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CHH. SHAHU INSTITUTE OF BUSINESS EDUCATION & RESEARCH TRUST'S  
COLLEGE OF NON-CONVENTIONAL VOCATIONAL COURSES FOR WOMEN

University Road, Kolhapur - 416 004

(Affiliated to Shivaji University, Kolhapur, Maharashtra, India)

Accredited by NAAC with B++ Grade (4<sup>th</sup> Cycle)

Website: [www.cncvcw.edu.in](http://www.cncvcw.edu.in) E-Mail: [cncvcw@siberindia.edu.in](mailto:cncvcw@siberindia.edu.in) Ph.No. : (0231) 2535405

4.4.2

Prof. Dr. A. D. SHINDE  
Founder


Dr. R. A. SHINDE  
Secretary & Managing Trustee

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Date:

## DOCUMENT RETENTION POLICY OF LIBRARY

Sr. No.	Description of Document	Retention Period in Year	Remark
1	Old Newspapers	One	At the Beginning of Academic year
2	Old Magazines	Three	
3	Old books / Damaged books	---	Decide depending upon the condition of book for binding or write off
4	Old project reports	Five	Suggested collect soft copy (CD) at the time of submission by department level.
5	Old question papers	Three	At department level or as per syllabus change. Soft copy should be available on website
6	Library card	One	At the Beginning of Academic year
7	Library membership forms and deposit forms	One	At the Beginning of Academic year
8	Student and staff entry registers	Five	
9	Old racks, chairs and tables	---	Depending upon the condition
10	Old Computers and other accessories be replaced / disposed	---	Depending upon the condition

  
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Sr.No.	Description of Documents	Nature		Retention Period In year	Remark
		Hardcopy	Softcopy		
1	Voucher file	✓		5	
2	Service Book	✓		Permanant	Permanant
3	Admission Receipt	✓	✓	3	
4	Admission Form	✓		5	
5	Marksheet of students	✓		3	
6	Leave Register	✓		Permanant	Permanant
7	Leave Application	✓		1	
8	Bonafide		✓	1	
9	TC & Documents	✓	✓	1	
10	Personal files permanent staff	✓		Permanant	Permanant
11	CV	✓	✓	1	
12	Master	✓		permanent	Permanant
13	Visiting Staff master	✓		permanent	Permanant
14	Scholarship Record & form	✓	✓	3	
15	Minority Record & form	✓	✓	3	
16	Bank Statement	✓		5	
17	Audit Report	✓		permanent	permanent
18	Inward Register	✓			Review after one year
19	Inward Documents	✓			
20	Outward Register	✓			



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21	Outward Documents	✓			
22	Dead Stock Reg.	✓		permanent	permanent
23	Salary Sheet	✓	✓	5	
24	Biometric Record	✓	✓	1	
25	Affiliation Comm.file	✓		1	
26	Eligibility Record	✓		3	
27	New course Proposal SU	✓			
	Selected				till permanent affiliation
	Not Selected			1	
28	Student's Exam form	✓		1	
29	Student's Exam Name list	✓		1	
30	Committee Record	✓		5	
31	S.U.Marklist Ledger	✓		permanent	permanent
32	Fees Structure Record	✓		1	
33	Exam Bill file	✓		1	Audited certificate to be review
34	Student's General Reg.	✓		permanent	permanent





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## Department of Food Technology

### Standard Operating Procedures for Laboratory Equipment

#### Standard procedure for Hot Air Oven

- 1) Ensure the cleanliness of the instrument.
- 2) Open the ventilation knob provided on the top.
- 3) Switch "ON" the power supply.
- 4) Electronic temperature controller displays the chamber temperature.
- 5) Set the required temperature by pushing the "PUSH" switch and first potentiometer knob clockwise or anticlockwise until the temperature comes to set down.
- 6) Set the temperature with the help of second potentiometer knob.
- 7) Release the "PUSH" switch.
- 8) Indicator bulb glows indicate that the power to the heater is "ON".
- 9) Switch "ON" the fan switch for air circulation.
- 10) Use rotary switch for precise control of temperature.
- 11) Four positions of rotary switch are available as follows:- 0 – Off position, 5<sup>0</sup>C above ambient to 90<sup>0</sup>C, 90<sup>0</sup>C-150<sup>0</sup>C, 150<sup>0</sup>C-300<sup>0</sup>C.
- 12) Keep the switch on suitable markings as per requirements.



