



ATHARVA EDUCATIONAL TRUST'S ATHARVA COLLEGE OF ENGINEERING

(Approved by AICTE, Recognized by Government of Maharashtra, NAAC Accredited,
& Affiliated to University of Mumbai - Estd. 1999 - 2000)
Academic Year 2019-20

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Maintenance of resources

a) Equipment and machine maintenance Some of the critical maintenance work are outsourced as per the outsourcing process defined in ISO manual. However regular monitoring and control is the responsibility of maintenance section. During the maintenance if anything is required to be purchased shall be raised through requisition slip.

- i. Records of equipments are maintained in stock registers as specified in Purchase Process
- ii. Equipment's / appliances are serviced periodically or as and when required
- iii. Equipment's like measuring devices are checked / calibrated during servicing
- iv. Servicing is done either by inhouse personnel or by external party or through annual maintenance contract (AMC)
- v. Record of servicing is maintained.
- vi. Records of AMC are maintained in AMC Register.
- vii. Budget of AMC need to be submitted by December 31st of the ongoing academic year by Department / Section.
- viii. Equipment's that are not in working condition and are not repairable are removed from the stock.
- ix. Machines in Machine Shops are maintained and calibrated by the vendor supplying the machine.

b) General maintenance:

- i. Maintenance of A.C. plant is outsourced on AMC and Auditorium, cleaning and maintenance is done by internal staff member and one person from outside.
- ii. Cleanliness & daily maintenance of the interior facility (classrooms, laboratories, hallway, and staircase) is done by Class IV employees of the Institute under the supervision of the Admin Office and surprise check is done by Executive Compliance Officer.
- iii. Cleanliness of toilet blocks and wash room have been done by the in-house employees
- iv. Fire extinguisher is outsourced since refilling of the cylinder is done once in a year.
- v. Maintenance of CCTV is done by the in-house employee and is maintained in coordination through technical person of computer center
- vi. ICT infrastructure is maintained by computer centre personnel.
- vii. Cleaning work is done by floor peon. Other maintenance related issues are attended by carpenter and electrician of the institute subject to the complaint put in complaint register.
- viii. Water tank cleaning is done quarterly and the AMC is maintenance is done by the in-house employee
- ix. Carpentry, plumbing and clerical maintenance is done by the in-house carpenter, plumber and electrician respectively.

The general policy of the Library shall be: Serve all students and faculty of the college. Acquire and make available to all students and faculty of the college such as books, journals, magazines. Acquire the means to provide the most frequently requested material upon demand. Maintain a program of service which locates information, guides reading, organizes and interprets material for students and faculty of various streams, and stimulates thinking and intellectual development in individuals of any age. Strive consistently to discover new methods and improvements for better service for the library's customers. Review regularly these goals of the Library and, if necessary, revise them in the light of new developments.



ATHARVA EDUCATIONAL TRUST'S ATHARVA COLLEGE OF ENGINEERING

(Approved by AICTE, Recognized by Government of Maharashtra, NAAC Accredited,
& Affiliated to University of Mumbai - Estd. 1999 - 2000)
Academic Year 2019-20

The general policy of the Laboratory shall be: Develop an appreciation of the importance of Practical knowledge. Produce scientifically literate young adults Teaching of the experimental method Supplementing the theoretical material covered in the lectures The training of an engineering students follow higher-order learning of the experimental method at the analysis, design and evaluation levels Provide an experimental foundation for the theoretical concepts introduced in the lectures. Familiarize students with experimental apparatus, the scientific method, and methods of data analysis.

The general policy of the Classroom shall be: Entering the room: Enter quietly and politely Lining up: Stand up quietly, push in your chair, take all necessary items; line up without touching others or talking Leaving the room: inform faculty where you are going; not run or play in the hallways or restrooms.

Beginning the day: Enter the room politely, put away your backpack, lunch, turn in your homework, sit at your desk and read alone or do your work silently.

Ending the day: Clean off your desk, leave out your work notebook, pick up any trash within three feet of your desk, stack your chair, wait quietly to be dismissed.

Participating in tutorials: politely find a place to sit where you can do your best learning, listen carefully for new information, raise your hand to speak, do not speak when someone else is speaking.

Obtaining help with assignments: Quietly ask the students at your table for help with directions if you need it,

Getting into work groups: Take all the materials you will need, greet each other, complete the task doing your personal best, make sure each person signs the project, thank the others in your group.

Helping other students: In a cooperative classroom, it is good to help one another, if someone needs help with directions or reading an assignment, help him or her if you are able, if someone needs help with understanding the problem, tell him or her to ask me for help never put down another student who asks for help.

During free time: finish all your pending assignments and homework.

The general policy for the Computers user shall be: User should use any college computer or network facility with proper authorization. User shall knowingly endanger the security of any college computer or network facility, nor will fully interfere with others' authorized computer usage. User shall connect any computer to any of the University's networks unless it meets technical and security standards set by the college administration. All users shall share computing resources in accordance with policies set for the computers involved, giving priority to more important work and cooperating fully with the other users of the same equipment. without specific authorization no one shall use any college computer or network facility for outside business. User do not share any password for any college computer or network facility to any unauthorized person, nor obtain any other person's password by any unauthorized means whatsoever. User can with specific authorization shall read, alter, or delete any other person's computer files or electronic mail. This rule applies regardless of whether the operating system of the computer permits these acts. Users of college computers shall comply with the regulations and policies of mailing lists, social media sites, and other public forums through which they disseminate messages. No one without proper authorization shall modify or reconfigure any University computer or network facility.

The general policy for the sports complex shall be: The facility shall be open on the days and during the hours as established by the sports complex. Areas of the facility may also be closed for scheduled



ATHARVA EDUCATIONAL TRUST'S
ATHARVA COLLEGE OF ENGINEERING

(Approved by AICTE, Recognized by Government of Maharashtra, NAAC Accredited,
& Affiliated to University of Mumbai - Estd. 1999 - 2000)
Academic Year 2019-20

maintenance and repairs. The complex reserves the right to close the facility to hold promotional events and tournaments. using profane language during any and all practice sessions and games is absolutely prohibited. Fields may be closed due to inclement weather (lightning, excessive rain), problems with irrigation, poor drainage of fields, etc. Please help keep the Fields, grassy areas, and parking lots clean for all participants. Please dispose of waste items in the trash cans provided Vehicles and bikes are not permitted on Fields or grassy areas. Please use parking lots provided Commercial advertisements shall not be posted or circulated in the facility nor shall solicitations of any kind be made at the complex. All complaints, criticisms or suggestions of any kind relating to any of the operations of the facility must be in writing, signed and addressed to the sports in-charge.

The general policy for the common room shall be: The common room will be open daily in term-time 9am - 4.45pm Keep the common room tidy at all times Do not leave dirty items in the room. Report all faults or problems to the admin department Users of the common room are considered to accept the terms of use willingly and be responsible for his or her actions. Do not be late for your scheduled classes. normal disciplinary procedures will apply for lateness The common room will be closed if the room is misused or left untidy on a regular basis