
	ZEAL EDUCATION SOCIETY'S <b>ZEAL INSTITUTE OF BUSINESS ADMINISTRATION,          COMPUTER APPLICATION AND RESEARCH (ZIBACAR)</b> NARHE   PUNE -41   INDIA <b>Programme – MBA &amp; MCA</b>	
Doc No:-	Revision: 00	Date: 01/09/2023

# 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 housekeeping staff 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.

## 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.



  
**Director**  
 Zeal Institute of Business  
 Administration Computer Application  
 & Research, Pune-411041.

	ZEAL EDUCATION SOCIETY'S <b>ZEAL INSTITUTE OF BUSINESS ADMINISTRATION,          COMPUTER APPLICATION AND RESEARCH (ZIBACAR)</b> NARHE   PUNE -41   INDIA <b>Programme – MBA &amp; MCA</b>	
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### 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 blocked drains, 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:

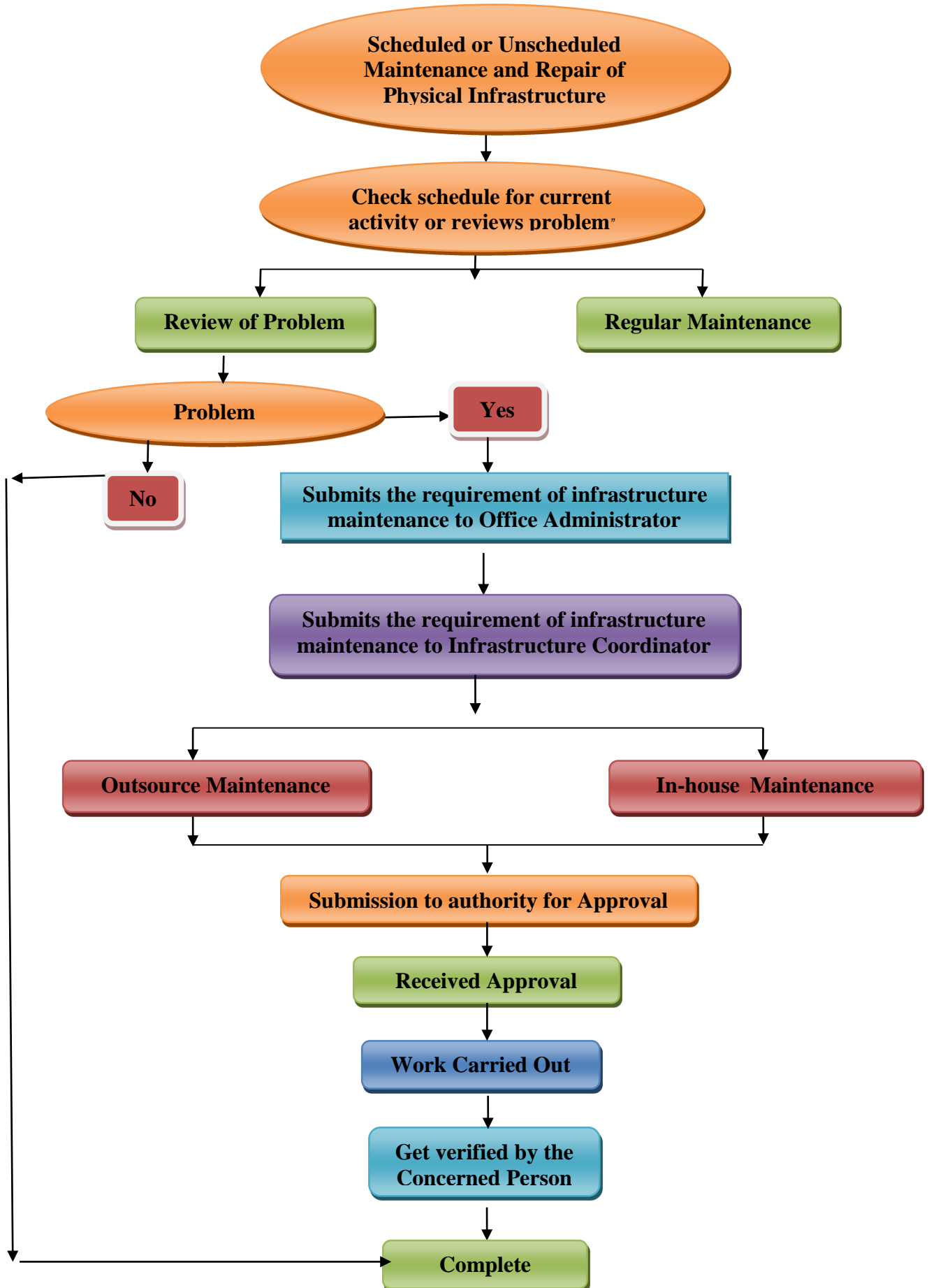
1. Prepare the routine and preventive maintenance schedule
2. Execute the maintenance schedule with the support of supportive staff
3. Emergency maintenance shall be completed on priority basis
4. The consolidated report of the yearly maintenance shall be prepared and submitted to authorities.