  
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## Standard procedure for Laminar air flow

- 1) Ensure the cleanliness of the instrument.
- 2) Remember to disinfect the gloves using sterile 70% isopropyl alcohol.
- 3) Clean the working table, top and side glass with filtered 70% isopropyl alcohol.
- 4) Turn on cabinet blower and light, note that fluorescent and UV lamps will not work simultaneously.
- 5) It is recommended that the germicidal UV lamp be run for 15-20 minutes prior to using the bench.
- 6) Allow only essential items should be placed in the workstation.
- 7) Use proper attire, lab coat, mask and gloves.
- 8) Red indicator will glow and air will start to come out from HEPA filters.
- 9) Switch off the UV tube light after minimum 30 minutes.
- 10) Press normal tube light button and tube light will glow.
- 11) Perform the microbiological testing under the laminar air flow workstation.
- 12) Do not switch "ON" UV light during working period it may cause eye damage.





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## Standard Operating Procedure for Muffle furnace

- 1) Ensure that the area is clean and the calibration due date of the temperature indicator is within calibration period.
- 2) Switch “ON” the main power supply of the Muffle furnace.
- 3) Bulb glows, which indicates the power supply to the instrument.
- 4) Set the required temperature by 3 switches provided on the panel.
- 5) Press “PUSH SWITCH” and simultaneously turn the “COARSE” knob clockwise or anticlockwise near required temperature and then turn: FINE” knob to set and exact temperature.
- 6) Release the push position.
- 7) Reset the instrument in case the temperature exceeds 550<sup>0</sup>C.





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## Standard Operating Procedure For Centrifuge

- 1) Inspect the centrifuge to ensure it is working properly, there is no damage and that the centrifuge is able to move freely.
- 2) Select the appropriate centrifuge tubes inspect them to make sure there are no cracks on flaws. Discard any tubes that are cracked.
- 3) Fill the tubes with desired liquid.
- 4) Make sure that the centrifuge tubes are balanced; use a balance to ensure that the weights of both tubes match.
- 5) Tightly secure the lids on the centrifuge tubes.
- 6) Make sure that the outside of the centrifuge tubes are clean and dry before placing them in the centrifuge.
- 7) Close the lid. Make sure the lid has a tight fit.
- 8) Set the run speed and run time..
- 9) Do not leave the centrifuge until it is operating at full speed and the machine seems to be running smoothly. Ensure that there is no abnormal noise or vibration.
- 10) After the centrifuge has completely stopped moving, you may remove your samples from the centrifuge.





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## Standard Operating Procedure for Incubator

- 1) Ensure that the incubator is properly connected to the power supply.
- 2) Switch “ON” the main switch and then the cabinet switch.
- 3) Set the required temperature to 37<sup>0</sup> C by pressing the set knob and soft keys.
- 4) Temperature shall be recorded which is displayed on LCD of the controller of the incubator.
- 5) Observe the temperature shown on the digital display. The temperature shall not differ by 2.5<sup>0</sup>C.
- 6) Keep samples inside the chamber and close the door.
- 7) Ensure door is properly closed.
- 8) Monitor temperature on displayed.
- 9) If any discrepancy found, immediately inform responsible person.





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## Standard Operating Procedure for Microwave oven

- 1) Switch ON the equipment.
- 2) Check the 'Green' indicator light and digital display ON, indicating the supply is on.
- 3) To set the desired temperature, press the MODE key. Set the temperature by UP and DOWN keys.
- 4) Pressing up and down keys, set the temperature to 60<sup>0</sup>C for drying of glassware.
- 5) Check Red indicator light glow, which indicator heater is ON and once temperature is set.
- 6) The red indicator light will go OFF.





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### Standard Operating Procedure for Tray Dryer

- 1) Before using, ensure the cleanliness of the tray dryer.
- 2) Charge the material in the trays and slide the trays on the holding rack in the dryer.
- 3) Close the door of the dryer.
- 4) Set the required temperature on the gauge and switch on the dryer and then the heater.
- 5) Unload the material for specified time then switch off the dryer.
- 6) Unload the material from the trays and clean the trays and clean the dryer as per cleaning procedure.
- 7) In case drying of fruit and vegetable, for drying of vegetable 60<sup>0</sup>C-66<sup>0</sup>C temperature is required and for drying of fruits 66<sup>0</sup>C-71<sup>0</sup>C temperature is required.
- 8) Machine operators will maintain the machine log sheet.



