

## **Smt. Narsamma Arts, Commerce and Science College, Amravati**

### **Established systems and procedures for maintaining and utilizing physical, academic and support facilities**

The institution has made adequate arrangements for the maintenance and upkeep of the college infrastructure. IQAC manages comprehensive procedures of quality enhancement and sustenance. Setup of committees like College Development Committee, IQAC, UGC Committee, Purchase Committee, Library Advisory Committee, Student development Committee etc. work in various fields of college and help IQAC to effectively tap and check available academic and support facilities. These committees provide continuous feedback to IQAC in order to enable it to take required measures. While carrying out overall assessment of all departments special attention is paid to the needs of up-gradation and updating of the facilities.

The aim of the comprehensive procedures is

- To achieve optimum utilization of facilities and services for the benefit of stakeholders.
- To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities.
- To prevent misuse and misconduct of resources and services.
- To achieve timely up-gradation, repairing and replacement of the resources and services.
- To set standardized maintenance and utilization procedures for resources.
- To reduce probabilities of accidents at workplace for ensuring safety.

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities.

- Heads of the respective Departments maintains the laboratories through attendants supervised by laboratory Assistant.
- Laboratory Assistant in consultation with Heads of the respective Departments processes the maintenance of equipment, chemicals, glassware and other necessary utensils as per the budget allocated. On-time maintenance is getting approved time to time by the principal.
- The maintenance of library is supervised by the College Librarian.

- Head of the computer department along with the laboratory attendant work through an annual maintenance contract (AMC) for the Departmental maintenance and ICT class rooms.
- The College has annual maintenance contracts with the relevant vendors for cleanliness, maintenance, civil works, electric works and computer and website maintenance.
- College has a system of conduction of Energy Audits of the Campus.
- Regular Security Services are available in the campus to make sure campus security through the contract with Rasai Security Services,

Nagpur. Maintenance Contracts with:

<b>Sr. No.</b>	<b>Purpose of Contract</b>	<b>Name of Person / Firm/ Company</b>	<b>Contact (Address/Phone No.) Details</b>	<b>Duration</b>
1	For Departmental maintenance and ICT class rooms	PC CARE, Rajapeth, Amravati	Shri Prasad Khare, Rajapeth, Amravati Contact no. 9420521794	01.09.2021 to 31.8.2022
2	Annual Maintenance for college HD CCTV	M/S. Teletech System	10, 2ND Floor Gulshan Plaza, Rajapeth, Amravati.	01.01.2021 to 31.12.2022
3	To maintain and update the college website regularly	dotCOM Infotech Pvt. Ltd., Amravati	Shri Sanjay Taral, Director, 2nd floor, Shetkari Bhavan, Old Cotton market, Amravati Contact no. 9823194885	28-11-17 to till date
4	To maintain the water coolers in the campus	Eureka Forbes Limited	Customer Service Division, Amravati	22-01-21 to 21-01-23
5	Regular Security Services in the campus	Rasai Security Services , Nagpur	Rasai Security Services , Nagpur Shop No.25, F/7/A Near Metro Plaza, Gorewada Square, Nagpur - 440013	02-09-2021 to 31-03-2022
6	To maintain and update electrical and plumbing components of the campus time to time	Mr. Yogesh Bore	Mr. Yogesh Bore, Sai nagar, Amravati	01-01-21 to 31-12-22
7	To clean the Lavatories	Sau. Anita Chavan	Sindhu nagar, Amravati Contact no. 9420521794 01	01-01-21 to 31-12-22



श्रीमती नरसम्मा हिरय्या शैक्षणिक ट्रस्ट व्दारा संचालित  
**कला, वाणिज्य व विज्ञान महाविद्यालय**  
किरण नगर, (नरसम्मा परिसर), अमरावती. फोन नं. ०७२१-२५४०७९३  
www.narsammaacsc.org / email - principal@narsammaacsc.org  
(कनिष्ठ, वरिष्ठ, पदव्युत्तर व संशोधन)

प्राचार्य - डॉ. राजेश शा. चंदनपाट  
Mo. 9423422343

जावक -

दिनांक -

Date: 01.09.2021

To,  
M/S, Prasad Khare  
Computer Sales and Service  
Gayatri Apartment, Behind Bonde Hospital,  
Rajapeth, Amravati-7212561806

