

Maharashtra Academy of Engineering and Educational Research's

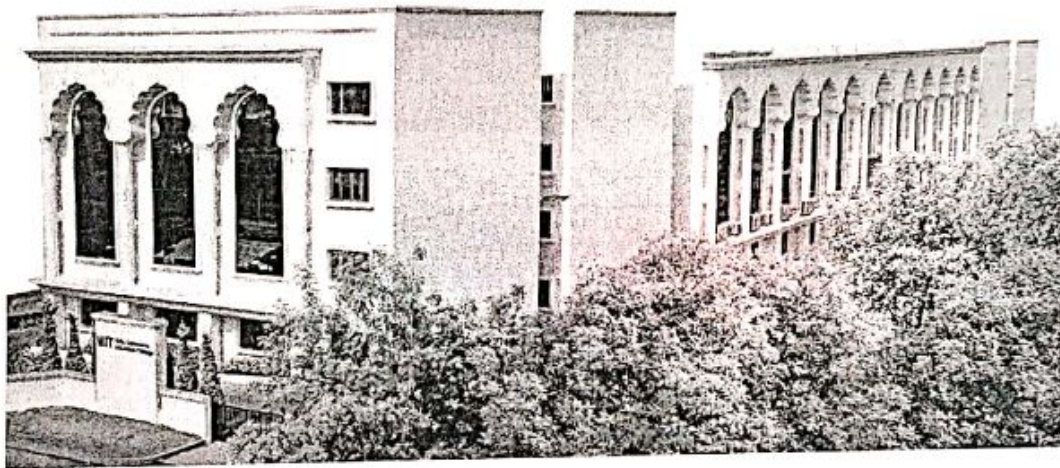
MIT Arts, Commerce and Science College, Alandi (D) – 412 105.

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MIT | Arts, Commerce & Science College

Maharashtra Academy of Engineering and Educational Research's
MIT Arts, Commerce and Science College, Alandi
(D) – 412 105.



Policy for Use of facilities



Policy for Use of facilities

Introduction –

Our college has defined a policy for the optimum utilization of facilities such as computer and other laboratories, classrooms, seminar hall, library, playground, gymnasium, meditation hall, canteen, administrative wings and Cabins, various equipment, infrastructural and IT facilities. The policy has a mention of procedure to be followed by all the stakeholders for allocation and maintenance of resources. It is communicated through email and notices. Effective implementation of the policy results in proper use of the available resources for routine academic and administrative functions.

Purpose of the policy-

This policy for use of facilities is designed for providing the base of allocation of resources and its optimum utilization to achieve excellence in education, research through smooth administration. The effective implementation of this policy ensures the quality in academics and governance. Comprehension of the procedures and systems mentioned in the policy benefits all the stakeholders; Principal, HoDs, Faculty, Non-teaching staff, Students and Parents.

Policy for use of facilities provides a pathway as below:

- (1) Take overview of availability and requirement of facilities.
- (2) Define a standard procedure for the best possible use of physical resources.
- (3) Designing of schedule for smooth conduction of all types of academic and administrative activities.
- (4) Establish better communication and coordination among all the stakeholders for effective scheduling of college facilities.
- (5) Achieve the best possible use and calibration of physical facilities in the campus.

Scope –

The policy is meant to use and regulate all the following physical facilities in the campus:

- Administrative cabins and wings
- Conference Rooms
- Staff rooms



- Classrooms
- Computer laboratories
- Physics and Chemistry laboratories
- Seminar hall
- Library, Digital library, reading hall
- Playground
- Girls and boys common rooms
- Gymnasium
- Meditation hall
- Canteen
- College garden

Procedure for use and maintenance of facilities in the campus –

Central coordination of the facility is used effectively and efficiently by providing a framework for the optimal use of physical assets. Scheduling, allocation and usage of classrooms and laboratories are decided by a Time-Table committee along with heads of respective departments. The classrooms are allocated according to the number of Programs and student strength of each class. The time-table is designed in such a way that there is optimal use of classroom space. Faculty and / or students with health issues or physical disabilities will be given priority to schedule their classes at appropriate classrooms. The class which has enrolled "Divyang" students will be given priority in assigning the classroom which is easily accessible, with prior permission from the Principal so that it should not conflict with academic classes' schedule.

Administrative office spaces, staff rooms or cabins assigned to one or more individuals and used by administrative and support staff. The principal and / or registrar of the college allocate the required space to individuals in the administrative office.

For smooth conduction of co-curricular and extracurricular activities space is required. The space is allotted to these activities on the basis of importance of the activity and number of students participating in it by respective authorities through HRE.

Library space is classified into five categories: accession counters, newspaper reading space, open-stack study room, online resources room and study service. The library space is allocated by the Librarian according to the usage.

The Sports Facilities Rules designed by the Director – Physical Education, aim to serve as general guidelines to internal users and external users pertaining to College sports facilities.



The college authority reserves the right to modify or amend these rules when necessary. Announcements concerning the above will be made via notice boards on the premises accordingly. All sports facilities present in the campus are mainly used for sports education, training, competition, and recreation by college students, faculty and staff members. The schedule of the gymnasium is decided by the Physical Director in consultation with the Gymkhana committee and the Principal.

The college owned equipment such as computers, LCD projector, printers, audio-visual are allotted by the registrar and monitored by IT Administrator, Laboratory assistants and electricians. The allocation and usage of laboratory equipment are decided by the respective head of the department. In case of disposal of any equipment from the department's dead-stock register, the head of the department makes a list of such equipment and all these equipment are removed from the dead stock register after disposal.

