

**Dr. Vitthalrao Vikhe Patil College of Engineering,  
Vilad Ghat, Ahmednagar – 414111**

Ref.No.:CEA/11/2017/

Date: 29/12/2017

**Office Order**

All HOD's are hereby informed that, as per instructions received from Dy.Director(Tech.) Dr.Vikhe Patil Foundation Ahmednagar to system Dept. for arranging training of basic computer troubleshooting & maintenance to Lab Assistants.

As per circular dt.09/10/2017 trainers names are received from concern HOD's and training is given during 25/10/2017 to 09/11/2017.

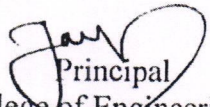
After completion of training as per name list received from HOD's on 19/12/2017, Lab assistants are assigned to respective Labs as mentioned below.

All computer Labs related maintenance work shall be done as referred in enclosed standard operating procedure.

| SR.NO | DEPT. NAME | LAB ASSISTANT NAME   | LAB NAME/NO                                       |
|-------|------------|----------------------|---------------------------------------------------|
| 1     | MECH       | ✓ Shri.Aher A.R.     | LANGUAGE LAB                                      |
|       |            | Shri.GAME G.D.       | CCF LAB                                           |
|       |            | Shri.SHELKE HARSHAD  | PG COMP & CAD CAM (02) LAB'S                      |
|       |            | ✓ Shri.TARADE D.V.   | MODELING LAB                                      |
| 2     | CIVIL      | ✓ Shri. NETEKE N.B.  | COMP LAB -1                                       |
|       |            | ✓ Shri. VIKHE S.M.   | PG COMP LAB                                       |
| 3     | E&TC       | Shri.SONAWANE V.R.   | MICROCONTROLLING                                  |
|       |            | Shri.SHIRSATH V.B.   | VLSI & COMP LAB-1 (02 )LAB'S                      |
|       |            | ✓ Shri.ANAP B.M.     | COMP LAB-2                                        |
| 4     | ELECTRICAL | ✓ Shri. LAVHATE K.L. | COMP LAB-2                                        |
|       |            | Shri. MUSMADE A.V.   | COMP LAB-1                                        |
| 5     | IT         | ✓ Ms. PATEKAR H.P.   | PROJECT, OSL, ISL (03) LAB'S                      |
|       |            | Ms. DARANDALE M.H.   | PL, NL, DATA MINING,<br>MICROPROCESSOR (04) LAB'S |
| 6     | LIBRARY    | ✓ Shri. PATHARE R.S. | DIGITAL LIBRARY                                   |

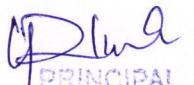
Encl: SOP for computer lab utilization.



  
Principal  
College of Engineering  
Ahmednagar.

**Copy to:**

All HODs Civil/Mech/E&TC/Elect./IT/Lib.....to circulate it amongst all lab incharge and lab assistant.

  
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Ahmednagar

Padmashree Dr. Vitthalrao Vikhe Patil Foundation's

**Dr. Vitthalrao Vikhe Patil College of Engineering,  
Vilad Ghat, Ahmednagar – 414111**

Day-10<sup>th</sup>

Date:-9/11/2017

| Learning objectives achieved | Sr.No | Faculty Name        | Dept Name  | Remark      | Signature          |
|------------------------------|-------|---------------------|------------|-------------|--------------------|
|                              | 1     | Shri.Aher A.R       | Mechanical | ATTENTION   | <i>[Signature]</i> |
|                              | 2     | Shri.Game G.D       |            |             | <i>[Signature]</i> |
|                              | 3     | Shri.Dale G.M       |            | ATTENTION   | <i>[Signature]</i> |
|                              | 4     | Shri.Tarade D.V     | Civil      | Understand  | <i>[Signature]</i> |
|                              | 5     | Shri. Raut B.K      |            |             |                    |
|                              | 6     | Shri Neteke N.B     |            |             |                    |
|                              | 7     | Shri. Shinde D.N    |            |             |                    |
|                              | 8     | Shri. Lavhate K.L   | Electrical | Understand  | <i>[Signature]</i> |
|                              | 9     | Shri. Gavhane T.V   |            |             | <i>[Signature]</i> |
|                              | 10    | Shri. Musmade A.V   |            | ATTENTION   | <i>[Signature]</i> |
|                              | 11    | Shri . Sonawane V.R | E&TC       |             | <i>[Signature]</i> |
|                              | 12    | Shri. Kadu K.J      |            | ATTENTION   |                    |
|                              | 13    | Shri. Patekar H.P   | IT         |             |                    |
|                              | 14    | Shri. Darandale M.H |            |             |                    |
|                              | ✓ 15  | Shri. Pathare R.S   | Library    | Understand. | <i>[Signature]</i> |



