



DEVI AHILYA VISHWAVIDYALAYA, INDORE
SCHOOL OF BIOTECHNOLOGY

BIOTECHNOLOGY BUILDING
Khandwa Road, INDORE 452001

No..... / Biotech / 2022

Date : 08 / 02 / 2022

NOTICE

In School of Biotechnology, for promoting collective wisdom and participative management, we involve students also for smooth and active running of the department. Following committees have been constituted in consultation with students/faculty for the academic session 2021-22. Head of the department will be the chairman of all committees.

Cultural Committee: to plan for cultural events in SBT on various occasions of national and cultural importance
<ul style="list-style-type: none">• Dr. Anjana Jajoo - Incharge• Dr. Hamendra Singh Parmar
Student members:
<ul style="list-style-type: none">• Ms. Aashu Paraswani (M.Sc. Bioinformatics)• Mr. Rohit Thakur (M.Sc. Genetic Engineering)• Ms. Satya Tamrakar (M.Sc. Genetic Engineering)• Ms. Megha Modi (M.Sc. Biotechnology)• Mr. Rohan Deshmukh (M.Sc. Biotechnology)

Sports Committee: to plan for organising sports events in SBT
<ul style="list-style-type: none">• Dr. Anjana Jajoo - Incharge• Dr. Hamendra Singh Parmar
Student members:
<ul style="list-style-type: none">• Mr. Anupam Goswami (M.Sc. Bioinformatics)• Mr. Yogesh Sarbariya (M.Sc. Bioinformatics)• Ms. Disha Chouhan (M.Sc. Biotechnology)• Mr. Nishkarsh Vikram Singh (M.Sc. Bioinformatics)• Ms. Muskan Chandel (M.Sc. Biotechnology)• Ms. Shivangi Dwivedi (M.Sc. Bioinformatics)

Green Environment Committee: to plant for maintaining garden, greenery and suggesting environment friendly measures etc.
<ul style="list-style-type: none">• Dr. Anjana Jajoo - Incharge• Dr. Hamendra Singh Parmar
Student members:
<ul style="list-style-type: none">• Ms. Ishita Mehta (M.Sc. Biotechnology)• Ms. Priyanshee Modi (M.Sc. Biotechnology)• Ms. Tanuja Nadiwal (M.Sc. Genetic Engineering)• Mr. Pawan Singh (M.Sc. Bioinformatics)

Anjana

Hamendra



Phone: 0731- 2470373

E-mail: ajheadsbt@gmail.com

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Laboratory Management Committee: to look after laboratory requirements, cleanliness, repair, etc.
<ul style="list-style-type: none">• Dr. Anjana Jajoo - Incharge• Dr. Hamendra Singh Parmar
Student members:
<ul style="list-style-type: none">• Ms. Nitisha Shrivastava (M.Sc. Biotechnology)• Ms. Vedna Porpant (M.Sc. Genetic Engineering)• Mr. Puranjaya Pancholi (M.Sc. Genetic Engineering)• Ms. Kiran Vishwakarma (M.Sc. Bioinformatics)

Seminar Committee: to plan for student's seminars
<ul style="list-style-type: none">• Dr. Anjana Jajoo - Incharge• Dr. Hamendra Singh Parmar
Student members:
<ul style="list-style-type: none">• Ms. Kriti Prajapati (M.Sc. Genetic Engineering)• Ms. Anuradha Jadon (M.Sc. Biotechnology)• Mr. Rohan Deshmukh (M.Sc. Biotechnology)• Ms. Ananya Rai (M.Sc. Bioinformatics)

Syllabi/Academic Quality Review Committee: to suggest relevant changes in the syllabus, to see quality of teaching, punctuality of classes being held etc.
<ul style="list-style-type: none">• Dr. Anjana Jajoo - Incharge• Dr. Hamendra Singh Parmar
Student members:
<ul style="list-style-type: none">• Ms. Vanshita Rawal (M.Sc. Biotechnology)• Ms. Unnati Singh Tuteja (M.Sc. Biotechnology)• Mr. Akhil Singh Karchuli (M.Sc. Genetic Engineering)• Mr. Dhananjay Sharma (M.Sc. Bioinformatics)• Ms. Neha Nanda (M.Sc. Biotechnology)

