



“येथे बहुतांचे हित”

“Techno-social Excellence”

Marathwada Mitra Mandal's Institute of Technology

Lohgaon, Pune-411047

Approved by AICTE | Affiliated to Savitribai Phule Pune University (SPPU)

Accredited with Grade 'A' by NAAC

Vision

To be a premier institute of **techno-social excellence** for the welfare of society

Mision

- ❑ **Integrating** Innovative Pedagogy
- ❑ **Implementing** Entrepreneurship
- ❑ **Promoting** Global Competency
- ❑ **Enhancing** Technology Transfer
- ❑ **Creating** Excellent Human Resource

**POLICY FOR
LABORATORY MAINTENANCE
AND WRITE-OFF**

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	POLICY FOR “LABORATORY MAINTENANCE AND WRITE-OFF”

Laboratory Maintenance and Write-off

1. Preamble

The laboratories of the institution play a vital role in facilitating quality teaching, learning, research, and innovation. To ensure that laboratory facilities remain safe, functional, and conducive to academic activities, it is essential to establish a systematic framework for the maintenance, inspection, repair, and disposal of laboratory equipment. Regular preventive maintenance enhances the operational efficiency and longevity of laboratory assets, while a structured write-off process ensures that obsolete, irreparable, or non-functional equipment is disposed of in a transparent and accountable manner.

This policy establishes the roles, responsibilities, and standard operating procedures for the Laboratory Maintenance and Write-off Committee under the supervision of the Dean Administration. It aims to promote optimal utilization of laboratory resources, maintain compliance with institutional standards, ensure the safety of laboratory users, and uphold financial accountability through a well-defined maintenance and write-off process.

2. Objectives of the Policy

The objectives of the **Laboratory Maintenance and Write-off** Committee are 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.

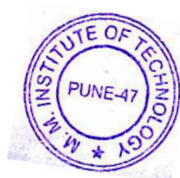
3. Roles and Responsibilities

3.1 Functional Head:

1. Overall coordination of Lab Maintenance & Write-Off Committee.
2. Plan a preventive maintenance schedule before each academic year.
3. Monitor inspection reports submitted by lab in-charges.
4. Consolidate maintenance and write-off reports and submit to Dean (Admin).
5. Ensure policy compliance and coordinate with HODs and Principal for approvals.

3.2 Members:

1. Participate in periodic inspection of laboratories to verify the condition and functionality of equipment and instruments.
2. Assist the Functional Head in monitoring preventive maintenance activities across all laboratories.



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3. Verify laboratory readiness reports submitted by lab in-charges before the commencement of each semester.
4. Identify equipment that requires repair, maintenance, or calibration and recommend appropriate action.
5. Examine equipment reported as non-repairable and validate the recommendation for write-off.
6. Review vendor reports related to equipment repair or non-repairable status.
7. Support the preparation and verification of maintenance and write-off reports.
8. Ensure proper documentation and record maintenance related to laboratory equipment status.
9. Assist in ensuring that laboratories are clean, safe, and properly maintained for effective academic use.
10. Support updating of records in the Departmental Stock Register (DSR) after maintenance or write-off approval.

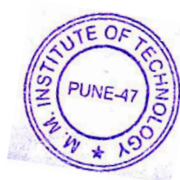
3.3 All Lab In-charges:

1. Conduct internal inspection of lab equipment before semester commencement.
2. Maintain maintenance records and equipment status reports.
3. Contact vendors for repair and obtain repair quotations.
4. Submit lab readiness report to the committee.
5. Identify non-repairable equipment and submit vendor certification.

4. Standard Operating Procedure (SOP):

- **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. The report of the same will be submitted to the maintenance committee. After the inspection, the lab in-charge will submit a lab readiness report for the upcoming semester.
- The maintenance committee will carry out visits to the different laboratories and



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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 proposal for expenditure of 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.

• **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.
- The Principal would discuss the write-off-related issues with the management. After the recommendation for write-off from the management, the process of write-off would be initiated at the college level.

