



Mahavir Education Trust's
Shah & Anchor Kutchhi Engineering College

Affiliated to University of Mumbai, Approved by D.T.E & A.I.C.T.E
Mahavir Education Chowk, W.T. Patil Marg, Next to Dukes Company, Chembur Mumbai- 400 088

Laboratory Maintenance Policy

- 1) Each laboratory has a Laboratory in-charge who is responsible for its maintenance.
- 2) Every day in the morning all the laboratories are swept and mopped, properly by the dedicated cleaning staff.
- 3) All the laboratories are provided with the dustbin.
- 4) To maintain the record of equipments and their repair maintenance, there is a Dead Stock register and Maintenance register, which is available in the laboratory.
- 5) Consumable equipment record is maintained by the lab assistant.
- 6) All the laboratories have internet connectivity.
- 7) Right procedures are followed while starting and shutting down the computer.
- 8) Servicing of equipments is done by qualified personnel only.
- 9) All other facilities like printers and scanners are available in sufficient numbers.
- 10) Laboratory time table is displayed in each lab. List of experiments of the subjects is displayed by the respective subject in charge.
- 11) CCTV cameras are installed in each lab. In case of any damage or theft the matter is first conveyed to the HOD by the lab in charge and then further required action is taken.
- 12) Power cables are properly insulated and laid away from pathways.

Dr. Bhavesh Patel
Principal, SAKEC

