

**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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## Introduction

The institute implements established systems and procedures to maintain physical, academic, and support facilities, including labs, sports complexes, computers, and classrooms. This comprehensive approach ensures proper daily and periodic maintenance by dedicated departments and in-house staff. Equipment functionality is prioritized, and a standard procedure addresses breakdowns.

A dedicated team handles maintenance, electrical work, gardening, carpentry, CCTV, plumbing, bus upkeep, etc. Additionally, various committees oversee specific aspects:

## Physical Facilities Maintenance

- **Labs:** Regular calibration / Maintenance of equipment, chemical disposal protocols if required, safety inspections, specialized cleaning procedures.
- **Sports complexes and Canteen:** Field and court maintenance, equipment upkeep, lighting systems, hygiene checks in canteen.
- **Computers:** Anti-virus updates, software maintenance, hardware repairs, replacement schedules, data backup protocols.
- **Classrooms:** furniture maintenance, lighting adjustments, accessibility features, hygiene, and sanitation.
- **Plumbing:** Regular inspections, leak detection and repair, pipe maintenance, water conservation initiatives.
- **Bus Maintenance team:** Safety checks, driver training, fuel efficiency measures.
- **IT Maintenance team:** The IT Maintenance team keeps the organization's technology humming: fixing breakdowns, securing networks, and helping users.



## Agreement and Contract of Housekeeping work



## Shail Educational and Welfare Society

Date: 01/05/2023

### CONTRACT RENEWAL LETTER

1. Reference to the Contract Renewal letter dated December 26, 2022 for Housekeeping Services between Shail Educational & Welfare Society and M/s. Maa Chamunda Enterprises.
2. The contract is extended for a period of Twelve months from May 01, 2023 till April 30, 2023.
3. During the above period, it is required from the agency that they shall provide the workers without any fail on the same rates as per the specifications mentioned in the contract as agreed by you.
4. The agency shall also abide with the following terms and conditions:
  - a. 100% statutory compliance in case of ESIC and EPF and the wages must be paid on or before the 07th of the next month. Also the printed wage slip is to be issued to every employee engaged and deployed at our Campus with UAN printed on the slip.
  - b. Deployment of the physically fit and skilled manpower (As mentioned in the contract)
  - c. Deployment of 100% of authorized number of workers at any point of time.

Authorised Signatory  
Shail Educational & Welfare Society  
Enterprises



Authorised Signatory  
M/s. Maa Chamunda



## Shail Educational and Welfare Society

Date: 26/12/2022

### CONTRACT RENEWAL LETTER

1. Reference to the Contract Renewal letter dated February 01, 2022 for Housekeeping Services between Shail Educational & Welfare Society and M/s. Maa Chamunda Enterprises.
2. The contract is extended for a period of Nine month from August 01, 2022 till April 30, 2023.
3. During the above period, it is required from the agency that they shall provide the workers without any fail on the same rates as per the specifications mentioned in the contract as agreed by you.
4. The agency shall also abide with the following terms and conditions:
  - a. 100% statutory compliance in case of ESIC and EPF and the wages must be paid on or before the 07th of the next month. Also the printed wage slip is to be issued to every employee engaged and deployed at our Campus with UAN printed on the slip.
  - b. Deployment of the physically fit and skilled manpower (As mentioned in the contract)
  - c. Deployment of 100% of authorized number of workers at any point of time.

Authorised Signatory  
Shail Educational & Welfare Society



Authorised Signatory  
M/s. Maa Chamunda Enterprises



## Shail Educational and Welfare Society


Date: 01/02/2022

### CONTRACT RENEWAL LETTER

1. Reference to the Agreement for Housekeeping Services signed on March 12, 2021 and effective from February 01, 2020 between Shail Educational & Welfare Society and M/s Maa Chamunda Enterprises, and subsequent meeting with you held in our office on Jan 15, 2022,
2. The contract is renewed for a period of Six Months from February 01, 2022 till July 31, 2022.
3. During the above period, it is required from the agency that they shall provide the workers without any fail on the same rates as per the specifications mentioned in the contract as agreed by you.
4. The agency shall also abide with the following terms and conditions:
  - a. 100% statutory compliance in case of ESIC and EPF and the wages must be paid on or before the 07<sup>th</sup> of the next month. Also the printed wage slip is to be issued to every employee engaged and deployed at our Campus with UAN printed on the slip.
  - b. Deployment of the physically fit and skilled manpower (As mentioned in the contract)
  - c. Deployment of minimum 80-90% of authorized number of guards at any point of time.

  
Authorised Signatory  
Shail Educational & Welfare Society

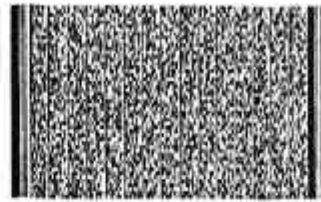


  
Authorised Signatory  
M/s Maa Chamunda Enterprises





## Registration and Stamp Department Madhya Pradesh



### Certificate of Stamp Duty

E-Stamp Details	
E-Stamp Code	01011012032021010127
Total E-Stamp Amount	500
Govt. Stamp Duty (Rs.)	500
Municipality Duty (Rs.)	0
Jansad Duty (Rs.)	0
Upkar Amount (Rs.)	0
Exempted Amount (Rs.)	0
E-Stamp Type	NON-JUDICIAL
Issue Date & Time	12/03/2021 15:14:30
Service Provider or Issuer Details	atul saxena/SP011743205201500231
SP/SRO/DRO/HO Details	85, janta quarters, nanda, nagar, indore INDORE INDORE
Deed Details	
Deed Type	Agreement or Memorandum of an agreement
Deed Instrument	If not otherwise provided for- Five hundred rupees.
Purpose	AGREEMENT HOUSEKEEPING
First Party Details	
Organization Name	M/s Maa Chamunda Enterprises
Address	9 Saket Nagar DEWAS Madhya Pradesh INDIA
Number of Persons	1
Second Party Details	
Organization Name	SHAIL EDUCATIONAL AND WELFARE SOCIETY
Address	Pithampur Road, Rau Dis. INDORE Madhya Pradesh INDIA
Number of Persons	1

AGREEMENT HOUSEKEEPING Signed on this day 12/05/2021 and effective from February 01, 2021

between



For Maa Chamunda Enterprises  
Proprietor

Digitally signed by Atul Saxena  
Date: 2021.03.12 15:14:33  
IST



E-Stamp Code	01011012032021010127
E-Stamp Type	NON-JUDICIAL
Issue Date and Time	12/03/2021 15:14:30
E-Stamp Amount	500

### AGREEMENT HOUSEKEEPING

Signed on this day 12/03/2021 and effective from February 01, 2020 between

M/s Maa Chamunda Enterprises having its registered Office / Principal place of business as 9 Saket Nagar Dewas 455001 through its Proprietor Mr. Indrapal Singh Malik here-in-after referred to as Service provider, providing services at our Campus.

AND

SHAIL EDUCATIONAL AND WELFARE SOCIETY, a society registered under Madhya Pradesh Society Registrykaran Adhiniyam 1973 through its Chief Administrative Officer as second part (which shall include its successors and assignees) here-in- after referred to as the client.

AND whereas the Service Provider is engaged in providing cleaning solution and Janitorial Services having requisite, competent and experienced personnel to provide such services and agreed to provide Janitorial Services to the complete premises of the Client situated at Rau Pithampur Road, Opp. IIM Indore.

WHEREAS the Client has a Campus by the name 'IIST/IIP/IIMR' at Rau Pithampur Road, Opp. IIM Indore and wish to avail the services of the Service Provider for its Campus.

AND WHEREAS the Client has accepted the Service Provider's Offer (2<sup>nd</sup> Appearance) is therate quoted by you vide your Bid and further revised Offer Reference: MCE/HK/IND/19/12/03, dated 03/11/2019 subject to the conditions indicated in the tender and other terms as indicated herein.

For Maa Chamunda Enterprises



*Indrapal Singh Malik*  
Proprietor





**NOW THIS AGREEMENT WITNESSES AND IT IS HEREBY AGREED AS**

**FOLLOWS**

**TERMS AND CONDITIONS:**

**DURATION**

This Agreement shall be operative for the period starting from February 01, 2020 and ending on January 31, 2022 (hereinafter referred to as the "Term") and which shall be renewable at the discretion of the Client.

**THE SERVICES**

1. The service provider agrees and undertake to render the specialized housekeeping work as per scope of areas & work as details in Schedule (A) and shall receive payment thereof as detailed in Schedule B.
2. The Client shall allow the Service Provider and its authorized personnel for the aforesaid access to the Premises for 09 hours & 26 days as required for the performance of the services.
3. The service provider will provide a team of adequate number of personnel not below 30 (General W/M = 23 + Chamber = 05 + Supervisor = 02). In case the service provider fails to meet this requirement without adequate reasons justifiable to the client, the service provider shall be charged a penalty of a sum equal to half day salary of the no of persons falling short of the maximum number of persons required.
4. The service provider shall maintain good standard of services as indicated. The performance of the service provider will be reviewed on monthly basis and in case the services are not found up to the mark the contract will be terminated even before the expiry of contract period by giving one month's notice.
5. The Service provider will be responsible to ensure safe handling of all furniture & fixtures, materials, in Client's premises, etc. vide the cost of missing items/shortages of stocks/materials etc. will be deducted from the monthly payments/any others sum/deposit due to the service provider.
6. Checklist in washrooms in required & Supervisor needs to sign it twice a day.
7. The Service provider shall issue appointment letters to all the persons employed by him in connection with performance of his contract for house-keeping services, furnish proof by submitting copies of such letters received by the employees. The appointment letters shall make clear that the concerned employee is the employee of the Service provider only and Client where house-keeping services are rendered has no obligation or any relationship to employment or otherwise whatsoever with him/them. The Service provider will pay salary, allowances, etc to his employees as per rule at its end and the Client will not be responsible for payment of anything to the employee of the Service provider / Service provider.
8. Nothing contained in this agreement is intended to be nor shall be construed to be a grant, demise or assignment in the law of premises or any part thereof by the Client to the Service provider or his employees and the service provider and its employees shall vacate the same and handover all the client's furniture, goods, etc. which would be handed over to Service Provider for their use, in good condition on the termination of the agreement period either by efflux of time or otherwise.

Dr. Manoj Kumar



9. The agreement shall be terminated as provided in clauses above (without notice) or by the efflux of time or earlier by one month's notice or at the discretion / at the option of the Client as the case may be. The Service provider shall also have the option to terminate the agreement after giving one month notice to the Client.
10. On termination of the contract by the Client for any reason whatsoever, the Client shall be entitled to engage the services of any other person, agency or Service provider to meet its requirement, without prejudice to its right including claim for damages against the Service provider.
11. Subject to any variations made by the Client, the Service Provider Shall during the term provide continuous and uninterrupted services in an efficient and professional manner.
12. The Service Provider and its personnel will not have any unofficial dealing on the campus.

### OBLIGATION OF THE CLIENT

13. The Client shall allow the services Provider and its authorized personnel for the aforesaid, access to the premises for 9 hours in a day as required for the performance of the services with a lunch break of half an hour.
14. The Client shall provide to the Service Provider free electricity, free water and lockable room to keep machinery and chemicals, tools and tackles used to perform the contract and area of changing of clothes/ Uniforms of the janitorial staff. The Client shall have the right to recover an appropriate amount from the Service Provider for any wasteful use of any resources mentioned herein.

### List of machines, tools & Equipment for the Work

- I. The Contractor should provide the machines as quoted in the tender e.g. High Pressure Wash, Scrubber etc.
- II. The Contractor shall provide the material alongwith Invoice as per requirement at the site worked out mutually as per tender and the same will be reimbursed to him against production of Invoice.
- III. The Institute reserves the right to add new areas with rates finalized for the other area work or remove any area from the contract after awarding the work contract.
- IV. 26<sup>th</sup> January, 15<sup>th</sup> August & 2<sup>nd</sup> October are paid holidays, contractor have to give paid holidays to workers those are working in their contract. Workers those who are performing duty on these days, they are entitled for double salary for that days only.
- V. The renewal of housekeeping contract to the Contractor may be done at the end of every year, when contractor will submit proposal one months before the expiring the application to request the Admin for extension.
- VI. In the event of any dispute over this contract, Director General of the Group Institute's decision shall be final and binding.



For Maa Chamunda Enterprises

*[Signature]*  
Proprietor



## PAYMENT

15. All personnel provided shall be the employees of the Service Provider and all statutory liabilities will be borne by the Service Provider such as ESI, PF, Workmen's Compensation Act, etc. The list of staff going to be deployed shall be made available to the Institute and if any change is required on part of the Institute fresh list of staff shall be made available by the agency after each and every change.
16. The Service Provider shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and (Contract Labour (Regulation & Abolition Act 1970), EPF etc. with regard to the Security of personnel engaged by him for works. It will be the responsibility of the Service Provider provides details of manpower deployed by him, in the Institute and to the Labour Department.
17. As far as EPF is concerned, it shall be the duty of the Service Provider to get PF code number allotted by RPFCA against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within 7 days of close of every month and downloaded (ECR) from the portal of PF dept. should be submitted along with the monthly invoice for reimbursement.
18. Giving particulars of the employees engaged for the Institute works, is required to be submitted to the Institute. In any eventuality, if the Service Provider failed to remit employee/employer's contribution towards PF subscription etc. within the stipulated time Institute is entitled to recover the equal amount from any money due or accrue to the Service Provider under this agreement or any other contract and deposit with RPFCA, with an advice to RPFCA, duly furnishing particulars of personnel engaged for the Institute.

## TERMS OF PAYMENT

- I. No advance payment against ensuring Housekeeping bills will be made under any circumstances.
- II. Monthly bill will be paid on the basis of work completed as per scope of work. Amount of short manpower and sanitary material incomplete work and penalty will be deducted from the total monthly bills.
- III. Contractor should submit P.F. & ESIC contribution and online payment details statement of their workers for those are working in the premises.
- IV. The total security deposit equivalent to 5% of the bill shall be deducted from monthly running bill.
- V. Income tax will be recovered at the prevailing rates from the bills payable to the contractor.
- VI. Wages of laborers shall be paid by through bank and necessary Bank statement & Xerox copy of attendance sheet & salary disbursement sheet shall be produced to Admin along with bill.
- VII. Contractor should submit service tax paid challan & letter of C.A. for work complete along with monthly bill and reimbursement of it will be made in the same month.
- VIII. In the event of any dispute over this contract, clients' decision shall be final and binding.

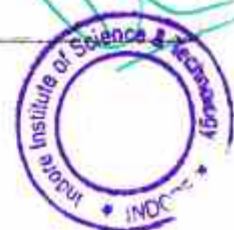
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For Maa Chamunda Enterprises

*[Signature]*  
Proprietor



## THE PERSONNEL OF THE SERVICE PROVIDER

### OTHER SPECIFIC TERMS AND CONDITIONS OF THE CONTRACT:

19. The antecedents of Housekeeping staff deployed shall be got verified by the Service Provider from local police authority and an undertaking in this regard to be submitted to the Institute and Institute shall ensure that the contract or complies with the provisions.
20. All liabilities arising out of accident or death while on duty shall be borne by the Service Provider; However, a workmen compensation Insurance policy to be purchased by Service Provider at his cost.
21. All necessary reports and other information will be supplied immediately as required and regular meetings will be held with the Institute.
22. The Institute shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Service Provider reserves the right to change the staff with prior intimation to the Institute.
23. The Service Provider shall be responsible to maintain all property and equipment of the Institute entrusted to it.
24. The personnel engaged by the Service Provider shall attire in clean uniform (including proper Name Badges / Identity Card issued by Service Provider), failing which invites a penalty of Rs.500/- each occasions and of any is habitual off undersign this regard he shall be removed from the Institute. The penalty on this account shall be deducted from the Service Provider 's bills.
25. The personnel engaged have to be extremely courteous with very pleasant manner while dealing with the Faculty /Staff/Students and should project an image of utmost discipline. The Institute shall have right to have any person moved in case of complaints or as decided by representative of the Institute if the person is not performing the job satisfactorily or otherwise. The Service Provider shall have to arrange the suitable replacement in all such cases.
26. Prolong duty hours (more than 8hrs. at a stretch) shall not be allowed. No payment shall be made by the Institute for double duty, if any.
27. Any damage or loss caused by Service Provider 's persons to the Institute in whatever form would be recovered from the Service Provider.
28. The contract period is of Twelve months from the date of the commencement (as mentioned in Notice to Proceed) and can be extended further, if found satisfactory.
29. During the course of contract, if any Service Provider 's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the Institute shall be entitled to terminate the contract forth with duly forfeiting the Service Provider 's Performance Guarantee.
30. In the event of default being made in the payment of any money in respect of wages of any person deployed by the Service Provider for carrying out of this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the Institute may, failing payment of the said money by the Service Provider, make

For Maa Chamunda Enterprises



*[Signature]*  
Proprietor



payment of such claim on behalf of the Service Provider to the said Labour Authorities and any sums so paid shall be recoverable by the Institute from the Service Provider.

31. The Service Provider shall not engage any such sub-Service Provider or transfer the contract to any other person in any manner.
32. The Service Provider shall indemnify and hold the Institute harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the Service Provider.
33. The Service Provider should be registered with the concerned authorities of Labour under Contract Labour (R & A) Act 1970 and any other law/act (wherever applicable).
34. The Service Provider shall not employ any person below the age of 18 yrs and above the age of 35 yrs. Man power so engaged shall be trained for providing Housekeeping services.
35. The Institute shall not be under any obligation for providing employment to any of the worker of the Service Provider after the expiry of the contract. The Institute does not recognize any employee employer relationship with any of the workers of the Service Provider.
36. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the Institute from the agency.
37. If any underpayment is discovered, the amount shall be duly paid to the agency by the Institute.
38. The Service Provider shall provide the copies of relevant records during the period of contract, otherwise even after the contract is over whenever required by the Institute etc.
39. The Service Provider will have to deposit the proof of depositing employee's contribution towards PF/ESI etc. of each employee on monthly basis with monthly service along with a list downloaded from the portal of PF and ESIC.
40. The Service Provider shall disburse the wages to its staff deployed in the Institute every month through ECS transfer (The copy of Bank Transfer Challan/NEFT/RTGS shall be provided as evidence) or by Cheque in the presence of representative of the Institute.

