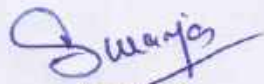


Policy Document of Cleanliness Committee

Cleanliness Committee of Santaji Mahavidyalaya has following objectives to maintain cleanliness in the college premises:

1. To monitor thorough and timely cleaning of Classrooms, Staffrooms, Offices, Auditorium, Library, Conference room, Common room, Rest rooms, Dining room, Canteen, Washrooms, Garden area and Parking area.
2. To get the solid waste collected from Classrooms, Staffrooms, Offices, Auditorium, Library, Conference room, Common room, Rest rooms, Dining room, Canteen, Washrooms, Garden area and Parking area from the staff appointed for this job.
3. To get the collected solid waste separated as dry and wet waste from the staff appointed for this job.
4. To get the collect degradable waste from the garden of the institution properly disposed in the compost.
5. To promote paperless communication.
6. To monitor the maintenance of Incinerator in the Girls' Common Room.
7. To fix the issues related to pipeline and drainage system of the college if there is any.
8. To guide all the department heads about proper disposal of waste from their departments.
9. To notify all the students and staff member to maintain the cleanliness in the college premises.


Principal
Santaji Mahavidyalaya
Pt. Jawaharlal Nehru Marg,
NAGPUR-15.

Santaji Mahavidyalaya, Nagpur

COLLEGE HEALTHCARE POLICY

1. Introduction: Santaji Mahavidyalaya, Nagpur promotes the healthy and cordial academic and social atmosphere in the college campus. The healthcare is taken to understand the hygiene and cleanliness atmosphere of campus.
2. Preventive Healthcare is becoming commonplace as today's student is becoming more educated and aware about their health. Therefore, medical check-up is important for the students to maintain their health. It is a part of awakening health consciousness in the college and overall development of students. So, annually we conduct health check-up for all students.
3. College Health care Policy: College Healthcare policy adopted academic atmosphere for all students. Students will be more aware about health issues and cleanliness in the college campus. This policy is for the promotion and encouragement of students to the safe and healthy environment of the college.
4. Preventive Measures adopted by the institute:
 - a. To conduct Health Check-up camp.
 - b. To organize awareness program on safety clinic and Saksham
 - c. To organize awareness program on Safety measures for Safe womanhood
 - d. To conduct COVID- 19 Vaccination Camp.
 - e. To carry out the audit of college canteen
5. Canteen policy:
 - a. To use insect proof screens.
 - b. Staff should use hair cover, gloves and shoes
 - c. Overall cleanliness and hygiene should be maintained in the canteen.
 - d. Proper ventilation should be maintained in the canteen.

6. Constitution of committee:

- a. College has constituted committee to monitor in the college campus. The College healthcare committee was formed on academic session 2016-17. The committee includes the principal of the college as chairperson and one member secretary from among the faculty members from the teaching faculty, two student representative and canteen contractor.

COLLEGE HEALTHCARE COMMITTEE

Chairperson : Dr. Priya Wanjari

Member Secretary : Dr, Prachi Rode

Members : Dr. Neehal Sheikh

: Dr. Shrikant Pajankar

: Dr. Swati Wakode

: Dr. Neerja Harida

: Mrs. Madhura Naidu

Student Representative : 1) Piyush Falake B. C. A. I

: 2) Aditya Singh B. B.A.III

Canteen Contractor : Mr. Shailesh Bhujade

AIMS:

The main aim of the committee is to create awareness and convey to the entire college about their health consciousness and to provide preventive services to all the student.

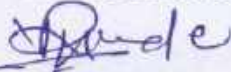
OBJECTIVE:

The students will be able to:

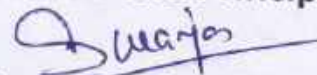
1. Be aware about their health issues and cleanliness.

2. To build their knowledge, skills and positive attitudes about health.
3. Go through regular health check-up.
4. Regular check-ups can help find potential health issues before they become a problem.
5. To carry out audit of college canteen.

Member Secretary


College Healthcare
Committee

Chairperson and Principal


College Healthcare
Committee
Principal
Santaji Mahavidyalaya
Pt. Jawaharlal Nehru Marg,
NAGPUR-15.

4.4.2 Norms for availing Service of Learning Resource Centre

Categories of Membership:

- Heads of the Departments and Permanent faculty members of the Institution.
- Contributory Teachers
- Research Scholars of the Institution
- Research Scholar
- Non Teaching staff of the College
- Post Graduate students , Senior College Students of the college
- External students who enrolled under deposit scheme

Terms of Membership:

- The duration of the membership is for one Academic Year for Students.
- External users term is start at the time of registration (1 yr)
- The duration of the contributory teachers is also for one Academic Year.
- The permanent staff members of the Institution are permanent members of Library.
- Restriction is imposed on the issue of Reference Books.

LIBRARY RULS & REGULATION

- Students should use their Identity Card as a Library Card for Library purposes.
- Every student must possess his/ her Identity Card while making use of the Library facility
- One Book will be issued against Identity Card for a week only.
- Reference material should not be taken outside the Library.
- When Books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Librarian before leaving the Counter.
- Students should write down their Name and Class in Reading Room Entry Register while entering the library.
- In case a Reader loses a book he/ she should replace the book. In case the book cannot be replaced; the current price of the book will be paid by the borrower.
- The college Leaving Certificate or Transfer Certificate will be issued to student only after he/ she has returned all the Library books and cleared all library dues.

Access:

Open Access facilities are provided to faculty, Research Scholar, members of deposit Scheme of external, PG Students (of all faculties).

Finance:

- The Library has been getting the UGC grants since the plan period and has shown a steady development since then (College affiliated under 2F and 12B of UGC norms).
- The Library also has grants various heads like Senior College, Senior No grant, PG Grants every year.
- All the above grants are being utilized as per the recommendations of the Library Advisory Committee.

Budgeting:

The total library budget is allocated to all the departments taking into consideration the following factors.

- Change in the syllabus structures (now as per UGC).
- Inception of new PG Departments.
- Recommendations/Approvals from the heads/staff
- Demands of the beneficiaries (though the laid norms are usually followed)
- Other important criteria like Reading Room etc.
- Furniture /Equipment/Binding and other miscellaneous expenditure.

Selection:

- Reading Resources are selected on recommendation of the Library Advisory Committee /Heads /Staff etc.
- On Approvals and by visiting exhibitions and fairs
- Through publishers lists and other important catalogues.

Accession, Processing and Lending:

- Documents are generally accessioned after the receipts and checking of documents, bills etc within a fortnight though, at times the process is delayed due to other preoccupations.
- Once accessioned the documents are classified and catalogued (now, the LIBMAN software).
- Documents completely processed are shelved and put to use
- Documents are lent to the beneficiaries as per the rules of the LRC.

Circulation

- **Book Bank Scheme:** Three books are issued to first three toppers of each class and two books will be issued to two economically weak students in a class under this scheme.

- **Deposit Scheme:** The student is issued four books on deposit for the exam after clearance.
- **Deposit Scheme for External Students:** Those who are not the student of the college but want to issue the book from our library can also be enrolled under this scheme and issue the book.
- **Issue Scheme for Competitive Exam Aspirants:** Those who are preparing for a competitive exam can issue two competitive exam books under this Scheme.
- **Issue Scheme for Research Scholars:** Five books are issued under this scheme to Research Scholar to our college
- **Issue Scheme for Physically Disabled Students:** Those who are physically disabled can enroll under this scheme and can issue three books.

Inter Library Loan:

- This facility is Inter Institutional and carried out after sign the MOU.
- The library has lent and borrow the books for our students from that institution
- Books which are out off print but prescribed in syllabus, Costly References, limited copies of particular books .in this situation we borrow the books from other institution.