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## Standard Operating Procedure for Hot Water Bath

- 1) Ensure that the platform is dry.
- 2) Connect the power supply.
- 3) Ensure the water level in water bath. It should be sufficient to pour the heating element.
- 4) Switch “ON” the main power supply and instrument mains.
- 5) Switch “OFF” the instrument mains and main power supply after use.





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## Standard Operating Procedure for Planetary Mixer

- 1) Examine the machine parts for cleanliness and fit all the machine parts properly.
- 2) Powders and excipients are taken in the mixing bowl.
- 3) Connect the machine to main supply.
- 4) Press START button located in the machine.
- 5) Press STOP after completing of operation.
- 6) The apparatus should be cleaned before and after use.



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## Standard Operating Procedure for Distillation Unit

- 1) Open the water inlet supply to the still using flow control needle valve.
- 2) Wait until water can be seen flowing from outlet drain.
- 3) Before switching on the electrical supply always check that the flow rate of inlet water supply is sufficient and continuous.
- 4) The outlet drain water flows freely during entire operation.





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## Standard Operating Procedure for Digital pH Meter

- 1) Connect the combination Ph electrode to the input socket, wash it with water and switch ON the instrument.
- 2) Dip the electrode in 7 Ph buffer solutions.
- 3) Set the 'TEMPERATURE ° C controls to the buffer solution temperature from bank panel.
- 4) Set the mode selector switch to 'pH' position and push the "Set 7 Ph" control till the digital display shows the precise pH value of the buffer solution.
- 5) Remove the electrode from the buffer solution and wash it with distilled or re-iodised water.
- 6) Dip the combination electrode into another buffer solution.
- 7) Set the TEMPERATURE o C control to the temperature of the selected buffer solution.
- 8) Set the mode switch to Ph position. Set 4 Ph correction control, at the front panel until the display shows the pH value of the selected buffer solution. Check that the correct readings are obtained with both the buffer solutions without further adjustment.





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## Standard Operating Procedure for Autoclave

- 1) Clean the autoclave from inside and outside with a cloth moistened in disinfectant solution.
- 2) Clean the autoclave daily after completion of daily work.
- 3) Check the calibration status of the pressure gauge, temperature indicator cum controller.
- 4) Do not open the lid of the autoclave when the cycle is running.
- 5) Take care during handling of the articles as they will be hot, after sterilization.
- 6) After completion of the cycle, open the lid of the autoclave when the pressure gauge shows "0" reading and temperature gauge shows below 90<sup>0</sup>C.
- 7) Heating coils should be completely submerged in water.





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## Standard Operating Procedure for Soxhlet Apparatus

- 1) Assemble the apparatus.
- 2) Fill the round bottom flask with solvent.
- 3) Put the thimble containing sample into extraction tube.
- 4) Attach the extraction tube with flask containing solvent.
- 5) Attach a condenser unit with the extraction tube and run the water.
- 6) Fix the soxhlet apparatus on hot plate and heat the flask containing solvent.
- 7) The solvent starts to evaporate and falls in the extraction tube after condensing.
- 8) Continue this process till all the fat is extracted.
- 9) Discontinue the process and take out the thimble.
- 10) Again attach the extraction tube with flask containing solvent along with fat and condenser unit.
- 11) Again heat the flask to recover the solvent.
- 12) Discontinue the process and clean the extraction tube and thimble.







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## Standard Operating Procedure for Colorimeter

- 1) Insert plug in the socket.
- 2) Switch on the instrument at least 15 minutes before use.
- 3) Ensure to keep water blank before switching on the instrument.
- 4) Set the required wavelength.
- 5) Select %T using the knob and adjust to 100%.
- 6) Switch the knob to O.D which should be zero.
- 7) Clean the cuvettes after use.





