

## **Maintenance Policy**

## 1)Introduction

The Institute has an established system for maintenance and utilization of computers, classrooms, equipment and laboratories in the campus. This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

## 2) Maintenance of Physical Facilities

Infrastructure coordinator shall look after the maintenance of physical infrastructural facilities. The services of plumbers, electricians, gardener, carpenter and computer technician are available in the campus. Support staff of the institute do the day-to-day cleaning and maintenance work.

Housekeeping services are outsourced on annual contract basis and are made available during day time in all days. The Housekeeping Supervisor monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities etc.

The Institute's campus is under 24/7 CCTV surveillance. Security guards are appointed in two shifts round the clock to maintain the security of the entire campus. For security, external agency is appointed by the Zeal Education Society.

### 3) Maintenance of Classrooms, Furniture

Classrooms with furniture, teaching aids are maintained by the respective department staff and attendants and supervised by the class coordinator. Emergency maintenance repairs are attended on priority basis. The Institute prepares daily time-table for the class-rooms, laboratories, tutorial room and other physical facilities, where the appropriate utilization of the available physical infrastructure is planned and executed.

#### 4) Maintenance and Utilization of Library and Library Resources

The library staff is taking care and handling the library books, journals and other learning resources; particularly processing, shelving and conveyance of documents. By the housekeepingstaff members cleaning done regularly and carefully. Library Software Maintenance: The Library Automation Software "Autolib" is maintained on regular basis by Akash Infotech.

#### 5) Maintenance and Utilization of Seminar Halls

Effective utilization of seminar halls for organizing academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organizing faculty/staff member submits the requirement through the email and hall is made available on the date of event on priority basis. Seminar halls cleanliness is taken care of by the housekeeping team.

#### 6) Maintenance of Computer and Accessories

The college has adequate number of the computers with internet connections.

Computer maintenance and peripheral repairs, replacements are either carried by technical support staff or by the outsourced suppliers.



Zeal Intitute of Management

& Computer Application Pune - 411 041.

#### 7) Maintenance of Sports and Gymnasium Facility

The sports equipments, ground and various courts in campus are supervised by the Physical Director and maintained by the supporting staff. Gymnasium equipments are maintained by the gym instructor and supporting staff.

#### 8) Maintenance of other amenities

Air conditioners, water coolers, aqua guard, Lift, Firefighting equipments, CCTV, ERP maintenance is outsourced to the external agency.

#### 9) Day to Day Emergency Maintenance

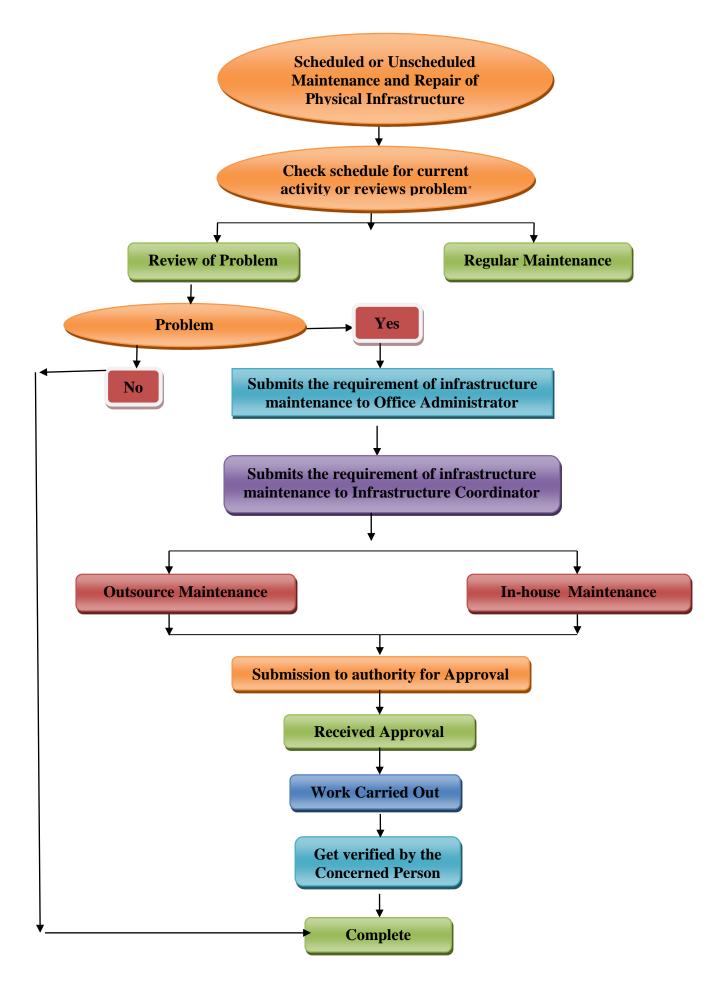
Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blockeddrains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the respective supportive staff.