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Departmental Library Committee: to give suggestions as per student's requirements
<ul style="list-style-type: none">• Dr. Anjana Jajoo - Incharge• Dr. Hamendra Singh Parmar
Student members:
<ul style="list-style-type: none">• Mr. Mansi Sharma (M.Sc. Genetic Engineering)• Ms. Shweta Hiralkar (M.Sc. Bioinformatics)• Mr. Ram Patel (M.Sc. Genetic Engineering)• Ms. Rajeshwari Sharma (M.Sc. Bioinformatics)

Grievance Cell for the Students: to put up any problem in the department
<ul style="list-style-type: none">• Dr. Anjana Jajoo - Incharge• Dr. Hamendra Singh Parmar
Student members:
<ul style="list-style-type: none">• Mr. Pranav Kendurkar (M.Sc. Bioinformatics)• Ms. Vaidehi Sisodiya (M.Sc. Genetic Engineering)• Ms. Damini Wadhekar (M.Sc. Bioinformatics)• Ms. Mrunal Ghare (M.Sc. Genetic Engineering)• Mr. Pranjal Mishra (M.Sc. Biotechnology)

Woman Safety Committee: to see women safety issues
<ul style="list-style-type: none">• Dr. Anjana Jajoo - Incharge• Dr. Hamendra Singh Parmar
Student members:
<ul style="list-style-type: none">• Ms. Vishruti Solanki (M.Sc. Bioinformatics)• Ms. Gargi Deshkar (M.Sc. Genetic Engineering)• Ms. Swati Bankariya (M.Sc. Biotechnology)• Ms. Damini Wadhekar (M.Sc. Bioinformatics)

Anjana

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Scientific Discussion Forum: to plan scientific discussions other than seminars

- Dr. Anjana Jajoo - Incharge
- Dr. Hamendra Singh Parmar

Student members:

- Mr. Akhil Singh Karchuli (M.Sc. Genetic Engineering)
- Mr. Rohan Deshmukh (M.Sc. Biotechnology)
- Mr. Nishkarsh Vikram Singh (M.Sc. Bioinformatics)
- Ms. Anuradha Jadon (M.Sc. Biotechnology)
- Mr. Puranjaya Pancholi (M.Sc. Genetic Engineering)
- Ms. Mansi Sharma (M.Sc. Genetic Engineering)
- Mr. Rohit Rajput (M.Sc. Genetic Engineering)

Swacchata Cell: to check and monitor cleanliness in the whole building/surroundings of SBT

- Dr. Anjana Jajoo - Incharge
- Dr. Hamendra Singh Parmar

Student members:

- Mr. Dhananjay Sharma (M.Sc. Bioinformatics)
- Ms. Aayushi Chaturvedi (M.Sc. Genetic Engineering)
- Ms. Anjali Badaule (M.Sc. Biotechnology)
- Mr. Pranjal Mishra (M.Sc. Biotechnology)
- Ms. Sejal Dangolia (M.Sc. Genetic Engineering)

Health and Well being committee: to suggest programme to improve mental health and overall motivation

- Dr. Anjana Jajoo - Incharge
- Dr. Hamendra Singh Parmar

Student members:

- Mr. Yunus Khan (M.Sc. Genetic Engineering)
- Ms. Kanchan Namdev (M.Sc. Genetic Engineering)
- Ms. Sapna Mishra (M.Sc. Genetic Engineering)
- Ms. Pratibha Das (M.Sc. Genetic Engineering)

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• Ms. Aashu Paraswani (M.Sc. Bioinformatics)
• Ms. Vanshita Rawal (M.Sc. Biotechnology)
• Ms. Unnati Singh Tuteja (M.Sc. Biotechnology)
• Ms. Ishita Mehta (M.Sc. Biotechnology)

Scientific Reading Club

• Mr. Rohan Deshmukh (Founder & President)
• Ms. Satya Tamrakar (Administrator)
• Mr. Rohit Rajput (Administrator)
• Ms. Kriti Prajapati (Digital Co-ordinator)

Aryan

H. Amende

School of Energy and Environmental Studies, DAVV, Indore

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.

