CRITERIA 7.1.3

USHA PRAVIN GANDHI COLLEGE OF ARTS, SCIENCE AND COMMERCE

OTHER REVELANT INFORMATION

Sr.No.	Document
1	Email Communication for the E-waste management
2	Waste Audit Report

USHA PRAVIN GANDHI COLLEGE OF ARTS, SCIENCE AND COMMERCE
MUMBAI
400 056.

E waste management:

Fw: Extra 4 machine send aginest 15 DELL 380 machine.

Jagdish Sanas <Jagdish.Sanas@upgcm.ac.in>
Wed 9/15/2021 1:33 PM
To: Abhijeet Mohite <ABHIJEET.MOHITE@upgcm.ac.in>; Swapnali Lotlikar <Swapnali.Lotlikar@upgcm.ac.in>

From: Jagdish Sanas
Sent: Thursday, July 9, 2015 2:30 PM
To: Irfan Khan <irfan.Khan@svkm.ac.in>
Cc: Smruti Nanavaty <Smruti.Nanavaty@upgcm.ac.in>
Subject: Extra 4 machine send aginest 15 DELL 380 machine.

Sir/Madam,

This is to inform you that we received 19 HP AIO Computers from you against 15 DELL 380 Computers.we received 4 extra machine against 15 DELL 380 computers. so i am sending 4 HP machine to IT Center.

Please receive the same.

Regards,

Mr. Jagdish Sanas
9769225910

USHA PRAVIN GANDHI COLLEGE OF ARTS, SCIENCE AND COMMERCE
MUMBAI
400 056.

Fw: Dell 380 Computer Send to IT Helpdesk

Jagdish Sanas <Jagdish.Sanas@upgcm.ac.in>
Wed 9/15/2021 1:32 PM
To: Abhijeet Mohite <ABHIJEET.MOHITE@upgcm.ac.in>; Swapnali Lotlikar <Swapnali.Lotlikar@upgcm.ac.in>

From: Jagdish Sanas
Sent: Thursday, August 13, 2015 4:37 PM
To: Smrutb Nanavaty <Smrutb.Nanavaty@upgcm.ac.in>
Cc: Irfan Khan <irfan.Khan@svkm.ac.in>; Kalika Kherdikar <Kalika.Kherdikar@upgcm.ac.in>; Falguni Thaker <Falguni.Thaker@upgcm.ac.in>
Subject: Dell 380 Computer Send to IT Helpdesk

Sir/Madam,

As per our decision I am sending 15 Dell Computers(CPU,Monitor,Keyboard,Mouse) set to IT Help desk .

please acknowledge the same.

Sr. No.	Make	Model	Computer Name	Serial No.	Processor	RAM	HD	CD/DVD Rom	Monitor Make	Monitor Size	Purchase Date	IP Addr
1	DELL	OPTIPLEX 380	MUM0710CPU0051B87B7BS		Core 2 Duo 2.9	4GB	320GB	YES	DELL	19"	26/10/2010	192.16
2	DELL	OPTIPLEX 380	MUM0710CPU0052D87B7BS		Core 2 Duo 2.9	4GB	320GB	YES	DELL	19"	26/10/2010	192.16
3	DELL	OPTIPLEX 380	MUM0710CPU00581C7B7BS		Core 2 Duo 2.9	4GB	320GB	YES	DELL	19"	26/10/2010	192.16
4	DELL	OPTIPLEX 380	MUM0710CPU00552C7B7BS		Core 2 Duo 2.9	4GB	320GB	YES	DELL	19"	26/10/2010	192.16
5	DELL	OPTIPLEX 380	MUM0710CPU0044HB7B7BS		Core 2 Duo 2.9	4GB	320 GB	YES	Dell	19"	26/10/2010	192.16
6	DELL	OPTIPLEX 380	MUM0710CPU0045FB7B7BS		Core 2 Duo 2.9	4GB	320 GB	YES	Dell	19"	26/10/2010	192.16
7	DELL	OPTIPLEX 380	MUM0710CPU0046CB7B7BS		Core 2 Duo 2.9	4GB	320 GB	YES	Dell	19"	26/10/2010	192.16
8	DELL	OPTIPLEX 380	MUM0710CPU00479B7B7BS		Core 2 Duo 2.9	4GB	320 GB	YES	Dell	19"	26/10/2010	192.16
9	DELL	OPTIPLEX 380	MUM0710CPU00486B7B7BS		Core 2 Duo 2.9	4GB	320 GB	YES	Dell	19"	26/10/2010	192.16
10	DELL	OPTIPLEX 380	MUM0710CPU00497B7B7BS		Core 2 Duo 2.9	4GB	320 GB	YES	Dell	19"	26/10/2010	192.16
11	DELL	OPTIPLEX 380	MUM0710CPU00508B7B7BS		Core 2 Duo 2.9	4GB	320 GB	YES	Dell	19"	26/10/2010	192.16
12	DELL	OPTIPLEX 380	MUM0710CPU0053GB7B7BS		Core 2 Duo 2.9	4GB	320 GB	YES	Dell	19"	26/10/2010	192.16
13	DELL	OPTIPLEX 380	MUM0710CPU00564C7B7BS		Core 2 Duo 2.9	4GB	320 GB	YES	Dell	19"	26/10/2010	192.16
14	DELL	OPTIPLEX 380	MUM0710CPU00573C7B7BS		Core 2 Duo 2.9	4GB	320 GB	YES	Dell	19"	26/10/2010	192.16
15	DELL	OPTIPLEX 380	MUM0710CPU0054J87B7BS		Core 2 Duo 2.9	4GB	320GB	YES	Dell	19"	26/10/2010	NO CO