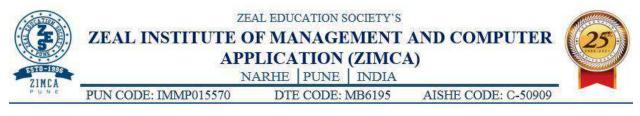
#### Guidelines for the maintenance of physical infrastructure:

- 1. Prepare the routine and preventive maintenance schedule
- 2. Execute the maintenance schedule with the support of supportive staff
- 3. Emergency maintenance shall be completed on priority basis
- 4. The consolidated report of the yearly maintenance shall be prepared and submitted to authorities.



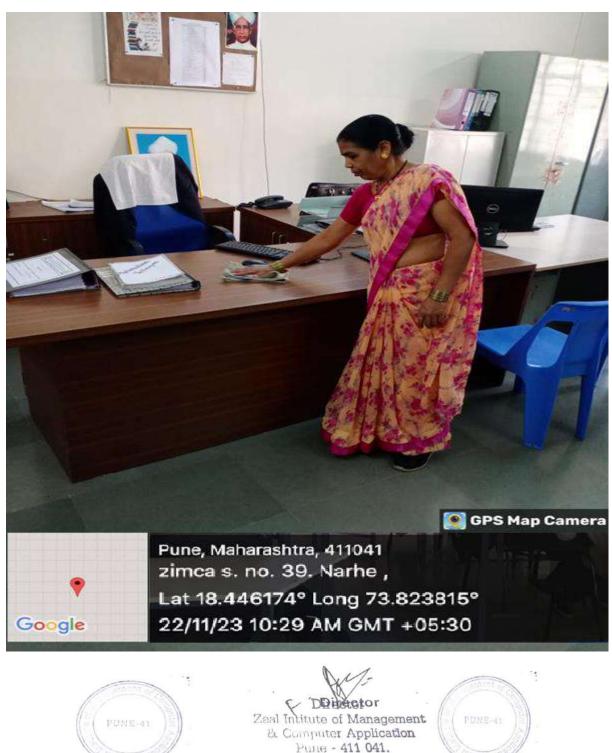
## **Infrastructure Maintenance Flow Chart**





