

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

MITAOE adopts standard established systems and procedures for maintaining the physical, academic and support facilities for laboratory, library, sports complex, computers, and classrooms etc. which are mentioned in the “Quality System” of every department.

Every department is allocated separate budget for repairs and maintenance. In case of IT infrastructure related equipment, we have an in-house technical team, which takes care of all technical issues. In every Laboratory, Lab Assistants are also trained for primary level error detection. MITAOE Lab assistant are proficient in testing and resolving basic faults. In case, the fault does not get resolved at their level it is reported to the System Department. Systems Department’s technical team solves the problem. System department retains a few regular components/devices in stock for the emergency replacements. If, the fault is related to Mother Board – Component level or in case any functional board needs to be replaced, the equipment is sent for repairs to experts outside the campus. IT Network Infrastructure is maintained by the Systems Department itself. MITAOE has Dell NSA 4600 Sonic firewall, and Cisco Based Switches and Cisco based Access points WIFI Controllers in the Network.

MITAOE has a Sports Ground, indoor games facility and a well-equipped Gym which is maintained and upgraded by the Sports Director. Central Library has ample number of books and online resources, which are continuously updated in terms of latest books, journals, e-resources and digital library. Central library follow the standard procedure as per the Quality system manual. Central Library equipment’s and premises are cleaned and maintained by the library peons and housekeeping staff on a daily basis, apart from it, regular pest control is also conducted throughout the campus on regular intervals.

The classroom schedule and assignment of the classroom is decided by the time table committee, headed by the Dean Academics and Director. In addition the school deans and timetable committee decided the allocation of the laboratories according to necessity in accordance to the time table in such a manner that will ensure maximum utilization without any problems. These classroom are well kept by the housekeeping department and technical support in terms of projector’s etc. is given by systems department. Laboratories are cleaned by the school Peons and Housekeeping staff and equipment’s are well maintained by the Lab Assistance through regular check-up and upgrade.

Summary of IT Infrastructure

Sl. No.	Name of Particulars	Period From	Period To
01.	Internet Lease Line 250 Mbps Link	29 -08-2019	28-11-2019
		01-11-2019	31-01-2020
		01-12-2019	29-02-2020
		01-03-2020	31-05-2020
		01-05-2020	31-07-2020
02	Complaint Register (Sample Complaints)	14-06-2019	18-06-2019
		22-08-2019	10-09-2019
		19-09-2019	25-09-2019
		24-07-2019	25-07-2019

Date: / / 20				Date: / / 20			
MON TUE WED THU FRI SAT SUN				MON TUE WED THU FRI SAT SUN			
Sr. No.	Date	Name of person	Dept.	Contact No.	Complaint/Action	Taken Action	Resolved Y/N. Sign.
1	14/6/19	Mahesh marak	lib.	1033	Projector Not working properly.	checked setting and	yes 2
2	14/6/19	SSK	Internet	1023	Technical Support	Given Techni- cal Support.	Y Chai
3	17/6/19	Jachin Shinde	Mech.	8888969631	want to install laptop Hard disk	Install Laptop Hard disk. -Hp. Laptop.	Yes. June 1
4	17/6/19	Pinxitam	Acct.	1040	Computer Date Time Not change automatically.	checked, but Not showing Issue	under observation.
5	17/6/19	Yogesh Bhagat	Acct.	1040	Adobe Acrobat Writer and ms-office activation Issue.	Activated ms-office, and Reinstall Ab. writer.	Yes. [Signature]
6	18/6/19	SSK	Internet	1023	Want Technical Support.	provided Tech- nical support. Serve Data Management.	Y

Complaint Register Systems Department

Date: / / 20				Date: / / 20			
MON TUE WED THU FRI SAT SUN				MON TUE WED THU FRI SAT SUN			
Sr. No.	Date & Time	Name of faculty Staff/ student.	Description of the problem.	Complaint/Action	Taken Action	Resolved Y/N. Sign.	Remarks
	24/7/19 8:30 AM	Mrs Shilpa Khasat Mech Engg.	Replacement of faculty SMPs. of computer.	M.G. Asme	New SMPs is installed in the CPU system & checked.	24/7/19 9:00 AM	
	24/7/19 8 AM	Nilesh Lokhande	Can not Access the Facebook website.	Mrs. Asme	Access allowed to the IP. Address 172.16.2.171. in Firewall.	24/7/19 9:30 AM	[Signature]
	25/7/19 8:45 AM	Mr. Phulchand Gochade - HR	HP-1020 Printer is not working.	M.G. Asme	Printer cartridge was not fixed properly. Installed the Cartridge correctly.	25/7/19 8:50 AM	[Signature]
	25/7/19 9:00 AM	Mrs. Mangare Madam HR	Canon 4820 D printer gives faint printouts & some copies.	M.G. Asme	Cartridge tone needs refilling. changed the cartridge & resolved the problem.	25/7/19 9:15 AM	2
	25/7/19 10 AM	Mrs. Minudule Admission officer	HP Network printer is not working properly.	M.G. Asme	Tested the printer. Printer was very old (More than 12 years) HP 1020 Printer installed on its place.	25/7/19 10:30 AM	[Signature]
	25/7/19 12:00	Prof R. P. Bogye ENTIC,	Dell-3542 Laptop OS is not booting properly.	M.G. Asme	Hard disk C partition was having 330 MB sectors. Reformatted & OS installed.	25/7/19 12:30 PM	[Signature]

