

	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/D/036A Revision: 00	DoI: 02/01/2023	
Internal Correspondence			

4.4.2: Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports

ACA/PR/ 21	Maintenance of Laboratory Equipment		
Rev.: 01 Date: 2-01-2023	Clause: 7.1.3		Page: 01 / 01

Sr. No.	Activity	Owner	Process Output
1	All the Laboratory equipment is verified and checked by the Laboratory in charge or Laboratory assistant at the starting of every semester. Under the same process it is recorded whether it is OK or needs any maintenance or repair and the needful is done through recorded documentation. Routine process of maintenance is carried out for preventive maintenance of equipment like workshop machines etc. Calibration (As applicable) as per plan is also carried out on a timely basis. In case of breakdown, repair the fault internally and / or with the help from external agencies. A record of breakdown maintenance is carried out. Further analysis is done and necessary actions are initiated to eliminate recurrence	Laboratory In charge / Laboratory Assistant	Dead Stock Register
2		Laboratory In charge /Laboratory Assistant	Preventive maintenance schedule
3		Laboratory In charge/ Laboratory Assistant	Equipment History Register
4		Laboratory In charge/ Laboratory Assistant	--
5		Laboratory In charge/ Laboratory Assistant	Equipment History Register
6		Laboratory In charge/ Laboratory Assistant	Corrective Action Report

LIB / PR / 05	Book Preservation		
Rev.: 00 Date: 2-01-2023	Clause: 8.5.4, 9.1.3		Page : 01 / 01
Input	Book		

Sr. No.	Activity	Owner	Process Output
01	Ensure that library book shelf is clean every time so as to avoid the dust accumulation and verify it.	Peon, Library Assistant	--
02	Place naphthalene balls in the book shelf. Carry out the cleaning every day and verify it.	Peon	--
	Internal Stock Verification		

	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/D/036A Revision: 00	DoI: 02/01/2023	
Internal Correspondence			

01	Internal stock verification of books is carry out internally once in year.	Librarian	Stock verification Report
02	Prepare a list of untraceable books.	Librarian	Untraced book report
03	Identify number of books Lost, damaged, and weeded out. Forward the report to higher authority for further actions.	Librarian	Stock verification report and Untraced book report
04	Book which is not available for three consecutive verifications, will be treated as missing. Initiate further action as per directives by higher authorities.	Librarian	--

STU/PR/ 08	Control of Student Property		
Rev.: 01	Date: 2-01-2023	Clause: 8.5.3	Page: 01 / 01
Input	Students Original Documents		

Sr. No.	Activity	Owner	Process Output
01	Assign the responsibilities to control Student property	Principal and O.S.	Admission
02	Student Property & its retention period A. Original- DTE Verification/ 1 year whichever is later. B. Mark sheet:- (SSC, HSC, Diploma Final Year, BE Final Year. C. CET/ JEE/ Gate- Score Card/ Mark Sheet. D. School Leaving/Transfer Certificate (Diploma, HSC, BE) E. Migration Certificate (if applicable) F. Caste Certificate, Cast validity, Non-Creamylayer (if applicable) G. Domicile Certificate, Nationality Certificate. Gap Certificate (if applicable)		
03	Ensure the Submission of the Student property Preserve & check the Student property till the retention period. Decide the action to be taken after its retention period. (Maintain Photocopy & All original certificates & original TC/LC after Retention period)	Students Section Clerk	
04	Data in the computer or Office/ General Register	Students Section Clerk	
06	Enter student details in students General Register; communicate General Register No. After complete of the Course / Cancellation of admission before course duration issue LC/TC	Students Section Clerk	Student Pass out

	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/D/036A Revision: 00	DoI: 02/01/2023	
Internal Correspondence			

EST / PR / 06	Control of Outsourced Activity – AMC		
Rev.: 00	Date: 2-01-2023	Clause: 8.4.2	Page: 01 / 01
Input	Maintenance requirements of available Facilities.		

Sr.	Activity	Responsibility	Stage Out put
1	Decide the processes to be outsourced considering the requirement of Institute. Presently following service is outsourced:	Principal	--
2	Annual Maintenance Contracts of VRIDHI library software, D.G. Genset, R.O. Plant & House Keeping	Office Superintendent	Supplier list
3	Identity the suppliers of outsourcing services, discuss the rates of services and finalize the suppliers.	Office Superintendent	Comparative Statement
4	Prepare list of outsource suppliers and compare the same.	Office Superintendent	Contract for Outsourcing Services
5	Prepare the work order for the outsourced activity and take approval from Principal and Management.	O.S. & Concerned Process Owner	--
6	Call the suppliers as per the need, explain the work to be carried out.	Concerned Process Owner	--
7	Supervise the suppliers' work.	Concerned Process Owner	--
8	Verify the work is done as per the requirements and upto satisfaction.	Concerned Process Owner	--
	Release the supplier's payment for the work done.	Accounts Section	--

Dr.Sunil Thakare

Principal