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## Standard Operating Procedure for Weighing Balance

- 1) Make sure that the balance is kept clean.
- 2) Ensure that the calibration status is valid.
- 3) Ensure that the spirit level is in the centre of the circle.
- 4) Connect the power cable to the mains and switch “ON”.
- 5) Automatically self checking starts from “che-3” & ends with OFF.
- 6) Press ON/OFF key, all the display will glow.
- 7) Press “TARE KEY”, 0.00000 mark appears on the display.
- 8) The stability of the reading is obtained which is indicated by an arrow mark on the left side of the display.
- 9) Once the stability is attained, the balance is ready for weighing.
- 10) Place the material to be weighed on the pan & note down the reading after the arrow mark appears on the left side of the display
- 11) After completion of weighing press , “ON/OFF” key.  
“STAND BY” light switch.
- 12) Clean the balance immediately after weighing.





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## Standard Operating Procedure for Heating Mantle

- 1) Switch on the heating mantle.
- 2) Set the temperature.
- 3) Place the sample in the round bottom flask.





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## Standard Operating Procedure for Compound Microscope

### A. Setting up the Microscope

- 1) Carry the microscope with both hands & hold it above the waist so that it does not hit anything during transport.
- 2) Place the microscope on the lab bench away from the edge. Plug it in & secure the cord so that it does not get tangled up with anyone.
- 3) Do not touch the lens of the microscope with anything but lens paper. Use lens paper to clean the lens on the eye piece & objective
- 4) Turn on the microscope's light source & adjust the intensity of the light with the dial on the side of the base.





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## Standard Operating Procedure for Compound Microscope

### B. Using the Microscope

- 1) Rotate the objectives until the low power objective is in place & lower the stage to its lowest position with the coarse adjustment.
- 2) Secure a slide on the stage with the stage clips & cover over the light.
- 3) Looking through the ocular lens, use the coarse adjustment to raise the stage until the image of the specimen comes into focus.
- 4) Use the fine adjustment to get the image clear.
- 5) If higher magnification is needed, rotate the nosepiece to the next highest objective. You should only have to adjust your fine focus with each objective.
- 6) Once finished with the microscope, remove the slide, rotate objective to Low power, lower the stage, unplug it, cover it & return it to storage.





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## Standard Operating Procedure for Refrigerator

- 1) Connect the power plug to the main socket & switch on the power supply.
- 2) Put thermometer in the refrigerator compartment & freezer.
- 3) Set the thermostat control knob to normal position.
- 4) Load the refrigerator with the items to be stored between 2-6°C.
- 5) In case the temperature is not achieved increase cooling by setting the thermostat at max position.
- 6) Take out the article, open the door of refrigerator & take out the articles & close the door.
- 7) Monitor the temperature once a day in the format.



  
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# TEST CERTIFICATE

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DATE : 09/01/2023.

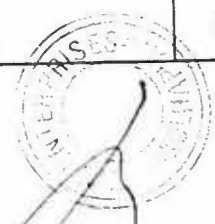
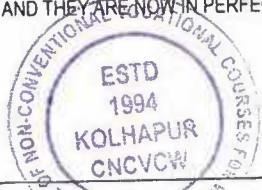
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1.	WATER CO2 TYPE CRATRIDGE TYPE / STORED PRESSURE TYPE					
2.	MECHANICAL FOAM TYPE CRATRIDGE TYPE / STORED PRESSURE TYPE					
3.	DRY CHEMICAL POWDER TYPE	05 KGS.	05	05		OK.
4.	CO2 TYPE ( CARBON-DI-OXIDE)					
5.	ABC (STORED PRESSURE) TYPE	02 KGS.	08	08		OK.
	<b>TOTAL</b>		<b>13</b>	<b>13</b>		<b>OK.</b>

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TO, THE PRINCIPAL, CNCVCW KOLHAPUR. GST NO. 27AAATC3093M1ZH		INVOICE NO. -		7805
		ORDER NO. -		
		DATE -		11/01/2023
SR.	PARTICULARS	QUANTITY	RATE	AMOUNT
1.	REFILLING OF- DRY CHEMICAL POWDER TYPE FIRE EXTINGUISHER. CAPACITY - 05 KGS.	05	340/-	1700/-
2.	REFILLING OF- ABC(STORED PRESSURE) DRY POWDER TYPE FIRE EXTINGUISHER.ISI MARK CHEMICAL CAPACITY - 02 KGS.	08	210/-	1680/-
			GST 18 %	
			C GST9%	3380/-
			S GST 9%	304.2/-
				304.2/-
			GROSS TOTAL	3,988/-

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Thanking You.....!