  
 Director  
 Zeal Institute of Business  
 Administration Computer Application  
 & Research, Pune-411041.



## Infrastructure Maintenance Flow Chart





ZEAL EDUCATION SOCIETY'S  
**ZEAL INSTITUTE OF BUSINESS ADMINISTRATION,  
 COMPUTER APPLICATION AND RESEARCH (ZIBACAR)**  
 NARHE | PUNE -41 | INDIA  
**Programme – MBA & MCA**



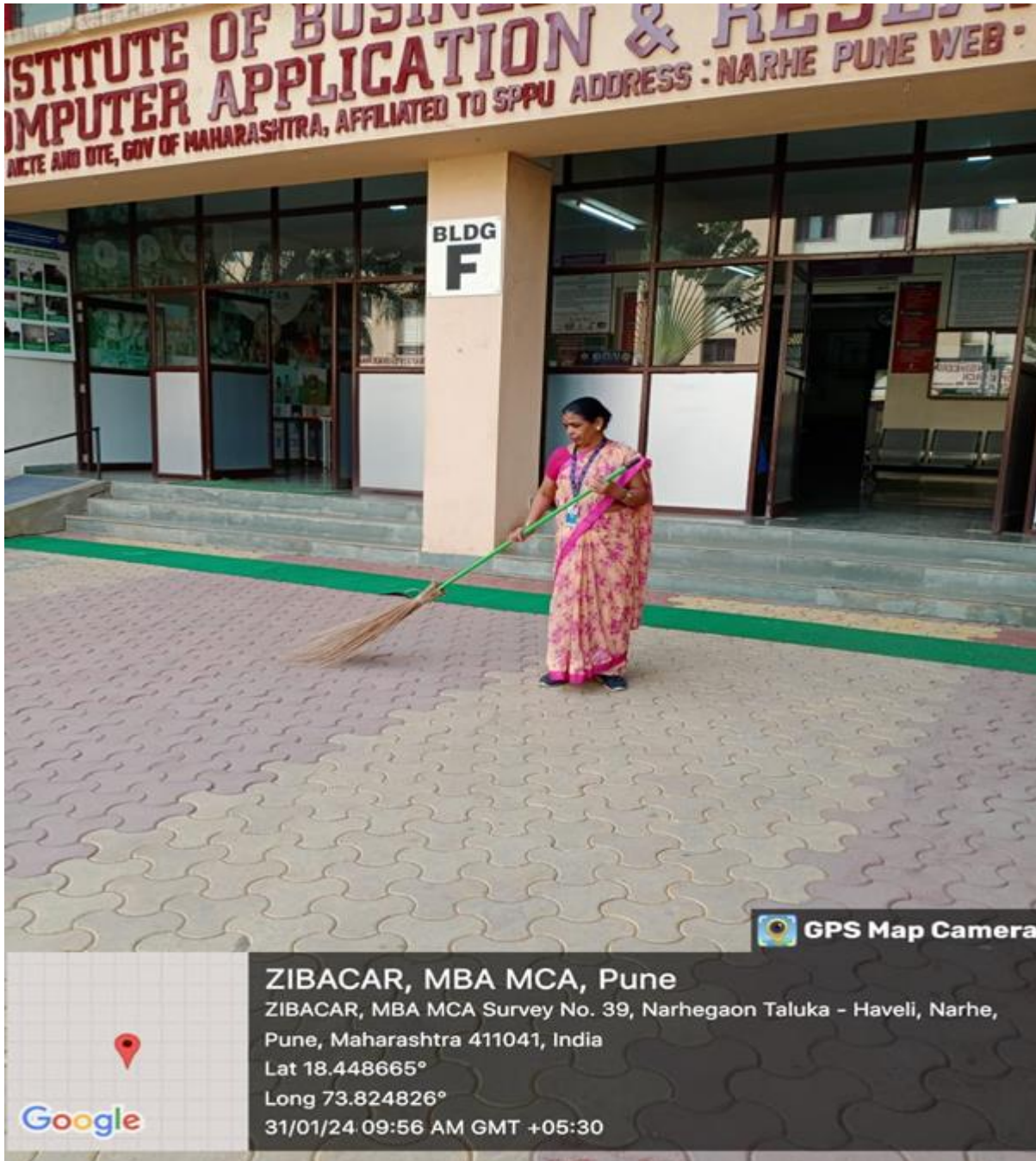
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Date:01/09/2023