Date: / / 20					MON TUE WED THU FRI SAT SUN				
S. No.	Date	Name of Person	Dept.	Contact No.	Complaint/Problem	Taken Action	Probs. Solv. Y/N	Sign.	
1	22/8/19	Shaitesh Gurav	ENTC	1240	Computer Not working	Ram Reinstalled	Y	AS	
2	26/8/19	Pranmod P. Kothurike	MECH	9067033745	Computer Display with Not wor.	Yes. Now its work	Y	AS	
3	29/8/19	Mr. Bhoskere.	Civil		-king	Reconfigured Router.	Y	AS	
4	29/8/19		Civil		one CPU is	processor	Y	AS	
5	-	Venketesh Korad.			Not working.	Issue.	Y	AS	
6	04/09/19	Dr. Anand G. Kanagase	Chemical	9082439051	Hard disk of laptop not recognize	Reinstall H20.	Y	AS	
7	09/09/19	Shankar Waghmare	Civil	9583289122	Internet Not Working	Install New	Y	AS	
8	09/09/19	Sitararam Sargawade	Civil	993592620	Comm not working	Switch. and	Y	AS	
9	09/09/19	Nikhil Bhoskare	Civil	9021331664	Internet not working	Reconnecting Some Cables.	Y	AS	
10	09/09/19	Shaitesh Gurav	ENTC	1240	Printer Not working on one Computer.	Install New Setup.	Y	AS	
11	09/09/19	Ramesh Ghuge	Mech.		Printer Not wor.	Reinstall Printer Drivers	Y	AS	
12	09/09/19	Ramesh Ghuge	Mech.		with Not work.	with wire wire	Y	AS	
13	10/09/19	Sandip B. Nikam	SIS	9922910392	-ing.	connect to switch	Y	AS	
14	10/09/19	Mrs. Garma madam	SIS	1045	Printer connectivity	Sharing printing	Y	AS	
15	10/09/19	Sanjiv Ransakar	ENTC	1090	Computer Slow	Servicing and change some setting	Y	AS	
					Computer Not Start	BIOS Reset	Y	AS	
					-ed.		Y	AS	

Complaint Register IT system department

Date: / / 20					MON TUE WED THU FRI SAT SUN				
SR No	Date	Name of the Person	Dept	Contact	Complains/Problem	Taken Action	Problem Solv. Y/N.	Signature	
1	17/09/19	Vikas Singh	T&D	9922684728	Paper jam in Printer	Removed jam papers	Y	Singh	
2	19/09/19	Munise madam	HR	1019	Printout Not coming	Removed Jam paper from Printer.	Y	Batter	
3	23/09/19	wifi connection problem	Civil		No connection	Reconnect LAN cable.	Y	V. Jh	
4	24/09/19	Nandini Phulpagar	SHE	1214	C. Drive space full	Shifted C drive data another drive	Y	HR	
5	24/09/19	Rajesh V. Kulkarni	Library	1033	Internet not working on Desktop.	Add IP address in server option.	Y	Kulkarni	
6	24/09/19	Dhanesh Ranjekar	ENTC	1090	Computer Not starting	Motherboard Not working	Need to be Repaired	AS	
7	24/09/19	Viraj Nadav	Comp.	8857882527	LAN port is not working	Need Repaired.	Y	AS	
8	25/09/19	Sonawane Arinash	MS	8796351245	Printer not working	Paper Jam issue	Y	AS	
9	25/09/19	Gurav. S.L.	SEE	8082610294	PC Dead.	Reassembly computer	Y	AS	
10	25/09/19	Sahsh Gajbiv.	ESic.		windows Not Activated.	Try to activate by key and crack. but N. Activated.	Y	AS	
						Need to Reinstall	Y	AS	

Indoor/outdoor games and Gym



KABBADI



BELL GAME



BASKETBALL



FOOTBALL



GYMNASIUM

Summary of Library Resources

Statistics of library resources

Sl.No.	Particulars	
01	Total no. of Books	Title-11090 Volume-48517
02	No. of Periodicals	Magazine - 32 Journals -85
03	E-books	6502
04	CD-ROM	5281
05	Project Reports	1088

