor |
| 10  | Seminar Hall  | Ms. Kajal K., Mr. Nitin Padvekar      |
| 11  | Library   | Mrs. Kirti Bhawe, Mr. Kavish kadam    |
| 12  | Washrooms/Restrooms                                   | Mrs. Hema Kamble                      |
| 13  | Computer labs   | Ms. Kajol K., Mr. Nitin Padvekar      |
| 14  | Equipment's   | Lab Assistant of respective lab       |
| 15  | Furniture   | Mr. Praduman Chauhan                  |
| 16  | Fire extinguishers                                    | Mr. Yogesh Borkar                     |
| 17  | Purified water plant, water tank                      | Mr. Yogesh Borkar                     |



**7. Roles and Responsibilities of Committee In-charge:**

1. Develop a system to respond quickly and appropriately to maintenance emergencies.
2. Conduct regular inspections of the building and laboratories with the Maintenance Coordinator.
3. Develop and implement an annual maintenance plan, wherever necessary, including routine and preventive maintenance
4. Coordinate maintenance work with Maintenance Coordinator
5. Delegate and coordinate routine housekeeping activities, including maintenance of restrooms, common areas, and gardens.

**8. Roles and Responsibilities of Maintenance Coordinator:**

1. To ensure maintenance of infrastructure and laboratories.
2. To implement a system for routine and preventive maintenance of facilities, instruments, equipment, electricity supplies, and safety units.
3. To establish and follow a regular schedule of inspection and preventive maintenance routines for major building components, instruments, and machines.
4. To utilize services of professionally skilled people for necessary repair, maintenance, plumbing, electrical and other work as required.
5. To ensure the conduct of an audit of all facilities and laboratories at least once a year.

**9. Roles and Responsibilities of Module Coordinator:**

1. To ensure any minor repairs in the laboratories through respective lab I/C.
2. To report major repairs and breakdown of equipment in the lab to the Principal and take necessary corrective action as per the recommendations of the principal.
3. To ensure monthly maintenance of equipment and facilities in the laboratories in the departmental meeting.

**10. Roles and Responsibilities of Floor I/C and assistant Floor I/C:**

1. To undertake any minor repairs in their respective facilities and report in centralized maintenance muster available in stores department.





## VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074

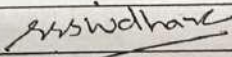
2. To ensure the upkeep of their respective facilities and laboratories.
3. To make available their respective facilities and laboratories for regularly scheduled inspections and audits.

### 11. Roles and Responsibilities of Lab I/C:

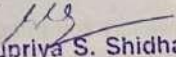
1. To ensure any minor repairs in their respective facilities through the lab support staff.
2. To report the major repairs and breakdown of equipment in the lab to the module coordinator.
3. To ensure the upkeep of their respective laboratories.
4. To conduct monthly maintenance of equipment and facilities in the laboratories and maintain documents.
5. To make available their respective laboratories for regularly scheduled inspections and audits.

### 12. Roles and Responsibilities of Peon:

To undertake necessary repairs and corrective actions of facilities and laboratories as per the instructions of the maintenance coordinator.

|             |  |
|-------------|--|
| Approved by |  |
|             | Principal  |



  
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## **Maintenance Policy**

**Vivekanand Education Society's  
College of Pharmacy, Mumbai**



**Vivekanand Education Society's College of Pharmacy  
Hashu Advani Complex, Collector Colony,  
Chembur East, Mumbai 400074  
Maharashtra India**





## Maintenance Policy

VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074

|    |                                      |  |
|----|--------------------------------------|--|
|    | <b>Policy Title:</b>                 | Maintenance Policy   |
|    | <b>Policy Number</b>                 | VES/2019/03  |
| 1. | <b>Purpose of the Policy:</b>        | To execute the maintenance-related work promptly and flawlessly.   |
| 2. | <b>Policy Applies to:</b>            | Institute  |
| 3. | <b>Effective from the Date:</b>      | 01.07.2021   |
| 4. | <b>Approved by</b>                   | IQAC In-charge   |
| 5. | <b>Main Objectives of the policy</b> | <ol style="list-style-type: none"><li>1. To make a smooth transition of the maintenance-related works to the concerned person.</li><li>2. To effectively resolve maintenance-related issues.</li></ol> |



## Maintenance Policy

VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074

### A. INTRODUCTION:

This committee was designed to make effective use of available stationary resources and their proper maintenance by keeping a detailed track related to the non-functioning or improper working. To facilitate hassle-free work, a separate Google sheet was created and shared with all the staff holders to enter their issues related to maintenance.