## 4.4.1 Maintenance & Cleanliness of Infrastructure

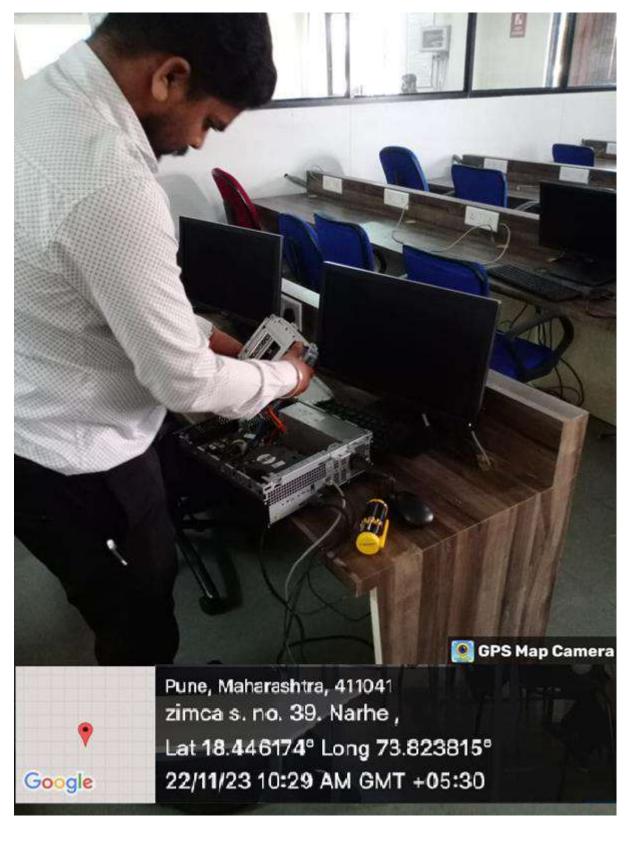
**Cleanliness of Infrastructure** 



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**Repair & maintenance of IT facility** 