For Maa Chamunda Enterprises

*[Signature]*  
Proprietor



Schedule A

**SCOPE OF WORK FOR HOUSEKEEPING SERVICES**

The details of scope work for various activities related to housekeeping are as under:

(a) Activities and frequency of Sweeping /Wet Mopping of all the buildings:

Sr. No.	Works Details	Frequency of Cleaning
1	<b>Class Rooms/Office Rooms/Sports Complex</b>	
	Cleaning of the doors	Weekly
	Removal of the Cobwebs	Once in a week
	Dusting of the vertical blinds	Once in a week
	Cleaning of Electrical Switches, Fans & tube lights	Once in a Fortnight
	Spots/Marks cleaning on the walls	Once in a week
	Cleaning of windows	Once in a week
	Scrubbing of the Skirting	Once in a week
	Dusting of other article in the room	Once in a day
	Wet mopping of the Floor	Twice in a day
	Dry mopping of the Floor	Twice in a day
	Dusting of the Furniture & Fixtures	Once in a day
	Telephone and other instruments & lab equipment.	Once in a day
	Trash Removals / Dust Bins Emptying	Once in a Day & subsequent on Call.
	Vacuum Cleaning of Carpets	Twice in a week
	Spotting of Carpet	As required
	Cleaning of the Doormat	Once in a day
2	<b>Toilets</b>	
	Cleaning of doors and windows	Weekly
	Scrubbing of the Urinals	Weekly
	Scrubbing of the sinks	Weekly
	Washing of Toilet walls and floor	Twice in day
	Changing of the Naptha Balls /Cubes	As required
	Changing of the Odonilcubes	As required
	Cleaning of the Doormat	Once in a day
	Trash Removals	As required
	Refilling of the Soap dispenser	As required
Cleaning of Toilet Fittings	Weekly	

For Maa Chamunda Enterprises

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 Proprietor



	Cleaning of Washbasin	Twice in day
	Cleaning of Mirrors	Twice in week
3	<b>Stairs</b>	
	Wet Mopping of stairs	Twice in a day Day(morning/evening)
	Dry Mopping of Stairs	Two times in a day
	Scrubbing of Stairs /Red stairs	Once in a week
4	<b>Passage area</b>	
	Wet Mopping	Twice in a day
	Dry Mopping	As required
	Scrubbing of front entrance tiles	Twice in a week
	Washing of the Floors	Once in a week
5	<b>Guest House (Total upkeep)</b>	
	Dusting	Once in a day
	Wet Mopping	Twice in a day
	Dry Mopping	Twice in day
	Washing of the Floor	Once in week
	Trash Removal	As required

**Details of Work :-**

**DAILYCLEANINGWORK**

1. Sweeping of front road entrance , cycle stand & parking area ,removal of paper , plastics , from the area between the wings and around the hostel & removal of unwanted material from this location & dispose at given location before 10.00 a.m. every day.
2. Sweeping and moping of floor in all Offices and open floor area with floor cleaner & disinfectant (dilution of material as per prescribed on packing).
3. Collection & segregation of waste material from all dustbins in veranda/ corridor twice a day and storage at given location as per direction of Admin representative.
4. Sweeping & moping with floor cleaner & disinfectant from all staircases , veranda & corridor floor once a day.
5. Two time cleaning of all toilet blocks floor, urinals, washbasin and W.C. pans with floor cleaner & disinfectant as per time schedule given by Admin representative.
6. Cleaning of *Nahani* (Drain Outlets)trap and removal of choke-up of bathroom, W.C. Urinal and Washbasin & Chambers up to main Chamber.
7. Cleaning of water cooler & its surrounding area.
8. Cleaning of chairs, tables & other furniture from lounge, T.V. room, computer room, hall manager & warden office with wet cloth.

For Maa Chamunda Enterprises

Proprietor

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9. Cleaning of all staircase & veranda/balcony railings with floor duster.
10. Sweeping & mopping of canteen front area and collection of paper, plastics from surrounding area.
11. Stop the entry of stray animals in the Hostel premises and cleaning of dirt made by them on floor with disinfectant.
12. Collection & segregation of wet & dry garbage from corridors and offices of hostels & storage of wet & dry garbage as per direction of Admin.
13. Cleaning of all entrance glass doors.

#### MONTHLY CLEANING WORK:

1. Hard cleaning of all toilet blocks floors, dado, glasses, door & window panels, mirror plumbing fixtures, W.C. pans, urinals and Wash basin, piping, hand rails and cob web removal with required sanitary materials, tools, equipment and machines.
2. Unwanted material collection from building surrounding up to the fence and disposal at given location.
3. Sweeping & moping of floor with disinfectant (As per dilution prescribed on material packing), cob web removal, cleaning of furniture, window glass, door panels from inside & outside of all rooms in the presence of students.
4. Washing of all dustbins from the corridor with disinfectant and cleaning material.
5. Cleaning of Sports Complex (Gymkhana) Tiled Floor, Equipment & Mirrors, Tennis Court, Basket Ball Court, Volley Ball, Football & Cricket Ground.
6. Removal of cob web from all blocks/ Wings at all heights in the corridor, staircase, verandas, foyer, T.V. room, lounge, offices, computer rooms, gymkhana room, TV room & open space etc.
7. Shifting of mattress, furniture (mattress, table, cotes, cupboard etc.) & collected unwanted materials with in that hostel only as per instructions of warden & hall manager.
8. Pressure Washing of Red Stone Stair Case in "B" Block and other seating places.

#### ONCE IN TWO MONTH CLEANING WORK

1. All flooring to be scrubbed washed & cleaned with required tools, equipment & machines & sanitary material as per dilution factors given on branded items & for Non-branded items ADMIN will advise the dilution and use.
2. Cleaning of storm water drains and removal of silt & waste material from it & dispose it as per direction of ADMIN representative.
3. Removal of cobweb from all wings at all heights from out side the hostel building.
4. Cleaning of plinth protection from building surrounding inside the compound and removal of wild growth from plinth protection.
5. Cleaning of all glass panels with glass cleaner from inside & outside.
6. Parking, concrete walkways & roads area to be cleaned with bleaching powder during rainy season.
7. Building, terraces, and roofs cleaning.

For Maa Chamunda Enterprises

*[Signature]*  
Proprietor






## OTHER MISCELLANIOUS DAILY CLEANING WORK:

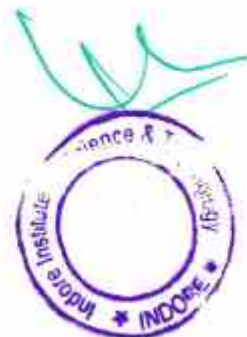
1. Cleaning of entrance, front road, cycle/Bikestand & car parking area, removal of paper, plastics, from the surroundings & removal of mud, silt all type of waste material and unwanted material from open areas & dispose at given location before 10.00 a.m. everyday.
2. Sweeping and moping of floors (as per dilution prescribed on packing) from all offices, rooms, conference room, cabins, corridors, lobby, common areas, staircases & area around the swimming pool.
3. Two time cleaning of all toilet blocks floor, urinals, washbasin and W.C. pans with floor cleaner & disinfectant (dilution of material as prescribed on packing) as per time schedule given by ADMIN representative.
4. Collection & segregation of waste material from all dustbins in veranda/ corridor twice a day and storage at given location as per direction of ADMIN representative.
5. Cleaning of all notice board tables, chairs and benches from all offices, rooms, conference room, and cabins.
6. To stop the entry of stray animals in the SAC, Indoor stadium & swimming pool premises & cleaning of dirt made by them on floor with disinfectant.
7. Cleaning of water cooler & its surrounding area.
8. Cleaning of all staircase & veranda railings with wet & dry floor duster.
9. Cleaning of entrance glass doors.



For Maa Chamunda Enterprises



Proprietor



**SCHEDULE B**

**MONTHLY HOUSE KEEPING CHARGES**

**FOR 02 YEAR**

S. NO.	HEAD	Classification
01	General Housekeeping Workmen (@ Rs. 7950/Month + ESI+PF)	23 (Unskilled)
02	Chamber Workmen (@Rs. 8807/Month + ESI+PF)	05 (Semiskilled)
03	Supervisor Sr. (Basic @ Rs. 16000/Month + PF+ESIC)	01
04	Supervisor(Basic @ Rs. 13000/Month + PF+ESIC)	01
05	Uniform Charges (for 30 Workmen)	@ Rs. 250/Month
05	Cleaning Material (Per month)	At Actuals on Receipts
06	Agency Charges	@ 7%

- Workmen Wages will be based on the Minimum Wage rate declared by Labor Commissioner Govt. of MP from Time to Time for the month specific.

For Maa Chamunda Enterprises

  
Proprietor

Indrapati Singh Malik  
Prop. Maa Chamunda Enterprises  
(Signature with stamp)

  
Nishant Bansal  
Administrative Officer  
Shail Educational & Welfare Society



Place : Village Dehri, Rau (Indore)

In the presence of Witness :

In the presence of Witness :

1. Pradeep Soni Pradeep  
Pradeep Mohan Colony  
BHP Road Dewar

1. Gajendra Datta  
IIST, Indore

2. Rohit Jit  
EWS 426 V. K. Singh Dewar

2. Kirti Vichwakarna Kirti  
Indore



Agreement and Contract of Security Services

## Shail Educational and Welfare Society

Date: 25/02/2023

### CONTRACT RENEWAL LETTER

1. Reference to the Agreement for Security Services signed on March 10, 2022 and effective from February 10, 2022 between Shail Educational & Welfare Society and M/s Gama Guard Services Pvt Ltd, and your request letter dated 12 January 2023 for the renewal of security contract.
2. The contract is renewed for a period of one year from February 10, 2023 till February 09, 2024.
3. These services will be required on all days during the period of contract as per institute's requirement.
4. During the above period, it is required from the agency that they shall provide the guards without any fail on all days and on the same rates as per the specifications mentioned in the contract as agreed by you.
5. The agency shall also abide with the following terms and conditions:
  - a. 100% statutory compliance in case of ESIC and EPF and the wages must be paid on or before the 07<sup>th</sup> of the next month. Also the printed wage slip is to be issued to every employee engaged and deployed at our Campus with UAN printed on the slip.
  - b. Deployment of the physically fit and trained security guards (As mentioned in the contract)
  - c. Deployment of 100% of authorized number of guards at any point of time.
  - d. Replacement of old guards who are not performing; any replacement of guards must be pre-approved by us.



Authorized Signatory  
Shail Educational & Welfare Society

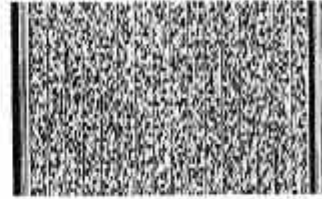
GAMA GUARD SERVICES PVT. LTD.

  
AUTHORIZED SIGNATORY  
Authorized Signatory

M/s Gama Guard Services Pvt Ltd



Registration and Stamp Department  
Madhya Pradesh



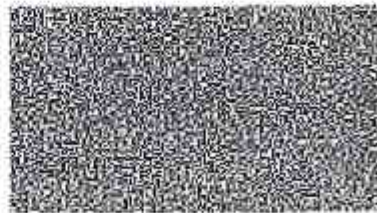
Certificate of Stamp Duty

E-Stamp Details

E-Stamp Code	01011710032022000938		
Total E-Stamp Amount	500		
Govt. Stamp Duty (Rs.)	500	Municipality Duty (Rs.)	0
Janpad Duty (Rs.)	0	Upkar Amount (Rs.)	0
Exempted Amount(Rs.)	0		
E-Stamp Type	NON-JUDICIAL		
Issue Date & Time	10/03/2022 11:05:28		
Service Provider or Issuer Details	RAJENDRA SINGH CHOUHAN/SP011142907202000329		
SP/SRO/DRO/HO Details	A 52 CHHATRA CHHAYA COLONY PITHAMPUR DISTT DHAR 454775 DHAR DHAR		
	Deed Details		
Deed Type	Agreement or Memorandum of an agreement		
Deed Instrument Purpose	If not otherwise provided for- Five hundred rupees.		
	AGREEMENT		
	First Party Details		
Organization Name	SHAIL EDUCATIONAL AND WELFARE SOCIETY		
Address	VILLAGE DEHRI,OPPOSITE IIM RAU, INDORE Madhya Pradesh INDIA		
Number of Persons	1		
	Second Party Details		
Organization Name	M/S GAMA GUARD SERVICES PVT LTD		
Address	H NO.35,NARAYAN NAGAR,NEAR BHARAT GAS CONTRACTOR,HOSHANGABAD ROAD,BHOPAL, BHOPAL Madhya Pradesh INDIA		
Number of Persons	1		



Digitally signed by RAJENDRA SINGH CHOUHAN  
Date: 2022.03.10 11:05:37 IST



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Signed on this day March 10th 2022 and effective from February 10th, 2022 between:

**SHAIL EDUCATIONAL & WELFARE SOCIETY**, a society registered under Madhya Pradesh Society Registrykaran Adhiniyam 1973 and having its registered office at Village Dehri, Opposite IIM, Rau, Indore (M.P.) through its Admin Officer Mr. Nishant Bansal, hereinafter called the **Client** (which shall include its successors and assignees).

**AND**

**M/s Gama Guard Services Pvt Ltd.**, a company registered under company Act 1956 and having its office at H No.35, Narayan Nagar, Near Bharat Gas Contractor, Hoshangabad Road, Bhopal- MP- 462026 through its Vice President Mr. N.C. Datta herein after called the **Contractor**.

**WHERE AS**

The **Client** is desirous to avail the security services of the personnel of the contractor for an independent job contract for safeguarding the premises of its Institutes IIST, IIP IIMR with hostels and open land.

**AND**

**Contractor** agrees to provide security Personnel at above mentioned premises in specific numbers as requested by the **Client**.

**Scope of Work:**

1. The scope of work would involve Providing of Security cover for the entire area of College and Hostel Premises and all such areas associated with College and Hostel Campus. These services will be required on all working days during the period of contract as per institute's requirement.
2. The contractor shall ensure protection of the personnel & property of the Institute, prevent trespass in the assigned area with/without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle into the campus of the Institute building.



Dated by: F  
IOUHAN  
10/03/22

3. The contract is initially for one year but extendable as mutually agreed by both the parties for next term of one year.
4. Contractor has to adhere to the terms and conditions put forward in the tender document in principal and spirit. Contractor will submit a Performance Bank Guarantee/Fixed Deposit issued by a scheduled commercial bank in India for Rs 2.00 lakh as acceptable to the client.

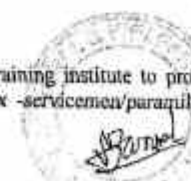
### OTHER TERMS AND CONDITIONS OF THE CONTRACT

1. All personnel provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen's Compensating Act, etc. The list of staff going to be deployed shall be made available to the Institute and if any change is required on part of the Institute fresh list of staff shall be made available by the contractor after each and every change.
2. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labor Act, Minimum Wages and (Contract Labour (Regulation & Abolition Act 1970), EPF etc. with regard to the Security personnel engaged by him for works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the Institute on regular basis.
3. As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by RPFCA against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within-7days of close of every month. However in any case it should be paid before 15th of the month giving particulars of the employees engaged for the Institute works, is required to be submitted to the Institute. In any eventuality, if the contractor failed to remit employee/employer's contribution towards PF subscription within the stipulated time Institute is entitled to recover the equal amount from any money due or accrue to the Contractor under this agreement or any other contract with RPFCA, with an advice to RPFCA, duly furnishing particulars of personnel engaged for the Institute. Details of deductions and deposit amount list downloaded from the PF portal will be the part of bills enclosed.
4. The Contractor will maintain a register on which day today deployment of personnel will be entered. This will be counter signed by the authorized official of the Institute. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown.
5. All liabilities arising out of accident, including disabilities of any kind or death, while on duty shall be borne by the contractor. However a workman compensation policy for the personnel provided should be purchase by the contractor. Copy of the same to be provided to the institute before payment of first service bill.
6. All necessary report send with the information will be supplied immediately as required and regular meetings will be held with the Institute officer as per requirements.
7. Field Officer of contractor will visit the campus twice in week on Tuesday and Friday. Similarly the Operation head will visit twice in a month. More ever to ensure the smooth functioning, field officer will visit the campus daily for the first month.
8. Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the Institute and shall not knowingly lend to any person or company any of the effects of the Institute under its control.
9. Protection of personal (Faculty staff, Students, Official visitors and residents) of institute and property (all gates Academic Area activity, Hostels, Guest House, Play Ground, Canteen, Staff Flats and Account office, Administrative Area, all the property within boundary wall of campus) against will full harm will be responsibility of the contractor.
10. Contractor shall provide protection in transit to the staff and the vehicle, if guard sent with vehicle

The staff deployed shall not accept any gratitude or reward in any shape.

The contractor's shall have his own establishment /setup/mechanism/ Training institute to provide training aids or Should have tie up with a training institute with 2-3 Ex -servicemen/paraquilitary

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forces/Ex-police for training Purpose this own cost to ensure correct and satisfactory Performance of his liabilities and responsibilities Under the contract.

13. Under the terms of their employment agreement with the Contractor the Security staff shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Contractor.
14. The contractor shall ensure that the person deployed are disciplined and shall enforce in prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering and shall not engage in gambling, satta or any immoral act.
15. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Staff/Students/Parents and should project an image of utmost discipline. The Institute shall have right to have any person moved in case of Students/staff complaints or as decided by representative of the Institute if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.
16. The personnel will have to report to the Security Dept. office at least 15 minutes in advance of the commencement of the shift for collecting necessary documents/instructions, and to complete all other required formalities as approved by the Institute.
17. The payment would be made by 15th day of the next month based on the actual shift manned/operated by the personnel's applied by the contractor and based on the documentary proof jointly signed by the Representative of the Institute and the contractor/ his representative/personnel authorized by him. No other claim on whatever account shall be entertained by the Institute.
18. The contractor shall ensure that its personnel shall not at anytime, without the consent of the Institute in writing, divulge or make known any trust, accounts matter or transaction under taken or handled by the Institute and shall not disclose to any information about the affairs of Institute. This clause does not apply to the information, which becomes public knowledge.
20. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.
21. The contractor shall engage only such guards and supervisors, whose antecedents and health have been thoroughly verified, including character and police verification and other formalities. The contractor shall be fully responsible for the conduct of his staff.
22. The contractor shall submit the Adhar card, Voter ID card, Police verification and Covid Vaccine certificate of all the employees and Gun License of Gunmen at the time of joining.
23. The contractor shall deploy his personnel only after obtaining the Institute approval duly submitting curriculum vitae (CV) of these personnel, the Institute shall be informed at least one week in advance and contractor shall be required to obtain the Institute's approval for all such change along with their CVs.
24. Physical Standard and Qualifications: the personnel of the Contractor shall be of good character and of sound health.