A. Allocation policy

1. Policy and Procedures for Classroom and Laboratory allocation

- Management handovers classroom and laboratories to the Principal after construction in ready to use condition.
- Principal in his authority assigns classrooms and laboratories to respective departments in consultation with the Academic planning and Time table committee.

2. Policy and Procedures for allocation of administrative wings and Cabin

- Management handovers administrative wings and Cabin to Principal after construction in ready to use condition.
- Academic wings and Cabin distribution is done by Principal.

3. Policy and Procedures for Sports facilities

- Allotment of ground –
 - Time table is designed for allocation of ground related to different sports as per requirement taking academic time table into consideration.
 - The same is communicated to the students.
 - Students make practice within prescribed schedule by following norms by sports department.
- Allotment of equipment –
 - Register is maintained in the Gymnasium for making use of equipments and indoor game facilities.



- Every user has to make entry to avail equipments of indoor facilities.
- It is made sure that users follow all the norms by sports department.
- Financial support –
 - Students are provided TA & DA as per SPPU norms for participation in inter collegiate competitions.
 - Entry fees of the student participants for various inter collegiate competitions are paid by the college.
- Organization of sports events –
 - College level and inter collegiate sports events are organized to provide platform to the students.
 - Such events are organized by sports department, student council with the help of committees consisting faculty members and students.

B. Maintenance policy

The college has a well-defined maintenance policy for physical facilities. The routine cleaning and maintenance of computers and other laboratories, classrooms, seminar hall, library, playground, gymnasium, meditation hall, canteen, administrative wings and cabins is performed regularly as per Annual Maintenance Contract (AMC) signed by Principal. Renovation, alteration, and improvement of the existing academic and support facility is decided by the Principal in consultation with the concerned head of the department. The requirement of the same is communicated to the Management of the college and after getting it sanctioned, the maintenance work is carried out. For maintenance of IT infrastructure and Electrical fittings and appliances IT Administrator, laboratory assistants and electrician are appointed for regular technical needs as well as replacement and repair requests. IT administrators with laboratory assistants look after maintenance of IT resources like computers, printers, replacement of tonners, software problems, networking problems. Electricians are responsible for replacement or fitting of light tubes, bulbs, switches, MCB boxes. If the problem is major it is brought to the notice of the principal. Maintenance policy ensures that equipment is always in ready and reliable condition as well calibrated to provide good quality outputs. Heads and faculty in the departments are accountable for proper use of resources allotted to them. Minor maintenance / replacement are done by laboratory assistants in consultation with the head and faculty. For major maintenance and repair external technicians are called by the head of the department, quotation of repair and maintenance is taken from the technician and submitted to the principal through the head of the department for further action. If there is a necessity to move equipment out of the college campus for



repair or maintenance, the permission is taken from the principal by the respective head of department.

- Requisition – Physical check of all the buildings and other campus areas is carried out and the maintenance required is noted down by the concerned staff. The same is communicated to the Principal.
- Quotations – As per the requirements quotations are called from the vendors.
- To carry out the physical check of all the buildings and other campus areas and note down the maintenance required.
- Prepare the Purchase Requisition for required material with quotations at least from 3 vendors and put up for approval.
- Receive the good quality of product and supervise the work to avoid misuse of material and obtain better quality work.
- To supervise new construction, fabrication or any development work as per the drawings and guidelines of the Management.
- Receive the complaints related to all civil work from various Departments and obtain requisition slip.
- Enter Requisition Slip in the complaint register and forward the same for approval. Assign the work to the concern person and complete the same in time and send the report back to the complainant.
- To carry out the physical check of all the buildings and other campus area and note down the maintenance required.
- Prepare the Purchase Requisition for required material with quotations at least from 3 vendors and put up for approval.
- Receive the good quality of product and supervise the work to avoid misuse of material and obtain better quality work.
- To supervise new construction, fabrication or any development work as per the drawings and guidelines of the Management.
- Receive the complaints related to all civil work from various Departments and obtain requisition slip.
- Enter Requisition Slip in the complaint register and forward the same for approval. Assign the work to the concern person and complete the same in time and send the report back to the complainant.



1. Policy and Procedures for Classroom and Laboratory maintenance

- Charge of maintenance of the respective classroom and / or laboratory is handed over to respective heads.
- Head of concern will look after its maintenance with a well-documented process.

2. Policy and Procedures for allocation of administrative wings and Cabin and it's Maintenance.

- Responsibility of maintenance of Academic wings and Cabin is handed over by Principal to respective in-charge.
- Head of concern will look after maintenance with a well-documented process.