Extension Activities /Orientation

- The LRC conducts orientation for fresher
- Dr. Ranganathan's Birth Anniversary is celebrated every year on 9th august and guest lecture as well as various completions organized on that occasion.
- The LRC conducts Information Literacy Training for Lecturers, PG Students and Non Teaching staff.
- Counseling is provided to students doing research, projects and for other competitive exam and competitions.
- Reading Inspiration day (15 Oct) is celebrated every year in the memory of Dr. A.P.J. Abdul Kalam. On this occasion organizes book exhibition or Book Review Completion.

Stock Verification/Weeding:

- Stock verification and weeding carried out in 2010
- SV is conducted by Library Advisory Committee with the help of Library staff during April-May after Ten years.
- Documents lost are put before the LMC and a resolution is passed to write off the same.
- Documents (mutilated, torn, brittle etc) and those out of syllabus are weeded as above.
- A written record has been maintained for all the Reading Resources written off and weeded.

Modernization:

- The LRC has eight nodes for library inhouse operations and IT Hub.
- Library is fully automated
- The library has Cloud based Libman Software.
- OPAC, Web OPAC, MOPAC, presently are in working.
- Library services and online resources can be remotely access.
- The information and e-resources access remotely by Google Group, Whats App Group and E-mail

Annual Report:

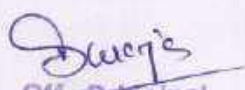
- Is maintained of all the Library operations every year (except a few areas).
- A report is also incorporated in the College Magazine.

Institutional Repository:

The LRC has prepared the Repository to store and disseminate the own publication as well as other reading material. DELTA, Utkarsh Magazine, SMV Bulletin, Syllabus, Question Paper, Question Bank, Project List, Recorded Books etc. can be accessed through Institutional Repository.

Braille Section:

LRC gives full attention toward our Special Reader (VI,PH,etc). For visually impaired student we have created the Braille section. Computer, Headphone, ABRAR Device, Braille Script Magazine Audio Books we provide in that section.


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 Pt. Jawaharlal Nehru Marg,
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SANTAJI MAHAVIDYALAYA

Wardha road, Nagpur.

DEPARTMENT OF BIOTECHNOLOGY

❖ Standard Operating Procedure

I. Laboratory equipments

➤ Provide

- Basic information regarding various parts of commonly used laboratory equipments.
- Basic information regarding use of equipments.
- Information regarding maintenance of laboratory equipments.

II. Cleaning & Disinfection

➤ Provide

- Basic information regarding cleaning of new & reuseable glassware and containers for sample collection.
- Information regarding commonly used disinfectants

III. Cleaning & Disinfection

➤ Provide

- Information regarding various equipments & methods used for sterilization.
- Basic information regarding preparation and procedure for sterilization.
- Precautions & quality control to be observed in sterilization procedure.

IV. Waste management

- Basic information regarding collection, segregation & disposal of waste.

V. Safe laboratory practices.

➤ Provide

- information regarding various biosafety levels.
- To provide information regarding standard precautions and safe laboratory practices.

VI. STAINING TECHNIQUES

➤ Provide

- Information regarding commonly used staining procedures.
- Basic information regarding preparation of various stains

VII. BACTERIOLOGICAL MEDIA

➤ Provide

- Basic information regarding different types of media and their use.
- Method of preparing different laboratory media.
- Basic information regarding culture techniques.
- Method of processing cultures.

VIII. Antibiotic susceptibility testing

➤ Provide

- Basic information regarding method of antibiotic susceptibility testing.
- Interpretation , quality control & quality assurance of antibiotic susceptibility testing.

- Antibiotics recommended for use against different organisms for various samples.

IX. Collection of specimens

➤ Provide

- Information regarding proper collection of specimens from various sites.
- Basic criteria of acceptance and rejection of specimens.
- Basic information regarding proper transportation of specimens.

X. SEROLOGY

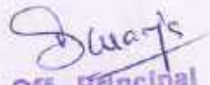
➤ Provide

- Information regarding principle and procedure of various serological tests.
- Information regarding interpretation of results.

XI. Bacteriological examination of water

➤ Provide

- Information regarding collection & transportation of water from various sources.
- Processing of samples & interpretation of results.


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DEPARTMENT OF MICROBIOLOGY

❖ Standard Operating Procedure

I. Laboratory equipments

➤ Provide

- Basic information regarding various parts of commonly used laboratory equipments.
- Basic information regarding use of equipments.
- Information regarding maintainance of laboratory equipments.

II. Cleaning & Disinfection

➤ Provide

- Basic information regarding cleaning of new & reusable glassware and containers for sample collection.
- Information regarding commonly used disinfectants

III. Sterilization

➤ Provide

- Information regarding various equipments & methods used for sterilization.
- Basic information regarding preparation and procedure for sterilization.
- Precautions & quality control to be observed in sterilization procedure.

IV. Waste management

- Basic information regarding collection, segregation & disposal of waste.

V. Safe laboratory practices.

➤ Provide

- information regarding various biosafety levels.
- To provide information regarding standard precautions and safe laboratory practices.

VI. STAINING TECHNIQUES

➤ Provide

- Information regarding commonly used staining procedures.
- Basic information regarding preparation of various stains

VII. BACTERIOLOGICAL MEDIA

➤ Provide

- Basic information regarding different types of media and their use.
- Method of preparing different laboratory media.
- Basic information regarding culture techniques.
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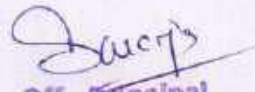
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➤ Provide

- Information regarding collection & transportation of water from various sources.
- Processing of samples & interpretation of results.


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Policy for Maintain of sports Material

Well-equipped Gymnasium. In Gymnasium the college has multi-Gym, cross trainer, Twister, cycles, weight plates, dumbbells, rowing machine. The games that are played in the college Cricket, Basketball, Athletics, Taekwondo, Kabaddi, Volleyball, Badminton, Handball Football, Mini Golf etc. Sports Equipment as well as fitness related equipment are made available for all these games to the students. Gymnasium facilities are available for students and teachers.

Badminton, Volleyball, Handball, Basketball or any other Sports Equipment is issued to the students.

Yoga, Art of leaving, Meditation related facilities and training is given to the Department of Physical Education.

The teacher of Department of Physical Education keeps a well-maintained record of all the sports equipment. Procurement of new equipment is done by a proper procedure. The equipment are purchased according to the requirement of the teams that practiced for the Inter College, State, National and other.

A physical director is appointed for utilization and maintenance of the Institutes sports facilities.

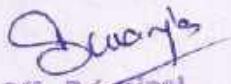
Following indicate the standard procedure adopted for utilization and maintenance of the institute sports facilities.

- 1) Physical Director-Maintenance and utilization of the sports facilities of the institute.
- 2) Gymkhana- Looks after the sports facilities of the Institute Motivating students towards sports event.
Arranging Interdepartment and Intercollegiate sports activity Maintaining records of sports activities organizing student's event.
- 3)Purchase- Purchase of new sports equipments Maintenance of sports facilities.

Physical Director of the Institute looks after the sports facilities and activities. The sports equipments are issued to the students as per the schedule of the events. Preventive maintenance measures are taken in time Sport Director is responsible for keeping the record of utilization of sports facilities, activities held honor for the student etc.

Sports facilities have been established for various games includes team and individual games to ensure the focus of the institute is providing extra curricular activities to the students. Physical Director involving in the maintenance of Sports Equipment and periodically inspects the conditions and every year sends the consumables list and sports requirements list to the Principal.

Sports Director looks after maintaining the Sports equipment. Sports competition for students at intra and Intercollegiate level. For Holistic development, student are encouraged to participate in the competitions. The celebration of the International Yoga Day has become a regular affair and may students and staff participate in the same.