**Subject:-Regarding Order of Annual Maintenance for college Computer and Peripherals for Academic year 2021-22 (1.9.2021 to 31.8.2022)**

**Reference:** - Your quotation No. / 21-22 Dated 5.8.2021

Dear Sir,

The rules offered by you in the quotation referred to above for the Annual Maintenance of Computer, Printer, Networking etc. The schedule of maintenance has been accepted on the term and condition for payment quarterly (The Rate for complete order is 42,000=00) given overleaf.

You are therefore requested to execute the work order on or before date 01.09.2021. The Annual Maintenance contract will be valid from 01.09.2021 to 31.8.2022 (Complete 12 month), failing which the order shall stand cancelled.


Please acknowledge the receipt of this order immediately confirming your acceptance.

**SCHEDULED OF SUPPLY ORDER**

Sr. No.	A Service Includes	Remarks
1	Computer system formatting and installation	
2	Software problems resolving	
3	Networking Problems	
4	Internet Problems Resolving	
5	System Hardware Problem resolving	

  
PRINCIPAL  
Smt.Narsamma Arts,Comm.& Sci.College,  
Kiran Nagar,Amravati



  
Mr. Prasad Khare



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Mo. 9423422343

जावक -

दिनांक -

Date: 01.01.2021

To,  
M/S, Teletech System  
10, 2<sup>ND</sup> Floor Gulshan Plaza,  
Rajapeth, Amravati.

**Subject:-Regarding Order of Annual Maintenance for college HD CCTV, DVR,  
& Matrix EPABX for the duration from 01.01.2021 to 31.12.2021**

Dear Sir,

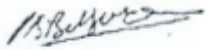
The rules offered by you in the quotation referred to above for the Annual Maintenance of HD, CCTV & DVR, Matrix EPABX. The schedule of maintenance has been accepted on the term and condition for payment quarterly (The Rate for complete order is Rs. 9440=00 per year) given overleaf.

You are therefore requested to execute the work order on or before date 01.01.2021. The Annual Maintenance contract will be valid from 01.01.2021 to 31.12.2021 (Complete 12 month), failing which the order shall stand cancelled.

Please acknowledge the receipt of this order immediately confirming your acceptance.

**SCHEDULED OF SUPPLY ORDER**

Sr. No.	A Service Includes	Remarks
1	Maintenance of HD CCTV	
2	Maintenance of DVR,	
3	Maintenance of Matrix EPABX	

  
Mr. Pankaj Belsare  
(Marketing Executive)



  
PRINCIPAL  
Smt.Narsamma Arts, Comm. & Sci. College,  
Kiran Nagar, Amravati



श्रीमती नरसम्मा हिरय्या शैक्षणिक ट्रस्ट व्दारा संचालित  
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Mo. 9423422343

जावक -

दिनांक -

Date: 01.01.2022

To,  
M/S, Teletech System  
10, 2<sup>ND</sup> Floor Gulshan Plaza,  
Rajapeth, Amravati.

**Subject:-Regarding Order of Annual Maintenance for college HD CCTV, DVR,  
& Matrix EPABX for the duration from 01.01.2022 to 31.12.2022)**

Dear Sir,

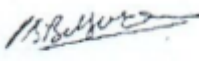
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You are therefore requested to execute the work order on or before date 01.01.2022. The Annual Maintenance contract will be valid from 01.01.2022 to 31.12.2022 (Complete 12 month), failing which the order shall stand cancelled.

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Sr. No.	A Service Includes	Remarks
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3	Maintenance of Matrix EPABX	

  
Mr. Pankaj Belsare  
(Marketing Executive)



  
PRINCIPAL  
Smt.Narsamma Arts,Comm.& Sci.College,  
Kiran Nagar,Amravati



dotCOM Infotech Pvt. Ltd.  
2<sup>nd</sup> Floor, Above SBI ADB Bank,,  
Old Cotton Market, AMRAVATI. (M.S.)  
Ph – 0721-2566245,  
9823194885, 9823646168  
Email – [info@dotcominfotech.co.in](mailto:info@dotcominfotech.co.in)  
Visit us – <http://dotcominfotech.co.in>

Date: 28 November 2017

To,  
The Principal,  
Arts, Commerce & Science College  
Kiran Nagar, Amravati.