Response: The University has an effective central facility and policy for the maintenance of its physical, academic, and IT support facilities. The infrastructure is well maintained. There is a dedicated University Works Department headed by the University Engineer (UE). There are expert staff for electrical, civil, mechanical sections who take care of maintenance.

Cleanliness of SEES Campus- Adequate in-house staff are employed to maintain the greenery, the hygiene and cleanliness of the sees campus. Classrooms, faculty and staff rooms, seminar halls, and laboratories, etc. are cleaned and maintained regularly by the non-teaching staff and university sweeper assigned for each department. Wash rooms are well maintained. Dustbins are placed at strategic locations.

Laboratories - All laboratory equipment is taken care of by the office members and Head of the Department. Adequate budgetary provisions are made for maintenance of facilities.

Safety: The security and safety of the campus are monitored by the Security office with the aid of CCTV s installed at strategic points. The department has a budget for repairs and maintenance.

Library: library incharge is assigned by the university to look after all the issues and maintenance of book.

Sport Complex: university have such facility for all the students and maintenance is done by campus incharge.

R. Chaudhry


HEAD

School of Energy & Environmental Studies
Devi Ahilya Vishwavidyalaya
(Khandwa Road) Campus Indore-452001



DEVI AHILYA VISHWAVIDYALAYA, INDORE

देवी अहिल्या विश्वविद्यालय इन्दौर

Maintenance Policy

First Version, 2018

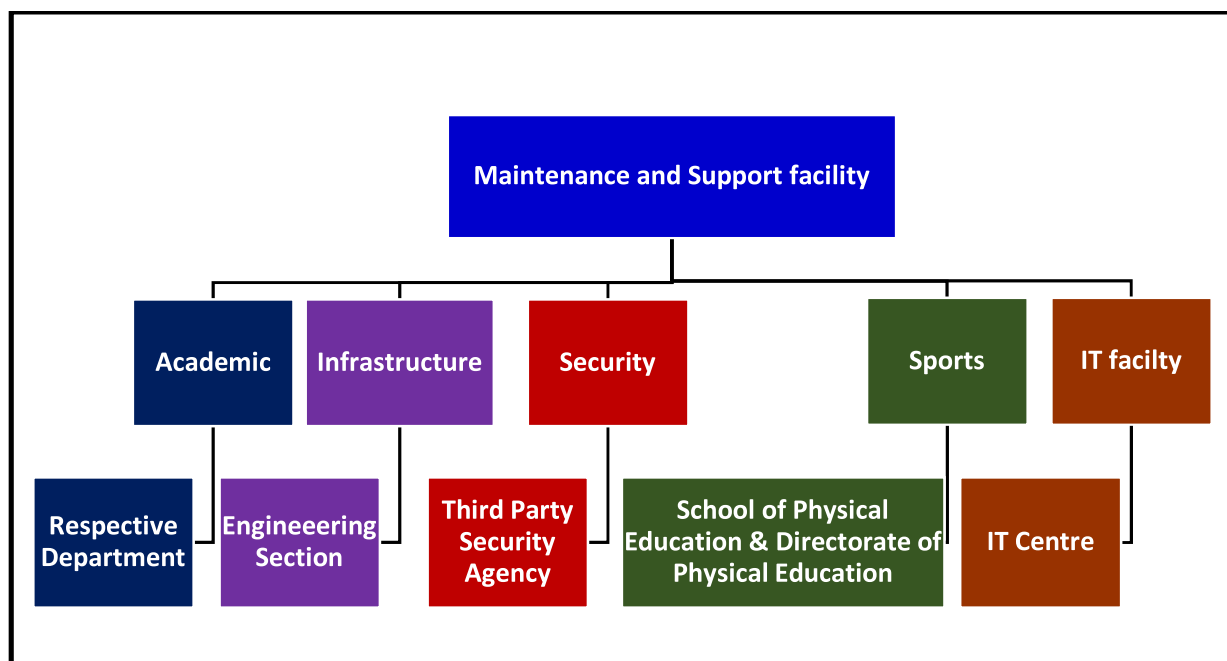
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Preamble

The campuses of the University provide an excellent academic environment through buildings constructed with state-of-the-art technologies consisting of energy efficient, water conserving, and sustainable building materials.