Regards.

Mr. Jagdish Sanas
Computer Lab-Asstt.
Usha Pravin Gandhi College of Management.

USHA PRAVIN GANDHI COLLEGE OF ARTS, SCIENCE AND COMMERCE MUMBAI 400 056

Fw: Desktop Replacement Activity

Jagdish Sanas <Jagdish.Sanas@upgcm.ac.in>
Wed 9/15/2021 1:31 PM
To: Abhijeet Mohite <ABHIJEET.MOHITE@upgcm.ac.in>; Swapnali Lotlikar <Swapnali.Lotlikar@upgcm.ac.in>

From: Irfan Khan <Irfan.Khan@svkm.ac.in>
Sent: Saturday, July 8, 2017 12:38 PM
To: Jagdish Sanas <Jagdish.Sanas@upgcm.ac.in>; Prasad Dhanorkar <Prasad.Dhanorkar@djsce.ac.in>; Ravindra Godse <Ravindra.Godse@svkm.ac.in>; Rakesh Tiwari <Rakesh.Tiwari@svkmis.ac.in>; Amrendra Tiwari <Amrendra.Tiwari@svkm.ac.in>; Sachin Nigudkar <Sachin.Nigudkar@nmims.edu>; Shrikant Shedekar <Shrikant.Shedekar@svkm.ac.in>; Shailesh Borhade <Shailesh.Borhade@nmims.edu>; Sameer Borekar <Sameer.Borekar@nmims.edu>; Suraj Vichare <Suraj.Vichare@svkm.ac.in>; Suraj Patil (SVKM) <Suraj.Patil@svkm.ac.in>; Abhijeet More <Abhijeet.More@svkm.ac.in>; Godwin Carvalho <Godwin.Carvalho@svkm.ac.in>; Ganesh Beloshe <Ganesh.Beloshe@svkm.ac.in>; Vishal Gonsalves <Vishal.Gonsalves@svkm.ac.in>
Subject: RE: Desktop Replacement Activity

Dear Team

Based on the input collected, I am putting up the disposal count status in the below table. Kindly confirm.

Institute	Disposal Count	Disposal Status (Dell 390)
UPG	40	40 desktops ready for disposal
IB	15	15 desktops ready for disposal
CNMS	20	10 desktops ready for disposal
DJ	31	15 desktops ready for disposal
MPSTME	40	40 desktops ready for disposal
NMIMS (old+new bldg)	50	20 desktops ready for disposal

Best Regards
Irfan Kasam Khan
Sr. System Administrator
SVKM, Mumbai
Office # 9992

From: Irfan Khan
Sent: Tuesday, July 4, 2017 2:14 PM
To: Jagdish Sanas; Prasad Dhanorkar; Ravindra Godse; Rakesh Tiwari; Amrendra Tiwari; Sachin Nigudkar; Shrikant Shedekar; Shailesh Borhade; Sameer Borekar
Cc: IT Helpdesk
Subject: RE: Desktop Replacement Activity

Dear Team,

We will dispose the Dell OptiPlex 390 machines in this month.
Hence kindly ensure that all the desktops are in working condition.
If faulty then get the part repaired/replaced at the earliest.

