



SINHGAD TECHNICAL EDUCATION SOCIETY®

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

Sinhgad Institutes

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.

Tel. : (020) 2545 9751 Fax : 2545 3456 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA.
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

STES / 2015-16 / 3232

Date:-14.10.2015

CIRCULAR

It has been brought to the notice of the undersigned that in some campuses the terraces of the college / Hostel buildings are not locked and are misused by staff / students. Some unpleasant incidences have also been reported to the undersigned.

In order to check unpleasant incidences and also to avoid misuse of the premises; Management has taken decision to close the terraces of all Buildings (Included Hostel Buildings) by locking doors and to keep watch on use of terraces by staff members as well as students. The terraces shall be locked & sealed and keys to be kept in safe-custody of the Estate Officer / Resident Officer. Strict Vigilance should be maintained by the Security Personnel. It shall be the responsibility of Estate Officer / Resident Officer to follow these instructions scrupulously and to report any untoward / unpleasant incidences or misuse of the premises to the Campus Director immediately for further necessary action.


President

To:-

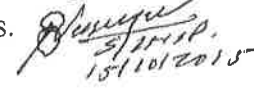
- 1) Campus Director of all Campuses of STES
- 2) Estate Officer / Resident Officer of all Campuses
- 3) Directors / Principal of all Institutes / Colleges / Schools
- 4) Security in-charge of the all Campuses.
- 5) Select File

Copy to: -

1. Founder Secretary, STE Society, Vadgaon Bk, Pune -41
2. Vice-President (HR), STE Society, Vadgaon Bk, Pune-41
3. Vice-President (Admin.) STE Society, Vadgaon Bk, Pune-41

To,
Security Dept.
Pl. keep the all
terraces close on
urgent basis.


15/10/15


15/10/2015


15/10/15

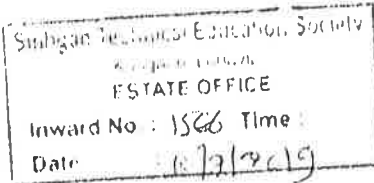
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DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D
FOUNDER SECRETARY

STES/PROJ/19-20/33

Date: 02.07.2019

CIRCULAR

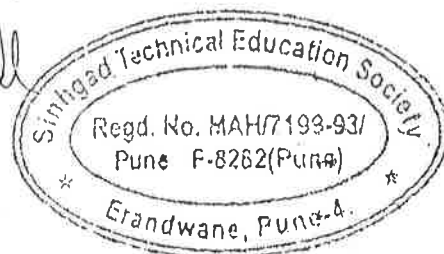
Fire Prevention and Fire Fighting

A) Fire Prevention

It is the responsibility of Head of College/ Institute/School/ Hospital to ensure that all precautions in his buildings are taken to prevent the fire and all fire fighting arrangements are as per norms and are functional and operation of fire fighting is known to all people working in the buildings.

- a) All waste papers are destroyed and not dumped at one place in the building.
- b) All broken furniture is either disposed off or got repaired and put in the use. Broken furniture should not be dumped on terraces or on the top landing of the staircase in the building.
- c) All combustable material should be properly stacked/stored away from the area which has potential fire hazard.
- d) All bulk chemicals which are fire hazards should be properly stored as per norms.
- e) In Chemical and other labs all burners are closed immediately after use.
- f) Main gas supply to the burners is put off before closing the labs.
- i) All A/Cs and Electric switches are put off before closing the rooms in the evening.