The University is spread over two campuses- namely, Nalanda and Takshashila, covering around 315 acre of land. The University has a large number of buildings, auditoria, laboratories, sophisticated equipments, computers and ICT facilities, sports and physical education amenities, which are the back bone of academic activities. Besides, there are number of hostels for girls and boys, guesthouse and residential quarters for faculty/ staff. The maintenance activities can be summarized by the table shown below:



Maintenance Activities at a Glance

Purpose and Scope

The purpose of maintenance policy is to define a structural framework for maintenance of physical and academic infrastructure, support facilities, ICT facilities and sports facilities.

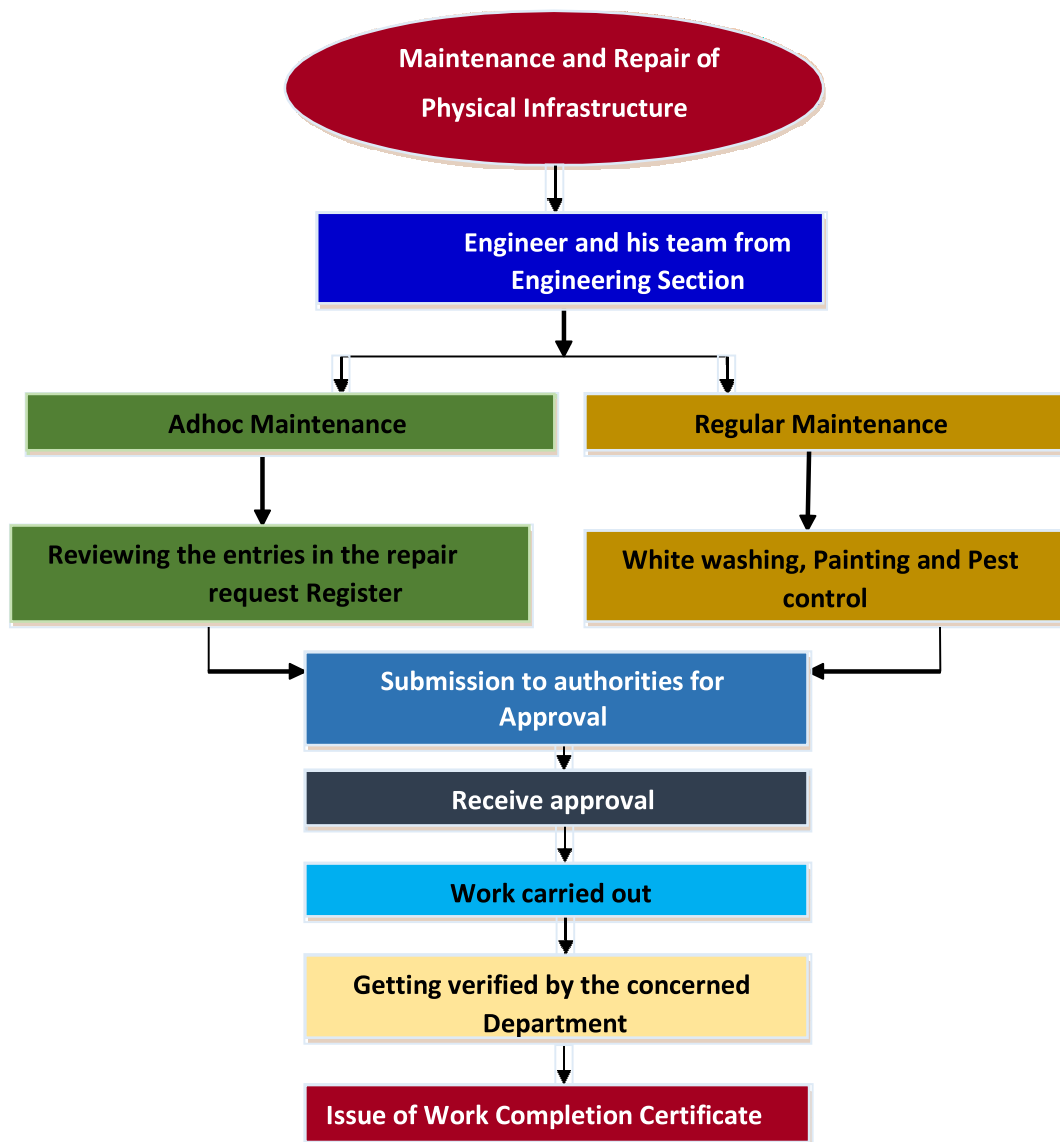
This policy shall be applicable to University teaching Departments, Centres and Institutes.