Best Regards
Irfan Kasam Khan

USHA PRAMILA GARDI COLLEGE OF ARTS SCIENCE AND COMMERCE MUMBAI 400 0

Sr. System Administrator
SVKM, Mumbai
Office # 9992

From: Irfan Khan
Sent: Saturday, July 1, 2017 10:08 AM
To: Jagdish Sanas; Prasad Dhanorkar; Ravindra Godse; Rakesh Tiwari; Amrendra Tiwari; Sachin Nigudkar; Shrikant Shedekar; Shailesh Borhade; Sameer Borekar
Cc: IT Helpdesk
Subject: RE: Desktop Replacement Activity

Dear Team

Please share with me desktop replacement status.
Those who already shared can ignore this.

Best Regards
Irfan Kasam Khan
Sr. System Administrator
SVKM, Mumbai
Office # 9992

From: Irfan Khan
Sent: Wednesday, June 28, 2017 4:58 PM
To: Jagdish Sanas; Prasad Dhanorkar; Ravindra Godse; Rakesh Tiwari; Amrendra Tiwari; Sachin Nigudkar; Shrikant Shedekar; Shailesh Borhade; Sameer Borekar
Cc: IT Helpdesk
Subject: Desktop Replacement Activity

Dear All,

We need to start with the desktop replacement activity.
New machines had come with windows 10, hence kindly do the ground work to ensure that the required software/applications are compatible with the OS version.
We will arrange engineer from vendor who will do the activation and partitioning.
Please keep in mind that Data backup is not in vendor's scope.

Best Regards
Irfan Kasam Khan
Sr. System Administrator
SVKM, Mumbai
Office # 9992

MUMBAI 400 056.

Fw: Replacement of Old Dell 390 Computers

Jagdish Sanas <Jagdish.Sanas@upgcm.ac.in>
Wed 9/15/2021 1:30 PM
To: Abhijeet Mohite <ABHIJEET.MOHITE@upgcm.ac.in>, Swapnali Lotlikar <Swapnali.Lotlikar@upgcm.ac.in>

From: Sandeep Gupta <Sandeep.Gupta@upgcm.ac.in>
Sent: Monday, July 10, 2017 12:02 PM
To: Smruti Nanavaty <Smruti.Nanavaty@upgcm.ac.in>; Swapnali Lotlikar <Swapnali.Lotlikar@upgcm.ac.in>
Cc: Jagdish Sanas <Jagdish.Sanas@upgcm.ac.in>
Subject: Replacement of Old Dell 390 Computers

Respected Madam,

We received instruction from Mr. Irfan sir for replacement of 40 Dell 390 computers with new Dell OptiPlex 3050. All 40 Dell OptiPlex 3050 computers are place in computer lab 1, from all computer lab and electronic lab total 33 old dell computers are removed.

please guide us for remaining 7 computers, from where we have to remove.

Also i want to inform you as new Dell OptiPlex 3050 don't have VGA connector port we have to arrange HDMI to VGA converter for our projector otherwise once Dell 390 removed we are not able to use projector.

please do the needful.

Regards,
Mr. Sandeep Gupta

MUMBAI 400 053

Fw: replacement of HP

Jagdish Sanas <Jagdish.Sanas@upgcm.ac.in>
Wed 9/15/2021 1:29 PM
To: Abhijeet Mohite <ABHIJEET MOHITE@upgcm.ac.in>, Swapnali Lotlikar <Swapnali Lotlikar@upgcm.ac.in>

From: Nidhi Pawar <Nidhi.Pawar@upgcm.ac.in>
Sent: Tuesday, August 28, 2018 2:39 PM
To: Irfan Khan <Irfan.Khan@svkm.ac.in>; Kalika Kherdikar <Kalika.Kherdikar@upgcm.ac.in>; Smruti Nanavaty <Smruti.Nanavaty@upgcm.ac.in>; Swapnali Lotlikar <Swapnali.Lotlikar@upgcm.ac.in>
Cc: Jagdish Sanas <Jagdish.Sanas@upgcm.ac.in>; Sandeep Gupta <Sandeep.Gupta@upgcm.ac.in>; IT Helpdesk <ITHelpdesk@nmims.edu>
Subject: RE: replacement of HP

Dear Sir,

We have received the 15 Dell OptiPlex 3050 AIO desktops.

