

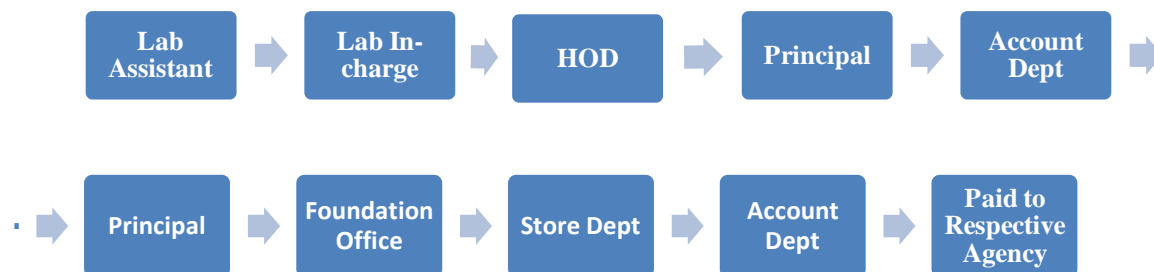
4.4.2: There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 1000 words

Established Procedures for Maintenance

Institute has established systems and procedures for maintenance and utilization of the laboratory, library, sports complex, computers, classrooms etc.. The scan copy of document showing the procedure for repair/brake down maintenance is elaborated for the equipment maintenance The in workshop department on sample basis. The same procedure is adopted for maintaining the equipment and appliance in laboratory, library, sports complex, computers, and classrooms.


Flow chart of Procedure



The Lab Assistant raises the need for equipment maintenance, which the Lab In-charge verifies and forwards to the Head of Department. The Department Head will forward it to the Principal. The requirement is forwarded by the principal to the accounting department for budget information, which is then forwarded to the Foundation office. The Foundation Office issues a work order for the equipment's repair and maintenance. After the repair work is completed, the equipment is tested, and the lab in charge submits the test report. The bill is then paid to the appropriate agency.

Case Study: Repair Maintenance of lab equipment

- 1) Application from Technical Assistant
- 2) Budget note
- 3) Quotation Details
- 4) Work Order
- 5) Calibration Certificate
- 6) Application for Bill Sanction
- 7) Tax Invoice



Principal
Dr. Vitthalrao Vikhe Patil
College of Engineering
Ahmednagar

તા - 7/2/2019

26

શ્રી. મહાશય
અધિયાયિકા મહાશય
જિલ્લા શિક્ષણ અધિકારી

મ. વિદ્યાપીઠ

અમદાવાદ

વિષય - અધિયાયિકા મહાશય - Structural Lab
મશીન - Computerised Universal Testing
model - tue - c - 1000 m/c ની middle jaw
not working (middle jaw up-down) રીપર.

મશીન

અરજદાર વિદ્યાર્થીને અસરકારક રીતે રજા
લેવા - Structural Lab (P.G.) મશીન Universal
testing m/c model - tue - c - 1000 ~~મશીન~~
up-down middle jaw B.E. સિન. જે. વિદ્ય.
3/2/2019 રોજી. time 99.30. project work નો
Beam Concrete Beam testing કરવા
up-down middle jaw સારી વરત રીપર
નહી. રીપર કરવા મિલકત. જે. વિદ્ય.

fuel to HOD

સમ કાલે 19

Forwarded to

The Principal

Kawad

01.02.2019

આવક વિભાગ

સિન. જે. વિદ્ય.

શ્રી. વિદ્યાપીઠ
અમદાવાદ



Dr. V.P. Patil
PRINCIPAL
Dr. Vithalrao Vikhe Patil
College of Engineering
Ahmednagar

DR.VITHALRAO VIKHE PATIL COLLEGE OF ENGINEERING,
VILAD GHAT, AHMEDNAGAR.

Ref. No. CEA/ACC/2019/ 1603 .

Date - 04/07/2019

To,

The Secretary General,
Dr. Vithalrao Vikhe Patil
Foundation, Ahmednagar.

Sub- Budget Note.

Respected Sir,

Please find enclosed herewith the Budget Note of following depts. for sanction please.

Sr. No.	Name of Department	Amount Rs. In lakh
1	Civil Engineering	0.21

Kindly sanction the same.

Thanking you,

Yours faithfully,

[Signature]
Principal.

College of Engineering,
Ahmednagar

Encl; as above.

Copy to - Civil Engineering Dept.

seen & forwarded

7/11/19
S.K.