Certificate No.	<b>MERPL/22-23/104</b>	Date : <b>26/12/2022</b>
Date of Material Receipt	<b>20/12/2022</b>	
Weight	<b>250 Kgs</b>	
Customer Reference No.	<b>By Email Communication</b>	



## CERTIFICATE OF E-WASTE RECYCLING

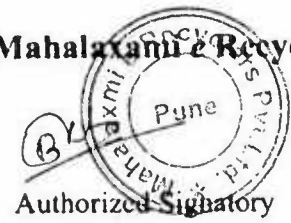
*This is to Certify that e-waste received for recycling  
from*

**College of Non-Conventional Vocational Courses For Women  
University Road, Kolhapur- 416004**

*has been safely disposed at our registered facility in an environment friendly manner.*



**For Mahalaxmi E Recyclers**



Authorized Signatory

MPCB Reg. No. : **MPCB/RO(HQ)HSMDA/Autho/20/EW-08 | Date: 11/11/2020**

Renewed Reg. No. : **BO/MPCB/RO(HQ)/PN/CO/B-2011000614 | Date Issued: 11/11/2020 Valid Till : 31/10/2025**

**Mahalaxmi E Recyclers Pvt.Ltd. Plot No.77&78,Ramtekadi Industrial Estate,Hadapsar, Pune-411013 | Website : ercyclebin.com**



महाराष्ट्र MAHARASHTRA

© 2021 ©

ZT 327857

13 JUL 2022

दि. नं.

94324

सं. नं. २६०९०२५



श्री. शिवाजी आनंदा खोत, मजूर ठेकेदार  
पत्ता - विद्यापीठ रोड, कोल्हापूर

राशि रु. (

१००)

दिले १६/०७/२०२२

अफेडेव्हीट, कारारपत्र, मॉरगाज, मुळगाज व अरेदो वर



- 4 JUL 2022

STAMP HEAD CLERK  
TREASURY OFFICE,  
KOLHAPUR. (M.S.)

*Quack*

## करार पत्र

१ छत्रपती शाहू इन्स्टिट्यूट ऑफ बिझनेस  
एज्युकेशन अँड रीसर्च, ट्रस्ट,  
कोल्हापूर

लिहून घेणार

पत्ता - विद्यापीठ रोड, कोल्हापूर

२ शिवाजी आनंदा खोत, मजूर ठेकेदार  
पत्ता - मु. वेखंडवाडी, पो. बोरीवेडे,  
ता. पन्हाळा, जि. कोल्हापूर

लिहून घेणार



*Xelated*  
PRINCIPAL,  
College of Non-Conventional  
Vocational Courses For Women  
Kolhapur.

आज दिनांक १४-०७-२०२२ रोजी छत्रपती शाहू इन्स्टिट्यूट ऑफ बिझनेस एज्युकेशन अँड  
रीसर्च, ट्रस्ट, कोल्हापूर व मे. शिवाजी आनंदा खोत, राहणार मु. वेखंडवाडी, पो. बोरीवेडे, ता.

पन्हाळा, जि. कोल्हापूर यांच्यामध्ये सॉनटरी मॅन्टेनेंग (House Keeping) कामाचाच प्दोन्नप्रमाणे करारपत्र येत आहे.

लिहून देणार यांच्याशी दिनांक २८-०६-२०२२ रोजी आनंदाच्या प्रत्यक्ष वनेनुमाए सायबर संस्थेमध्ये हाऊस किर्पींगचे काम लिहून देणार यांना माल मटेरियल मॅट्रल रु. ६०,०००/- (६० हजार फक्त) या दराने देण्याचे ठरले आहे. सदर कराराची मुदत दिनांक ०१-०७-२०२२ ते ३०-०६-२०२३ अखेर राहिल. संस्थेतील हाऊस किर्पींग कामाचा तपशील यावरीलप्रमाणे.

