



Success... through
quality education !

H. J. Thim Trust's

Theem College of Engineering

Approved by AICTE (New Delhi), Government of Maharashtra & DTE

Affiliated to University of Mumbai & MSBTE

"A NAAC Accredited Institute"

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

Tel.: 7769916109 ● Telefax : (02525) 284 927 ● Email : info@theemcoe.org ● Website : www.theemcoe.org

Ref. No. TCE / EST / 2023 - 24 / 103 / 4.4.2

Date - 07-10-2023

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.

Principal

(Dr. Riyazoddin Siddiqui)

Enclosures:

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



H. J. THIM TRUST'S
THEEM COLLEGE OF ENGINEERING, BOISAR
Approved By AICTE (New Delhi) Government of Maharashtra & DTE
Affiliated To University of Mumbai

Village Betegaon, Near Union Park, Boisar Chikhar Road, Boisar (E), Tal.-Dist.-Palghar, 401501. Tel: - (02525) 284909 / 284926,
•Telefax : (02525) 284 927 •Email ID : info@theemcoe.org •Website : www.theemcoe.org

CENTRALISED
MAINTENANCE
COMPLAINT
REGISTER

Academic Year
2022-2023

16.7.22 FMLAD 1 1
 all RA CLAB - 1 Mech dept
 all HMC LAB 2 -
 all SSM LAB - 2
 not working

Slip No./Issued Date	Work attended by		Compliment Status Check	Sign	Checked by Principal/Supervisor/Management	Remarks
	Name/Dept	Sign				
156	Firaj Patel	ffp	work done			

189 26.7.22 Cad Com Lab
 fan no 3 not working
 Total 3 fan
 Mech dept 26.7.22
 Firaj Patel
 ELEC ffp

157	Firaj Patel	ffp	work done			
-----	-------------	-----	-----------	--	--	--

130 28/7/22 HN Lab
 Three pin connector
 multifunctioning
 comp dept. 28/7/22
 Firaj Patel
 ELEC ffp

158	Firaj Patel	ffp	work done			
-----	-------------	-----	-----------	--	--	--

191 30/7/22 Env. Engg & CT Lab
 Kelling Fan
 Not working
 GT Lab since
 Shaker machine motor also not working
 Civil Engg dept 30/7/22
 Firaj Patel
 ELEC ffp

159	Firaj Patel	ffp	work done			
-----	-------------	-----	-----------	--	--	--

192 07/07/22 OSS LAB Computer
 Door-latch-broke engg dept
 en. A-134 Pratiksha
 Building No. 01 Sankhe
 07-07-22 Roshan wade

160	Roshan wade		Complete OK			
-----	-------------	--	-------------	--	--	--

193 08/09/22 MTRX LAB B13-01
 Door-repairing
 class room. desk work
 mech. dept 08/09/22
 Firaj Patel

161	Firaj Patel	ffp	work done			
-----	-------------	-----	-----------	--	--	--

194 08/09/22 language lab. App. xi.
 B1-NO-2 Second HUMORISTES
 floor-2 Tubelight (Priyanta
 are not working Pale!)
 08/09/22 Firaj Patel