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Date:-8/11/2017

Day-9<sup>th</sup>

| Learning objectives achieved | Sr.No | Faculty Name        | Dept Name  | Remark     | Signature   |
|------------------------------|-------|---------------------|------------|------------|-------------|
|                              | 1     | Shri.Aher A.R       | Mechanical | 27/11/17   | Aher A.R    |
|                              | 2     | Shri.Game G.D       |            |            | Game G.D    |
|                              | 3     | Shri.Dale G.M       |            | 27/11/17   | Dale G.M    |
|                              | 4     | Shri.Tarade D.V     |            | Understand | Tarade D.V  |
|                              | 5     | Shri. Raut B.K      | Civil      |            |             |
|                              | 6     | Shri Neteke N.B     |            |            |             |
|                              | 7     | Shri. Shinde D.N    |            |            |             |
|                              | 8     | Shri. Lavhate K.L   | Electrical | Understand | V.L         |
|                              | 9     | Shri. Gavhane T.V   |            |            | Gavhane T.V |
|                              | 10    | Shri. Musmade A.V   |            |            |             |
|                              | 11    | Shri . Sonawane V.R | E&TC       |            |             |
|                              | 12    | Shri. Kadu K.J      |            | 27/11/17   | Kadu K.J    |
|                              | 13    | Shri. Patekar H.P   | IT         |            |             |
|                              | 14    | Shri. Darandale M.H |            |            |             |
|                              | 15    | Shri. Pathare R.S   | Library    | Understand | Pathare R.S |



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Day-8<sup>th</sup>

Date:-7/11/2017

| Learning objectives achieved | Sr.No | Faculty Name        | Dept Name  | Remark      | Signature          |
|------------------------------|-------|---------------------|------------|-------------|--------------------|
|                              | 1     | Shri.Aher A.R       | Mechanical |             |                    |
|                              | 2     | Shri.Game G.D       |            |             |                    |
|                              | 3     | Shri.Dale G.M       |            | 27/11/17    | <i>[Signature]</i> |
|                              | 4     | Shri.Tarade D.V     |            | Understand. | <i>[Signature]</i> |
|                              | 5     | Shri. Raut B.K      | Civil      |             |                    |
|                              | 6     | Shri Neteke N.B     |            |             |                    |
|                              | 7     | Shri. Shinde D.N    |            |             |                    |
|                              | 8     | Shri. Lavhate K.L   | Electrical | Understand  | <i>[Signature]</i> |
|                              | 9     | Shri. Gavhane T.V   |            |             | <i>[Signature]</i> |
|                              | 10    | Shri. Musmade A.V   |            | 27/11/17    | <i>[Signature]</i> |
|                              | 11    | Shri . Sonawane V.R | E&TC       |             |                    |
|                              | 12    | Shri. Kadu K.J      |            | 27/11/17    | <i>[Signature]</i> |
|                              | 13    | Shri. Patekar H.P   | IT         |             |                    |
|                              | 14    | Shri.Darandale M.H  |            |             |                    |
| ✓                            | 15    | Shri. Pathare R.S   | Library    | Understand  | <i>[Signature]</i> |



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॥ न हि ज्ञानेन मृत्योर्नामो विमुक्तये ॥

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Dr. Vithalrao Vikhe Patil

College of Engineering Ahmednagar



DTE College Code: EN-5161

## Training for Computer basic installations and troubleshooting

7th,  
Day- 2nd

| Learning objectives achieved | Sr.No | Faculty Name         | Dept Name  | Remark     | Signature |
|------------------------------|-------|----------------------|------------|------------|-----------|
|                              | 1     | Shri.Aher A.R.       | Mechanical | समजले.     | ✓ Aher    |
|                              | 2     | ✓ Shri.Game G.D.     |            | ✓          | Game      |
|                              | 3     | Shri.Shelke Harshad  |            |            |           |
|                              | 4     | ✓ Shri.Dale G.M.     |            | समजले      | Dale      |
|                              | 5     | Shri.Raut B.K.       | Civil      |            |           |
|                              | 6     | ✓ Shri.Neteke N.B.   |            | समजले      | NB        |
|                              | 7     | Shri.Shinde D.N.     |            |            |           |
|                              | 8     | ✓ Shri.Lavhate K.L.  | Electrical | Understand | KL        |
|                              | 9     | ✓ Shri.Gavhane T.V.  |            | समजले      |           |
|                              | 10    | ✓ Shri.Musmade A.V.  |            | समजले      | AV        |
|                              | 11    | Shri.Pandharkar S.R. |            |            |           |
|                              | 12    | ✓ Shri.Sonawane V.R. | E&TC       | समजले 2013 |           |
|                              | 13    | Shri.Kadu K.J.       |            | समजले.     | Kadu      |
|                              | 14    | Ms.Patekar H.P.      |            |            |           |
|                              | 15    | Ms.Darandale M.H.    | IT         |            |           |
|                              | 16    | ✓ Shri.Pathare R.S.  | Library    | Understand | Pathare   |

