STANDARD OPERATING PROCEDURES

K. S. R. M. COLLEGE OF ENGINEERING

(AUTONOMOUS)

KADAPA- 516003.

KSRM College of Engineering has established Standard Operating Procedures for maintenance of following Physical and Academic facilities.

i. Library
ii. Laboratories
iii. Computers
iv. Sports Centre
v. Class rooms

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STANDARD OPERATING PROCEDURE (SOP) FOR

CENTRAL LIBRARY

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The library provides access to an extensive range of informative resources like books, e-books, journals, e-journals, newspapers and access to wide range of resources to improve the knowledge and thought process of the academic fraternity and students.

Aim:

To lay down procedures for the procurement of the resources needed for the library, their circulation accounting and disposal.

Scope: Central Library

Procedure:

1. All the HODs of the departments are communicated to raise their requisitions for books based on the curriculum.
2. Depending on the requisitions raised, vendors are selected.
3. Comparative statement is prepared and sent for the approval of principal. Once the principal approves the list, it will be submitted to the accounts department to check the sanctioned library budget for the year.
4. After the budget is sanctioned, books are procured and entry is done in the accession register.
5. After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks.

Membership of the Library:

All the students of the college become members in the library after their enrolment into the course offered by the college.

General Rules:

1. Maintain silence in the Library.
2. Don't displace books in racks. Each book actually located at its designated location.
3. Handle books carefully.
4. Users shall not engage in conversation in any part of the library so as to avoid disturbance to other users.
5. Users should not write upon, damage or mark any book belong to Central Library.
6. Users shall not bring personal belongs and Library books issued to them inside the Library.
7. Users leaving the Library should stop at the exit so that the materials borrowed or taken out of the Library by them may be checked.
8. The Users caught tearing pages/stealing books will be suspended from the Central Library facilities and further disciplinary action will be initiated against them by the college authority.

Issue Rules and Regulations:

1. Transactions are handled on all working days.
2. Working and transactions hours: 09:00 AM To 07:00 PM.
3. Book lending period is 15 day for Students and for Staff one semester.
4. A Student can extend a loan for two consecutive times and each of 15 days duration.

Special Services:

1. Photo Copy facility is available on payment basis in Central Library.

Roles and Responsibilities of the Librarian:

1. It is mandatory to maintain silence in the library.
2. User should not be allowed to take their personal belongings into the library
3. To promote the e-resources of the library to the target audience.
4. To assist the Users in proper usage of the resources.
5. Check the Auto machine (Issue, Renewal, and Return) status.
6. To collect the issued books in time.
7. To collect fine from the students if they are not returning after the due date.
8. To see to that the issued books will be returned in proper condition otherwise action will be taken

Library Automation:

Library has Facilities such as ECAP Auto machine Software and OPAC [Online Public Access Catalogue] which is used by Students and Faculty to Search Books by Title, Author, Accession Number, Publisher and ISBN etc. All the work Related to Issue, Renewal and Return has been computerized. All the Books are Bar-Coded. ECAP Software is totally integrated Software Package encompassing all aspects of Library Management. This Software covers areas within the preview of the ECAP Software for efficient Information Management and at the members to have Access to these resources at his finger tips.

The library is a collection of books and other materials for reading. Consultation Study, Research and Organized to Provide Access to a Specific Clientele with Staff Trained to Provide Service to Meet the needs of its users.

Modules /Features of ECAP

1. Cataloging
2. Books Enter
3. Edit
4. Barcode
5. Circulation (Issue, Renewal, Return)
6. OPAC (Online Public Access Catalogue)

Digital Library:

1. The institute has a Digital Library. It is fully automated.

2. The Digital Library is available on LAN

3. Library package. It has a collection of e-Books, e-Journals, Databases from IEEE, DELENET & N-LIST etc.

4. An E-learning centre with in the Digital Library is established with more than 3420 NPTEL Video lectures from IITs, IIMs & IISc.

Processing Of the Books/ CDs/DVDs

1. The books are stamped with library stamp for identification as library property.

2. The books are placed in the appropriate departmental shelves in the Library and the CDs/DVDs are placed in the reference section.