Contd....2



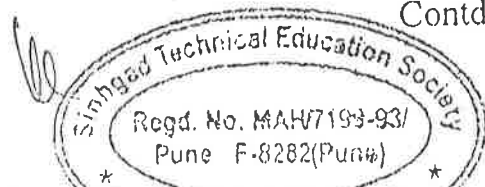
Fire Fighting

- a) All fire fighting equipments provided should be functional all the time. All fire extinguishers provided as per norms shall be within expiry date.
- b) All people working in the building should know the operation of fire fighting equipment and fire extinguishers.
- c) Estate office shall be responsible to keep the fire fighting equipment functional at all time and any repair/replacement shall be carried out without loss of time.
- d) Estate office is responsible to provide ABC and CO2 fire extinguishers as per standard and norms initially. Refilling of extinguishers after expiry date shall be the responsibility of the head of Institute/College/Hospital/School.
- e) Estate Manager is responsible for fire fighting arrangements for Hostels, Messes, Canteens and his office and Society office in his campus. People staying in hostels and staff working there as well as all people working in the Messes and Canteens in the campus should know about the operation of fire fighting arrangements and Estate Manager should ensure this aspect.
- f) Initially Fire fighting equipment should be completed and made functional and handed over in working conditions by Project Department to the Institute/College/Hospital/ School with demonstration to operate the same. Handing/taking over register should be maintained.
- g) Similarly the fire extinguishers shall be initially provided as per norms and handed over by the Estate staff to the Institute/College/Hospital/ School and record of the same is kept.

C) Administrative arrangement for fire Fighting

- a) Head of the Institute/College/School should nominate two staff members as fire officer/reserve for the Institute, who shall be responsible to ensure that the all fire fighting equipment is functional and all fire extinguishers

Contd....3



:3:

are within the expiry date. He shall be also responsible to carry out the Fire fighting drill once in four months and train the people working in the Institute to operate the fire fighting equipment so that during fire no body is caught unaware of the operations of the equipment. Register of such Fire Fighting drill is kept for verification.

He shall also be responsible to get the fire fighting equipment repaired if required from the Estate office of the campus immediately by liaison.

b) In Case of fire he should monitor all activities.

c) Telephone numbers of Municipal Fire Brigade should be displayed prominently at prominent of places in the building.

d) Similarly the Estate office should nominate two members of their staff as Fire officer/ reserve for the buildings under his control as mentioned above. The responsibilities and duties of this Fire officer shall be same as per Fire officer of the institute.

D)Following documents should be sent to me once in six months.

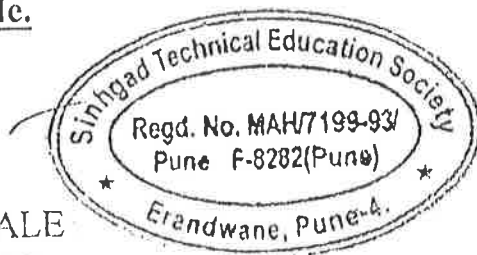
a) Register of Fire drill carried out.

b) Copies of handing over of Fire Fighting equipment and Fire Extinguishers

E)The above instructions should be followed strictly and no laxity on this part is acceptable.



M.N. NAVALE
PRESIDENT



Distribution :

Campus Director - Vadgaon & Ambegaon

Campus Director- Kondhwa

Campus Director- Warje

Campus Director- Narhe Technical campus

✓ Campus Director- Lonavala

Dean SKNMC&GH-Narhe



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B.A., MPM, Ph.D.
FOUNDER SECRETARY

STES/PROJ/19-20/89

Date: 20.11.2019

CIRCULAR

Reference Circular No. STES/PROJ/19-20/61 dt 11.09.2019 .

It is clarified that Asst Estate Manager (Civil Engg and Utility Service) and Maintenance Engineer (Civil) Maintenance Engineer water supply and Electrical Engineer shall be also responsible for monitoring and supervising major works of Civil Engineering and Utility Services in the Campus.


M.N. NAVALE
PRESIDENT

Distribution :

- (a) Campus Director-Vadgaon & Ambegaon
- (b) Campus Director- Narhe Technical Campus
- (c) Campus Director -Kondhwa
- (d) Campus Director- Warje
- (e) Campus Director- Kusgaon-Lonavala
- (f) Campus Director – Erandwane
- (g) Dean, SKNMC&GH, Narhe
- (h) Estate Office, Vadgaon & Ambegaon
- (i) Estate Office, Kondhwa
- (j) Estate Office, Warje
- (k) Estate Office, Kusgaon-Lonavala
- (l) Estate Office, Narhe Technical Campus
- (m) Estate Office, SKNMC&GH, Narhe



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STES/PROJ/19-20/73

Date: 07.10.2019

CIRCULAR

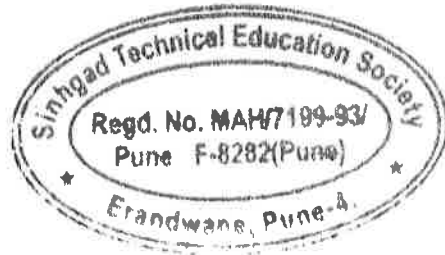
Reference Circular No. STES/PROJ/2019-20/64 dt 16.09.2019 and
STES/PROJ/2019-20/70 dt 25.09.2019.