A. Maintenance of Academic Infrastructure

The academic infrastructure of the University, such as research and teaching laboratories, classrooms, auditoria, libraries, etc., are housed in over 31 departments and centers spread across the campus; in addition, the institute also has a large central library. The regular monitoring of these academic facilities is expected to be undertaken by the respective departments that house them through dedicated AMCs and warranty, and all up gradation and repair/renovation works to be carried out by the Engineering Section. In addition, engineering section shall also undertake periodic survey of the various infrastructures on the campus and takes proactive steps to ensure high standards of maintenance. The specific grant sanctioned to University by UGC, RUSA etc is to be budgeted for this purpose. A fully operational USIC (University Science Instrumentation Centre) does exist in the University since 1989 which takes care of minor repair of Laboratory equipments/facilities in all departments.

B. Maintenance of Physical Facilities

University has a dedicated Engineering Section, which oversees periodic maintenance of all buildings, roads and rainwater and grey-water drainage. The Engineering Section has several experienced civil and electrical engineers, and is headed by an officer of the Executive engineer rank. This section carries out painting of buildings at regular intervals apart from civil repairs and other maintenance as per the necessity or on request. There are a number of roads connecting University gates to academic buildings, administrative buildings, sports grounds, hostels and quarters in the main campus as well as in the other campus. Adequate budgetary provisions are made for the above activities. The flow chart shown below describes the approach for ensuring maintenance of physical facilities:



Maintenance Flowchart for Physical Infrastructure

C. Maintenance and Utilization of Library and Library Resources

The library staff is adequately trained in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken:

- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.

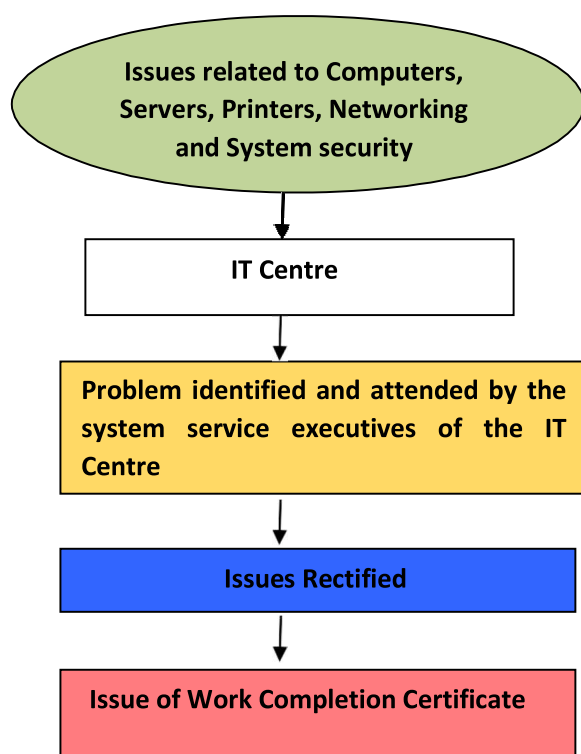
- Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.
- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully.
- Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e. tape recorders, air-conditioners, etc. Such materials should be kept in a dust-free, temperature and humidity controlled room.
- Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes. Spread of kerosene oil, DDT or gammaxine powder over the affected area can help in removal of termites or white ants. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellants are used to save materials from Rats.

D. Maintenance and Utilization of Auditorium

University possesses one 1500 seat capacity auditorium cum convention centre besides, having four other mini theaters spread in four different departments. These auditoriums are well furnished with state of art with audio visual facilities. The optimum utilization is ensured by extending these facilities to City Cultural Organizations on rental basis which in turns generates adequate maintenance resources. For accessing the facilities, the organizing faculty/staff member submits a form available with University Cultural Centre (UCC), through HOD and the date of event is registered and the halls are accessed on priority basis. The annual maintenance activities such as painting of walls, maintenance of electrical fixtures and ACs and audio visual devices is done through AMC and expenditures is met out of the fund generated by outsourcing the facility.

