



AMET
(ACADEMY OF MARITIME EDUCATION AND TRAINING)
(A *de novo* Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

CRITERION 4

Infrastructure and Learning Resources

KEY INDICATOR

4.4 Maintenance of Campus Infrastructure

Q.M

4.4.2 Systems and Procedures for Maintaining Physical, academic and support facilities

Weblink : https://www.ametuniv.ac.in/naac/c442_Maintenance_support_facilities.html

**Quality Management System (QMS) & Procedures for Maintaining Physical,
academic and support facilities**



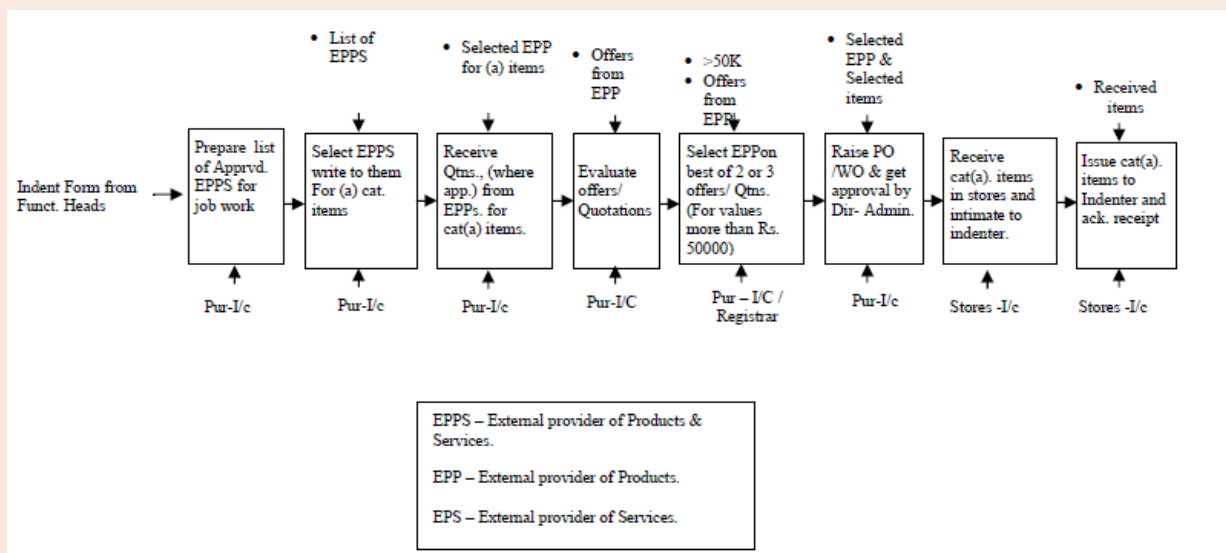
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AMET has Quality Management System (QMS) where Quality Procedure are described for every functional aspects under the requirements of ISO 9001: 2015 standards. Wherever, needed, IQAC also develops forms and procedures to implement and sustain the quality in all areas. Per year minimum two internal audits are conducted to ensure the effectiveness of the process

Quality Procedures for Purchase, maintaining and utilising physical, academic and support facilities





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Quality Management System (QMS) Forms

Indent Request Form F 302



AMET
UNIVERSITY
(Under Sec. 3 of UGC Act 1956)

INDENT REQUEST

Indent No:
(To be filled by purchase Dept.)

