

**NAAC CRITERIA 04: Infrastructures and learning resources**

**DOCUMENT CODE: 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.

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Complaint no. 248  
Institute of

Pharmacy

Ground Floor to  
2nd Floor

Civil

**From:** hemant nikam <hemantn\_iop@bkc.met.edu>  
**Sent:** 18 January 2021 11:56  
**To:** maintenance@bkc.met.edu  
**Cc:** principal\_iop@bkc.met.edu  
**Subject:** Urgent Breakdown Report (Pharmacy)

Sir,

In MET's Institute of Pharmacy,  
**Kindly do servicing of all Water Coolers (Qty.- 03)**

**Location:** Ground Floor, 1st Floor and 2nd Floor.  
and Water Cooler on the 2nd floor is not Working properly.  
Kindly do the needful as soon as possible.

Thanking you,

Reporting Person  
Mr. Gautam A. Gaikwad  
9595995599

work done  
20/1/21

Shri. Khairao  
do needful  
Gaikwad

Gautam  
20/1/2021  
Gautam A. Gaikwad  
JOP  
work done

OK

Work Complete  
SR

Complaint no. 249  
Institute of

EdP dept.

Civil

From: EDP Department <edp\_helpdesk@bkc.met.edu>  
Sent: 18 January 2021 13:46  
To: maintenance@bkc.met.edu  
Cc: saching\_iit@bkc.met.edu  
Subject: UPS Connection

Pharmacy  
2nd floor

Dear Sir,

जुने UPS सल्लाह दी कडून नविले UPS  
सल्लाह रान 2 pole MCB मध्ये जोडून दिले.

With reference to the above subject we required UPS connection in Instrument Lab, 2nd floor, pharmacy building, as UPS in instrument lab is under repair.

Kindly do the needful at the earliest.

Regards,

Deepak Vadnere  
EDP Dept

Shri. Dhruv  
do needful  
[Signature]

work done OK  
Rajgum  
18/1/21

OK

Work Completed  
Bh

Complaint no (221)  
Institute of

Pharmacy  
Ground floor

Civil

From: Gautam Gaikwad <gautam.met.bkc.iop@gmail.com>  
Sent: 08 January 2021 11:46  
To: maintenance  
Cc: sanjayjk@rediffmail.com  
Subject: bulb Not Working in the admin office

Respected Sir

This is to inform you of one bulb Not Working in the admin office.  
Location : Admin office Ground Floor.

Work done OK

Page  
13/1/2021

Use, 18W PL Tub = 1 ✓ No

...  
Thanking You

Gautam Arun Gaikwad,  
MET's Institute of Pharmacy,  
Bhujbal Knowledge City,  
Adgaon, Nashik-03  
+91-9595995599

Gaikwad

Complaint no. 218  
Institute of

Pharmacy  
(Ground Floor)

Civil

From: Gautam Gaikwad <gautam.met.okc.iop@gmail.com>  
Sent: 07 January 2021 10:30  
To: maintenance  
Cc: sanjayk@rediffmail.com  
Subject: Water Cooler is Not Working

Respected Sir

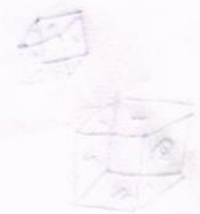
This is to inform You that Water Cooler is Not Working kindly do the needful.  
Location : Ground Floor.

...  
Thanking You

Gautam Arun Gaikwad,  
MET's Institute of Pharmacy,  
Bhujbal Knowledge City,  
Adgaon, Nashik-03  
+91-9595995599

*Work done*  
*Shri. Khairao*  
*do needful*  
*Shrikand*

*work done*  
*Shri. Khairao*  
*do needful*





Complaint no. 237  
Institute of

(B)

Pharmacy  
(2nd floor)

Civil

From: Vaibhav Gangurde <vaibhavgangurde12@gmail.com>  
Sent: 13 January 2021 12:00  
To: maintenance@bkc.met.edu  
Subject: civil complaints

R, sir

- 1) Tube light is not working properly from in M pharm lab pharmacology Second floor, to argent basis for NACC comity.
- 2) New Pharmacology Lab Electric switches required
- 3) one tab repairing in pharmacology lab first Floor
- 4)

Thank you.

ok  
V.S.G.

vaibhav gangurde  
996884377

Shri. Khatmgar  
do need  
Shankar

work done  
received

(B)

Civil

Pharmacy  
1st floor

**From:** Gautam Gaikwad <gautam.met.bkc.iop@gmail.com>  
**Sent:** 08 January 2021 11:52  
**To:** maintenance  
**Cc:** sanjayk@rediffmail.com  
**Subject:** carpenter for wall mounting

This is to request you kindly arrange a carpenter for wall mounting the foam -sheet board.  
at the first floor IOP.