17) Tarade.D.V.

meel

Understand

Understand

Tarade

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॥ न हि ज्ञानेन मृत्योर्मायत्राभिर्हि विद्यते ॥

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DTE College Code: EN-5161

## Training for Computer basic installations and troubleshooting

Day-6th

Date: 04/11/2017

| Learning objectives achieved                                                                              | Sr.No | Faculty Name         | Dept Name  | Remark     | Signature |
|-----------------------------------------------------------------------------------------------------------|-------|----------------------|------------|------------|-----------|
| <p>Windows 7 &amp; 8.1</p> <p>Installation &amp; desktop configuration</p> <p>overview of all points.</p> | 1     | Shri.Aher A.R.       | Mechanical |            |           |
|                                                                                                           | 2     | Shri.Game G.D.       |            |            |           |
|                                                                                                           | 3     | Shri.Shelke Harshad  |            |            |           |
|                                                                                                           | 4     | Shri.Dale G.M.       |            |            |           |
|                                                                                                           | 5     | Shri.Raut B.K.       | Civil      |            |           |
|                                                                                                           | 6     | Shri.Neteke N.B.     |            |            |           |
|                                                                                                           | 7     | Shri.Shinde D.N.     |            |            |           |
|                                                                                                           | 8     | Shri.Lavhate K.L.    | Electrical | Understand |           |
|                                                                                                           | 9     | Shri.Gavhane T.V.    |            | know       |           |
|                                                                                                           | 10    | Shri.Musmade A.V.    |            |            |           |
|                                                                                                           | 11    | Shri.Pandharkar S.R. |            |            |           |
|                                                                                                           | 12    | Shri.Sonawane V.R.   | E&TC       | असिस्टेन्ट |           |
|                                                                                                           | 13    | Shri.Kadu K.J.       |            |            |           |
|                                                                                                           | 14    | Ms.Patekar H.P.      | IT         |            |           |
|                                                                                                           | 15    | Ms.Darandale M.H.    |            | Understand |           |
|                                                                                                           | 16    | Shri.Pathare R.S.    | Library    | असिस्टेन्ट |           |



mech

Taade D.V.

Taade

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## Training for Computer basic installations and troubleshooting

Date: 03/11/2017

| Day-5th | Learning objectives achieved | Sr.No | Faculty Name         | Dept Name  | Remark   | Signature          |
|---------|------------------------------|-------|----------------------|------------|----------|--------------------|
| 1       | Basic software installations | 1     | Shri.Aher A.R.       | Mechanical |          | <i>[Signature]</i> |
| 2       |                              | 2     | Shri.Game G.D.       |            | समय      | <i>[Signature]</i> |
| 3       |                              | 3     | Shri.Shelke Harshad  |            |          |                    |
| 4       |                              | 4     | Shri.Dale G.M.       |            | 27/11/17 | <i>[Signature]</i> |
| 5       |                              | 5     | Shri.Raut B.K.       | Civil      |          |                    |
| 6       |                              | 6     | Shri.Neteke N.B.     |            | 27/11/17 | <i>[Signature]</i> |
| 7       |                              | 7     | Shri.Shinde D.N.     |            |          | <i>[Signature]</i> |
| 8       |                              | 8     | Shri.Lavhate K.L.    | Electrical |          |                    |
| 9       |                              | 9     | Shri.Gavhane T.V.    |            |          |                    |
| 10      |                              | 10    | Shri.Musmade A.V.    |            |          |                    |
| 11      |                              | 11    | Shri.Pandharkar S.R. |            |          |                    |
| 12      |                              | 12    | Shri.Sonawane V.R.   | E&TC       | 27/11/17 | <i>[Signature]</i> |
| 13      |                              | 13    | Shri.Kadu K.J.       |            |          |                    |
| 14      |                              | 14    | Ms.Patekar H.P.      |            |          | <i>[Signature]</i> |
| 15      |                              | 15    | Ms.Darandale M.H.    | IT         |          | <i>[Signature]</i> |
| 16      |                              | 16    | Shri.Pathare R.S.    | Library    |          |                    |
| 17      |                              | 17    | Taade.D.V.           | much       | समय      | <i>[Signature]</i> |



