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Theem College of Engineering

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"A NAAC Accredited Institute"

Village Betegaon, Boisar Chilhar Road, Boisar (East), Tal. & Dist. Palghar - 401 501.

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Ref. No.: _____

Date : 10/12/2021

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.

Reference: 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 above subject following maintenance policies are established to maintain and utilizing physical academic and support facilities – Laboratory, Library, sports complex, computers, classrooms etc.



Dr. Shah Aqueel Ahmad

Principal

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

Enclosures:

1. Image of Central maintenance Register (CMR)
2. Image of housekeeping Workers.
3. Image of Electrical maintenance registers.
4. Library advisory committee (LAC)

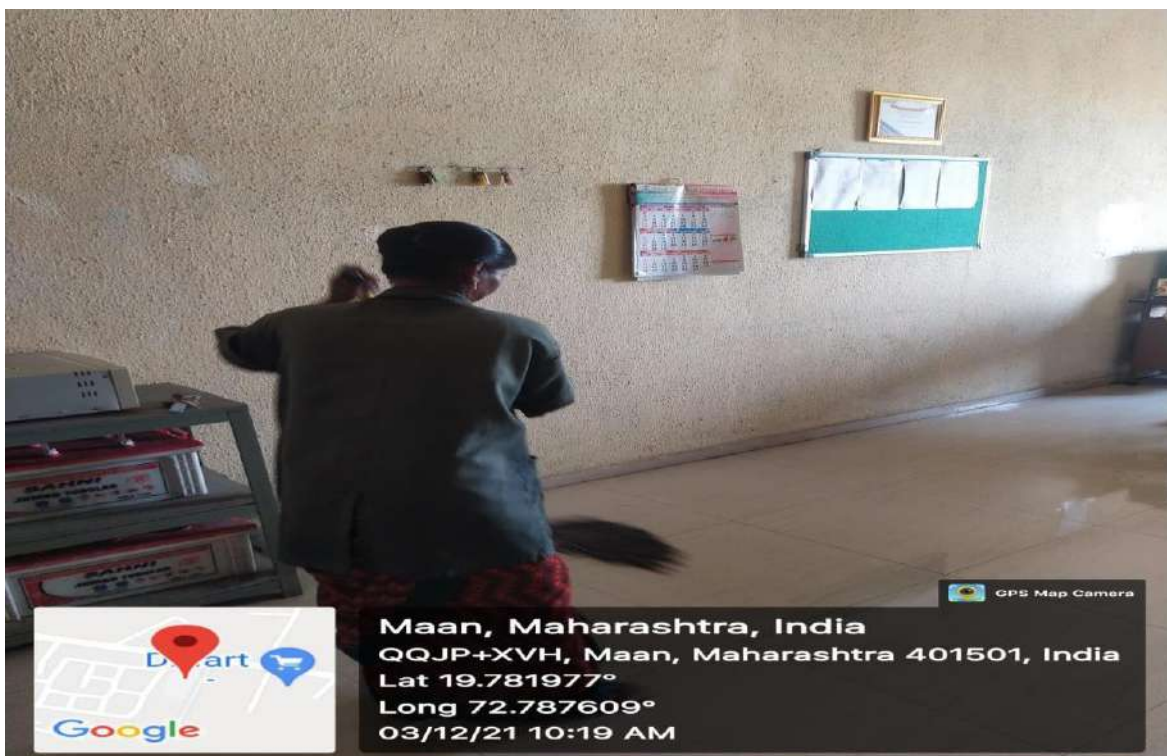
Centralized Maintenance Complaint Register