Regards,
Mrs. Nidhi N Pawar
SVKM's Usha Pravin Gandhi College of Arts, Science and Commerce
Ph.no. 022 42332045.

From: Irfan Khan
Sent: Tuesday, August 28, 2018 1:30 PM
To: Kalika Kherdikar <Kalika.Kherdikar@upgcm.ac.in>; Nidhi Pawar <Nidhi.Pawar@upgcm.ac.in>
Cc: Jagdish Sanas <Jagdish.Sanas@upgcm.ac.in>; Sandeep Gupta <Sandeep.Gupta@upgcm.ac.in>; IT Helpdesk <ITHelpdesk@nmims.edu>
Subject: RE: replacement of HP

Greetings Madam

Issues 15 Dell OptiPlex 3050 AIO desktops.

Dear Jagdish
Kindly provide the serial Nos, once received.

Best Regards
Irfan Kasam Khan
Sr. System Administrator
SVKM, Mumbai
Office # 9992

From: Irfan Khan
Sent: Tuesday, August 28, 2018 1:04 PM
To: Kalika Kherdikar; Nidhi Pawar
Cc: Jagdish Sanas; Sandeep Gupta
Subject: RE: replacement of HP

Greetings Madam

USHA PRAVIN GANDHI COLLEGE OF ARTS, SCIENCE AND COMMERCE MUMBAI 400 056

Kindly arrange to collect balance 15 desktops from us.
Moreover, once the RAM is upgraded to 16GB for entire lot then kindly return 33 x 4GB RAM (old RAM) to IT department.

Best Regards
Irfan Kasam Khan
Sr. System Administrator
SVKM, Mumbai
Office # 9992

From: Irfan Khan
Sent: Monday, July 30, 2018 2:00 PM
To: Jagdish Sanas; Sandeep Gupta
Subject: FW: replacement of HP

Dear Jagdish/Sandeep

Please send me the serial nos of 18 Dell OptiPlex 3050 AIO.

Best Regards
Irfan Kasam Khan
Sr. System Administrator
SVKM, Mumbai
Office # 9992

From: Kalika Kherdikar
Sent: Monday, July 30, 2018 11:22 AM
To: Irfan Khan
Cc: Pankaj Srivastava (SVKM); Hemant Mehta; Nikhil Shedge; Anju Kapoor (Dr.) (UPG College); Smruti Nanavaty; Swapnali Lotlikar; Jagdish Sanas; Sandeep Gupta
Subject: RE: replacement of HP

Dear Sir,

As we have received the 18 units of dell OptiPlex 3050 AIO on 28th July 2018 we will return 18-HP AIO machines as when the Ram of Dell machine upgraded.

Regards,

Mrs. Kalika S. Kherdikar
Registrar,
Usha Pravin Gandhi College of Management
NAAC Accredited "A"Grade
Tel. No. : 022 - 42332041.

From: Irfan Khan
Sent: 27 July 2018 16:46
To: Kalika Kherdikar
Cc: Pankaj Srivastava (SVKM); Hemant Mehta; Nikhil Shedge; Anju Kapoor (Dr.) (UPG College); Smruti Nanavaty; Swapnali Lotlikar; Jagdish Sanas; Sandeep Gupta
Subject: RE: replacement of HP

USHA PRAVIN GANDHI COLLEGE OF ARTS, SCIENCE AND COMMERCE MUMBAI 400 059

Greetings Madam

We will provide 18 units of Dell OptiPlex 3050 AIO against the 18 HP AIO.
RAM upgrade will be done when the PO is raised for the same, from your end.