...

Thanking You

Gautam Arun Gaikwad,  
MET's Institute of Pharmacy,  
Bhujbal Knowledge City,  
Adgaon, Nashik-03  
+91-9595995599

work done  
Gautam Gaikwad  
208  
21/01/2021

Civil

From: kishor Ahire <ahirekishord@gmail.com>  
Sent: 20 January 2021 12:23  
To: maintenance@bkc.met.edu; Dinesh Rishipathak; sanjayjk@rediffmail.com  
Subject: Brake down report

Dear sir

This is to kindly request you that our Institute of pharmacy B Pharm Chemistry UG Lab following maintenance is required .

1) POC-II UG Lab ,Practical working table platform wardrobe Door out of the frame & door hinges are not working ,some door are Damage so

Kindly request that we do the needful for us as early as possible because NAAC Committee will be coming on the month of feb 2021.

Thanking you

your truly

K. D. Ahire  
IOP ,CHEMISTRY UG LAB

work done  
for  
21/1/2021

→ wardrobe  
2 doors in complete work  
remaining the complete  
21.1.2021



293-B

Complaint no.  
Institute of

Pharmacy  
Library

Civil

**From:** nitin bhamare <nitinbhamare2010@gmail.com>  
**Sent:** 05 February 2021 13:07  
**To:** Maintenance Department  
**Cc:** Principal Sir  
**Subject:** work for IOP library

Dear sir, repair for library cupboard door, library journal rack, library window lock & electric board repair urgently for NACC purpose.

with regards,  
Bhamare N. R.

Sir, what is no  
do needful

*(Signature)*

मार्फत विद्यार्थी

work done  
*(Signature)*

→ library windows lock & cupboard lock  
Repairs *(Signature)*  
08/02/21

2nd floor  
Pharmacy

## Civil Maintenance

**From:** Jitendra Bhalerao <jitendrab\_iop@bkc.met.edu>  
**Sent:** 10 October 2022 15:22  
**To:** maintenance@bkc.met.edu  
**Subject:** Regarding gas pipeline leakage problem

Sir  
Gas pipeline of M.Pharm QA lab 202 of second floor of Pharmacy having leakage problem.

please do the needful.

Sidharth Kharat  
MET IOP

Shri. Sakal check & do  
the needful on priority

  
10/10/22



Mandeem

Civil 407 10/12/2022

Complaint No.  
Institute of

1st floor  
Pharmacy

**Civil Maintenance**

**From:** Deepak Nikam <deenik610@gmail.com>  
**Sent:** 05 December 2022 13:40  
**To:** maintenance  
**Cc:** nilima thombre  
**Subject:** Maintenance and repairing regarding Gas Burners.

Respected sir,  
This kindly informs you that we have replaced Six rubber tubes for gas burners and need servicing for all 32 burners for next practicals in regular schedules.  
And also do the servicing for 3 high pressure burner assemblies and avoid leakage of gas in the lab and avoid the accident in the lab.

*Shri. Subalal check if  
do the needful as  
per discussion.*

Location:-  
109 (Pharmaceutics -I Lab)  
Institute of Pharmacy  
MET, BKC.

Do the needful

Thanking You

Deepak Nikam  
7020590922

*[Signature]*  
5/12/22

*[Signature]*

*Recd  
[Signature]  
05/12/2022 (13-50)*

239  
B

Pharmacy  
2<sup>nd</sup> floor

Civil

From: eknath\_shinde@rediffmail.com on behalf of eknath shinde  
<eknath\_shinde@rediffmail.com>  
Sent: 13 January 2021 14:37  
To: maintenance  
Subject: Fw: Regarding Faulty and damaging locks of Cupboard

Dear Sir,

As per above subject in Pharmacy Institute, M.Pharm Chemistry Lab (203) having lot of cupboards with damaged and Faulty locks. M.Pharm students require the Separate Cupboard with proper lock. Kindly Replace or Repaired the Faulty and damaged locks as early as possible.

Thanks & Regards,  
E.S.Shinde  
IOP, METs, BKC.  
Nashik-03

//

work done  




Pharmacy  
1st & 2nd floor

**Civil**

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**From:** eknath\_shinde@rediffmail.com on behalf of eknath shinde  
<eknath\_shinde@rediffmail.com>  
**Sent:** 13 January 2021 14:36  
**To:** maintenance  
**Subject:** Regarding Lab Maintaince

Dear Sir,

kindly go through the below mention lab wise maintaince.