Date:

1. Name of the person making Indent and Designation :
2. Department :
3. Nature of material / Product / Item / Equipment with Specification and Quantity :
4. Purpose of Indent :
5. Consumable / Capital equipment :
6. If Consumable of repetitive nature when last consume / used :
7. Reason / Justification / Need for Purchase of Product / Item :
8. Approximate cost of the item and probable source / Name of the supplier if known :
9. In case of Repairs / Replacements nature of repairs :
10. Material required for repair - quantity and Approximate cost and labour charges :
11. Time Schedule of Requirement :
12. Recommendations of the Head of the Department :

Signature of Person
Making Indent

Signature of
Head of the Department

Approval of
Competent Authority

Enclosures, if any:


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F302/REV 00 / 01.10.12



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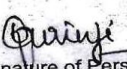
Purchase of Desktop computer

 **AMET**
UNIVERSITY
(Under Sec. 3 of UGC Act 1956)

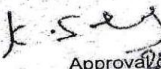
INDENT REQUEST

Indent No: 8727
(To be filled by purchase Dept.)
Date: 19-03-2015

| | |
|---|-------------------------|
| 1. Name of the person making Indent and Designation | : Mr. V. Kuringi |
| 2. Department | : Mechanical Engg |
| 3. Nature of material / Product / Item / Equipment with Specification and Quantity | : Details enclosed. |
| 4. Purpose of Indent | : For CADD Laboratory. |
| 5. Consumable / Capital equipment | : |
| 6. If Consumable of repetitive nature when last consume / used | : |
| 7. Reason / Justification / Need for Purchase of Product / Item | : CADD Lab for students |
| 8. Approximate cost of the item and probable source / Name of the supplier if known | : |
| 9. In case of Repairs / Replacements nature of repairs | : |
| 10. Material required for repair - quantity and Approximate cost and labour charges | : |
| 11. Time Schedule of Requirement | : Immediate. |
| 12. Recommendations of the Head of the Department | : |

Signature of Person Making Indent: 

Signature of Head of the Department:
Dr. R. RAJASEN, M.E., Ph.D.,
Department of Mechanical Engineering
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Deemed to be University u/s 3 of UGC act 1956)
135, East Coast Road,
Kanathur - 603 112, Chennai, INDIA

Approval of Competent Authority: 

Enclosures, if any: 4) Particulars.

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DEPARTMENT OF MECHANICAL ENGINEERING

19-03-2020

FOLLOWING FACILITIES ARE REQUIRED FOR CADD LABORATORY:-

| SLNO | PARTICULARS | QUANTITY |
|-------|---|----------|
| 1. | Computer with i7 processor, 8GB RAM, 4GB Graphics | 60 |
| 2. | Computer Table and Chair | 60 |
| 3. | Printer | 1 |
| 4. | Auto CADD software | 60 user |
| 5. | Pro-E software | 60 user |
| 6. | ANSYS software | 60 user |
| 7. ✓ | Projector | 1 |
| 8. ✓ | Air-Conditioner (1 TR each) | 4 |
| 9. ✓ | White Board | 1 |
| 10. ✓ | Smart Board | 1 |
| 11. | Steel Cub Board | 1 |
| 12. ✓ | Faculty table and chair | 2 |
| 13. ✓ | Window Curtain (4 Windows) | 4 |
| 14. | CNC Lathe Trainer kit | 1 |
| 15. | CNC Milling Trainer kit | 1 |

JRM
18/11/20

Head of Department

Department of Mechanical Engineering

Comparative Statement



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HP Desktop Price Comparative Chart and Date : 09.10.2020