162	Firaj Patel	ffp	work done			
-----	-------------	-----	-----------	--	--	--

No.	Date	Complaint Details	Complaint by		Work Assigned To		Slp No./Issued Date	Work attended by		Complaint Status Check	Sign	Checked by Principal/Supervisor/ Management	Remarks
			Name/Dept	Sign	Name	Sign		Name/Dept	Sign				
155	12/2/22	Simulation Lab Door latch Problem Bldg 1 - first Floor	Electrical Surekha Attarde	<i>[Signature]</i>			163						
196	12/9/22	① Inserting mercury in empty mercury pipes in Hydraulic & FM lab ② Increasing capacity of pumps of few instruments in FM lab (Bldg - 0) Ground floor	Civil Prof. Sayed Farhan Ali R FM lab	<i>[Signature]</i>			164						
177	13/9/22	(Bldg-02) Dip 2 nd yr Comp class 2 fans not working	Computer Shweta Sankhe	<i>[Signature]</i>	Feroj Akter Elect	<i>[Signature]</i>	165	Feroj P.	<i>[Signature]</i>				
198	13/9/22	(Bldg-02) Dip US Lab Chair is on base broken	Dip Computer Shweta Sankhe	<i>[Signature]</i>			165						
199	16/09/22	H.O.D Cabin Fan not working 2 nd floor	Electrical/ Surekha Attarde	<i>[Signature]</i>	Feroj Akter Elect	<i>[Signature]</i>	167	Feroj Akter	<i>[Signature]</i>	work done			
200	17/09/22	Concrete Lab Civil Department 2 Fans and one tube light are not in working condition since several days Bldg 1 Ground floor	Civil Ankesh Shah	<i>[Signature]</i>	Feroj Akter Elect	<i>[Signature]</i>	168	Feroj P.	<i>[Signature]</i>	work done			

Slp No./Issued Date	Complaint by	Work Assigned To	Complaint by		Work Assigned To		Work attended by		Complaint Status Check	Sign	Checked by	Remarks
			Sign	Name	Sign	Name	Sign	Name/Dept				
203 20/03/22	Power Room AC 13 Not working	Compt. Room Samit Mishra		Samit	Elect				167			
203 24/03/2022	IT Dept Need to check All fans, switches Lab, Big Lab, ITZ in classroom Bldg No 1 first floor	IT Dept Hemalata Jangale		Hemalata Jangale	Finj P. Elect				170	Finj P. Jangale		work done
203 24/03/2022	ITZ Lab check all plugs to gang box.	IT Dept Hemalata Jangale		Hemalata Jangale	Finj P. Elect				171 24/03/22	Finj P. Jangale		work ok
204 28/09/2022	Don Lab Tubelight not working (Two only)	Niederhising Mech Dept Dimple		Dimple	Finj P. Elect				172	Finj P. Dimple		work ok
205 30/09/22	Electrical (Dis) D staff room sliding window glass remove 2nd floor (College) Cabin Door lock problems Notice board fitting Cupboard & staff table lockers Eloz Ty class format working	Electrical Diploma Ekata Tundeel		Ekata Tundeel					173			
206 30/09/22	ITZ Lab A319 fan not working ITZ Lab Tubelight A311 not working	electrician ITZ floor old wires		Finj P. Elect					174	Finj P. Jangale		work ok

2

Sr. No.	Date	Complaint Details	Complaint by		Work Assigned To		Slip No./Issued Date	Work attended by		Complaint Status Check	Sign	Checked by Principal/Supervisor/ Management	Remark
			Name/Dept	Sign	Name	Sign		Name/Dept	Sign				
167	20/05/22	Server Room AC IS Not working	Ram D Bora Samit Mishra	[Signature]	Elect	[Signature]	167						
170	24/05/2022	IT Dept Head to check All fans, sockets lab, sig lab, etc & classroom Bldg no 1 first floor	IT Dept Hemalata Jangala	[Signature]	Fire P. Elect	[Signature]	170	Fire P.	[Signature]	well done			
171	24/05/2022	ITC Lab Check all plugs & gang box.	IT Dept Hemalata Jangala	[Signature]	Fire P. Elect	[Signature]	171 24/5/22	Fire P.	[Signature]	fine ok			
172	26/05/2022	Don Lab Tube Light not working (Third old bly)	Nederkhan Mishra Dandak	[Signature]	Fire P. Elect	[Signature]	172	Fire P.	[Signature]	fine ok			
173	30/05/22	Electrical (DIP) D staff room sliding window glass remove 3rd floor (Bldg 2) Cabin Door lock problem Notice board fitting Cupboard & shelf table locker key Flat Tj class fan not working	Electrical Diploma Ekata Tandel	[Signature]			173						
174	30/05/22	MM lab A 317 fan not working Tm lab Tm A 311 not work	electrical III rd floor old bly	[Signature]	Fire P. Elect	[Signature]	174	Fire P.	[Signature]	fine ok			