PC Lab (1st Floor)	5 Water Tab And 4 Tube Light
M.Pharm Chemistry Lab (2nd Floor)	5 Water Tab And 2 Tube light
PC-3 Lab (2nd Floor)	1 Fan And 2 Tube Light

Kindly Repair All the Equipment as on Priority Base.

Regards,  
E.S.Shinde  
IOP,METs,BKC,  
Nashik

OK

Umesh Chavhan  
B

Complaint no 242  
Institute of

Pharmacy  
2nd floor

Civil

From: Jitendra Bhalerao <jitendrab\_iop@bkc.met.edu>  
Sent: 15 January 2021 11:08  
To: maintenance@bkc.met.edu; moreshwarp\_iop@bkc.met.edu  
Subject: Electric socket problem

one electric socket is break at 202 QA dept in pharmacy.

j b bhalerao / vishal dubakwad  
MET IOP

→ 15A MCB - <sup>UL</sup> HISM 20201 - 0201V  
→ 16A MCB <sup>UL</sup> HISM 20201 - 0201V

Shri Bhupesh  
do need full  
Bhalerao

① Padman  
② 15A 20201 - 0201V  
③ 16A MCB <sup>UL</sup> HISM 20201V

WORK DONE  
Padman  
02/02/21

Vishal Dubakwad  
Vishal  
11/02/21

Period

1131

Ground floor  
Pharmacy


Civil Maintenance

**From:** Rohan Ahire <rohana\_iop@bkc.met.edu>  
**Sent:** 28 September 2022 08:21  
**To:** maintenance@bkc.met.edu  
**Subject:** For removal of banner attached on the wall of MET IOP staff room

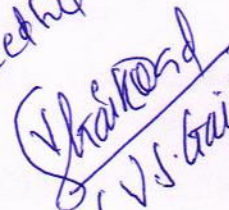
Respected Sir/madam  
Greetings!!!

As per cited subject mentioned above, all staff members from MET IOP are suffering from ventilation problems due to banner attached on the wall of the staff room during SAHITYA SAMMELAN (KUSUMAGRAJ). So I request you to remove it ASAP for smooth ventilation.

Work done

  
R. V. Shelke

Shri. Subhal  
do needful

  
(V. S. Gaikwad)

Complaint no. 26  
Institute of

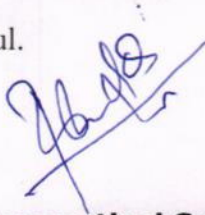
D. Pharmacy  
(3<sup>rd</sup> floor)

Civil

From: Principal IODP <principal\_iodp@bkc.met.edu>  
Sent: 09 July 2020 13:53  
To: maintenance@bkc.met.edu  
Subject: Water leakage from AC Unit (Principal Cabin)

Dear Sir,

Kindly depute the concerned staff to do the needful.



--  
**Dr. M. Rizwan N. Shaikh**  
**M. Pharm (Pharmacognosy), PhD (Pharmaceutical Sciences)**  
**Principal**  
**MET's Institute of D. Pharmacy, Bhujbal Knowledge City, Nashik - 03**  
**MSBTE Code: 1798, DTE Code: 5442**

3 FI machine check  
to air bokeh.  
clean green  
parts working  
Def. ok.  
9/7/20

Shri-Bhujbal  
do needful  
Shaikh



Civil

Pharmacy

1st floor

From: Deepak Nikam <deenik610@gmail.com>  
Sent: 30 June 2020 10:31  
To: maintenance  
Cc: nilima thombre  
Subject: Door lock problem

Dear sir,  
This is kindly informed you at Pharmaceutics lab - I (109) In the institute of Pharmacy having trouble locking and opening the door. Door lock and key having problem.

Please do some needful

Thanking You  
Deepak Nikam  
7020590922

Contact person:- Mr. Kharat S. K.

6167

Shri. Bhatnagar  
do needful  
Shrikant

OK  
~~Handwritten signature~~

30/06/20

work done  
for  
Shri. Bhatnagar  
30/6/2020

सर्वप्रथम शाखातील नवीन डोरलाक बांधण्यात आला.  
आप.