It is observed that the Estate offices in the campuses are not functioning with due diligence and with the sense of responsibility. The working days for campus Estate office shall be Monday to Saturday and on Sunday and on holiday some responsible official should be available in the office to attend the emergency.

Hence forth, the estate office should function accordingly and if any laxity is found in functioning, action shall be taken against the responsible official. Which please note.

(M.N. Navale)

President



- Copies to :
- (1) Campus Director, Kusgaon-Lonavala
 - (2) Campus Director, Warje
 - (3) Campus Director, Kondhwa
 - (4) Campus Director, Erandwane
 - (5) Estate Office, Kusgaon-Lonavala
 - (6) Estate Office, Warje
 - (7) Estate Office, Kondhwa



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STES/PROJ/2019-20/64

16.09.2019

C I R C U L A R

1. Reference Circular No.STES/PROJ/19-20/61 dt. 11.09.2019.
2. Following appointments are made :

Assistant Estate Manager (Civil Engineering and Utility Services)

- (a) Mr. M.N. Ranka, Project Engineer appointed as Assistant Estate Manager (Civil Engineering and Utility Services) Vadgaon and Ambegaon Campuses. In addition, he shall work as Maintenance Engineer (Civil) Ambegaon Campus.
- (b) Mr. M.D. Ghanwat, Estate Officer appointed as Assistant Estate Manager (Civil Engineering and Utility Services), Narhe Hospital Campus, Narhe Technical Campus and Warje Campus. In addition, he shall work as Maintenance Engineer (Civil), Narhe Hospital Complex.
- (c) Mr. V.S. Vasekar, Project Engineer appointed as Assistant Estate Manager (Civil Engineering and Utility Services), Kusgaon, Lonavala Campus.

Maintenance Engineer (Civil)

- (a) Mr. K.V. Nevase, Maintenance Engineer appointed as Maintenance Engineer (Civil), Vadgaon Campus.
- (b) Mr. R.B. Mahajan, Site Engineer appointed as Maintenance Engineer (Civil and Water Supply), Kusgaon Campus.
- (c) Mr. N.V. Ingawale, Sr. Technician (Mechanical) appointed as Maintenance Engineer (Water Supply) who will also look after sewage disposal and plumbing work of Narhe Hospital Campus.
- (d) Mr. M.L. Gajarmal, Estate Supervisor appointed as Estate Supervisor, Water Supply of Vadgaon and Ambegaon Campus.
- (e) Mr. V.B. Kondhare, Estate Supervisor appointed as Estate Supervisor (Civil and Water Supply), Narhe Technical Campus.



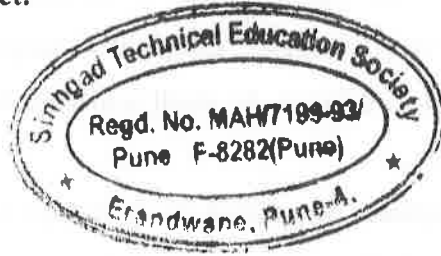
Electrical Engineer

- (a) Mr. S.R. Fernandes, Electrical Engineer appointed as Electrical Engineer, Vadgaon and Kondhwa Campus.
- (b) Mr. P.V. Alegaonkar, Electrical Engineer appointed as Electrical Engineer, Ambegaon and Warje Campus.
- (c) Mr. S.C. Shinde, Electrical Engineer appointed as Electrical Engineer, Narhe Hospital and Narhe Technical Campus.
- (d) Mr. S.S. Shinde, Sr. Electrical Supervisor appointed as Campus Supervisor (Electrical), Narhe Technical Campus.
- (e) Mr. G.P. Thombre, Technical Assistant appointed as Electrical Engineer, Kusgaon.
- (f) Mr. Ansari, Technical Assistant appointed as Assistant Electrical Engineering who will carry out duties entrusted to him by Electrical Engineer.

The above appointments are without any extra financial benefit and shall come into force with immediate effect.