E. Maintenance of IT Facilities

The computers and the networking on the campus are maintained by an efficient group of engineers drawn through IT Center. IT Center is also responsible for the maintenance of entire digital physical infrastructure on the campus, apart from playing a pivotal role in setting up of a contemporary and comprehensive digital platform on the campus. The budgetary support for this activity is drawn from University/External funding resources.



Maintenance Flowchart for IT facilities

F. Maintenance of Sports Facility

The sports activities on the campus are actively managed by the Sports Association, which is headed by typically a sports-inclined faculty member. The sports infrastructure is augmented and is regularly maintained by Directorate of physical education/School of Physical education, while all major construction works are promptly addressed by the Engineering Section. The

expenses for this purpose are debited usually to various national schemes sanctioned to the department and to sports fee receipts accrued.

G. Maintenance of Animal House

Animal house and plant tissue culture laboratories are maintained by the Department of Biochemistry, Biotechnology and Life Sciences. The equipments in these labs are maintained by the scholars of the Department to ensure sterility of the working condition under the supervision of the faculty.

H. Maintenance of Campus Security

Security of University Campus including academic and administrative buildings is done by the Third Party Security Agency, who works under the supervision of University Administration. The expenditure herein, is debited to University resources.

I. Annual Stock Checking

Annual stock checking of furniture, lab equipment, ICT facilities and all assets and reporting of repairs/loss in departments is mandated to be done by designated staff member as a academic year ending activity and the consolidated report is submitted to Registrar/VC by the head of department.


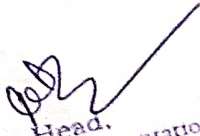
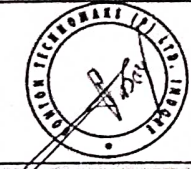
J. Maintenance of Campus Cleanliness

Cleaning of the campus areas in both campuses including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team who works under the supervision of University Administration. Majorly this service is outsourced with the help of govt agencies like local Municipal corporation etc. The expenses therein, are debited to University corpus fund.

The policy is subject to revision every five years or earlier, if felt necessary by University Administration

Month & Date माह व दिनांक	Particulars विवरण	Folio पृष्ठ	Receipt आमद		Issued Qty. निकाला गया		Balance in Stock बाकी स्टॉक	
			Qty.	Rs.	Qty.	Rs.	Qty.	Rs.

DOC.NO.: - F/DS2/04

Subject to Indore jurisdiction		Taxable INVOICE - ORIGINAL FOR Recipient													
 for those who believe in quality		BONTON TECHNOMAKE PVT. LTD. Regd. Off 7-A Sch No.71, Near Chandan Nagar Police Station, Dhar Road. Fact. Surve No. 842/6 and 842/7 Village Dharawra, Tehsil Depalpur, Dhar Road. ,Indore - 452002, (M.P), India Ph : 91-731-2383157/2388769, Fax : 91-731-2383157 Email : info@bontonfurniture.net Web : www.bontonfurniture.net													
		GSTIN Number : 23AABCB4237A1ZH UAN : MP23B0000541					Transportation Mode: No Transport								
Tax is Payable On Reverse Charges: (No)					Veh.No. :MP09LP9346										
Invoice Number : MS/22-23/0019 Invoice Date : 09/04/2022					Date & Time of Supply :09/04/2022										
Ref. No : GEMC-511687785725438					Place of Supply :Indore										
S.O. : WO/21-22/724 Date :25/02/2022					Docket No : 0										
Details of Receiver (Billed to)					Details of Consignee (Shipped to)										
Name: Department of Higher Education Madhya Pradesh					Name: Department of Higher Education Madhya Pradesh										
Address: DAVV Khandwa Road,, Indore, Madhya Pradesh, India					Address: DAVV Khandwa Road Indore										
State: Indore, Madhya Pradesh, India					State: Indore Madhya Pradesh India										
State Code: 23					State Code: 23										
GSTIN Number: 23AAALD0731B1DD					GSTIN Number: 23AAALD0731B1DD										
S.No.	Description of Goods	HSN Code (GST)	QTY	UOM	Rate	Total	Discount	Taxable Value	IGST Rate	IGST Amount	CGST Rate	CGST Amount	SGST Rate	SGST Amount	
1	Duel Desk BT-DD-30	940310	25.0		6,805.08	170,127.00		170,127.00	0.00%	0.00	9.00%	15,311.43	9.00%	15,311.43	
Invoice Value : Two Lakh Seven Hundred Forty Nine Only										Total		170,127.00			
										SGST		15,311.00			
										CGST		15,311.00			
										Total		200,749.00			
Amount of Tax Subject to Reverse Charges										0.00		15,311.43		15,311.43	
Certified that the Particulars given above are true and correct								Electronic Reference Number: MS/22-23/0019							
OUR BANK DETAILS - HDFC BANK LTD., 11, KANIHA AVENUE, GUMASTA NAGAR, BRANCH - RANJIT HANUMAN MAIN ROAD, INDORE-452009(M.P) A/C. NO. : 50200052357028 IFSC CODE - HDFC0009412															
Your Term and Condition of Sale															
 Head, School of Instrumentation USIC Bhawan Devi Ahilya Vishwavidyalaya INDORE - 452 001								 Signature Authorised Signatory							
								Name:							
								Designation:							

