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Theem College of Engineering

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"A NAAC Accredited Institute"

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REFNO1- TCE/EST/2022-23/89/0

Date: 15/10/2022

Established system and procedure for maintenance

Subject: - Established system and procedure for maintaining and utilizing physical, academic and support Facilities-Laboratory, Library, sports complex, computers, classrooms etc.

4.4.2 There are established system and procedure for maintenance and utilizing physical, academic and support facilities- Laboratory, Library, sports complex, computers, classrooms etc.

With reference to the above subject, the following maintenance policies are established to maintain and utilise physical academic and support facilities- The institute follows an "in-house automated online maintenance system" to maintain the record of the complaint till its resolution. A centralized maintenance register (CMR) is available at the storehouse. The house-keeping team has several male and female workers to attend to the maintenance of the campus, and the work is carried out as per their daily schedule. Periodic painting and whitewashing of buildings and labs, grounds maintenance, lawns; and upkeep of plants. The machines and equipments maintenance team conducts maintenance periodically or as required. The electrical maintenance team conducts a maintenance drive of all power utilities twice a year prior to the examination. The details are enclosed for your reference.

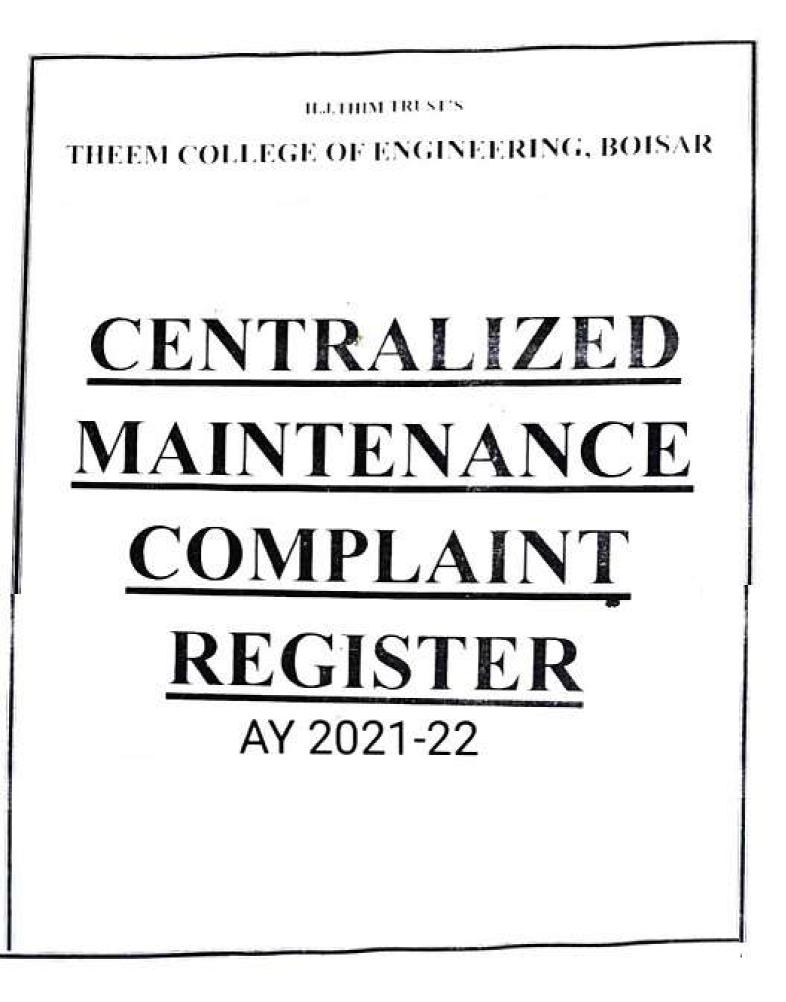
Enclosures:

- Central Maintenance Register (CMR)
- Housekeeping Workers & Gardening
- UPS Maintenance Report
- Library advisory committee (LAC)



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(Dr. Riyazoddin Siddiqui) PRINCIPAL THEEM COLLEGE OF ENGINEERING Boisar (East), Tal. & Dist. Palghar-401 501



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Housekeeping Workers



Gardening Workers





Nishant Power Solutions Pvt. Ltd.

U P S, D G S e t, Batteries, Instruments And Kits

4B-54/55, Highland Corporate Centre, 4th Floor, Kapurbawadi, Thane (W) - 400 601, Maharashtra, India. Tel.: + 91 22 25404025 Cell: +91 932309519 Email: sales@sukhalups.com Visit at: www.upsbatteries.co.in

FSR No.: 5380 FIE	LD SERV	ICE RE	PORT		Date:	25/09/22	
Customer Code Breakdown 🗌 Site Stud	Preventive Maintenance Commissioning						
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chiller Besser - palahar P-	Date of Attendance : 23/08/2-2-						
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Phone : Mobile :	Installed on :						
Email :	_	Total man hours spent :					
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Library Advisory committee (LAC) Minutes of the Meeting of the Library Advisory committee held on 8th sept. 2021 3.00 p.m in central Library. present member 1> DE. Augeel Ahmed shah 2> prof. saleem choudhary 37 Prof. Sneha Sankhe BIMP 4> Dr. Ashraf Shah chair person of Library committee opened the Meeting with a welcome note to all Library committee Member. The following Agenda items were taken up For discussion in the Meeting 1> Agenda îtem No:-1 Book Binding a) Librarian suggest the committee about Book Binding of Damage Book. b) Reports on Received Journals For Nov to Dece-2021 2> Agenda item NO: 2 mumbai university Book Bank schem. to student S.c. S.T / cat a) decided to display all the potices and circular sent by the library Department on all the Departmental potice board b) All the members appreciated the previous committee efforts and the co-operation of the Library staff members. c) Any other agenda with permission of the chare Next meeting will be held on 15 Dec-2021. The meeting concluded with vote of thanks. Action : and a state of the sd 1- principal