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| Marathwada Mitra Mandal's Institute of Technology, Lohgaon, Pune-411047 | | |
| Lab Maintenance & Write-off Policy | | |
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Objective:

The objectives of the Lab **Maintenance and Write-off** committee is to guide and instruct the members to provide a well maintained, clean and safe educational environment for effective Laboratory resource utilization under the Dean-Administration.

Standard Operating Procedure (SOP):

A. Maintenance:

- Ahead of each Academic Year, the committee of Lab Maintenance will initiate the process of preventive maintenance of equipment in the laboratories of all the departments.
- A timeline will be given to lab in-charges to carry out internal inspections to ensure the proper functioning of the instruments/equipment. The record of the same will be maintained by the lab in-charges. Report of the same will be submitted to the maintenance committee. After the inspection, the lab charges will submit a lab readiness report for the upcoming semester.
- The maintenance committee will carry out visits to the different laboratories and validate the lab readiness report.
- If any equipment is not functioning properly, the lab in-charges should call the vendors who provided the equipment. The expenditure for repair/maintenance would be obtained from the vendor. After following regular procedures, the work for maintenance would be carried out.
- If the equipment is found to be non-repairable, a report is obtained from the vendor.

B. Write-Off (Related to Laboratory):

- If any equipment is beyond repair or has lost functional significance, then the procedure for write-off would be initiated.
- The Lab Maintenance process will be followed as above and a report would be obtained from the vendor.
- Committee members will personally check the equipment. After validating the report , the committee members recommend write-off of the equipment.
- Accordingly the recommendations would be obtained from the HOD of the respective department and the Principal.
- Principal would discuss the write-off related issues with the management. After the recommendation of write-off from the management, the process of write-off would be initiated at the college level.

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| Coordinator / Functional Head | IQAC Coordinator | Principal |