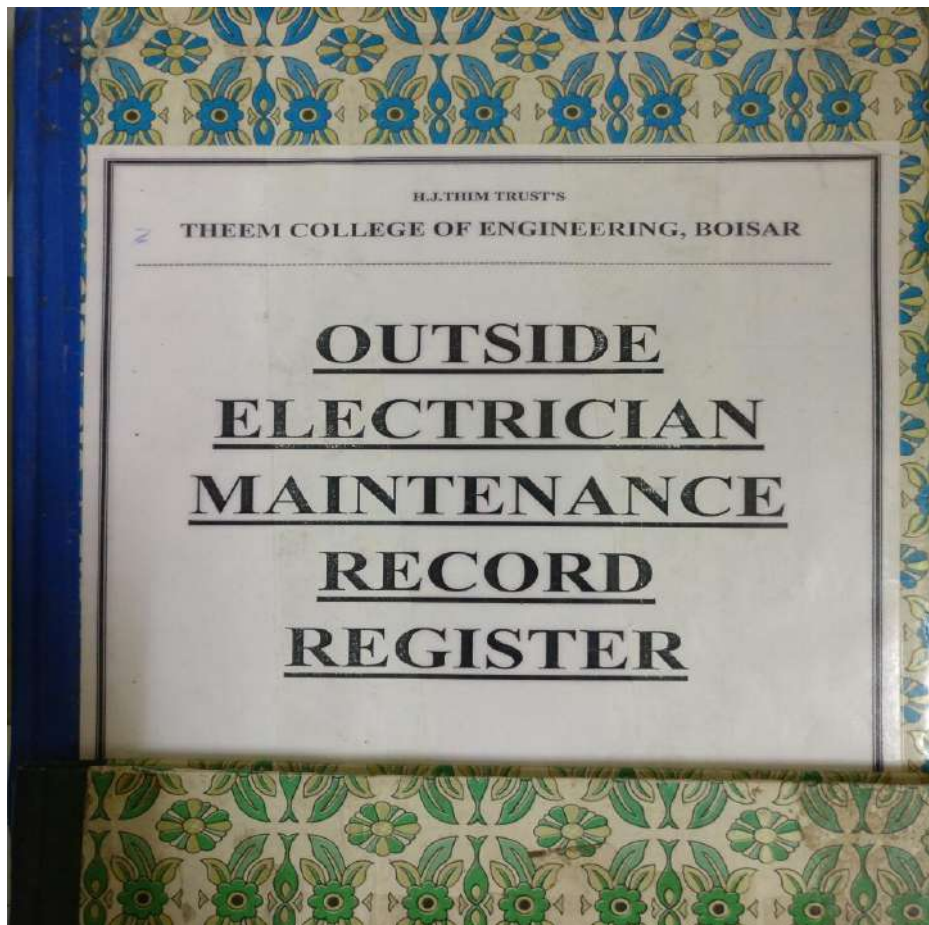
No.	Complaint Details	WORK Assigned To				Slip No / Issued Date	Work attended by			Complaint Status Check	Sign	Checked by Principal/Supervisor/ Manager	Remark
		Name/Dept	Sign	Name	Sign		Name/Dept	Sign	Sign				
145	14-01-2020 Printing & Dring Notice from Ground Floor to 3rd Floor Dring Geology Board Notice board Name Plate etc at 3rd @ 3rd Floor 1) shifting HOD civil name plate from ground floor to 3rd Floor	Farhad Khan Civil Engrg		Rudrah S Sawate & wils team		107 29/01/2020	Rudrah S wils team		Work Done				
146	21-01-2020 1) Wheels of the chairs 10 no. 2) Stand of chalkboard & base of dustbin	IT dept All Labs		Sayali Mahajan									
147	01-02-2020 Water bath decline Shake problem B-226 (Chem Lab)	A. Kumar (Chem Lab)		Arundhan Shankar		112 01/02/20	* Firej Raha Elect		Work Done				
148	12/02/2020 Automobile dept HOD Cabin fan Not work prop only. Plz check and Repair	Automobile dept Assist ant					* Firej Raha Elect		Work Done				
149	14/02/2020 mechanical classrom B-205 - Two kind Fan & start motor & door hinge rod/cam (as in chart) & window problem & fuse trip	Speed Kain mechanical dept (B-205)					* Firej Raha Elect		Work Done				

Sl. No.	Name/Dept	Slip
150	18/2/2020 Diploma Programming Lab r-fan capacitor doors are not closing easily.	Faizan Shauhan Diploma Comp Programming Lab 18/02/2020
151	24/2/2020 Diploma cad/cam lab please check the heat boxes/floor on this walk in cad/cam lab	Syed Kain ISA-mechanical cad/cam lab 24/2/2020
152	03/03/2020 Diploma SY civil class room please check (fan is not working no-3)	Abid Anson Dip-civil 03/03/2020
153	15/02/2021 Electrical staff room Door is not closed properly.	Sareeba Attard 15/3/2021
154	16/3/2021 H/W & N/W Lab switch not working	Aparna Pradhari 16/3/2021
155	16/3/2021 Math staff room 5th Floor New charging points for lecturers by laptops (Diploma Building)	Prof. Ganesh Reddy (Math, IQPT) 16/3/2021
156	22/3/2021 fan Not Working F.m. lab-ground floor mechan dept. 101	Nadir Khan 22/3/21
157	22/03/2021 Fan Not working VLSI LAB 2nd Floor	Mrid. Rao 22/3/2021