SN	Criteria	Security Guard	Supervisor
1	Age	Not more than 40 Years	Not more than 45 Years
2	Education Qualification	Matriculate	Graduate
3	Physical Standard	5 Ft 7 Inch	5 Ft 7 Inch

Dipankar SINGH  
Date: 202

10/10/2021

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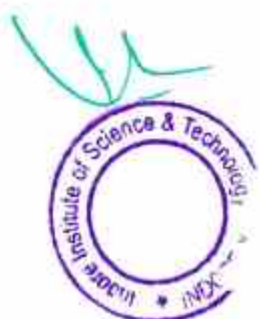


Force Maiegre :



If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening if such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

26. If the contractor is a joint venture / consortium /group /partnership of two or more persons, all such persons shall be jointly and severally liable to the Institute for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture/consortium/group/partnership shall not be altered without the approval of the Institute.
  27. During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the Institute shall be entitled to terminate the contract forth with duly forfeiting the contractor's Performance Security earnest money.
  28. On giving one month's notice at any time during the currency of services, in case the services rendered by the Contractor are not found satisfactory and in conformity with the general norms and the standard prescribed for the services.
  29. In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor for carrying out of this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the Institute may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contractor to the said Labour Authorities and any sums so paid shall be recoverable by the Institute from the contractor.
  30. The contractor shall not engage any such sub contractor or transfer the contract to any other person in any manner.
  31. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the Institute, such money shall be deemed to be payable by the contractor to the Institute within seven days. The Institute shall be entitled to recover the amount from the contractor by deduction from money due to the contractor from the Performance Security.
  32. The contractor shall indemnify and hold the Institute harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
  33. The contractor shall not employ any person below the age of 18yrs manpower, and also engaged shall be trained for providing security services and firefighting services before joining. In addition contractor will also arrange training in batches by Civil Defense and Fire Service Institutes for deployed manpower. During this training, contractor shall have to arrange for substitute for the staff undergoing training.
  34. The contracting contractor shall employ experienced manpower for all the category of staff. The contractor shall provide proof of experience and Institute shall get it verified on its own.
  35. Provide Security and watch end Services during official, social and religious fenders and gatherers/events inside the campus.
  36. That a Contractor should have an investigation cell to carry out investigation of thefts, accidents or any other matters regains from time to time.
  37. The Contractor/Contractor shall be responsible for proper maintenance of decorum, punctuality, discipline and work output.
- The contractor shall get guards and supervisors screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed.





Hospital will be at liberty to get anybody re-examined in case of any suspicion. Only physically fit personnel shall be deployed for duty.

39. Security staff engaged by the contractor shall not take part in any staff union and association activities.
40. The Institute shall not be responsible for providing residential accommodation to any of the employee of the contractor.
41. The Institute shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Institute does not recognize any employee employer relationship with any of the workers of the contractor.
42. If as a result of post payment audit any over payment is detected in respect of any work done by the contractor or alleged to have done by the contractor under the tender, it shall be recovered by the Institute from the contractor.
43. If any under payment is discovered, the amount shall be duly paid to the contractor by the Institute.
44. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over when ever required by the Institute etc.
45. The contractor will have to deposit the proof of depositing employee's contribution towards PF/ESI etc. of each employee in every month with bill. With the separate sheet of employees work in the institute. Further list downloaded from PF Portal will be part of supporting of Bill.
46. The contractor shall disburse the wages to its staff deployed in the Institute every month through ECS or any other mode. Contractor is required to submit the salary Sheet, bank statement and payment confirmation documents every month.
47. The contractor should have round the clock service in Indore along with quick response teams to deal with emergent situations, if arise at any point of time.
48. **OBLIGATION OF THE CONTRACTOR:** The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns time to time and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.
51. **PENALTY :** The penalties to be imposed on violation of terms and conditions are listed at one place as under:-

SN	Description of Irregularities	Penalty
1.	Fail to report on time	Treated as Absent
2.	Found Sleeping	Rs. 250/- per case - contractor to be penalized
3.	Found Sleeping twice in one month	Guard to be replaced by contractor
4.	Any Damages / Loss by the contractor's person	Recovered from the Contractor / Contractor
5.	Fail to wear proper uniform (dress, badges, Shoes, etc.)	Rs. 100/- each (deduct from Contractor's Bill)
6.	Public complaint on misconduct / misbehave by the contractor's person	Rs. 250/- per incident (also concerns shall be removed immediately)
7.	Found involved in any malicious activity or fraud or abetting	Rs. 10,000/- per case
8.	Not giving weekly off as per govt. law	Rs. 1,000/- per case
	Reliever not provided (blank post)	Rs. 500/- per day per case (in addition to non payment of salary for that post)



- Penalty as decided by the Competent Authority of client for any other irregularities.

## 52. Dispute Resolution

(a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudicate on to a sole Arbitrator appointed by the **Director General, IIST/ IIMR/ IIP, Indore.**

(b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

(c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitrate on proceeding and currency of contract, neither party shall be titled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Indore only.

53. **Jurisdiction on of court:** The courts at Indore shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

### DUTIES AND RESPONSIBILITY OF SERVICE PROVIDER AND THE SECURITY STAFF:

1. The Security service provider company shall assess and plan the security arrangements required for the Campus on its own and develop a Manual to govern its work for each post / position indicating the duties and responsibilities.
  2. The Security Supervisors of the contractor will be responsible for overall security arrangement of the concerned Institute covered in the contract and shall report through the designated officials in this regard.
  3. The security staff deputed shall be with prior consent of the Administration of the client and for any deployment, change from the Institute etc.
  4. Security Supervisor will ensure that all the instructions of the client's administration are strictly followed and there is no lapse of any kind.
  5. The entry system through proper Gate pass shall be managed by the Service provider and no outsiders shall be allowed to enter without the same and an entry in the Visitor Register to be maintained.
  6. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contractor authorized by the employer for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
  7. The officers and staff of the Institute are expected to carry their Identify cards while entry or exit with them and shall produce on demand for checking and allowing entry by the security personnel.
  8. Deployment of Guards/Gunmen/ Security Supervisors will be as per the instructions of the authorities of the Institute and the same will be monitored personally by the concerned authorities from time to time and will be responsible for its optimum utilization.
- Security personnel deployed in the premises on holidays and Sundays will be assessed as per actual requirement and the number of personnel will be suitably reduced.

GUARD



10. The Security Supervisor/Guard will also take round of all the important and sensitive points of the premises as specified by the Institute.
11. Security personnel shall also ensure door keeping duties and other timely checking of the same as per need.
12. The Guards on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the Institute.
13. Entry of the street-dogs and stray cattle's into the premises is to be prevented. It should be once driven out.
14. The Guards on patrol duty should take care of all the light switches, water taps, valves, water hydrants, etc. installed in the open all over the premises.
15. It should be sure that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle's.
16. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire fighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.
17. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the Institute. Guards/Supervisors should be sensitized for the role in such situations.
18. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
19. Any other provisions as advised by the client may be incorporated in the agreement. The same shall also be binding on the contractor.
20. Security Supervisor will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
21. Additional manpower will have to be provided on Special Occasions viz. Gathering, Regatta, Annual Functions, Seminars, etc... as and when required by the client on Pro rata basis.
22. On special occasions like Republic day, Independence Day, International Labour Day and other college Function requirements, all guards will be required for Flag Hoisting/Ceremonial Parade in full ceremonial Uniform and they should know the correct drill for that occasion.
23. All security Guards at all times should be smartly turned out in Company Uniform approved by the client and provided by the contractor company.
24. The contractor shall bear all the expenses incurred on the following items i.e. all guards (Male and Female) at all times must be in proper Uniform, leather black shoes, ID Card and in possession of a Stick/lathis/ballas, torch and a Whistle. The contractor shall provide raincoat/Umbrella in rainy season.
25. All supervisors must be compulsorily with adequate experienced and exposure of Security and Platoon leadership duties.
26. In addition to the prescribed number of guards the Client will have liberty to increase/decrease the total number of Guards by giving 01(one) day notice to the contractor. The contractor shall provide extra manpower required by the Client for any gathering, event, annual function or any other function at no extra cost.
27. It would be desirable that the Security Staff provided should have knowledge of Fire-Fighting, First Aid, Scooter/Motor Cycle/LMV Driving & handling Wire-less communication equipment.  
Guards & Supervisors should have working knowledge of ENGLISH and Hindi both.



29. The information of security staff deployed shall be got verified by the contractor from local police authority and an under taking in this regard to be submitted to the client and client shall ensure that the contractor complies with the provisions.
30. The contractor should provide lunch/dinner packs to its employees on their positions itself (for those who don't bring their Tiffin's with them). No position at the time of lunch/dinner should remain blank.
31. There will be three shifts of 8 hours (including Lunch Break of 30 Minutes). The timing generally will be from 06:00hrs. to 14:00hrs., 14:00hrs. to 22:00hrs. to 06:00hrs. But the timings of the shift are changeable and shall be fixed by the client from time to time depending upon the requirements. Prolong duty hours (more than 8hrs. at stretch) shall not be allowed. No payment shall be made by the client for double duty, if any.
32. The Security Guards and Security Supervisors shall be normally required to work in three shifts basis. No Security Guard/Supervisor will be allowed to perform double duty/continuous basis unless authorized by the Officer/s of the Client.
33. The contractor shall have proper standard operating procedures (SOP's) of recruitment and training. The contractor will provide a copy of Training Manual and certificate of training completion for inspection to Client authorities.
34. The contractor shall have a proper system for checking the guards on duty during day & night shifts. Records of the same should be effectively maintained and shortcomings if any should be immediately rectified. A daily report to be submitted by the Security Contractor. The Contractor should supply Guard Check Books to all guards post wise at its own cost.
35. Security supervisors of the Client will carry out independent check of the guard posts during day and night and will submit a report to Admin Officer/ Facility Officer, which will be considered as final report.
36. One "Field Officer" from the Contractor, experienced and knowledgeable of security requirements at the institute premises, shall be made available once in a week at its own cost, for taking care of queries/matters relating to general discipline, incidents, accidents relating to the Contractor and its employees and also for immediate interaction with the Client authorities.
37. In case of misuse of telephone line provided at the security gate, contractor will be responsible to pay for extra calls. Maximum Number of calls in a month will not exceed 200.
38. All Employees of the contractor should follow the safety norms and procedures as per government instructions.
39. Breakup of wages for 8hrs duty per day (Both day & night):-

S. No.	Position	Rate	No. of Personnel
1	SECURITY SUPERVISOR	15,790/-	3
2	ARMED GUARD	15,790/-	4
3	SECURITY GUARD	12,592/-	24

- a) The bill will be processed on the actual attendance every month verified by Admin.
- b) GST as applicable.



SIGNED AND DELIVERED by:

*[Handwritten Signature]*

MR.N. C. Dutta  
Vice President  
M/S Gama Guard Services Pvt Ltd



In the presence of

- Aashish K.P. Gupta  
Gama Guard Services  
16 S. Udhawanagar Complex  
Pithampur Bazar
- Aakash Solanki  
Aakash Solanki  
79 suman colony mhow  
moon mhow indore. (m.p)  
453441

SIGNED AND RECEIVED by:

*[Handwritten Signature]*

MR. Nishant Bansal  
Admin Officer  
Shail Educational & Welfare Society



In the presence of Witness :

- Amravinay Ajay Malviya  
2613 Gautampura, Pandwainath  
Indore M.P.
- Savitri Dahiya  
8/50 Bada Bazar- Rau Indore mp.





# INDORE INSTITUTE OF SCIENCE & TECHNOLOGY

Approved by AICTE, New Delhi, Affiliated to RGPV, Bhopal, Recognized by UGC under Section 2(f)

**IT policy and Undertaking form.**





**Indore Institute of  
Science & Technology**

Affiliated to - RGPV (Bhopal) & Approved by - AICTE (New Delhi)

**Indore Institute of Science & Technology**

# IT – Policy

**Guidelines for Usage of Computing Resources**



Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331

© 822 407 1000 / 2000 / 3000 / 4000 / 5000 | Tel: (0731) 4010520 | Fax: (0731) 4010522 | Toll Free: 1800 103 3069



**Indore Institute of  
Science & Technology**

Affiliated to - RGPV (Bhopal) & Approved by - AICTE (New Delhi)

## The Guidelines concerning usage of Computing Resources provided by Institute:

Indore Institute of Science and Technology provides a strong information technology environment to support its students and faculty in the pursuit of their instructional objectives and teaching. These resources are to be used for educational purposes and to carry out the legitimate business of the Institute.

Understanding that for the Institute to maintain an environment of open access to networked computing resources is important, those who use these facilities must comply with the written policies covering their use as well as the "spirit and intent" of those policies.

Appropriate use of the resources includes instruction, independent study, academic research, and the official work of the offices, departments, recognized student organizations, and the agencies of the Institute. Any activity that intentionally obstructs or hinders the authorized use of campus computing and network resources is prohibited. Examples of inappropriate activities include (but are not limited to):

### 1. Interfering with system security or integrity by:

- Unauthorized breaking into a system/network and/or accessing data files and programs without authorization.
- Releasing a virus or other malicious program/software that disables system network performance or hinders other clients.
- Exploiting security gaps.
- Hindering/changing supervisory or accounting functions of the systems.
- Tapping network lines and changing of IP Address.

Dishonestly moving data from Institute System or through emails that belongs to IIST/IIP/IIMR.

### 2. Obstructing users from authorized services by:

- Monopolizing computing resources or computer access.
- Obtaining, possessing, using, or attempting to use someone else's user account or password without notification or permission.
- Unauthorized Accessing, or attempting to access, another user's data or information without proper authorization.



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### 3. Email

- Sending unsolicited e-mail, junk mail, or propagating chain letters.
- E-mail "bombing", "spamming", etc.

Any activity of a person or group of persons have violent effects upon another person or a social group comes under definition of cyber violence.

### 4. Offensive Material

- Transmitting or storing / sharing offensive material like racial or religious hatred messages, pornography data/pictures/video/audio/text etc.

### 5. Forging electronic information

- Creating, altering, or deleting the attribution of origin (e.g., "From" in e-mail, IP address in headers).
- Sending messages under someone else's address (e.g., hoax messages, even if intended as a joke).

### 6. IPR Violations: - Including with software piracy, copyright infringement, trademarks violations, theft of computer source code, patent violations, etc.

Attempting Cyber Squatting- Domain names are also trademarks and protected by ICANN's domain dispute resolution policy and also under trademark laws.

### 7. Online gambling: - Any attempt to indulging any form of gambling, betting, money laundering unauthorized money transfer using Institute computing and network resources is Prohibited.

### 8. Defamation: -Indigenous in any form of online derogatory, defaming, character assassination or degrading any person, Institute, Group, Sector, religion, caste, political party etc. is prohibited.

### 9. Physically damaging a computer system: - Physically damaging a computer or its peripherals either by shock, fire or excess electric supply etc. DESCRIPTIONS of Sample Violations (Not Exclusive).

### 10. Mishandling email: You must not overload the communications servers; do not abuse your communications privileges. E-mail is a fast, convenient form of communication. This makes it easy to send mail to multiple recipients and puts a strain on shared systems.



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11. **Do not help propagate chain e-mail letters:** Forwarding chain e-mail is a violation of Institute computing policy. Phrases in the subject line can usually identify chain e-mail, such as "Forward - do not delete," "don't break the chain," etc. Some chain e-mails promise good luck, promise easy money, tell stories and ask for help, or warn of false e-mail viruses. If there are a large number of addresses in the message, chances are very good that it is a chain e-mail. "Get rich quick" schemes will invariably claim to be "completely legal". Do not be fooled. Delete all chain e-mail from your account. Contact IT DEPT. for any clarifications.
12. **Do not "bomb" e-mail accounts:** Sending numerous or large e-mail messages to one person is considered "e-mail bombing." This may or may not be done in an attempt to disrupt the recipient's network services. Sometimes e-mail "bombs" are used as a method of retaliation. Even if no harm was intended or it was simply a "harmless prank," a e-mail "bomb" can disrupt service to hundreds of users.
13. **Copyright Infringements:** For your use, the Institute provides many software and data that have been obtained under contracts or licenses stating that they may not be copied cross-assembled, or reverse-compiled. You are responsible for determining whether or not programs or data are restricted in this manner before copying, cross assembling, or reverse-compiling them in whole or in any part. If it is unclear whether or not you have permission to do so, assume that you do not have permission to do so. IT DEPT. will assist with any questions regarding software usage and licensing issues.
14. **Interfering with a User's Authorized Services:** Any activity that causes disruptions in service to other users is considered interference. In some cases, using more resources than you are entitled to can also be considered interference (e.g., using excessive storage space on the shared systems, flooding chat channels or newsgroups). More importantly, you must not monopolize computing resources for nonacademic activities such as game playing and other trivial applications locally or over an affiliated network; printing excessive copies of documents, files, images or data. You should refrain from using unwarranted or excessive amounts of storage; printing documents or files numerous times because you have not checked thoroughly for all errors and corrections; or run grossly inefficient programs when efficient alternatives are known to be available. You should be sensitive to special needs for software and services available in only one location; and cede place to those whose work requires the special items.
15. **Sharing Resource Accounts and Passwords or Sharing Objectionable material on Institute:** Your network login and password are for your personal use. If you share your login and password with yours colleagues, friends or roommates, then you are giving them access to services they are not authorized to use. They may embarrass you by sending e-mail, posting



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messages, or even chatting with people while posing as you. Do not share your account or password with anyone. If you suspect that someone may have obtained your password, change it immediately. If you suspect that someone has repeatedly accessed your login and password, notify IT DEPT. or send e-mail to IT DEPT. at [systemadministrator@indoreinstitute.com](mailto:systemadministrator@indoreinstitute.com) Conversely, using someone else's password to access services or data is also a violation of policy, regardless of how the password was obtained. Do not use anyone else's password, account, or e-mail.

Further, sharing any form of objectionable material (pornography, religious hatred mails etc.) on your PC hard-drive on IIST/IIP/IIMR Network is strictly prohibited.

