



**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.

VES COLLEGE OF PHARMACY

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

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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, classrooms etc.

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4.4.2. Lifts and washrooms



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

4.4.2. Waste sewage and first aid



Mumbai, Maharashtra, India
495/497, कलेक्टर कॉलोनी, Chembur, Mumbai,
Maharashtra 400074, India
Lat N 19° 2' 43.86156"
Long E 72° 53' 19.41684"
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Mumbai, Maharashtra, India
495/497, कलेक्टर कॉलोनी, Chembur, Mumbai,
Maharashtra 400074, India
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Mumbai, Maharashtra, India
1, Sindhi Society, Chembur, Mumbai, Maharashtra
400071, India
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495/497, कलेक्टर कॉलोनी, Chembur, Mumbai,
Maharashtra 400074, India
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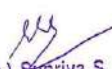
VES COLLEGE OF PHARMACY

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	01/01/18	31/12/18	01/01/19	31/12/19	01/01/20	31/12/20	01/01/21	30/12/21				
13	Sara Air conditioning (AC)	1 Year	01/03/18	28/02/19	01/06/19	31/05/20	01/09/20	31/08/21	01/09/21	31/08/22				
14	Paul Shantanu (Electric System)	1 Year	01/04/19	31/03/20	01/08/20	31/07/21	01/08/21	31/07/22						
15	A.J. Security System (CCTV)	1 Year	01/06/18	31/05/19	01/06/19	31/05/20	All CCTV System Centralize							




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, mumbai 400074						
Maintenance Complaint, Action Taken Sheet						
Sr. no.	Date	Name	Floor/Location	Complaint Details and Entered by	Complaint handled by	Remark
1	27.11.2020	Sandip Zine	6th	Washroom door repairing	Mr. Praduman Chauhan	Work Done
2	25/01/2021	Yogesh Borkar	Animal House	Aquaguard and water tab leakage	Mr. Praduman Chauhan	Work Done
3	25/01/2021	Yogesh Borkar	Animal House	Light timer not properly Working	Mr. Nitin Padvekar	done
4	25/01/2021	Yogesh Borkar	4th floor (Cognosy lab)	drainage pipe leakage	Mr. Praduman Chauhan	Work Done
5	25/01/2021	Mithali Rathod	4th floor cognosy lab (Tutorial room)	scrap unwanted chemicals,ewaste and other materials.	Yogesh Borkar,Nitin Padvekar,	Work in Progress
6	25/01/2021	mansi jore	1st floor p.g.lab	hot air oven knob repairing	Praduman Chauhan	-
			1st floor	ladies washroom flush not working	Mr. Nitin Padvekar	Work Done
			1st floor	sieve repairing	Mr. Praduman Chauhan	Work Done
			1st floor	key for Cupboards	Mr. Praduman Chauhan	Work done
			1st floor	Break Glasswares Scrap	Yogesh Borkar	Work in Progress
7	25/01/2021	Vrushali Masurkar	1st Floor Biotech Lab.	Asceptic Area wall repairing (cracks)	Yogesh Borkar	Done
			1st Floor Biotech Lab.	Lab lockers repairing	Mr. Praduman Chauhan	Work done
8	25.01.2021	Prajakta Zarekar	stores	Tap joints loosened	Mr. Praduman	Work Done
9	30.01.2021	Malankumar	Pantry, 2nd floor	Heavy duty Switch board with 04 nos of 3-	Mr.Nitin Padvekar	Work Done
10	02/02/2021	Subhash Shinde	3rd Floor OC lab	Body Shower not working	Mr. Praduman	Work Done
11	5/2/21	Srushti sawant	3rd Floor OC lab	Electric points are not working (No. 6)	Mr.Nitin Padvekar	Work Done
12	5/2/2021	vinay pimple	1st floor	gents washroom all flush not working	Mr. praduman chauhan	Done
13	5/2/21	Ravindra kadam	6th floor	doors latch are not properly	Mr. praduman	Work Done
14	5/2/2021	Subhash shinde	3rd floor class room no	One tube light is not working	Mr Nitin padvekar	Work Done
15	5/2/2021	Subhash Shinde	3rd floor class room no 26	One tube light /one fan is not working	nittin padvekar	Done
17	5/6/2021	shrirang pawar.	4th floor cognocoy lab	basin leak, plaster work,	praduman chavan	Work Done
18	25/5/2021	Pradnya Korlekar	6th Floor Staff Room	Rats and pigeons invading in the staffroom. Near the last workstation there is opening which opens to the next room.	Praduman Chauhan	Work done
19	22/06/2021	Bapusaheb Phule	5th floor Lab RN 53	Wall Clock is not Working .After putting cell/battery also not working	Mr. Pradyuman Chavan	Work Done
20	15-Jun-2021	Prathamesh Jadhav	office Ground Floor	Tubelight not working- Repaired	Mr Nitin Padvekar	Work Done
21	29-Jun-2021	Pruthamesh Jadhav	office Ground Floor	LED Pannal 22 Walt - Repaired	MR Nitin Padvekar	Work Done
22	29-06-2021	prajakta Zarekar	stores, sickroom	LED Pannal 22 Walt - not working	MR Nitin Padvekar	Work Done
23	29/06/2021	Kajol Khandagale	Computer Lab Second	Tubelight not working-Changed	MR Nitin Padvekar	Work Done
24	29/06/2021	Kajol Khandagale	Classroom 5th and 6th	Metal Case with Lock	Mr. Pradyuman	Work Done
25	29/06/2021	Kajol Khandagale	Classroom 7th floor	Table with door lock for CPU	Mr. Pradyuman	Work Done
26	29/06/2021	Kajol Khandagale	Computer Lab Second	AC Not working	Yogesh Borkar	Work Done
27	01/07/2021	shital	Pharm chem lab	water leakage	Mr. Praduman	Work Done
28	01/07/2021	Prajakta Zarekar	Trustee Room	Washroom flush not working	Mr. Praduman	Work Done
29	02.07.2021	Sanjay Raut	Animal House	Drainage line stinking	Mr. Praduman	Work Done
30	05.07.2021	Pradnya Korlekar	6th Floor Ladies Washroom	Jet spray in one washroom is broken and not working since many days	Praduman chauhan	Work Done
31	05.07.2021	Pradnya Korlekar	6th Floor- Nagarsenkar Madam	No electricity supply to switches near Nagarsenksr madam's table	Nitin P	Work Done
32	05.07.2021	Pradnya Korlekar	6th Floor staffroom (9 people capacity)	Curtains are not fitted	Praduman chauhan	Work Done
33	05.07.2021	Pradnya Korlekar	6th Floor staffroom (9 people capacity)	Clock is not working	Nitin P	Work Done
34	05.07.2021	vrushali	Aseptic area light	not working	Nitin P	Work Done
35	05.07.2021	vrushali	Biotechnology lab light	not working	Nitin P	Work Done
36	05.07.2021	vrushali	1st floor light	not working	Nitin P	Work Done
37	08/07/2021	Kirti	Library	switch board button not working	Nitin P	Work Done
38	08/07/2021	Kirti	Library	Tube light not working	Nitin P	Work Done
39	08/07/2021	Decpika	Exam	Fitting fan capacitor	Nitin P	Work Done
40	09/07/2021	Kajol Khandagale	Computer Lab Second	OSM Room Curtain	Praduman Chauhan	
41	09/07/2021	Mushtaque Shaikh	6th Floor Refrigerator	Not Cooling	Yogesh Borkar	done
42	12.07.2021	vrushali	CIL	AC leakage	Bapusaheb Phule/Yogesh B	done
43	12.07.2021	vrushali	Biotechnology lab /Aseptic Area	Tube light not working. total 3 tube lights not working	Nitin P	Work Done
44	12.07.2021	Mansi	PG lab 1st floor	Change the knob of Hot air oven	Nitin P	change by WRIC
45	12.07.2021	Mansi	Pilot plant	Change the switch board which is in stability room	Nitin P	Work Done
46	15.07.2021	Srushti	3rd floor OC lab	Wall Clock is not Working .After putting cell/battery also not working	Praduman chauhan	Work Done
47	16.07.2021	Mangesh	6th floor yoga room and	tubelight not working	Nitin P	Work Done