Housekeeping worker

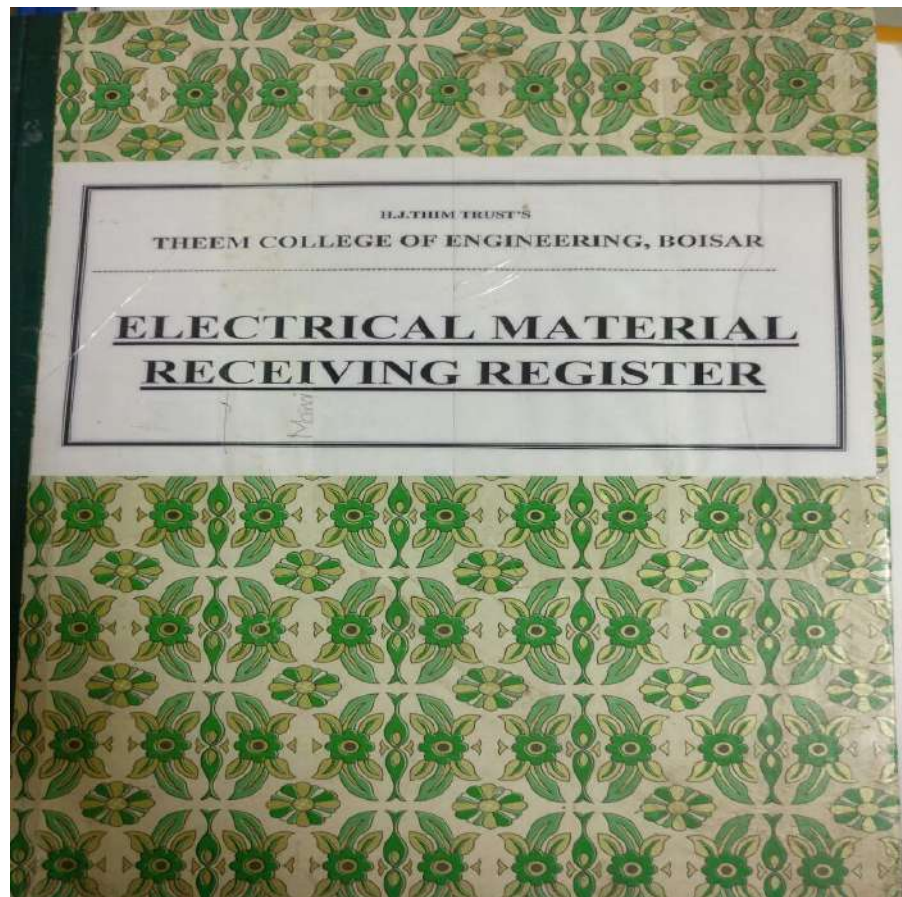


Electrical Maintenance Register



Check/Sign	Date	Work Detail / Electrical Problem	Wasteless Sign	Chg by Sign
OK Jind	21/09/2019	R.O. plant 4 pole M.C.B. change with Box 63 amp with fly fitting old Rld. Canteen R.O. plant 63 amp 4 pole M.C.B. change	1 No Bulb 1 No Bulb	OK Jind
OK Jind	21/10/2019	1) New office Socket Not working Check 2) Summer Sible Paster Repairing 3) Garden M.C. Board Repairing 4) 2nd floor Ceiling fan change	Bulb	OK Jind
OK Jind	03/10/2019	1) Mechanical. Tab M.C.B. switch change 2) Ceiling fan. Led-lum switch not working Check.	Bulb	OK Jind
OK Jind	14/10/2019	Single Board choke fitting and wiring (LED choke)	Bulb	OK Jind
OK Jind	21/11/2019	Main trans-former Dia. Burnt Repairing same.	Bulb	OK Jind
OK Jind	28/11/2019	5 Nos. WiFi Switch. power point fitting. 1 No. 63 amp DP switch change in Cad Cam Lab. 1 No. Telephone Repairing wire change in server room. 1 No. Camera wiring point and fitting	Bulb	OK Jind