इमारतीचे नांव	कामाची पध्दत
सायबर मुख्य इमारत व सी.एन.सी.व्ही.सी.डब्ल्यू.	सर्व टॉयलेट, ब्लॉक्स/ संडास, बाथरूम, मुतारी व त्यातील पाणी वापराच्या जागा दिवसांतून तीन वेळा स्वच्छ करणे व आठवडयातून दोन वेळा ऑसिडने स्वच्छकरणे.
विद्यार्थी वसतिगृह	
स्टाफ कॉटर्स	
विद्यार्थीनी वसतिगृह -१	
विद्यार्थीनी वसतिगृह (WWH)-२	
राधाबाई शिंदे इंग्लिश मॅडियम स्कूल	
राधाबाई शिंदे ग्लोबल स्कूल बिल्डिंग	
प्रथालय बिल्डिंग	
वसतिगृहामागील २X४० फुटाचे गटर स्वच्छ करणे-	

#### कामाच्या अटी व शर्ती :

१. दर रविवारी सुट्टी राहिल.
२. संडास, बाथरूम, चॅंबर चोकअप झाल्यास स्वच्छ करणे.
३. ज्या दिवशी हाऊस किर्पींगचे काम होणार नाही त्या दिवसाचा मोबदला कमी करण्यात येईल अथवा कापण्यात येईल.
४. सर्व टॉयलेटस् दिवसातून तीन वेळा स्वच्छ केले पाहिजे. माल, मटेरियल लिहून देणार यांनी स्वतः आणणेचे आहे.
५. लिहून घेणार व लिहून देणार हे सात दिवसांच्या नोटीसेने करार रद्द करू शकतात.
६. काम समाधानकारक नसेल तर करार रद्द करण्याचा अधिकार सायबर संस्थेस आहे व राखून ठेवला आहे.

म्हणून केली करार आज दिनांक - १४-०७-२०२२

लिहून देणार

नांव- शिवाजी आनंदा खांत, मजुर (ठेकेदार)

सही-

लिहून घेणार

नांव- डॉ आर.ए.शिंदे (सचिव व कार्यकारी विश्वस्त, सायबर ट्रस्ट)

सही-

Secretary  
Inhatrapati Shahu Education & Research Center  
Education & Research Center  
Kohapur - 415 504



नांव-

सही-

नांव

सही

श्री. विनायक शिवाजी साठे

श्री. धनंजय शंकर माळी

PRINCIPAL,

College of Non-Conventional Vocational Courses For Women  
Kolhapur.

भारतीय न्यायिक

एक सौ रुपये

Rs. 100

₹. 100

ONE  
HUNDRED RUPEES

सत्यमेव जयते

भारत INDIA  
INDIA NON JUDICIAL

महाराष्ट्र MAHARASHTRA

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12AA 508326

इस्ताथा प्रकार / अनुक्रम क करारपत्र दस्त नादणी करणार आहेत का 1-8/2022

नोंदणी होणार असल्यास इच्छम निबंधक कार्यालयाचे नाव

भेदकालाचे वापस

मासदला रकम

पत्राक विकत उपायकारक नाव श्री आकाश शिंदेकर जवतखे,

रा. राजारामपुरी, कोल्हापूर

सत्या पक्षकाराचा नाव

दस्त असल्यास त्याच नाव व पत्ना

पत्राक शुल्क रकम

पत्राक विकत उपायकारक नाव

दिनांक - 8 AUG 2022

सुरेश घाडकर

मुद्रांक विक्रेता

पत्ता - का. रावडा, कोल्हापूर -

म. वि. क्र. 9422-2000/88

फोन नं. 2809040

28 JUL 2022  
STAMP HEAD CLERK,  
TREASURY OFFICE,  
KOLHAPUR. (M.S.)

**करारपत्र**

ड. शाहू इन्स्टिट्यूट ऑफ बिझनेस एज्युकेशन

अॅण्ड रिसर्च ट्रस्ट (सायबर ट्रस्ट)

विद्यापीठ रोड, कोल्हापूर

फोन नं. 0231-2434606/07

लिहून घेणार

स्काय एचआर सर्व्हीसेस

राजारामपुरी, कोल्हापूर - 416006

फोन :- 0406926004

लिहून देणार

PRINCIPAL

College of Non-Conventional  
Vocational Courses For Women  
Kolhapur.