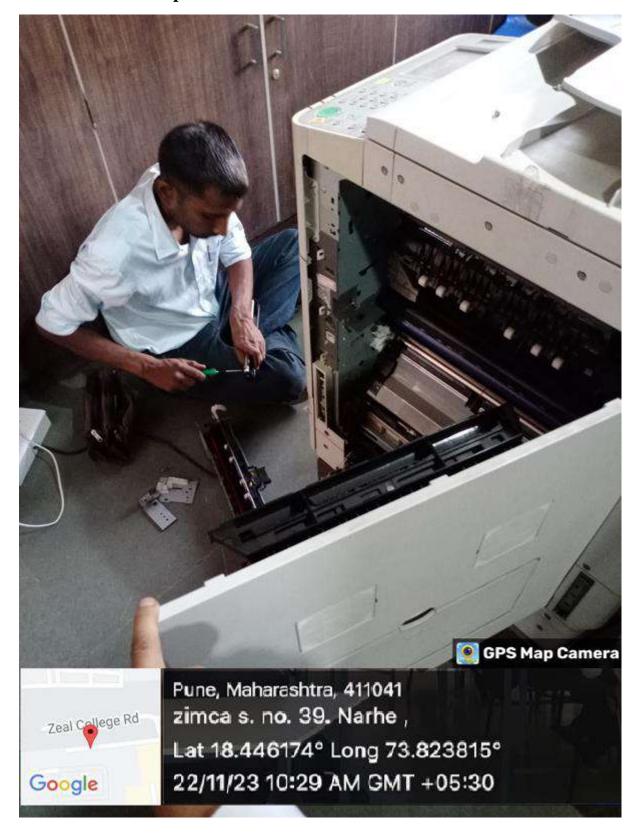






Repair & Maintenance of Battery Back up









## Washroom Cleaning



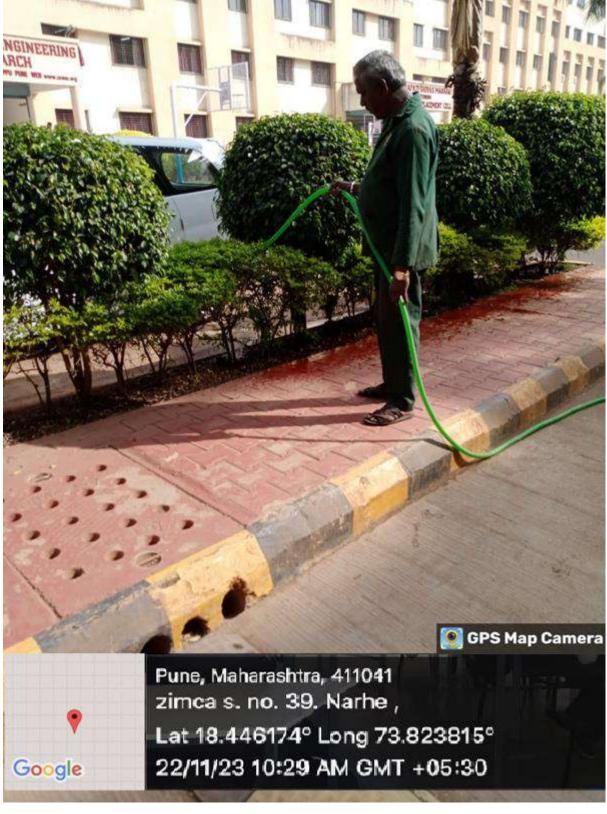




## Maintaining & Cleaning of Ground



Gardening





## **Cleanliness of Floor**



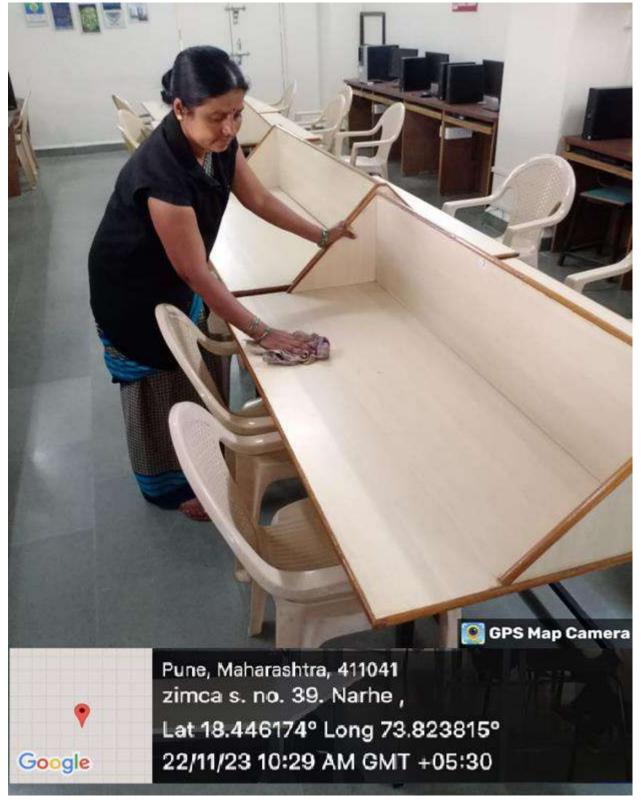


## Maintenance & Cleanliness of Water Cooler





## **Maintenance & Cleanliness of Tables**









## **Maintenance & Cleanliness of Classroom**

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#### CSM Auditorium Booking for MBA/MCA Induction Program

2 messages

Vikrant Nangare <vikrant.nangare@zealeducation.com> To: Viraj Barge <viraj.barge@zealeducation.com>

Cc: Pandurang Patil / cc: Pandurang Patil (/ cc: Pandurang

Fri, Aug 11, 2023 at 9:35 AM

Dear Sir,

ZGMI Organising Induction Program for MBA & MCA Students. For this, we want to book the CSM Auditorium. Requesting to you please allow us to use the auditorium as per the following schedule.

<u>Sr.No</u>	Date	Day
1	21 August 2023	Full Day
2	22 August 2023	Full Day
3	23 August 2023	Full Day
4	24 August 2023	Full Day
5	28 August 2023	2nd Half Day
6	29 August 2023	2nd Half Day
7	5 September 2023	Full Day
8	6 September 2023	Full Day
9	7 September 2023	Full Day

With Regards from,

Name: Prof. Vikrant Nangare

Mob. No: 9158417471

Designation : Assistant Professor

Mail id: vikrant.nangare@zealeducation.com

www.zealeducation.com

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\*\*\*\*\*\*\*\*\*-ZEAL EDUCATION SOCIETY-\*\*\*\*\*\*\*

-End of Disclaimer-

Ashutosh Joshi <ashutosh.joshi@zealeducation.com>

Wed, Aug 16, 2023 at 8:57 AM

To: Vikrant Nangare <vikrant.nangare@zealeducation.com>

Cc: Viraj Barge <viraj.barge@zealeducation.com>, Pandurang Patil <pandurang.patil@zealeducation.com>, "Dr. Madhavi Shamkuwar" <madhavi.shamkuwar@zealeducation.com>