| SL.NO | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|------------------|------------------------------------|--|-------------------------------|--------------------------|---------------------------|--------------------------------|--------------------------------|
| Supplier Name : | India creative Computing Solutions | Finecons Pvt Limited | First Systems | Syscare Solutions | Carmel Infotech Solutions | DCDR Infra Pvt Ltd | SS Information Systems Pvt |
| Descriptions: | HP Desktop | HP Desktop | HP Desktop | HP Desktop | HP Desktop | HP Desktop | HP Desktop |
| Make : | HP | HP | HP | HP | HP | HP | HP |
| Model : | HP 280 G5 MT 180W Chassis, 28364PA | HP 280 G5 MT(28364PA) | HP 280 G5 MT Desktop | HP 280 G5 MT Desktop | HP DT 280 G5 MT | HP 280 G5 Desktop | HP 280 G5 MT Desktop |
| Processor : | Intel Core i5-9500 9th Gen | Core i5 - 9400 - 9th Gen | Intel Core i5-9400F processor | core i5 - 9400 | i5- 9400 | Intel Core i5- 9500 3.0 GC 65W | Intel Core i5- 9500 3.0 GC 65W |
| RAM (Memory) | 16 GB DDR4 Ram | 16GB (2x8GB) DDR4 2665 UDIMM NECC (240X) | 16GB DDR4 RAM | 8GB-8GB | 8GB DDR4 | 16 GB DDR4 2666 | 16GB(1x16GB) RAM |
| Hard Drive : | 1TB 7200 SATA-6G 3.5, | Memory/ | 1TB 7200 HDD | 1TB | 1TB | (2400)-1TB | 1TB 7200 HDD |
| Graphics Card: | 2GB Dedicated Graphics card | Nvidia 2GB Graphics | 2GB Graphics 710 | N.Q | N.Q | 2 GB Graphics card- 6G 3.5 | 730 2GB Graphic card |
| OS : | Win 10 Pro | Card | With OS Win 10 Home SL | With OS Win 10 Home SL | With OS Win 10 Pro | With OS Win 10 Home SL | With OS Win 10 Home SL |
| Monitor : | 18.5" TFT | 18.5" TFT | HP 18.5 inch Monitor | HP 18.5 inch Monitor | HP 18.5 inch Monitor | V194 18.5-IN Monitor | HP 18.5" Monitor |
| Keyboard & Mouse | Included | Included | HP wired keyboard and Mouse | Included | Included | Included | Included |
| Warranty : | 3 Years on site Warranty | 3 Years on site Warranty | 3 Years on site Warranty | 3 Years on site Warranty | 3 Years on site Warranty | 3 Years on site Warranty | 3 Years on site Warranty |
| Qty : | 40 | 40 | 40 | 40 | 40 | 40 | 40 |
| RATE : | 57,370 | 48,950 | 51,600 | 56,059 | 58,600 | 41,500 | 54,000 |
| GST : | 18% Extra | 18% Extra | 18% Extra | 18% Extra | 18% Extra | 18% Extra | 18% Extra |
| Delivery : | 2 to 4 Weeks | 3 to 4 Weeks | 3 to 4 Weeks | 3 to 4 Weeks | 3 to 4 Weeks | 3 to 4 Weeks | 3 to 4 Weeks |
| Sub Total : | 2,294,800 | 1,958,000 | 2,064,000 | 2,242,360 | 2,344,000 | 1,660,000 | 2,160,000 |
| GST 18% Extra : | 413,064 | 352,440 | 371,520 | 403,625 | — | 299,800 | 388,800 |
| Total Net : | 2,707,864 | 2,310,440 | 2,435,520 | 2,645,985 | 2,344,000 | 1,959,800 | 2,548,800 |

Described

INVOICE BILL

Prepared by: *[Signature]*
System Manager: *[Signature]*
Account's Manager: *[Signature]*
HOD / Dean: *[Signature]*
Joint Registrar: *[Signature]*
Registrar: *[Signature]*
LAB Chief Guest: *[Signature]*



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PROFORMA INVOICE

(ORIGINAL FOR RECIPIENT)

