

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

[Signature]
PRINCIPAL



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
2. To verify monthly energy bill received from MSEDCL.
3. 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
4. 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.
8. 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.
10. Perform regular maintenance and servicing of the UPS and batteries.
11. Recording the runtime readings of the generators.
12. Daily recording the power factor readings to check for unity power factor and thereby avoiding penalty charges from MSPDCL.
13. Generator service reports, UPS service reports, test reports and bills of equipment purchased if any.
14. 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.