Slip No.	Date	Complaint by	Name/Dept		Sign	Work Assigned To	
			Name	Dept		Name	Dept
207	23/10/22	1) Fan regulator sparking 2) 1 fan for repair 3) Exhaust fan not working 4) 2 chair wheels missing & seat are damaged 5) Locks 6) water bath not working	Degree / Diploma	Chemistry		FITO, Paha	farhan elect

208	9-11-22	Cabin lock + keys, change	IIC/EDC Cell	Mubashir Khan			
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209	24/11/22	Extension wire Burn / Socket & Plug (Spig) Plug	Project Programming Lab	IT Dept			
-----	----------	-------------------------------------------------	-------------------------	---------	--	--	--

210	24/11/22	Diploma Electrical 3 rd floor, classroom Door handle latch broken.	Electrical Diploma				
-----	----------	-------------------------------------------------------------------------------	--------------------	--	--	--	--

211	26/11/22	Door lock is not working @ Backdoor screw fitting @ Maintenance of Counter Driveway	Library				
-----	----------	-------------------------------------------------------------------------------------------	---------	--	--	--	--

212	28/11/22	Socket Repair	IIC	Mubashir Khan			
-----	----------	---------------	-----	---------------	--	--	--

Slip No./Issued Date	Work attempted by		Complaint Status Check	Sign	Checked by Principal/Supervisor/Management	Remarks
	Name/Dept	Sign				
185	FITO, Paha	farhan				
124	Jamir	Jamir	Work Done			Outside key provide
	Rasool Elect					outside electrician All check 4 seats now fix

Complaint Details	Complaint by	Work Assigned To
222 02/03/23 Degree building 1st floor, IT Center - Fan Capacitor working Slow.	IT Department ITBaker Shrestha	ISmita Raj Patan
08/03/23 Degree Building 3rd Floor, CAD-CAM Lab-2 FC No-4 work is not working	ITBaker Shrestha	ISmita
213 24/03/23 Degree building 1st floor, IT Center - #2 Fan not working Slow, 3 fan not working, 1 Tube light not working	IT Department ITBaker Shrestha	ISmita Raj Patan
214 25/04/23 Diploma building 3rd floor (314) Electrical classroom 5 fans not working	Electrical Diploma Bkady Tandel	ISmita
215 20/04/2023 Diploma building chemistry lab Gas leakage Pipe & regulator error	App sci Vipra Rat	Rat
216 25/04/2023 Degree Building Civil Department Ground floor Transporter (b) not working	Civil Dept	ISmita

Slp No./ Issue Date	Work attended by		Complaint Status Check	Sgn	Checked by Manager/Supervisor/ Management	Remark
	Name/Dept	Sgn				
212 03/23	Raj Patan	ISmita	Done			
213 12/23	Raj Patan	ISmita	Done			

Housekeeping workers



Gardening workers



UPS Maintenance and Bills



ESTIMATE / ON APPROVAL

Sales & Service of :

- LCD & DLP PROJECTORS
- PROJECTOR LAMPS & ACCESSORIES
- LED TV'S & HOME THEATRE SYSTEM
- DVD PLAYERS ■ CAR TAPES
- VIDEO CAMERAS
- CCTV CAMERAS



ALPHA VISION

NEW INDIA HOUSE, 4/40, TRIBHUVAN ROAD,
OFF LAMINGTON ROAD, MUMBAI - 400 004.

TEL. : 2386 6610 ■ 2387 7465 ■ 6635 6800

NO. 1365

Date 11/8/22

M/s. THEEM COLLEGE

Qty.	PARTICULARS	RATE Rs.	AMOUNT Rs.
①	HITACHI 4014 COLOR fault	3500	3500/-
②	" 3042 (48435.no) MAIN BOARD faulty	6500	6500/-
③	" 3042 (4849) LCD PRISM faulty	4800	4800/-
GSTIN : 27AAAPR7794L1ZW		TOTAL	14800/-

- GST EXTRA AND AS APPLICABLE
- No Guarantee for Parts
- Rate & Delivery subject to condition.
- Subject to Mumbai Jurisdiction

For **ALPHA VISION**

PROPRIETOR

Sales & Service of :