Best Regards
Irfan Kasam Khan
Sr. System Administrator
SVKM, Mumbai
Office # 9992

From: Kalika Kherdikar
Sent: Friday, July 27, 2018 2:43 PM
To: Irfan Khan
Cc: Pankaj Srivastava (SVKM); Hemant Mehta; Nikhil Shedge; Anju Kapoor (Dr.) (UPG College); Smruti Nanavaty; Swapnali Lotlikar; Jagdish Sanas; Sandeep Gupta
Subject: RE: replacement of HP

Sir,

As per the trial mail, kindly replace 18 Dell PC instead of 15 PC.

Regards,

Mrs. Kalika S. Kherdikar
Registrar,
Usha Pravin Gandhi College of Management
NAAC Accredited "A"Grade
Tel. No. : 022 - 42332041.

From: Kalika Kherdikar
Sent: 27 July 2018 11:19
To: Irfan Khan
Cc: Pankaj Srivastava (SVKM); Hemant Mehta; Nikhil Shedge; Anju Kapoor (Dr.) (UPG College); Smruti Nanavaty; Swapnali Lotlikar; Jagdish Sanas; Sandeep Gupta
Subject: replacement of HP

Dear Sir,

As you are aware that our 15number of - HP ProOne 400 (i3-8 gb ram Pc) placed in Electronic Lab are required to be replaced with Dell Pc with (16gb ram).
Kindly do the needful at the earliest.

Regards,

Mrs. Kalika S. Kherdikar
Registrar,
Usha Pravin Gandhi College of Management
NAAC Accredited "A"Grade
Tel. No. : 022 - 42332041.

USHA PRAVIN GANDHI COLLEGE OF ARTS SCIENCE AND COMMERCE MUMBAI 400 059

Fw: Submission of HDMI cables

Jagdish Sanas <Jagdish.Sanas@upgcm.ac.in>
Wed 9/15/2021 1:27 PM
To: Abhijeet Mohite <ABHIJEET.MOHITE@upgcm.ac.in>; Swapnali Lotlikar <Swapnali.Lotlikar@upgcm.ac.in>

From: Jagdish Sanas
Sent: Friday, June 18, 2021 6:28 PM
To: IT Helpdesk <ITHelpdesk@nmims.edu>; Amrendra Tiwari <Amrendra.Tiwari@svkm.ac.in>
Cc: Kalika Kherdikar <Kalika.Kherdikar@upgcm.ac.in>; Smruti Nanavaty <Smruti.Nanavaty@upgcm.ac.in>; Sandeep Gupta <Sandeep.Gupta@upgcm.ac.in>
Subject: Submission of HDMI cables

Dear Sir,

As per your instruction I had submitted 14 Qty. HDMI Cables to NMIMS building Basement store. Please give acknowledgement when received.

Regards,

Jagdish Sanas
Computer Lab Asstt
UPGCACS

Fw: UPGCASC Projector List

Jagdish Sanas <Jagdish.Sanas@upgcm.ac.in>
Wed 9/15/2021 1:25 PM
To: Abhijeet Mohite <ABHIJEET.MOHITE@upgcm.ac.in>; Swapnali Lotlikar <Swapnali.Lotlikar@upgcm.ac.in>

From: Yogita Shinde <Yogita.Shinde@upgcm.ac.in>
Sent: Monday, September 13, 2021 11:02 AM
To: Shyam Gangurde <Shyam.Gangurde@svkm.ac.in>; Jagdish Sanas <Jagdish.Sanas@upgcm.ac.in>
Cc: Amrendra Tiwari <Amrendra.Tiwari@svkm.ac.in>; Kalika Kherdikar <Kalika.Kherdikar@upgcm.ac.in>; Nidhi Pawar <Nidhi.Pawar@upgcm.ac.in>; Tejas Shah <tejas.shah@svkm.ac.in>; Vidya Salvi <Vidya.Salvi@svkm.ac.in>
Subject: Re: UPGCASC Projector List

Dear Vidya,

For working assets created asset 14000287
For Non-Working asset is created 14000288.

If any query the tell me.

Thank You.