## 4.4.1 Maintenance & Cleanliness of Infrastructure


### Cleanliness of Institute floor



*[Signature]*  
**Director**  
 Zeal Institute of Business,  
 Administration Computer Applicator  
 & Research, Pune-411041.

## Cleanliness of Infrastructure



 GPS Map Camera



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Lat 18.448665°


Long 73.824826°

31/01/24 10:45 AM GMT +05:30



## Cleanliness of Infrastructure



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## Repair & maintenance of IT facility



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## Repair & Maintenance of Battery Back up

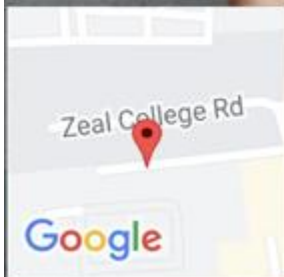




## Repair & Maintenance of XROX Machine



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## Washroom Cleaning



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## Maintaining & Cleaning of Ground



## Cleanliness of Infrastructure



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Long 73.824826°

31/01/24 10:46 AM GMT +05:30



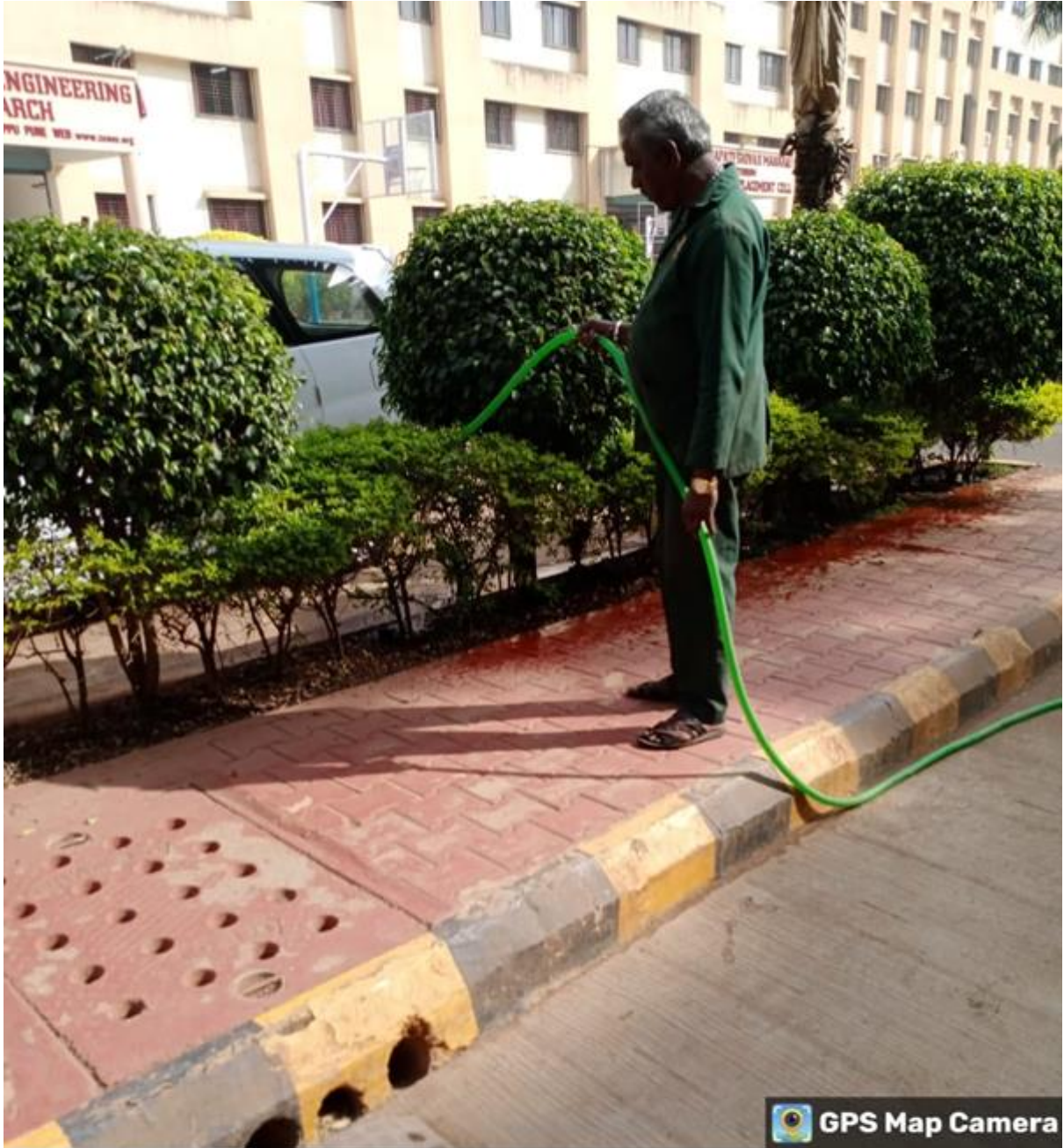
## Cleanliness of Infrastructure




## Cleanliness of Infrastructure



## Gardening



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## Cleanliness of Floor



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### Cleanliness of Floor



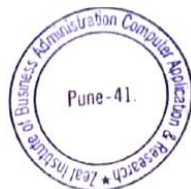
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## Maintenance & Cleanliness of Water Cooler