3. Policy and Procedures for maintenance of Sports facilities.

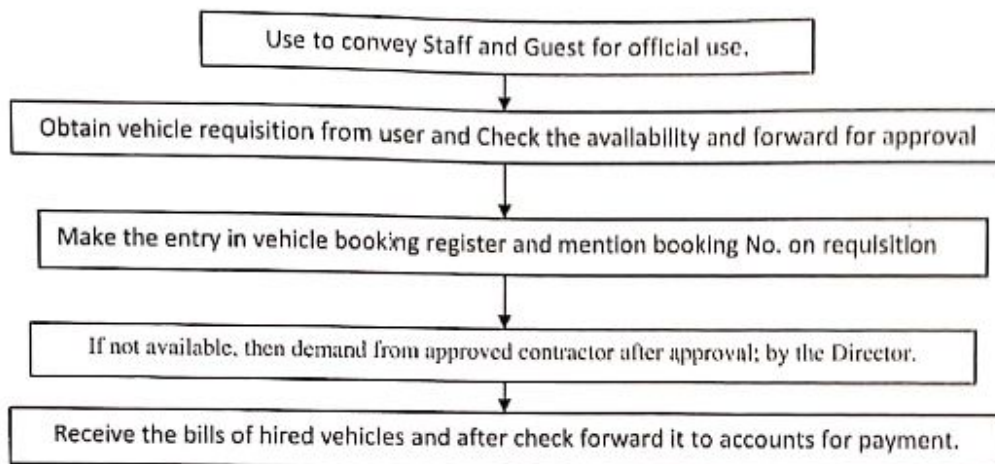
- Responsibility of Maintenance of ground and sports equipment is handed over to sports director of the college.
- Physical check of sports ground and equipment is done by sports director and it is brought to the notice of Principal.
- Necessary action is carried out afterwards.

4. Plumbing Maintenance: By Estate Supervisor & Plumber

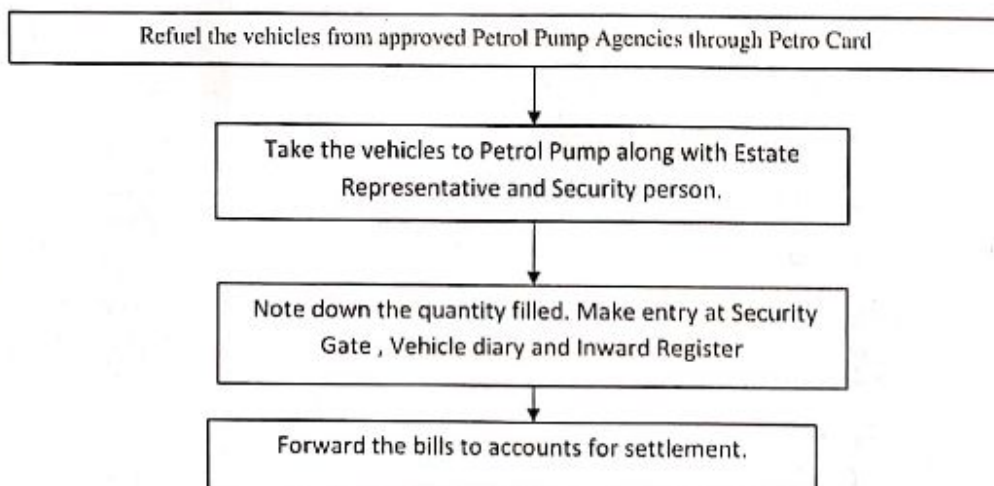
- To visit all the washrooms and toilets of college campus and note down the repair work
- Prepare the Purchase Requisition for required material with quotations at least from 3 vendors and put up for approval.
- Receive the good quality of product and supervise the work and complete the same in time.
- To supervise new plumbing work as per the drawings and guidelines of the Management.
- Clean all water coolers twice in a week and maintain the record accordingly.
- Attend the complaints related to all Plumbing work received from various Departments and resolve the same in time.
- Receive the complaints related all plumbing work issues from various Departments and obtain requisition slip
- Enter Requisition Slip in the complaint register and forward the same for approval. Assign the work to the Plumber and complete the same in time and send the report back to the complainant.