**Disruption of System Security or Integrity:** Tampering with the operation of any server or network resource is prohibited. Any such activity constitutes a threat to the normal operation of that resource and can potentially effect hundreds of users. Any attempt will be regarded as malicious in intent and will be pursued in that perspective.

**Unauthorized access:** Legitimate use of the Group Institutes computer systems does not extend to what one is capable of doing on that system. In some cases, there may be security loopholes through which people can gain access to a system or to data on that system, a network, or data. This is unauthorized access. If a student accidentally permits access to his or her files through the network, you do not have the right to access those files unless you have been given explicit authorization to access the material. This is similar to accidentally leaving your door room unlocked. You would not expect your neighbor to use that as an excuse for entering your room.

#### Do's & Don't

**Forgery:** You must not alter any form of electronic communication (especially via forged electronic mail and news postings). Messages, sentiments, and declarations sent as electronic mail or sent as electronic postings should meet the same standards for distribution or display as if they were tangible documents or instruments. Forgery includes using another person's identity. Forgeries intended as pranks or jokes are still violations. Attempts to alter the attribution of origin (e.g., the "from" or "addressee" lines) in electronic mail, messages, or postings, will be considered transgressions of Institute rules. You are free to publish your opinions, but they should be clearly and accurately identified as from you, or, if you are acting as the authorized agent of a group recognized by the Institute, as coming from the group you are authorized to represent.

- Always use official mail id for professional communication within & outside the organization also use of personal mail id is prohibited.

Please check your mail accounts regularly.



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- If you have received a mail containing an attachment, from an unknown sender don't open it, you need to scan the attachment through Antivirus, if you found virus with the attachment then please delete it.
- If you receive a mail containing an attachment, from a sender you know, but without any mention regarding the attachment, don't open it. It may be carrying a virus, which gets automatically attached with mails. You can confirm from the sender if he has sent you this attachment and only then open it.
- Please ensure that attachments sent by you are free from virus and worms. Always use official Mail id for communication within & outside the organization also use of personal mail id is prohibited.
- If you don't have official email id contact to IIST/IIP/IIMR Administrative Department for new official email. Also these mail ids are for official use only.
- Use MS-Outlook for Official Email Address and if outlook is not properly configured please contact System Administrator.

**CONSEQUENCES OF MISUSE:** Infractions of this shared use policy will result in loss of system and network privileges and will be referred either to the Dean of Department /Principal /Director.

When IT department has reason to believe a user has violated the shared system policy, it may suspend the user's account(s) pending the outcome of an inquiry into the matter. IT Department will notify the staff or student of the alleged violation and the facts on which the alleged violation is based. The staff or student will have an opportunity to respond to the alleged violation. After gathering and considering all the facts available, and in consultation with the Dean of Department /Principal/Director, the user's privileges to the shared use systems may be withdrawn for the remainder of the Semester/Course.

If, in addition to withdrawing privileges, IT Department believes the violation is sufficiently serious to warrant more severe disciplinary action, including restitution, they may refer the matter to the Dean of Department/Principal/Director for appropriate disciplinary action.



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**Conclusion:** The IT Department recognizes that IIST/IIP/IIMR Information System users are extremely diverse in their needs and requirements. Providing this large range of services for research and instruction necessarily entails providing a relatively unrestricted and flexible system and network organization. To this end, we expect that our users practice considerate and responsible computing and adhere to common sense standards.

When problems arise, they will be dealt with to ensure the unimpaired operation of our systems and network, but we request that all users are considerate and prudent in their use of the resources.

The shared systems are an extremely important and ever-changing resource for the IIST/IIP/IIMR. As a member you are responsible for staying informed about the policies and procedures updates.

Principal

Principal

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Indore Institute of Pharmacy  
Indore Institute of Management & Research

**POLICY FOR STUDENTS FOR USING EMAIL ID @indoreinstitute.com DOMAIN**

IIST/IIMR/IIP Group of College provides a strong information technology environment to support its students and faculty in the pursuit of their instructional objectives and teaching. These resources are to be used for educational purposes and to carry out the legitimate business of the Institute. Understanding that for the Institute to maintain an environment of open access to networked computing resources is important; those who use these facilities must comply with the following written policies:

1. Obtaining, possessing, using, or attempting to use someone else's user account or password without notification or permission is prohibited.
2. E-mail "bombing", "spamming", is not permissible.
3. Transmitting or storing / sharing offensive material like racial or religious hatred messages, pornography etc. is strictly prohibited.
4. Forging electronic information is not permissible.
5. Creating, altering, or deleting the attribution of origin (e.g., "From" in e-mail, IP address in headers) is not allowed.
6. Sending messages under someone else's address (e.g., hoax messages, even if intended as a joke) is strictly not allowed.
7. Do not overload the communications servers; do not abuse your communications privileges.
8. Forwarding chain e-mail is a violation of Institute computing policy.
9. If you have received a mail containing an attachment, from an unknown sender don't open it, you need to scan the attachment through Antivirus, if you found virus with the attachment then please delete it.
10. Do not share your account or password with anyone.
11. Sharing any form of objectionable material (pornography, religious hatred mails etc.) Using Institute Email id is strictly Prohibited
12. Sending unsolicited e-mail, junk mail, or propagating chain letters is not allowed.

Name of the student:

Date:

Time:

Mobile No.:

Aadhar No.:

Father's Name:

Admission Year:

Branch:

Parent's Mobile No.

Student's Signature

Parent's Signature

Note: Kindly Attach Photocopy of Aadhar Card and Fees Receipt of college.



## Library Policy.



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Indore Institute of Science and Technology, Indore

### Institute Library Policy

IIST Library provides the best library services to Students, Faculty and Staff. These rules are designed to ensure that all users may obtain the maximum benefits from Library facilities. All users should exercise self-discipline, respect and consideration for others when using the Library. The Students, Faculty and Staff of the IIST Indore are automatically eligible to avail facility of Library. Central Library is under CCTV surveillance. By using any facility of the Library a user agrees to abide by following rules.

- A. General rules
- B. Lending/ Borrowing rules
- C. Conventions for Lending/Borrowing
- D. Renewal rules
- E. Reservation facility
- F. Late returns
- G. Loss and damage of library resources
- H. Photocopying facility
- I. Computers and internet access
- J. Library Updates

#### A. General Rules:-

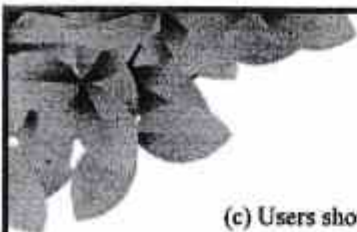
1. The Library is to be used for the purpose of academic study and other related material. Everyone in the library shall respect the rights of other users.
2. Only registered member are permitted to enter inside the Library, after scanning ID card on barcode reader.
3. Users will not be allowed to bring the issued book(s) inside the library. However, they will be permitted if they wish to Re-Issue/Return the book(s) during Issue/Return Timings. Note books, writing materials, laptops etc. may be carried inside.
4. Books, Journals, etc. taken from the shelves for reading should be left on the reading tables after use.
5. Readers are requested to handle Library property carefully to avoid any damage:-
  - (a) No users may misfile, misuse, disarrange, damage or attempt to damage any library resources.
  - (b) Users must not bring their personal belongings like personal books, briefcase, umbrella, boxes, bag, etc. into the library. The same may be left in the dedicated space provided at entrance of the Library. Users are advised not to keep their valuables in these proper counters. The library is not responsible for the loss or damage of any such article.



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- (c) Users should not mark, underline, write or tear pages. Users shall be responsible for any damage to the documents or any other property belonging to the Library, and shall be required to replace such library resources property damaged or to pay the value thereof.
- Silence must be strictly observed both by the users and the library staff. Engaging in loud Conversation discussion or group study inside the reading halls is strictly prohibited.
  - Use of Cell phones is not allowed. If readers wish to keep them while using the library, they must be switched off or to be kept on silent mode.
  - Use of eatables, drinking, smoking and sleeping in the Library are strictly prohibited.
  - Notices, broadsheets, handbills, newspapers, or other materials will be displayed in the Library only after prior approval of the Library authority.
  - Improper use of library facilities by user(s) will lead to the suspension/termination of his/her membership or may be lead to suspension of library privilege.
  - Users should inform the Library as soon as possible of any circumstances (such as illness or hardahip), which might affect their use of the Library and their ability to comply with the Rules and Regulations. The Library Authority has the discretion to grant special privileges on compassionate grounds.
  - Enforcement of these rules for users may take the form of any of the following actions, depending on the severity of the misconduct that will be determined by the Library staff on Duty at that time.
    - In the case of minor disruption, the user receives two warnings. At the third warning, the user must leave the library for rest of the day.
    - Library Users causing destructions/misconduct on repeated visits will be warned by the Librarian that they will not be allowed to enter the Library if the behavior continues.
    - Library Users who engage in destructive behaviors that interfere with others use of the Library, who engage in behaviors that violate Library rules may be banned permanently from the Library premises and a disciplinary action may be taken with due approval of the competent authority.
  - The library rules and regulations may be modified from time to time and shall be binding on all Concerned.

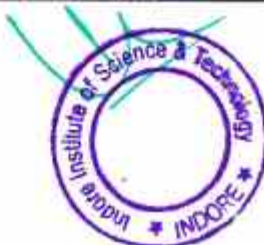
### B. Lending/ Borrowing Rules:-

- Library timings 09:00AM to 08.00PM on all working days.
- Timings for borrowing and returning of books:
  - During 9:20 AM to 4:00 PM on all working days,
  - From 10:00 AM to 4:20 PM on Saturdays, Sundays and other Holidays. (During Examination).
- It is essential to show IIST ID Cards during checkout and check-in transactions of library items.
- Membership IDENTATY CARD is non Transferable. A borrower should not borrow documents in any other person's name. Borrowers are responsible for books issued against their name.
- The borrower should check the fitness of the document before getting it issued. Any discrepancy should be brought to the notice of the library staff at the Circulation Counter.



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who will put necessary remarks on the document before issuing it. Otherwise, the last borrower will be held responsible for any defect/damage found at the time of return of the document, if not recorded on it earlier, and will be liable to pay the penalty as decided by the Library Authority.

6. Any document issued, may be recalled by the Library before its due date and the borrower has to abide by the decision.
7. The Library Authority has the discretion to restrict certain categories of material(s) held by the Library from being borrowed such as standard reference documents, theses, items of special value or rarity, and loose issues of periodicals, maps/atlasses, special collections, CDs, data documents and damaged documents, etc.
8. If a user does not pay off the Library due(s), or returns overdue documents, the privilege of borrowing library resources may be suspended till the clearance of previous dues.
9. During power/system failure or during Internet downtime, the circulation counter services will be suspended until services resumes.
  - (a) In case of due date of library items submission, and the library has internet downtime, the user may return the material on the very next day without any late charges.
  - (b) In case any user already crossed the due submission date and submit the library material and the library has internet downtime, the user will be charged for late submission for that day also.
10. Identity card is to be preserved safely. If misplaced/ damaged a duplicate ID card will be issued by student section, after depositing charge of Rs 100/-.

### C. Conventions for Lending/Borrowing:-

1. The Number of book(s) that user(s) can borrow is as follows:
  - (a) Students:- UG Students : 08 Books for 21 days  
PG Students: 08 Books for 180 days
  - (b) Faculty\*: 08 Books for 180 days
  - (c) Staff\*: 02 Books for 180 days

\*If books are not returned by Faculty/Staff by the due date, fine is not charged on them.

A reminder mail will be sent to them periodically. However, No Dues Certificate will not be issued until the library dues are cleared.

2. Reserve/Reference Collection consists of books and other reading materials recommended by the respective faculty members for different courses for each semester are kept in the Reference Section. Reference books are not issued.
3. Major Project reports, Theses, dissertations, CDs, are not lent out of the Library.
4. Issued books must be returned on or before the last date stamped on the due-date slip of each books. Sending reminders to defaulters is not obligatory on the part of the library.
5. Library resources in demand may be issued only for such limited periods, as the Library Authority deems desirable.
6. Loan periods may be adapted to take account of vacation/examination requirements. In exceptional circumstances extended loan periods may be negotiated.
7. Pre-Approval of the competent authority will be required for any exceptional cases.
8. If books are not returned by student the due date fine will be charged on them. reminder mail will be sent to them periodically. However, No dues certificate will not be issued until the library dues are cleared.



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#### D. Renewal Rules :-

1. Book(s) may be renewed if the same are not in demand or not reserved by the other users.
2. Borrowers can get book(s) reissued on or before the due date by personal visit to the library.
3. Already overdue items will not be renewed.
4. Already reserved items cannot be renewed.
5. Borrowed Book(s) cannot be renewed more than once. After that the borrower must return the book(s).
6. The borrower has to bring the material physically to the library for renewal

#### E. Reservation facility :-

1. Users may reserve the book(s) to issue at the Circulation Counter in case they are already issued.
2. A user cannot reserve more than one book.
3. If the reserved library book is not taken within one day, it will be issued to another user in queue or it will be put back on its shelf.

#### F. Late Returns :-

1. The following overdue charges will be collected from Students, if the book(s) are not deposited by them on the date last stamped on Due Date Slip. For Textbooks - Rs. 5 per day per book will be charged.
2. Defaulter List of students will be sent to the concerned department at the end of each semester for recovery purpose. These students will be restricted from registration of the next semester unless dues are cleared
3. If the book due date falls on a holiday of the library, the next working day will be taken as the due date.
4. Absence from the University will not be allowed as an excuse for delay in the return of book(s).
5. Borrowers are advised to return the books while proceeding on long leave, semester break, winter / summer break.
6. If a book is not returned within the loan period, issue of another book(s) may be stopped until the overdue items have been returned and fines are paid.
7. Faculty and Staff members are advised to deposit the books on time and reminders will be sent 15 days after the due date. However, sending reminders to defaulters is not obligatory on the part of the library.
8. Library Authority may exempt the late fee depending upon the circumstances of delay, any human error in issuing a book by the library circulation staff, etc.

#### G. Loss and Damage of Library Resources :-

1. The borrower will be responsible for loss of any book(s) and other resource against his/her ID card.



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2. If a user loses or damages library resources, he/she should report the loss in writing to the Librarian, otherwise he/she pays the accrued fine from the date the documents are due for return.
3. Replacement Process:-
  - (a) The borrower may replace a lost library document with the same edition of the document or by a latest edition.
  - (b) The cost of out-of-print document will be:
    - (1) 02 times the cost of the lost document at the current exchange rate in case of foreign document.
    - (2) 02 times the cost of the lost document in date of purchase of books INR in case of Indian book.
  - (c) The replacement cost of a CD/DVD or other electronic library resources will be based on the replacement cost of the same.
  - (d) If a book/loose journal of a set is damaged / lost or misused, the entire set has to be replaced and processing fee should be paid.
  - (e) If an accompanying material is lost or damaged, the original library resource or entire set has to be replaced.
4. If the item's original price is in foreign currency, compensation will be calculated based on present exchange rate.
5. If the lost item does not show any price, is without any price, users will be charged the requisite replacement cost.

### H. Photocopying Facility:-

The photocopying service is provided in the Library to cater to the requirements of the library users. This service is limited to library material, document including copying research papers published in journals, conference proceedings for academic and research work without violating the Copyright Act.

#### Charges:

1. Copies ( 1 to 10 Number pages )Rs. 1.00 (One Rupee) per page for A-4 size paper  
Copies (11 to 30 Number pages) Rs 0.75 Rupee Per pages for A-4 size Paper  
Copies (31 to maximum number of pages) Rs 0.50 Rupee Per pages for A-4 size Paper and A-3 size Paper Rs 2.00 (two Rupees) Per Pages.
2. Payment Mode: Cash only

Timings: 10 AM to 01 PM and 02 PM to 04 PM on all working days only.

Note: Photocopy service is not available on Saturdays, Sundays and Institute declared holidays.

#### Rules for Photocopying:-

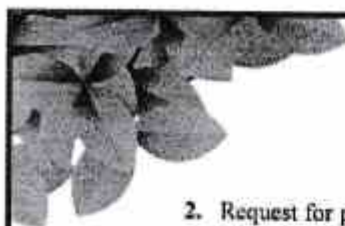
1. Library staff will review and evaluate all material before photocopying.



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2. Request for photocopies from bound items and special collections will be evaluated, based on criteria, such as the tightness of the binding, the fragility of the paper(s) and the size of the piece, tipped in maps, illustrations, and charts are all unacceptable photocopy requests since the handling cannot be done without risk of tearing.
3. Only standard paper size (A4, A3 size) will be used.
4. No refunds will be given for any reason other than mechanical malfunction, e.g. unintentional multiple copies, etc.
5. Users may be requested to limit the number of copies when others are waiting for the service.
6. Photocopying will be done subject to the availability of staff and time.
7. Photocopy services may be delayed if any machinery or power default occurs.

**Copyright:-**

1. Users should be aware of Copyright rules and regulations. Please remember that photocopying a complete document is violation of copyright rules.
2. Users are solely responsible for upholding copyright laws and library is not responsible for any Copyright infringement by users.

**1. Computers/ Laptop and Internet Access:-**

Computers are placed at e-library in the Library for accessing the resources for academic and research work. These should be used exclusively to access OPAC (Online Public Access Catalogue) of IIST Library, subscribed/purchased e-resources. Because these computers are shared resources, users may be asked to limit time spent on these computers. Users should not use the Library Computers facility in a manner, which will bring disrepute to the name of the Institute. Disciplinary action will be taken against those breaking the rules. One computer is placed at main Gate for OPAC (online public access catalog) search. User need to turn off computers using. Please note, in particular, that the following are not allowed:

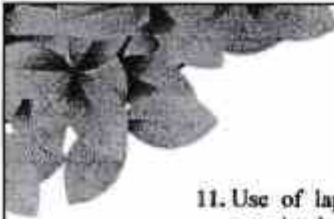
1. Accessing of undesirable Internet sites and downloading, printing and circulating of undesirable materials
2. Unauthorized use of passwords. Computer accounts and passwords must be kept strictly Confidential.
3. Installing and running computer software(s), which is not owned by the library.
4. Changing the PC system setup.
5. Duplicating any software or audio-visual programmer. This infringes copyright regulations and offenders will be liable for legal action
6. Chatting and game playing on Internet
7. Creation, display, importation, circulation or storage of offensive material
8. Online chatting, audio /video streaming, browsing of social networking sites is strictly prohibited, strict disciplinary action will be taken against the defaulters.
9. Playing games on computers or laptop is strictly prohibited in the entire Library premises.
10. Readers are not allowed to share their Internet access ID and Password with other students.



Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331

☎ 822 407 1000 / 2000 / 3000 / 4000 / 5000 | Tel: (0731) 4010520 | Fax: (0731) 4010522 | Toll Free: 1800 103 3069





## Indore Institute of Science & Technology

Affiliated to - RGPV (Bhopal) & Approved by - AICTE(New Delhi)

11. Use of laptops in the cubical systems where computers are already installed is not permitted.
12. Changing the setting and display of the computer kept in the library is not permitted.
13. Readers should not remove /unplug computer cables /connections, network cables and other peripherals /accessories in the library.
14. Personal keyboard, mouse, etc. are not allowed inside the Library.
15. Downloading, accessing /opening of pornographic sites or storage of offensive material are not allowed inside the Library.
16. Illegal /Unlawful activities such as (but not limited to) hacking, deleting of files, changing / tweaking of system configurations / passwords resulting to damage of systems and network are prohibited.
17. User may not temper with any equipment inside the facility, specially the computer unit. In case of hardware /software problems, ask assistance from the staff on duty.
18. Library will not be responsible for any kind of missing items of students' (Pen drives, Laptop, CD/DVD ROMS, Earphone, Ear buds etc).

### General Library Updates:-

1. All general notices about Library Resources will be displayed on the Library Notice Board and other Notice Boards.
2. Electronic mail is the default means of communication between the library and users. Users are requested to check their email regularly.
3. Library is fully Wi-Fi enabled. Reading hall facility with Wi-Fi connectivity. Keeping open before and after Institute timing.
4. Library timing/ hours can be extended during examination.
5. There is provision of additional switches for connecting, PCS / Laptop in the library.
6. Non- registered members can use/ access the library material only with the permission of the Librarian.
7. Taking News papers out of library or any other area is not allowed. It must read only in the library.
8. Readers / users suggestions are always welcomed.
9. Readers should not mark, underline, dog -ear, write, tear pages or other damage the library documents.



Sudhir Sobani  
Librarian

Dr. Keshav Patidar  
Principal  
Principal  
Indore Institute of Science  
and Technology, Indore



Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331

☎ 822-407 1800 / 2000 / 3000 / 4000 / 5000 | Tel: (0731) 4010520 | Fax: (0731) 4010522 | Toll Free: 1800 103 3069



## **Dedicated Teams and Committee for Maintenance work**

### **Electrical**

Power monitoring, energy efficiency initiatives, generator testing, safety training for staff.

### **Gardening**

seasonal planting and maintenance, waste management practices, pest control methods.

### **Carpentry**

Furniture repairs and restorations, custom builds for specific needs, workshop safety procedures.

### **Construction and Maintenance**

Project planning and budgeting, material selection, contractor oversight, sustainability assessments.

### **Purchase**

Vendor selection, price negotiations, quality control checks, adherence to ethical sourcing practices.

### **Library**

Collection development, digitization projects, user education programs, accessibility initiatives.

### **Campus Maintenance and Beautification**

Waste management systems, recycling programs, green building principles.

### **Network and Security**

Cybersecurity measures, data access controls, network monitoring, disaster recovery plans.





**Indore Institute of Science & Technology**

Following maintenances team are working in the campus.

#### Garden Team

Sr. No.	Name	DOJ	Designation
1.	Mr. Roop Singh	1-Dec-2017	Supervisor
2.	Mr. Arjun Singh	1-Dec-2017	Garden Labour
3.	Ms. Kavita	1-Dec-2017	Garden Labour
4.	Mr. Ram Sundar Yadav	2-Jan-2021	Garden Labour
5.	Mrs. Yashvantee	2-Jan-2021	Garden Labour

#### Electrical Team

Sr. No.	Name	DOJ	Designation
1.	Mr. Sanajy Kumar Shukla	1-Jun-2022	Electrical Supervisor
2.	Mr. Mangal Singh	1-Jul-2005	Electrician
3.	Mr. Chandan Singh Chouhan	2-Jun-2014	Electrician
4.	Mr. Om Prakash Lohar	3-Jul-2015	Electrician
5.	Mr. Badal Behra	12-Nov-2022	Electrician
6.	Mr. Mukesh Kumar Aleriya	1-Jun-2011	Maintenance Electrical

#### Carpenter

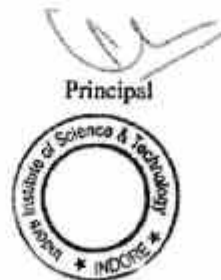
Sr. No.	Name	DOJ	Designation
1.	Mr. Naresh Vishwakarma	16-May-2016	Carpenter

#### Maintenance Team

Sr. No.	Name	DOJ	Designation
1.	Mr. Rajendra Mithal	8-Dec-2016	Pump Operator
2.	Mr. Mewalal Chouhan	10-Apr-2012	Helper Plumber
3.	Mr. Vimlesh	2-Jan-2021	Civil Labour



*[Signature]*  
HR



## High Power Purchase Committee

Indore Institute of Science & Technology  
Indore Institute of Pharmacy  
Indore Institute of Management & Research

Dt. 6.11.23

### Office Order

Henceforth, the high power purchase committee will consist of the following members

- i. Dr. Keshav Patidar
- ii. Dr. Nimita Manocha
- iii. Dr. Aradhana Chouksey
- iv. Mr. Rajesh Bhandari
- v. Mr. Puneet Singh Duggal
- vi. Dr. Neeraj Soni
- vii. Mr. Ankit Jain

1. The committee members will be consulted in all cases where purchase amount is higher than Rs. 25,000/- for IIST and Common Purchases.
2. Minutes of meeting should be maintained.
3. The committee shall meet periodically (daily, if possible) at pre-decided time and place and note their comments, with their signatures collectively, on the comparative sheet or via a separate attachment to the existing comparative sheet.
4. Purchase officer will make sure to call the RFQ for making the comparative charts. He will maintain all the Quotation, comparatives and MOM with the purchase documents.
5. The Pre and Post approval note sheets should duly mention the words Pre-approval and Post-approval respectively in the heading.
6. The signature for approval of Group Advisor (Sparsh & SEWS) has to be taken duly after following above points.
7. The committee will put their recommendations (if any) to the Group Advisor (Sparsh & SEWS), for his approval.
8. Purchase committee + HOD user (initiator for purchase), will be solely responsible for ensuring Quality, Quantity, Technical Specifications and Rates for purchases.

  
Arun S Bhatnagar  
Group Advisor (Sparsh & SEWS)





## Library Committee



**Indore Institute of Science & Technology**

IIST/Nov.2022

Academic Year 2022-23

Date: 18.11.2022

### Institute Library Advisory Committee

This is to inform all of you that the Institute has constituted **Institute Library Advisory Committee** for the academic year 2022-23 as mentioned below:

Sr. No.	Name	Designation
1.	Dr. Keshav Patidar (Principal)	Head of Committee
2.	Dr. Rajkumar Jain (Dean)	Member
3.	Dr. Dhierendra Vikram Singh (HOD-ME)	Member
4.	Dr. Namrata Kaushal (HOD-ESH)	Member
5.	Dr. Samatha Singh (HOD-CM)	Member
6.	Dr. Niraj K. Soni (HOD-Civil)	Member
7.	Mr. Ankit Jain (HOD-ECE)	Member
8.	Dr. Sathish Penchala (HOD-CS,IOT, AIML)	Member
9.	Mrs. Rupali Tiwari (Incharge Library)	Member
10.	Dr. Amit Jain (Incharge Library)	Member
11.	Ms Debottama Bardhan (Student)	Member
12.	Ms Sonali Singh Rajawat (Student)	Member
13.	Mr. Sudhir Sohsin (Librarian)	Member

(Dr. Keshav Patidar)  
Principal,  
IIST, Indore



**C.C.to:-**

1. All faculty and staff
2. Dean/HOD
3. TPO Office.
4. HR/Admin Dept.
5. Registrar Office
6. Library Office
7. DG Office
8. Office Record



## Campus Beautification and Cleanliness Committee

Green Waves Club	Kuldeep Solanki	Aditya Vardhan Jain	Nandini Trivedi
------------------	-----------------	---------------------	-----------------

**11. Photography Club:** The club aims to provide a supportive environment to the students interested in photography/Videography through workshops, exhibitions, and competitions and to give them opportunity to share their creativity in presenting the world around them.

Sr. No.	Department	Faculty Coordinator	Contact No
1	IIST(ESH)	Dr. Preeti Dixit	8359874096
2	IIST(ESH)	Ms. Akanksha Agrawal	8839685935
3	IIST(CS)	Ms. Megha BIRTHARE	8989830725

Club	President	Vice- President	Secretary
Photography Club	Chaitanya Dawar	Jayesh Verma	Aditya Dewangan Sonali S Rajawat

**12. Society for Film Making:** Film making club trains the students about the techniques of scripting, editing, movie making, create and analyze moving images through various advanced technology and ability to present all the characters of a story within the frame in presentable way.

Sr. No.	Department	Faculty Coordinator	Contact No
1	IIST(CS)	Mr. Ankush Suklecha	9685285381
2	IIST(CS)	Ms. Poorva Shukla	9926760357
3	IIST(CS)	Mr. Manish Soni	8770932921
4	IIST(CS)	Mr. Rakesh Verma	9993877398

Club	President	Vice- President	Secretary
Film Making Club	Jayesh Verma	Rajveer S Rajput	Priyanshi Shrivastava

**13. Committee for Campus Beautification and Cleanliness:** The objective of this club is to get the active participation of students for the beautification of the campus by applying their innovative ideas and creativity to make campus beautiful & lively.

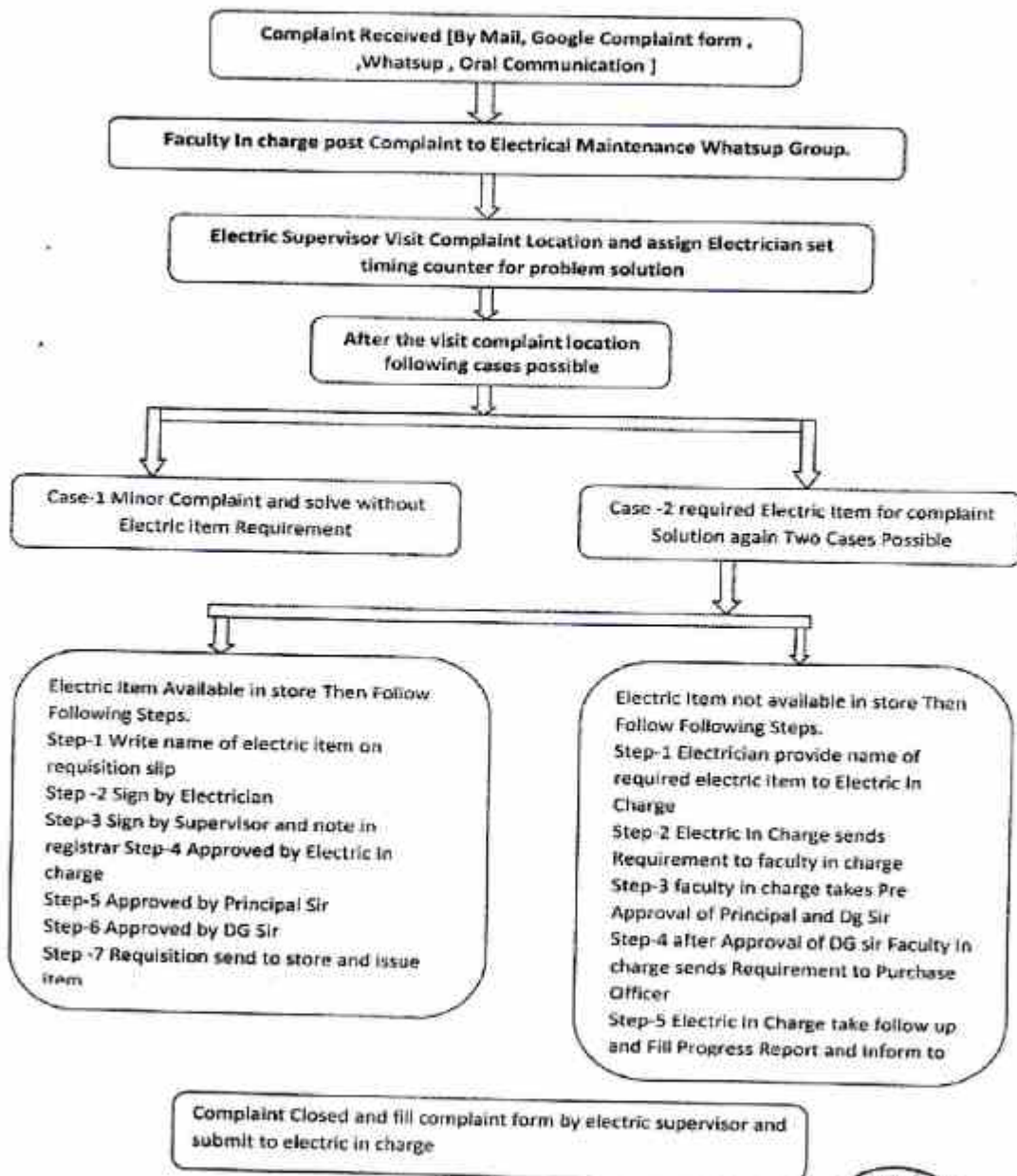
Sr. No.	Department	Faculty Coordinator	Contact No
1	IIST(sports)	Dr. Sukhdev Bamboriya	8959363653
2	IIST	Mr. Abhay Sahastrabudhe	7471130010
3	IIST	Mr. Ranjan Poddar	9479507697
3	IIST(CE)	Mr. Manish Nimoriya	9522444456

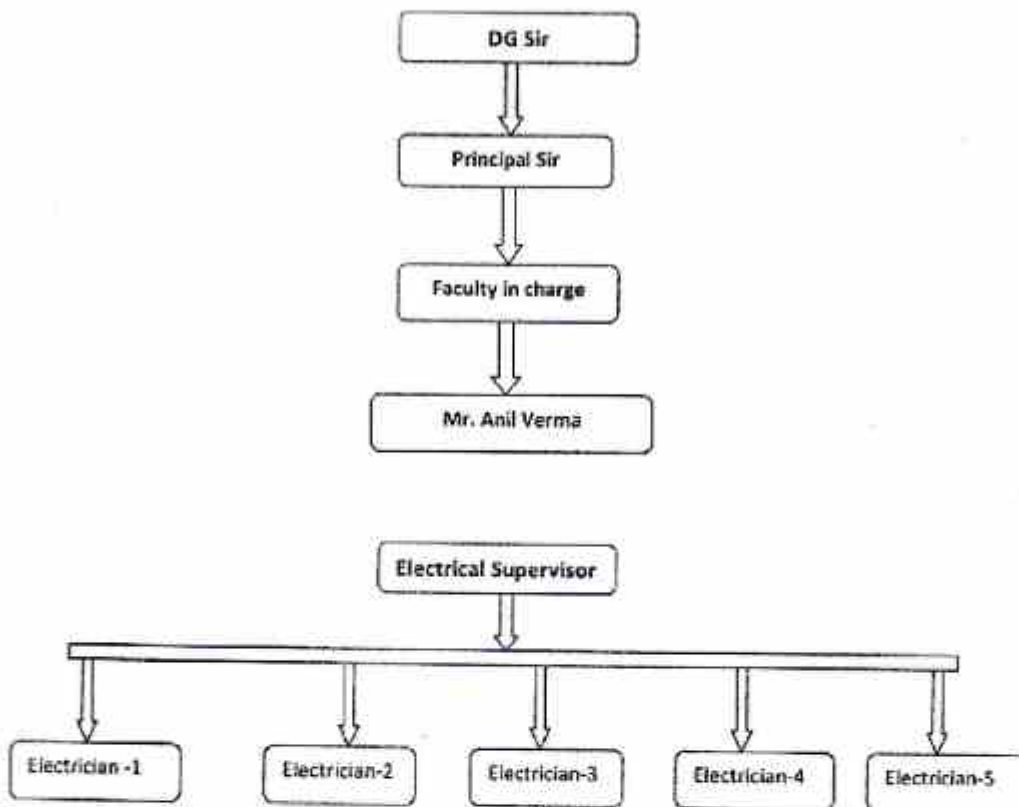


## Various SOP for Maintenance

### SOP - Electric Maintenance

#### Electric Maintenance Department work SOP





## New Electric Item Purchase

1. Whoever Needs the Electric item will be talk to the Faculty In charge
2. Faculty In Charge informed to Electric Supervisor
3. Electric Supervisor visit site Along With Electrician.
4. After the visit site Electric supervisor will inform the one who needs Electric Item.
5. Whoever Needs the Electric Item will be Fill Electric Item Requirement form and Submitted to Faculty In Charge.
6. Faculty In charge will be Proceed for Approval of Principal Sir and DG sir.
7. After the Approval of DG Sir Electric In Charge Will be Send Form To Purchasing Officer and Take Follow Up.
8. After the electric item Arrival at Store Department Electric Supervisor fill Requisition form and Received Electric Item
9. After the completion of work Electric supervisor must be Received Complaint form one who generates complaint.
10. At the end electric supervisor must be submit complaint form to Faculty In Charge.