## Maintenance & Cleanliness of Library



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## Maintenance & Cleanliness of Tables



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## Maintenance & Cleanliness of Classroom



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## Cleanliness of Floor



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अ.नं.	दिनांक	नाव	ग्रंथालयात येण्याची वेळ	ग्रंथालयातून जाण्याची वेळ	सही	शेरा
1	29-6-23	Prachi Sattaba Ysolunke	11:30			
2	29-6-23	Shreshthail. R. Teji.	11:12			
3	29/6/23	Aditya Kapardane	11:12			
4	29/6/23	Sonam Solapure	11:13			
5	29/6/23	Shejal Bhorale	11:15			
6	29/6/23	Karan Kadam	11:58			
7	29/6/23	Prashrasi Kulkarni	12:00			
8	29/06/23	Sanghvi Satve	12:30			
9	29-06-23	Patil Jadhav	12:30			
10	29/06/23	Kharat Saurabh Patil	01:05			
11	29/6/23	Jenika Nime	1:05			
12	29/6/23	Janus Chaman	1:49			
13	29/6/23	Nikita Jadhav	1:49			
14	30/6/23	Shreshthail. Teji.	11:40			
15	30-6-23	Shinde Vihari	12:00			
16	30-6-23	Aishwaryai Jadhav	12:00			
17	30-6-23	Prashrasi Kulkarni	12:00	4:10		
18	30-6-23	Aniket Wadale	12:20	4:10		
19	30-6-23	Himanshika Bhale	12:51			
20	30/6/23	Karan Kadam	1:00			
21	30/6/23	Tejraj Tathre	1:00			
22	30/6/23	Gauri Kulkarni	1:50	4:42		
23	30/6/23	Atharva Kardile	2:30			
24	1/7/23	Shruti Yc.	10:00			
25	1/7/23	Gauri Kulkarni	11:21	3:28		
26	1/7/23	Prathvi Dabibhate	11:21	3:28		