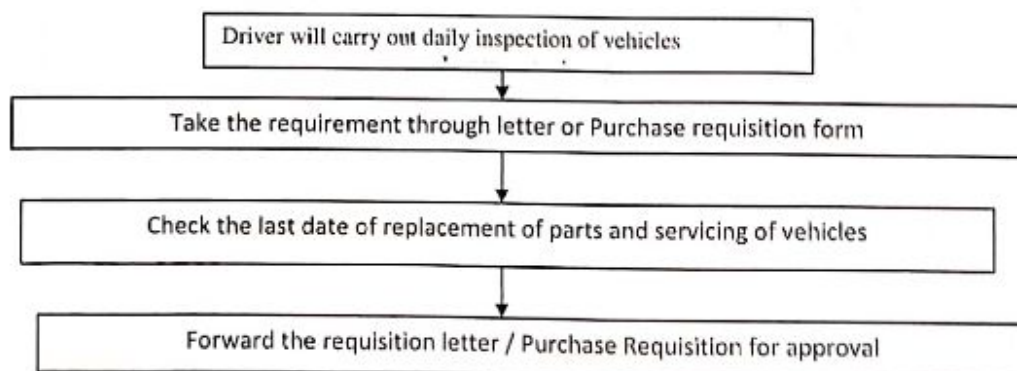
Light Vehicle Sumo

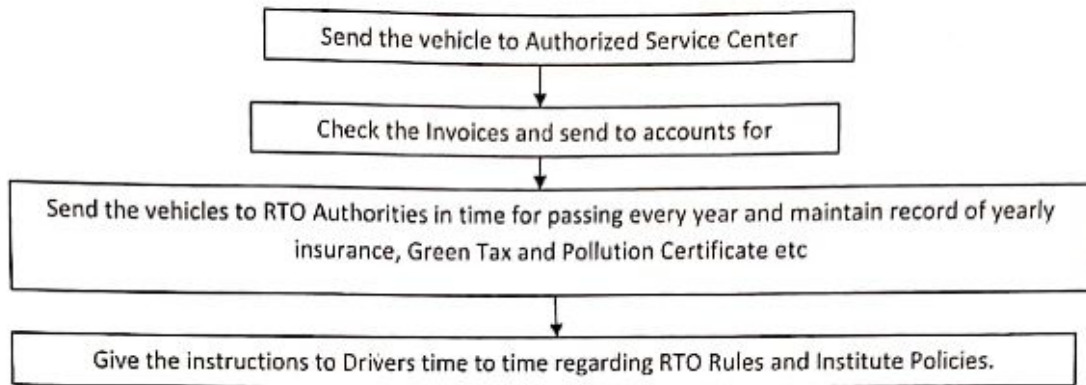


Refueling of Vehicles

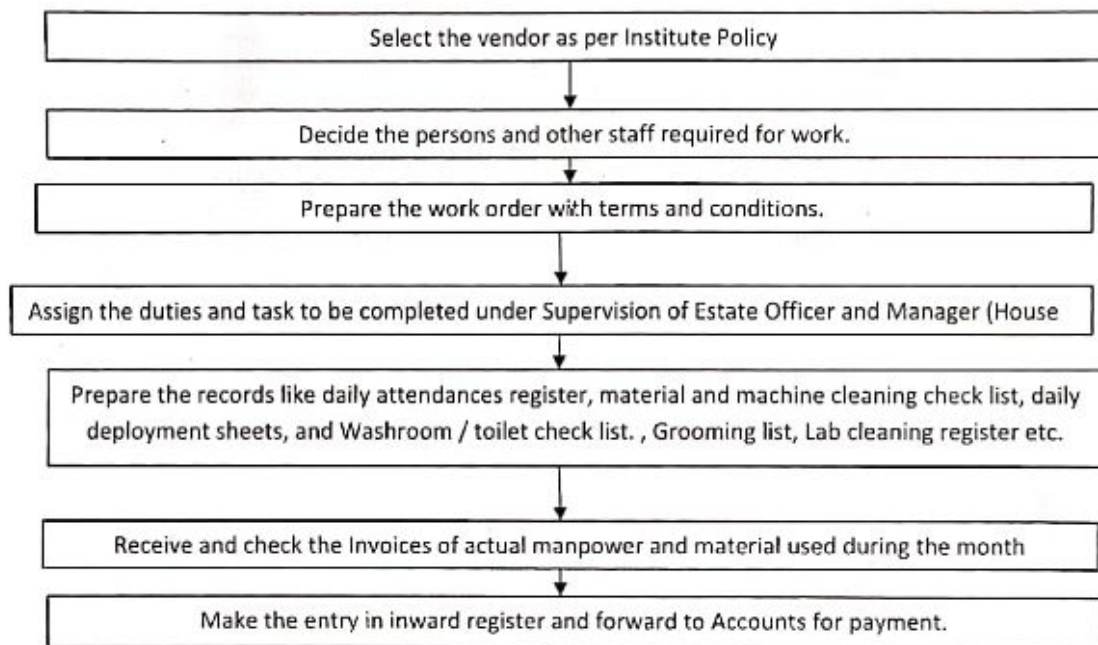


Maintenance of Vehicles

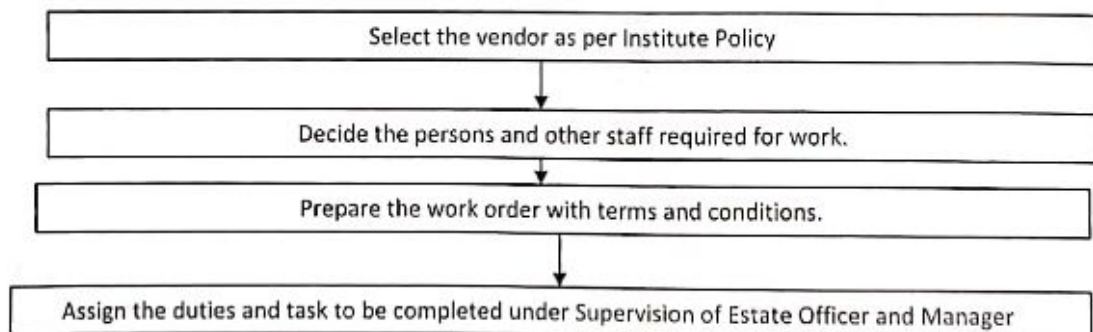


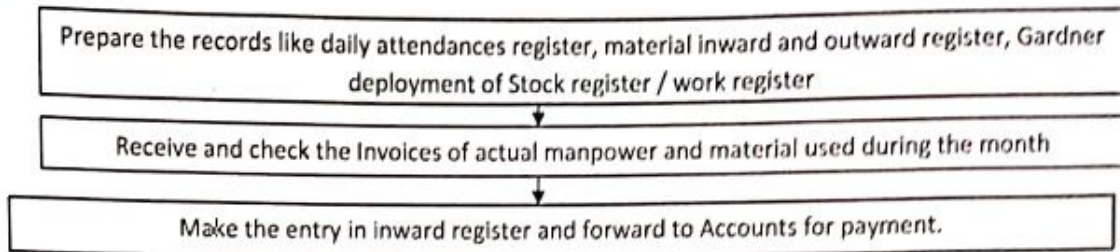


(b) House Keeping

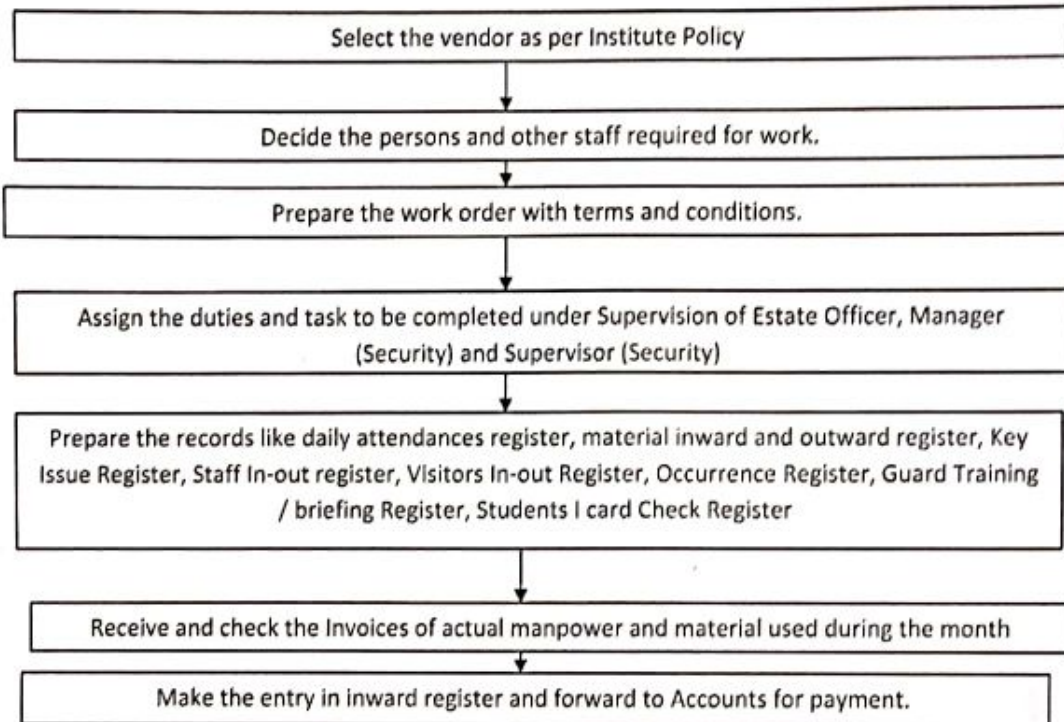


c) Gardening



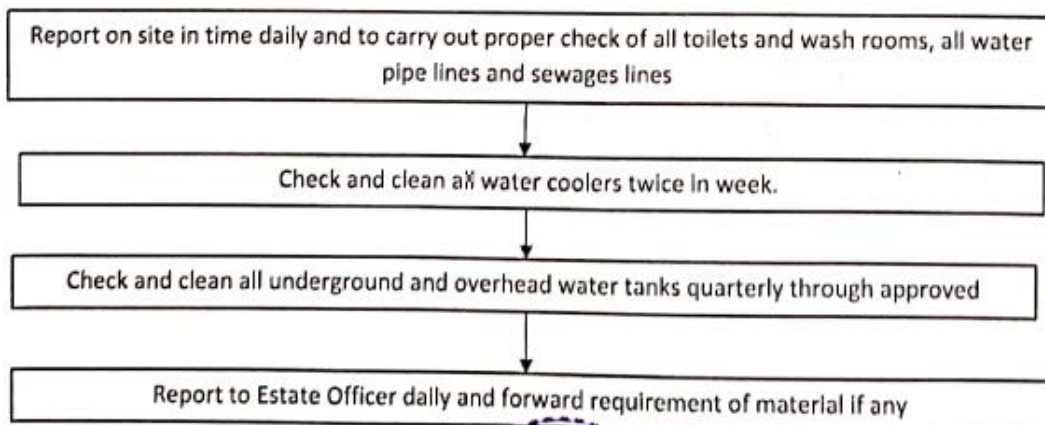


(d) Security

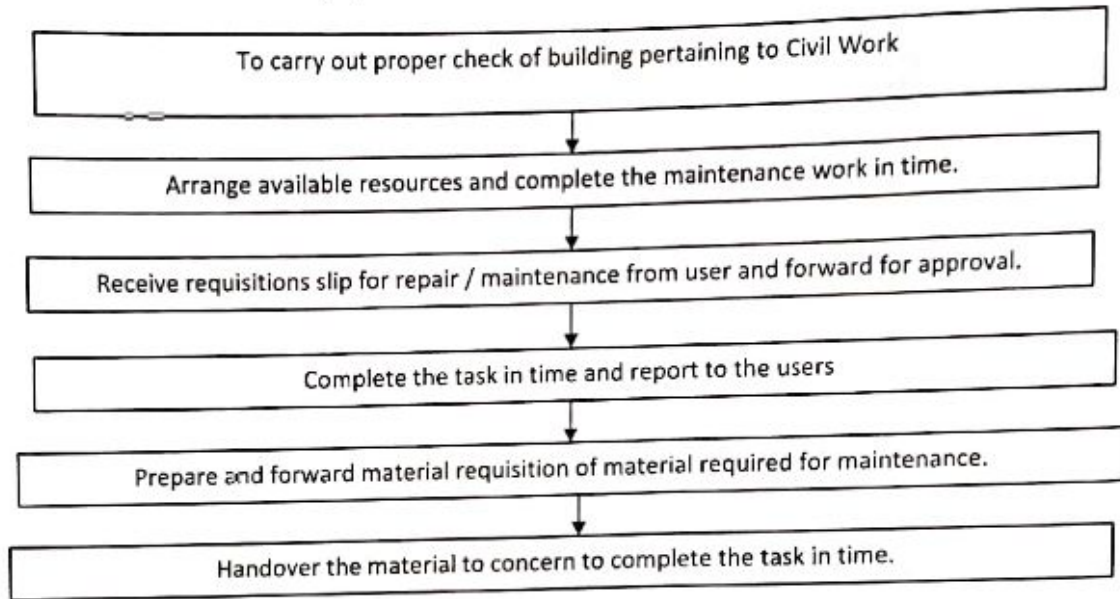


(B) Infrastructure and Maintenance

(a) Plumbing



(b) Civil and furniture / fixture Work



❖ **Store Format & Register Numbers for NAAC.**

1. Material Inward Register - Register No - MAEER's/ MIT ACSC/ Store/01
2. Receipt & Issued Register - Register No. - MAEER's/ MIT ACSC/ Store/02
3. Vehicle Booking Register - Register No. - MAEER's/ MIT ACSC/ Store/03
4. Budget Register - Register No.- MAEER's/ MIT ACSC/ Store/04
5. Bill Passing Register - Register No. - MAEER's/ MIT ACSC/ Store/05
6. Purchase Order Allotment Register - Register No.- MAEER's/ MIT ACSC/ Store/06
7. Approved PO Send to Accounts - Register No.- MAEER's/ MIT ACSC/ Store/07

Prepared & Reviewed By:-



Mr. Sandeep Rohinkar
Registrar & Head – Account
MIT ACSc College, Alandi(D).

Approved By:-



Dr. B.B. Waphare
Principal
MIT ACSc College, Alandi(D).



WORK ORDER (AMC)

Record Copy

Invoice To
 802 (19-20) MIT ACSC
 GSTIN/UID: 27AAAAM1206F1Z6
 State Name : Maharashtra, Code : 27
 E-Mail : dnbhosale@mitacsc.ac.in

Voucher No.
 94

Dated
 2-Aug-2019
 Mode/Terms of Payment

Supplier's Ref./Order No.
 53