Sir,

#### CSMA is booked as per the request

Sr No	Date	Particulars	Time From	Time To	Faculty	Department	Contact Details	Sound System Required	Projector Required
	8/21/2023	ZGMI - Induction Program	08.00 am	05.00 pm	Prof.Vikrant Nangare	ZGMI	9158417471	Yes	Yes
	8/23/2023	ZGMI - Induction Program	08.00 am	05.00 pm	Prof.Vikrant Nangare	ZGMI	9158417471	Yes	Yes
	8/24/2023	ZGMI - Induction Program	08.00 am	05.00 pm	Prof.Vikrant Nangare	ZGMI	9158417471	Yes	Yes
	8/28/2023	ZGMI - Induction Program	01.00 pm	05.00 pm	Prof.Vikrant Nangare	ZGMI	9158417471	Yes	Yes
	8/29/2023	ZGMI - Induction Program	01.00 pm	05.00 pm	Prof.Vikrant Nangare	ZGMI	9158417471	Yes	Yes

Sr No	Date	Particulars	Time From	Time To	Faculty	Department	Contact Details	Sound System Required	Projector Required
	9/5/2023	ZGMI - Induction Program	08.00 am	05.00 pm	Prof.Vikrant Nangare	ZGMI	9158417471	Yes	Yes
	9/6/2023	ZGMI - Induction Program	08.00 am	05.00 pm	Prof.Vikrant Nangare	ZGMI	9158417471	Yes	Yes
	9/7/2023	ZGMI - Induction Program	08.00 am	05.00 pm	Prof.Vikrant Nangare	ZGMI	9158417471	Yes	Yes

Please acknowledge and confirm

Thanks and Regards

Ashutosh.Joshi@zealeducation.com / CDP.ZES@zealeducation.com



On Fri, Aug 11, 2023 at 9:39 AM Vikrant Nangare <vikrant.nangare@zealeducation.com> wrote: [Quoted text hidden] [Quoted text hidden]

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Sr.No - 39. Narhe Dhayari Road, Narhe, Pune - 411 041( MS) India
020-6720 6041/42 director.zimca@zealeducation.com
Www.zimca.in
AISHE Code : C-50909 | DTE Code : MB-6195 | SPPU Pun Code : IMMP015570

ISO:21001 Certified

## **Purchase Order**

Store/PO/Bhagwati Trading Company/2023-24/ 5915

Date: 05/01/2024

Bhagwati Trading Company

Neha Apartment,407/1 Shaniwar Peth, Pune30

Phone: 020 24450751,9970536262,8626063000

e-mail : bhagwatitradeco@gnail.com

Subject Purchase / Work order for A4 White Paper Rim at Zeal Education Society ,Zeal Institute of Management & Computer Application Narhe Campus.

)/ Madam

To

With reference to your Quotation, we are pleased to Place Purchase/ Work Order of A4 White Paper Rim at Zeal Education Society, Zeal Institute of Management & Computer Application Narhe Campus

Sr. No.	Particulars	HSN	Qty	Unit	Rate/ Unit	Total
1	A4 White Paper Rim (JK Sparkle) 75 GSM	48025790	75	Rim	202.50	15187.50
			- +		Total	15,187.50
					GST 12%	1,822.50
		and a		Round	l Off (-/+)	0.00
•		(	rand Total (	Including A	All Taxes)	17,010.00

Rupees Seventeen Thousand Ten Only

Terms and Conditions :

1 Delivery: Free Door Delivery at ZES Narhe Campus

2. Delivery Period: Immediate After P.O. & Advance

3. Taxes & duties: Extra As Applicable

4. Payment Terms: 50% Advance With P.O. & 50% Payment within 8 days

5. Support: On Site

(Subject to Pune Jurisdiction)

Thanking You.