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## रोज वाचक नोंद वही

अ.नं.	दिनांक	नाव	ग्रंथालयात येण्याची वेळ	ग्रंथालयातून जाण्याची वेळ	सही	शेरा
	12/06/24	Shivhar N. Mathpati	11:10			
	19/06/24	Pavan. P. Addekar	11:00			
	13/06/24	Tejas. S. Ghadke	11:00			
	19/06/24	Pranoti. P. Ranpise	11:00			
	19/06/24	Kunal Mahajan	11:02			
	19/06/24	Manani Hule	11:02			
	19/06/24	Prashant Malaji	11:02			
	19/06/24	Rohit <del>_____</del> ope	11:02			
	19/06/24	Vishalcha Koli	11:02			
	19/06/24	Harveen Kumar Jayakannu	11:03			
	19/06/24	Anuradha Telangji	11:26			
	22/6/24	Amul Navghare	3:4			
	22/6/24	Atharva Khatpe	3:4			
	24/6/24	Prashant Disale	3:40			
	24/6/24	Shubham more	3:40			
	24/6/24	Pratik Nikam	3:40			
	24/6/24	Aditya Jadhav.	3:40			
	27/7/24	Haitika zade	12:30			
	29/7/24	Ayaz Sayed K	11:00			
	29/7/24	Mansoj Jeythaul	11:00			
	29/7/24	Keertik Telangji	11:00			
	29/07/24	Govind K. Wanur	12:30			
	1/8/24	Afroja Sayyad	11:00			
	1/8/24	Harsh Sarda	11:45			
	2/8/24	Diksha Nalage	1:25			
	1/8/24	Ankita kul	1:25			



# ≥cal Gym

Morning 6:00 to 8:00

11/03/2024

- 1) Vivek Machhadke
- 2) Proshant Satpute
- 3) Sushil Dadi
- 4) Saurabh Shrivastava
- 5) Yash Paul

- 6) Atharva D. Patil
- 7) Aman Jadhav
- 8) Saurabh Jaiswal
- 9) Mahesh Pawale

- 10) Ganesh Jaiswal
- 11) Tushar Nalavade

- 12) Chikhalak Vijay
- 13) Madan Mahesh
- 14) Vidyaanand Borkar
- 15) Anurag P. Khatri

- 16) Anil Sankar
- 17) Lalit Patil
- 18) Pratik Patil
- 19) Katan Agrawal

4:00 pm to 5:00 pm

- 1) Rohan Viste

- 2) Atharva Karalile

- 3) Yash Gokhale

- 4) Lalit Patil

- 5) Pratik Patil

- 6) Shreyash Utage

- 7) Pratik Patil

- 8) Anish Khandare

- 9) Sai Khandare

- 10) Nivarn Kshirsagar

- 11) Kedar Chatake

- 12) Akash Bamble

- 13) Abhishek Borkar

- 14) Anisa Digaikar

- 15) Jishi Kulkarni

- 16) Chaitanya Patil

- 17) Shreyash Patil

- 18) Vivek Machhadke

5 to 6

- 1) Sachin Budge

- 2) Chaitanya Gaudalwad

- 3) Omkar Kalbhore

- 4) Anurag Dhiraj

- 5) Pratik Bhandare

- 6) Vivek Jadhav

- 7) Dignid Jay Ghare

- 8) Pratik Dandekar

- 9) Mahesh Sabale

- 10) Saurabh Jaiswal

6 to 7

- 1) Omkar Patil

- 2) Sachin Budge

- 3) Rushikesh Bure

- 4) Rohit

- 5) Ashish

- 6) Nikhil Khajure

- 7) Piyush Gajare

- 8) Abhi Kumbhar

- 9) Shree Chatur

# Zeal Gym

Morning 6:00 to 8:00

Date: 5/3/2023

- 1) Sushil Dalvi
- 2) Manish Gondhare
- 3) Pratik Paul
- 4) Gaurav Sawane
- 5) Anubhavi Tobane
- 6) Shauryash Kadam
- 7) Parth Patil
- 8) Abhishek Sonkamble

4 to 5 PM

- 1) Shreyash Utagi
- 2) Bharat Reti
- 3) Kedar Chitake
- 4) Atharva Karadite
- 5) Shantanu Chate
- 6) Parag Bhadani
- 7) Sahil Ravindra Kakade
- 8) Divijay Ghani
- 9) Vivek Jadhav
- 10) Shivam Kshirsagar

5 to 6 PM

- 1) Sahil Narule
- 2) Akash
- 3) Nilesh Ichhajare
- 4) Saurabh Jagtap
- 5) Harsh Gugul
- 6) Samarth Sabale
- 7) Phad Prathmesh
- 8) Radeesh Shete
- 9) Borade Dhruj

- 9) Omkar Kabbhor
- 10) Chaitanya Pandurang
- 11) Pratik Pathwar
- 12)