### B. OBJECTIVES & SCOPE:

To review the maintenance and repairing work of -equipment, electrical, Fire extinguishers, CCTV, lift services, electrical equipment. Replacement of floor tiles, furniture repairing, drainage pipeline cleaning, daily cleaning of building, gardening and provide a time-bound solution for such work from time to time.

### C. GUIDELINES & RESPONSIBILITIES:

- 1 Conduct the physical review of the whole infrastructure including of equipment, electrical, Fire extinguishers, CCTV, lift services, electrical equipment, and Air conditioner at least once in three months.
- 2 Conduct two meetings in a year to review and record the maintenance and repairing work carried out during the period and to take necessary decisions for further work.
- 3 Identify the agencies for the maintenance work as per the need. Carry out any other maintenance work which may arise.
- 4 Time-bound solutions to maintenance and repair work shall be the priority of in charge and its committee.
- 5 Prepare the SOP and procedures for the activities that need to be modified as per the need.
- 6 Submit the annual budget for maintenance work before the commencement of the academic year or as per the circular from the office.
- 7 In-charge shall daily view the maintenance book kept at store for taking necessary action on the maintenance and repairing work.
- 8 For any major work, necessary decision shall be taken by calling the meeting.
- 9 In-charge and members of the committee shall take feedback about the work done by the agency person through established mechanism and interaction with the stakeholder of appropriate section/department.





## Maintenance Policy

VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074

10 The in-charge shall see the need and preparation of any other documents for the committee/display if required.

### D. MAINTENANCE WORK SPECIFIC TO COLLEGE:

Maintenance work of various facilities plumbing and piping systems, electrical connection, maintenance and services of elevators/Lift, structural maintenance and painting of buildings, pavements, walls, fencings, and other macro-infrastructure in college.

All maintenance work pertaining to facilities specifically provided at the college such as laboratory, classroom, auditorium, library, toilet blocks, computer labs, equipment, furniture, replenishment of Fire extinguishers, plumbing, RO-water-facilities, water tank, etc. are maintained on daily basis through contract services or urgently on request through Maintenance and housekeeping committee.

A further separate team of non-teaching staff has been appointed for housekeeping. Monitoring and Assessment of the current state of repair of facilities are carried out frequently by the members of Maintenance and housekeeping committee. Based on their observations the necessary steps are taken to rectify the problem.

In addition to this, an online centralized maintenance portal was created, so that any staff member can write the detail of the maintenance work that has to be carried out. This portal is viewed every day by the In-charge of the maintenance and housekeeping committee and appropriate agencies (listed below) are contacted for necessary action. The action taken report is noted in the maintenance book.

Centralized maintenance portal link:

<https://docs.google.com/spreadsheets/d/13G2SfGYuldN1xX189IuBfiHP7mLmaM3h/edit#gid=1602036474>



## Maintenance Policy

VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074

A list of agencies/person for maintenance work by the College is given below

| No | Nature of work            | Name of agency / Person   | Contact no. |
|----|---------------------------|---------------------------|-------------|
| 1. | Electric maintenance      | Paul Shantanu             | 8779543748  |
| 2. | Equipment and instruments | WIRC                      | 7977190042  |
| 3. | Housekeeping              | Eximus Management Pvt Ltd | 9594351530  |
| 4. | Plumbing                  | Mr Praduman Chauhan       | 9819276518  |
| 5. | Lift maintenance          | OTIS Elevator Company     | 7738386807  |
| 6. | Air Conditioning          | Shara Air Conditioning    | 7045750239  |

APPROVED BY:

*Dr. Supriya S. Shidhaye*  
Principal



*MS*  
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