From: Shyam Gangurde <Shyam.Gangurde@svkm.ac.in>
Sent: 08 September 2021 16:06
To: Jagdish Sanas <Jagdish.Sanas@upgcm.ac.in>; Yogita Shinde <Yogita.Shinde@upgcm.ac.in>
Cc: Amrendra Tiwari <Amrendra.Tiwari@svkm.ac.in>; Kalika Kherdikar <Kalika.Kherdikar@upgcm.ac.in>; Nidhi Pawar <Nidhi.Pawar@upgcm.ac.in>; Tejas Shah <tejas.shah@svkm.ac.in>; Vidya Salvi <Vidya.Salvi@svkm.ac.in>
Subject: RE: UPGCASC Projector List

Dear Ms. Yogita mam

As per attached list of projector (working & non-working) transfer to SVKM central office for further process.

Create separate single code for working & non-working projector

Working 15 nos. In one Asset code
Non-working 9 nos. in one Asset code.

Best Regards,
Shyam Gangurde
Dy. Manager, Inv. Control
SVKM, Mumbai
Ph:- +91 2242199962
Mob # 9819252012

Shri Vile Parle Kelavani Mandal

From: Jagdish Sanas <Jagdish.Sanas@upgcm.ac.in>
Sent: Wednesday, September 8, 2021 1:00 PM
To: Tejas Shah <tejas.shah@svkm.ac.in>
Cc: Shyam Gangurde <Shyam.Gangurde@svkm.ac.in>; Amrendra Tiwari <Amrendra.Tiwari@svkm.ac.in>; Kalika Kherdikar <Kalika.Kherdikar@upgcm.ac.in>; Nidhi Pawar <Nidhi.Pawar@upgcm.ac.in>
Subject: UPGCASC Projector List

Dear Sir,

As per the instruction from Registrar, Mrs. Kalika Madam, hereby find the attached excel file of projector shifted to SVKM Store.

Regards,

Jagdish Sanas
Comp Lab Asstt.
UPGASC

USHA PRAVIN GANDHI COLLEGE OF ARTS, SCIENCE AND COMMERCE MUMBAI 400 056

Waste audit

RUR Green Life Pvt Ltd,309, Nav-Vivek Industrial Premises, Mogul Lane, Mahim West, Mumbai 400016

Contact: 9322456789/9326093543/9326093543 Email: info@rur.co.in

Sustainable Waste Management Solution – Waste Survey form

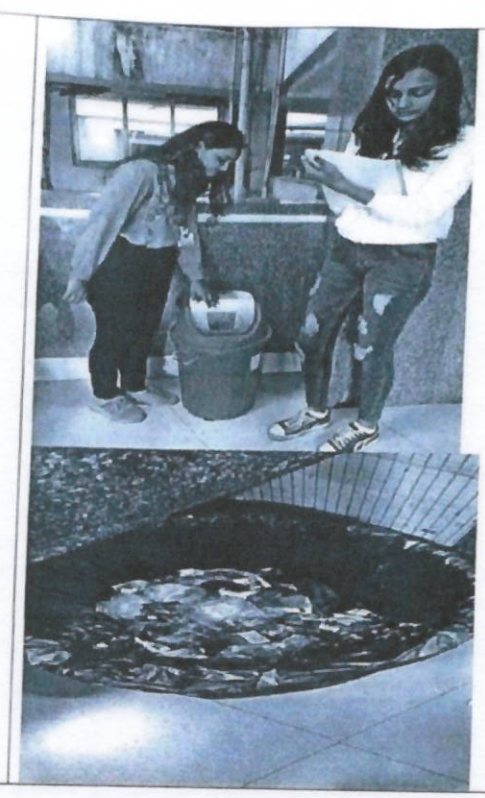
Name of the organisation:	Usha Pravin Gandhi College of Arts, Science, and Commerce
Address	Vile Parle [west] Mumbai – 400056
Contact Person	Abhijeet Mohite
Telephone	02242332044
Email id	info@upgcm.ac.in
Website	www.upgcm.ac.in
Total Number of employees	Teaching Staff: 26 Non-teaching Staff: 18
No of visitors on monthly basis	Approx. 1500
Number of floors	3
Number of departments	6
Number of bins on each floor	2.5 floor – 3 3rd floor – 33 4th floor - 12
Size of the bin(attach photo):	Approx. 16 inch