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Dr. Vithalrao Vikhe Patil

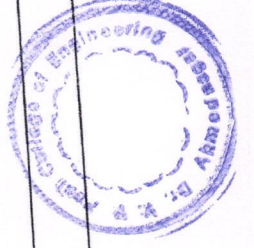
College of Engineering Ahmednagar

OTE College Code: EN-S161

## Training for Computer basic installations and troubleshooting

Date: 02/11/2017

| Day-<br>8th                                                                       | Learning objectives achieved                                        | Sr.No | Faculty Name         | Dept Name  | Remark | Signature |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------|-------|----------------------|------------|--------|-----------|
| ✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓ | formatting &<br>installing<br>of OS on<br>computer.<br>by practical | 1     | Shri.Aher A.R.       | Mechanical |        |           |
|                                                                                   |                                                                     | 2     | Shri.Game G.D.       |            |        |           |
|                                                                                   |                                                                     | 3     | Shri.Shelke Harshad  |            |        |           |
|                                                                                   |                                                                     | 4     | Shri.Dale G.M.       |            |        |           |
|                                                                                   |                                                                     | 5     | Shri.Raut B.K.       | Civil      |        |           |
|                                                                                   |                                                                     | 6     | Shri.Neteke N.B.     |            |        |           |
|                                                                                   |                                                                     | 7     | Shri.Shinde D.N.     |            |        |           |
|                                                                                   |                                                                     | 8     | Shri.Lavhate K.L.    | Electrical |        |           |
|                                                                                   |                                                                     | 9     | Shri.Gavhane T.V.    |            |        |           |
|                                                                                   |                                                                     | 10    | Shri.Musmade A.V.    |            |        |           |
|                                                                                   |                                                                     | 11    | Shri.Pandharkar S.R. |            |        |           |
|                                                                                   |                                                                     | 12    | Shri.Sonawane V.R.   | E&TC       |        |           |
|                                                                                   |                                                                     | 13    | Shri.Kadu K.J.       |            |        |           |
|                                                                                   |                                                                     | 14    | Ms.Patekar H.P.      | IT         |        |           |
|                                                                                   |                                                                     | 15    | Ms.Darandale M.H.    |            |        |           |
|                                                                                   |                                                                     | 16    | Shri.Pathare R.S.    | Library    |        |           |
|                                                                                   |                                                                     | 17    | Tarede D.V.          | mech       |        |           |



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Training for Computer basic installations and troubleshooting

Day-4th

Date: 01/11/2017

| Learning objectives achieved                                                                                   | Sr.No | Faculty Name         | Dept Name  | Remark     | Signature |
|----------------------------------------------------------------------------------------------------------------|-------|----------------------|------------|------------|-----------|
| Operating System<br>Installation Overview<br>Win 7.<br>by slide show.<br>and repairing &<br>diagnosis of same. | 1     | Shri.Aher A.R.       | Mechanical |            |           |
|                                                                                                                | 2     | Shri.Game G.D.       |            |            |           |
|                                                                                                                | 3     | Shri.Shelke Harshad  |            |            |           |
|                                                                                                                | 4     | Shri.Dale G.M.       |            |            |           |
|                                                                                                                | 5     | Shri.Raut B.K.       | Civil      |            |           |
|                                                                                                                | 6     | Shri.Neteke N.B.     |            |            |           |
|                                                                                                                | 7     | Shri.Shinde D.N.     |            |            |           |
|                                                                                                                | 8     | Shri.Lavhate K.L.    | Electrical | Understand |           |
|                                                                                                                | 9     | Shri.Gavhane T.V.    |            | transit    |           |
|                                                                                                                | 10    | Shri.Musmade A.V.    |            |            |           |
|                                                                                                                | 11    | Shri.Pandharkar S.R. | E&TC       |            |           |
|                                                                                                                | 12    | Shri.Sonawane V.R.   |            |            |           |
|                                                                                                                | 13    | Shri.Kadu K.J.       |            |            |           |
|                                                                                                                | 14    | Ms.Patekar H.P.      | IT         |            |           |
|                                                                                                                | 15    | Ms.Darandale M.H.    |            |            |           |
|                                                                                                                | 16    | Shri.Pathare R.S.    | Library    |            |           |
|                                                                                                                | 17    | Tarede D.V.          | mech       |            |           |



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**Training for Computer basic installations and troubleshooting**