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48	17/07/2021	Bapusaheb Phule	From 7 th to Grd flr	To fit Net to all Exit Stair case window	Praduman chauhan	Work Done
49	17/07/2021	Bapusaheb Phule	From 7 th to Grd flr	Checking of all windows with proper Curtain after colouring finished in Classroom, staff room & other coloured rooms	Praduman chauhan	Work Done
50	17/7/21	shital	3rd floor	short light of U.V. cabinet instrument not	Nitin P	Work Done
51	17/7/21	shital	3rd floor	To make small wall for storage of	Praduman chauhan	Work Done
52	17/7/21	shital	3rd floor	The plywood on water pipeline was not	Praduman chauhan	Work Done
53	17/7/21	Bapusaheb Phule	5th flr	Tube light at drinking Water Place is not working	Mr. Nitin	Work Done
54	19/7/21	Mithali Rathod	4th floor	lock broken of locker	Praduman	Work Done
55	20/07/2021	Bapusaheb Phule	5th flr Lab	Lab telephone is not working as incoming and out going call stop	Mr. Nitin	Work Done
56	20/07/21	shital	3rd floor	fan not working	Mr. Nitin	Work Done
57	20/07/21	Pradnya Korlekar	6th Floor	One of the fan in the room is not working.	Mr. Nitin	Work Done
58	20/07/21	Pradnya Korlekar	Animal House	Leakage through ceiling at two places.	Mr. Bapusaheb/ Mr. Yogesh	done
59	20/07/21	Pradnya Korlekar	6th Floor	The doors of the cupboards in the wall are not properly closing and not clean. There is a gap in the wall between both the staffrooms. Through that gap rats are entering the staffroom and harming the college's as well as teacher's property. This is very serious matter and proper waste and	Mr. Pradyuman	Done
60	20/07/21	Bhagyashri Parab	6th Floor	In continuation with the above issue, documents and papers in Mrs Chaitali Surve madam's cupboard have been damaged by rats. Rats have been causing nuisance since a long time now in both the staff rooms of 6th floor. Please pay urgent attention to this issue. Please find below the attached images for your reference:	Mr. Pradyuman	done
61	20/07/21	Bapusaheb Phule	Ground flr to terrace area	Checking of all electrical Points and tubelight in Exit staircase and make them in	Mr. Nitin	done
62	20/07/2021	Kirti Bhawe	5 th Library	Telephone is Dead	Mr. Nitin	Work Done
63	23/07/2021	Mansi jore	pilot plant	new lock for drawer	mr. praduman	Work Done
64	24/07/2021	Mr.Sunil Mohite/ Sunil Nardekar / Mangesh kuley	Gr flr. Office	Both AC not working & Principal off. cabin AC Swift button not working	Mr. Bapusaheb/Mr. Yogesh	Work done
65	27.07.2021	Vrushali	1st floor ladies washroom	2 flush not workig.wastage of water.pls do	Praduman.	work done
66	28/07/2021	shital k	3 rd floor	water leakage in the pharm chem lab	Mr. Pradyuman	Work Done
67	29/07/2021	Bapusaheb Phule	1st flr	One tree is there on 1st flr from outside above the entry gate of college OR above	Mr. Pradyuman	Work done
68	29/07/2021	Srushti	3rd floor OC lab	1.Chock up in drainage pipe	Praduman.	work done
				2. leakage in basin drainage pipe	Praduman.	work done
69	29/07/2021	shital	6 th floor PG lab	UV short and long light tube not working	Mr. Nitin	Work done
70	30.7.21	Srushti	3rd floor OC lab	Net wire clipping should be done	Mr. Nitin	Work done
71	30/7/21	Sanjay Raut	Animal House	no.2 Tube light not working	Mr Nitin	Work done
72	03.08.2021	Vrushali	CIL	AC leakage	Yogesh Borkar	Work Done-05/08/2021
73	4.08.2021	shital	PG Research lab 6th floor	water leakage	Praduman.	work done
74	04/08/2021	shital	PG Research lab 6th floor	current in the fume hood.	Mr Nitin	Work Done
75	06.08.2021	Vrushali	Biotechnology Lab	basin pipe leakage problem	Praduman.	work done
76	06.08.2021	Subhash Shinde	3rd floor class room	Kadi(latch) not working	Praduman	work done
77	05.08.2021	Kajol Khandagale	2nd floor Computer lab	Ac Not working	Yogesh Borkar	done
78	09.08.2021	Mithali Rathod	5 th floor vidhi mam cabin	wheels of chair broken	Praduman	Work Done
79	12/08/2021	Kajol Khandagale	2nd floor Computer lab	need carpentry work to elevate network box to avoid damage by rats	Mr.Praduman , Mr. yogesh	done
80	21.08.2021	Vrushali	CIL	main door lock to be repaired	Praduman	Work Done
81	23.08.2021	Prajakta	ground floor	vacuum pump pipe damaged	Praduman	Work Done -24/08/2021
82	23.08.2021	Vrushali	CIL	Intercom not working	Nitin P	Work Done
83	23.08.2021	Nitin P	Gen's washroom	Door Closer not working	Praduman	Work Done
84	23.08.2021	Dr. Neha Chhabra	Ladies wasroom, 5th floor	Tubelight not working	Yogesh Borkar	Work Done
85	23.08.2021	Prajakta	6th floor pg chemistry lab	unable to put off main valve of water	Praduman	Work Done
86	27.8.21	shital	6th floor PG chemistry lab	one socket and button was damaged.	Nitin P	Work Done
87	27.8.21	shital	6th floor PG chemistry lab	required keys for locker	Praduman	Work Done
88	27.8.21	shital	6th floor PG chemistry lab	fitting of u v tubelight in correct positions	Nitin P	Work Done
89	3.9.2021	Srushti	3rd floor ladies washroom	both taps are leakage wastage of water	Praduman	Work Done
90	03.09.2021	Prajakta	canteen (temporary stores)	drill the screw in the wall to fix the racks	Praduman	Work Done