Library Books Purchased for the year 2019-2020

Sr. No.	Branch	PO No.	Bill No.
1	Computer	76/19-20	76211, 76252, 76592, 76597, 76640, 76738, 76897, 77141
		80/19-20	76215
2	Electronics	70/19-20	76197, 76232, 76263, 76327, 76634, 76789, 76883, 76997
3	E&Tc	70/19-20	76198, 76233, 76264, 76323, 76594, 76969, 76735, 76884
4	Chemical	71/19-20	76202, 76230, 76255, 76326, 76627
5	Mechanical	74/19-20	76209, 76250, 76329, 76591, 76595, 76638, 76736, 76885, 76895, 76995
		78/19-20	76213, 76253
		122/19-20	76328, 76376, 76739
		123/19-20	76377, 76599
6	IT	77/19-20	76212, 76598
		81/19-20	76216
7	Civil	75/19-20	76210, 76214, 76251, 76330, 76556, 76596, 76639, 76737, 76886, 76896, 77140, 78076
8	Humanity & Engg. Sc.	69/19-20	76203, 76247, 76254, 76590, 76593, 76626, 76794, 76996
9	Design	94/19-20	76217
10	General	Cash Purchase	5479

Library e-resources for the year 2019-2020

Sl. No.	Name of Particulars	Period From	Period To
01.	IEEE ASPP & POP ONLINE	01-Jan-2020	31-Dec-2020
02	DELNET Membership	22-Oct-2019	21-Oct-2020

Print journals purchased for the year 2019-2020

Sr. No.	Name of Particulars	PO No./Outward no.	Period
1	I-manager Publications	PO No.284/2019-20	Jan to Dec 2020
2	Serials Publications	187/19-20 dated 01/10/2019	Jan to Dec 2020
3	Research India Publications	PO No. 188/19-20 dated 07/09/2019	Jan to Dec 2020
4	IETE	MITAOE/LIB/SUB-01/2020/1290	Jan to Dec 2020
5	Springer Nature India Pvt Ltd	PO No.285/19-20 dated 23/01/2020	Jan to Dec 2020
6	SRD Solutions	PO No. 286/19-20 dated 23/01/2020	Jan to Dec 2020

House Keeping and Pest Control

Sl. No.	Name of Particulars	Period From	Period To
01.	Pacific Integrated Services	01-Apr-2019	31-Mar-2020
02	Bombay Pest Control Services	01-Apr-2019	31-Mar-2020

Sr. No. Date	Description with Ref. No.	Qty	Problem Detected	Repairing Details	Repairing by	Roll No & Charges	Remarks
38 11/01/2019	DPCM Kit ENTC/COMM/6/18/14	01	Dead Set	X'men healthy, 2012	Replugging X'men	In house	OK
39 14/01/2019	PCM Kit ENTC/COMM/5/14/14	01	Short Out	Main cord port problem	Shorted C	In house	OK
40 16/01/2019	Line Coding Kit ENTC/COMM/20/46/08	01	Dead Set	X'men healthy, 2012 20/74/14, 4612	Shorted C	In house	OK
41 17/01/2019	Patch Cord & ENCL Cords	05	Dead	Resoldering	Shorted C	In house	OK
42 25/01/2019	CDMA Kit ENTC/COMM/28/48-6	01	Dead Set	M/S. faults connecting directions	Shorted C	In house	OK
43 31/01/2019	Prog. Resp. of Opt-Rx. ENTC/ACL/2/8	01	Rx part is not working	IC 741 fault now it's OK	Shorted C	In house	OK
44 26/3/2019	Antenna Kit Stepper Switch	01	Not working properly	Proper connecting & viewing of IC	Shorted C	In house	OK
45 22/08/2019	Sampling Kit Comm/19/45/10	01	CLK. missing	By checking & servicing kit is OK	Shorted C	In house	OK

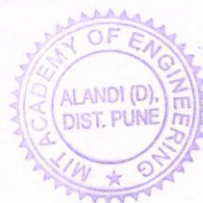
Maintenance record of Laboratories


Sr. No.	Name of the Student Faculty / Staff	Class Designation	Comp No / Kit No	Suggestion/ Complaints	Signature Date	Action Taken with Signature & Date
20	Mrs. Mayura Kulkarni	Asst. Prof.	H2/05/15/03	To check the kit whether it is working or not working.	Decision 31/12/20	Opened the kit observed carefully tested each terminal of IC socket and required voltage working well tested OK Shude 31/12/20
21	Mrs. Mayura Kulkarni	Asst. Prof.	1) H2/05/15/11 2) H2/04/21/01 3) H2/05/15/04	To check the kit whether it is working or not working	Decision 31/12/20	Open the kits and observed carefully tested each terminal of IC socket and required voltage working well tested OK Shude 31/12/20

DEAN
 School of Computer Engineering
 & Technology
 MIT Academy of Engineering
 Alandi (D.), Pune-412 105.

SRNO	Date	Problem	Action Taken	Sign
22	20/7/15	SRIPS Repair of Hard disk failure (CRD 14002)	Inform system Admin (under process of Purchasing)	QR
23	29/7/15	printer problem (rubber change)	under process	QR
24	26/9/19	Plotter Repair cutting & head problem	Purchasing & Repairing done on 2/9/19	QR

Maintenance record of Laboratories




 Director, Head of Institute
 IQAC, (Chairman)

DIRECTOR
 MIT Academy of Engineering
 Alandi (D), Pune-412105.