Accd
for u.a.
[Signature]
03/07



[Signature]
PRINCIPAL

Dr. Vithalrao Vikhe Patil
College of Engineering
Ahmednagar



Dr. VITHALRAO VIKHE PATIL FOUNDATIONS AHMEDNAGAR
BUDGET PROVISION NOTE

Ref. No. CEA/ACC /BUD.PRO./19-20/

DATE - 28/06/2019

Name of the unit

Dr. Vithalrao Vikhe Patil
College of Engineering, Ahmednagar
Department of Civil Engineering

Name of the Department

Structural Engineering

Proposal/ Purpose

Repair and Maintenance

Account Head

Budgeted Amount for the Year

2.00 Lacs

Less : Expenses incurred till date

Nil

Balance available

2.00 Lacs

Less: Present Requirement

0.21 Lacs

Balance after this transaction

1.79 Lacs

Justification : Required for the practicals of SE, BE and ME Projects and testing

Head of Department Signature :

Kaushik

~~Accountant~~

Principal

(Please forward this Note to Head Office for Approval)

Approved/ Not Approved

Recommended
JHL
Deputy Director Technical

[Signature]
Director Technical

[Signature]
Secretary General



[Signature]
PRINCIPAL
Dr. Vithalrao Vikhe Patil
College of Engineering
Ahmednagar

The addresses of agencies:

Sr. No.	Name of Agency	Address
1	Chhaya Traders	Avantika, B/h Pokar COLONY, Gayatri Nagar, Dindori Road, Nashik.422004
2	Nitin Enterprises	3.Anand Bhakti Sankul, Near Dutta Mandir Stop, Nashik Road.422101
3	Atharv Solutions	5. Shri Tirupati Society near T.B. Center Bus Stop, Dindori Road Nashik . 422004

Comparative Statement:

Sr.No.	Name of Agency	Description	Rate / Item	Amount
1	Chhaya Traders	Complete servicing of all gears of vertical pillars and motor. Adjustable cross head repairing with vertical pillars with proper alignment and calibration of machine	20,060/-	20,060/- ✓
2	Nitin Enterprises	Repairing of loading system of moving cross head and calibration	20,500 /-	20,500 /-
3	Atharv Solutions	Universal testing machine 100 T fully servicing with vertical movements of machines or columns rotation problem with calibration	22,000/-	22,000/-



[Signature]
PRINCIPAL
Dr. Vithalrao Vikhe Patil
College of Engineering
Ahmednagar

Dr. Vithalrao Vikhe Patil Foundation

Vilad Ghat, P.O.:- M.I.D.C., Ahmednagar-414 111

Ph. No. (0241) 2778042 / 2777059 Fax. 2779782

Email : purchase.f@rediffmail.com

f. No.:- DVVPFA/PS/COE.-Civil/2019-20/92/

Date:-29/07/2019.

To,

M/s. Chhaya Traders
Avantika, B/h Pokar Colony,
Gayatri Nagar, Dindory Road,
Nashik - 422 004.
Ph. No.: 94217 83627.

Sub.:- Work Order for 100 Ton Universal testing Machine Servicing & Calibration.
Ref :- Quotation No.: CT/QT/19-06-62., Date :25/06/2019.

Sir,

With reference to above cited subject we have finalized work order of servicing & calibration a 100 ton universal testing machine as under.

Sr. No.	Description of Work	Quantity	Unit	Rate	Per
01.	Universal Make Testing Machine Capacity : 100 Ton. Complete servicing of all gears of vertical pillars & motor adjustable cross head repairing with vertical pillar with proper alignment & calibration of machine. Note : Major & costly spares will be charged extra if required.	01	Job.	17,000.00	Job.
Note :- Please send above Material & bill directly to The Principal, Dr. Vithalrao Vikhe Patil Foundation's College of Engineering, Vilad Ghat, Ahmednagar.					

So please complete the above mentioned work, with following terms & conditions as stated below :-

01. F.O.R. : College Site.
02. Taxes : 18% GST Extra.
03. Payment : After satisfactory work completion & testing.
04. Discount : ----
05. Work Completion Period:- Immediate.
06. Warranty: ----

Purchase Officer

H.O.D.

Accountant

C.A (Fdn.)

Principal

Dy. Director (Tech)

Director Tech

Secretary General

O/c. Purchase/Civil Dept./Store/Account/Account Foundation/Meeting Section.