Prof. Sanjay Mahadik Director ZIMCA



20/01/20

Director Academics, Admission and Administration Zeal Education Society

Bhagwati Trading Company Godown No. 1. Neha Apartment, 407/1 Shaniwar Peth, Pune 411030			i lava				the second se
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STODIOUGT Date Date 111000				C/23-24/001	/34	9-Jan-	
GSTIN/UIN: 27AAWFB8040K1ZW			Dell	very Note		Mode/T	erms of Payment
State Name : Maharashtra, Code : 27			Refe	erence No. & I	Date.	Other F	leferences
Contact : 020 24450751,8626063000 / 942230 E-Mail : bhagwatitradeco@gmail.com	6300		Buy	er's Order No.		Dated	
Buyer (Bill to)			Disp	atch Doc No.		Deliver	Note Date
Main Building "A", Sr.No. 39/1, Narhe, Pune	ð -	,		atched throug	ħ	Destinal	
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## ZEAL EDUCATION SOCIETY'S ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION

 Sr.No - 39, Narhe Dhayari Road, Narhe, Pune - 411 041( MS) India.
020-6720 6041/42 director.zimca@zealeducation.com www.zimca.in AISHE Code : C-50909 | DTE Code : MB-6195 | SPPU Pun Code : IMMP015570

ISO:21001 Certified

## Work Order

Store/PO/Jyotirling Fabrication/2023-24/ 5901.

Date: 20/12/2023

To

**Jyotirling Fabrication** 

Shop No. 794, Ubhe Building, Yashdeep Society, Warje Malwadi, Pune-52 Phone : 9371053157

e-mail : shahurajshelke04@gmail.com

Subject : Purchase/ Work order for Manufacturing of Students Benches at ZIMCA, ZES, Narhe Campus.

Sir/ Madam

With reference to your quotation, we are pleased to place the Purchase/ Work order for Manufacturing of Students Benches at Zeal Education Society's Zeal Institute of Management & Computer Application Narhe Campus.

Sr. No.	Particulars	HSN	Qty.	Unit	Rate	Total
1	Labour Charges with Material for Manufacturing of Students Benches		150	Sets	1500.00	225000.00
					Total	225000.00
					GST @ 18%	40500.00
					ound Off (+/-)	0.00
				7	<b>Fotal Amount</b>	265500.00
ipees Tw	vo Lakh SixtyFive Thousand Five	Hundred	Only			

2. Delivery Period: Immediate Start after work order.

3. Taxes & duties: Extra as applicable(TDS is applicable if required)

4. Payment Terms: 90% Advance & Balance 10% After Completion of Order

PUNE-41

5. Support: On Site

6. Note:

(Subject to Pune Jurisdiction)

Thanking You.

Prof. Sanjay Mahadik Director ZIMCA

20101124 Director

Academics, Admission and Administration Zeal Education Society

Ze al institute of Business Administration Computer Application and Research

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Tor Monuta Benches	rge with Mater Churing of Stude (proved For Bill ayment of Rs: Principal	265,500	ISO I Sub Total GST 9 %	2,2	5,000/- 250/-
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## All Type Of Fighiting Systems Hydro Pneumatic Pumping Systems Authorised Dealers : Kirloskar, Ansons, Mahindra Pumps

## Sumeet Sales & Service

## License to act as Licensed Agency for the purpose of Fire Prevention & Life Safety Measures

VAME & ADDRE	SS			BILL NO	86		Date	06.07.2023
ZIMCA NARHE, PUNE				1		ŀ		
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							TOTAL	3964.80
entral bank o	f india, tilak road		Taxable	SGST	CGST			
ac no. 528233				34			3964.80	
IFSC code-CB	IN 0280663	GST - 18 %	3360.00	302.4	302.4	1		
		TOTAL	3360.00	302.40	302.40		3964.80	
					-	Grand Total	l	3964.80
Company's GSTI	N - 27AVMP\$6007L1ZO							
centificate under the C (CGST) Rules 2017 (it sales of the goods spe by intel/ us and that it this fax invoice has be be accounted for in th	that my / our registeration Central Goods & Services Tax is inforce on the date on which the colied in this TAX INVOCE is made to transaction of sales covered by en effected by me / us and it shall e turnover of sales while filling of e tax, if any payable on the sale ue paid E & O.E	SUMEET SALES AND SERVICE S Authorised Sign	*	L'UNEET O	MOD: 808732310 * PUNE	GERVICES *	boh-	-





ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION © Sr.No - 39, Narhe Dhayari Road, Narhe, Pune - 411 041 (MS) India. © 020-6720 6041/42 @director.zimca@zealeducation.com @www.zimca.in AISHE Code : C150909 | DTE Code : MB-6195 | SPPU Pun Code : IMMP015570

ISO:21001 Certified

ZEAL EDUCATION SOCIETY'S

## Work Order

Date: 24/01/2024

Store/PO/Libaas/2023-24/ 6133 -

Libaas

Gandhar Apartment, office no.2, First floor, Mehata Hospital, Near Rajyog hall & Bharat petrol pump, Wakdewadi, Shivaji nagar. Phone: 020-41315151 /7798882464

e-mail : enquiry.libaas@gmail.com

Subject Purchase/ Work order for Staff Uniform at Zeal Education Society,Zeal Institute of Management & Computer Application Narhe Campus.

With reference to your quotation, we are pleased to place the Purchase/ Work order for Staff Uniform (Teaching Non Teching Staff) at Zeal Education Society, Zeal Institute of Management & computer Application Narhe Campus.

Sr. No.	Particulars	HSN/SAC	Qty.	Unit	Rate	Total
1	For Teaching Staff (Male) 1 Blazer , 1 Modi Jacket, 2 Shirt , 2 Trouser	As Per Annex	1	set	4400.00	4400.00
2	Non Teaching Staff ( Male) 1 Stand collar Jacket, 2 Shirt, 2 Trouser	As Per Annex	1	Set	3401.00	3401.00
3	For Teaching Staff (Female) 1 Blazer , 1 Modi Jacket	As Per Annex	1	Set	1998.00	1998.00
4	For Non Teching Staff (Female) 1 Stand Collar Jacket	As Per Annex	1	Set	999.00	999.00
					GST @ 5%	

Terms and Conditions :

L Delivery: Z E S Narhe Campus

2. Delivery Period: Within 1 Month from the Order

Taxes & duties: Extra As Applicable (TDS Applicable if Required)

4. Payment Terms: 50% Advance,30% against delivery & remaining 20% within 15 days of the delivery or invoice date

Support: On Site

o: \* Note : Bill will be raised against actual count of No. of Uniform.

Details of Stitching & Cloth as per attach annexture

Subject to Pune Jurisdiction)

Thanking You.

Prof. Sanjay Mahadik Director ZIMCA PUNE-41

Academics,Admission and Administration Zeal Education Society



 Sr.No - 39, Narhe Dhayari Road, Narhe, Pune - 411 041( MS) India.
2020-6720 6041/42 director.zimca@zealeducation.com
Www.zimca.in AISHE Code : C-50909 | DTE Code : MB-6195 | SPPU Pun Code : IMMP015570

ISO:21001 Certified

21/3/2024

Date: 10/2/2024

## **Purchase Order**

Store/PO/RK Photography & Videography/2023-24/6392

To

RK Photography & Videography

Shop No. 01, Navdeep Society, Manaji Nagar, Narhe, Pune-41

ealeducation.com

Phone: \$482821907/8407913005

e-mail: rajkadam1283@gmail.com

Subject : Purchase/ Work order for Stage Decoration, Lighting & Sound System for UDAAN-2K24 at ZIMCA , ZES, Narhe Campus.

Sir/ Madam

With reference to your quotation, we are pleased to place the Purchase/ Work order for Stage Decoration, Lighting & Sound System for UDAAN-2K24 at Zeal Education Society's Zeal Institute of Management & Computer Application Narhe Campus.

		r			T	
Sr. No.	Particulars	HSN	Qty.	Unit	Rate	Total
1	Stage Size 30X40 ft. Stage Height 5.5 ft. Stage Masking, Backdrop Maskingwith stage chair. Stage RAmp		1 For 2 Days	No.	75000.00	75000.00
- Low Constant of					Total	75000.00
			1		GST @ 18%	NA
				R	ound Off (+/-)	0.00
			υ.		Total Amount	75000.00
4. Paymen 5. Support 6. Note	duties: Not Applicable(TDS is appli t Terms: 100% After Completion of On Site Pune Jurisdiction) (ou.	Work	al constant		48	-013124
rol. Sana Direct ZIMC	A	2013 1802 * UC	THE STREET		Director Admission and A eal Education So	dministration