| | | | | | | |
|--|--|------------------------------------|-----------|--|-------------------|---------------------|
| DCDR INFRA PRIVATE LIMITED No.23, West Road West CIT Nagar Chennai - 600025 Tamilnadu GSTIN/UIN: 33AAFC09393R1ZS State Name: Tamil Nadu, Code: 33 CIN: U72900TN2016PTC113975 E-Mail: sales@dcdrinfra.com Consignee: Academy of Maritime Education and Training 135, East Coast Road, Kannathur, Chennai-603112 Kind Attn: Mr. Muthaiah C GSTIN/UIN : 33AAATP0243L1ZR State Name : Tamil Nadu, Code : 33 Buyer (if other than consignee) Academy of Maritime Education and Training 135, East Coast Road, Kannathur, Chennai-603112 Kind Attn: Mr. Muthaiah C GSTIN/UIN : 33AAATP0243L1ZR State Name : Tamil Nadu, Code : 33 | | Invoice No. PI-20-21/030 | | Dated 3-Dec-2020 | | |
| | | Delivery Note | | Mode/Terms of Payment 50% Advance & 50% against delivery Other Reference(s) | | |
| | | Supplier's Ref. | | Buyer's Order No. | | |
| | | Despatch Document No. | | Delivery Note Date | | |
| | | Despatched through | | Destination | | |
| | | Terms of Delivery | | | | |
| SI No. | Description of Goods | HSN/SAC | Quantity | Rate | per | Amount |
| 1 | HP 280 Pro G5 Intel Core i5-9500 3.0 6C 65W- 16 GB DDR4 2666(2400) 1TB 7200 SATA-2 GB Graphics card-Win 10 Home-HP V194 18.5 - IN Monitor 3 years onsite warranty | 8471 | 40.00 Nos | 41,500.00 | Nos | 16,60,000.00 |
| | CGST@9% | | | 9 % | | 1,49,400.00 |
| | SGST@9% | | | 9 % | | 1,49,400.00 |
| Total | | | 40.00 Nos | | | ₹ 19,58,800.00 |
| E & O.E | | | | | | |
| Amount Chargeable (in words) Indian Rupees Nineteen Lakh Fifty Eight Thousand Eight Hundred Only | | | | | | |
| HSN/SAC | | Taxable Value | Rate | Central Tax Amount | State Tax Rate | Total Tax Amount |
| 8471 | | 16,60,000.00 | 9% | 1,49,400.00 | 9% | 2,98,800.00 |
| Total | | 16,60,000.00 | | 1,49,400.00 | | 1,49,400.00 |
| Total | | | | | | 2,98,800.00 |
| Tax Amount (in words) : Indian Rupees Two Lakh Ninety Eight Thousand Eight Hundred Only | | | | | | |
| Company's VAT TIN : 33556448068 Company's GST No. : 33556448068 Company's Service Tax No. : AAFC09393RSD001 Company's PAN : AAFC09393R Declaration: Terms & Conditions: 1. Contents of this Statement will be Considered as Correct, if no Discrepancy is Reported to the Company within 10 Days of Statement Date. 2. Interest @ 2% Per Month is Payable on the Payments Received After the Due Date. 3. In Case Any Accounting Queries You May Mail to accounts@dcdrinfra.com Customer's Seal and Signature | | | | | | |
| Company's Bank Details Bank Name : ICICI Bank - 0429 A/c No. : 169805500429 Branch & IFS Code: Ekkatuthangal & ICIC0004298 for DCDR INFRA PRIVATE LIMITED CHENNAI 600042 | | | | | | |

This is a Computer Generated Invoice

F361 Complaint/Request form for IT Department



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COMPLAINT / REQUEST FORM FOR IT DEPARTMENT

(Note Tickup () against Complaint or Request)

Complaint / Request related to

- 1) Desktop / Laptop / WI-FI / Internet / Printer / Scanner & Other Hardware**
- 2) All Software related problems / Request Antivirus Update**
- 3) Teaching Aids (Projector / Laptop)**

Nature of Complaint/ Request :

.....

.....

.....

Location :

Complainant's Name:.....

Dept./Roll No:.....

Report Date :..... **Time:**

Action Taken on Complaint / Request :

Rectified By: Name..... Signature :.....

Rectified on..... **At**.....