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Santaji Mahavidyalaya, Nagpur

Learning Resource Centre

Policy for maintenance and disposable of books

Maintenance of Books:

The maintenance of library material involves continuous monitoring of the stack room, displaying of new material on the display racks and arrangement of the books and periodicals on the shelves after use. Besides these, the material has to be dusted and cleaned at periodic intervals. The periodicals, damaged and torn books have to be bound. The old and obsolete documents which are no longer in use have to be withdrawn from the stacks. This also includes physical care of the books, that is, the protection of books from sunlight, dust, insects, fungi, moisture and heat. The documents get damaged by dust/dirt, heat, dampness and insects. They have to be, therefore, cleaned with neat and clean soft dusters or cloth pieces. Vacuum cleaners can also be used to suck the dust from the books.

Maintenance work consists of:

- Shelving and re-shelving:
- keeping books and materials in order and maintaining cleanliness in the shelves and stack rooms,
- Supervision of the collection,
- Conservation and preservation of materials including repairs, binding, pesticide
- Stocktaking and weeding, and
- Security of library material
- Digitized copies, especially if the item is beyond preservation treatment or repair.

Weeded Out Policy of the Library:

The books are weeded out due to following reasons:

1. Multiple copies of superseded editions.
2. Multiple copies of texts purchased for taught courses but no longer in use
3. Duplicates in poor condition or little-used
4. Lost book by the Reader.
5. Non received books from the borrower.

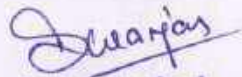
6. Damaged Books and journals due to rain and insect.
7. The books of the old syllabus etc.

The Procedure to weed out the books and other reading material:

1. The librarian makes the list of books with reason, which have to be weeded out.
2. The list is put before the library Advisory Committee. They check the list and verify the book condition.
3. Then the President of the committee approve the proposal of weeded out books, and suggests the method for disposable books,

Policy for disposable of books:

1. The tore books should sale to garbage scavengers or recycling plant.
2. Well condition books should donate to the Orphanage and needy Students, small Schools and Libraries.
3. Sale books to legitimate book dealers only.
4. Sale books to the public directly through the Used Book Fair Exhibition.
5. For discards, follow the Library Advisory Committee guidelines for physical disposal


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SANTAJI MAHAVIDYALAYA
Wardha Road, Nagpur

ENERGY USE AND CONSERVATION

SOP (Standard Operating Procedure)

1. Use of LED Bulbs In College:

Principal's office, office of IQAC, Administrative office, Library, Guest Rooms, Indoor Stadium, Language lab, Computer Labs, Science Labs, Departmental Offices have LED bulbs to save and conserve energy.

2. Conducting Energy Audit:

Energy audit of consumption of electricity in the college is conducted every academic year. The objective of this audit is to identify the extent of energy consumption and find appropriate strategies of conservation.

3. Equipment:

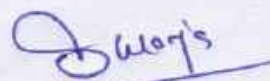
- i. Computers, monitors, copiers, printers, and other equipment should be turned off at the end of the day when not being used.
- ii. All plug-in devices, including cell phone chargers and other charging devices, should be unplugged when not in use.

4. Recycling:

- i. Use double side printing wherever possible.
- ii. Recycling of electronic waste (computers, monitors, machines, etc.) will be managed by the computer department.
- iii. Choose paperless communication, transactions and publications whenever possible.

5. Education:

- i. Students and staff should be educated about energy conservation.
- ii. Various programs and competitions should be organized to aware students and staff about energy conservation.
- iii. All the college employees, students and teachers should follow the energy conservation rule by switching off the bulbs, lights, fans, ACs, coolers, etc. when not in use.


Principal

Santaji Mahavidyalaya
Pt. Jawaharlal Nehru Marg,
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SANTAJI MAHAVIDYALAYA

Jawaharlal Nehru Marg, Wardha Road Nagpur-15

DEPARTMENT OF CHEMISTRY

Standard Operating Procedures for the Chemistry Laboratory

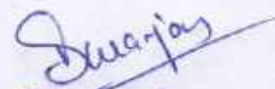
- Type, quantity, and nature of the chemical used. Note that the Safety Data Sheet (SDS) lists important information regarding potential hazards that will need to be considered, such as toxicity, flammability, reactivity, warning properties, and symptoms of exposure.
- Use experimental procedures that include safety measures to reduce exposure.
- Waste collection, storage and disposal of chemicals properly.
- No instruments or any material is to be taken from the laboratory without the express permission of the teachers or laboratory assistant.
- Locate fire extinguisher in proper place.
- For ventilation of toxic gases large windows, exhaust fan was installed.
- Avoid wastage of water.
- Maintain proper distance between working platform to avoid accidents.
- Label all containers to identify their contents. Label all containers to identify their contents.
- Leave chemicals in their proper place.
- Clean up broken glassware immediately.

Safety when handling experiments by students

- Arrive on time for lab.
- Students must wear labcoat, hand gloves girls must tie their hair properly before entering in the lab.
- Every object taken from the laboratory must be duly entered in the register.
- At the end of the experiment, the student must submit the equipment to the laboratory assistant, even if the experiment is incomplete.
- Students must avoid bringing bags into the working area of the laboratory. This is to prevent accidental damage to the instruments or the bags and to avoid cluttering of the working table that might disturb the experiment.
- Any injury to any student caused by chemical or gas burner must be brought to the notice of the teachers or laboratory assistant immediately.
- Use test tube holder for handling hazardous chemicals.
- Avoid unnecessary wastage of chemicals.
- The student should be careful at all times during experiments.
- Tongs should be used for handling hot objects.
- Never inhale fumes or vapors. Use fume hoods for dangerous or irritating chemicals. Always waft odors toward your nose with your hand.
- Never taste any chemical. Some chemicals are very corrosive and poisonous in very small quantities.
- Never perform an unauthorized experiment and never work in the lab without an instructor in charge.
- Do not carry original containers of chemicals to your benchtop.

Additional guidelines to be followed in view of the covid-19 pandemic.

- Students, teachers or the laboratory assistant must sanitize his/her hands when entering the laboratory.
- Mask should be worn at all times.
- Social distancing should be maintained at all times.
- Students, should avoid mixing with people outside of their practical group during experiments.
- All library work should be done before starting the experiment.
- The teachers and the laboratory assistant are advised to wash hands regularly.
- Every equipment should be sanitized before handing it over to the next group.
- Avoid throwing food stuffs in the laboratory dustbin.
- Smaller groups to be made and experiments should be performed batch-wise.



Principal

**Santaji Mahavidyalaya
Pt. Jawaharlal Nehru Marg,
Nagpur-15**

SantajiMahavidyalaya
Department of Botany
Standard Operating Procedure

1)General Laboratory Safety Procedures:

DO:

1. Know the potential hazards of the materials used in the laboratory. Review the Safety Data Sheet (SDS) and container label prior to using a chemical.
2. Know the location of safety equipment such as telephones, emergency call numbers, emergency showers, eyewashes, fire extinguishers, fire alarms, first aid kits, and spill kits which can be found on all campuses (IUPUI does not provide laboratory spill kits).
3. Review your laboratory's emergency procedures with your Principal Investigator, Lab Supervisor, or Lab Manager to ensure that necessary supplies and equipment are available for responding to laboratory accidents.
4. Practice good housekeeping to minimize unsafe work conditions such as obstructed exits and safety equipment, cluttered benches and hoods, and accumulated chemical waste.
5. Wear the appropriate personal protective apparel for the chemicals you are working with. This includes eye protection, lab coat, gloves, and appropriate foot protection (no sandals or open toed shoes). Gloves must be made of a material known to be resistant to permeation by the chemical in use.
6. Shoes must cover the entire foot. Open toed shoes and sandals are inappropriate footwear in laboratories. Fabric and athletic shoes offer little or no protection from chemical spills. Leather shoes with slip-resistant soles are recommended.
7. Street clothing is to be chosen so as to minimize exposed skin below the neck. Long pants and shirts with sleeves are examples of appropriate clothing. Avoid rolled up sleeves. Shorts (including cargo shorts), capris and, miniskirts are inappropriate clothing in laboratories. Tank tops, sleeveless shirts and midriff-length shirts are not appropriate if not covered by a full length laboratory coat and must not be worn if wearing an apron alone. Synthetic fabrics must be avoided in high-hazard areas where flammable liquids and reactive chemicals are utilized.
8. Wash skin promptly if contacted by any chemical, regardless of corrosivity or toxicity.
9. Label all new chemical containers with the "date received" and "date opened."
10. Label and store chemicals properly. All chemical containers must be labeled to identify the container contents (no abbreviations or formulas) and should identify hazard information. Chemicals must be stored by hazard groups and chemical compatibilities.
11. Use break-resistant bottle carriers when transporting chemicals in glass containers that are greater than 500 milliliters. Use lab carts for multiple containers. Do not use unstable carts.
12. Use fume hoods when processes or experiments may result in the release of toxic or flammable vapors, fumes, or dusts.
13. Restrain and confine long hair and loose clothing. Pony tails and scarves used to control hair must not present a loose tail that could catch fire or get caught in moving parts of machinery.

DON'T :

1. Eat, drink, chew gum, or apply cosmetics in rooms or laboratories where chemicals are used or stored.
2. Store food in laboratory refrigerators, ice chests, cold rooms, or ovens.
3. Drink water from laboratory water sources.
4. Use laboratory glassware to prepare or consume food.
5. Smell chemicals, taste chemicals, or pipette by mouth.
6. Work alone in the laboratory without prior approval from the Principal Investigator, Lab Manager, or Lab Supervisor. Avoid chemical work or hazardous activities at night or during off-hours. Have a partner for assistance (use the "buddy-system") at night or during off-hours.
7. Leave potentially hazardous experiments or operations unattended without prior approval from the Principal Investigator, Lab Manager, or Lab Supervisor. In such instances, the lights in the laboratory should be left on and emergency phone numbers posted at the laboratory entrance.

The Laboratory Session: Before, During, and After Class**Biology Laboratory Manager and student worker responsibilities:**

1. The lab manager will assign a student worker to each course. The student worker will prepare any chemical reagents and collect required supplies before the class begins. All materials will be left on a cart in the laboratory classroom, with the exception of certain instruments that may be placed on a lab bench. Each week the student worker should coordinate with the instructor regarding reagents, supplies, and equipment.
2. The student worker will put away any supplies and gathered equipment that he or she set out before the class. This does not include microscopes.
3. The student worker will remove all waste reservoir containers from the laboratory following the lab period. However, all test tubes and other containers of waste generated by the students should be collected during the lab period into the appropriate reservoir container so it can be quickly removed from the lab following the class.

Instructor responsibilities:

1. You are responsible for making sure that each student is properly attired upon entry into the lab. Students who are not wearing the proper attire should be asked to leave the laboratory.
2. Each student should be assigned a microscope during the first lab with microscope use. The instructor should keep a record of which microscope is assigned to which student.
 - a. You should make sure the students clean off their microscope at the end of the lab period if immersion oil is used.
 - b. If prepared microscope slides are needed, the instructor should obtain the necessary case(s) from the slide cabinet in 355 prior to the lab session. All cases should be returned to the slide cabinet

when done. If another section used them during the lab before your section, they may still be in the lab. If one or more lab section will be using them after you, they may be left in the laboratory.

c. Students should return microscopes to the microscope cabinet in the proper order.

4. You should make sure the students dispose of all their wastes in the appropriate containers throughout the lab period. Open containers or tubes containing chemicals should not be left out on benches at the end of the lab period.

5. You should move all collected supplies and equipment back onto the cart at the end of the lab period. All benches should be left clear and clean for the next class. Chairs should be pushed in and not left in the middle of the aisles, as this can block entry by incoming students.

6. Lab practicals should only be left on the bench if another lab section will be using the same set-up after your section. The last section to use a lab practical should dismantle it and return all supplies when they are done, leaving the benches open for the next class.

7. Make sure the doors to the labs are locked at all times when no one is in the lab. We have had a variety of thefts throughout the labs in the last couple of years. Also, students can disturb previously set-up experiments if the lab doors are left open. 8. Students are not allowed to be in the labs unless a faculty member or lab instructor is present.

Student responsibilities:

1. A student must pull out his or her own microscope from the cabinet during the lab period. Prior to returning the microscope to the cabinet, each should clean the microscope at the end of use if immersion oil was used.

2. Each student should dispose of his or her waste in the appropriate container during the lab period.

3. Each student should clean the bench at their workspace and push in their chair when done at the end of the lab period.

2) Procedures for Proper Labeling, Storage, and Management of Chemicals:

1. Proper chemical labeling and storage is essential for a safe laboratory work environment. Inappropriate storage of incompatible or unknown chemicals can lead to spontaneous fire and explosions with the associated release of toxic gases. To minimize these hazards, chemicals in the laboratory must be segregated properly. The storage procedures listed below are not intended to be all-inclusive but should serve instead to supplement more specific procedures and recommendations obtained from container labels, Safety Data Sheets (SDSs), and other chemical reference material. For more information about chemical storage contact the University Environmental Health and Safety for your respective campus. (see Laboratory Safety Contacts).

Labeling

- Manufacturer chemical labels must never be removed or defaced until the chemical is completely used.
- All secondary chemical and waste containers must be clearly labeled with the full chemical name(s) (no abbreviations or formulas).
- Small containers that are difficult to label such as 1-10 ml vials and test tubes can be numbered, lettered, or coded as long as an associated log is available that identifies the chemical constituents. Groups of small containers can be labeled as a group and stored together.
- Unattended beakers, flasks, and other laboratory equipment containing chemicals used during an experiment must be labeled with the full chemical name(s).
- All chemicals should be labeled with the "date received" and "date opened."
- All laboratory chemical waste containers must be labeled with the name of the chemicals contained.
- All full waste containers must be disposed of promptly. Waste containers must NOT be filled to more than 90% of their capacity).
- Chemical storage areas such as cabinets, shelves and refrigerators may be labeled to help the laboratory personnel identify the hazardous nature of the chemicals stored within the area (e.g., flammables, corrosives, oxidizers, water reactives, toxics, carcinogens, and reproductive toxins).

Glassware and Sharps –

Procedures for Safe Handling and Disposal:

Definitions

Sharps - The term "sharps" refers to "any item having corners, edges, or projections capable of cutting or piercing the skin."

Puncture Proof – Commercial sharps containers intended for the disposal of broken glass, syringe needles, scalpels, etc.

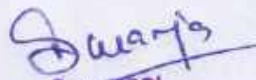
Puncture Resistant – Re-used containers that, when carefully used, will resist puncture by the disposed item.