आज दि.०१/०७/२०२२ इ. रोजी छ. शाहू इन्स्टिट्यूट ऑफ बिझनेस एज्युकेशन अॅण्ड रिसर्च ट्रस्ट व स्काय एचआर सर्व्हीसेस यांचेमध्ये सुरक्षा रक्षक कामाबाबत पुढीलप्रमाणे करारपत्र करण्यात येत आहे. लिहून देणार यांनी दि.०१/०७/२०२२ इ. रोजी झालेल्या चर्चेनुसार सुरक्षा विभागाचे सायबर संस्थेमधील काम एका सुरक्षा रक्षकास मासिक रु.८,३००/- (रुपये आठ हजार तीनशे फक्त) या दराने एकूण १३.५ सुरक्षा रक्षक पुरवण्याचे ठरले आहे. सदर कराराची मुदत दि.०१/०७/२०२२ ते दि.३१/०५/२०२३ अखेर राहिल. संस्थेतील सुरक्षेच्या कामाचा तपशिल खालीलप्रमाणे -

१) सायबर संस्था :-

- १) संस्थेतील दुचाकी व चारचाकी वाहनांचे पार्किंग व्यवस्थित होते की नाही हे पाहणे
- २) दिवसातून किमान दोन वेळा कॉलेजच्या आवारात फेरफटका मारणे.
- ३) संस्थेच्या मालकीच्या कोणत्याही गोष्टीचे नुकसान (उदा. पाणी, झाडे इ.) होणार नाही याची काळजी घेणे.
- ४) महिला वसतीगृहामध्ये रात्री कधीही मुलींची तब्येत बिघडल्यास किंवा अन्य काही गरज लागल्यास हजर राहणे.
- ५) महिला वसतीगृहामध्ये सकाळी किंवा रात्री पालक, गेस्ट आल्यास त्यांची चौकशी करणे.
- ६) महिला वसतीगृहामध्ये बाहेरील व्यक्तींची चौकशी केल्याशिवाय हॉस्टेलमध्ये प्रवेश देऊ नये.
- ७) महिला वसतीगृहामध्ये रात्री आठनंतर मुलींना बाहेर जाणेस परवानगी देऊ नये.
- ८) महिला वसतीगृहामध्ये रात्री ८:३० नंतर गेट बंद करणे.
- ९) संस्थेत येणाऱ्या प्राण्यांना, जनावरांना पायबंद घालणे.
- १०) संस्थेतील काही साहित्य बाहेर जात असेल तर त्याची नोंद ठेवणे.
- ११) मेन गेट बंद ठेवणे व गरजेनुसार उघडणे तसेच गेटमधून आत येणाऱ्या व्यक्तींची विचारणा करून आत सोडणे.
- १२) विद्यार्थ्यांचे ओळखपत्र तपासूनच विद्यार्थ्यांना इन्स्टिट्यूट मध्ये सोडणे.



*Handwritten Signature*  
 PRINCIPAL,  
 Non-Conventional  
 Vocational Courses For Women  
 Kolhapur.

### २) राधाबाई शिंदे इंग्लिश मेडियम स्कूल :-

- १) रात्री लाईट बंद करणे.
- २) पार्किंग (दुचाकी, चारचाकी) व्यवस्था पाहणे व देखरेख करणे.
- ३) शाळेच्या आवारात येणाऱ्या बाहेरील व्यक्तींवर लक्ष ठेवणे व विचारणा करूनच आत सोडणे.
- ४) शाळेत विद्यार्थी घेऊन येणाऱ्या रिक्षांना शाळेत प्रवेश देण्यासंदर्भात मुख्याध्यापक सूचना देतील त्याप्रमाणे कार्यवाही करणे.
- ५) शाळेत येणाऱ्या प्राण्यांना, जनावरांना पायबंद घालणे.

### ३) महिला महाविद्यालय :-

- १) लाईट (लावणे आवश्यकता असल्यास) बंद करणे.
- २) पार्किंग (दुचाकी, चारचाकी) व्यवस्था पाहणे व देखरेख करणे.
- ३) संस्थेत येणाऱ्या प्राण्यांना, जनावरांना पायबंद घालणे.
- ४) चौकशीसाठी आलेल्या बाहेरील व्यक्तींची विचारपूस करून कॉलेजच्या कामासाठीच जर ती व्यक्ती आली असेल तर ऑफीसमध्ये जाणेसाठी मार्गदर्शन करणे.
- ५) दिवसातून किमान दोन वेळा महिला महाविद्यालयाच्या व बॉईज हॉस्टेलच्या आवारात फेरफटका मारणे.
- ६) संस्थेच्या मालकीच्या कोणत्याही गोष्टीचे नुकसान (उदा. पाणी, झाडे इ.) होणार नाही याची काळजी घेणे.
- ७) विद्यार्थीनींचे ओळखपत्र तपासून त्यांना महाविद्यालयात प्रवेश देणे.
- ८) महाविद्यालय संध्याकाळी बंद झाल्यानंतर सुरक्षा रक्षकांना स्टाफ क्वार्टर्स, बॉईज हॉस्टेल येथे सुरक्षा करावयाची आहे. रात्री दोन ते तीन वेळा महिला महाविद्यालयाच्या आवारात फेरफटका मारावयाचा आहे.