*Sharan*



## IIST/IIP/IIMR

### Electric Maintenance Card

Docket No. \_\_\_\_\_ Date \_\_\_\_\_

Name & Department \_\_\_\_\_

Building Name & Location \_\_\_\_\_

Detail of Complaint \_\_\_\_\_

\_\_\_\_\_

Name of Technician \_\_\_\_\_

Work Detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Electric Item Required

S.N	Description of Item	Quantity	Available in Store	Verified by Electric In charge

Name of Complainant \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Electrician \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Electric In Charge \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Faculty In Charge \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

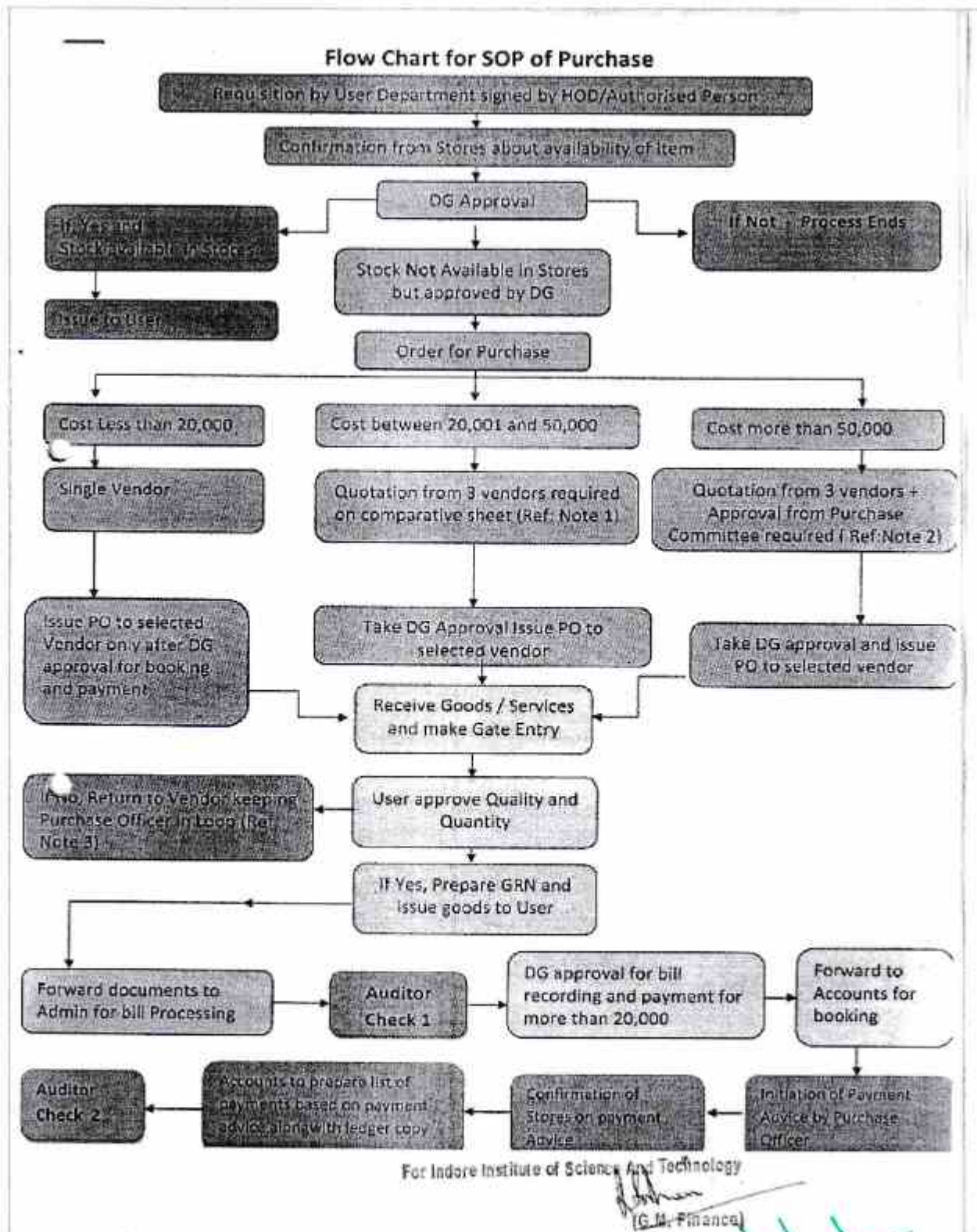


### Electric Work Pre Planning

S.N	DATE	WORK PLANNED	COMPLETE OR NOT
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			

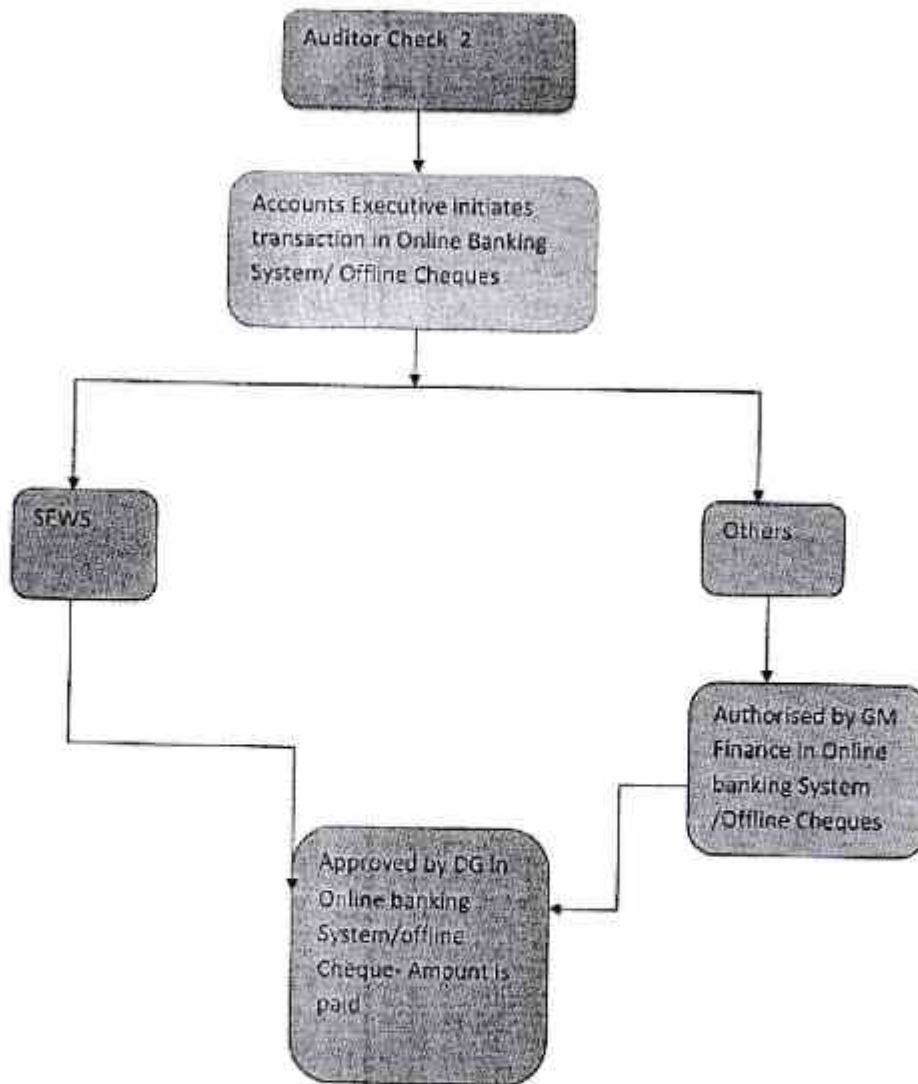


## SOP - Purchase





## Online/Offline Payment System Mechanism



For Indore Institute of Science & Technology  
*[Signature]*  
(G.M. Finance)



**Note 1: In case of purchase value between 20,001 to 50,000 comparative sheet to be signed by 1. G.M. Finance, 2. User Dept. HOD and 3. Sr. Admin**

**Note 2: In case of purchase value more than 50,000 comparative sheet to be signed by 1. G.M. Finance, 2. User Dept. HOD and 3. Sr. Admin and 4. DG nominee**

**Note 3: If goods return by after preparation of Goods Received Note [GRN], then stores to prepare Material Return Note [MRN] in 4 copies. One copy to be kept with Stores. Second copy to be sent to Vendor alongwith Goods. Third copy to sent to Purchase Officer. Fourth copy to be sent to Accounts Dept.**

**Accounts Dept. to immediately enter debit note in books of accounts effecting vendor ledger.**



## SOP - Placement

Placements SOP	
1	Induction of New batches of students Introduction to Placement Policy
2	Assessment of Students (KSA Level)
3	Technical & Soft Skills Trainings Need Identification & Imparting
4	Internship and Industrial Visits
5	Assessment of Students' interest for placements/Higher Education/ Entrepreneurship
6	Students' Placement registration before Final Year
7	Announcement of available Job offers & JD
8	Company-specific registration by the Interested students
9	Company-specific training (If required)
10	Placement Process (As per Company's Requirement)
11	Announcement of Results
12	Offer Letter
13	Employer's Feedback
14	Joining & Onboarding

*Buy*

*John*




## SOP- Maintenance of Computers (Hardware & Software) and Networking

### Indore Institute of Science & Technology, Indore

#### SOP- Maintenance of Computers (Hardware & Software) and Networking

**Purpose:** The purpose of this Standard Operating Procedure (SOP) is to form guidelines and procedures to be adopted for maintenance of computers (Hardware & Software) and networking.

- a) **Scope:** This procedure is applicable for maintenance of computers in all the Departments, Sections and Computer Centers.
- b) **Responsibility:** System administrator.
- c) **Policies and Procedures:**
  - Whenever there is a problem with computer hardware or software the respective lab-in charge/Lab Staff / individual has to call the repair request to the System administrator.
  - After received request system admin assign one lab staff and lab staff visit the place and check the problem if problem is small he or she immediately resolve it and entry the detail in the register and if problem is little complex then machine will be forwarded to system admin office.
  - In System administrator office they maintain log register and they entry the details with problem and assign the lab staff for the same.
  - Assign Lab staff coordinate with system admin and resolve the problem and filled the form and mention the issues and solution.
  - The repair form is seemed to be closed once the problem is solved with System admin signed and end user signs the form.
  - At last again outward entry in register and machine will be send to respective place
  - In due course of repair, if the need for purchase of spare parts arises, the request from system administrator is raised and the same is submitted to principal with signature of end user.
  - If the required amount is less than Rs 10000/-, principal approves it for the necessary purchases and if the requirement is more, the requisition is forwarded to purchase committee as per SOP.

Cont...

  
System Administrator

IST/ITP




## Indore Institute of Science & Technology, Indore


d) Guidelines for the users:

- For utilization of computers, the users have to make an entry in the log register.
- The user is not allowed to plug in their external drives without prior permission.
- The respective user will be held responsible for any damage or malfunction of the computer.
- There will be no claim for loss of data saved on desktop.
- The user should not delete/uninstall any data or software.
- Only necessary documents are allowed to print on nominal charge basis.

e) Records to be maintained:

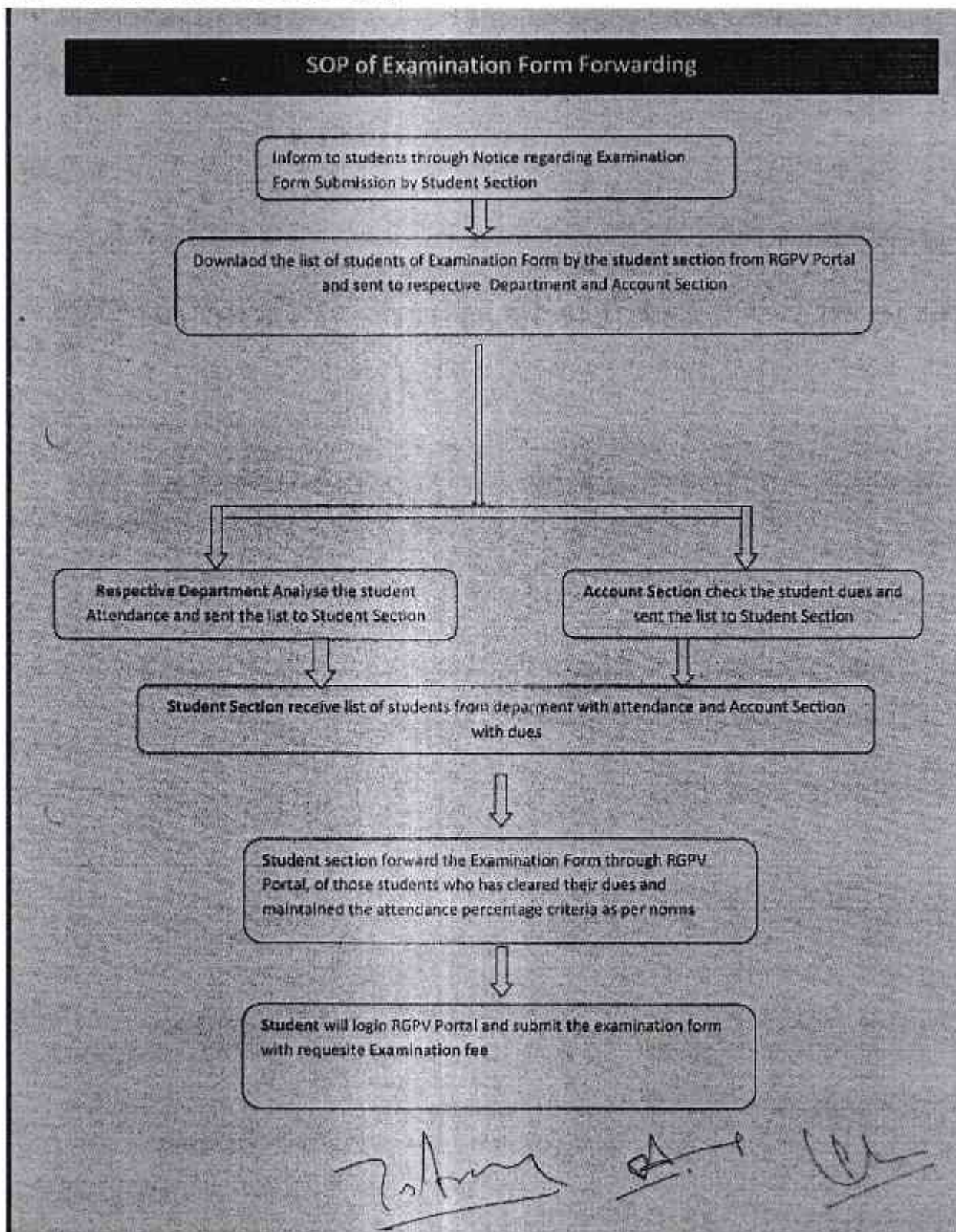
- Repair form
- Log book

  
System Administrator  
System Administrator  
Date: \_\_\_\_\_  
IIST/ITP/11/11/11

  
Principal  
Principal  
Indore Institute of Science  
and Technology, Indore



## SOP- Examination Form Forwarding



## SOP- Hostel

### Admission Process

1. Hostel Enquiry
2. Hostel Visit
3. Hostel Form filling process
4. Passport photo
5. Update the student name at student cell
6. Fees deposit process
7. Room Allotment
8. Enter the name on hostel attendance register
9. Update the name in ERP Module

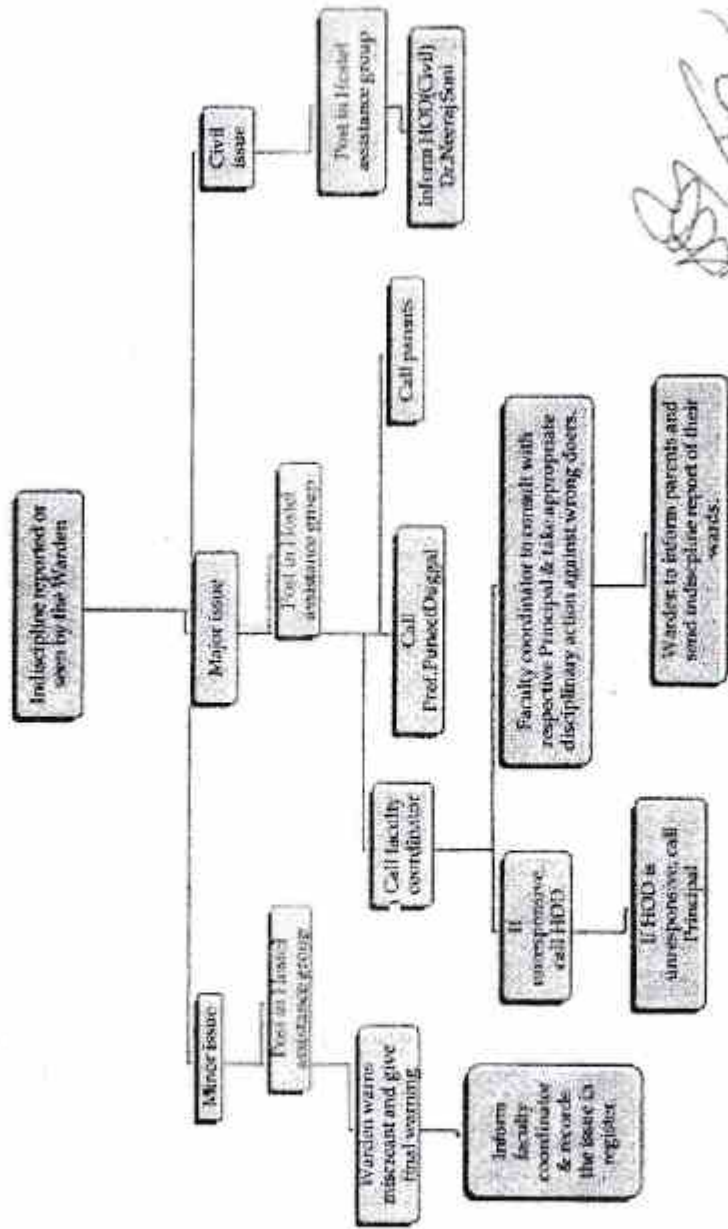
### Maintenance Process

1. The complaint is registered by the student in the maintenance register
2. The warden visits to the student room and check the complaint status
3. The complaint is segregated into different categories by the Hostel warden
4. The complaint after being analyzed by the warden and send to the maintenance department through Google form/call
5. The maintenance department collects the form and assigned them to the executive.
6. Executive will come from the respective department and will close the complaint & signed in the complaint register.