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91	03.09.2021	Bapusaheb	5th floor	Water Connection for fuming hood	Praduman	Work Done
92	04/09/2021	Yogesh B.	ground floor	Biometric attendance machine net wire	Nitin P	work done
93	6/9/2021	Kajol Khandagale	2nd floor	ladies washroom flush not working	Praduman	Work Done
94	7.9.2021	Srushti	3rd floor OC lab	ceiling fan not working	Nitin P	Work Done
95	14/09/2021	Mansi	1st floor	ceiling fan not working	Nitin P	Work Done
96	14/09/2021	Mansi	1st floor	tube sealing machine top	Nitin P	Work Done
97	20/9/2021	Kajol Khandagale	2nd floor	computer adjust fan 8 inch need urgently as network server heating issue	Nitin P	Work Done
98	20/9/2021	Kajol Khandagale	2nd floor	capacitor not working	Nitin P	Work Done
99	20/9/2021	Kajol Khandagale	2nd floor	Wooden frame for MCB Board qty-2	Nitin P, Praduman	Work Done
100	20/9/2021	Kajol Khandagale	2nd floor	Notice board 4x3	Praduman, Yogesh	Work Done
101	20/9/2021	Kajol Khandagale	2nd floor	drill to computer table	Praduman	Work Done
102	20/9/2021	Mushtaque shaikh	6th floor	wheels for PC rack	Praduman	Work Done
103	20/9/2021	Kajol Khandagale	7th floor	ground floor tv shift to 7th floor classroom and 7th floor classroom tv shift to ground floor	Praduman	done
104	22/9/2021	Kajol Khandagale	6th floor	In yogaroom need carpetary work for	Praduman, Yogesh	
105	23/9/21	Shital k	6th floor PG pharm chem	set up the computer for students, and one	Nitin P	Work Done
106	23/09/2021	Pradnya Korlekar	6th Floor Staffroom	Height Adjustment of the chair not	Praduman	Work Done
107	25/09/2021	Bapusaheb Phule	1st flr PG lab	Water leakage in drainage Pipe line inside	Mr. Pradyuman	Work Done
108	25/09/2022	Bapusaheb Phule	1st flr PG lab	To fit outlet valve to sonicator & do proper pipe connection to sonicator	Mr. Pradyuman	Work Done
109	25/09/2023	Bapusaheb Phule	1st flr PG lab	Fan is not working i.e. very slow running	Mr. Nitin	Work Done
110	27/9/2021	Shital k	PG Pharm chem lab 6 th	required keys for locker	Mr. Pradyuman	Work Done
111	28/9/2021	Kajol Khandagale	ground floor	drill to computer table (soni madam table)	Mr. Pradyuman	Work Done
112	28/09/2021	Mansi Jore	1 st floor	fit notice board on wall	Praduman	Work done
				broke glass of PH-II lab cupboard replaced	Praduman	Work done
				greinette molding PH_II lab corner table	Praduman	-----
113	30.9.2021	Srushti S	3rd Floor OC lab	Intercom not working	Nitin	work done
114	4/10/2021	shital k	6th floor PG pharm chem	water leakage from walls/water seepage	Praduman, Yogesh	work done
115	5/10/2021	shital k	6th floor PG pharm chem	One Fan is not working	Nitin	work done
116	05/10/2021	Bapusaheb	One Exhaust Fan Required	New fan		Write down what you want, get the HOD signature and put in the store.
117	07.10.2020	Vrushali	1st floor ladies washroom	ladies washroom flush not working	Praduman	Done
118	09.10.2021	Kajol	2nd floor	Computer lab AC is not working	Yogesh	Work Done
119	12/10/2021	shital k	6th floor PG Pharm chem	one UV cabinet (visible) light tube not	Nitin	work done
120	12/10/2021	shital k	6th floor PG Pharm chem	The fume hood door tightly jam, to shift	Praduman	work done
121	12/10/2021	VRUSHALI	1st floor passage	pls change passage tube light between	Nitin	work done
122	16/10/2021	mansi	pilot plant	Stability chamber switch board to be	nitin	work done
			pilot plant	new tube light	nitin	work done
124	18/10/2021	Kirti	5 th floor	5 th floor ladies washroom all flushes are	Praduman	Work Done
125	20/10/21	shital	Pharm analysis lab 3 rd	strong smell from gas regulator and wipe.	Praduman	Work Done
126	20/10/21	shital	Pharm analysis lab 3 rd	one gas burner was breakage so want to	Praduman	Work Done
127	20/10/21	shital	Pharm analysis lab 3 rd	two new tubelight	nitin	Work Done
128	22/10/2021	Bapusaheb	PG lab 1st flr.	Locker no 3 - Drawer handle to installed & Drawer handled to be fitted near door drawer i.e below the dissolution appts.	Mr. Pradyuman Emergency work	Work Done
129	23/10/2021	Pradnya Korlekar	6th floor staff room	Intercom not working	Nitin Padvekar	Work Done
130	25/10/2021	Bapusaheb	5th flr	Gents washroom flush not working	Mr. Pradyuman	
131	25/10/2022	Bapusaheb	1st flr	Handle of Student locker	Mr. Pradyuman	Work done
132	27.10.2021	Vrushali	1st flr	ladies washroom flush not working	Mr. Pradyuman	Work done
133	12.11.2021	Vrushali	1st flr Biotech lab	gas regulator leakage problem	Mr. Pradyuman	Work Done
134	12/11/2021	Yogesh	5th floor classroom	7th floor classroom emphire cabinet	Mr. Praduman & Mr.	Work Done
135	16/11/2021	Vrushali	1st flr Biotech lab	2 ft tube light not working (QTY 8)	Nitin	Work Done
136	17/11/2021	shital	3 rd floor strong room	1 tube light not working	Nitin	Work Done
137	17.11.2021	Vrushali	1st flr Biotech lab	Kindly fix notice board in the lab	Mr. Pradyuman	Work Done
138	17/11/2021	Surekha	P'ceutes Lab & Pilot plant	Kindly fix notice board in the lab	Mr. Pradyuman	Work Done
139	17/11/2021	Bapusaheb	1st flr PG lab	Fix the Student name banner inside lab	Mr. Pradyuman	Work Done
140	17/11/2021	Bapusaheb	1st flr	Main Water valve at Exit door Repairing	Mr. Pradyuman	Done
141	17/11/2021	Bapusaheb	5th floor	Fix Notice Board in lab	Mr. Pradyuman	Work Done
142	18/11/2021	shital	3 rd floor pharm chem and	Kindly fix notice board in the lab	Mr. Pradyuman	Work Done
143	18/11/2021	shital	6 th floor PG pharm chem	Kindly fix notice board in the lab	Mr. Pradyuman	Work Done
144	20/11/2021	Vrushali	1 st floor Biotech lab	Kindly change gas regulator pipe	Praduman	Work Done
145	22.11.2021	Pranjakta	ground floor	drainage pipe leakage	Praduman	Work Done
146	23.11.2021	Srushti S	4th floor Exam passage	tube light not working	Nitin	Work Done
147	23/11/2021	shital	Pharm analysis lab 3 rd	one gas burner was breakage so want to	Praduman	Work Done
148	23/11/2021	shital	PG pharm chem 6th floor	repair locker no.18	Praduman	Work Done
150	25/11/2021	kajol	5th floor staffroom	drill to computer table (vidhi madam table)	Praduman	Work Done
152	27/11/2021	Vrushali	Biotech lab	requirement of compress air in the lab..	Praduman	Work Done