Principal
Dr. Vithalrao Vikhe Patil
College of Engineering
Ahmednagar



CHHAYA TRADERS

Supplier Of Hardware Material, Electrical Material,
Surveying And Mathematical Material

Ref No. : BE 31-2019

Date : 06.08.2019

1)	Name of Verifying Authority	Chhaya Traders ,MERI Nashik
2)	Manufacture of CTM :	Fine instruments
3)	Location of UTM :	Dr. Vithalrao Vikhe Patil College of Engineering, Ahmednagar
4)	Capacity of UTM:	1000 KN
5)	Serial No of UTM:	PDVVPCEA/2010/16/51
6)	Least Count of Pressure Gauge:	1 Div -1 KN
7)	Ram dia of Pressure Gauge:	Digital Scale
8)	Type of force proving Instrument	Calibrated Proving Ring .1000 KN
9)	Calibration certificate no.:	Certified by NPL 16080557/D5 .05/C-334 Date- 15/11/2018
10)	Date of calibration of UTM :	06/08/2019
11)	Next due date of calibration :	05/08/2020

Sr. No	Observed force Indicated on Dial Gauge of M/c KN	Deflection on proving Ring			Average Deflection	No of divisions as per Calibration certificate value	Corrected load in Ton
		Loacation (I)	Loacation (II)	Loacation (III)			
1	2	3	4	5	6	7	8
2	100	35	45	52	44	71.8	61
3	200	101	115	120	112	142.2	157
4	300	168	175	178	173.67	210.7	247
5	400	236	244	245	242	279.8	345
6	500	304	310	315	309.67	351.8	440
7	600	375	385	388	382.67	424.8	540
8	700	447	452	455	451.33	494.8	638
9	800	520	526	530	525.33	564.7	744
10	900	595	605	610	603.33	639.3	849
11	1000	678	684	685	682.33	719.7	948

CHHAYA TRADERS

Shop No.222B, Plot No.69,
SICOF, M.I.D.C.,
Satpur, Nashik

For CHHAYA TRADERS

Office : "Avantika", B/h Pokar Colony, Gayatri Nagar, Dindory Road, Nashik - 422004

E-mail - chhayatradersnsk@gmail.com, rakesh.chhoge@rediffmail.com

Phone No. +91 253 6630181, Mob. +91 9890815240



[Signature]
PRINCIPAL
Dr. Vithalrao Vikhe Patil
College of Engineering
Ahmednagar

Date- 26/08/2019

To,
The Principal,
D.V.V.P.College of Engineering,
Ahmednagar.

Subject: Regarding Sanction of Bill.

Reference Work Order (DVVPFA/ PS / COE.-Civil / 2019-20 / 92)

Through- HOD (Civil Engineering Department.)

Respected Sir,

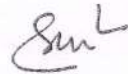
With reference to above mentioned work order Servicing & calibration of UTM was performed by "Chhaya Traders, Nashik". Bill of Rs. 20,060 /- for said work is attached with application. It is kind request to sanction bill & instruct concern person for the same.

Enclosure:-

- 1) Work order.
- 2) Bill.
- 3) Calibration Certificate.

forwarded to
The Principal
with a request
for sanctioning

Kawadke
26.08.2019


Dr. S. L. Hake
Laboratory In-charge
Testing of Materials

Aet
for h.o.
26/08




PRINCIPAL
Dr. Vitthalrao Vikhe Patil
College of Engineering
Ahmednagar

**CHHAYA TRADERS**

Shop No. 349, SICO, Plot No. 69, MIDC, Satpur, Mahindra
Road, Nashik Maharashtra 422007
+919960711030 chhayatradersnsk@gmail.com
GSTIN27BRYPD0370G1ZN

TAX INVOICE

Invoice Number CT-INV/19/0120

Invoice Date

06/08/2019

Place Of Supply

Maharashtra (27)

Bill To

Dr. Vithalrao Vikhe Patil College of Engineering
Ahmadnagar

Sr	Item & Description	HSN /SAC	Qty	Rate	CGST		SGST		Amount
					%	Amt	%	Amt	
1	Repairing - UTM Universal testing machine (100 tone universal make) Complete servicing of all gears of vertical pillars & motor Adjustable cross head Repairing with vertical pillars with proper alignment & Calibration of machine.	990719	1.00 Nos	17,000.00	9%	1,530.00	9%	1,530.00	17,000.00

Total In Words

Indian Rupee twenty thousand sixty

Bank Details:

Name of Bank : Kotak Mahindra Bank

Branch : Nashik

Account No. : 0612204964

Account Type : Current Account

IFSC Code : KKBK0001912

Sub Total 17,000.00

CGST9 (9%) 1,530.00

SGST9 (9%) 1,530.00

Total ₹20,060.00

Balance Due ₹20,060.00

Thanks for your business.

Terms & Conditions

1. Goods once sold will not be taken back or exchanged.
2. Seller is not responsible for any loss or damage of goods in transit.
3. Buyer undertakes to submit prescribed ST declaration on demand.
4. Disputes, if any will be subject to seller court jurisdiction.

CHHAYA TRADERS

Shop No.222B, Plot No.69,
SICO, M.I.D.C.,
Satpur, Nashik

For- Chhaya Traders

Authorized Signature

Receiver Signature



PRINCIPAL
Dr. Vithalrao Vikhe Patil
College of Engineering
Ahmednagar