Pharmacy  
1st floor

Civil

From: eknath\_shinde@rediffmail.com on behalf of eknath shinde  
<eknath\_shinde@rediffmail.com>  
Sent: 22 June 2020 14:16  
To: maintenance  
Subject: Fw: Regarding removable door of cup board

Dear Sir,

With respect to the above subject In Pharma.Chem Lab on first floor (103) Total three cup boards door remove from cupboard due to the improper fitting or damaging screw .Kindly repair all the cupboards door as early as possible .

Thanking you.....

Regards,  
E.S.Shinde  
IOP,METs,BKC.

work done  
for  
23/6/2020  
Mr. Dhalsao  
to need  
Shinde

OK  
Eknath  
23/06/2020

OK

Work complete

Complaint no. 192  
Institute of (B)

Pharmacy  
(2nd Floor)

Civil

From: hemantn\_iop@bkc.met.edu  
Sent: 10 March 2020 09:36  
To: Maintenance Department; EDP Department  
Cc: sandeeps\_iop@bkc.met.edu; principal\_iop@bkc.met.edu  
Subject: Breakdown Report (Pharmacy)

11/03/2020  
Dr. S.S. Sonawane

Sir,  
\* लाईव वायरचे PN चे चक्रे कसे 230 Volt हीन  
\* आर्किंग व म्यूटिंग वायरचे चक्रे कसे 1 Volt हीन  
\* आर्किंग व म्यूटिंग वायरचे 230 Volt हीन

In Instrument Room (208, 2nd Floor) of MET's Institute of Pharmacy, Computer allotted to Dr. Sandip S. Sonawane is not working properly.

UPS सलवाय out put चक्रे कसे

As Monitor is blinking continuously, working on it become difficult. It may be system problem or electric supply problem.

OK हीन 235 Volt सलवाय हीन

I whatsapp the blinking monitor video to **Mr. Dnyaneshwar Thakare (EDP Department)** and **Mr. Bhupesh Jagzap (Electric Department)**

I request you, kindly do the needful as soon as possible.

Thanking you,

work done ok

Poojari  
11/3/20

Shri. Bhupesh  
do needful  
Shrikant



Pharmacy ✓  
Library ✓

A  
MET'S BKC IOE Mechanical Department

Civil

**From:** nitin bhamare <nitinbhamare2010@gmail.com>  
**Sent:** 06 March 2020 16:15  
**To:** Maintenance Department  
**Cc:** nitinbhamare2010  
**Subject:** Repair the Library Reading Room Cupboard Lock

Dear sir, repair the library reading room cupboard lock.

with regarding,  
Bhamare N. R.  
Librarian  
MET's Institute of Pharmacy,  
Bhujbal Knowledge City,  
Adgaon, Nashik - 03

work done  
for  
reading room  
14/3/20

Lib. cupboard lock is Rep'd  
dt - 14/03/20  
[Signature]  
14/03/20



OK

4

~~use only~~  
R

Complaint no. Institute of

19

Civil

← Pharmacy  
(2nd floor)

From: hemant nikam <hemantn\_iop@bkc.met.edu>  
Sent: 25 June 2020 13:02  
To: maintenance@bkc.met.edu  
Cc: principal\_iop@bkc.met.edu; sandeeps\_iop@bkc.met.edu  
Subject: Breakdown Report (Pharmacy)

Sir,

Use → ① 40 watt tube Reel = 1 No ✓  
② शक्ति लैंप 40 watt = 1 No ✓

In the Instrument Room (2nd floor) of Pharmacy,

**One tube light is not working properly.**

Kindly do the needful as soon as possible.

Thank you,

Reporting person,  
Dr. Sandeep S. Sonawane

Shri. Bhupesh  
do needful  
~~Shankar~~

work done o/s  
Foggun  
6/27/20

Dr. Sonawane  
6/27/20

Complaint no.  
Institute of

192  
A

Pharmacy  
(2nd floor)

**Civil**

**From:** hemantn\_iop@bkc.met.edu  
**Sent:** 10 March 2020 09:17  
**To:** Maintenance Department  
**Cc:** sandeeps\_iop@bkc.met.edu; principal\_iop@bkc.met.edu  
**Subject:** Breakdown Report (Pharmacy)

Sir,

In MET's Institute of Pharmacy, Pharmaceutical Analysis Lab (210, 2nd floor) **Door Lock is not working properly. and door stopper is break.**

Kindly do the needful as soon as possible.

Thanking you,

Reporting person  
Mr. Amol M. More  
8830570009

work is done,  
Am. More  
18/03/2020.

Shri. Bhalasano  
do needful

Shrikant

work Done  
for  
18/3/20