- LCD & DLP PROJECTORS
- PROJECTOR LAMPS & ACCESSORIES
- LED TV'S & HOME THÉATRE SYSTEM
- DVD PLAYERS ■ CAR TAPES
- VIDEO CAMERAS
- CCTV CAMERAS

ESTIMATE / ON APPROVAL

ALPHA VISION

NEW INDIA HOUSE, 4/40, TRIBHUVAN ROAD,
OFF LAMINGTON ROAD, MUMBAI - 400 004.
TEL. : 2386 6610 ■ 2387 7465 ■ 6635 6800

NO. 1524

Date 19/8/23

M/s.

THEEM COLLEGE OF ENGINEERING

BOLGAR

QTY.	PARTICULARS	RATE Rs.	AMOUNT Rs.
①	HITACHI CPX 94 ONE LCD III faulty.	4850	4850
②	CPX 82 ONE LCD III+ POLARISOR GLASS	4850 1350	4850 1350
③	CPX 3042 ONE LCD 124 REPLACED with filter. 63645 s.no	5350	5350
④	3042 s.no. 4902 LAMP TEMP. fault.	2850	2850
	S.no. 3311 REPEAT COMPLAIN RECTIFIED NO. CHARGE		
	GSTIN : 27AAAPR7794L1ZW	TOTAL	19250/00

Received
Sumit Mishra
Signature

- GST EXTRA AND AS APPLICABLE
- No Guarantee for Parts
- Rate & Delivery subject to condition.
- Subject to Mumbai Jurisdiction

For **ALPHA VISION**

PROPRIETOR

Tax Invoice

(TRIPLICATE FOR SUPPLIER)



A K TRADERS
 Shop No.17, Abba Apartment, Off S.V.Road,
 Jogeshwari (W), Mumbai-400102
 GSTIN/UIN: 27AJEPA9663L1ZU
 State Name : Maharashtra, Code : 27
 E-Mail : aktraders2805@gmail.com

Invoice No. 358	e-Way Bill No. 261540146368	Dated 25-Jan-2023
Delivery Note	Mode/Terms of Payment	
Supplier's Ref. 358	Other Reference(s)	
Buyer's Order No.	Dated	
Despatch Document No.	Delivery Note Date	
Despatched through	Destination	
Terms of Delivery		

Buyer
THEEM COLLEGE OF ENGINEERING
 Boisar Chilhar Road, Boisar (E), Boisar-401402
 State Name : Maharashtra, Code : 27

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
							61,500.00
1	PRINTER HP 1108	84433100	5 Nos	12,300.00	Nos		18,300.00
2	SCANNER EPSON V39	9016	3 Nos	6,100.00	Nos		8,000.00
3	ROUTER TP-LINK WR840	85176290	8 Nos	1,000.00	Nos		1,64,000.00
4	480GB SSD KINGSTON	85235100	80 Nos	2,050.00	Nos		13,000.00
5	CAT-6 CABLE D-LINK	85441990	610 Mtr	21.31	Mtr		700.00
6	RJ 45 CONNECTORS D-LINK	85369090	100 Nos	7.00	Nos		1,07,500.00
7	MOTHER BOARD H61 ZEBRONIC	84733020	50 Nos	2,150.00	Nos		52,500.00
8	MOTHER BOARD H81 ZEBRONIC	84733020	15 Nos	3,500.00	Nos		3,925.00
9	MOTHER BOARD H110 ZEBRONICS	84733020	1 Nos	3,925.00	Nos		51,000.00
10	HDMI CABLE 15MTR	8544	15 Nos	3,400.00	Nos		8,800.00
11	PROJECTOR WALL MOUNT	8302	8 Nos	1,100.00	Nos		950.00
12	SPEAKER LOGITECH	8518	1 Nos	950.00	Nos		3,200.00
13	8 PORT SWITCH TP-LINK GIGA	85176290	2 Nos	1,600.00	Nos		25,000.00
14	DESKTOP HP TINEY PC	94715000	2 Nos	12,500.00	Nos		2,400.00
15	KEYBOARD LOGITECH WIRELESS	84716040	2 Nos	1,200.00	Nos		1,200.00
16	USB WIRELESS TP-LINK 23 N300	85176990	2 Nos	600.00	Nos		22,100.00
17	CPU INTEL CORE I7-11th Gen (11700)	84733010	1 Nos	22,100.00	Nos		9,100.00
18	MOTHER BOARD B560-MDS3H GIGABYTE	84733020	1 Nos	9,100.00	Nos		5,450.00
19	500 GB SSD NVME WD BLACK	85235100	1 Nos	5,450.00	Nos		
							5,58,625.00
							50,276.25
							50,276.25
							(-0.50)
							₹ 6,59,177.00