Dear Sir,

We are thankful to you for giving us an opportunity to develop and maintain your institutions website <http://narsammaacsc.org>. The website is well running on internet.


As per the discussion held in the last meeting dated 28.11.17 at your office regarding the website, it requires some modification in institution's web site <http://narsammaacsc.org>

We propose modifications with financial charges as follows –

- ✓ 1. **Renovation (Redesign) of website design** - **Rs. 25000/-**  
**With dynamic features.**
2. Additional 1 GB hosting space - Rs. 2000/- per year (optional)
3. Site Lock Malware Detector - Rs. 5000/- per year (optional)
4. SSL (Secure Sockets Layer) - Rs. 3000/- per year (optional)

**Features:**

- All information about the college will be available 24 X 7 on internet.
- Responsive (Compatible to Mobile) website
- Uniform format information for all departments.
- Administrator will be able to change dynamic pages with his own username and password.
- All departments & sections will have login to upload their information to website. Like Photo gallery, News & Events
- Dynamic pages includes –
  - On line news update..
  - Notices & Announcement with file attachment
  - Photographs can be upload for photo gallery.
  - Uploaded files & photos should be approved by user
  - Dynamic admin panel

  
28/11/17

**dotCOM Infotech Pvt. Ltd.**  
2<sup>nd</sup> Floor, Above SBI ADB Bank,,  
Old Cotton Market, AMRAVATI. (M.S.)  
Ph – 0721-2566245,  
9823194885, 9823646168  
Email – [info@dotcominfotech.co.in](mailto:info@dotcominfotech.co.in)  
Visit us – <http://dotcominfotech.co.in>

**Terms & Conditions -**

- The design and development work should be at the satisfaction of the organization.
- Providing content, photographs, information is the responsibility of the client.
- All information provided will be in Soft copy only.
- The language will be English only.
- No person from the organization or other will be allowed to alter the website content of static pages
- Minimum 25 days required for completion of website after providing all content and photographs.
- Require 50% advance amount with the work order.
- Charges for Log maintenance for more than 2 days will be extra.
- SMS Pack charges will be extra if required.
- 18% GST Charges will be extra.
- Required Extra Hoisting space will be charged extra.

Thanking you,

(Sanjay Taral)  
dotcom Infotech Pvt Ltd.

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Date : 22/01/21

CONTRACT RECEIPT No : 819 0855371

**EUREKA FORBES LIMITED**

3rd Floor, Nasco Building, Postal Colony Road, Chembur, Mumbai - 400071.  
GSTIN No : 27AAACE5767F1ZK CIN : U27109WB1931PLC007010

**Customer's Personal Details :**

**Customer Code :**

Name	M/S NARBFMHA COLLEGE									
Address	KINARA NIGRAH, GURUKRISHNA									
PIN		Phone		Mobile	9423249034					
Email	Ag-HiFlow									
Product / Model	Ag-HiFlow									
Period of Annual Maintenance contract from	22/01/21 to 21/01/23									
Tax invoice will be sent to you by Email / post										

Received with thanks the sum of Rs. 4325/- (Rupees four thousand three hundred twenty five) vide cash / Cheque / DD / Card / Net Payment No ..... dated ..... drawn on ..... for 1 / 2 / 3 Year(s) being the service contract amount for the above product. This service contract will be valid for the period from 22/01/21 to 21/01/23

FOR EUREKA FORBES LIMITED

I/We agree to the terms and conditions of the Service Contract mentioned in this receipt.

CUSTOMER SERVICE DIVISION



*[Signature]*

(Signature of the customer along with official seal, if any)

**Terms & Conditions**

Under this contract, Eureka Forbes Limited undertakes to maintain your product used at the address mentioned above.