[Signature]



Dr. (Mrs.) Supriya S. Shidhaye
PRINCIPAL
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Maintenance Complaint, Action Taken Sheet						
Sr.	Date	Name	Floor/Location	Complaint Details and Entered by	Complaint handled	Remark
152	27/11/2021	Mithali	Pharmacognosy Lab 4 th	Leakage through ceiling place.	Praduman, Yogesh	Work Done
153	27/11/2021	Mithali	Pharmacognosy Lab 4 th	Tubelights and Fan not working in the lab	Nitin	Work Done
154	27/11/2022	Mithali	Pharmacognosy Lab 4 th	Lock and key not working of Lockers	Praduman	Work Done
155	27/11/2023	Mithali	Pharmacognosy Lab 4 th	Need to place net at exosts fan in fume	Praduman	Work Done
156	03/12/2021	Vrushali	Biotech lab	1 Exhaust fan not working	Nitin	
157	04/12/2021	Mithali	Pharmacognosy Lab 4 th	Wall Clock is not Working .After putting	Nitin	
158	04/12/2021	Kajol	Washroom	light is not working	Nitin	Work Done
159	07/12/2021	Vrushali	Biotech lab	Kindly place 2 tube light in lab & 1 tube	Nitin	Work Done
160	07/12/2021	Vrushali	1 st floor washroom	Flush not working..wastage of water	Praduman	work done
161	8/12/2021	Kajol	2nd floor Boys common room	3 tubelights and 1 fan is not working	Nitin	work done
162	8/12/2021	Yogesh	4th floor Placement room	Door Cluser not working, Pratition, Table	Praduman	Work Done
163	9/12/21	Yogesh	4th floor Placement room	requires 03 Electric points and 02 internet	Nitin	Work Done
164	09/12/21	Sanjay Raut	5th floor	fan not working	Nitin	
165	9.12.2021	Srushti S	4th floor	Curtains are not fitted	Praduman	work done
166	11.12.2021	Kajol	2nd floor ladies bathroom	Washroom flush not working	Praduman	
167	11.12.2021	Kajol	2nd floor ladies bathroom	Jed spray is broken	Praduman	
168						



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

Bills against the maintenance work carried

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

OTIS Elevator Company India Limited 9th Floor, Magnus Towers, Mindspace, Link Road, Malad West,		Contract No. : MR6926 Billing Terms : Yearly [Dec] - Advance Document Type : INV Supply type code : B2B Version : 1.0 Total Units : 1 Transaction ID : 2567306 Service Executive Name & Contact No. : Moinuddin H. Maniar 9987589521 City : Mumbai Pin code : 400064 Place of Supply : MAHARASHTRA - 27 Is service : Y
City : Mumbai State & State code : MAHARASHTRA - 27 Tax Scheme : GST GST Number : 27AAACO0481E1ZR GST Invoice No. : MH/O/2010638 GST Invoice Date : 11-Dec-2020 Whether tax payable under RCM : No Doc period Start date : 01-Dec-2020 Doc period End date : 30-Nov-2021		

Customer Name & Address : V.E.S. collage of pharmacy Hashu Advani memorial complex, Behind collector colony, Chembur(E), MUMBAI - 400004 City : MUMBAI Pin code : 400004 State & State code : MAHARASHTRA - 27 GST Number : 27AAATV2239C1ZP	Recipient/Site Address : V.E.S. Collage of pharmacy, Hashu Advani memorial complex,, Behind collector colony, Chembur(E) ,MUMBAI - 400071 City : MUMBAI Pin code : 400071 State & State code : MAHARASHTRA - 27 PAN number : AAATV2239C GST Number : 27AAATV2239C1ZP
--	--

Government : No PAN No : AAATV2239C P.O. No. : 3125 DTD 11/11/20

HSN	DESCRIPTION	AMOUNT (Rs.)
995469	Basic Amount	88,723.00
	Add:- SGST @ 9 %	7,985.07
	Add:- CGST @ 9 %	7,985.07
		104,693.14

