



**Sinhgad Institute of Management & Computer
Application (SIMCA)**




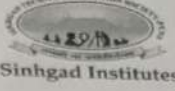
NAAC

CRITERIA 4

4.4 Maintenance of Campus Infrastructure

4.4.2 Systems for maintenance

1. Allocation of duties to non-teaching staff for maintenance of infrastructure

 **Sinhgad Institute of Management & Computer Application (SIMCA)** 
Date: 2/12/2021

**INSTITUTE INFRASTRUCTURE MAINTENANCE
ALLOCATION OF DUTIES CHART (NON TEACHING)**

GROUND FLOOR

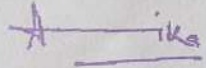
1) Babaso Patil (Peon)
Opening of Office ,Library ,Reading Hall ,Hospitality for guest,Outside work,Ringing of bell during examination,If required any type of shifting work.

3) Lata Mohite (Maid)-
Cleaning of ground floor ,Lab,Office, Director Cabin,IQAC Room,Library & Reading Hall,Gym , Girls & Boys Common Room,Wash room and if required any type of shifting.

FIRST FLOOR

4) Navnath Bhumkar -(Peon)
Opening of Class rooms,Seminar Hall, Lab ,Faculty room ,Shifting of chairs & table of Seminar Hall if required for any function, Outside work,If required any type of shifting work.

5) Nayana Memane (Maid)
Cleaning of First Floor- Faculty rooms, Lab, Seminar Hall, Classrooms, Girls common room, Boys common room, Staircase and if required any type of shifting.


Dr. Anamika Singh
Director -SIMCA

Date: 2/12/2021

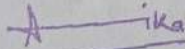
**INSTITUTE INFRASTRUCTURE MAINTENANCE
ALLOCATION OF DUTIES CHART (NON TEACHING)**

SECOND FLOOR

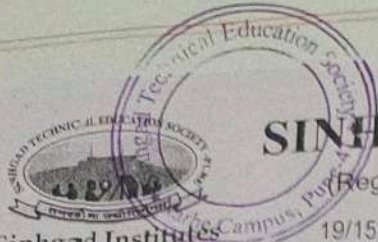
- 6) Subhash Narale (Peon) -
Opening of Office ,Library ,Reading Hall, Cleaning of Director cabin, Attending
phone calls ,Hospitality for guest, ,If required any type of shifting work.
- 7) Amardeep Gaikwad (Peon)
Documents xeroxing & filling, Returning of students documents, Issuing of result
(sometimes), Outside work, If required any type of shifting work.
- 8) Kalpana Kute (Maid)
Cleaning of floor & staircase, Office,Seminar Hall, Library ,Reading Hall ,Wash Room,
Syndicate Room, Tutorial room, Exam room, Language Lab, Xerox Room, Placement
office.

THIRD FLOOR

- 9) Sandeep Jadhav (Peon)
Opening & closing of Class rooms,Lab ,Faculty room , Bell ringing , Putting Circulars
/Notice for students & Faculty, Outside work,If required any type of shifting work.
- 10) Chaya Navaskar (Maid)
Cleaning of third Floor- Faculty rooms, Lab, , Classrooms, Staircase and if required any
type of shifting.



Dr. Anamika Singh
Director -SIMCA



SINGHAD TECHNICAL EDUCATION SOCIETY®

Sinhgad Institutes
19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.
Telefax. : (020) 2545 4008 Email : 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

Inward No.....	19
Date.....	12/3/19
Receiver Sign.....	NA.

Date:02.07.2019

STES/PROJ/19-20/33

CIRCULAR

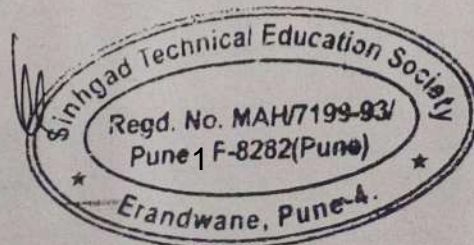
Fire Prevention and Fire Fighting

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.

- All waste papers are destroyed and not dumped at one place in the building.
- 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.
- All combustible material should be properly stacked/stored away from the area which has potential fire hazard.
- All bulk chemicals which are fire hazards should be properly stored as per norms.
- In Chemical and other labs all burners are closed immediately after use.
- Main gas supply to the burners is put off before closing the labs.
- All A/Cs and Electric switches are put off before closing the rooms in the evening.

Contd....2





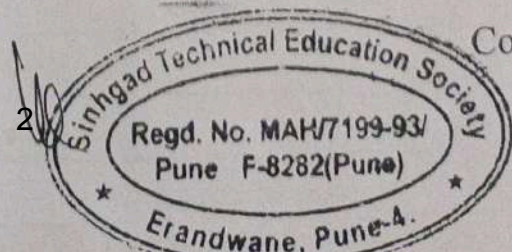
:2:

B) Fire Fighting

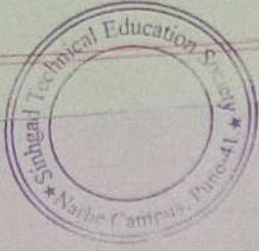
- a) All fire fighting equipments provided should be functional all the time. All fire extinguishers provided as per norms shall be within expiry date.
- b) All people working in the building should know the operation of fire fighting equipment and fire extinguishers.
- c) Estate office shall be responsible 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.