6 to 7

- 1) Abhishek Kumbhar
- 2) Rohit Paul
- 3) Ashmit Tadi
- 4) Shivam
- 5) Vivek

6) Varbhav Nidat

7) Rohit Kotale

8) Yogesh Shinde

9) Kamble Sachin

10) Piyush Gejage

11) Prathmesh Patil

12) KAEON Khande

13) Pratik Phadnis

14) Vikram Kamble

15) Kalpesh Dhuri

16) Bangali Bansode

17) Shivam Vishwakarma

7 to 8

1) Bhanu Gopinath

2) Harsh

3) Samir Ichhajare

4) Ishan Karmate

5) Vishal Hange

6) Anil Indur

7) Anurag Kumar

8) Anurag Kumar

9) Keshav Patil

28/03/24	Lokesh Patil	FE	Basketball	<u>D.</u>
11-	kshirsagar Ankar	BC	Gala	<u>A</u>
12	Manav More	BE	Volley	<u>Mul.</u>
13	Majid Attar	FE	Football	<u>Righter</u>
14	Gokul Kothare	FJ	Football	<u>SBP</u>
15	Sanjay Kale	FJ	Gola	<u>Scale</u>
16.	Chavan. Shridi.		Ball	<u>Chavan.</u>
17	Vikram Kambli	Sy	Chess	<u>D.</u>
18	Bhawnik Bhosale	FJ	Foot ball	<u>D.</u>
19	Anirappa Kalshetti	FE	Volleyball	<u>D.</u>
20	Gaurav. Khatri	FE	Basketball	<u>D.</u>
21/03	Prithvi. Galande	FE	Football	<u>D.</u>
22	Parth Patil	FJ	Football	<u>Patil</u>
23	Sanjay Kale	FJ	Gola	<u>Scale</u>
24	Atharva Shukla	FJ	Football	<u>D.</u>
25	Majid Attar	FJ	Football	<u>Attar</u>
26/4/24	Atharv medewad	FJ	Football	<u>Attar</u>
27	Sanjay Kale	FJ	Gola	<u>Scale</u>
28/4/24	Bhawnik Bhosale	FJ	Football	<u>D.</u>
29/4/24	Lokesh Patil	FE	Basketball	<u>D.</u>
30/4/24	Prathamesh Ghute	FE	Football	<u>D.</u>
1/5/24	Vikram Kambli	Sy	Chess	<u>D.</u>
2/5/24	Vedant Shinde	F.B	Cricket	<u>D.</u>
	Sanjay Kale	FE	Gola	<u>Scale</u>
	Suyam Mite	SE	Gola	<u>Scale</u>
	Devi's Attar	FJ	Football	<u>D.</u>
	Sanstha Sor ore	Sy	Chess	<u>D.</u>
	Majid Attar	FJ	Football	<u>Attar</u>
	Vedika P. Uthe	FE	Basketball	<u>D.</u>
	Atharva Sabte	FE	Basketball	<u>D.</u>
	Hanika Dhimalima	FE	Basketball	<u>D.</u>
	Pravani S. Raykar	FE	Basketball	<u>D.</u>
	Vishal S. Gokulwad	FE	Basketball	<u>D.</u>

# Gymkhana/ Sports

CAS

12/3/24	Shreyash Shete	Diplo	Football		Shreyas
12/3/24	Chaitanya Sarede	FE	Volleyball		CS
12/3/24	Ashutosh fursule		Basketball	2	Bun
-11-	Omkar Kshirsagar	BE	gola	1	<del>CS</del>
13/3/24	Punam Khedkar	SE	Bat	1	Paly
13/3/24	Paneth Jadhav	FV	Football		Paly
13/3/24	Satish chawali	FV	Hollyball	2	seobhalla
14/3/24	Paneth Jadhav	FV	Football	1	Paly
14/3/24	Lokesh Patil	FE	Basketball		P.
14/3/24	Feroz Attar	FV	Football		Feroz
15/3/24	Lokesh Patil	FE	Basketball		P.
15/3/24	Vinay Churan	FV	Football	1	Vino
15/3/24	Lokesh Patil	FE	Football	1	P.
15/3/24	Sakshi Wagh	F.E	basketball	1	S.
15-3-24	Vinod dukare	SE	gola	1	Vino
16-3-24	Atharv Medewad	F.E	Football	1	A.
-11-	Omkar Kshirsagar	BE	gola	1	<del>CS</del>
18-3/24	Bhannik Bhosele	FV	Football	1	B.
18-3-24	Shreyash Shete	Diploma	Football	1	Shreyas
19-3-24	Devenam Anel	FV	Football	1	D.
19-3-24	Lokesh Patil	FE	Basketball	1	P.
19-3-24	Devenam Anel	FV	Football		D.
19-3-24	Devenam Anel	FV	Football		D.
19-3-24	Feroz Attar	FV	Football		Feroz
22-3-24	Vishwaraj Misal	FV	Football		VAMisal
22-3-24	Aniruddha shindal	F.E	Foot ball		AShind
22/3/24	<del>Shree</del> Feroz Attar	F.V	Football		Feroz
23/3/24	Bhannik Bhosale	FV	Football		B.
23/3/24	Mayid Attar	FV	Football		Mayid
23/3/24	Suresh S mishra	FI	volleyball		S.
23/3/24	Paneth D Jadhav	FV	Football		Paly
23/3/24	Atharva S Kulkarni	TV	Basketball		A.
23/3/24	Satyam Patil	FV	Football		Satyam

