

URAN EDUCATION SOCIETY'S COLLEGE OF MANAGEMENT AND TECHNOLOGY

[Affiliated to Mumbai University]

(Recognised by Maharashtra Government)

Palak Maidan, Bori, Uran, Navi Mumbai - 400702. Tel No. (022)2722 2228/ 2722 4659

Email : uesscollege@gmail.com / uessschool@yahoo.com

To,

Mr. Ajay Bhikaji Yadav

Peon

Uran Education Society's College of Management and Technology

Subject: Responsibility regarding Maintenance of the Sr. College Section

You have been handling over the responsibilities is as follows:

- Maintaining the records in proper order (Administration related)
- Maintaining Record Movement Register
- Placing of papers in relevant files
- Operating and maintaining photocopier machine
- Attending the bell of Principal and Office staff
- Carrying of files and other papers within the building
- Opening and closing of rooms
- Any other work assigned

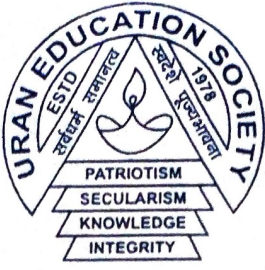
Regards,

Sonali

I/C Principal

Uran Education Society's College of
Management and Technology





URAN EDUCATION SOCIETY'S COLLEGE OF MANAGEMENT AND TECHNOLOGY

[Affiliated to Mumbai University]

(Recognised by Maharashtra Government)

Palak Maidan, Bori, Uran, Navi Mumbai - 400702. Tel No. (022)2722 2228/ 2722 4659

Email : uesscollege@gmail.com / uessschool@yahoo.com

To,

Mr. Anil Jayram Mhatre

Peon (Electrician)

Uran Education Society's College of Management and Technology

Subject: Responsibility regarding Maintenance of the Sr. College Section

You have been handling over the responsibilities is as follows:

- Installs and repairs and maintenance of electric wiring, systems and fixtures in college building.
- Setting of lights, Mics and Speakers in the Auditorium at the time of Seminars, Guest Lectures, Conferences, etc.
- Performs other related duties as assigned.

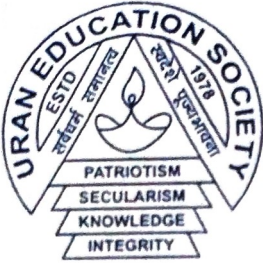
Regards,

Sonali

I/C Principal

Uran Education Society's College of
Management and Technology





URAN EDUCATION SOCIETY'S COLLEGE OF MANAGEMENT AND TECHNOLOGY

[Affiliated to Mumbai University]

(Recognised by Maharashtra Government)

Palak Maidan, Bori, Uran, Navi Mumbai - 400702. Tel No. (022)2722 2228/ 2722 4659

Email : uesscollege@gmail.com / uessschool@yahoo.com

To,

Mrs. Bindu Jayprakash Vishwakarma

Peon

Uran Education Society's College of Management and Technology

Subject: Responsibility regarding Maintenance of the Sr. College Section

You have been handling over the responsibilities is as follows:

- Cleaning of all the classrooms of Sr. College, staffroom, Principal's cabin everyday.
- Cleaning of Library and surroundings of Sr. College area.
- Bringing and serving of water and beverages and lunch to the staff and to the visitors whenever necessary.
- Other non clerical works in the section.
- Cleaning of Computer lab and dusting of furniture.
- Refill the water bottles for use by the staff if so required.
- Any other work assigned.

Regards,

Sonali

I/C Principal

Uran Education Society's College of
Management and Technology





URAN EDUCATION SOCIETY'S COLLEGE OF MANAGEMENT AND TECHNOLOGY

[Affiliated to Mumbai University]

(Recognised by Maharashtra Government)

Palak Maidan, Bori, Uran, Navi Mumbai - 400702. Tel No. (022)2722 2228/ 2722 4659

Email : uesscollege@gmail.com / uessschool@yahoo.com

To,

Mr. Anuj Suresh Kotkar

I.T. In Charge

Uran Education Society's College of Management and Technology

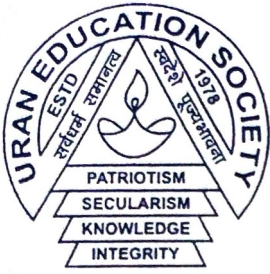
Subject: Responsibility regarding Maintenance of the Sr. College Section

- You have been handling over the responsibilities is as follows:
- To maintain the records of Sr. College IT accessories.
- Provide service to the computers and printers whenever required.
- Check the working condition of CCTV Cameras everyday.
- To check the status of Internet and Wifi facilities.
- Any other work assigned.

Regards,

Sonali
I/C Principal
Uran Education Society's College of
Management and Technology





URAN EDUCATION SOCIETY'S COLLEGE OF MANAGEMENT AND TECHNOLOGY

[Affiliated to Mumbai University]

(Recognised by Maharashtra Government)

Palak Maidan, Bori, Uran, Navi Mumbai - 400702. Tel No. (022)2722 2228/ 2722 4659

Email : uesscollege@gmail.com / uessschool@yahoo.com

To,

Mr. Ajaykumar Yadav

Peon

Uran Education Society's College of Management and Technology

Subject: Responsibility regarding Maintenance of the Sr. College Section

You have been handling over the responsibilities is as follows:

- Maintaining the records in proper order (Administration related)
- Maintaining Record Movement Register
- Placing of papers in relevant files
- Operating and maintaining photocopier machine
- Attending the bell of Principal and Office staff
- Carrying of files and other papers within the building
- Opening and closing of rooms
- Any other work assigned

Regards,

Sonali

I/C Principal

Uran Education Society's College of
Management and Technology