Regards,  
Hostel Wardens  
Rohit Dwivedi  
Kirti Chaubey



Communication Flowchart for reporting indiscipline in hostel by the Warden

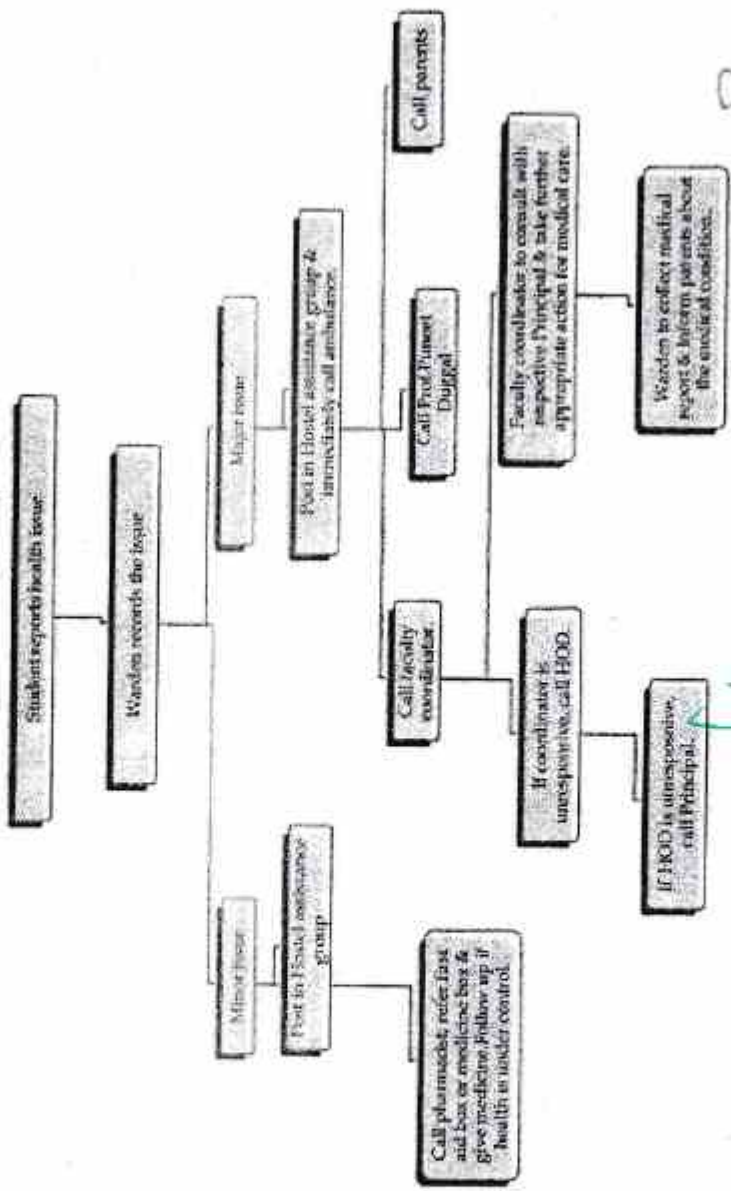


*Handwritten signature*  
13/12





Complaint on Hostel for reporting health issue in hostel by the students



21/12/21  




## SOP- Institute System Policy

Indore Institute of Science & Technology  
Indore Institute of Pharmacy  
Indore Institute of Management & Research

Date : 06-June-2018

### SOP- Institute System Policy

**Purpose:** The purpose of this Standard Operating Procedure (SOP) is to form guidelines and procedures to be adopted for New Computer Systems & IT Equipment Purchase and Upgrade.

1. New Purchase should be of Latest Technology.
2. Warranty 3 Years or else max possible.
3. First Major Upgrade 5 to 7 Years after purchase of the system.
4. Second Upgrade 10 Years after the purchase of the system and follows Annexure -1.
5. After 10 Years follow Annexure -1

*M. K. Singh*  
System Administrator

*V. K. Singh*  
Principal  
IIST  
Indore Institute of Science and Technology, Indore

*Arjun Singh*  
Principal  
IIP  
Indore Institute of Pharmacy, INDORE (M.P.)

*Dr. J. K. Singh*  
Principal  
IIMR  
Indore Institute of Management & Research, Indore

**APPROVED**  
*Arjun Singh*  
DG Sr (Director General)  
For Shail Educational & Welfare Society

*R. P. Singh*  
GM Finance  
(General Manager Finance)  
For Shail Educational & Welfare Society



## Work Request Form for Workshop Work



INDORE INSTITUTE OF SCIENCE AND TECHNOLOGY

Discipline of mechanical Engineering

(Work shop)

### WORK REQUEST FORM

Name of Requester:- \_\_\_\_\_

Designation of Requester:- \_\_\_\_\_

Name of Requesting Department / Section /Institute:- \_\_\_\_\_

Consumables to be provided by:- \_\_\_\_\_

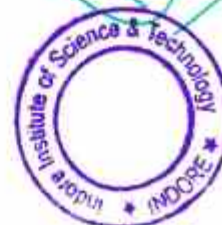
**\*For IIST Indore community:** - Except for the purpose of UG Teaching, All the CONSUMABLES (such as Raw material, Cutting Tools, Dielectric, Electrolyte, etc.) are to be provided by the Requester.

**For others:** All the consumables can either be provided by the Requester or can be arranged by the work shop depending upon the nature of work /project.

### DETAILS OF THE WORK REQUESTED

S.NO	Complete Description of work to be done	Required Completion date	Quantity	Estimated cost(Rs.)

Signature of the requester with Date:- \_\_\_\_\_



## DETAILS TO BE PROVIDED BY ASSISTANT SUPERINTENDENT (Work Shop Incharge)

1. Name of machine's Assigned:- \_\_\_\_\_

2. Details of consumables Required :-

S.No	Name and details of the Consumables Required	Quantity R,	Total cost

3. Name of machine operator's & ins. Assigned:- \_\_\_\_\_

4. Total man Hours required:- \_\_\_\_\_

5. Total cost of the Work Requested (Rs.):- \_\_\_\_\_

Signature of Work shop superintendent

Signature of dean



System Maintenance form

Form No. 163

System Maintenance Report

User Name <u>Rati Gupta</u>	Department <u>CSE</u>	System Name <u>C-658</u>
System Model <u>13</u>	IP	MAC
Date of Receive <u>20/1/22</u>	Date of Deliver <u>20/2/22</u>	

Previous Installed OS :-  
 Windows XP  Windows 7  Windows 10  Any Other

Issue/Problem :-  
 OS Corrupt  M.B. Failure  HDD Failure  RAM Failure  SMPS Failure  SATA Cable  CMOS Battery  
 Other

Action taken :-  
 OS Install  M.B. Replace  HDD Replace  RAM Replace  SMPS Replace  SATA Cable Replace  
 CMOS Replace  Other

Current Install OS :-  
 Windows XP  Windows 7  Windows 10  Any Other

OS Activate :-  Yes  No  
 Driver Install :-  Yes  No  
 Windows update :-  Yes  No  
 Antivirus :-  Yes  No  
 Antivirus Update :-  Yes  No  
 System Scan :-  Yes  No  
 Firewall :-  On  Off  
 Browser Update :-  Yes  No

Required Application Install :-  MS Office  Acrobat  Winrar  VLC  Java  
 Version :-

Any Other

Browser :-  Mozilla Firefox  Google Chrome  Internet Explore  
 Version :-

Other Peripherals Failure :-  Monitor  Keyboard  Mouse Other

Rati Gupta  
User Sign.

Nitin  
System Administrator  
System Administrator

Kamal K. Sarsani  
Attended By  
Name & Sign.

IST/IIP/IIMR



Form No. 2022-23/167

System Maintenance Report

User Name <u>Net Lab</u>	Department <u>CSE</u>	System Name <u>C-108</u>
System Model <u>G645</u>	IP	MAC
Date of Receive <u>16/11/22</u>	Date of Deliver <u>16/11/22</u>	

Previous Installed OS -  
 Windows XP  Windows 7  Windows 10  Any Other

Issue/Problem -:  
 OS Corrupt  M.B. Failure  HDD Failure  RAM Failure  SMPS Failure  SATA Cable  CMOS Battery  
 Other \_\_\_\_\_

Action taken -:  
 OS Install  M.B. Replace  HDD Replace  RAM Replace  SMPS Replace  SATA Cable Replace  
 CMOS Replace  Other \_\_\_\_\_

Current Install OS -:  
 Windows XP  Windows 7  Windows 10  Any Other

OS Activate -:  
 Yes  No  
 Driver Install -:  
 Yes  No  
 Windows update -:  
 Yes  No  
 Antivirus -:  
 Yes  No  
 Antivirus Update -:  
 Yes  No  
 System Scan -:  
 Yes  No  
 Firewall -:  
 On  Off  
 Browser Update -:  
 Yes  No

Required Application Install -:  
 MS Office  Acrobat  Winrar  VLC  Java  
 Version -:  
2016       
 Any Other \_\_\_\_\_

Browser -:  
 Mozilla Firefox  Google Chrome  Internet Explore  
 Version -:

Other Peripherals Failure -:  
 Monitor  Keyboard  Mouse  Other \_\_\_\_\_

User Sign.  
[Signature]

[Signature]  
System Administrator  
System Administrator

[Signature]  
Kamal Anasari  
Attended By  
Name & Sign.

IST/IT/INR



## Laboratory Maintenance Policy

1. Each laboratory has a Laboratory in-charge who is responsible for its maintenance.
2. Every day in the morning all the laboratories are swept and mopped, properly by the dedicated cleaning staff.
3. All the laboratories are provided with the dustbin.
4. To maintain the record of equipment's and their repair maintenance, Maintenance register, which is available in the laboratory.
5. Consumable equipment record is maintained by the lab assistant.
6. All the laboratories have internet connectivity.
7. Right procedures are followed while starting and shutting down the computer.
8. Servicing of equipment's is done by qualified personnel only.
9. All other facilities like printers and scanners are available in sufficient numbers.
10. Laboratory timetable is displayed in each lab.
11. List of experiments of the subjects is displayed by the respective subject in charge.
12. CCTV cameras are installed in most of the lab.
13. In case of any damage or theft the matter is first conveyed to the HOD by the lab in charge and then further required action is taken.
14. Power cables are properly insulated and laid away from pathways.



The maintenance of laboratories for various departments is furnished below.

## COMPUTER PROGRAMMING LABORATORIES

1. Set up weekly updates or automatic updates for computer software.
2. Installation of antivirus program on the computers
3. Back up of computers on a regular basis
4. Hard disc clean-up and defragmentation utilities regularly
5. All computers are checked for applications at the start of semester.
6. Frequent maintenance of computers, AC, Printer, and other equipment every 6 months or as and when required.
7. Software license renewal is done as per the license period.
8. Turn off all computers by selecting the shutdown option on the desktop.

## MECHANICAL ENGINEERING

All the labs in the department are very well equipped with all the equipment/instruments/machines required to conduct every experiment given in the curriculum and beyond. All the labs are equipped with good technical support staff available during working hours and beyond (as and when required).

1. All electrical equipment and installations are checked at start of semester.
2. All mechanical & electrical machines are inspected at the start & mid semester.
3. Fire extinguishers are recharged after expiry date.
4. All computers are checked for applications at start of semester in CAD lab.
5. License renewal is done for the software as per the license period in CAD lab.
6. Water sump is cleaned at the regular interval in Thermal Lab.





7. Calibration of equipment is done every academic year.

## CIVIL ENGINEERING

All the labs in the department are very well equipped with all the equipment /instruments/ machines required to conduct every experiment given in the curriculum and beyond. All the labs are equipped with good technical support staff available during working hours and beyond (as and when required).

1. All computers are checked for application at start of semester.
2. License renewal is done for the software's as per the license period.
3. Calibrations of dial gauges are done for every academic year.
4. The Equipment's are tested for its working condition in starting and mid of the academic year.
5. Fire Extinguishers are recharged after expiry date.
6. All the equipment is tested before going to work in field.
7. The painting to the equipment done to prevent from corrosion.

## ELECTRONICS AND COMMUNICATION ENGINEERING

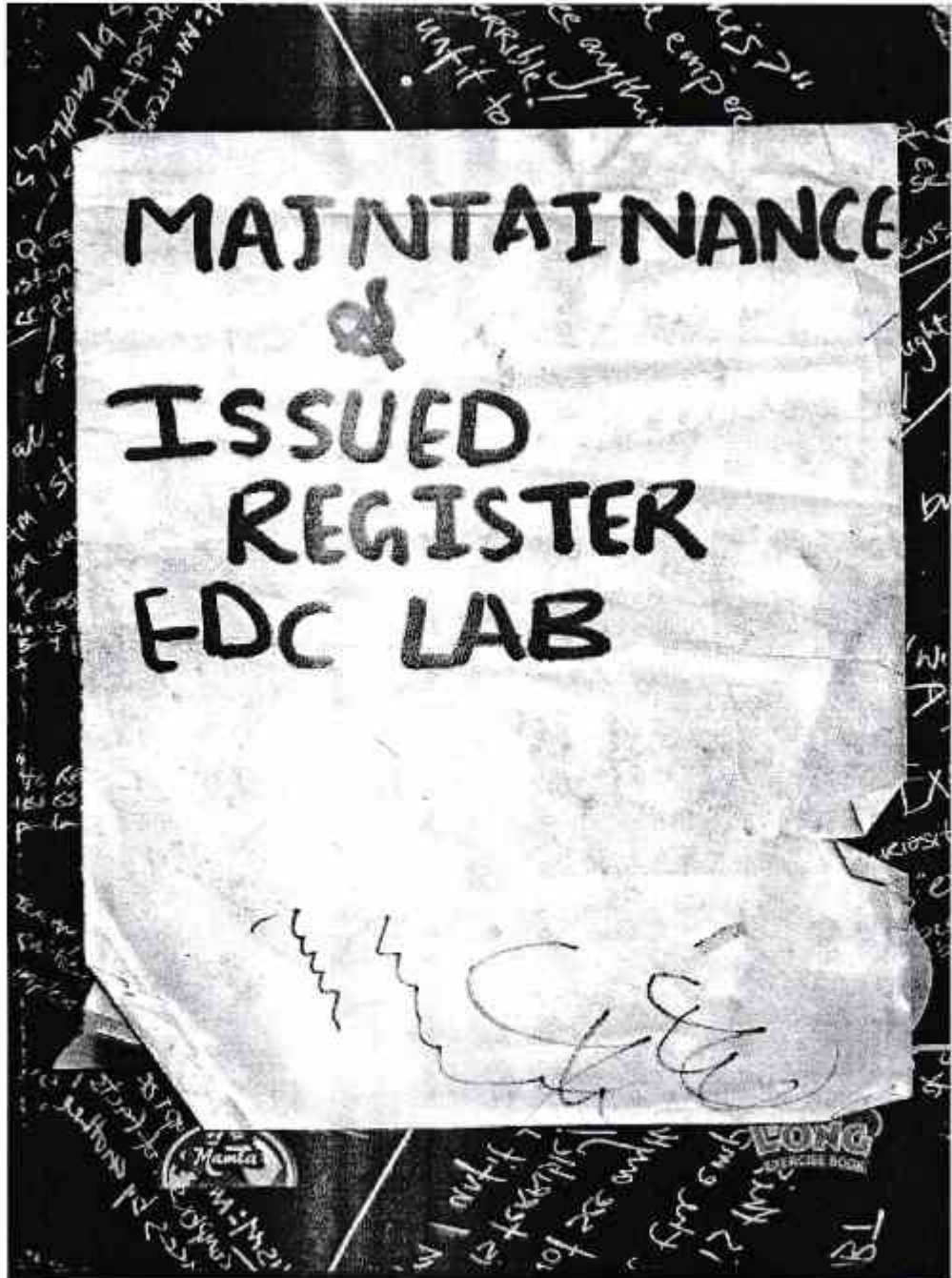
Students are given instruction in handling the equipment/system/component before the conduct of experiment during their lab sessions to maintain equipment/system/component in good condition and the maintenance of labs is depicted as follows:

1. Regular checking of Meters, Cathode Ray Oscilloscope (CRO) and Function Generator (FG) are being carried out and calibration is also done for every month.
2. Components are tested using Digital Multi Meter (DMM) and faulty components are replaced.
3. Linear & Digital ICs are checked using IC Testers and faulty components are replaced.
4. Regular checking of Digital Trainer Kit, Linear and Digital Power Supply will be done for every month.
5. Regular checking of ICs in trainer kits 8085, 8086 and 8051 are done. Then faulty ICs are replaced.
6. Hard disc clean-up and defragmentation utilities are done regularly.



7. Maintenance of computers, AC and kits are done regularly.
8. Turning off all computers by selecting the shutdown option on the desktop.