### कामाच्या अटी व शर्ती :-

- १) नेमून दिलेल्या कामात कामचुकारणा झाल्यास मोबदला दिला जाणार नाही.
- २) लिहून घेणार व लिहून देणार हे पंधरा दिवसांच्या नोटीसीने करार रद्द करू शकतात.
- ३) सुरक्षा रक्षकांना कोणत्याही अन्य सोयी उदा. विमा, कामगार विमा योजना, नि.नि. या सर्व योजना स्वयंपादित करणे व सर्व्हिसेस यांनी पुरविण्याचे ठरले आहे.



*(Signature)*  
**PRINCIPAL,**  
 College of Non-Conventional  
 Vocational Courses For Women

- ४) काम समाधानकारक नसेल तर करार रद्द करण्याचा अधिकार सायबर संस्थेने राखून ठेवला आहे.
- ५) आपण दिलेले कोटेशनची रक्कम सर्व्हिस टॅक्ससहीत आहे.
- ६) ड्युटी ही रोटेशन पध्दतीने ठेवणे व तसेच एका गार्डला ८ तास ड्युटी देणे.
- ७) संस्थेमधील इमारत, परीसर व इतर साधनसामग्रीची काही चोरी, नुकसान झाल्यास नुकसान भरपाईची जबाबदारी स्काय एचआर सर्व्हिसेस यांची राहिल.
- ८) सिक्युरिटी गार्ड यांना युनिफॉर्म स्काय एचआर सर्व्हिसेस यांनी पुरविण्याचे ठरले आहे.

म्हणून केले करारपत्र आज दि.०८/०८/२०२२.

### लिहून घेणार :-

डॉ. आर. ए. शिंदे

सचिव व कार्यकारी विश्वस्त

छ. शाहू इन्स्टिट्यूट ऑफ बिझनेस एज्युकेशन

अॅण्ड रिसर्च ट्रस्ट (सायबर ट्रस्ट)

विद्यापीठ रोड, कोल्हापूर

### लिहून देणार :-

श्री. आकाश अशोक नवरुखे

संचालक स्काय एचआर सर्व्हिसेस

राजारामपुरी, कोल्हापूर -४१६००८



### साक्षीदार :-

१) वि. एस. साणेकरे

२) विकास वि. पाटील



*[Signature]*  
PRINCIPAL,  
College of Non-Conventional  
Vocational Courses For Women  
Kolhapur.



GOVERNMENT OF MAHARASHTRA

**LICENCE TO ENGAGE IN THE BUSINESS OF  
PRIVATE SECURITY AGENCY**

Serial No.: PSA/L/44/MH/2022/JAN/2/1472

*Akash Ashok Navarukhe, Daughter/Son Of Ashok Dattatray Navarukhe, r/o  
1743,E Ward ,Near Granth*

*Pustakalay,Rajarampuri,Kolhapur,,Kolhapur,Maharashtra,416008 is granted  
the licence by the controlling officer for the state of Maharashtra to run the  
business of Private Security Agency 'Sky H R Services' in the district(s) of  
(Kolhapur,Pune,Ratnagiri,Sangli,Satara) with office at 1743,E Ward ,Near  
Granth Pustakalay,Rajarampuri,Kolhapur,,Kolhapur,Maharashtra-416008.*

Place of Issue: MAHARASHTRA  
Date of Issue: 03/01/2022  
This licence is valid from: 03/01/2022 to 02/01/2027



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*Accepted*  
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Vocational Courses For Women  
Kolhapur.  
*Sanjay Saxena*  
**Sanjay Saxena**

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