



Paramhansa Ramkrishna Maunibaba Shikshan Sanstha's
Anuradha Engineering College, Chikhli
Anuradha Nagar, Sakegaon Road, CHIKHLI, Dist. Buldana, Pin-443201 (MS)
Internal Quality Assurance Cell (IQAC)

Systems and procedures for maintaining and utilizing physical, academic and support facilities at AEC, Chikhli

1) Maintenance policies and procedures

Maintenance of laboratories

Equipments and instruments are inspected, serviced and calibrated at beginning of every semester. Stock verification is done at the end of academic session. Following procedure is adopted for repairing of the lab equipments/instruments.

Minor repairs

- Minor repairs and maintenance is carried out at department level with the help of lab assistance. If needed, help of technical persons from other departments/ workshop is sought.
- The bill generated for any expenditure is processed and forwarded through principal/ HoD to account section for final payments.

Major repairs

Procedure

| Sr. No. | Action | Responsibilities |
|---------|--|-----------------------------|
| 1 | HoD submits the application for repairing to principal. | HoD of concerned Deptt |
| 2 | Principal review it and give his approval to work | Principal |
| 3 | After approval from principal, quotations from outside agency/vendors is sought | Store in-charge |
| 4 | Comparative statement is prepared | HoD/ Store in charge |
| 5 | Budget is estimated based selected quotation. Its sanction is sought from management/principal | HoD/ Store in charge |
| 6 | Order is placed | Store in charge |
| 7 | work is carried out | HoD/ Store in charge |
| 8 | Final bill is processed for payment. | Account and finance officer |

Maintenance of computers

Minor repairs

- For minor hardware repairs / replacement of system devices /repairing the system software crash/ network repair etc , HoD orally inform to head of computer department.
- HoD computer, depute the technical persons from his department to rectify the problems.
- All computer repairs activities are recorded in register maintained in computer department.

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- Expenditure incurred for minor purchases required for repairing is submitted through principal to account section for the payment.

Major repairs procedure

| Sr. No. | Action | Responsibilities |
|---------|---|-----------------------------|
| 1 | HoD submits the application to principal. | HoD of concerned Deptt |
| 2 | Principal endorses it and send it to HoD computer | Principal |
| 3 | Quotations from outside agency are sought. | HoD/ Store in charge |
| 4 | Budget is estimated based upon quotation. | HoD/ Store in charge |
| 5 | Its approval is sought from management/principal. | HoD/ Store in charge |
| 6 | Order is placed, work is carried out. | HoD/ Store in charge |
| 7 | Final bill is processed for payment | Account and finance officer |

Maintenance of classrooms

- Cleaning of classrooms and classroom furniture is done through external agency appointed for campus cleaning.
- Repair of classroom furniture is carried out by workshop department on oral / written request from HoD.
- Maintenance of ICT/ smart class equipment, like LCD projector, speakers etc is undertaken by EXTC department. All minor problems are solved immediately by technical persons from the EXTC department.


Civil maintenance

Civil maintenance is headed by civil engineer (maintenance).

For minor civil works like repair of road, doors windows, toilets, bathrooms, plumbing, wall painting etc following procedure is adopted.

| Sr. No. | Action | Responsibilities |
|---------|---|---|
| 1 | Proposal of any civil work requirement is submitted by HoD or concerned in-charge of facility to principal | HoD or concerned in-charge of facility |
| 2 | Principal approves the proposal and instruct to civil maintenance engineer | Principal |
| 3 | Civil engineer (maintenance) estimates the budget. | Civil engineer maintenance |
| 4 | Proposed budget is put before principal/ chairman for sanction. | Principal/ chairman |
| 5 | After sanction from principal/chairman, the civil engineer (maintenance) appoints labour/contractor/agency, purchase the material by standard procedure to complete the work. | Civil engineer (maintenance)/ store in-charge |
| 6 | Bill is generated and processed through the concerned authorities and forwarded through Principal for final payment. | Account and finance officer |

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Electrical maintenance

- Electrical maintenance work is headed by electrical engineering deptt. It consists of faculties, electrical assistants and attendants.
- All electrical repairing and maintenance works are forwarded to electrical engg dept through the principal.
- Minor problems are solved immediately by the persons from electrical deptt.
- For major problems involving higher expenditure, budget is prepared by HoD elect engineering. Approval of budget is sought from chairman/ principal. After approval, vendor/contractor is appointed. After completion of work payment is made as per usual procedure.