Advance with PO.
 Other Reference(s)

Supplier
Apex Actsoft Technology Pvt Ltd
 8th Floor, Balaji Infotech,
 Plot No. A-278,
 Wagle Industrial Area, Road No.
 16A, Thane (West) - 400604,
 GSTIN/UID : 27AAHCA1607P1ZH
 PAN/IT No : AAHCA1607P
 State Name : Maharashtra, Code : 27

Despatch through

Account Section,
 Destination

Terms of Delivery

Account Section, MIT ACSC.

Sl No.	Description of Services	Quantity	Rate	per	Amount
1	Renewal of Tally Software & AMC Charges. Tally ERP9 Gold. Unlimited Multi-User Edition for Multiple PCs. Period - 30/07/2019 to 29/07/2020.	1 service	9,000.00	service	9,000.00
	Input CGST 9%			9 %	810.00
	Input SGST 9%			9 %	810.00
Total		1 service			₹ 10,620.00

Amount Chargeable (in words)

INR Ten Thousand Six Hundred Twenty Only

E. & O.E

Remarks:

1. Tally.net subscription is valid for one year from the date of first product activation. 2. Your technical representative should available online for any type of query or problem creates during the service period. 3. GST - 18%.

Company's PAN : AAAAM1206F

for 802 (19-20) MIT ACSC

Authorized Signatory

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[Signature]
 Store & Purchase
 Prepared By

[Signature]
 Accountant
 Checked By

[Signature]
 Dy. Registrar
 Checked By

[Signature]
 Registrar
 Reviewed By

[Signature]
 Principal
 Forwarded By

[Signature]
 Project Director
 Approved By

[Signature]
Principal
 MIT Arts, Commerce & Science College
 Alandi, Pune - 412 105.



WORK ORDER (Rate Contract)

Record Copy