Rectification Verified By :

Name :

Dept./Roll No :

Date :

Signature :

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System Service rectified and Verified by IT Support



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COMPLAINT / REQUEST FORM FOR IT DEPARTMENT

(Note Tickup () against Complaint or Request)

Complaint / Request related to

- 1) Desktop / Laptop / WI-FI / Internet / Printer / Scanner & Other Hardware
- 2) All Software related problems / Request Antivirus Update
- 3) Teaching Aids (Projector / Laptop)

Nature of Complaint/ Request : SYSTEM NOT WORKING

Location : A Bides NAWAL - ARK

Complainant's Name : Mr. Sujit Kumar

Dept./Roll No : NAOE 100

Report Date : 4/2/2021 Time : 9-00

Action Taken on Complaint / Request :

SYSTEM RAM cleaned AND REPAIR
Temp files and Junk files cleaned

Rectified By: Name Parthiban P Signature : [Signature]

Rectified on 4/2/2021 At 9-54

Rectification Verified By :

Name : Sujit Kumar

Dept./Roll No : NAOE

Date : 04/2/2021

Signature : [Signature]

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Inventory Audit

| <p style="text-align: center;"><u>2015</u></p> <p>Stock verified and found correct with reference to the entry made in the Register.</p> <p style="text-align: right;"><i>Q. Mahamun</i> INVENTORY AUDITOR AMET UNIVERSITY (Under Sec. 3 of UGC Act 1956) # 135, East Coast Road, Kandipur-603 112, Chennai, India.</p> | | |
|--|-------------------------------------|----------|
| <p style="text-align: center;"><u>2017</u></p> <p>Stock verified and found correct with reference to the entry made in the Register.</p> <p style="text-align: right;"><i>Q. Mahamun</i> INVENTORY AUDITOR AMET UNIVERSITY (Under Sec. 3 of UGC Act 1956) # 135, East Coast Road, Kandipur-603 112, Chennai, India.</p> | | |
| <p style="text-align: center;"><u>Sept. 2018</u></p> <p>Stock verified and entries in the Excel Sheet hence excel sheet to be maintained daily and subsequent reports should have the updation regularly.</p> <p style="text-align: right;"><i>Q. Mahamun</i> 24/9/18 INVENTORY AUDITOR AMET UNIVERSITY (Under Sec. 3 of UGC Act 1956) # 135, East Coast Road, Kandipur-603 112, Chennai, India.</p> | | |
| INDEX | | |
| Sl. No. | Description | Page No. |
| 1. | Computer | 1 |
| 2. | Printer, Scanner, Spares (Cables 78 | 2, 5, 78 |
| 3. | Wireless device | 30 |
| 4. | Software - System | 40 |
| 5. | Laptop | 45 |
| 6. | CCTV Camera / USB Camera | 60/390 |
| 7. | Projector | 65 |
| 8. | Networking device | 70/271 |
| 9. | Sound board | 75 |
| 10. | UPS | 100 |
| 11. | Printer | 105 |
| 12. | Amc | 120 |
| 13. | VGA cable | 130 |
| 14. | Mouse | 140 |
| 15. | Heater | 160 |
| 16. | Monitor | 161 |
| 17. | External Hard Drive | 170 |
| 18. | power Adapter | 180 |
| 19. | Laptop Battery | 190 |
| 20. | Speaker | 200 |
| 21. | Scanner | 205 |

Quality Management System (QMS) and Procedure:



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https://www.ametuniv.ac.in/md_attachment/19_AMET_ISO_Certificate.pdf

DNV-GL

MANAGEMENT SYSTEM CERTIFICATE

Certificate No:
289425-2019-AQ-IND-UKAS

Initial certification date:
05, June, 1998


Valid:
29, May, 2019 - 29, May, 2022


This is to certify that the management system of


**Academy of Maritime Education and
Training (AMET)**
Deemed to be University
135, East Coast Road, Kanathur, Chennai - 603 112, Tamil Nadu, India

has been found to conform to the Quality Management System standard:
ISO 9001:2015

This certificate is valid for the following scope:
**Design and delivery of career oriented maritime and maritime related
courses leading to awarding of certificate, diploma and degree to students
and research scholars**

Place and date:
Chennai, 20, May, 2019



0013

For the issuing office:
DNV GL - Business Assurance
ROMA, No. 10, GST Road, Alandur,
Chennai - 600 016, India

Sivadasan Madiyath
Management Representative