

DOCUMENTS

ON

**REPAIRS AND
UPGRADATION**

OF

LABORATORY EQUIPMENT

POLICY AND PROCEDURE

I N D E R

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REPAIRS AND UPGRADATION OF LABORATORY EQUIPMENT POLICY AND PROCEDURES

Preamble :

Laboratory equipment is the vital part associated or required for the effective implementation of syllabus of the subject, forming the total curriculum of the course leading to a degree. The equipment is a natural course outlives its life, after some period and hence does not work to the mark.

To keep the equipment functional, each unit requires regular check-up and maintenance. Properly maintained equipment always strengthens the academics involved in the coverage of the theory, essential for building up of theory.

Methodology :

For effective implementation of material and technically sound approach, following procedure may be adopted:

- A) The Principal of the institute will form a top level committee of senior and experienced teachers, involving at least one member from each department i.e. Department having lab supported courses. This Committee will act as **"Review Committee"** for repairs and upgradation.
- B) The Principal will ask all the HoDs to prepare Laboratory wise list of old and non-functional equipment which require repairs/upgradation.
- C) The Committee thus formed will visit all the laboratories from all the departments, to ensure and then finalize the list of repairable equipment and also equipment beyond repairs.
- D) The repairable equipment thus enlisted and the estimate of expenditure should be forwarded to the Principal for the inclusion in the budget. The budgeted repairable items can further be processed with the endorsement of the Principal. The Format for preparation of this list to be collected from all department s with proper endorsement is provided with this document.
- E) The Principal will also form a **"Write-off Committee"** consisting of all HoD. This committee will review and finalize the list of equipment beyond repairs; (Not repairable equipment) to put up before the management for final approval. The equipment thus written off will be removed from the DSR and the new substitute equipment can be procured against the budget provisions.

ROLE OF THE HEAD OF THE DEPARTMENT

The HoD has to play an important role in maintaining the upkeep of the equipment. HoD in this respect should ensure from all the incharges of the laboratories, that they have to take care of all the equipment available in their laboratories and particularly accept the parentship of sophisticated equipment.

HoD should collect information about the equipment which is non-functional i.e. repairable as well as non-repairable. HoD can, in this respect, appoint a departmental coordinator to collect this information for his assistance. Information

about such equipment will have to be submitted to the Principal, the Review Committee appointed by the Principal will study the information. HoD should also make all the arrangement to show all the non-functional equipment to the Review Committee during committee's visit. All HoDs should study thoroughly along with incharges of labs and serious attempts should be made for repairing the repairs of the equipment. HoD, as mentioned earlier, is supposed to depute a senior experience faculty member to be deputed on "Review Committee for repairs and upgradation". The details of the procedure to be adopted for further processing is as follows.

Requisitioning for Repairs/Upgradation of Equipment

The Principal or the appointed Coordinator will monitor the requisitions for repairs of the equipment approved by the Review Committee, and collect for further processing, as per the procedure mentioned further.

1) Collection of Requisitions for Repairs:

For collection of requisitions for repairs, Format-E has been developed. Format-E along with covering note may be collected from all HoDs, for preparation of budget. The items are picked up from the list approved by the Review Committee.

2) Release of the Work Order

Once the proposed estimate (budget) is approved, the list of items for repairs may be finalized and submitted in Format-F, for inviting quotations (hard copy and soft copy), and if required from various agencies. A comparative statement in such case will have to be prepared by the department for the release of Work-Order. Comparative statement can be prepared as per the Annexure-I.

3) Test and Demo Reports

After receipt of the equipment to the department after repairs, the equipment should properly be tested and the vendor should be asked to give comprehensive demonstration before additional faculty members. The bill of payment may be passed along with the note given in Annexure-II and Test & demo reports in Annexure-III & Annexure -IV.

(Dr. M.P. Singh)

Dean

Academics and Planning & Development
LTJSS

FORMAT - I
LIST OF EQUIPMENT TO BE REPAIRED/WRITTEN OFF

Name of the Institute : Department :
Course/Stream : Laboratory : Sem. :

SN	Equipment/Item	Model / Make	DSR No.	Qty.	Estimate of Expenditure	Remarks*,**
1						
2						
Total Estimate of Expenditure						

*: Remarks should indicate that the equipment/item is "Repairable or Not"

**: If the equipment is "NOT REPAIRABLE/BEYOND REPAIRS", proper reasoning should be given for the equipment/item to be "WRITTEN OFF".

Co-ordinator

Lab Incharge

HoD

NOTE:

Subject : Requisition for repairs/upgradation of equipment.

Please find enclosed the laboratorywise list of repairable equipment, for provision of budget for expenditure. It is also proposed that some of the equipment need upgradation, since it based on outdated technology. The proposal may please be forwarded for further processing, as per the methodology adopted.

HoD

To,
The Principal,

FORMAT - E
EQUIPMENT REQUISITIONED FOR REPAIRS/UPGRADATION

Name of the Institute : Department :
Course/Stream : Laboratory : Sem. :

SN	Equipment/Item	Model / Make	Qty.	Estimate of Expenditure	Remarks
Total Estimate					

Lab Incharge

HoD

FORMAT - F

Name of the Institute : Department :
Course/Stream : Laboratory : Sem. :

[illegible]

Lab Incharge

HoD

ANNEXURE – I

COMPARATIVE STATEMENT AND RECOMMENDATIONS

Name of the Institute :
Name of the Department :
Name of the Laboratory:

S.N	Item/Equipment/Software	Make / Model / Equivalent	Firm – I Unit	Firm – II unit	Firm – III Unit	Remark & Recommendation
1						
3						

Example shown.

Lab Incharge

Head of the Department

ANNEXURE-II
"INSTITUTE NAME (IN CAPITAL)"

Address :

Ref No : Date :

NOTE SHEET

Subject : Passing of Bill of M/s

Natrr : of

Srply :

Prrchase Order No. : Date :

Bill No. : Date :

Inward No. of Bil : Date :

Check List (Tick mark wherever applicable)

A	Inward stamp affixed	Yes	No	NA
B	Stock book entry certificate recorded	Yes	No	NA
C	Performance Certificate recorded	Yes	No	NA
D	Demo Certificate recorded	Yes	No	NA
E	Training Certificate recorded	Yes	No	NA
F	Passed for payment stamp affixed	Yes	No	NA
G	Reasonability Certificate recorded	Yes	No	NA

1) Total Amornt of Bill claimed Rs.

2) Dedrction made if any Rs.

3) After dedrction Bill amornts to Rs.

4) Advance paid Rs.

5) Net Amornt to be paid now Rs.

Payment for Rs. (Rs.

only) may be released by Chere/DD in favorr of M/s

Payable at or by RTGS/NEFT to the following bank details. *

Name of Beneficiary :

Name of the Bank :

Bank Code : IFSC :

Signature of Principal

To,
The Hon'ble Director, LTJSS, Nagpr

(* Strike out which is not applicable)

ANNEXURE-III

TEST REPORT

The Equipment supplied to the department has following details,

Name of Equipment :

Make : Model No.

Repaired/Supplied by

Delivery Memo No. / Bill No. Dated

A) Preliminary Test Report

SN	Report	Observation	Remarks
1	The Container / Packing of Equipment was sealed and intact.	Yes / No	
2	Equipment received is in physically good condition (Not in damaged condition)	Yes / No	
3	Container possessed correct packing / dispatch slip from the manufacturer	Yes / No	
4	Container contained standard (free) and special (priced) accessories	Yes / No	

B) Functional Test Report

The Equipment has been tested for the following functional tests,

SN	Test	Results	Remarks
1		Satisfactory / not satisfactory	
2			
3			
4			

Certified that the bill of payment is acceptable, hence recommended for the release of the payment.

Lab Incharge

HoD

ANNEXURE - IV

DEMO – REPORT

Details of Equipment

The Equipment supplied to the department has following details.

Name of Equipment :

Make : Model No. :

Repaired/Supplied , by :
.....

Delivery Memo No. / Bill No. Dated :
.....

The Installation and demonstration of the above mentioned equipment, was performed and given by the authorized representative of manufacturer/supplier. The demo was conducted in presence of following faculty members of the department.

SN	Name of faculty member	Signature	Date
1			
2			
3			
4			

The demo given is satisfactory / not satisfactory.

Lab Incharge

HoD