

**ASHOKRAO MANE GROUP OF INSTITUTIONS****Address :** Vathar Tarf Vadgaon, Tal. Hatkanangale, Dist. Kolhapur - 416 112 (Maharashtra)**Phone :** (0230) 2407740, 2407760 **Fax :** (0230) 2407750 **Email :** director@amgoi.edu.in **Website :** www.amgoi.org**Approved by :** AICTE, New Delhi No. F-No. MS ( NewInt ) 2009 / 08, Higher & Technical Education Department, Govt. of Maharashtra, Directorate of Technical Education, Mumbai. **Affiliated to :** Dr. Babasaheb Ambedkar Technological University, Lonere - Raigad. (B.Tech. & M.Tech. Programs), Shivaji University, Kolhapur. (MBA Program).**Accredited by NAAC with 'A' Grade CGPA 3.08**

Estd 2009

**Founder President**  
**Late Shri. Ashokrao Mane****Director**  
**Dr. H. T. Jadhav, M.E., Ph.D.****President**  
**Hon. Shri. Vijaysinh A. Mane**

Ref. No. : AMGOI/2022-23/470.

Date : 06/10/2022

**Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers****Laboratory:**

The Institute has well equipped laboratories as per norms of Shivaji University Kolhapur and DBATU, Lonere. The laboratories are equipped with equipments, experimental kits etc. Exclusive computer laboratories are available in all departments with adequate hardware and software.

- The laboratories are allotted to faculty to take care of maintenance.
- The laboratory assistant updates dead stock register, consumable register, carrying out routine maintenance, maintaining discipline in laboratory.
- The maintenance of equipments is carried out twice in a year (before the start of odd and even semester) or as per requirement.
- The maintenance of equipment is carried out by the laboratory assistant as per directions given by faculty.
- The external maintenance agency is called for critical problems in equipment with prior permission of management.
- The meters, gauges are calibrated by external agencies.

**Library:**

The Central Library is a proud resource which manages knowledge, both in print and digital format, ensures easy and anytime access to the scholarly resources and provides faculty members and students with all the support to collect, evaluate and manage information pertaining all the streams of Engineering.

- It offers a range of services such as membership, anytime circulation, photocopying.
- The library is available to students from Monday to Saturday at 8.00 a.m. to 6.00 p.m. and 8:00 a.m. to 4:00 p.m. for Sunday, general holidays and in preparatory leave vacations.
- Library staff members are available for conducting day to day transaction of books and to maintain discipline.
- The software is available for search, indexing issue and return records of books.
- The books are arranged in the shelves from 000.00 to 999.99 as per Dewey decimal classification from top to bottom towards right.

- The Engineering books are arranged in 620-629 including Civil Engineering, Computer Engineering, Electronics and Telecommunication Engineering, Electrical Engineering, Mechanical Engineering and Applied Science.
- The Digital Library section has high configuration Computers to access the online journals and video lectures, e-journals and other e-resources.
- The reading section in the library is Wi-Fi enabled to provide wireless access to the Internet.
- Users are allowed to use their laptops in library.
- The reference books and journals are issued to students to read inside library only.
- Only one book will be issued to students on borrow card for a period of one week.
- The book bank is issued to students for one semester.
- Maximum five books will be issued to faculty for a semester and two books will be issued to technician/ administrative staff/ non teaching staff.
- The titles, volumes, number of national journals, e-journals, reading room seating arrangement, multimedia PCs for digital library/ internet surfing facility is available as per norms given by AICTE, New Delhi.

#### **Gymkhana:**

Institute has gymkhana equipped with kits for cricket, football, volleyball, table tennis, badminton, discuss throw, javelin throw, shot put, carom, chess, etc. It also has a modern gym.

- Gymkhana in charge and non teaching staff look after maintenance and utilization of equipments.

#### **Computers:**

Central computer facility is available in the Institute.

- Computer maintenance is carried out regularly and non-repairable systems are disposed off.



*A. K. Mane*

**DIRECTOR**

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