Zeal Institute of Business Administration Computer Application and Research



#### ZEAL EDUCATION SOCIETY'S ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION

Sr.No - 39, Narhe Dhayari Road, Narhe, Pune - 411 041(MS) India.
020-6720 6041/42
director.zimca@zealeducation.com
www.zimca.in
AISHE Code : C-50909
DTE Code : MB-6195
SPPU Pun Code : IMMP015570

ISO:21001 Certified

Date: 05/01/2024

	Purchase	Order	÷
_			_

Store/PO/Bhagwati Trading Company/2023-24/ 5915

aleducation.com

T.

Shagwati Trading Company

Veha Apartment,407/1 Shaniwar Peth, Pune30

"bone, 020 24450751,9970536262,8626063000

e-mail: bhagwatitradeco@gnail.com

Subject Purchase / Work order for A4 White Paper Rim at Zeal Education Society ,Zeal Institute of Management & Computer Application Narhe Campus.

Madam

Vitit reference to your Quotation, we are pleased to Place Purchase/ Work Order of A4 White Paper Rim at Zeal Turation Society, Zeal Institute of Management & Computer Application Narhe Campus

Sr. No.	Particulars	HSN	Qty	Unit	Rate/ Unit	Total
4.	A4 White Paper Rim (JK Sparkle) 75 GSM	48025790	75	Rim	202.50	15187.50
	a 8			•	Total	15,187.50
					GST 12%	1,822.50
0	an an anna a thatan a cantan thatan an an an	in an	enteret for Antonia	Round	Off (-/+)	0.00
	4		irand Total (	Including A	Ill Taxes)	17,010.00

ons and Conditions :

Hivery Free Door Delivery at ZES Narhe Campus

Julivery Period: Immediate After P.O. & Advance

aves & duties: Extra As Applicable

quanent Terms: 50% Advance With P.O. & 50% Payment within 8 days

poort: On Site

nect to Pune Jurisdiction)

- sking rou.

Prof. Sanjay Mahadik Director Z1MCA





Academics, Admission and Administration Zeal Education Society



ZIMCA

#### ZEAL EDUCATION SOCIETY'S ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION

**Zeal Education Society** 

 Sr.No - 39, Narhe Dhayari Road, Narhe, Pune - 411 041(MS) India.
2020-6720 6041/42 director.zimca@zealeducation.com www.zimca.in AISHE Code : C-50909 | DTE Code : MB-6195 | SPPU Pun Code : IMMP015570

300 0	www.zealeducation.com				ISC	21001 Certified
	4	Purcha	ase O	rder		
To I unkad F Enzeyland I none : 02 C mail : Subject : Sur Mada Sith refer aterial(T	Building 776 Sadashiv Peth, 20-24471744 /9284975210 Purchase/ Work order for Lad Management & Computer App	lies Staff Dre dication Nar	he Camp ace the P	us. urchase/ Work	ation Society, Zeal order for Ladies S	taff Dress
Sr. No.	Particulars	HSN/SAC	Qty.	Unit	Rate	Total
1	Top Plain Cloth Ruby Luster Venture *No. of Staff 8 Top 5 mtr. (8*5)		40	Mtr.	160.00	6400.00
2	Salvar Plain Cloth *No of Staff 8 Salvar 4.5 mtr. (8* 4.5)	4	36	Mtr.	160.00	5760.00
					Total	12,160.00
				£	Gst @ %	Included
				14	Round Off (+/-)	0.00
n	welve Thousand One Hundred			•	Grand Total	12,160.00
Cernis and 1. Delivery 2. Delivery 3. Taxes & 4. Payment 5. Support:	Conditions <b>: Z E 5 Narhe Campus</b> Period: 15 <b>Days After Advance</b> duties: Included Terms: 100% Advance On Site Pune Jurisdiction)	· · · · · · · · · · · · · · · · · · ·	Construct Annual	-		
	Director	1	1	Academics.A	Director Idmission and Ad	ministration