OUT PUT CGST 9%
 OUT PUT SGST 9%
 BALANCES WRITTEN OFF

Received by
[Signature]

Amount Chargeable (in words)
INR Six Lakh Fifty Nine Thousand One Hundred Seventy Seven Only

Company's PAN : **AJEP9663L**
 Declaration
 We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details
 Bank Name : **BOMBAY MERCANTILE CO-OP BANK**
 A/c No. : **006110101619033**
 Branch & IFS Code : **BMCB0000006 & JOG(W)**

Customer's Seal and Signature



SUBJECT TO MUMBAI JURISDICTION
 This is a Computer Generated Invoice

Tax Invoice

(DUPLICATE FOR TRANSPORTER)



A K TRADERS
 Shop No.17, Abba Apartment, Off S.V.Road,
 Jogeshwari (W), Mumbai-400102
 GSTIN/UIN: 27AJEPA9663L1ZU
 State Name : Maharashtra, Code : 27
 E-Mail : aktraders2805@gmail.com

Buyer
THEEM COLLEGE OF ENGINEERING
 Boisar Chilhar Road, Boisar (E), Boisar-401402
 State Name : Maharashtra, Code : 27

Invoice No. 357	e-Way Bill No. 271540144381	Dated 25-Jan-2023
Delivery Note	Mode/Terms of Payment	
Supplier's Ref. 357	Other Reference(s)	
Buyer's Order No.	Dated	
Despatch Document No.	Delivery Note Date	
Despatched through	Destination	
Terms of Delivery		

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	CPU INTEL CORE I5-11th Gen(11400)	84733010	75 Nos	12,900.00	Nos		9,67,500.00
2	MOTHER BOARD H510-MH GIGABYTE	84733020	75 Nos	5,400.00	Nos		4,05,000.00
3	RAM 8 GB KINGSTON FURY	84733030	75 Nos	2,200.00	Nos		1,65,000.00
4	500 GB SSD NVME KINGSTON	85235100	75 Nos	2,600.00	Nos		1,95,000.00
5	CABINET ARTIS	84733099	75 Nos	4,100.00	Nos		3,07,500.00
6	SMPS 500W VIP/ARTIS	85044090	75 Nos	5,850.00	Nos		3,80,250.00
7	18.5" LG LED	85285200	65 Nos	600.00	Nos		45,000.00
8	KEYBOARD LOGITECH	84716040	75 Nos	300.00	Nos		22,500.00
9	MOUSE LOGITECH	84716060	75 Nos				
							24,87,750.00
							2,23,897.50
							2,23,897.50
OUT PUT CGST 9%							
OUT PUT SGST 9%							
Total			665 Nos				₹ 29,35,545.00

Amount Chargeable (in words) E. & O.E
INR Twenty Nine Lakh Thirty Five Thousand Five Hundred Forty Five Only

Company's PAN : **AJEPA9663L**
 Declaration : We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
 Company's Bank Details :
 Bank Name : **BOMBAY MERCANTILE CO-OP BANK**
 A/c No. : **006110101619033**
 Branch & IFS Code : **BMCB0000006 & JOG(W)**

Customer's Seal and Signature



SUBJECT TO MUMBAI JURISDICTION
 This is a Computer Generated Invoice



H. J. THIM TRUST'S
THEEM COLLEGE OF ENGINEERING, BOISAR
Approved By AICTE (New Delhi) Government of Maharashtra & DTE
Affiliated To University of Mumbai