- This contract provides for free replacement of consumables applicable and periodical service to the product as below per year :
  - Two periodical service would be provided for all domestic products. For all institutional products three periodical services would be provided. Eureka Forbes Ltd. has the right to combine mandatory service along with break down service.
  - One set of consumable would be replaced for all the products. For compact model water purifier one more additional set of consumable will be provided.
- The Contract covers replacement of worn-out / exhausted parts, including Ultra Violet Lamp with new / rectified spares for all products / attachments
- Any additional visits during the contract period as and when required, in the event of any break down / malfunctioning of the equipment on intimation in this regard by the customer.
- The Contract shall not cover visits/replacement of parts under the following circumstances:
  - Damage caused to the equipment due to floods, fire, accident, riot, breakage, pest, misuse, improper or negligent use, tampering, leakage from pipes etc.
  - Damage caused to the equipment due to failure to observe the operating instructions and precautions as mentioned in User's Manual.
  - Defects due to usage of non-recommended spares.
  - Visits for customers re-training, for dismantling or for re-installation at a different location.
  - Defects/failures resulting from servicing / repairs done by a person other than the authorised representative of Eureka Forbes Limited
  - Where this equipment is under use for more than 8 hours a day continuously, unless otherwise agreed in writing by Eureka Forbes Ltd.
  - Replacement of EVA Tube & PL tube, body parts, diverter valve, hose pipe of vacuum cleaner, batteries and transformer in case of security system and vacuum cleaners.
  - With regard to repairing the existing worn-out / defective part(s) or replacing the same and ascertaining the presence of above circumstances, the decision of Eureka Forbes Limited shall be final. In any such event, Eureka Forbes Limited will submit a prior estimate for approval or bill for the work carried out at the prevailing rates.
  - In case of security systems failure due to mal-functioning of telephone line, telephone equipment or failure of external accessories, signal reception problem etc, spare parts burnt due to power fluctuation.

**Customer Copy**

Service Head Quarters : No: 143, C-4 Bommasandra Industrial Area, Off Hosur Road, Hebbagodi Village, Anekal Taluk, Bangalore - 560099, Karnataka, India.  
E-mail : customercare@eurekaforbes.com  
Regd. Office : 7, Chakraborty Road (South), Kolkata - 700 025, India.  
Corporate Head Office : B/1/B2, 701, Marathon Innova, Off Ganpatrao Kadam Marg, Lower Parel, Mumbai - 400 013, India

**TO LOG A SERVICE REQUEST** ☎ 18602661177 🗨 Send <REQ> to 8082299333





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Mo. 9423422343

जावक -

दिनांक -

दि. ०१.०९.२०२१

### करारनामा

लिहून देणार :- रासाई सेक्युरिटी सर्विसेस, नागपूर दुकान न. २५ , F /७/A मेट्रो प्लाझा,  
गोरेवाडा चौक, नागपूर -४४००१३


लिहून घेणार :- मा. प्राचार्य, कला, वाणिज्य व विज्ञान महाविद्यालय, कीरण नगर,  
(नरसम्मा परिसर) अमरावती.

मी खालील सही करणार लिहून देतो की , माझा कला, वाणिज्य व विज्ञान महाविद्यालय,  
कीरण नगर, (नरसम्मा परिसर)अमरावती. सोबत सुरक्षा रक्षक पुरविण्याबाबत चा करारनामा  
झालेला आहे. हा करारनामा एक वर्ष मुदतीचा आहे. (दि. २.०९.२०२१ ते ३१.०३.२०२२) सुरक्षा  
रक्षकाची संख्या ५ राहिल दिवसा २ सुरक्षा रक्षक -१२ तासाकरिता, रात्री २ सुरक्षा रक्षक -१२  
तासाकरिता, व १ सुरक्षा रक्षक (मंदिरा करिता)- ८ तासाकरिताआहे, प्रति सुरक्षा रक्षक - ८५००/-  
रु. दरमहा (१२ तासाकरिता) व १ सुरक्षा रक्षक - ६००/- रु.(८ तासाकरिता), असे एकूण ४०,०००/-  
रु. दरमहिण्याला घेण्याचे ठरले आहे.वरील सुरक्षा रक्षक पुरविणे संदर्भातील नियम व अटी खालील  
प्रमाणे राहिल.