Article

वस्तु

Tax Invoice

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Pacific Marketing Ind
293 A and B 2nd Floor Orbit Mall
AB Road Indore 452010 MP
GSTIN/UIN: 23AECPA1357G1Z7
State Name : Madhya Pradesh, Code : 23
E-Mail : sales.pacificprojectors@gmail.com

Invoice No. e-Way Bill No. Dated
PMI/22-23/0618 15-Jun-2022
Delivery Note Mode/Terms of Payment

Supplier's Ref. Other Reference(s)

PMI/22-23/0618
Buyer's Order No. Dated
GEMC-511687700265512 13-Jun-2022
Despatch Document No. Delivery Note Date

Despatched through Destination

Consignee
School of Instrumental
Takshila Campus DAVV Indore, Madhya Pradesh,
452001
State Name : Madhya Pradesh, Code : 23

Buyer (if other than consignee)
DEVI AHILYA VISHVA VIDYALAYA INDORE
176, DEVI AHILYA VISHWAVIDYALAY, NALANDA
CAMPUS RNT MARG INDORE, Madhya Pradesh,
452001
GSTIN/UIN : 23AAALD0731B1DD
State Name : Madhya Pradesh, Code : 23

Terms of Delivery
2 Year OEM Warranty From Benq Service Centre
Expect Lamp (Lamp Warranty Will Be
1 Year Or 1000 Hrs Whichever Earlier)

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	Projector BENQ LONG THROW (Above 2.5) Multimedia Projector (MMP) with 1280x800 (WXGA) Resolution BENQ EW600 (71990/-EACH) S/N:PD27M02190000,PDJ1L01101000	85286900	2.000 NOS	56,242.19	NOS		1,12,484.38
	SGST						15,747.81
	CGST						15,747.81
	Total		2.000 NOS				1,43,980.00 RS.

Amount Chargeable (in words)

One Lakh Forty Three Thousand Nine Hundred Eighty INR Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total
		Rate	Amount	Rate	Amount	Tax Amount
85286900	1,12,484.38	14%	15,747.81	14%	15,747.81	31,495.62
Total	1,12,484.38		15,747.81		15,747.81	31,495.62

Tax Amount (in words) : Thirty One Thousand Four Hundred Ninety Five INR and Sixty Two paise Only

Company's PAN : AECPA1357G

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Customer's Seal and Signature

Head,
School of Instrumentation
USIC Bhawan
Devi Ahilya Vishwavidyalaya
INDORE - 452 001

Company's Bank Details

Bank Name : Bank A/c HDFC
A/c No. : 04048020000832
Branch & IFS Code : VIJAY NAGAR & HDFC0000404

for Pacific Marketing Ind

Authorized Signatory

SUBJECT TO INDORE JURISDICTION

This is a Computer Generated Invoice

P PACIFIC MARKETING IND
293-A, 2nd Floor Orbit M
A.B. Road, Indore
M. 9826037540