In voice To 802 (19-20) MIT ACSC GSTIN/UIN: 27AAAAM1206F1Z6 State Name : Maharashtra, Code : 27 E-Mail : dhhosale@mitacsc.ac.in	Voucher No. 20	Dated 8-May-2019
Supplier Shree S. S. Enterprises Sr. No.43, Block No. 137, Sanjay Gandhi Society, Opp. Ganesh Park, Somnathnagar, Wadgaon Sheri, Pune - 14, Mb.- 0983728103 GSTIN/UIN : 27AZVPS3206N1ZK PAN/IT No : AZVPS3206N State Name : Maharashtra, Code : 27	Supplier's Ref./Order No. 10	Mode/Terms of Payment Against Tax Invoice Other Reference(s) Estate
	Despatch through	Destination MIT ACSC Alandi (D).
	Terms of Delivery Once in Four Month. Total 3 Service.	

Sl No.	Description of Services	Quantity	Rate	per	Amount
1	Underground Water Tank Cleaning 80000 Ltr.	3 service	1,600.00	service	4,800.00
2	Underground Water Tank Cleaning 25000 Ltr.	6 service	500.00	service	3,000.00
3	Overhead Water Tank Cleaning 5000 Ltr Sintex.	3 service	500.00	service	1,500.00
	Overhead Water Tank Cleaning 2000 Ltr. Sintex	12 service	350.00	service	4,200.00
	Overhead Water Tank Cleaning 500 Ltr. Sintex.	3 service	350.00	service	1,050.00
					14,550.00
Less :	Discount Received				(-)1,000.00
	Input CGST 9%		9 %		1,219.50
	Input SGST 9%		9 %		1,219.50
Total 27 service					₹ 15,989.00

Amount Chargeable (in words)
INR Fifteen Thousand Nine Hundred Eighty Nine Only
E. & O.E

Remarks:
1. Cleaning work should be done once in every four months as per instruction given to you on telephone call. 2. Normally the above work to be carried out after college working hours & during holidays. 3. Payment will be made only after satisfactory work complete.

