



NAAC RE-ACCREDITED WITH 'A' GRADE

## **Sevalal Mahila Mahavidyalaya**

**Place for Higher Learning & Research (Research Academy)**

**Sakkardara Square, Umrer Road, Nagpur-440 024**

**E-mail:sevahilamv@gmail.com**

**Website:www.sevalalmahilamahavidyalaya.ac.in**

**Systems and procedures for  
maintaining and utilizing  
physical, academic and  
support facilities.**

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- A provision is made in financial budget for the maintenance of laboratory, library, sports complex, computers, classrooms etc.
- Day-to-Day cleaning is carried out by outsources.
- The maintenance of laboratory equipment's, repairs, etc. is executed by concerning Head of the Department using budget allocated to the department.
- For maintenance of computers and networking facility, annual maintenance contract is followed as accordingly budget allocation is made.
- Management of Sevadal Education Society undertakes the construction and repair of major infrastructure.
- The college maintained the infrastructure like repair of electric fitting, water coolers, drainage, pipelines and maintenance of playground, garden and surrounding.
- The teaching and non-teaching staff of the respective departments takes due care of the instruments and equipments. Calibration of some minor instruments is also done by competent staff. If required assistance from outside experts is taken.
- For the maintenance of computers and internet facility, the college outsource Annual Maintenance Contract service to the third-party vendor i.e. V-SAK TECHNOLOGIES.
- Most of the equipments are with built-in voltage stabilizers. In some cases, voltage stabilizers are procured.
- UPS / Stabilizers are available for computer to take care of data loss during power failure in voltage fluctuation.

The college makes budgetary provision for academic departments, administrative office and for major co-curricular activities. Every department and college constituted committees are expected to provide a list of requirements as well as consumable required for the laboratory.

Every department follows following procedure for purchasing the materials.

- 1) Principal office will sanction certain amount for the Department for the academic session.
- 2) Amount sanctioned for each department is for the Equipment, chemicals, glassware, current laboratory expenditure and miscellaneous.
- 3) Advance of Rs. 1500/- (Rs. One Thousand Five Hundred only) will be paid to Head of the Department. Separate account of this advance must be maintained by the head of the department.
- 4) The utilization Certificate of the expenditure incurred must be submitted in the prescribed Performa CLE-1. as per requirement. The final account of the Current Laboratory Expenditure must be submitted and closed on or before 31st March of the financial year.
- 5) The Clearance Receipt must be obtained from the office to that effect. Expenditure if any, for the University Practical Examination which are conducted after 31 March, or any other genuine purpose should be adjusted from the advance for the next financial year.

- 6) Final account of the Current Laboratory Expenditure must be submitted and closed on the 31st March of every financial year.
- 7) All correspondence should be done in the name of the Principal only.
- 8) Quotations from three different suppliers/firms/dealers should be obtained before placing any order.
- 9) A comparative statement of the quotations is prepared as per the Performa CS-1.
- 10) Order in triplicate as per Performa Or. 1. should be placed on the basis of the comparative statement.
- 11) The original copy of the order should not be counter-signed by initials of the H.O.D. However, the Second and Third copy must be counter-signed by H.O.D.
- 12) The First copy will be dispatched to the concerning supplier after the office procedure is over. The second copy will be forwarded to the H.O.D. for their record while the third copy will be used as office record.
- 13) Compliance of the order by supplier must be supported by DM.
- 14) Head of the Department must check the DM to ensure that the material supplied by the supplier is as per the order and of the prescribed quality and quantity.
- 15) Invoice, in triplicate, of the material supplied must be received by H.O.D within 15 days from the date of receipt of the material.
- 16) Enter the material purchased as per the details of the invoice in the respective Stock book Register.
- 17) The Invoice in triplicate should be endorsed by HOD by putting the rubber stamp and signature with date. The First and Second copy of the Invoice should be forwarded to the Accountant and Office of the Principal respectively for further action at their end.
- 18) Statement as per Performa-Accounts-1 utilized for Equipment's, Chemicals, Glassware, and Miscellaneous should be submitted item wise to the Principal office.



*Nauobli*  
**Principal**  
Sevalal Mahila Mahavidyalaya  
Umrer Road, Nagpur.

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# Sevadal Mahila Mahavidyalaya

Place of Higher Learning & Research (Research Academy)  
Sakkardara Chowk, Umrer Road, Nagpur-440009

Letter No. : SMM/AMC/01/2023-24

Date : 14.09.2023

To,

**M/s. V-SAK TECHNOLOGIES,**  
402, 5<sup>th</sup> Floor, Silver Palace,  
Dhantoli,  
Nagpur.

**Subject: Maintenance Contract for the Session 2023-24 of all available Desktops/ Printers/ CCTV Cameras/ Networking Devices in the College and College Hostel premises.**

Dear Sir,

It is to inform you that the maintenance contract order for the **Desktops/ Printers/ CCTV Cameras/ Networking Devices in the College and College Hostel** for the session 2023-24 on the basis of following conditions.