3. The e-resources received from the supplier are uploaded on the Digital Library server and ensured that they are accessible to the users.

Procedure for borrowing of Books:

1. Books will be issued for a period of Fifteen (15) days for Students. For Teaching Staff issued books for a period of Semester.

2. Renewal of books will be done within fourteen (14) days each for a maximum of two times, or as long as no other library card holder requires the book and keeps the request to reserve the same. The moment the book so issued is reserved by another card holder, the same shall not be further issued for an extended period to the current holder of the book. The faculty should renew the books at the end of each semester to avoid any fine.

3. Books will be issued only after the library card is produced and scanned on the library computer. The books to be issued shall also be scanned for its Barcode.

4. Students withdrawing admission from 'K.S.R.M. College of Engineering is required to take "No Due Certificate" from the ECAP/KLIP. Controllers of Records (COR) will not issue clearance unless the student deposits the 'No Dues Certificate' with the COR, duly signed by the Librarian.

5. Librarian shall issue a list of books and fine defaulters on the first working day of every semester and displayed on the students' notice board.

6. Before final semester written examination each final semester student shall get "No Dues Certificate" from the ECAP/KLIP for the books issued in his/ her name.

ACCOUNTING OF FINE:

1. Fine will charged per book/day Rs. 1/-.

2. There is no maximum limit for fine per book.

3. Fine rate will be fed to Library fine book for generation of fine. The late deposit of books by the number of days is automatically calculated on the Software. This would be shown to the students on the screen before accepting the fine payment.

4. The fine received from the concerned person shall be as per the screen display, in cash and a receipt prepared manually must be

issued to the card holder. The Circulation in charge would press 'OK' option in the process and the transaction shall thus be finally completed.

5. If a book is misplaced/lost by a student/faculty/staff member and is produced by anyone from the Security Office or any other person, the book shall be received in the Library by way of Barcode process and the individual on whose name the book stands would be immediately putting the information on the Students Notice Board.

6. The fine would be deposited with the Accounts Branch by the Circulation Staff as per Computer Report recorded on the system duly tallied with the manual receipts, after thorough checking by the Library- In -Charge. The list so generated from the computer when tallied with the manual receipts shall be retyped on the Excel Sheet, which should contain manual receipt No., serial – wise.

7. Fine collected from the students will be deposited, within 48 hours in the Principal Account. If the day falls on a holiday/Sunday then the fine will be deposited on the next working day.

8. The primary responsibility for proper accounting of fine and deposit with Principal Account rests with the Librarian/Assistant Librarian. He /She would be responsible to ensure that the accounting procedure is followed.

Standard Operating Procedure for Laboratories

AIM

The main objective is to promote safe and secure working environment in labs, how to perform a laboratory process or experiment safely and effectively.

Scope

It includes nearly 50 labs in KSRM College of Engineering.

Laboratory Manual

The Laboratory manual includes working procedures which should be carried out in the laboratory.

The contents in the manual should include

- Standard Operating Procedures for the experiments to be carried out in the
  laboratory.

- Standard risk assessments should be done for the tasks involving hazardous
  chemicals and high risk procedures.

- All equipment's should be registered in the dead stock register maintained by the laboratory-in-charge.

- Do & Don't rules that are appropriate to the particular laboratory should be
  written and displayed in the labs.

- Before the commencement of laboratory work, each student should sign the entry muster and that they have understood the rules and regulations which must also be explained by the lab in-charge.

General Safety measures

- In case of injuries, first aid kit will be located next left to the main exit door.
  In case of fire mishaps fire extinguishers are located next left to the main exit door.
- Fire exit plan are displayed in corridors.
- Except for computer labs, appropriate protective clothing (aprons, gloves) should be worn wherever and whenever required.
- Except for computer labs, Approved safety spectacles, goggles or safety shields must be worn wherever required.
- Except for computer labs, closed footwear should be worn at all times so that they offer protection from corrosive or hot liquids and might save from potential sources of injury.

House Keeping

- The floors should always be kept clean and dry.
- Keep the benches, Chairs and apparatus at appropriate places while leaving from laboratories. Turn off all the equipment in use and extinguish flames when leaving the laboratory.
- Waste should be disposed properly.