Examples of “sharps” include:

- Needles
- Broken glass
- Syringes
- Razor blades
- Lancets
- Glass Pasteur pipettes
- Scalpel blades
- Microtome blades
- Exacto knives
- Any other sharp lab waste

Handling

- Glassware and sharps should be handled and stored carefully to avoid damage.
- Reusable syringes that are not biologically contaminated must be capped and put away after use. Cap syringes using the one-handed method of picking up the cap with the needle then carefully securing the cap onto the syringe. Retractable syringes are preferred. A disposable syringe should be used for biological materials and should be placed in a sharps container without recapping.
- Chipped, broken, or star-cracked glassware should be discarded or repaired. Damaged glassware should never be used unless it has been repaired.
- Because of the potential for catastrophic breakage resulting in sharp projectiles, only thick-walled, pressure-resistant glassware may be utilized under positive pressure or a vacuum.
- Use appropriate hand protection when inserting glass tubing into a rubber stopper or when placing rubber tubing on glass hose connections. Use of plastic or metal connectors should be considered.
- Use appropriate hand protection when picking up broken glass or other sharp objects. Small pieces should be swept up using a brush and dustpan.
 - Uncontaminated metal or glass sharps should be collected in puncture-proof containers, labeled, sealed, and disposed according to your campus procedures found in the IU Waste Management Program.


Principal
Santaji Mahavidyalaya
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Department of Zoology
Santaji Mahavidyalaya, Nagpur

STANDARD OPERATING PROCEDURES

A. General Laboratory Safety Procedures

Do

1. Know the potential hazards of the materials used in the laboratory. Review the Safety Data Sheet (SDS) and container label prior to using a chemical.
2. Know the location of safety equipment such as telephones, emergency call numbers, emergency showers, eyewashes, fire extinguishers, fire alarms, first aid kits, and spill kits which can be found on all campuses (IUPUI does not provide laboratory spill kits).
3. Review your laboratory's emergency procedures with your Principal Investigator, Lab Supervisor, or Lab Manager to ensure that necessary supplies and equipment are available for responding to laboratory accidents.
4. Practice good housekeeping to minimize unsafe work conditions such as obstructed exits and safety equipment, cluttered benches and hoods, and accumulated chemical waste.
5. Wear the appropriate personal protective apparel for the chemicals you are working with. This includes eye protection, lab coat, gloves, and appropriate foot protection (no sandals or open toed shoes). Gloves must be made of a material known to be resistant to permeation by the chemical in use.
6. Shoes must cover the entire foot. Open toed shoes and sandals are inappropriate footwear in laboratories. Fabric and athletic shoes offer little or no protection from chemical spills. Leather shoes with slip-resistant soles are recommended.
7. Street clothing is to be chosen so as to minimize exposed skin below the neck. Long pants and shirts with sleeves are examples of appropriate clothing. Avoid rolled up

sleeves. Shorts (including cargo shorts), capris and, miniskirts are inappropriate clothing in laboratories. Tank tops, sleeveless shirts and midriff-length shirts are not appropriate if not covered by a full length laboratory coat and must not be worn if wearing an apron alone. Synthetic fabrics must be avoided in high-hazard areas where flammable liquids and reactive chemicals are utilized.

8. Contact lenses are not recommended but are permitted. Appropriate safety eyewear is still required for those that use contact lenses. Inform the lab supervisor of the use of contact lenses.

9. Wash skin promptly if contacted by any chemical, regardless of corrosivity or toxicity.

10. Label all new chemical containers with the "date received" and "date opened."

11. Label and store chemicals properly. All chemical containers must be labeled to identify the container contents (no abbreviations or formulas) and should identify hazard information. Chemicals must be stored by hazard groups and chemical compatibilities.

12. Use break-resistant bottle carriers when transporting chemicals in glass containers that are greater than 500 milliliters. Use lab carts for multiple containers. Do not use unstable carts.

13. Use fume hoods when processes or experiments may result in the release of toxic or flammable vapors, fumes, or dusts.

14. Restrain and confine long hair and loose clothing. Pony tails and scarves used to control hair must not present a loose tail that could catch fire or get caught in moving parts of machinery.

DON'T

1. Eat, drink, chew gum, or apply cosmetics in rooms or laboratories where chemicals are used or stored.

2. Store food in laboratory refrigerators, ice chests, cold rooms, or ovens.
3. Drink water from laboratory water sources.
4. Use laboratory glassware to prepare or consume food.
5. Smell chemicals, taste chemicals, or pipette by mouth.
6. Work alone in the laboratory without prior approval from the Principal Investigator, Lab Manager, or Lab Supervisor. Avoid chemical work or hazardous activities at night or during off-hours. Have a partner for assistance (use the "buddy-system") at night or during off-hours.
7. Leave potentially hazardous experiments or operations unattended without prior approval from the Principal Investigator, Lab Manager, or Lab Supervisor. In such instances, the lights in the laboratory should be left on and emergency phone numbers posted at the laboratory entrance.

B. Procedures for Proper Labeling and handling of Chemicals

Proper chemical labeling and storage is essential for a safe laboratory work environment.

Inappropriate storage of incompatible or unknown chemicals can lead to spontaneous fire and explosions with the associated release of toxic gases. To minimize these hazards, chemicals in the laboratory must be segregated properly.

a. Labeling

1. Manufacturer chemical labels must never be removed or defaced until the chemical is completely used.
2. All secondary chemical and waste containers must be clearly labeled with the full chemical name(s) (no abbreviations or formulas).
3. Small containers that are difficult to label such as 1-10 ml vials and test tubes can

be numbered, lettered, or coded as long as an associated log is available that identifies the chemical constituents. Groups of small containers can be labeled as a group and stored together.

4. Unattended beakers, flasks, and other laboratory equipment containing chemicals used during an experiment must be labeled with the full chemical name(s).

5. All chemicals should be labeled with the "date received" and "date opened."

6. All laboratory chemical waste containers must be labeled with the name of the chemicals contained.

7. All full waste containers must be disposed of promptly. Waste containers must NOT be filled to more than 90% of their capacity).

8. Chemical storage areas such as cabinets, shelves and refrigerators may be labeled to help the laboratory personnel identify the hazardous nature of the chemicals stored within the area (e.g., flammables, corrosives, oxidizers, water reactives, toxics, carcinogens, and reproductive toxins).

b. Handling

1. Appropriate personal protective equipment (e.g., gloves, fire-resistant or all cotton lab coat, and safety goggles) must be worn when working with corrosive chemicals. A face shield, rubber apron, and rubber booties may also be appropriate depending on the work performed.

2. Appropriate protective gloves that are resistant to permeation or penetration from corrosive chemicals must be selected and tested for the absence of pin holes prior to use.

3. Eyewashes and safety showers must be readily available in areas where corrosive chemicals are used and stored. In the event of skin or eye contact with a corrosive chemical, the affected area should be immediately flushed with water for 15 minutes. Contaminated clothing should be removed and medical attention sought.

4. Corrosive chemicals should be handled in a fume hood to ensure that any possible hazardous or noxious fumes generated are adequately vented.
5. When mixing concentrated acids with water, add the acid slowly to the water. Allow the acid to run down the side of a container and mix slowly to avoid violent reactions and splattering. Never add water to acid.
6. Appropriate spill clean-up material should be available in areas where corrosive chemicals are used and stored.
7. Protective carriers shall be used when transporting corrosive chemicals.

C. Glassware and Sharps – Procedures for Safe Handling and Disposal

Definitions

Sharps - The term "sharps" refers to "any item having corners, edges, or projections capable of cutting or piercing the skin."

Puncture Proof – Commercial sharps containers intended for the disposal of broken glass, syringe needles, scalpels, etc.

Puncture Resistant – Re-used containers that, when carefully used, will resist puncture by the disposed item.