USHA PRAVIN GANDHI COLLEGE OF ARTS, SCIENCE AND COMMERCE MUMBAI 400 056

Are the bins labelled or coded	Yes
Are the bins lined with plastic	Few
List the number of bins located in the organisation:	a. Pantry/kitchen: Not Applicable b. Washroom: Girls: 11 Boys: 2 Common outside washroom: 2 c. Classrooms: 12 d. Staff Room: 3 e. Electronics Lab:1 f. Computer Lab: 2 g. Studio room: 1 h. Croma Room: 1 I. Office: 14
How many employees in the house keeping department	16
Currently is the waste segregated	No
If yes are there separate colour coded bins?	No
Tick the waste that is generated from your premises/ or all bins put together	Bio Degradable waste I. Plant matter: Not Applicable ii. Cooked food: ✓ iii. Raw vegies/fruit: ✓ iv. Paper waste: ✓ b. Non Bio Degradable waste i. Plastic bottles/cups/plates: ✓ ii. Thermocole/foam ✓ iii. Metals X iv. Polythene bags ✓ v. Aluminium/foil ✓ vi. E-waste ✓

	vii. Ceramics X viii. Sanitary waste ✓ ix. Tetra Pak cartons ✓
Approximate daily total weight of the	a. Bio degradable waste: Not Applicable b. Non bio degradable waste: Not Applicable
How is the waste disposed?	a. BMC Pickup ✓ b. Nearby garbage dump
Does BMC charge to pick up the waste/garbage	No
What time is the waste picked/disposed daily?	Yes
Any open space available for composting, waste segregation in the premises/terrace	Yes, in the UPG's edible garden
Space to store dry waste(in sqft)	Not Applicable
Do you have plantation in the campus:	Yes, we have various kinds of plantations in our garden.
Does your organisation follow any green practice? Mention	No Plastic day No Lift Day No A/C Day
Consumption list of the following consumables needed:	a. Paper/plastic cups: Approx. 1 kg a day b. Tissue paper: Approx. 10-15 grams a day c. Tea bags: X d. Printable paper: Approx. 1 kg a day e. Beverages – water bottle, juice cans, cold drinks: Approx. 100 bottles a day f. Food – packed food if any: Approx. ¼ kg a day g. E-waste: Approx. ½ kg a day
Summary of your analysis(attach photos):	The audit session really helped us to understand the importance of waste segregation in the college. The waste should be segregated into dry and wet waste. We learnt a lot and had a great experience while working for the audit.

INDIRA GANDHI COLLEGE OF ARTS, SCIENCE AND COMMERCE
MUMBAI
400 056



Abhijeet Mohite
Teacher In-charge

Isha Kacha
Student In-charge

USHA PRAVIN GANDHI COLLEGE OF ARTS SCIENCE AND COMMERCE
MUMBAI
400056
(College Stamp)

17/12/19

Volunteers:

1. Rajvi Shah :
2. Nishi Shah :
3. Dhara Raja :
4. Saakshi Shah :
5. Jaina Kothari :
6. Keshvi Bhalodia :

USHA PRAVIN GANDHI COLLEGE OF ARTS, SCIENCE AND COMMERCE
MUMBAI
400 056.

Kalika Kherdikar

From:	Shyam Gangurde
Sent:	08 December 2021 13:40
To:	Kalika Kherdikar; Smruti Nanavaty; Santosh Rane
Cc:	Amit Urade; Sagar Waydande; Amrendra Tiwari
Subject:	SOP , write off document and process in SVKM for I.T. products
Attachments:	IT-DEPT.docx; Memo format for Disposal of material IT.docx; Regreen Recycling (E-Waste Management) Company Profile

Dear All

Sorry for delay in reply.

Pl. find the attached Inter office memo format for Scrap disposal for IT material.

SVKM's All institute located at MUMBAI campus, there Scrap material disposal done centrally thru' SVKM central office.

You need to do the changes according to your institute approval hierarchy & on institute letter head.

Details required for IT scrap material.