**Laboratory Sample Maintenance and Issue Register**





DATE: \_\_\_\_\_  
PAGE: \_\_\_\_\_

MAINTENANCE  
RECORD FOR  
EDC LAB



Serial No.	Date	Item Description	Probl
1.	24/09/2012	Half wave and full wave rectifier	diode clara
2.	24/9/2012	MOSFET characteristics Apparatus MC-548 TIST/Elex/35	MOSFET clara
3.	24/09/2012	Transistor characteristics with regulated power supply	Not char
4.	27/09/2012	Zener diode characteristics Apparatus V-1 TIST/Elex/24	Prot work
5.	12/10/2012	MOSFET characteristics Apparatus	Repla plug
6.	12/10/2012	Transistor characteristics	Repla plug
7.	12/10/2012	Zener diode	Repla plug
8.	12/10/2012	P-n junction diode	Repla plug
9.	10/12/2012	CRO - Scientech 20MHz oscilloscope 201 S.No. 020119177	vertical control workin
10.	10/12/2012	Study of add subtractor	Not working
11.	10/12/2012	study of A.B Push Pull Amp <sup>r</sup>	Not work



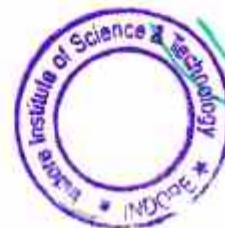
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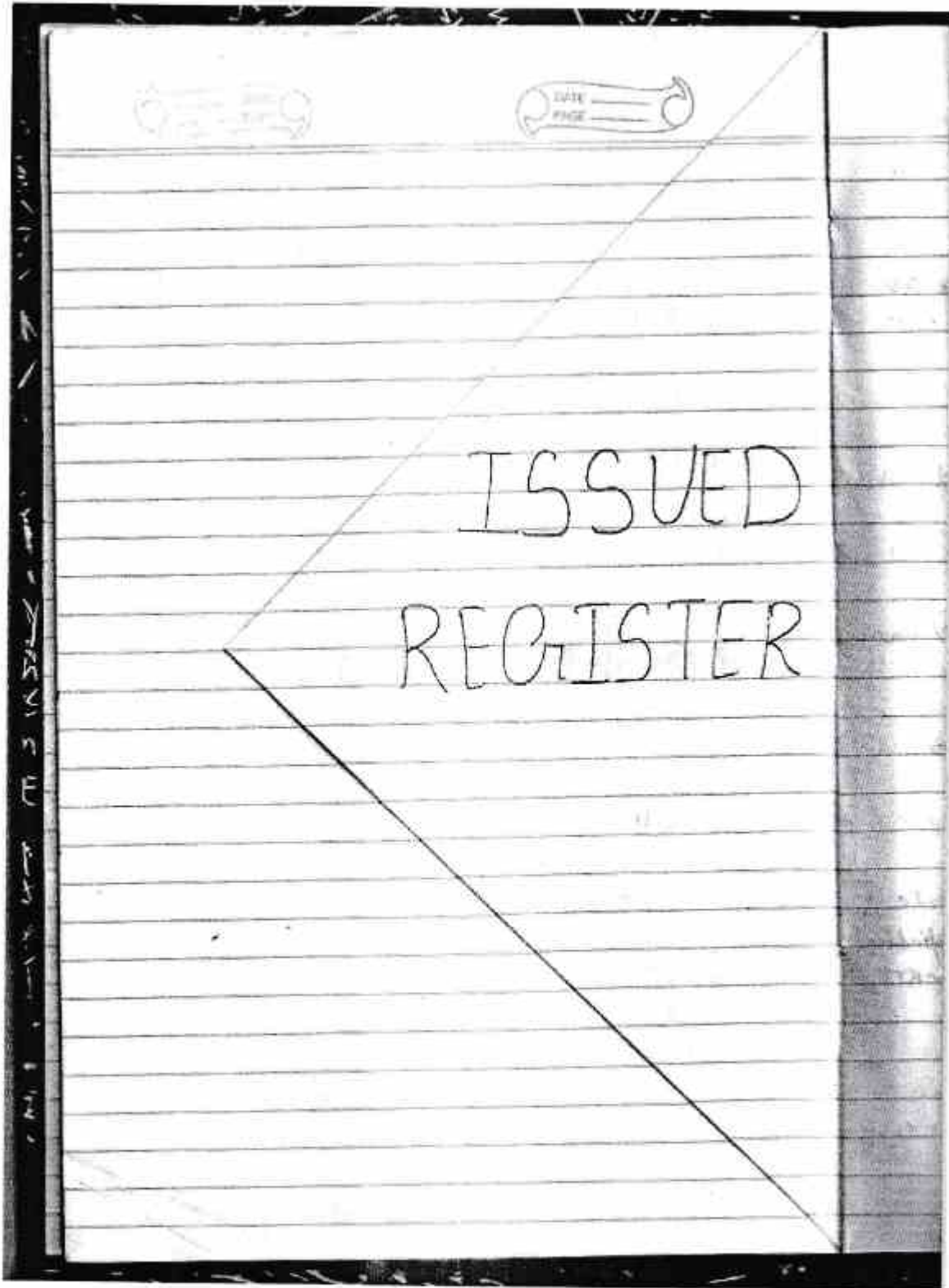
Problem	Attended by	Present condition	Remarks	Sign.
diode	Mr. Shivsharma	working		[Signature]
class	Mr. Shivsharma	working condition		[Signature] 10/10/12
Not working	Ms. Shivsharma	working	change Transistor and regulated T.C.	[Signature] 26/11/12
Not working	Ms. Shivsharma	working	fast replace pot	[Signature] 27/9/12
Repla plug	Mr. Shivsharma	working		[Signature] 12/10/12
Repla plug	Mr. Shivsharma	working		[Signature] 12/10/12
Repla plug	Mr. Shivsharma	working		[Signature] 12/10/12
Repla plug	Mr. Shivsharma	working		[Signature] 10/12/12
vertical position	Mr. Shivsharma	working		[Signature] 10/12/12
Not working	Mr. Shivsharma	working		[Signature] 24/2/13
Not working	Mr. Shivsharma	issued to for repairing		[Signature]



S.No.	Date	Item Description	Problem
(47)	8/6/2022	UJT characteristics Apparatus trainer	Connect Part no Waste
(48)	13/08/2022	Digital Trainer kit	output work
(49)	20/9/2022	multimeter	A-me te work
(50)	29/9/2022	Encoder decoder	output work
(51)	2/12/2022	patch card	Re Pa
(52)	3/12/2022	Transistor Trainer kit	Volt nut
(53)	3/12/2022	KVL/KCL kit	A-me te
(54)	3/12/2022	FET trainer kit	Volt nut
(55)	18/03/2023	Solar kit trainer & photocell Kit Report	Re
(56)	20/03/2023	<del>Solar kit</del>	
(56)	6/04/2023	multimeter (4011) No. 6	Report
(57)	12/04/2023	multimeter battery charge-1 BEEE Lab	Report
(58)	10/05/23	Five Museum	
(59)	11/05/23	PN junction trainer	Repa

Problem	Attended by	Present Condition	Sig.
Connecting Post not work	Mr. Anil Verma	Working	21/6/22
output not working	Mr. Anil Verma	working	21/6/22
A-meter not working	Mr. Anil Verma	working	
output not working	Takkar Singh	working	
Repairing	Gaurind Hanatia	working	
Volt meter not working	Gaurind Hanatia	working	
A-meter not working	Gaurind Hanatia	working	
Volt meter not working	Anil Verma	working	21/6/22
Repairing	Anil Verma	working	21/6/22
Repairing	Anil Verma	3 working 3 not working	21/6/22
Battery	Anil Verma		21/6/22
Repair	Anil Verma		21/6/22







S.No.	Date of Receiving	Material or Item Detail	Name
1.	30/09/2012	Zener diode or PN Junction Kit	Recd
2.	10/10/2012	Multimeter	Gift
03	10/01/2013	Bread board	Anoop
04	22/02/2013	Multi meter	Msa V
05	30/03/2013	Transistor character Kit	Recd
06	15/04/2013	Multimeter	Recd
07	22/07/2013	Multimeter	Gift
08	30/11/2013	Diode, LED, Zener Diode, Ceramic Capacitor, Cylindrical Capacitor, Transistor BJT, wires.	Na
09	30/12/2013	Power Supply, Mo HL, Zener Diode, Res 4 wire	Na



DATE \_\_\_\_\_  
 PAGE \_\_\_\_\_

Item	Name of faculty or Student	Year/semester	Signature
r PV Kis	Reena Tamwar	Lab Asst.	30/8/2012 Reena
	Hiramanani	II <sup>nd</sup> yr / III <sup>rd</sup>	Hiramanani 06/10/2012
d	Anoop Kumar	III <sup>rd</sup> yr / III <sup>rd</sup>	Anoop 08/09/2013
	Mrs. Veena Tiwari	Faculty	Veena 20/02/03
charman	Reena Tamwar	Lab Asst.	25/02/2013 Reena
201	Reena Tamwar	Lab Asst.	8/04/2013 Reena
21	Ankit Tiwari	Lab Tech	Kiwar 20/07/2013
Diode , Cylindrical diode BJT,	Hanshi Sharma	CS-2	Hanshi 27/01/2013
2 ME. Res. 4/2012	Amiteshwar Sharma	EC-2	Amiteshwar 28/12/2013



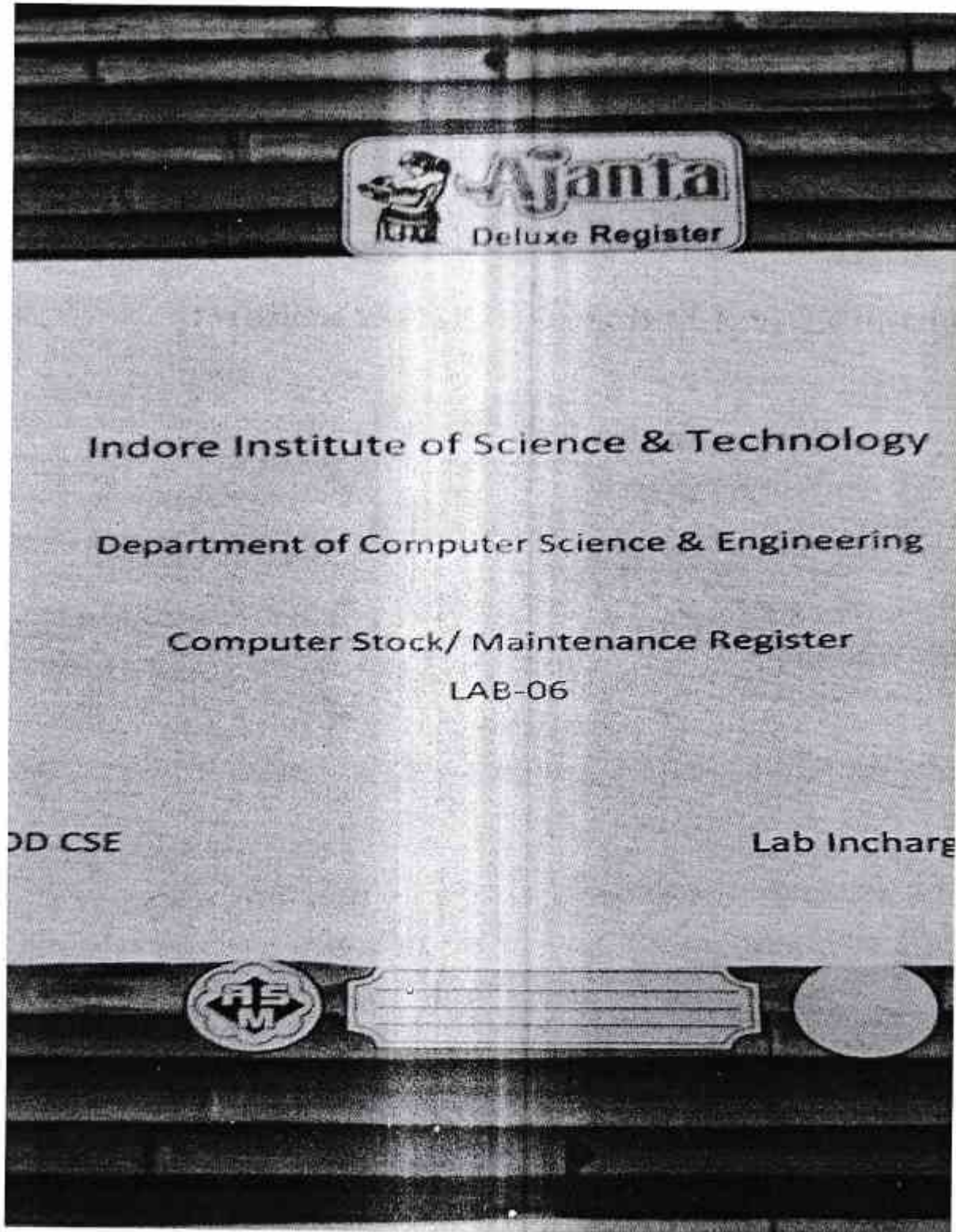
S.No	Date of Issue	Item Details	Name of student
1	29/08/2023	8 hour meter	
2	- 11 -	Bombus wire 3 meter	Harshvardhan
3	- 11 -	Soldering wire 3 meter	Yash
4	- 11 -	Chassis - 4	
5	- 11 -	DPT Switch - 2	Scope - 1
6	3/10/2023	Glossy paper - 2	Rihika, Rishika
7	- 11 -	USB - type - D	Nisaj, Anshu
8	11/10/23	Glossy paper	Divyanshu, Jyoti
9	12/10/23	Glossy paper	Sanjani, Sarika
10	16/10/23	Glossy paper	Jaydeep Singh, Hr
11	17/10/23	PCB, Glossy paper	Sumit - Gupta, Rohit
12	17/10/23	Glossy paper	Anjana, Uttam
	18/10/23	Glossy	Suman
	19/10/23	PCB	Kashish, Rajan
	20/10/23	glossy p	Durgesh, Supriya
	26/10/23	glossy paper	Naima, Abhir



Name of student/s. tabs/faculty	year sem	Delusion Date	Signat
Haashvardhan jaiswal yashraj prajapati Scopus material	2nd year (EC)		Yashraj
Ritika, Poshika, Shreyas Nisraj, Anshu, Prashant	4th year 4th year		Ritika Anshu
Divyanshu, Jay, Vishal	4th year		Divyanshu
Sanjana Sen, Rounak gadwal	3rd year		Sanjana
Jaydeep Singh, Hemant Bhargava	3rd year		Jaydeep
Sumit - Lupta, Rohit Samra, Naina Ahire	3rd year	19/10/23	Sumit
Anjana, Uttam	3rd year		Anjana
Samrath	3rd year		Samrath
Krishna, Rajendra, Manish	3rd year	25/10/23	Krishna
Durgesh Supte	3rd year		Durgesh
Nainer Ahire	3rd year		Nainer



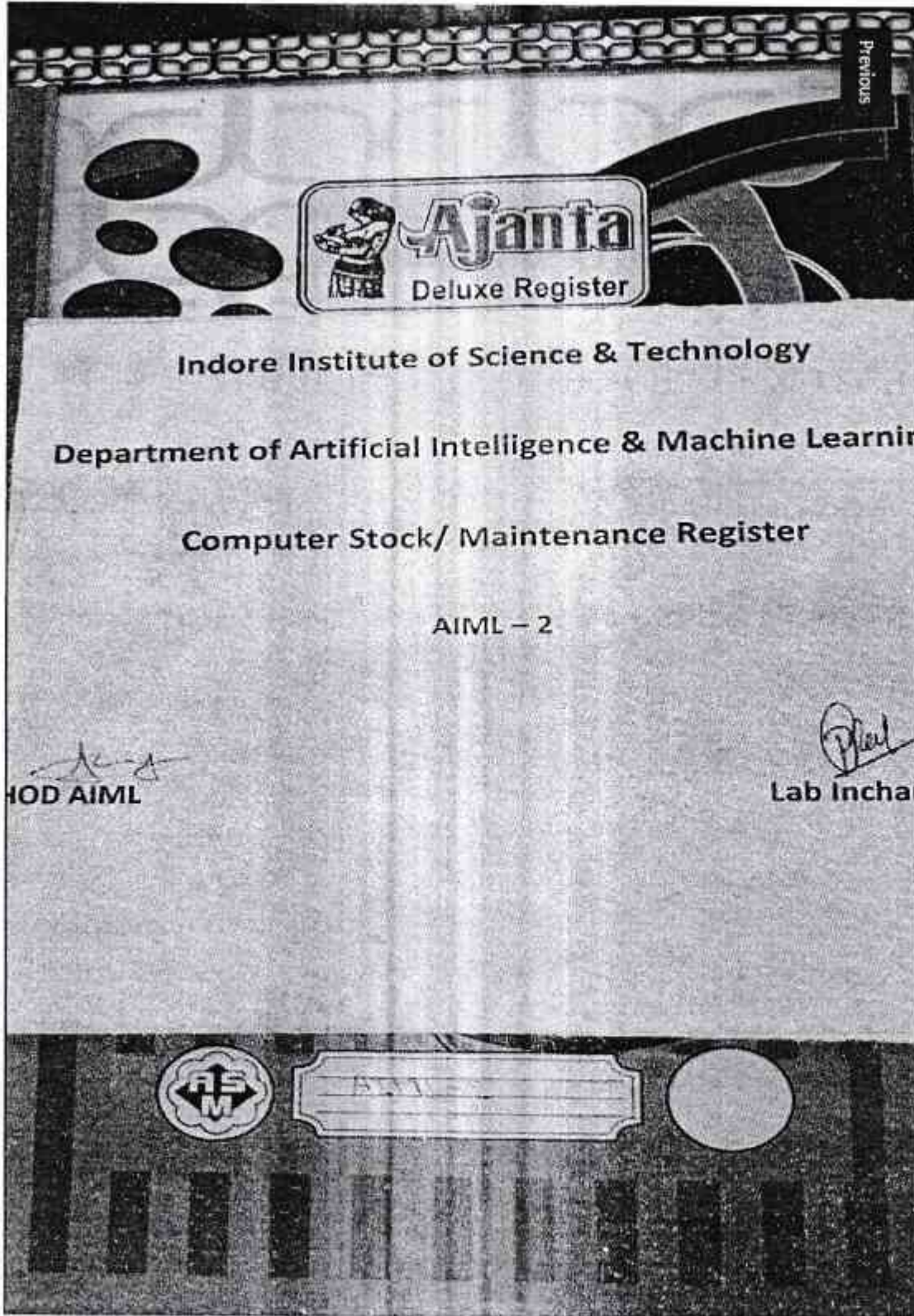
**Computer Laboratory Sample Maintenance Register**



IIST/CS/COMP/C-782

Date	Problem - Identify & Action	Status
3/11/2022	Configure window, IntelliJ, MS office, JDK, VS Code, Android, Netbeans, Chrome, Mozilla Firefox.	Working properly
	<del>Windows System Administration</del>	





3287 / comp / 914

Page 1

Date	Problem identified and Action taken	Stat
------	-------------------------------------	------

4-12-22	Configure Window Install software MS office 365, JRE, VS code Tableau Android studio	OK
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## Library usage guidelines General maintenance

Library usage guidelines General maintenance is carried out by Library Assistants.

1. The maintenance of the library is done by the library staff.
2. A utilization register / software is used for maintaining the library usage
3. The library staff will make the entry of the issue, return, renewal of books in library using software.
4. The library stock is periodically maintained.
5. The library staff will list down the new books to be installed in the library and on the permission from Principal and approval from management it is updated in the library.
6. As per the Head of the Department's recommendation, the new technical books are also updated in the library periodically.
7. Due dates are monitored regularly.
8. Any discrepancy in the return of book, fine amount is collected from the students and faculties.
9. After reading newspapers, journals, or special reports, they are kept in appropriate places.
10. Library staff provides the login for access to e-journals.

## RO Water Maintenance

1. The plumber replaces all filters every 6-9 months or a maximum of 12 months.
2. Replace RO membrane is done every 24-36 months.
3. Sanitization of the water tanks is done every year.
4. The plumber cleanses and re-assemble the plumbing pipes every 2 years.
5. The plumber replaces and buy new parts whenever necessary.
6. The pressure nozzle is checked at regular intervals.

## Bus Maintenance

1. The driver checks the tire pressure at the start.



2. The driver inspects the lightbulbs throughout the vehicle.
3. The cleaner wipes and clean the seats with a damp rag or cloth.
4. The driver checks the fuel level of the bus at the start.

## Sports Maintenance

Sports complex Indoor and Outdoor Games Equipment, Courts, Playground and Gym are maintained by Dean, Department of Sports. The damaged Sports materials are immediately replaced with new ones.

1. The grounds are maintained at regular intervals by the rollers.
2. The grounds are marked periodically.
3. The gym equipment is cleaned and lubricated properly.
4. The sports equipment is checked and serviced at regular intervals by physical education director.