Date	Work Done	Technical person	Checked by
21/12/2020	New office UPS Inverter shifting with 2mtr 3 core. Rewire cable laying saddle on wall from office to staircase panel with 1kg box fitting and Inverter fitting.	O.P.S. Datta	OK gud
19/1/2021	R.O. Plant Canteen Motor Capacitor change 1 unit. Street light change with repairing LED Tube light fitting Bath room and office.	T.N.S. Datta T.N.S.	OK gud
10/1/2021	R.O. Plant Above Work shop M.C.B. 4 pole M.C.B. change Ladies Bath room's Tube light change 2nd and 3rd floor.	T.N.S. T.N.S.	OK gud
09/2/2021	Server Room Main line from Meter Room to Server Room - new change. Telephone work 2 pair New wire change	T.N.S. T.N.S.	31/1/21 gud
09/2/2021	Mosjid. Tube light No fitting Street light Canteen side new Street light Repairing Old Bld. Ceiling fan Diploma Bld - Exhaust fan fitting UPS Room	T.N.S. T.N.S. T.N.S. T.N.S.	31/1/21 gud



Date	Challan no	Item	Qty	Remarks
30/1/2020	4408	25mm x 35 Gm. All Ox. Cable Polycab	24 mtr	w/s. Cables start now Attng
		1 1/4" Cable gland	4 nos.	
		32 Amp Busbar Jaisson	1 nos.	
		PVC Tape	4 nos.	
		25 All Lugs	16 nos.	
		1" GI saddle	28 nos.	
		35x8 screw	32 nos.	
		Rawal Plug PVC	2 nos.	
		4mm x 2 core. Flexible cable Polycab	600 mtr	
		10 no. wire clip	10 nos.	
12/6/2020	4411	35x8 screw	10 nos.	UPS wire stock
		PVC Rawal Plug	4 nos.	
		All parts	4 nos.	
22/6/2020	4424	4mm x 4 core. Flexible cable "Polycab"	70 mtr	
		35x8 screw	4 nos.	
		PVC Rawal Plug	10 nos.	
		All saddle cuts	10 nos.	
		All parts	10 nos.	
23/6/2020	4426	2 way mcb box heavy	13 nos.	
		4 way mcb box heavy	1 nos.	
		40 Amp 2 pole mcb.	13 nos.	
		35x8 screw	20 nos.	
		SKUT 35 Connector	2 nos.	
		32 Amp x 12 way Connector Jaisson	1 nos.	
		P.G. 16. Gland	6 nos.	
		P.G. 13.5. Gland	30 nos.	
		4x6 Ring insulated Lugs	30 nos.	
		All parts	10 nos.	
24/6/2020	4426	100 Amp Busbar Jaisson	1 nos.	
		All parts	5 nos.	
		4 way mcb box Nilara	1 nos.	
		35x8 screw	1 nos.	

Date	Challan no	Item	Qty	Remarks
20/3/20	325	8 nos. board	2 nos.	Unread
		16 Amp Switch	6 nos.	
		16 Amp socket	4 nos.	
		6 Amp switch	4 nos.	
		300 mm cable tie	1 nos.	
19/3/20	320	40 Amp x 4 pole mcb Anchor	1 nos.	Cable R.O. new cable
		Stoper S.S.	3 nos.	
19/3/20	318	48" Canton fan	6 nos.	Tota Bengal plant
		T. LED. 18w. Canton	15 nos.	
		1 med. plate k.k.	1 nos.	
		1 m. TV socket k.k.	1 nos.	
		1 m. wire strapping	30 mtr	
		Schneider GA switch	1 nos.	
		fan Rack Pine 24"	1 nos.	
		Bell k.k.	1 nos.	
		1 med plate osain	1 nos.	
		1 med TV socket osain	1 nos.	
19/3/20	320	GA switch Shiner	1 nos.	Unread store Mumbai
		GA socket Shinder	1 nos.	
		T. LED 10w. Yellow	1 nos.	
		Small plate k.k.	1 nos.	
		GA switch k.k.	4 nos.	
16/6/20	318	2 med fan regulator k.k.	1 nos.	Unread store Mumbai
16/6/20	320	GA switch k.k.	8 nos.	
		8 med w. plate k.k.	1 nos.	
		Blank plate	1 nos.	
		63x2 Pale mcb v. board	1 nos.	Original Cable R.O. lab-2 W/E lab. Test room store.
		40A x 4 pole mcb.	1 nos.	
		GA switch	1 nos.	