Village Bstezaca, Near Union Park, Boisar Chhat Road, Boisar (E), Tal.-Dist.-Palghar, 401501 Tel: - (02525) 284909 / 284926,
• Telefax : (02525) 284 927 • Email ID : info@theemcoe.org • Website : www.theemcoe.org

LISP NAME - Theem College of Engineering		
UPS SERVICING DATE - 17-08-2023		
UPS CAPACITY/MAKE/SL NO/TYPE: 60KVA/Emerson/3 PHASE INPUT : 3 PHASE OUTPUT		
BATTERY MAKE/NO/AH: EXIDE/40/65AH		
Invertor-Server UPS (during servicing)	Status	REMARKS
Check for cleanness of UPS	Ok	UPS & UPS room cleaning done
Check for Cleanness of the battery terminals / apply petroleum jelly if necessary.	Ok	Cleaning done and petroleum jelly applied for terminals
Check the voltage of all batteries.	480V	Two weak battery found with 8V.
Check sealed batteries, recommend replacement if the voltage has dropped to 10% of its rated voltage.	Ok	Two battery replacement done
Check the voltages at checkpoints of rectifier/inverter.	Not Ok	DC voltage on main: 528V DC voltage on load: 495V
Check the operation of ventilation fans.	Ok	Faulty fan is working now
Check the condition and also the presence of moisture, if any.	Ok	AC is working at UPS room
Test run the Inverter (testing should be carried out for the rated time on the rated load - see specifications).	20Mins	Total load is 45%
Check for any alarms or errors during the testing.	Not ok	Low battery error
Check the input and output voltage.	Ok	I/P:233V ; O/P: 228V
Recommend corrective maintenance for any alarms or errors displayed.	Ok	Low battery error rectified

Nature of failure and action taken:

UPS was not giving backup and overheating .Preventive maintenance done.

List of parts replaced :

Battery replacement done. One fan replacement done.

Electrician Name: <u>Mansur Gureedi</u>	TCA Name: <u>Waseem Sheikh</u>
Electrician No: <u>7220391166</u>	TCA No: <u>9823427686</u>
Electrician Sign: <u>[Signature]</u>	TCA Sign: <u>[Signature]</u>

VH Name: <u>Praduman Tiwari</u>
VH No: <u>9867076616</u>
VH Sign: <u>[Signature]</u>





Date :- 01/11/2022

CIRCULAR

Library Advisory Committee (LAC)

All the Members Library of Advisory Committee are here by inform that Meeting has been Scheduled at.2.00 p.m. in Central Library on Date :- 03 NOV 2022

Agenda of Meeting:-

- 7) Current Status of Library
- 8) Discussion on current Book procurement policy of Library
- 9) Journal Subscription for the years Renewed for this years

Copy to:-

- 7) The Principal Theem College of Engineering
- 8) The Librarian
- 9) All the Committee Members

1) J. J. J. J.
2) D. J. J. J.
3) J. J. J. J.
4) J. J. J. J.

D. J. J. J.

Librarian
Theem College of Engineering
Boisar (E)
Tal. Palghar, Dist. Thane.
Librarian / Secretary

Library Advisory Committee (LAC)

Minutes of the meeting of Library Advisory Committee Held on 03 Nov-2022 at 2:00 p.m in Central Library

Present members:

1) Dr. Riyazuddin Siddiqi - Chairperson

2) Dr. Ashraf Shah - Secretary

3) Prof. Saleem Choudhary - Member

4) Prof. Sneha Sankhe - Member

Chairperson of Library Committee opened the meeting with a welcome note to all Library Committee members.

The following Agenda items were taken up to discussion in the meeting.

- 1) Agenda item No:-1 Current updates
 - a) Report on current update in Library
 - b) Report on subscribed E-Journal may be forwarded to The University showing compliance and the supply order may also be placed to ensure the availability of Book & Journals before the beginning of the session.