Amount : Rupees: One lac four thousand six hundred ninety-three and fourteen 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 20 30 Nov 21	88,723.00	15,970.14	104,693.14
Total :		88,723.00	15,970.14	104,693.14

For Otis Elevator Company (India) Limited

Payment QR Code 	Govt QR Code 	Authorized Signature 
---	--	---

IRN : 77c8eae0b4811fda631d4899032e841f2915ef48fdbfb52753816375d22c37

Terms & Conditions:

- CASH NOT ACCEPTED.
- Payable on presentation, interest @ 21% p.a. would be levied on delayed payments
- 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

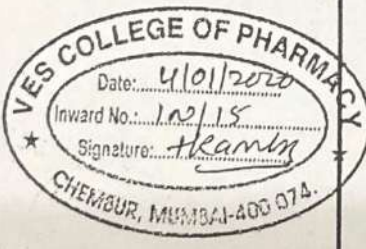
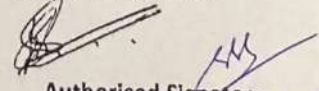
Account No. : 0001041037
IFSC Code : CITI0100000

*As per section 269SU of the Income Tax Act, 1961 read with Rule 119AA of Income Tax Rules, 1962, company provides with the additional 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 options 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.) Sharada S. Shidhay
PRINCIPAL
Vivekanand Education Society
College of Pharmacy
HAMBUR, Behind Collector Colony
Chembur, Mumbai - 400 074.

Aqua Fire ControlsTM

AN ISO 9001:2008 Certified Company

INVOICE						
Invoice No. :122						
Invoice Date. :01.01.2020						
Details of Receiver / Billed to:				Details of Consignee / Shipped to:		
Name :V.E.S. COLLEGE OF PHARMACY				For Project :V.E.S. COLLEGE OF PHARMACY		
Address : HASHU ADVANI MEMORIAL COMPLEX,				Address : HASHU ADVANI MEMORIAL COMPLEX,		
: BEHIND COLLECTOR COLLONY				: BEHIND COLLECTOR COLLONY		
: CHEMBUR, MUMBAI- 400074				: CHEMBUR, MUMBAI- 400074		
GST TIN : 27AAATV2239C1ZP						
S.R. NO.	Description	HSN/SAC	Unit	Qty.	Rate	Amount
1	yearly maintenance contract charges for fire fighting system installed at the above site for the period of JANUARY 2020 to DECEMBER 2020 (ON quarterly basis)	38130000	Nos	1	40,000.00	40,000.00
						
Amount in Words:				Amount Before Tax :		40,000.00
Forty Seven Thousand Two Hundred Only				Add: CGST @9% :		3,600.00
				Add: SGST @9% :		3,600.00
GST TIN : 27ARCPK9168L1Z6				Round Off		
Company's PAN : ARCPK9168L				Total Amount After Tax :		47,200.00
: Bank Details :				For AQUA FIRE CONTROLS		
Bank Name : State Bank Of India				 Authorised Signatory Dr. Harsa Supriya S. Shidhan PRINCIPAL Vivekanand Education Society's College of Pharmacy HAMC, Behind Collector Colony, Chembur, Mumbai - 400 074.		
Account No. : 67140029283						
Branch & IFSC Code: Nerul & SBIN0070692						



C-701, Shree Shantiniketan, Plot No. 12-A, Sector - 8, Kharghar, Navi Mumbai - 400 210
 Tel. : +91 22 27719650 Mob. : +91 9819180866 Email : aquafirecontrols@gmail.com



Vivekanand Education Society's College of Pharmacy

Hashu Advani Memorial Complex, Behind Collector's Colony,
Wadhawall Village, Chembur, Mumbai - 400 074.

GSTIN : 27AAATV2239C1ZP

Purchase Order No. 3142

Date : 25/03/2021

To, Koolwell Sales (India)

B. Pharm / M. Pharm

Dept. : CIR

Attn. :

Sir,

With reference to your quotation Ref. No. _____ dated _____ and subsequent discussion with the undersigned, we are pleased to place order for the following as per terms and conditions mentioned hereunder.

Sr. No.	DESCRIPTION	Qty.	Basic Rate per unit (₹)	Basic Amount (₹)
1	Voltas 2.0 Ton split A/C (3 star) (CIR)	01	—	43,500/-
2	Installation charges and material will be Extra. (quotation attached)			
		Total	—	43,500/-

Terms and Conditions :

- Taxes : All inclusive VAT 18% GST Extra (Installation only)
- Discount : —
- Delivery : Immediately on or before Immediately
- Packing & Forwarding : Inclusive / Extra —
- Freight : Inclusive / Extra —
- Place of Delivery : VESCP
- Warranty Overall machine 1 year & compressor 5 years from the date of delivery / installation
- Payment Term : 100% Advance
- Validity : — days from the date of the purchase order
- Jurisdiction : All transaction are subject to Mumbai Jurisdiction only.

- Delivery must be made during working day between 11.00 am to 3.00 pm.
- If the material is not received on or before the scheduled delivery date & time the order will stand cancelled.
- In case on any deviation in the purchase order, please clarify from us immediately on receipt of this order.
- Please enclose a copy of this P.O. along with Invoice & Delivery Challan for prompt processing of the same.

Thanking You

Principal

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

Accepted the above Purchase Order

Name / Sign. _____

Designation _____

Date : _____

Recommended By :-





Vivekanand Education Society's College of Pharmacy

Hashu Advani Memorial Complex, Behind Collector's Colony,
Wadhawall Village, Chembur, Mumbai - 400 074.

GSTIN : 27AAATV2239C1ZP

Purchase Order No. 3119

Date : 30/09/2020

To, KOOLWELL SALES

VES COP/ELEC/2020/1/1 of 1

B. Pharm / M. Pharm

Dept. : _____

Attn. :

Sir,

With reference to your quotation Ref. No. _____ dated _____ and subsequent discussion with the undersigned, we are pleased to place order for the following as per terms and conditions mentioned hereunder.