Standard Operating Procedure for Maintenance of Computers

Aim : The aim of this Standard Operating Procedure is to form guidelines and procedures to be adopted for maintenance of computers (Hardware & Software) and networking.

Scope: This procedure is applicable for maintenance of computers in all the Departments, Sections and Computer Centers.

Responsibility: In charge – Computer Centre.

Activities/ Information:

• General Procedure

• Repair Request

• Policies and Procedures

General Procedure:

- Whenever there is a problem with computer hardware or software the respective lab-in charge/individual has to submit the repair request to the HODs.
- HODs initiates further procedure.
- The copy of same to be retained in the department.

Policies and Procedures:

- The repair request letter has to be signed by the concerned in charge – Computer Centre and by the HOD.
- After duly signed by the HOD and in charge - Computer Centre the repair request letter comes to the Principal.
- The principal may approves the request and mark to the in charge - Computer Centre.

- In charge - computer centre will procure the items if any required for the repair of computers.
- With the help of System Administrator the repairing is done by himself or if required consults authorized service personnel.
- In charge - computer centre will maintain a log book for repair request letter.
- Priority is assigned according to the order of entry in the log register.
- As per the order of entry in the log register, the System administrator will attend the problem.
- The request letter is seemed to be closed once the problem is solved.
- In due course of repair, if the need for purchase of spare parts arises, the request from In charge - computer centre raised and the same is submitted to Principal through HOD CSE for its approval.
- Principal approves it for the necessary purchases and if the requirement is more, the requisition is forwarded for management approval.

Guidelines for the users:

• For utilization of computers, the users have to make an entry in the log register.

• The user is not allowed to plug in their external drives without prior permission.

• The respective user will be held responsible for any damage or malfunction of the computer.

• There will be no claim for loss of data saved on desktop.

• The user should not delete/uninstall any data or software.

Records to be Maintained:

• Repair Request letters

• User log-in registers at respective places.

Standard Operating Procedure for Sports Centre

Aim:

To promote and improve physical fitness in students and to motivate them to participate at district, state and national level in various sports competitions. To build students interpersonal skills through indoor and outdoor sports activities/competitions.

Scope:

KSRMCE provides sports material, Sports Centre for use by students and staff of the College.

Procedure:

- Only approved equipment may be used in the building and the Sports Committee reserves the right to refuse equipment considered unsuitable.
- The Sports Committee reserves the right to refuse admission to any person refusing to comply with the regulations or misbehaving in a way that may cause danger or annoyance to other customers.
- Individuals will be held responsible for any damage caused to the building property during their hire.
- No food or drink shall be consumed in the sports room or in the changing rooms.

- The students shall not use the facilities for any purposes other than that specified on the application form; neither shall the student sublet the benefit of any permission to use the facilities.

- The student shall ensure that the facilities and equipment used are left in a clean, tidy and orderly condition at the end of the period of use.

- The students and Physical Director shall ensure that all areas are cleared before locking the college gates.

- The students shall ensure that the follow the rules and the regulation for the safety of members of the College and all the other users of the sports centre.

Supervision

- A sports centre physical director will usually be available from 9:00AM – 06:00PM to assist the smooth running of the centre.

- Physical Director should be present at all times while students or staff are using the facilities.

- Before leaving, each group shall ensure that sports kits are returned to appropriate storage points.

Responsibilities of Physical Director:

1. Ensure the safe opening and closure of the centre.
2. Encourage and train the students in different sports and games.

3. Conducting college level sports meet.

4. Participating in outdoor sports meets.

5. Ensure the smooth operation of the sports centre.

6. Procuring and Maintenance of sports equipment.

7. Maintenance of stock registers related to sports equipment.

Standard Operating Procedure for Classrooms

Aim:

The aim of this Standard Operating Procedure is to ensure cleanliness of the class rooms.

Scope:

This is applicable for all class rooms in college.

Procedure:

- The maintenance of Classroom is done on regular basis by the cleaning staff.

- The cleanliness is supervised by maintenance committee of the institution.

- Any problem in the class room is reported to the Class teacher by students.

- Class teacher takes the problem to HOD.

- HOD will bring the issue to the administrators and fixes the problem.