

STANDARD OPERATING PROCEDURES

1. SOP FOR LIBRARY:

The Library's management bring serious concerns related to the:

- 1) Job performance that clearly does not meet to the job description or job performance standards adopted by the college;
- 2) Intentional actions by the Director that circumvent the written library policies as adopted by the Board;
- 3) Unethical or illegal actions or behavior.
- 4) The hours of opening shall be determined by the convenience of the student population.
5. The ability of the staff to cover the hours of opening within the limits of the established work week.
6. The Library Management has established the following fines and fees:
 - i) Fines on overdue books owned by the Library are charged at Rs.5/day.
 - ii. If an item is lost or damaged, the student shall pay the acquisition cost plus an additional fee for processing of the item.
 - iii) Replacement copies will not be accepted in lieu of payment for lost or damaged materials.
7. **Card Replacement:** The Library will assess a fee to replace a lost card.
- 8) The student as well as the faculty/staff can access the library 9:00am-6:00pm.
- 9) A cardholder may have no more than 2-3 items checked out at one time.

10. RULES OF CONDUCT:

- i. Theft, destruction or injury to library equipment or property; or, using library equipment in a manner other than intended by the manufacturer
- ii. Using cellular telephones, radios or other sound-producing devices in a disruptive manner.
- iii. Students are not allowed to sleep inside the library.

iv. Consuming meals or beverages in public areas of the Library, except for beverages in closed containers and snacks.

v. Use of tobacco products such as e-cigarettes in the Library building.

vi. Bringing into the Library large bundles, packages or personal property which cannot be stored under a study chair or carrel surface. If the exit security gate alarm is triggered, security or other library staff will require that bags, bundles, etc., be opened by the owner for examination of contents.

11. SECURITY

vii. The Board expects Library patrons to respect the Library, its staff, its furnishings, collections, and equipment, and other Library patrons. Patrons who do not act in a manner consistent with the Board's expectations may be asked to leave the Library.

12. PROHIBITED USES:

i. Attempting to bypass the security of the computers or local area network at the Library.

ii. Attempting to harm or destroy the data of another user, the network, any technology resource or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

iii. Attempting to alter or damage any hardware, software, operating systems, or configuration files on Library equipment.

iv. Attempting to use unauthorized computer accounts, access codes, or network numbers.

12. BULLETIN BOARD GUIDELINES

i. Under no circumstances will postings be allowed on the grounds or on the outside of any Library building.

ii. Posters, notices, and material for distribution shall be submitted to staff. Nothing may be posted or removed from bulletin boards except by staff.

iii. Updation of Journals, Reference books, E-Journals, Newspapers and other online resources should be done on a regular basis.

2. SOP FOR SEMINAR ROOM:

I. You are responsible for scheduling the conference room via the calendar instead of using the conference room "ad-hoc" to ensure that the space is reserved and that your usage is not impacting other, scheduled meetings.

II) You are responsible for leaving the conference room in the condition that it was found (e.g., if your group needs to set up, take down, or move tables, chairs, and other furnishings, everything must be returned to its original position).

III. Erase information on white boards if the information is no longer needed. In addition, you are also responsible for cleaning up after your meeting, to include any food and beverage clean up.

IV. You are responsible for handling any and all requests from the participants in your meeting. These requests include answering questions about the conference room, making copies for your meeting, directing participants to the correct room, communicating, etc.

- ✓ A room may not be scheduled for a single meeting greater than 24 hours
- ✓ Recurring meetings may not be scheduled for more than 300 days
- ