

AMRUTVAHINI COLLEGE OF ENGINEERING, SANGAMNER
ACADEMICS PROCESS MANUAL

ACAD / PR / 12

Maintenance of Lab equipment

Rev.: 00 Date: 15-06-2017

Clause: 7.1.3

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<i>Input</i>	Lab equipment, Equipment manual
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Sr.	Activity	Responsibility	Stage Out put
01	Codify the lab equipment.	Lab Asst.	Dead Stock Register
02	Determine the frequency and parameters for preventive maintenance of equipment.	Lab Asst.	Preventive maintenance Checklist
03	Carry out the maintenance as per plan and maintain record of maintenance work carried out. Also maintain record of repair / replacement carried out during maintenance.	Lab Asst.	Equipment History card
04	In case of breakdown, repair the fault internally and / or with the help from external agency.	Lab Asst.	--
05	Maintain record of maintenance carried out.	Lab Asst.	Equipment History card
06	At the end of semester, collect the data related to breakdowns, identify major and / or repetitive failure, analyze and initiate necessary actions to eliminate recurrence.	Lab Asst.	Corrective Action Report
07	In case if it is not possible to rectify the fault internally, give intimation to the Principal; seek permission, Obtain a copy of Work order from the Purchase.	HOD	
08	Get the fault attended by the service engineer, take trials to ensure smooth operations, put signature on the bill / service report with specific remark (if any) related to behavior and timeliness in attending the problems.	HOD, Conc. Lab Asst.	

<i>Output</i>	Equipment maintained in good working condition.
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Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Execution of Preventive maintenance	Plan Vs Actual	Plan Vs Actual of Preventive maintenance schedule	Every Semester	Lab. Incharge and Lab. Assistant/ Tech. Assistant	Preventive maintenance checklist
Failure/damage of the equipment/instrument	Number	Number of failures/Number of damaged equipment in a semester	Every Semester	Lab. Incharge and Lab. Assistant/ Tech. Assistant	Equipment History Record
Timely repair of damaged instrument/equipment	Days	Number of days taken to repair	Every Semester	Lab. Incharge and Lab. Assistant/ Tech. Assistant	Review of repair work

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Prior permission for printer repair

अमृतवाहिनी अभियांत्रिकी महाविद्यालय, संगमनेर

ता.संगमनेर, जि.अहमदनगर

नंबर: ०

पुर्व मंजूरी

विभाग:- Elex & Comps Engg

दिनांक:- 19/04/2022

AG/Ex/3816/2021-22

प्रति,

मा मुख्य कार्यकारी अधिकारी

अमृतवाहिनी शेती व शिक्षण विकास संस्था, संगमनेर

विषय: खर्चास/मटेरियल खरेदी/साहित्य खरेदी करण्यास पुर्व मंजूरी मिळणे बाबत..

महोदय,

आमचे विभागाचे खालील मटेरियल/साहित्य खरेदी करावयाचे असुन त्याचा तपशिल खालील प्रमाणे.

अ.न.	तपशिल	संख्या / आकार	अंदाजे खर्च रुपये	शेरा
①	Power Supply	05	7500/-	NBA मांडी
②	CRO	04	7200/-	आवश्यक
③	Function generator	04	5600/-	
एकूण रुपये-			20300/-	

वरील कामासाठी येणाऱ्या अंदाजे खर्च रुपये 20300/- (अक्षरी रुपये Twenty thousand three hundred.) पुर्व मंजूरी मिळण्यास विनंती.

आपला विश्वासू

(नाव: Kanawade M.T.)

विभाग प्रमुखांचा शेरा	स्टोअर विभागाचा शेरा	परचेस विभागाचा शेरा
Respected Sir, Kindly allow for repair of Instruments	Sir, वरीलप्रमाणे मटेरियल स्टोअरमध्ये शिल्लक नाही	मा.श्रीर वरीलप्रमाणे इन्व्हेन्मेंट NBA करीना मांडीसिंग व रिपेअरिंग करीना मै. अनुपम एन्ज्नी, पुणे यांचे प्रत्येक ड्राईव्ह 3302/दि. 31/3/22 चे द्याप्रमाणे रिपेअरिंग व सही:- मांडीसिंग करुनेस मंजुरी घेईल ही प्रिगेन
सही:- 14/4/22	सही:- Shattag	सही:-

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सही:- 14/4/22	सही:-

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मुख्य कार्यकारी अधिकारी

अमृतवाहिनी शेती व शिक्षण विकास संस्था, अमृतनगर,
ता.संगमनेर, जि.अहमदनगर

ANUPAM AGENCIES,

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To,

THE PRINCIPAL, AMRUTVAHINI COLLEGE OF
ENGINEERING, SANGAMNER.

Invoice No - 008

Date- 22-04-2022

GST NO :- -----

DEPT. :- ELECTRONICS

Sr. No.	Particulars	HSN Code	Qty.	Rate /each	Total Amnt.
A)	<u>REPAIRING & SERVICING CHARGES FOR FOLLOWING :-</u>				
1)	Oscilloscopes	9987	04	1525=00	6100=00
2)	Function Generator	9987	03	1186=00	3558=00
3)	DC Power Supply	9987	05	1271=00	6355=00
				TOTAL	16013=00
B)	<u>COMPONENTS / SPARES CHARGES REQUIRED FOR REPAIRING</u>			-----	4994=00
				EFFECTIVE TOTAL	21007=00
				CGST @ 9 %	1891=00
				SGST @ 9 %	1891=00
	RS. TWENTY FOUR THOUSAND SEVEN HUNDRED EIGHTY NINE ONLY.			GRAND TOTAL	24789=00

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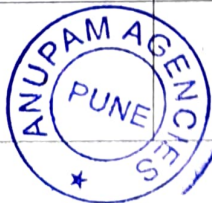
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