

Procedures and policies.

Bharati Vidyapeeth's College of Engineering, Lavale, Pune is affiliated to Savitribai Phule Pune University (SPPU) and is approved by the All India Council for Technical Education (AICTE), New Delhi and Directorate of Technical Education, Maharashtra state. The Competent Authority, the Commissioner of State Common Entrance Test Cell, Maharashtra State, shall be the authority for Centralised Admission Process and shall direct the students as per their allotment through CAP. There are various committees in the college which are dedicated to the maintenance and upkeep of the infrastructure. Maintenance head prepares the routine and preventive maintenance schedule for all physical infrastructures and allocate duties to the respective staff. The maintenance schedules are executed with the support of both internal and external agencies. The consolidated report of the yearly maintenance is recorded by Administrative officer for reference. This policy has been approved for implementation by the Faculty co-ordinator after consultation with key stakeholders.

Physical, Academic, Support facilities are as follows :

1. Library
2. Suggestion box
3. Laboratory
4. Classrooms
5. Computers
6. Sports

Procedures and Policies for maintaining and utilizing physical facilities:

Sr. No.	Physical facility	Procedures	Policies
1.	Library	The requirement and list of books is taken from the concerned departments and HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal.	Students can issue 2 library books on 2 library borrow card for a week. Renewal of the books will depend on availability and requirement of the same

			by others.
2.	Laboratory	Record of maintenance account is maintained by lab technicians and supervised by HODs of the concerned departments.	Charts are utilized in the Laboratory. Student are not allowed to remove charts from the laboratory. The teacher in charge of the period shall carry full responsibility of anything happening to learners in the Laboratory. No students are allowed to do experiments in the absence of teacher.
3.	Classrooms	The college has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HoDs submit their requirements to the Principal regarding classroom furniture and other. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment's.	Full time sweepers cleanliness of class rooms are appointed. There are technicians, carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure.
4.	Computers laboratory	Centralized computer laboratory established by University funds and more funds are used to maintain computers in the college. Computer maintenance through AMC is done regularly and non-repairable systems are disposed off.	Students are not to disconnect the computers' or monitors' power supply either from the computer itself. Students will be held liable for any damage caused should they do so. Removal of documentation, software,

			<p>or equipment from the labs is prohibited. Software in the labs is subject to copyright licensing agreements. Copying or removing software from the labs is considered theft and is a violation of U.S. copyright laws.</p>
5.	Sports	<p>Sports is an internal part of the college and physical director are available for the students. Sports – Table Tennis, Baseball, Volleyball, and Badminton Court are few of the highlights.</p>	<p>All the necessary sports equipment's are provided to the students. Students are encouraged to participate in various sport activities at college and University level. Our college organizes all FE students are Physical Skill Test and annual sports week every year and the first three winners are felicitated.</p>

The other infrastructure facilities available are Library with reading room, digital libraries with free journal access to students and faculties, Canteen, student mess, Seminar Halls, 66 MBPS Internet leased line with Wi-Fi at Designated locations, Volley ball, Basket Ball and Kabaddi ground, Gymnasium, Open Air Amphitheatre and Hostels for Boys and Girls. The Training and Placement cell of the institute is very active and it invites renowned companies from different fields for Campus Placements. There is Bharati Vidyapeeth's Rural Medical Hospital on Campus which provides treatment to students at discounted rates and also conducts Blood Donation, Eye

Donation Pledge and Other General Hygiene Camps. For transportation of students and faculty members from different areas of the city, College runs 9 buses on different routes.