Examples of "sharps" include:

- a) Needles b) Broken glass
- c) Syringes d) Razor blades
- e) Lancets f) Glass Pasteur pipettes
- g) Scalpel blades h) Microtome blades
- I) Exacto knives j) Any other sharp lab waste

a. Handling

1. Glassware and sharps should be handled and stored carefully to avoid damage.

2. Reusable syringes that are not biologically contaminated must be capped and put away after use. Cap syringes using the one-handed method of picking up the cap with the needle then carefully securing the cap onto the syringe. Retractable syringes are preferred. A disposable syringe should be used for biFUN200ing.
3. Chipped, broken, or star-cracked glassware should be discarded or repaired. Damaged glassware should never be used unless it has been repaired.
4. Because of the potential for catastrophic breakage resulting in sharp projectiles, only thick-walled, pressure-resistant glassware may be utilized under positive pressure or a vacuum.
5. Use appropriate hand protection when inserting glass tubing into a rubber stopper or when placing rubber tubing on glass hose connections. Use of plastic or metal connectors should be considered.
6. Use appropriate hand protection when picking up broken glass or other sharp objects. Small pieces should be swept up using a brush and dustpan.

b. Disposal

Sharps waste is categorized by the type of contamination present. Specific disposal methods are dictated by category, but all categories require packaging in punctureresistant cardboard or plastic containers in order to minimize the risk of injuries.

1. Uncontaminated Sharps

Uncontaminated metal or glass sharps should be collected in puncture-proof containers, labeled, sealed, and disposed according to your campus procedures found in the IU Waste Management Program.

Note: Disposable items such as pipette tips and wood swabs that are not sharps but may perforate the liners of the waste receptacles present a hazard to custodians.

These may be placed in any puncture resistant container such as a non-breakable

plastic jar, bottle, thick plastic bag or other type of container and placed in the waste receptacle. Custodial services will remove this waste.

2. Chemically Contaminated Sharps

Chemically contaminated metal or glass sharps that are grossly contaminated with hazardous chemicals, should be collected in puncture-proof containers, labeled, sealed, and disposed according to your campus procedures found in the IU Waste Management Program.

Caution: To avoid dumpster fires, boxes may only be used if the chemical contamination is compatible with the organic cellulose of the box material. Materials contaminated with oxidants should be placed in glass, metallic, or chemically resistant plastic containers.

D. Electrical Safety Procedures

Serious injury or death by electrocution is possible when appropriate attention is not given to the engineering and maintenance of electrical equipment and personal work practices around such equipment. In addition, equipment malfunctions can lead to electrical fires. By taking reasonable precautions, electrical hazards in the laboratory can be dramatically minimized.

1. Laboratory personnel should know the location of electrical shut-off switches and/or circuit breakers in or near the laboratory so that power can be quickly terminated in the event of a fire or accident.
2. Electrical panels and switches must never be obstructed and should be clearly labeled to indicate what equipment or power source they control.
3. All electrical equipment should be periodically inspected to ensure that cords and plugs are in good condition. Frayed wires and wires with eroded or cracked insulation must be repaired immediately, especially on electrical equipment located in wet areas such as cold rooms or near cooling baths. Insulation on wires can easily be eroded by corrosive chemicals and organic solvents.

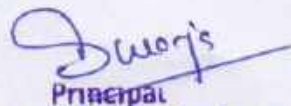
4. All electrical outlets should have a grounding connection requiring a three-pronged plug.
5. All electrical equipment should have three-pronged, grounded connectors. The only exception to this rule are instruments entirely encased in plastic (such as electric pipettors and some types of microscopes) and Glas-Col heating mantels. If equipment does not have a three-pronged plug, replace the plug and cord to ground the equipment.
6. Face plates must not be removed from electrical outlets.
7. Electrical wires must not be used as supports.
8. Extension cords should be avoided. If used, they should have three-pronged, grounded connectors, positioned or secured as not to create a tripping hazard, and ONLY for temporary use.
9. All shocks must be reported to the principal investigator or supervisor. All faulty electrical equipment must be immediately removed from service until repaired.
10. Electrical outlets, wiring, and equipment within a laboratory or building must only be repaired by Facility Services/Physical Plant (FS/PP) for your respective campus or other professional electricians.
11. Electrical appliances must only be repaired by authorized electricians or the manufacturer. Unauthorized modifications of electrical appliances is prohibited.
12. Proper grounding and bonding of flammable liquid containers should be practiced to avoid the build-up of excess static electricity. Sparks generated from static electricity are good ignition sources.
13. Experimental electrical equipment in laboratories must be shielded, insulated, or have appropriate fail-safe devices when energized or in use. Personnel must be proficient in use of the equipment and safety precautions. Personnel should be trained in first aid and CPR in case of electrical shock.

E. Laboratory Closeout Procedures

Proper transfer or disposal of hazardous materials is required whenever a Principal Investigator or researcher with assigned laboratory space leaves the University or transfers to a different laboratory.

Plan the transfer or disposal of hazardous materials carefully. Hazardous materials such as chemicals, microorganisms, tissues, and radioactive materials can injure faculty, students, staff, contractors and visitors if handled inappropriately.

Failure to adhere to these procedures and manage hazardous materials properly during the lab closure may result in sanctions such as the loss of laboratory privileges or the recovery of the cost of disposal of unknown, unlabeled, or poorly managed hazardous chemicals. Any charges for improperly managed waste or excessive cleanouts will be assessed to the responsible department. The primary responsibility for the proper management of all hazardous materials used in laboratories lies with the principal investigator or researcher assigned to the space.



Principal

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Santaji Mahavidyalaya

Physics Laboratory - Standard Operating Procedure

The following are the Standard Operating Procedure (SOP) for students, faculty and staff.

General Physics Laboratory safety practices

There are many types of experiments carried out in the Physics Laboratory. We will first list the general Sop applicable at all times.

1. Students must avoid bringing bags into the working area of the laboratory. This is to prevent accidental damage to the instruments or the bags and to avoid cluttering of the working table that might disturb the experiment.
2. No instruments or any material is to be taken from the laboratory without the express permission of the teachers or laboratory assistant.
3. Every object taken from the laboratory must be duly entered in the register.
4. At the end of the experiment, the student must submit the equipment to the laboratory assistant, even if the experiment is incomplete.
5. Any damage to any equipment must promptly be informed to the teachers or the laboratory assistant.
6. Prior permission from the teachers must be obtained for performing experiments at unallocated times.
7. Any injury to any student caused by an equipment must be brought to the notice of the teachers or laboratory assistant immediately.

Safety when handling experiments on heat

1. Currently, either a heater or hot plate is used for doing experiments on heat. Students should first consult the teachers or the laboratory assistant before starting on such experiments.
 2. The student should be careful at all times during such experiments.
 3. Any experiment that involves heat, should never be left unattended. At least one student from the group should be attending the experiment. In case of any untoward incident like melting wires, boiling out of the liquid, the student should inform the teachers or the laboratory assistant immediately and should not try to solve the problem himself/herself.
 4. Tongs should be used for handling hot objects.
 5. Easily flammable clothes should be avoided when doing heat experiments by both students and faculty.
-

Safety when doing electricity experiments

1. Although we do not have any high voltage experiments, but the students should be careful when doing electricity experiments.
2. He/she should not touch any wires if his/her hands are wet, even for low voltage equipment.
3. After many any circuit connection and before switching on the instrument, the student must show the connections to the teachers or the laboratory assistant. This is to avoid damage to the instrument due to wrong connections.
4. For instruments requiring battery eliminator, the students should use the lowest voltage possible and should not exceed 4 Volts generally. Use of higher voltage should be done with the consent of the teachers or the laboratory assistant.

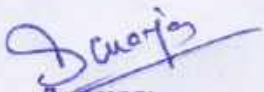
Safety when doing optical experiments

1. Although we do not have any lasers or high-powered light sources for our experiments but some precautions should be taken.
2. The students should not strain his/her eyes for extended periods of time when doing experiments, particularly in the dark room. They should take break of about a minute after every 10 minutes of work.
3. The sodium bulbs are fragile and hence should be handled with extreme care. The student should notify the teachers or the laboratory assistant about any problem in the instrument and should not try to solve the problem himself/herself.
4. The pins used in the optical bench are sharp and should be placed with the pointed part inside the groove when not in use.