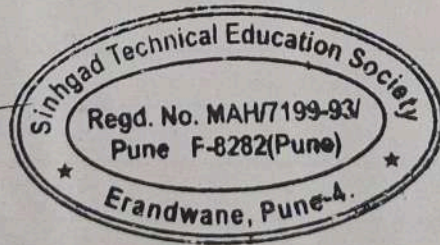
D)Following documents should be sent to me once in six months.

a) Register of Fire drill carried out.

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

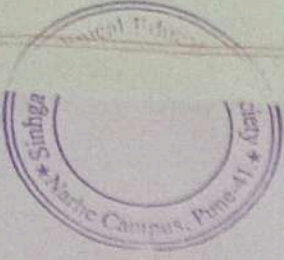
E)The above instructions should be followed strictly and no laxity on this part is acceptable.

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



SINHGAD TECHNICAL EDUCATION SOCIETY ®

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

Sinhgad Institutes

S.No. 49/1, Narhe, Off. Westerly bypass; Pune – Mumbai Expressway, Pune – 411 041

☎ : (020) 66831702

✉ : ronarhe@sinhgad.edu

🌐 : www.sinhgad.edu

Prof. M.N. Navale
M.E. (Elec.), MIE, MBA
FOUNDER PRESIDENT

Dr. (Mrs.) Sunanda M. Navale
B.A., MPM, Ph.D.
FOUNDER SECRETARY

Dr. Rajesh S. Prasad
M.E.(Computer), Ph.D.
CAMPUS DIRECTO

STES/ Narhe Campus /2019-2020/ ॐ 6

Date: - 23rd July 2019.

प्रति,
मा. अधिष्ठाता,
श्रीमती कशिबाई नवले मेडीकल कॉलेज,
न.हे. पुणे.

विषय : फायर ड्रील प्रात्यक्षिक बाबत. ...

संदर्भ : पत्र क्र. STES/PROJ/19-20/33 dated 02.07.2019.

मा. महोदय,

वरिल विषय व आदरणीय प्रेसिडेंट सर याचेकडून प्राप्त झालेले वरिल संदर्भीय पत्र यानुसार प्रत्येक कॅम्पस मध्ये फायर ड्रील करणे आवश्यक आहे, व सदर प्रात्यक्षिक दर चार महिन्याने करणे, त्याबाबत रजिस्टर करणे व सदर ड्रील बाबत माहिती आदरणीय प्रेसिडेंट यांना पाठविणे आवश्यक आहे.

फायर ड्रील प्रात्यक्षिक करणे करिता टेक्निकल कॅम्पस, न.हे. येथे फायर ऑफिसर नियुक्त नसलेमुळे फायर ड्रील प्रात्यक्षिक होऊ शकत नाही. श्रीमती कशिबाई नवले मेडीकल कॉलेज येथे फायर ऑफिसर नियुक्त आहे. सदर ऑफिसर यांनी दर चार महिन्यांनी टेक्निकल कॅम्पस, न.हे. येथे फायर ड्रील प्रात्यक्षिकेकले तर ती आमच्या करिता खुप मोठी सुविधा होईल.

तरि आपणास विनंती आहे की, वरिल विषयाबाबत सहकार्य करावे.

कॅम्पस डायरेक्टर,
न.हे. टेक्निकल कॅम्पस

सोबत : पत्र क्र. STES/PROJ/19-20/33 dated 02.07.2019



23/7 (रिजुक्त जेकरासक)
24106271
4



MOCK DRILL EXERCISE

Subject:- *Details of Fire Safety Mock Drill conducted*

Reference : *Circular No. STES/PROJ19-20/33 dated 02/07/2019.*

Date : *29/08/2019*

Venue : *Seminar Hall, SIMCA, Narhe*

With reference to the Circular No. *STES/PROJ/19-20/33 dated 02/07/2019*, we have conducted *Fire Safety Mock Drill* for teaching and nonteaching staff of Narhe Technical Campus on Thursday, 29/08/2019, 10:30 am to 01:00 pm.

For this mock drill we requested to *Chief Fire Officer, MIDC Fire Station, Hingewadi Main Phase-II, Pune – 411057 and Safe Kids Foundation, Pune.*

From Chief Fire Office, MIDC Fire Station, Hingewadi Main Phase-II, Pune – 411057 *Mr. Sunil T Ingwale* and from *Safe Kids Foundation Mr. Prashant Birajdar* came to our campus and conducted *fire safety mock drill*. The session was divided into two parts. First session was *theory and second session* was practical. In theory sessions, the team of fire officer have briefed about causes and precautions to avoid fire situations. Also, they have discussed the types of fire safety equipments and the types of fire extinguishers. In practical session, they have *demonstrated the various tools and equipments used during the fire situations*. Also demonstrated how to control fire occurred due to gases and liquid fuels.

For this mock drill students, teaching and nonteaching staff of Narhe Technical campus were present.

Following experts have conducted fire safety mock drill.

1. Mr. Sunil Ingawale (Chief Fire Officer, MIDC Fire Station, Hingewadi)
2. Mr. Bhushan Deshmukh
3. Mr. Atul Rokade
4. Mr. Pankaj Mali
5. Mr. Sachin Gawali
6. Mr. Sachin Kalbhore
7. Mr. Prasad Jiwade
8. Mr. Appasaheb Gadade
9. Mr. Prashant Birajdar (Safe Kids Foundation)



Campus Director,
Narhe Technical Campus.



Glimpses of Fire Safety Mock Drill

1. Theory Session



2. Practical Session