Company's PAN : AAAAM1206F

for 802 (19-20) MIT ACSC
Shivraj
Authorised Signatory

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<i>Satish</i> Store & Purchase Prepared By	<i>Shrey</i> Dy. Registrar Checked By	<i>Shivraj</i> Registrar Reviewed By	<i>Shivraj</i> Principal Forwarded By	<i>Shivraj</i> Project Director Approved By
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Shivraj
Principal
MIT Arts, Commerce & Science College
Alandi, Pune - 412 105.



WORK ORDER (AMC)

Record Copy

Invoice To 802- (18-19) MIT ACSC Company's GSTIN/UID : 27AAAAM1206F1Z6	Voucher No. 131	Dated 15-Mar-2019 Mode/Terms of Payment Against Tax Invoice Other Reference(s) Mr. Avinash Choure. Destination Exam Control Room MIT ACSC Alandi (O).
Supplier Digital Infotech Systems 1st Floor, Bhosale Terrace, Opp Hotel Surya, Off Ghole Road, Shivajinagar, Pune - 411005. Ph.- 9763107572 GSTIN/UID : 27AAOFD2539F1ZD PAN/IT No : AAOFD2539F State Name : Maharashtra, Code : 27	Supplier's Ref./Order No. 105 Despatch through	Terms of Delivery

Sl No.	Description of Services	Quantity	Rate	per	Amount	
1	AMC for Ricoh Gestetner Copy Printer Model No. DX2430. Sl. No. D214Z100767 AMC with Spares AMC Period - 15/03/2019 to 14/03/2020.	1 year	14,500.00	year	14,500.00	
	Input CGST 9%			9 %	1,305.00	
	Input SGST 9%			9 %	1,305.00	
Total					1 year	₹ 17,110.00

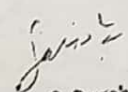
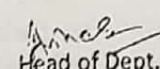
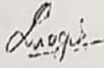
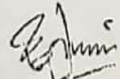
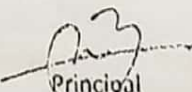

Amount Chargeable (in words)
INR Seventeen Thousand One Hundred Ten Only

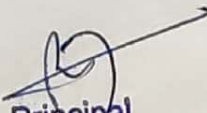
Remarks:
This AMC is valid w.e.f. 15/03/2019 to 14/03/2020. 2. Your service engineer should report immediately on telephonic call for repair or maintenance work. 3. Work to be done in MIT ACSC Alandi, Pune- 412105.
Company's GSTIN/UID : 27AAAAM1206F1Z6
Company's PAN : AAAAM1206F

for 802- (18-19) MIT ACSC

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Principal
MIT Arts, Commerce & Science College
Alandi, Pune - 412 105.



WORK ORDER

Invoice To 802- (18-19) MIT ACSC Company's GSTIN/UIN : 27AAAAM1206F1Z6	Voucher No. 76	Dated 14-Dec-2018
	Supplier's Ref./Order No. 78	Mode/Terms of Payment 100% Advance
Supplier Mahasoft Technologies Sawant Plaza, 2nd Floor, Pune satara Road, Balaji Nagar, Dhankawadi, Pune- 411043. PANIT No : APEPN5771Q State Name : Maharashtra, Code : 27	Despatch through	Other Reference(s) Mrs. Sangeeta Kulkarni
	Terms of Delivery	Destination MIT ACSC Alandi (D).

Sl No.	Description of Goods	Quantity	Rate	per	Amount	
1	AMC Charges <i>For I @ Academic Application Software. With Effect From April 2018 to March 2019. As Per WO No. 15 Dt. 08.05.2015</i>	1 year	28,940.00	1 year	28,940.00	
Total					1 year	₹ 28,940.00

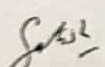

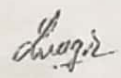
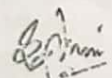
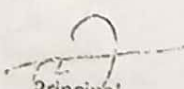
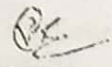
Amount Chargeable (in words) E. & O.E.
 INR Twenty Eight Thousand Nine Hundred Forty Only


Remarks:
 1. All inclusive. 2. AMC charges for the period of April 2018 to March 2019.
 Company's GSTIN/UIN : 27AAAAM1206F1Z6
 Company's PAN : AAAAM1206F

for 802- (18-19) MIT ACSC

 Authorised Signatory

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 Store & Purchase Prepared By	 Head of Dept. Checked By	 Dy. Registrar Checked By	 Registrar Reviewed By	 Principal Forwarded By	 Project Director Approved By
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Principal
 MIT Arts, Commerce & Science College
 Alandi, Pune - 412 105.