Additional guidelines to be followed in view of the covid-19 pandemic.

1. Students, the teachers or the laboratory assistant must sanitize his/her hands when entering the laboratory.
2. Students, the teachers or the laboratory assistant must sanitize his/her hands when exiting the laboratory after finishing all experiments.
3. Mask should be worn at all times.
4. Social distancing should be maintained at all times.
5. Students, should avoid mixing with people outside of their practical group during experiments.
6. All library work should be done before starting the experiment.
7. The teachers and the laboratory assistant are advised to wash hands regularly.
8. Every equipment should be sanitized before handing it over to the next group.

-
9. Avoid throwing food stuffs in the laboratory dustbin.
 10. Smaller groups to be made and experiments should be performed batch-wise.


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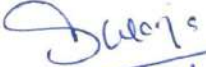


SANTAJI MAHAVIDYALAYA, NAGPUR-15

Learning Resource Centre

4.4.2 Library Utilization and Maintenance Policy:

The Library recognizes the importance of functioning in a thoroughly professional way taking into consideration of the interests of users of all departments. The Library Committee consists of at least one faculty member from each Department. Faculty representatives report back to their respective departments on different issues like subscription of new relevant journals (Print/e-journals) and they also suggest the name of books (Hard copy/e-books) to be procured in the Library. The faculty members of the committee play key roles in coordinating the Library Orientation for the new entrants. This enables the Librarian and the Library staff members to meet student batches and introduce them to the easy means of accessing the books on the shelves as well as available online recourses. The Library Committee takes the lead incepting strategic directions for all aspects of the Library services and operations. Committee meets regularly to engage with all the issues related to student requirements from the Library in order to make the process seamless and Library functions student friendly. Library is fully automated by Lib-Man Software. The library has LAN connectivity and Wi-Fi. Library Management Software (LMS) system is incorporated with latest technologies that enables Library to serve its users more efficiently. The Library has a wide collection of Books, Journals, Periodicals, E-journals, open sources and Audio-video materials, photocopying facility, News Papers/Magazines, Rare books, e-resources etc. Bar-coded online circulation system is in practice in the Library. The availability of OPAC, MOPAC and WebOPAC has resulted in the easy to access of information from any computer and mobile within the campus and outside the Campus on subject/author wise book, account information like books borrowed and due date to return, delayed penalty to be paid, if not returned in time, and so on. All Students are entitled to access electronic resources through Library Website. The Library has subscribed the DELNET and N-LIST Databases through which the Library patrons access the tremendous E-Books, E-Journal, E-Thesis, E- Manuscript etc. The Library has special equipment and Facilities for visually impaired students are Braille me Type Writer, ABRAR (Audio Books Reader and Recorder) Recorded Books, NVDA Screen Reader Software.


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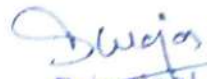
The rules and regulations of Library are as under:-

- ❖ Only registered members are allowed to use the Library. Outsiders are not allowed in the library premises without permission of librarian.
- ❖ The students and faculty of the college are the member of the library. The students can use their College ID Card as a BT Card.
- ❖ Readers should observe strict silence and switch off their Mobile phones etc in the library.
- ❖ Library users are expected not to act in any way which disturbs the reading or study of other users and expected not to interfere with the proper functioning of the library.
- ❖ Eating and Drinking is not permissible in the areas where the users are engaged in the study. Smoking is also not allowed inside the library.
- ❖ Students' memberships are renewed at the beginning of each semester.
- ❖ The member is responsible for the books borrowed on his/ her ID Card.
- ❖ Loss of library books must be reported in writing to the librarian.
- ❖ Rare Books and Reference books are not issued.
- ❖ Previous issue of the Journal issues for two days to the faculty and Research Scholar.
- ❖ Previous month magazine issues to students for two days.
- ❖ Dissertations issue for five days to students.
- ❖ Borrowers must satisfy themselves with the physical condition of books before borrowing.
- ❖ Members are responsible for loss of books issued in their name.
- ❖ 2 Books will be issued for 15 days only. An overdue charge of Rs. 1/- per day per volume levied for the late return of books after due date.
- ❖ Readers are expected not to carry books from one floor to another and leave the books on the reading table after use.
- ❖ Damage to or theft of library property will be referred to University's disciplinary authorities. Notices, Publicity materials/ Wall Writings etc are not allowed in any part of library building.


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❖ It will be mandatory to each and every bonafide member of the library to obtain no dues from the central library after returning of the books issued in their name.

❖ Library shall be entitled to recall any issued book even before the due date as and when require


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PAN DING

DEBIT / PAYMENT VOUCHER

SANTAJI MAHAVIDYALAYA

Pt. Jawaharlal Nehru Marg, Nagpur - 15.

Voucher No.

SENIOR COLLEGE

Date 06.03.2020 Debit FIRE FIGHTING SYSTEM CAPLANCE

Noni-(Grant)

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423900 INRS TOWARDS FIRE FIGHTING SYSTEM		
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Ref no : AA/NT- 528/19 -20

Date : 31/07/2019

To,
Shree Santaji Shikshan Swantha
Vardha raod Nagpur

Sub: Quotation for Fire fighting system for Showroom

S.No.	Description	GST %	Approx Qty	Supply am	Amount	GST amt	Supply + GST amt
1	G.I pipe 4" dia B class	18%	90 Mtr	510.00	81900.00	14742.00	96642.00
2	G.I pipe 3" dia B class	18%	6 mtrs	675.00	4050.00	729.00	4779.00
3	MS Band 4" short	18%	12 nos.	310.00	3720.00	669.60	4389.60
4	Flanges 4" E table	18%	15 nos.	370.00	5550.00	1000.50	6550.50
5	Flanges 3" E table	18%	12 nos.	310.00	3720.00	669.60	4389.60
6	Nut Bolts, Anchor bolts, Nipples Gasket packing paint etc	18%	--	10000.00	10000.00	1800.00	11800.00
7	Non returns Valve 4" (WCV)	18%	2 nos.	2280.00	4560.00	820.80	5380.80
8	Non returns Valve 3" (WCV)	18%	2 nos.	1950.00	3900.00	702.00	4602.00
9	Butterfly valve 4"	18%	3 nos.	2280.00	6840.00	1231.20	8071.20
10	Main Pump 900 LPM 10 HP with starter	18%	1 nos.	55000.00	55000.00	9900.00	64900.00
11	Fire Jockey Pump 180 LPM 5 HP end section type	18%	1 no	35000.00	35000.00	6300.00	41300.00
12	Control panel oil above pump	18%	1 no	75000.00	75000.00	13500.00	88500.00
13	10sq mm x 4 core aluminum cable with accessories	18%	100 mtr	165.00	16500.00	2970.00	19470.00
14	1sq mm x 4 core aluminum cable with accessories	18%	50 mtr	110.00	5500.00	990.00	6490.00
15	an relay valve	18%	2 nos.	77.50	155.00	27.90	182.90
16	Fire alert siren	18%	1 nos.	1800.00	1800.00	324.00	2124.00
17	Hydrant Valve SS body heavy duty as per IS-5290 63mm dia	18%	4 nos.	4500.00	18000.00	3240.00	21240.00
18	Hose Reel 20mm in diameter 30 mtr. Long fitted with Shut off nozzle at one end. Complete hose reel shall be mounted on round type MS drum which is able to swing in horizontal direction and 360° Hose reel is fitted with 1 inch ball valve to main line	18%	4 nos.	5200.00	20800.00	3744.00	24544.00
19	Hose box made out of 20 gauge MS sheet so as to accommodate Single lengths of 30 mtrs hose pipes along with 1 short launch pipe. Hose box shall be painted red on one side. Locking of the box shall be of universal type Front doors are to be provided with glass.	18%	4 nos.	2800.00	11200.00	2016.00	13216.00