- 2) Agenda Item No:-2 New Book purchase order for F.E. semester-I

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

Next meeting will² be held on 16 Feb-2023
Action:- Sd/- principle



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THEEM COLLEGE OF ENGINEERING
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Date:- 07/11/2022

ACTION TAKEN REPORT

Agenda	Action Taken Report
Agenda :- Confirmation of minutes of Previous meeting Minutes of previous meeting were confirmed	Resolved
Agenda :- Book Purchase order for F.E Semester -I	Management Sanctioned Book Purchase order according to list

Librarian

Theem College of Engineering

Boisar (E)

Tal. Palghar, Dist. Thane.

Librarian / Secretary



Date :- 03/02/2023

CIRCULAR

Library Advisory Committee (LAC)

All the Members Library of Advisory Committee are here by inform that Meeting has been Scheduled at. 2.00 p.m. in Central Library on Date :- 6 Feb 20223

Agenda of Meeting:-

- 1) Current Status of Library
- 2) Discussion on current Book procurement policy of Library
- 3) Journal Subscription for the years Renewed for this years

Copy to:-

- 1) The Principal Theem College of Engineering
- 2) The Librarian
- 3) All the Committee Members

Librarian

Theem College of Engineering
Boiesar (C)
Tal. Palghar, Dist. Thane
Librarian / Secretary

- 1)
- 2)
- 3)
- 4)

Library Advisory Committee (LAC)

Minutes of the Meeting of the Library Advisory Committee held on 06 Feb-2023 at 2.00pm in Central Library

Present members

Dr. Riyazuddin Siddiqi - Chairperson

Dr. Ashraf Shah - Secretary

Prof. Saleem Choudhary - Member

Prof. Sneha Sankhe - Member

Chairperson of Library Committee opened the meeting with a welcome note to all Library Committee members.

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 purchased equipments like cupboard ~~new book~~ Requirement Book case and Periodical Display cupboard.

2) Agenda item No. 2. weed out of mutilated and damaged Book

a) The committee discussed on the damaged books ask for binding

Time 2:30

Next meeting will be held on 10 May 2023

Action:-

The meeting concluded with note of Thanks.

sd / - principle



H. J. THIM TRUST'S
THEEM COLLEGE OF ENGINEERING
Approved by AICTE (New Delhi), Government of Maharashtra & DTE, Affiliated to University of Mumbai & MSBTE, Estd. 2009

Date:- 08/02/2023

ACTION TAKEN REPORT

Agenda	Action Taken Report
Agenda :- Equipment Like Cupboard Requirement Book Case And Periodical Display Cupboard	Cupboard Order Placed From Management
Agenda :- Damaged Books ask for Binding	Quotation: Management Ask For Quotation To Various Printing Press

Librarian

Theem College of Engineering
Boiesar (E)
Tal. Palghar, Dist. Thane.

Librarian / Secretary



H. J. THIM TRUST'S
THEEM COLLEGE OF ENGINEERING
Approved by AICTE (New Delhi), Government of Maharashtra & DTE, Affiliated to University of Mumbai & MSBTE, Estd. 2009

Date :- 08/05/2023

CIRCULAR

Library Advisory Committee (LAC)

All the Members Library of Advisory Committee are here by inform that Meeting has been Scheduled at.11.00 a.m. in Central Library on Date :- 10 MAY 20223

Agenda of Meeting:-

- 4) Current Status of Library
- 5) Discussion on current Book procurement policy of Library
- 6) Journal Subscription for the years Renewed for this years

Copy to:-

- 4) The Principal Theem College of Engineering
- 5) The Librarian
- 6) All the Committee Members

Librarian

Theem College of Engineering
Boiesar (E)
Tal. Palghar, Dist. Thane.

Librarian / Secretary

- 1)
- 2)
- 3)
- 4)

Library Advisory Committee (LAC)

Minutes of the Meeting of the Library
Advisory Committee held on 10 May 2023
At. 11. Am in Central Library

Present members:

- 1) Dr. Riyazuddin Siddiqi - chairperson.
- 2) Dr. Ashraf Shah - secretary.
- 3) Prof. Saleem Choudhary - member.
- 4) Prof. Sneha Sankhe - member.