1) Item details like description, Serial No. Model, MAKE, Date of Purchase etc
2) Asset number if applicable
3) Reason (Non repairable / Repairing cost is higher than new purchase etc..
4) Need to approve by respective institute head/dean /director etc.
5) Need to verified & approved by IT team.
6) Ask for Quotation (including GST) in sealed envelope at least 3 or more from vendor
7) Prepare CS for the above quotations.
8) Get the approval from Trustee or committee member or as per management decision.
9) Need to collect cash or DD or Online transfer to our account (Shirpur education soc. account) then handover the material to vendor thru Gate pass.
10) During disposal all details of material (for ASSET) need to inform account dept. for their financial adjustment.
11) Keep all detail in a one separate file for audit purpose.

Furthermore if any query pl. feel free to contact undersigned.

Best Regards,
Shyam Gangurde
Dy. Manager, Inv. Control
SVKM, Mumbai
Ph:- +91 2242199962
Mob # 9819252012

Shri Vile Parle Kelavani Mandal

From: Sachin Jadhav <sachin.jadhav@rcpit.ac.in>
Sent: 12 February 2021 16:43

1

To: Shyam Gangurde <Shyam.Gangurde@svkm.ac.in>
Subject: Re: SOP , write off document and process in SVKM for I.T. products

Dear Shyam Sir,

Could you pls. share write off procedure, SOP , documents followed in SVKM for obsolete , non-working I.T. products such as computers , projectors , etc ?

regards,
Sachin R. Jadhav
I.T. Head , Shirpur Education Society
email: sachin.jadhav@org.in, Mobile : 9764000935

From: Sachin Jadhav <sachin.jadhav@rcpit.ac.in>
Sent: Wednesday, February 10, 2021 12:05 PM
To: shyam.gangurde@svkm.ac.in <shyam.gangurde@svkm.ac.in>
Subject: SOP , write off document and process in SVKM for I.T. products

Dear Shyam Sir,

Could you pls. share write off procedure, SOP , documents followed in SVKM for obsolete , non-working I.T. products such as computers , projectors , etc ?

regards,
Sachin R. Jadhav
I.T. Head , Shirpur Education Society
email: sachin.jadhav@rcpit.ac.in, Mobile : 9764000935

From: Sachin Jadhav <sachin.jadhav@rcpit.ac.in>
Sent: Tuesday, February 9, 2021 12:41 PM
To: Hemant Mehta <Hemant.Mehta@svkm.ac.in>; Dnyanesh Amup <dnyanesh.amup@svkm.ac.in>
Subject: write off document and process in SVKM for I.T. products

Dear Hemant Sir,

Could you pls. share write off procedure and documents followed in SVKM for obsolete , non-working I.T. products such as computers , projectors , etc ?

regards,
Sachin R. Jadhav
email: sachin.jadhav@org.in, Mobile : 9764000935

2

Shri Vile Parle Kelavani Mandal

INTERNAL MEMO

Date : 21st May 2016

To : Shri Haritbhai Chitalia, Honorary Jt. Treasurer Managing Committee & Executive Committee

From : Mr. Irfan Kasam Khan, Sr. System Administrator

CC : Mr. Shyam Gangurde, Dy. Manager – Inventory Control

Mr. Santosh Rane, Office Superintendent, PGCL
Mr. Purshottam Desai, Accounts Department, NMIMS

Sub : IT Scrap Disposal

Sir,

This is to inform you that we would like to scrap the following IT materials as listed in the attachment. This list includes the desktops that were replaced by the new HP AIO plus some very old CPU and other components that we found in 9th floor store room at UPG side.

Thanking You

Prepared by	Verified by	Authorized by
Institute person	IT head	Jt. Director - IT

MUMBAI 400 056

Shri Vile Parle Kelavani Mandal
Bhaidas Sabhagriha Bldg., 2nd floor,
Bhaktivedanta Swami Marg,
Vile Parle (West), Mumbai - 400 056

INTERNAL MEMO

Date :

To : Scrap Committee member : Shri xxxxxxxxx

From : Mr. xxxxxxxx : xxxxxxxxxxx

cc : The person who is handaling scarp disposal : xxxxxxxxx

: xxxxxxxx

Mr. Sachin Jadhav : IT Head

Sub : Disposal of IT (unused) Material

As per the attached list / below details of material are not in working condition
You are kindly requested to dispose of the attached list material.

Material Details :-

Asset No. # xxxxxxxx

Prepared by	Verified by	Authorized by	Authorized by
	IT engg.	Registrar / Principal	Director It