Date:.....

Srno	Student name	InTime	OutTime	Sign
1)	Adhar Santosh	4:15	5:15	Santosh
2)	Agawane Pratik	-  -	-  -	Pratik
3)	Amanje Chaltanya	-  -	-  -	Chitay
<del>4)</del>	<del>Pa</del>			
4)	Snehal Bhoiraj	-  -	-  -	Snehal
5)	Akash Bodake	-  -	-  -	Akash
6)	Nilhil Bombale	-  -	-  -	Nilhil
7)	Saurabh Chauhan	-  -	-  -	Saurabh
8)	Nilhil Choudhari	-  -	-  -	Nilhil
9)	Rohan Darelkar	-  -	-  -	Rohan
10)	Rutuja Bhurde	-  -	-  -	Rutuja
11)	Sakshi Gairkwood	-  -	-  -	Sakshi
12)	Ashwini Jagtap	-  -	-  -	Ashwini
13)	Prakash Jaiswal	-  -	-  -	Prakash
14)	Varad Kadam	-  -	-  -	Varad
15)	Vishwa Khude	4:15	5:15	Vishwa
16)	Mane Omkar	-  -	-  -	Omkar
17)	Sandip Mule	4:15	5:15	Sandip
18)	Ganesh Naipure	-  -	-  -	Ganesh
19)	Gauri vanarase	-  -	-  -	Gauri
20)	Pranali Bhosale	5:15	5:15	Pranali
21)	Kaustabh Kambale	5:15	5:15	Kaustabh
22)	Vivek Tupsunder	5:15	5:15	Vivek
23)	Kajal Chandrashive	-  -	-  -	Kajal
24)	Pranjita Gendete	-  -	-  -	Pranjita
25)	honom chingunde	-  -	-  -	honom
26)	Pranali Sonar	-  -	-  -	Pranali
27)	Prasad Melekar	-  -	-  -	Prasad
28)	Adesh Pangul	4:15	5:15	Adesh
29)	Ajinkya Haldekar	-  -	-  -	Ajinkya
30)	Priyanka Kelgondre	-  -	-  -	Priyanka
31)	Paarthana Tolmare	-  -	-  -	Paarthana
32)	Rutuja Tilekar	-  -	-  -	Rutuja
33)	Akash Pathe	-  -	-  -	Akash
34)	Yash Pathe	4:15	5:15	Yash
35)	Sanket Potdar	4:15	5:15	Sanket

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

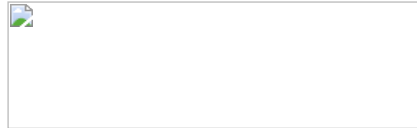
2 messages

**Vikrant Nangare** <vikrant.nangare@zealeducation.com>  
 To: Viraj Barge <viraj.barge@zealeducation.com>  
 Cc: Pandurang Patil <pandurang.patil@zealeducation.com>, "Dr. Madhavi Shamkuwar" <madhavi.shamkuwar@zealeducation.com>

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.

Sr.No	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](mailto:vikrant.nangare@zealeducation.com)

[www.zealeducation.com](http://www.zealeducation.com)

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-End of Disclaimer-

**Ashutosh Joshi** <ashutosh.joshi@zealeducation.com>  
 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>

Wed, Aug 16, 2023 at 8:57 AM

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 A Joshi**  
 Institute Training Coordinator  
 Department of Training and Placement , ZCOER  
 Mobile : +91 92847 92714 / 90490 02876



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

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