WORK ORDER (AMC)

2007-08 Copy

Invoice To 802- (18-19) MIT ACSC Company's GSTIN/UIN : 27AAAAM1206F1Z6	Voucher No. 2	Dated 8-Apr-2019 Mode/Terms of Payment
Supplier Param Computers Kale Colony, Alandi (D). Tal - Haveli, Dist - Pune Pune 412105. mo. -: 9730998800, 8805212500. GSTIN/UIN : 27AHTPT3260F1ZX PAN/IT No : AHTPT3260F State Name : Maharashtra, Code : 27	Supplier's Ref./Order No. 02	Other Reference(s)
	Despatch through	Destination MIT ACSC Alandi (D).
	Terms of Delivery Immediately on telephonic call	

Sl No.	Description of Goods	Quantity	Rate	per	Amount
1	Toner Refilling Charges. HP Q12A/Q36A/88A Laser Toner.	1 Nos	250.00	Nos	250.00
2	OPC Drum Change. 12A/36A/88A Laser Toner.	1 Nos	195.00	Nos	195.00
3	Magnet Roller with Sleeve Change. For any Toner 12A/36A/88A.	1 Nos	175.00	Nos	175.00
4	Primary Charge Roller (PCR) Change. For any Toner 12A/36A/88A.	1 Nos	125.00	Nos	125.00
5	Wiper Blade OR Doctor Blade Change. For any Toner 12A/36A/88A.	1 Nos	100.00	Nos	100.00
Total		5 Nos			₹ 845.00

Amount Chargeable (in words)
INR Eight Hundred Forty Five Only

Remarks:
1. This AMC w.e.f. 01/04/2019 to 31/03/2020. 2. Your representative should report immediately on telephonic call for repair & refilling of toner Cartridges. 3. GST - 18% extra. 4. Only good quality of material to be used for refilling of cartridge & repairing of toners as and when required by us. 5. Any loss /damages of cartridge/toner/drum during your work will be borne by you.

Company's GSTIN/UIN : 27AAAAM1206F1Z6
Company's PAN : AAAAM1206F

for 802- (18-19) MIT ACSC

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Terms & Conditions:

6. Payment will be made after receipt & refilling of toner, replacement/refilling of cartridges, tested and accepted by our technical representative.
7. Work to be done in MIT ACSC Alandi (D) Campus Pune- 412105.
8. Above rates are at actual, Invoice will be accepted as per work carried out by you.

Shruel
787563449

Satish
Store & Purchase
Prepared By

Shagid
Dy. Registrar
Checked By

[Signature]
Registrar
Reviewed By

[Signature]
Principal
Forwarded By

[Signature]
Project Director
Approved By

[Signature]
Principal
MIT Arts, Commerce & Science College
Alandi, Pune - 412 105.



WORK ORDER (AMC)

Invoiced To
802- (18-19) MIT ACSC
Company's GSTIN/UIN : 27AAAAM1206F1Z6

Voucher No.
122

Dated
13-Feb-2019
Mode/Terms of Payment

Supplier's Ref./Order No.
97
Despatch through

Other Reference(s)
Mr. Satish Bawale
Destination
MIT ACSC Campus

Supplier
Bombay Pest Control Service
Sant Gajanan Maharaj Nagar,
Sujanshri, Sr. No. 78/03, Bhosari Alandi Road,
Dighi, Pune -411015.
Mobile- 9822865312.
GSTIN/UIN : 27BCAPS3533B1ZY
PAN/T No : BCAPS3533B
State Name : Maharashtra, Code : 27

Terms of Delivery
As Per Instruction by Our Side.

Sl No.	Description of Goods and Services	Quantity	Rate	per	Amount
1	General Pest Control Service	1 Servic	4,800.00	Servic	4,800.00
2	Fogging Service. <i>Chemical used for pest control & Fogging- Tricel, Chlorophosphos, Responser, Baytex, K-othrine, Premise, Maxforce forte, Nuvan.</i>	1 Servic	2,500.00	Servic	2,500.00
3	Rodent Service	1 Servic	350.00	Servic	350.00
4	Gum Pad (if required) <i>Areas for pest control service - All Classrooms, Offices, Library, Labs, Passage, Parking, Duck, Canteen, Washroom & outside areas, Security cabins etc.</i>	1 Nos	120.00	Nos	120.00
Total:					₹ 7,770.00 E & O E

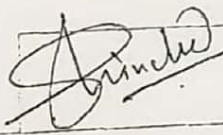
Amount Chargeable (in words)
INR Seven Thousand Seven Hundred Seventy Only

Remarks:

1. Proper record of each visit should be maintained and signed by both the representative. 2. Normally the above work to be carried out after college working hours & during holidays. 3. Sufficient pesticides should be used as mentioned in your quotation. All concerned persons should be given proper instructions regarding effectiveness of the pesticides.

Company's GSTIN/UIN : 27AAAAM1206F1Z6
Company's PAN : AAAAM1206F

for 802- (18-19) MIT ACSC

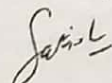


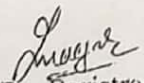
Authorised Signatory

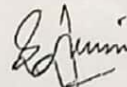
Terms & Conditions:

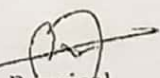
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04. The above order is for one year i.e. from 01/02/2019 to 31/01/2020.
05. Any loss/damages to the college property caused by your labour/ chemicals used during the above work will be borne by you.
06. GST 18% extra as applicable.
07. Payment will be made per service after confirmation from each concerned person about your satisfactory work carried out in respect of their departments. In case of unsatisfied work deduction will be effected from your final bill.
08. Your contract can be terminated with one month notice period from either side.
09. Work Place - MIT Arts, Commerce & Science College, Alandi Devachi Pune- 412105
10. Work should be carried out immediately when our representative given instruction on telephone call.

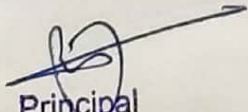

Store & Purchase


Dy. Registrar


Registrar
Reviewed By


Principal
Forwarded By


Project Director
Approved By


Principal
MIT Arts, Commerce & Science College
Alandi, Pune - 412 105.