(M.N. Navale)

President



- Copies to :
- (1) Campus Director, Vadgaon & Ambegaon
 - (2) Campus Director, Kondhwa
 - (3) Campus Director, Warje
 - (4) Campus Director, Narhe Technical Campus
 - (5) Campus Director, Kusgaon, Lonavala
 - (6) Campus Director, Erandwane
 - (7) Dean, SKNMC&GH, Narhe
 - (8) Estate Office, Vadgaon & Ambegaon
 - (9) Estate Office, Kondhwa
 - (10) Estate Office, Warje
 - (11) Estate Office, Narhe Technical Campus
 - (12) Estate Office, Kusgaon, Lonavala
 - (13) Estate Office, SKNMC&GH, Narhe



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STES/PROJ/19-20/61

Date: 11.09.2019

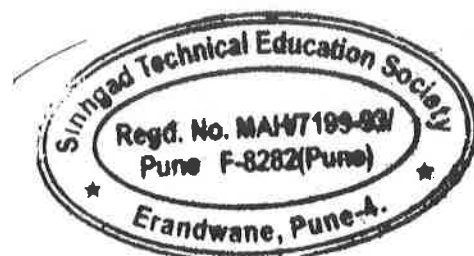
CIRCULAR

1. Assistant Estate Manager

(Civil Engineering and Utility Services)

- a. Hence forth a new post of Assistant Estate Manager (Civil Engineering and Utility Services) shall be created in a major campuses of STES, who shall be responsible for creation and maintenance of all Civil Engineering assets, Water supply assets, Electric supply assets, Lifts, Solar water heaters, Air Conditioning, Geysers, Inter com systems, Water coolers and Fire Fighting Services in the campus with the help of the supporting staff. He shall be reporting to Campus Director, However, he may approach Project Manager for any Technical Advice.
- b. Responsibilities :
- He shall be responsible for monitoring the work of Maintenance Engineer (Civil) to ensure that the maintenance of all assets of civil Engg is carried out efficiently and effectively.
 - Similarly he shall be responsible to monitor the work of Electrical Engineer to ensure that maintenance and operation of utility services is carried out efficiently and effectively.

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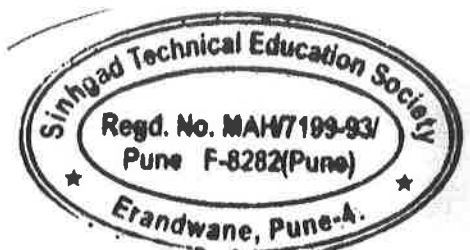
iii) He shall monitor the work of Maintenance Engineer (Water supply)/ Estate Supervisor to ensure that maintenance and operation of water supply assets is carried out efficiently and effectively and quality water is made available to the end user in the campus.

c. Duties

: To ensure that above responsibilities are properly full filled, the duties of Assistant Estate Manager(Civil Engineering and utility services) are laid down as below.

- i) He along with supporting staff shall visit the Institutes and discuss the problems of maintenance once in month. He shall also draw a yearly maintenance programme of the building of the Institution during one of the such visits by inspecting all buildings of the institution.
- ii) Similarly he along with supporting staff shall visit all hostel/Mess/Staff quarters/ corporate/Estate office buildings to know the maintenance problems once in a month. He shall also draw a yearly maintenance programme in one of the such visits by inspecting all buildings.
- iii) Also he along with supporting staff shall inspect all roads/ drains/sewage line and compound/retaining walls to identify the maintenance problems and ensure that no undesirable activity endangering our walls is going on.

Contd...3



:3:

If so immediate suitable action shall be taken by him to notify the same to the owner of adjacent private land, PMC and Police station.

iv) If any major work (s) is going on in the campus, he shall visit and inspect the same once in a day to ensure good quality and progress.

v) He will ensure that all water supply agreements/land lease agreements are renewed in time.

vi) He shall ensure that AMCS for lifts are finalized in time.

vii) He shall carry out any other related work entrusted by campus

Direct/Project Manager/Management.

2. Maintenance Engineer (Civil)/ Estate Supervisor (Civil)

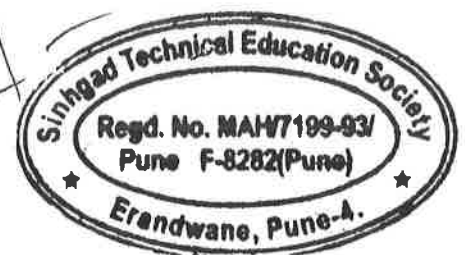
a) For each major campus there is a Maintenance Engineer (Civil) and for small campuses Estate Supervisor to look after the Civil Engineering assets and for effective maintenance of the same.

b) Responsibilities: He is responsible for maintenance of the building roads, area drainage and sewage lines and Compound/Retaining walls. He is also responsible for maintenance and operation of Sewage Treatment plant in the campus.

c) Duties: Duties of the Maintenance Engineer (Civil)/Estate Supervisor are laid down as follows.

i) Each institute shall maintain a complaint register for civil engg, water supply and Electric supply the maintenance Engineer (Civil)/ Estate Supervisor shall visit

Contd...4



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the Institution once in a week and note down the complaints for compliance. He will also inspect all buildings from Engineering point of view of the Institution once in fortnight and take immediate action to rectify any defect in the building.

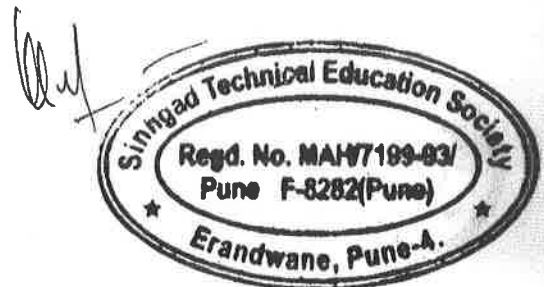
ii) Similarly a complaint register for civil Engg water supply and Electric supply shall be maintained in each hostel and the same shall be seen once in a week by the Maintenance Engineer (Civil)/ Estate Supervisor.

iii) a Complaint Register for civil engg, Water supply and Electric supply for Corporate/Estate office and family quarters shall be maintained in the office of Assistant Estate Manager.

iv) The register kept in Hostel and in the office of the Asst Estate Manager shall be seen by Maintenance Engineer (Civil) /Estate Supervisor and shall note the complaints for compliance once in week.

v) He shall inspect the roads, drains, sewage lines and compound/retaining walls once in 15 days and take promptly corrective actions if any defect is noticed. He should specifically inspect the Compound walls/ Retaining walls from inside as well as from outside where adjacent private land is there and ensure that no undesirable activity is being taken place to endanger our walls and if such activity is found, the same shall be

Contd...5



:5:

brought to the notice of Asst Estate Manager (Civil Engg and Utility services) for notifying the same to the owner of the adjacent land, PMC and Police station.

vi) He shall ensure efficient functioning of the sewage treatment plant located in the campus.

vii) To carry out any other related work, entrusted by Assistant Manager / Campus Director/Project Manager/Management.

viii) He shall maintain up to date layout of the campus showing the buildings, roads drains and sewage lines.

3. Maintenance Engineer water supply/Estate Supervisor

a. Responsibilities :Maintenance Engineer (Water supply)/

Estate Supervisor shall be responsible for supply of quality water to the end users and smooth functioning of water supply pipelines and water treatment plant located in the campus.

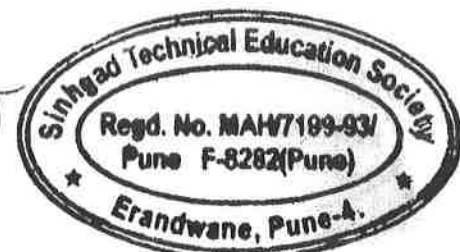
b. Duties

: Duties of Maintenance Engineer (water supply)/ Estate Supervisor are given as below.

i) He shall visit once in week and note down the complaints in complaint Register maintained in Institution, Hostels and in the office of Asst Estate Manager for compliance promptly.

ii) He shall draw a periodical maintenance chart for water treatment plant and Jackwell pump house if any and ensure that the periodical maintenance is carried out accordingly and record of the same is kept.

Contd...6



:6:

iii) He will visit and inspect the major pipe lines periodically and correct the defect if found immediately.

iv) He will ensure that correct chlorine dosing and alum dosing is carried out to ensure the quality to water.

v) He should check daily chlorine in the water at the end point and keep the register of the same. Also he shall get the water at the end point tested from the Engineering College lab for portability and take corrective action as suggested by the Engineering College lab immediately.

vi) He will ensure that the water supply agreement, land lease agreement are renewed in time and maintain the record of the same.

vii) He shall maintain up to date layout of the campus showing bldgs and main water supply pipe lines

viii) Any major break down shall be brought to the notice of Asst Estate Manager for taking prompt corrective action.

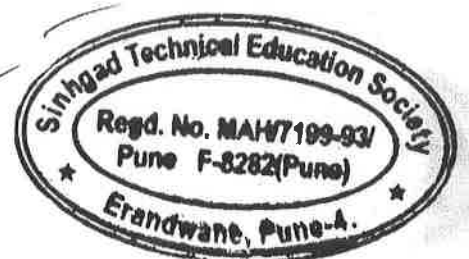
ix) He shall carry out any other related duties entrusted by Campus Director/Project Manager/Management.

4. Electrical Engineer

a. Responsibility :

i) Electrical Engineer is responsible for efficient functioning of Electric supply , water coolers, solar water heaters, Geysers, Air conditioners, Lifts, Fire fighting and intercom system in the campus.

Contd...7



:7:

ii) He is also responsible for efficient functioning of the substation (s) located in the campus.

iii) He is responsible for maintaining the power factor so as to get rebate from MSEDCL.

b. Duties:

Duties of Electrical Engineer are follows:

i) He shall visit once in a week and note down the electrical complaints in complaint Register maintained by the Institutions, Hostels and in the office of Asst Estate Manager for compliance.

ii) He shall draw a periodical maintenance programme for Substation, Panels located at various places and Street lights and shall carry out the maintenance according and keep record of the same.

iii) Similarly such maintenance programme should be drawn for water coolers, solar water heaters, Geysers, Air conditioners, Lifts, Fire fighting and intercom system and carry out the maintenance accordingly and keep record of the same.

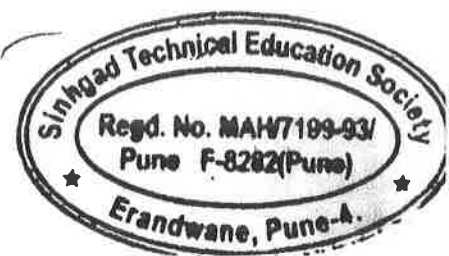
iv) AMC for lifts, water coolers, Air conditioners, should be concluded in time.

v) He shall ensure that fire fighting equipment installed in the campus is functional all the time.

vi) He shall ensure the that power factor is maintained so as to get rebate from MSEDCL.

vii) He shall keep the copies all agreements concluded with MSEDCL.

Contd...8



:8:

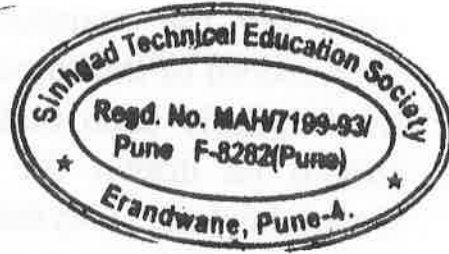
viii)He shall ensure that MSEDCL bills are checked thoroughly before progressed for prompt payment.

ix)He shall draw a periodical maintenance progremme for DG sets and carry out the maintenance according to keep the DG set in operational condition all the time.

x)He shall maintain the uptodate layout of the campus showing buildings and Electric lines and straight lights.

xi)He shall carry out any other duties entrusted by campus Director/ Project Manager/Management.


M.N. NAVALE
PRESIDENT



Distribution :

- a) Campus Director - Vadgaon & Ambegaon
- b) Campus Director- Kondhwa
- c) Campus Director- Warje
- d) Campus Director- Narhe Technical campus
- e) Campus Director- Kusgaon-Lonavala
- f) Dean SKNMC&GH-Narhe
- g) Campus Director- Erandwane
- h) Estate Office- Vadgaon & Ambegaon
- i) Estate Office- Kondhwa
- j) Estate Office- Warje
- k) Estate Office- Lonavala
- l) Estate Office- Narhe Technical campus
- m) Estate Office- SKNMC&GH