Sr. No.	DESCRIPTION	Qty.	Basic Rate per unit (₹)	Basic Amount (₹)
①	Purchase of 1 AC for 1 st floor CTR Lab.			
	Voltas 2.0 Ton split AC	01	—	42,500/-
	(3 star) Copper condenser			
	Installation Expenditure Extra			

Terms and Conditions :

(Quot. Attach)

- Taxes : All inclusive VAT 18% GST Extra. (Installation only)
- Discount : _____
- Delivery : Immediately on or before Immediately
- Packing & Forwarding : Inclusive / Extra _____
- Freight : Inclusive / Extra _____
- Place of Delivery : VES COP
- Warranty : overall making 1 year & 2 months from the date of delivery / installation
- Payment Term : 100% Advance
- Validity : _____ days from the date of the purchase order
- Jurisdiction : All transaction are subject to Mumbai Jurisdiction only.

- Delivery must be made during working day between 11.00 am to 3.00 pm.
- If the material is not received on or before the scheduled delivery date & time the order will stand cancelled.
- In case on any deviation in the purchase order, please clarify from us immediately on receipt of this order.
- Please enclose a copy of this P.O. along with Invoice & Delivery Challan for prompt processing of the same.

Thanking You

Principal

Accepted the above Purchase Order

Name / Sign. _____

Designation _____

Date : _____

Recommended By :-



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

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

SHOP NO - 5/36, 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. ES COLLEGE OF PHARMACY,
HASHU ADVANI MEMORIAL COMPLEX, COLLECTORS COLONY,
CHEMBUR MUMBAI- 400074.

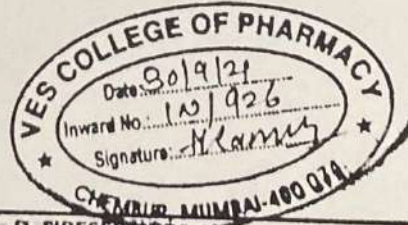
	DESCRIPTION	QUANTITY	UNIT RATE	AMOUNT
A	FIRE EXTINGUISHER REFILLING			
1	ABC TYPE CAPACITY 2 KG	16	300	4800
2	ABC TYPE CAPACITY 4 KG	21	400	8400
3	ABC TYPE CAPACITY 5 KG	11	500	5500
4	CO2 TYPE CAPACITY 4.5 KG	2	500	1000
B	SPARE PART			
2	PRESSURE GUGE	2	85	170
3	ASSEMBLE VALVE - 2 KG	2	210	420
4	ABC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

(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 - TJSB00000014
BRANCH - KALWA NAKA



FOR L. D. FIRE SERVICES

AUTHORISED SIGNATORY

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 - 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

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

DEPARTMENT: PHARMACOGNOSY AND
PHYTOCHEMISTRY
LABORATORY NAME: PHARMACOGNOSY AND
PHYTOCHEMISTRY LAB
INSTRUMENT NAME: UV - CABINET
ACCESSION NO: VES/OP/EQUIP/2009/12/1 OF 1
MAKE/MODEL: LABLINE
INSTRUMENT IN- CHARGE: Mrs. VIDHI BHATIA

Date	Time In	Time Out	Name of Users	Dept	User's Sign
11/12/11	1:20	1:45	Souparnika	M-CA	[Signature]
12/12/11	1:20	1:45	Arjun	L-Y	[Signature]
14/12/11	1:55	1:40	Shweta	M-CA	[Signature]
13/10/11	1:40	1:45	Aarita	M-CA	[Signature]
12/10/11	1:45	1:50	Souparnika	M-CA	[Signature]
11/12/11	1:59	2:10	Shweta	M-CA	[Signature]
13/12/11	4:25	4:30	Souparnika	M-CA	[Signature]
14/12/11	8:45	8:50	Shweta	M-CA	[Signature]
15/12/11	3:25	3:30	Souparnika	M-CA	[Signature]
16/12/11	3:30	3:35	Aarita	M-CA	[Signature]
15/12/11	4:24	4:24	Dishank	L-Y	[Signature]
16/12/11	1:55	2:00	Souparnika	M-CA	[Signature]
16/12/11	1:55	2:00	Aarita	M-CA	[Signature]
17/12/11	12:15	12:20	Aarita	M-CA	[Signature]
17/12/11	12:20	12:25	Souparnika	M-CA	[Signature]
17/12/11	12:25	12:30	Shweta	M-CA	[Signature]
18/12/11	12:30	12:35	Souparnika	M-CA	[Signature]
18/12/11	12:30	12:35	Aarita	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 - 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 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 PHYTOCHEMISTRY LAB

FILE NAME: CHEMICAL STOCK REGISTER

Multipurpose
Inkjet
• Jam-Free Performance
• Smooth surface for crisp

STOCK REGISTER									
ACETONE									
NAME OF ARTICLES	QTY	PARTICULARS	QTY	REMARKS	QTY	REMARKS	QTY	REMARKS	QTY
1. 100 ml. Acetone (Stock)	100 ml								
2. 100 ml. Acetone (Stock)	100 ml								
3. 100 ml. Acetone (Stock)	100 ml								
4. 100 ml. Acetone (Stock)	100 ml								
5. 100 ml. Acetone (Stock)	100 ml								
6. 100 ml. Acetone (Stock)	100 ml								
7. 100 ml. Acetone (Stock)	100 ml								
8. 100 ml. Acetone (Stock)	100 ml								
9. 100 ml. Acetone (Stock)	100 ml								
10. 100 ml. Acetone (Stock)	100 ml								
11. 100 ml. Acetone (Stock)	100 ml								
12. 100 ml. Acetone (Stock)	100 ml								
13. 100 ml. Acetone (Stock)	100 ml								
14. 100 ml. Acetone (Stock)	100 ml								
15. 100 ml. Acetone (Stock)	100 ml								
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17. 100 ml. Acetone (Stock)	100 ml								
18. 100 ml. Acetone (Stock)	100 ml								
19. 100 ml. Acetone (Stock)	100 ml								
20. 100 ml. Acetone (Stock)	100 ml								
21. 100 ml. Acetone (Stock)	100 ml								
22. 100 ml. Acetone (Stock)	100 ml								
23. 100 ml. Acetone (Stock)	100 ml								
24. 100 ml. Acetone (Stock)	100 ml								
25. 100 ml. Acetone (Stock)	100 ml								
26. 100 ml. Acetone (Stock)	100 ml								
27. 100 ml. Acetone (Stock)	100 ml								
28. 100 ml. Acetone (Stock)	100 ml								
29. 100 ml. Acetone (Stock)	100 ml								
30. 100 ml. Acetone (Stock)	100 ml								
31. 100 ml. Acetone (Stock)	100 ml								
32. 100 ml. Acetone (Stock)	100 ml								
33. 100 ml. Acetone (Stock)	100 ml								
34. 100 ml. Acetone (Stock)	100 ml								
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36. 100 ml. Acetone (Stock)	100 ml								
37. 100 ml. Acetone (Stock)	100 ml								
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39. 100 ml. Acetone (Stock)	100 ml								
40. 100 ml. Acetone (Stock)	100 ml								
41. 100 ml. Acetone (Stock)	100 ml								
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43. 100 ml. Acetone (Stock)	100 ml								
44. 100 ml. Acetone (Stock)	100 ml								
45. 100 ml. Acetone (Stock)	100 ml								
46. 100 ml. Acetone (Stock)	100 ml								
47. 100 ml. Acetone (Stock)	100 ml								
48. 100 ml. Acetone (Stock)	100 ml								
49. 100 ml. Acetone (Stock)	100 ml								
50. 100 ml. Acetone (Stock)	100 ml								



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 - 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.