D HRUV TRADE LINK.

Date	Challan no	Item	Qty	Remarks
21/10/20	4441	35x3.5 Core All or cable. Polycab.	85 mtr	
		25x4 Core cable Polycab	37 mtr	
		All parts	10 nos	
		Pvc Round plug.	10 pckt	
		35x8. screw	2 pckt	
		35x3.5 Core All or cable	32 mtr	
		35 Aluminium Lug	3 nos	
31/10/20		25 mtr. Lug	1 nos	
		30 mm cable. 4 land	10 nos	UPS
20/10/20	4626	35 All wire	6 nos	Room
		25 All wire	2 nos	
		n. seal	1 pckt	Concave
		100 amp 4 pole Change cover	1 nos	
		25mm x 4 core flexible cable. Polycab	100 mtr	
		PA. 29 Glad	6 nos	
		25 (10) Ring. Lug	5 nos	
		63 Amp 4 pole mcb	2 nos	
		4 way mcb box. Heavy	1 nos	
		25 mm Type Lug	8 nos	
		pvc tape.	4 nos	
		25x3.5 GI Earthing path	20 nos	
		U.G. (8) Ring Lug	10 nos	
		8mm x 1/2" GI Nut butt with washer	12 set	
		8mm x 1/2" " " " "	12 set	
		Mcb Box Heavy	2 nos	
		125 Amp 3 pole MCB L&T	2 nos	

Shree Bhermath. E/H.

Date	Challan no	Item	Qty	Remarks
21/10/20	329	18 no. 4 Pin nails, LED box	4 nos	Under
		Angle holder.	3 nos	margin corner
21/10/20		30 mpa Capacitor	1 no.	1 no. 600V
		Water proof tape	1 ft	"
		25 mm. HO pipe.	2.25 m	"
31/10/20		concrete nails. 2" x 2 1/2"	2 kg	
31/10/20		white cement.	1 kg	
21/10/20		30w. LED street light	3 nos	
		Ang. holder.	4 nos	
		1 way Gang box	2 nos	
		Switch. mono.	2 nos	
21/10/20		2 pin. Anchor.	1 no.	
		2 med Bell Switch KK.	1 no.	
		2 med plate	1 no.	
21/10/20	337	25 mm. pvc pipe sur.	10 pckt	2 nos
		25 mm. CBW.	2 nos	2 nos
		Silvent 50 ml.	1 no.	
		25 mm pvc LBW.	2 nos	
21/10/20		1/2. Surface Box	1 no.	
		1/2. Core or shuy.	2 nos	
21/10/20		4 feet 1ed Cotton. Tape	1 no.	2 nos
		1/2 putty.	1 no.	
		Diamond stone.	1 no.	
		1/8. T.K. bit	1 no.	
		1" nails (100+150 gram)	250 gram	
21/10/20		Arrolite. 100. mm.	1 no.	
		Arrol Cotton	220 gram	
21/10/20	345	2 mit out let wire	1 no.	2 nos
		Tarbo Tape	1 no.	
21/10/20		Bleaching. Powder 45g	2 Bag	2 nos
		1.0 mm Green wire.	2 nos	
		16 A. Switch KK.	4 nos	UPS Room
		32 1sp mcb. modl	1 no.	
		16 A. Switch.	1 no.	
21/10/20		2 feet CEO Licht	2 nos	
		4 m. g. Band	1 no.	

Library Advisory Committee

Library Advisory Committee (LAC)

Minutes of the Meeting of the Library Advisory Committee held on 5th October 2020 at 2:30 P.M. in central Library

Present members:

- 1) Dr. Auqeel Ahmed Shah
- 2) Prof. Saleem Choudhary
- 3) Prof. Prashant Rathod
- 4) Prof. Sneha Sankhe
- 5) Dr. Ashraf Shah

Chairperson 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 item No: → 1 Current updates.
 - a) Reports on current updates in Library
 - b) Reports on purchase book in December 2020 order for Next semester.
 - c) Reports on S.I.S.T cast Samaj Kalyan Book Bank scheme Next semester Reports on palghar office
 - d) Reports on Received Journals for Next year 2021

2) Agenda item No: → 2: Discussion on Procurement

- a) Discussion on the current books procurement policy of Library for Degree and Diploma for Next semester

Next Meeting will be held on 8th Sept. 2021
The meeting concluded with vote of thanks.

Action:- Sd/-  principal