17	Hose pipe, RRL type 63mm, 30 mtr. In length as per IS:636 fitted with male/female coupling made out of SS at both the ends duly winded by GI wire along with proper ripitting	18%	4	nos.	5200.00	20800.00	3744.00	24544.00
18	SS Short branch pipe 63mm male instantaneous	18%	4	nos.	1850.00	7400.00	1332.00	8732.00
19	supply of ABC type fire extinguisher capacity 6 kg	18%	20	nos.	1850.00	37000.00	6660.00	43660.00
20	Manual call point	18%	6	nos.	450.00	2700.00	486.00	3186.00
21	Electrical Hooter	18%	6	nos.	750.00	4500.00	810.00	5310.00
22	Four zone control panel	18%	1	nos.	9500.00	9500.00	1710.00	11210.00
23	Smoke detector with base	18%	10	nos.	1250.00	12500.00	2250.00	14750.00
24	Two cor Wire With Accessories	18%	750	Mtr	90.00	67500.00	12150.00	79650.00
25	Fabrication & Fitting Charges for Hydrant system & alarm system	18%	1	job	95000.00	95000.00	17100.00	112100.00

734886.70

TERMS & CONDITIONS:

- 1 50% advance payment & 50% against completion of work.
- 2 Rates are F.O.R. your site.
- 3 Validity for 45 days.
- 4 Electrical & civil work & Wall core cutting will be done by you.

Thanking you,

For Ameya Agencies

Mr. Arvind Khobe

DEBIT / PAYMENT VOUCHER

SANTAJI MAHAVIDYALAYA

Pt. Jawaharlal Nehru Marg, Nagpur - 15.

Voucher No.

JUNIOR COLLEGE

Date 06.03.2020 Debit FIRE FIGHTING SYSTEM (ADVANCE)

(Non-Grant)

Particulars	Rs.	Ps.
AGIN Amt PAID TO AMEYA AGENCIES W/O	50000	= 00
CHNO 369194 IDBI TOWARDS FIRE FIGHTING SYSTEM		
FOR ADVANCE AMOUNT BY REF. NO AA/HT 528/19-20		
	50000	= 00

Received Rupees FIFTY THOUSAND ONLYName AMEYA AGENCIES

Prepared

CA

Passed

[Signature][Signature]
9579299337

Receiver's Signature



Ameya Agencies

ENGINEERING & FIRE SAFETY SOLUTION



NS-EM 150.0001:2008 ISO 9001:2008

50000

JRMH

Office : 215, Chhatrapati Nagar, Near M.S.E.B. Switch yard, Ring Road, Nagpur-440015 Ph: 0712-2250770
Call : 08956623670, 09372072043, 09579285308 E-mail: contact@ameyafire.com, ameya_fire@yahoo.com Visit us at: www.ameyafire.com

Ref no : AA/NT- 528/19 -20

Date : 31/07/2019

To,
Shree Santaji Shikshan Swantha
Wardha road Nagpur

Sub: Quotation for Fire fighting system for Showroom

S No.	Description	GST %	Approx Qty	Supply am	Amount	GST amt	Supply + GST amt
1	G.I pipe 4" dia B class	18%	90 Mtr	510.00	81900.00	14742.00	96642.00
2	G.I pipe 3" dia B class	18%	6 mtrs	675.00	4050.00	729.00	4779.00
3	MS Bend 4" short	18%	12 nos.	310.00	3720.00	669.60	4389.60
4	Flanges 4" E table	18%	15 nos.	370.00	5550.00	1012.50	6562.50
5	Flanges 3" E table	18%	12 nos.	310.00	3720.00	669.60	4389.60
6	Nut Bolts, Anchor bolts, Nipples Gasket packing paint etc	18%	--	10000.00	10000.00	1800.00	11800.00
7	Non returns Valve 4" (WCV)	18%	2 nos.	2280.00	4560.00	820.80	5380.80
8	Non returns Valve 3" (WCV)	18%	2 nos.	1950.00	3900.00	702.00	4602.00
9	Butterfly valve 4"	18%	3 nos.	2280.00	6840.00	1231.20	8071.20
10	Main Pump 900 LPM 10 HP with starter	18%	1 nos.	55000.00	55000.00	9900.00	64900.00
11	Fire Jockey Pump 180 LPM 5 HP end section type	18%	1 no	35000.00	35000.00	6300.00	41300.00
12	Control panel oil above pump	18%	1 no	75000.00	75000.00	13500.00	88500.00
13	10sq mm x 4 core aluminium cable with accessories	18%	100 mtr	165.00	16500.00	2970.00	19470.00
14	10sq mm x 4 core aluminium cable with accessories	18%	50 mtr	110.00	5500.00	990.00	6490.00
15	An anti drain valve	18%	2 nos.	775.00	1550.00	279.00	1829.00
16	Fire relief two way	18%	1 nos.	1800.00	1800.00	324.00	2124.00
17	Hydrant Valve SS body heavy duty as per IS-5290 63mm dia	18%	4 nos.	4500.00	18000.00	3240.00	21240.00
18	Hose Reel 20mm in diameter 30 mtr. Long fitted with Shut off nozzle at one end. Complete hose reel shall be mounted on round type MS drum which is able to swing in horizontal plane. Hose reel is fitted with 1 inch ball valve to main line.	18%	4 nos.	5200.00	20800.00	3744.00	24544.00
19	Hose box, made out of 20 gauge MS sheet so as to accommodate Single lengths of 30 mtrs hose pipes along with 1 short branch pipe. Hose box shall be painted FO red out side. Locking of the box shall be of universal type. Front doors are to be provided With glasses.	18%	4 nos.	2800.00	11200.00	2016.00	13216.00

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25	Fabrication & Fitting Charges for Hydrant system & alarm system	18%	1	job	95000.00	95000.00	17100.00	112100.00

734886.70

TERMS & CONDITIONS:

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- 4 Electrical & civil work & Wall core cutting will be done by you.

Thanking you,

For Ameya Agencies

Mr. Arvind Khobe

DEBIT / PAYMENT VOUCHER**SANTAJI MAHAVIDYALAYA**

Pt. Jawaharlal Nehru Marg, Nagpur - 15.

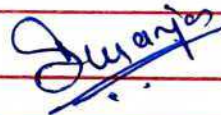
Voucher No.

SR JUNIOR COLLEGE
(Non-Grant)Date 04.08.2020 Debit FIRE SYSTEM

Particulars	Rs.	Ps.
BEING AMT PAID TO AMEXA AGENCIES	2 00000	= 00
TOWARDS PURCHASE OF FIRE SYSTEM PART		
PAYMENT, BY VIDE CH. No. 423468		
DT. 04.08.2020,	200000	= 00

Received Rupees TWO LAKHS ONLY.Name AMEXA AGENCIESPrepared CA

Passed



Receiver's Signature

DEBIT / PAYMENT VOUCHER

SANTAJI MAHAVIDYALAYA

Pt. Jawaharlal Nehru Marg, Nagpur - 15.

Voucher No. _____

JUNIOR COLLEGE

(Non-Grant)

Date 04.08.2020 Debit AMC FOR FIRE SYSTEM.

Particulars	Rs.	Ps.
BETW AMT PAID TO AMEYA AGENCIES	4720	- 00
TOWARDS AMC FOR FIRE SYSTEM AT		
COLLEGE FOR ONE YEAR, VIDG CHNO.		
423467 DT. 04.08.2020	4720	= 00

Received Rupees FOUR THOUSAND SEVEN HUNDRED TWENTY ONLY.Name AMEYA AGENCIESPrepared CA Passed Jyoti

Receiver's Signature