Maintenance of library

- Book jacketing, repair, rebinding of damaged books are carried out by library staffs appointed for said purpose.
- Paste control is made frequently to keep insects, termites away from the books.
- Fire extinguishers are inspected frequently to ensure protection from fire.
- Stock verification is done as a part of regular maintenance.

Maintenance of sport facilities

- Indoor stadium is jet washed and vacuum cleaned frequently to remove dust.
- The playgrounds are kept cleaned by sweepers and external agency appointed for campus cleaning.
- Sport pitches are cleaned and rejuvenated regularly.

2) Policies and procedures for utilization of facilities

Laboratories

- Weekly hours shall be allotted to each subject for lab work as mentioned in teaching scheme provided by university.
- A group of 15 to 20 students (one batch) will utilize the laboratories at given schedule.
- Lab assistant and lab attendant have been appointed for each laboratory to assist the students in performing the experiments
- Some equipments/instruments are provided with user manuals. All procedures and safety measures mentioned in user manual should be followed strictly while operating these instruments/equipments.
- Standard procedures for operating the chemicals should be followed strictly.
- Outdated and used chemicals should be discarded / disposed as per pollution control norms.
- Dead stock register shall be maintained in each laboratory.
- All students shall follow the various safety measures and rules displayed in laboratories.


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Class rooms

- All class rooms shall be equipped with all necessary infrastructure required for e-classes
- Lab assistant of respective department shall be responsible for maintenance of all infrastructure of class.
- All class rooms should be neat and clean. Attendants of respective department shall be responsible for cleanliness of classroom. He shall get class rooms cleaned by sweepers appointed.

Computer laboratory

- Central computer laboratory shall be maintained by computer science and engineering department.
- HoD computer science shall ensure optimum utilization of computer laboratory by allotting each slot appropriately to class, staff and students.
- All old, non repairable computers and peripheral shall be handover to EXTC department.
- EXTC department shall ensure its proper disposal as per E waste disposal rules

Library

- Every visitor must sign and mention the time of arrival into register placed on counter.
- Every student must get library card. This card shall be used for issuing the books.
- Cards are not transferable and loss of them must be reported to the issuing agency without delay.
- Before leaving the counter burrower should immediately point out any mutilations in the book to library staff, otherwise burrower shall be held responsible for mutilation of book and he shall require reimbursing the cost of book.
- Fines Rs 2/day will be levied for late returns of burrowed books.
- Numbers of books that can be burrowed by staff and students are as follows

| Category of burrower | Text book | Reference book | Book bank quota |
|----------------------|--------------|----------------|-----------------|
| UG students | 03 | 01 | 03 |
| PG students | 03 | 01 | 03 |
| Faculty | Max 15 books | | |

Loan period for books is as follows

| Category of burrower | Text book | Reference book | Book bank quota |
|----------------------|-----------|----------------|-----------------|
| UG students | 15 | 1 | One session |
| PG students | 15 | 1 | One session |
| Faculty | 90 | 15 | One session |

- The books issued under book bank quota should be returned immediately after completion of university examination.



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Sport complex

The institute's Sports Facilities include the following:

- a) Indoor stadium, containing Badminton court, table tennis court, Gymnasium
 - b) Volley ball courts, basket ball courts.
 - c) Play grounds for Cricket, foot ball, hockey, Kabbadi, Kho- Kho,
 - d) Ground for athletics activities.
- Sport complex is available to all students, all employees of institute and their family member of employees residing in the campus. Students and staff must carry their ID card .Entry may be denied to those not able to produce ID card.
 - Members wishing to play badminton, table tennis should bring their own sporting material (racket , shuttlecock etc)
 - Member should maintain decency and decorum in sport complex. Any misbehavior may lead to expulsion from sport complex.
 - All sports facilities must be treated with care and respect.
 - Any user, who causes deliberate damage to facilities, shall be liable to pay the cost of replacement or repair.
 - Participants must wear appropriate sports clothing for all activities.
 - Food and alcoholic drink must not be brought into any indoor area.
 - Children entering indoor facilities must be fully supervised by an adult at all times.

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