1. During the working days as and when we need your service for the repairing of any **Desktops/ Printers/ CCTV Cameras/ Networking Devices**, your service will be solicited to solve the problem in addition to your regular visit to College and College Hostel premises.
2. Any change or repair of the damaged part or procurement of new parts will be paid as per the condition of the said within the stipulated time period.
3. The new Desktops and Laptops, which comes under the guarantee or warrantee period does not include in the contract.
4. The service charges, if any, will be paid at the end of the every month.
5. During the maintenance contract, if your service does not find satisfactorily, college authority will have every right to cancel the contract without any prior notification.

Thanking you.

Yours truly,



**(Prof. Pravin Charde)**

Principal

Sevadal Mahila Mahavidyalaya  
Nagpur.



*Nauobli*  
**Principal**  
Sevadal Mahila Mahavidyalaya  
Umrer Road, Nagpur.



# AD

GST : 27ABVFA5568R1Z7  
PAN : ABVFA5568R

## MAN POWER SUPPLIER

B.2, Raj Town, Ground Floor, Rahat Nagar, Land Mark Nagoba Mandir, Godhani Pin-441123

Ashok ● 7841906889

Durga ● 7038656945

Ref No.

Date 27.6.2023

To  
The principal  
Sevadal Mahila Mahavidyalaya  
Sakkardhara Sq. Umred Road  
Nagpur

Sub:- Quotation for Security Guard  
Supply.

### Quotation

S.No	Material/Service	8 Hrs.	Remarks.
1)	Security Guard.	Rs 9000/-	Every month Next Payment of 10th before.

(Rs Nine thousand only)

The Company agrees and undertakes that the Security services provided by the Security Guards. Please give me one chance for your organization.

Thanking you.

Noushi

Off. Principal  
Sevadal Mahila Mahavidyalaya  
Nagpur.

  
AD  
MAN POWER SUPPLIER

Principal

**DEBIT VOUCHER**



SEVADAL SHIKSHAN SANSTHA'S, NAGPUR

NAAC Accredited A Grade

**SEVADAL MAHILA MAHAVIDYALAYA**

Sakkardara Chowk, Umrer Road, Nagpur - 440 024

V. No.

Date ...13/08/2022...

Name Babanao Kashikar (Cycle Stand)

A/c	daily wages payments month of.		
	aug. 24.	30000	
	chq. no		
	dt.		
Rupees in words	Three thousand Only & p.	Total Rs.	3000-00

Signature of Authority

Receiver's Signature

*N. N. N. N.*  
Off. Principal  
Sevadal Mahila Mahavidyalaya  
Nagpur.

9191219312192

**Date: 06/04/2023**

**To,**  
**The Hon'ble Principal**  
Sevadal Mahila Mahavidyalaya  
Nagpur.

**Subject: To remunerate the payment of Library Assistant in the  
Central Library for the month of March- 2023.**

Respected sir,

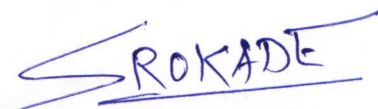
Apropos to the subject cited above, the below mentioned Library assistant in the Central Library has completed their work for the month of March- 2023 session 2022-23. Their names are as follows:

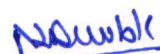
Sr. No.	Name of the Library Asst.	Payment	Remark
1	Mrs. Teena Prashant Wanjari	7000/-	
2	Ms. Ashwini Gangadhar Dhande	7000/-	

Kindly remunerate their payment at your earliest.

Thanking you,

Yours Sincerely

  
**DR S G ROKADE**

  
**Off. Principal**  
Sevadal Mahila Mahavidyalaya  
Nagpur.

# Sevadal Mahila Mahavidyalaya

Place for Higher Learning and Research (Research Academy)  
Sakkardara Square, Umrer Road, Nagpur-440024

## Salary Statement of Non-Grant Faculty Academic Session: 2024-25

Department : UG/PG Library Month October 2024

S.N.	Name	No. of Classes			Remuneration	Total
		Theory	Practical	Project		
01	Teena Khandari				7,000.00	7,000.00
02	Rutuja Khobragade				7,000.00	7,000.00

*Handwritten signature*  
25-10-24

**SROKADE**  
Signature of In-Charge/HOB 28/10/2024  
Department of Library  
Sevadal Mahila Mahavidyalaya,  
Nagpur

**Naubik**  
Off. Principal  
Sevadal Mahila Mahavidyalaya  
Nagpur.



**DEBIT VOUCHER**

SEVADAL SHIKSHAN SANSTHA'S, NAGPUR

NAAC Accredited A Grade

**SEVADAL MAHILA MAHAVIDYALAYA**

Sakkardara Chowk, Umrer Road, Nagpur - 440 024

V. No.

Date ...13/02/2024...