Student Requirement Log book

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

DEPARTMENT OF PHARMACEUTICS /Q.A
LAB : PG (FIRST FLOOR)

STUDENT REQUIREMENT
LOG BOOK

Requirement					Compliance			
Sr. No.	Date	Name of Student	Reporting of Requirement	Sl. No.	Action taken	Date of ATR	Action Taken	Sign
22	21/12/24	Rajal Barge	Hydrocarbon pump	22	Reported to Maintenance & called Mr. K. K. Kulkarni & they had to send me. I am waiting for Mr. Pradyuman has fixed it & it is working now	22/12/24	Done	Dr. (Mrs.) Supriya S. Shidhaye
23	22/12/24	Rajal Barge	oil leaking from	23	I (Maintenance) contacted to Dr. Kulkarni & Mr. Pradyuman & Mr. Pradyuman is about today & come in next day & call & I should have condition	23/12/24	Done	Dr. (Mrs.) Supriya S. Shidhaye
24	23/12/24	Rajal Barge	oil leaking	24	WORKING BUT OIL LEAKING PROBLEM	23/12/24	Done	Dr. (Mrs.) Supriya S. Shidhaye
25	24/12/24	Rajal Barge	oil leaking (Hydrocarbon Press Pump)	25	Called Mr. Pradyuman & Dr. Kulkarni on 24/12/24 & Mr. Pradyuman is looking & I should have	24/12/24	Done	Dr. (Mrs.) Supriya S. Shidhaye



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

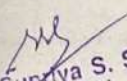
Vivekanand Education Society's
College of Pharmacy

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, कोल्हापूर

17 JUN 2021

प्रदाक 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

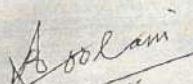
[Signature]

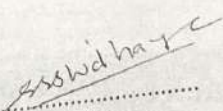
R. K. Joshi

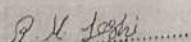
Page No. 2

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.


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


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


.....
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
PHARMACYLocation : 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

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



ISO 9001:2015 CERTIFIED
ISO 14001:2015 CERTIFIED
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Ghatkopar - Mankhurd Link Road, Near Deonar Dumping Ground, Opp. Sathe Nagar,
Govandi (West), Mumbai - 400 043.
Cell : 8879003572 Toll Free No. 18002666575
Customer Care E-mail : info@smsevoclean.com / www.smsmumbai.com

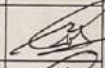
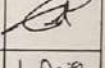
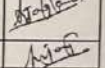
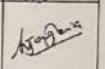
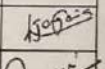
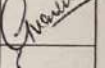
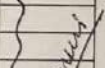
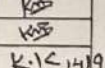
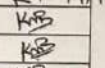
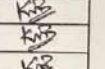
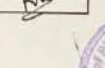
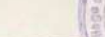



Corporate Office : 20, IT Park, Parsodi, Nagpur - 440 022. (India) Maharashtra
Reg. Office : 267, Ganesh Fadavis Bhavan, Near Triangular Park, Dharampeth,
Nagpur - 440 010 (India) CIN No. U52100MH2005PTC156774

**SMS ENVOCLEAN
PRIVATE LIMITED**

Prototype of the yearly calendar maintained by the office for maintenance

VES COLLEGE OF PHARMACY

Activity Chart for the month of September 2019 with deadlines

Tentative Date	Activity	Course	Department	Last Date as per schedule	Person Responsible	Signature
15.09.2019	EBC and Minority Scholarship	B. & M. Pharm.	Office	30.09.2019	MILIND	
	Merit List Verification	B. & M. Pharm.	Office	Yet to notify	MILIND	
25.09.2019	University of Mumbai online affiliation	M. Pharm. & Ph.D.	Office	30.09.2019	Soni	
28.09.2019	PCI Online Portal (As per notification)	B. Pharm. & M. Pharm.	Office	30.09.2019	Soni	
06.09.2019	Submission of advertisement draft approval for teaching staff to University of Mumbai		Office	06.09.2019	Soni	
30.09.2019	H.R. Policy Book		Office	30.09.2019	Soni	
Immediately after MU notification	First Year Enrollment	B. Pharm	Office	10.09.2019 but UOM notification yet to come	Gayatri	
12.09.2019	Direct Second Year Eligibility	B. Pharm	Office	30.09.2019	Gayatri	
20.09.2019	First Year Enrollment	M.Pharm	Office	30.09.2019	Gayatri	
25.09.2019	Marksheet Verification	B. Pharm. & M. Pharm.	Office		Gayatri	
28.09.2019	Fee Reconciliation	B. Pharm. & M. Pharm.	Office	30.09.2019	Gayatri	
15.09.2019	scholarship (all)	B. Pharm. & M. Pharm.	Office	30.09.2019	Gayatri	
	student GR numbers	B. Pharm. & M. Pharm.	Office	At the earliest	Gayatri	
	Salary Checking	B. Pharm. & M. Pharm.	Office	monthly	Gayatri	
	Making Comparative	B.Pharm & M.Pharm	Library	When Required	kirti	
	Books Physical Verification	B.Pharm & M.Pharm	Library	When Required	kirti/kavish	
	Books Processing	B.Pharm & M.Pharm	Library	When Required	kavish	
	Bill Clearance	B.Pharm & M.Pharm	Library	When Required	kirti	
	Book Bank for Sem I and Lateral Entries	B.Pharm & M.Pharm	Library	Second and Third week	kirti	
	Library Card Issue	B.Pharm & M.Pharm	Library	on going	kirti/kavish	
	NDL Registration	B.Pharm & M.Pharm	Library	second week	kirti	
	Issue and return	B.Pharm & M.Pharm	Library	everyday	kirti/kavish	

Dr. (Mrs.) Supriya S. Shinde
PRINCIPAL

Vivekanand Education Society's
College of Pharmacy
HAMC, Behind Collector Colony,
Chembur, Mumbai - 400 074.