- १) कर्तव्यावर सुरक्षा रक्षक असताना ड्युटी रजिस्टरवर सही केल्या जाईल.
- २) गार्डच्या नेमप्लेट, व्हिसल, ड्युटी वर्दी व्यवस्थित राहिल.
- ३) सुरक्षा रक्षका कडून कुठलेही कार्यालयीन काम करून घेवु नये.

  
PRINCIPAL  
Smt.Narsamma Arts,Comm.& Sci.College,  
Kiran Nagar,Amravati



  
प्रोप्रायटर / जनरल मॅनेजर  
रासाई सेक्युरिटी सर्व्हिसेस  
नागपूर



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Mo. 9423422343

जावक -

दिनांक -

दि. ०१ जाने. २०२१

### करारनामा

लिहून देणार :- श्री.योगेश बोरे, रा. साई नगर, अमरावती.

लिहून घेणार :- मा. प्राचार्य, कला, वाणिज्य व विज्ञान महाविद्यालय, किरण नगर, अमरावती.

मी श्री.योगेश बोरे, रा. साई नगर, अमरावती. आपल्याशी महाविद्यालयातील विद्युतीकरण(Electrification) व जलवाहिनीचे (Plumbing) ची कामे करण्याबाबत चा करारनामा करतो की, महाविद्यालयातील संपूर्ण इमारतीतील वर्ग खोल्या, मा. प्राचार्य कक्ष, संस्थेचे कार्यालय, महाविद्यालयाचे कार्यालय, उद्यान विभाग, स्वच्छता गृह, ग्रंथालय व शिक्षक स्टाफ रूम या मधील इलेक्ट्रिक व प्लम्बिंग ची कामे पाहणे, दुरुस्ती करणे व नविन कामे करणे. इत्यादी सर्व कामे वेळेवर व सुरळीत होण्याकरिता आपल्याशी दि. ०१ जाने. २०२१ ते दि.३१ डिसें. २०२१ पर्यंत रोजंदारी तत्वावर करार करण्यात येत आहे.

PRINCIPAL  
Smt.Narsamma Arts, Comm. & Sci.College,  
Kiran Nagar, Amravati



लिहून देणार

श्री.योगेश बोरे



श्रीमती नरसम्मा हिरय्या शैक्षणिक ट्रस्ट व्दारा संचालित  
**कला, वाणिज्य व विज्ञान महाविद्यालय**

किरण नगर, (नरसम्मा परिसर), अमरावती. फोन नं. ०७२१-२५४०७९३  
www.narsammaacsc.org / email - principal@narsammaacsc.org

(कनिष्ठ, वरिष्ठ, पदव्युत्तर व संशोधन)

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Mo. 9423422343

जावक -

दिनांक -

दि. ०१ जाने. २०२२

**करारनामा**

लिहून देणार :- श्री.योगेश बोरे, रा. साई नगर,अमरावती.

लिहून घेणार :- मा. प्राचार्य, कला, वाणिज्य व विज्ञान महाविद्यालय, किरण नगर,अमरावती.

मी श्री.योगेश बोरे, रा. साई नगर, अमरावती. आपल्याशी महाविद्यालयातील विद्युतीकरण (Electrification) व जलवाहिनीचे (Plumbing) ची कामे करण्याबाबत चा करारनामा करतो की, महाविद्यालयातील संपूर्ण इमारतीतील वर्ग खोल्या, मा. प्राचार्य कक्ष, संस्थेचे कार्यालय, महाविद्यालयाचे कार्यालय, उद्यान विभाग, स्वच्छता गृह, ग्रंथालय व शिक्षक स्टाफ रूम या मधील इलेक्ट्रिक व प्लम्बिंग ची कामे पाहणे, दुरुस्ती करणे व नविन कामे करणे. इत्यादी सर्व कामे वेळेवर व सुरळीत होण्याकरिता आपल्याशी दि. ०१ जाने. २०२२ ते दि. ३१ डिसें. २०२२ पर्यंत रोजंदारी तत्वावर करार करण्यात येत आहे.

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**करारनामा**

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३	संस्थेचे कार्यालयातील स्वच्छता गृह	
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७	स्टाफ रूममधील महिला स्वच्छता गृह	
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