

GHARDA FOUNDATION'S

GHARDA INSTITUTE OF TECHNOLOGY



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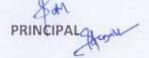
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COM.NO.27/A.Y. 2023-2024 2023 22nd August

CIRCULAR

The "Electrical Maintenance Committee" is reconstituted and will continue till the end of A.Y. 2023-2024. The members of the committee are as follows:

Sr. No.	Name	Department	Designation
1	Dr. S K Muchande	ExTC Engineering	Chairman
2	Prof. M. S. Gadre	ExTC Engineering	Member
3	Mr. S D Jadhav	Project/Maint.	Member
4	Mr. P A Patil	ExTC Engineering	Member
5	Mr. N. V. Gamare	ExTC Engineering	Member



Roles and Responsibilities of the Electrical Maintenance Committee:

The Electrical Maintenance Committee is responsible for the maintenance of Electrical Equipment in the college and campus which includes following functions.

- 1. To ensure the availability of electricity
- To verify monthly energy bill received from MSEDC.
- Providing Uninterruptible power supply for smooth conduction of ONLINE exams, placements, and main events in the college by switching ON generators as and when required
- Performing calculations of monthly energy bill for staff quarter members, contactors (mesh, canteen) and bank.
- 5. To attain and solve emergency issues.
- 6. Monitor maintenance and yearly oil filling for transformer.
- 7. Perform regular maintenance and servicing of the generator.
- Committee must maintain the relevant documents (e.g., annual inspection file) required by statutory govt. authorities (MSDCL) and should produce as and when required.
- 9. Maintenance of LT and HT side 415 KVA transformers.
- Perform regular maintenance and servicing of the UPS and batteries.
- 11. Recording the runtime readings of the generators.
- Daily recording the power factor readings to check for unity power factor and thereby avoiding penalty charges from MSPDCL.
- Generator service reports, UPS service reports, test reports and bills of equipment purchased if any.
- Helping during emergencies by operating generator.
- 15. Providing support for the installation of Electrical Equipment in the campus.
- 16. Any other electrical work assigned by Principal.