Name Ms. Rutuja Khobragade

A/c <u>Daily wages works library Deptt.</u>	7000-00	
<u>by cheq. no. 3833</u>		
<u>Dt. 13/02/2024</u>		
Rupees in words <u>Seven thousand only</u> & Total Rs.	7000-00	

Signature of Authority

*Rutuja*  
 Sevadal Mahila Mahavidyalaya  
 Nagpur.  
 Principal

Receiver's Signature

*Rutuja*

**DEBIT VOUCHER**

SEVADAL SHIKSHAN SANSTHA'S, NAGPUR

NAAC Accredited A Grade

**SEVADAL MAHILA MAHAVIDYALAYA**

Sakkardara Chowk, Umrer Road, Nagpur - 440 024

Date ...13/02/2024...

V. No.

Name Mrs. Reno Wanjari

A/c <u>Daily wages works payment to</u>		
<u>Library Deptt.</u>	7000-00	
<u>by cheq. no. 3835</u>		
<u>dt. 13/02/2024</u>	7000-00	
Rupees in words <u>Seven thousand only</u> Total Rs.		

Signature of Authority

[Signature]  
 Off. Principal  
 Sevadal Mahila Mahavidyalaya  
 Nagpur

Receiver's Signature

[Signature]  
 T. P. Wanjari

Application

To,

The Principal Sevadal Mahila Mahavidyalaya,  
Nagpur.

Subject: Permission for repairing the Laboratory instruments.

Respected Sir,

As per above said subject, we have some lab instruments want to repair, for better result and well maintain to futuristic benefit.

Kindly permit for the same, I attached the list of require instruments with its approximate expenditure.

Thanking you.

Date: 02/01/2024.

*Message*  
*checked the fund*  
*[Signature]*

Yours Sincerely,

*[Signature]*

(Dr. Raghoba R Nagpure)

*Nagpur*

Off. Principal  
Sevadal Mahila Mahavidyalaya  
Nagpur.

CASH / CREDIT

# ARTI ELECTRONICS

06, ADARSH NAGAR, NAGPUR (MAHA.)

Bill No. 107

ORDER NO.

Date 25/1/2024

M/s The Principle Sevadal Mahila  
Mahavidyalaya Nagpur (Physics Dept)

Sr.No.	Particular	Qty.	Unit Rate	Amount
2/60 01	Repairing Charge CRO	01	5300/-	5300 = 00
2/60 02	Function Generator	01	2000/-	2000 = 00
2/74 03	Digital Multimeter	04	400/-	1600 = 00
2/57 04	Repairing Charge CRO	01	5500/-	5500 = 00
2/37 05	Transistor Kit	02	600/-	1200 = 00
06	Analog Multimeter	05	150/-	750 = 00

Sixteen Thousand Three

Rs. ~~Hundred Fifty Rupee Only~~

Goods one sold will not be return back.

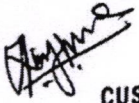
2% interest Charge on total Amt. after 1 Month.

E&O.E. (UNDER NAGPUR JURISDICTION)

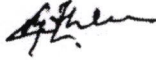
TOTAL: 16350 = 00

ADVANCES: -

BALANCE: 16350 = 00



CUSTOMER SIGN.



For - ARTI ELECTRONICS

Shalloy Wathulkar

  
J. Pringle  
Sevadal Mahila Mahavidyalaya  
Nagpur.

सेवादा महिला महाविद्यालय

6/3/24

Sl No.	Particulars	Qty	Rate	Amount
	Fan (wall fan) Bush Shetty Labour	—	—	600
Total -				600

**भापकर इलेक्ट्रीकल्स**  
 176, V.H.B. 1/5, रघुजी नगर,  
 बाल हनुमान मंदीर रांगोर,  
 नागपूर. (M) 9923388784

*Handwritten signature*  
 07/03/24  
 for Electrical Dept.

*Handwritten signature*  
 7/3/24

www.vguard.in Helpline: 1800 103 1300 (Toll Free) 1860 180 3000 (Charges apply)

*Handwritten signature*  
 07/03/2024  
 In-Charge

Department of Biochemistry/Biotech Dept  
 Sevalal Mahila Mahavidyalaya, Nagpur.

**Neuoble**  
 Off. Principal  
 Sevalal Mahila Mahavidyalaya  
 Nagpur.