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	Software entries of issue and return	B.Pharm & M.Pharm	Library	everyday	kirti/kavish	K.S.
	zerox	B.Pharm & M.Pharm	Library	everyday	kirti/kavish	K.S.
	shelving	B.Pharm & M.Pharm	Library	everyday	kavish	K.S.
	Newspaper reading and cutting	B.Pharm & M.Pharm	Library	everyday	kirti/kavish	K.S.
	Report of UPI and Card swipe	B.Pharm & M.Pharm	Library	everyday	kirti	K.S.
06.09.2019	GST Sale Data for the month of August 2019	B Pharm & M Pharm	Accounts	Monthly	Aparna	
06.09.2019	Bank Reconciliation (B Pharm - ICICI Bank, Canara Bank, M Pharm - ICICI Bank)	B Pharm & M Pharm	Accounts	Monthly	Aparna	
03.09.2019	Printing & Distribution of Salary Slips & Make Salary Sheet for Previous Month	B Pharm & M Pharm	Accounts	Monthly	Aparna	
07.09.2019	Generate Provident Fund Challan & Payment of PF for the month of August 2019	B Pharm & M Pharm	Accounts	Monthly	Aparna	
06.09.2019	Online payment of TDS for the month of August 2019	B Pharm & M Pharm	Accounts	Monthly	Aparna	
15.09.2019	Payment of Professional Tax for the month of August 2019	B Pharm & M Pharm	Accounts	Monthly	Aparna	
10.09.2019	GST Purchase Data for the month of August 2019	B Pharm & M Pharm	Accounts	Monthly	Aparna & latesh	
09.09.2019	Payment of Electricity Bill before the discounted date	B Pharm & M Pharm	Accounts	Monthly	Aparna	
20.09.2019	Payment of Water Bill	B Pharm & M Pharm	Accounts	Monthly	Aparna	
18.09.2019	Requirement of Funds sent to Trust for the month of August 2019	B Pharm & M Pharm	Accounts	Monthly	Aparna	
25.09.2019	Collects Investment Declaration Form for TDS 2019-20	B Pharm & M Pharm	Accounts	Monthly	Aparna	
30.09.2019	Professional Tax Return for the month of August 2019	B Pharm & M Pharm	Accounts	Monthly	Aparna	
30.09.2019	Fees Reconciliation (B Pharm & M Pharm)	B Pharm & M Pharm	Accounts	Monthly	Aparna	
28.09.2019	Make Salary for the month of September 2019	B Pharm & M Pharm	Accounts	Monthly	Aparna	
25.09.2019	Payment to MU for Term Extension of Students for Current Academic year	M Pharm	Accounts	Half Yearly	Aparna for payment	

Dr. (Mrs.) Suranya S. S. HOSKAPAL
 Vivek Education Society's
 Pharmacy
 HAMEL, Collector Colony,
 Chembur, Mumbai - 400 074.



25.09.2019	Payment of University Dues for Regular Students for current Academic Year	B Pharm & M Pharm	Accounts	Yearly	Aparna	
25.09.2019	Distribution of Exam Remuneration	B Pharm & M Pharm	Accounts	Half Yearly	Aparna	
20.10.2019	Filling Data for Submission of Fees Proposal for the A Y 2020-21 to Fees Regulating Authority	B Pharm & M Pharm	Accounts	31.10.2019	Aparna	
10th Sept	Revaluation	B. Pharm.	Examination	10th Sept	Deepika	
after revaluation	Preparation of Final No. of students list	B. Pharm.	Examination	after revaluation	Deepika	
after revaluation	Mid Semester Practical Examinations	B. Pharm.	Examination	after revaluation	Deepika	
after revaluation	Mid Semester Theory Examinations	B. Pharm.	Examination	after revaluation	Deepika	
after revaluation	Preparation of Attendance Sheets	B. Pharm.	Examination	after revaluation	Deepika	
after revaluation	Preparation of Appreciation letters for 100% result in the subject	B. Pharm.	Examination	after revaluation	Deepika	
after revaluation	Form Filling of Regular students for odd Semester	B. Pharm.	Examination	after revaluation	Deepika	
after revaluation	Grade Cards Preparation	B. Pharm.	Examination	after revaluation	Deepika	
Mid Sept	Mid Semester Examinations (Theory)	B. Pharm.	Examination	after revaluation	Deepika	
End of Sept	Mid Semester Examinations (Practical)	B. Pharm.	Examination	Mid Sept	Deepika	
As per MU Circular	Examination forms submission M. Pharm. Sem I	M. Pharm.	Examination	End of Sept	Deepika	
As per MU Circular	Online Examination forms submission Sem VII	B. Pharm.	Examination	As per MU Circular	Deepika	
30th September	Remuneration	B. Pharm.	Examination	As per MU Circular	Deepika	
25th	Collection for Even Semester Lab requirements	B. Pharm.	Store	30th September	Deepika	
25th	To initiate the process for Printed Journals for even semester	B. Pharm.	Store	25th	Prajakta	
				25th	Prajakta	

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



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">1. To make a smooth transition of the maintenance-related works to the concerned person.2. To effectively resolve maintenance-related issues.



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 (1st floor): Mrs. Harsha Kathpalia

PC Research Lab (6th 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



VES COLLEGE OF PHARMACY

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

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

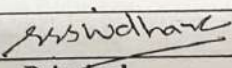
2. To ensure the upkeep of their respective facilities and laboratories.
3. To make available their respective facilities and laboratories for regularly scheduled inspections and audits.

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



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

Maintenance Policy

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



Maintenance Policy

VES COLLEGE OF PHARMACY

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

	Policy Title:	Maintenance Policy
	Policy Number	VES/2019/03
1.	Purpose of the Policy:	To execute the maintenance-related work promptly and flawlessly.
2.	Policy Applies to:	Institute
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">1. To make a smooth transition of the maintenance-related works to the concerned person.2. To effectively resolve maintenance-related issues.



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:	
	Principal



Dr. (Mrs.) Supriya S. Shidhaye
PRINCIPAL
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