



Progressive Education Society's
**Modern College of Engineering,
Shivajinagar, Pune-5**

**Procedures and Policies for maintaining and utilizing
Physical, Academic and support facilities**

- **Purchase**

Purchase of all the equipment, software and consumables of department is through the purchase committee. Term wise list of requirement of equipment, software and consumables are prepared by all HODs and submitted to Purchase Committee with list of vendors. The priority is decided by Purchase Committee considering the factors like previous stock, urgency, budget etc. The Institute has a well-defined and transparent process for purchase.

- **Dead Stock Register(DSR)and Write off**

Stores Department maintains Central DSR and it is duly signed by Stores In charge, Internal Auditor and Principal. One copy of the Purchase order and its bill is sent from Account's section to Stores for Central DSR numbering and it is transferred to Department DSR. Each department maintains supporting file with all verification and testing reports and copy of POs. Department level DSR's are duly signed by HOD's and Principal. Physical Stock verification and DSR entries along with the detailed report are submitted to Principal before end of every Academic year. The policy of the institute is to ensure that all the equipments are maintained in good working condition during the life of the asset. If any equipment is not repairable, due process is followed before declaring it as scrap.

- **Maintenance**

Maintenance is done to enhance the useful life of the equipment, minimize the total operating costs directly attributed to equipment service and repair and enhance the safety of manpower. Maintenance is done of Equipments, Furniture and Workshop either by in house or external agency.

All department labs are supervised by lab in charges who oversee the work of the technical/ lab assistant. The maintenance of the lab including resolution of minor problems is carried out by the technical/ lab assistant. In case of any major problem, the authorized agency appointed for troubleshooting is contacted for carrying out the repairs. At the end of each term the report related to preventive maintenance of the equipment in each laboratory is prepared.

Besides this, Civil and other infrastructural maintenance is taken care of by the committee as and when required through clear procedures. The Institute also has annual maintenance contracts with agencies for ongoing housekeeping and maintenance.