Day- 2nd

Date: 26/ 10 /2017

| Learning objectives achieved                                           | Sr.No | Faculty Name         | Dept Name  | Remark       | Signature |
|------------------------------------------------------------------------|-------|----------------------|------------|--------------|-----------|
| 1) Computer Hardware parts Information & troubleshooting;              | 1     | Shri.Aher A.R.       | Mechanical |              |           |
|                                                                        | 2     | Shri.Game G.D.       |            | समझा         |           |
|                                                                        | 3     | Shri.Shelke Harshad  |            |              |           |
|                                                                        | ✓4    | Shri.Dale G.M.       |            | सिद्द संशोधन |           |
| 2) Computer Assembling and Information & function of each part in cpu. | ✓5    | Shri.Raut B.K.       | Civil      |              |           |
|                                                                        | ✓6    | Shri.Neteke N.B.     |            | सिद्द संशोधन |           |
|                                                                        | ✓7    | Shri.Shinde D.N.     |            |              |           |
|                                                                        | ✓8    | Shri.Lavhate K.L.    |            | Understand   |           |
| 3) Input/output devices information.                                   | 9     | Shri.Gavhane T.V.    | Electrical |              |           |
|                                                                        | 10    | Shri.Musmade A.V.    |            |              |           |
|                                                                        | 11    | Shri.Pandharkar S.R. |            |              |           |
|                                                                        | ✓12   | Shri.Sonawane V.R.   |            | सिद्द संशोधन |           |
|                                                                        | 13    | Shri.Kadu K.J.       | E&TC       |              |           |
|                                                                        | 14    | Ms.Patekar H.P.      |            |              |           |
|                                                                        | ✓15   | Ms.Darandale M.H.    | IT         |              |           |
|                                                                        | 16    | Shri.Pathare R.S.    |            |              |           |
| 17) Tarade D.V.                                                        |       |                      | Library    | Understand   |           |
| 18) Talade D.V.                                                        |       |                      | much       | सिद्द संशोधन |           |



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**Training for Computer basic installations and troubleshooting**

Date: 25/10/2017

| Day- 1st                                                                                          | Learning objectives achieved | Sr.No | Faculty Name         | Dept Name  | Remark             | Signature          |
|---------------------------------------------------------------------------------------------------|------------------------------|-------|----------------------|------------|--------------------|--------------------|
| <p>Introduction about training by Dr. Director sir. &amp; overview of training by glide show.</p> |                              | ✓ 1   | Shri.Aher A.R.       | Mechanical |                    | <i>[Signature]</i> |
|                                                                                                   |                              | ✓ 2   | Shri.Game G.D.       |            |                    | <i>[Signature]</i> |
|                                                                                                   |                              | ✓ 3   | Shri.Shelke Harshad  |            |                    |                    |
|                                                                                                   |                              | ✓ 4   | Shri.Dale G.M.       |            | 27/10/17           | <i>[Signature]</i> |
|                                                                                                   |                              | ✓ 5   | Shri.Raut B.K.       | Civil      |                    | <i>[Signature]</i> |
|                                                                                                   |                              | ✓ 6   | Shri.Neteke N.B.     |            | <i>[Signature]</i> | <i>[Signature]</i> |
|                                                                                                   |                              | ✓ 7   | Shri.Shinde D.N.     |            |                    | <i>[Signature]</i> |
|                                                                                                   |                              | ✓ 8   | Shri.Lavhate K.L.    | Electrical | Understand         | <i>[Signature]</i> |
|                                                                                                   |                              | ✓ 9   | Shri.Gavhane T.V.    |            | <i>[Signature]</i> | <i>[Signature]</i> |
|                                                                                                   |                              | ✓ 10  | Shri.Musmade A.V.    |            |                    | <i>[Signature]</i> |
|                                                                                                   |                              | 11    | Shri.Pandharkar S.R. |            |                    | <i>[Signature]</i> |
|                                                                                                   |                              | ✓ 12  | Shri.Sonawane V.R.   | E&TC       | <i>[Signature]</i> | <i>[Signature]</i> |
|                                                                                                   |                              | ✓ 13  | Shri.Kadu K.J.       |            |                    | <i>[Signature]</i> |
|                                                                                                   |                              | ✓ 14  | Ms.Patekar H.P.      | IT         |                    | <i>[Signature]</i> |
|                                                                                                   |                              | ✓ 15  | Ms.Darandale M.H.    |            | Understand         | <i>[Signature]</i> |
|                                                                                                   |                              | 16    | Shri.Pathare R.S.    |            |                    | <i>[Signature]</i> |

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Tarede D.V.

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*[Signature]*  
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