Chairperson of Library Committee opened the meeting with a welcome note to all Library Committee members.

The following Agenda Items were taken up for discussion in the meeting

- 1) Agenda item No. 1. current update
 - a) Reports on current update in Library
 - b) Reports on purchased Book in Next semester
 - c) Journal subscription for the year's journals to be renewed for the year 2023
- 2) Agenda item No. 2 Discussion on procurement
Discussion on the current Book procurement policy of Library for Degree and Diploma for next semester

Next meeting will be held on

The meeting concluded with vote of Thanks
Action:

Sd / - principal 8




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Date:-12/05/2023

ACTION TAKEN REPORT

Agenda	Action Taken Report
Agenda :- Journal Subscription for the years to be Renewed for this years 2023	Pending Journal Subscription due issue of price Discussion with Vender
Agenda :- Discussion on Next Semester Book order	Book order placed from Medico Book Supplier


Librarian
Theem College of Engineering
Bokisar (E)
Tal. Paighar, Dist. Thane.
Librarian / Secretary

BF=06



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Date: 31.05.2023

To,
The Director
Theem College of Engineering,
Boisar

Sub: Submission of cheque...

Dear Sir,

As above cited subject we had subscribed print Journals & magazines for 2022 from Bombay Books and Periodical Service Mumbai. As per agreement with vendor it was decided that refund to be lost and missed journals issues. Following listed journals and magazines not supply by vendor for that enclosed herewith a cheque No "003002" HDFC BANK Mumbai dated 31/05/2023 and amount Rs. 1860.

Sr. No	Title	Amount
1	Express Computer	900
2	Automotive Products Finder	960
	Total	1860

Thanking you

Encl: 1.Cheque
2. Refund letter of vender

Yours sincerely

Librarian

Theem College of Engineering
Boisar (E), Tal. Palghar,
Dist. Thane.

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The Librarian
Theem College of Engineering
Boisar
Tal. Dist. Palghar


Dt. 31/05/2023

Dear Sir,

Please find enclosed herewith our cheque No. 003002 dt. 31.05.2023 for Rs.1,860.00 being the refund for non receipt of 1, Express Computer ,
2. Automotive Product Finder .

Sorry for the inconvenience

For Bombay Books and Periodicals Service


Manager

Encl: Cheque



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Date: 26/12/2022

The Director
Theem College of Engineering,
Boisar

Subject: Release the Payment of books

Respected Sir,

I would like to request you that release payment of books received from Medicos Book Aid Kandivali (w) Mumbai. We are enclosing herewith invoice of books.

Statement of Book Bills (Degree)

Sr. No	Bill No	Date	Amount
01	13764	19/12/2022	33235.00
Total amount			33235.00

Banking Details

Beneficiary Name	Medicos Book Aid
Bank Name	SVC Cooperative Bank Limited
Bank Account No.	105504180000134
IFSC Code	SVCB000055

Kindly arrange to send the payment of 33235.00 (Thirty Three Thousand Two Hundred Thirty Five Rupees) through a demand draft or NEFT.

Thanking you

dlc

rectp/abn
[Signature]
26/12/22



Revised
Invoice
27/12/22

[Signature]
Librarian
Theem College of Engineering
Boisar (E), Tal. Palghar,
Dist - Thane.

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Ms. Principal,
Theem college of Engineering
Boisar (EAST)

Invoice No. 13764/2022-23
Date 19/12/2022
Order No. _____
Date _____

PARTICULARS	QTY.	PRICE	AMOUNT Rs.
Kumbhojkar. Engineering Mathematics - I	25	634/-	15750=00
Bawra Engineering physics I	20	250/-	5000=00
Shah Engineering Chemistry I	10	200/-	2000=00
Dayal. Engineering. Mechanics	20	450/-	9000=00
Dayal - Strength of Materials	15	490/-	7350=00
	<u>90</u>	<u>6015%</u>	<u>39100=00</u>
			<u>5865=00</u>
			<u>33235=00</u>

(Rs 33235=00)

We certify that the price charged above are the publishers current prices and at the current conversion rates.

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