



Jai Mahakali Shikhan Sanatha's
Shri Shankarprasad Agnihotri College of Engineering

Approved by AICTE New Delhi (00/07/MSEngg 2005 Dated 16/08/2007)
DTE Mumbai recognized by Govt of Maharashtra Affiliated to R T M Nagpur University Nagpur



Pt. Shri. Shankarprasad Agnihotri
President

Dr. G. B. Kothare (M.E. Ph.D)
Principal

Ref.

Date.

Systems and Procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, computers, classrooms etc.

To ensure smooth functioning and optimum utilization of infrastructure, engineering colleges adopt well-defined systems and procedures for the maintenance and usage of facilities such as laboratories, libraries, computers, and classrooms.

1. Laboratory Facilities

- **Maintenance:** A dedicated technical staff is responsible for periodic calibration, servicing, and repair of laboratory equipment. Maintenance of laboratory are signed with vendors to ensure timely upkeep and laboratory assistant.
- **Utilization:** Laboratories are scheduled as per the academic timetable, ensuring adequate access for practical sessions. Additional access is provided for project work, research activities, and skill development programs.

2. Library

- **Maintenance:** The library committee oversees the procurement of books, journals. A Library Management System (LMS) is used for cataloging, issuing, and returning resources. Physical upkeep includes periodic cleaning, pest control, and bookbinding.
- **Utilization:** Access to the library is extended beyond regular hours to facilitate learning.

3. Computer Facilities

- **Maintenance:** IT support teams conduct regular updates of software and hardware. Firewalls, antivirus software, and data backup systems ensure cyber security.
- **Utilization:** Computer labs are equipped with high-speed internet and the latest software. They are accessible for curricular activities, research.

4. Classrooms

- **Maintenance:** Routine cleaning and repair schedules are in place for furniture, electrical fittings, and teaching aids. Adequate ventilation and lighting are ensured.
- **Utilization:** Classrooms are allocated as per the timetable. Smart classrooms are equipped with audiovisual aids to enhance interactive learning.

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