Estd: 1962
NAAC 'A' Grade

SHIVAJI UNIVERSITY, KOLHAPUR

CIRCULAR

SUBJECT :- Insurance of University Properties under Fire & Riot risks for the period 1st April, 2019 to 31st March, 2020.

The University Buildings, furniture, plants and machinery equipment and other fixed assets have been insured against Fire/Riot risks etc. This insurance policy has to be renewed for further period of one year (i.e. 01-04-2019 to 31-03-2020). The Heads of the University Departments & Administrative Sections are therefore, requested to take review of the properties with their Department/Sections and to furnish details of equipments, chemicals, glass wares & machinery etc. position as on 31.03.2019 in given proforma and submit the same to Finance & Accounts Department (General and Works Bills Section) for further necessary action.

The Engineering Section shall also furnish the necessary details regarding the Building and other properties in the enclosed proforma for insuring the said property under Fire & Riot risks.

The cost of Building, Furniture, Equipment & Machinery excluding the cost of non-used equipment & machinery and other items of non-recurring nature after deducting the amount of depreciation as per rules (information regarding Rate of Depreciation is attached herewith) shall be furnished to Finance & Accounts Department (General & Works Bills section) so as to reach before 10.04.2019 positively.

SU/G.W.BILLS/ No 3115 -
Date: /03/2019 25 MAR 2019

Finance & Accounts Officer

Encl : as above

To,

1. All Head of Department
2. All Section Heads.

SHIVAJI UNIVERSITY, KOLHAPUR

1. Name of the Setion/Department :
2. Department Head Book Value on 31.03.2019 after deducting the depreciation is as under

♠ a) Building :
b) Furniture :
c) Other Contents

i)	Chemicals & other goods	:	i)Rs.
ii)	Glassware	:	ii)Rs.
iii)	Equipment & machinery	:	iii)Rs.
iv)	Books & Periodicals	:	iv)Rs.
v)	Engineering materials	:	v)Rs.
vi)	Stationary papers, cement, Hardware etc.	:	vi)Rs.
vii)	Electronic equipment such As computer, printer & Electronic typewriter etc.	:	vii)Rs.

3. Construction of Building :
wall of :
Roof of :
How occupied :

♠ 4. a) No. of doors to the Building :
b) How are they secured :

♠ 5. a) No. of sky lights :
b) How are they secured :

♠ 6. a) No of windows on each store :
b) How they are secured :

7. Is there Night watchman :
8. Approximate cash sent to bank daily :
(include cheque, currency, notes & coins) :
9. Distance between office & Bank :
from which cash is taken
10. Cash brought from Bank :
11. Distance between office & Bank :
to which cash is taken
12. Any other information regarding material to be

♠ Applicable to Engineering / Stationary Section Only.

Sign. Of H.O.D. / Section Head

SR. NO.	PARTICULARS	Rate of Depreciation IN %
1	Building	1.5%
2	Reprographic Material	33%
3	Computer/Machinery & Equipment	33%
4	University Press (Computerized Machinery Division)	33%
5	Equipment & other Machinery (For Press)	05%
6	Scientific Equipment's	05%
7	Press Machinery	05%
8	Education Dept. (Teaching Aids)	05%
9	Permanent water supply	02%
10	Transformers	05%
11	Electrification of all Departments	05%
12	Books	04%
13	Furniture Dead stock & other stock	05%
14	Audio Visual Aids for advance education of deptt.	05%
15	Equipment for Health-Centre	05%
16	Vehicles	10%
17	Bore well	05%
18	Equipment of Music Department	05%
19	New waterline on Rajaram talav	03%
20	E.P.A.B.X. system	10%
21	Play Grounds	05%
22	Site development	Nil
23	Internal Roads	05%
24	Swimming Pool	Nil
25	Acquisition of Land	Nil
26	Pazar talav	10%
27	Local Area Network for Internet system	15%
28	Road side sodium vapour light system	08%
29	Solar water heater system in Boy's Hostel	05%
30	Info net prog. with SCPC-S-2 kbps bend with Connectivity	Nil
31	Roads	05%
32	Software/ Computerization of A/c section Software	15%
33	Cycle bank	10%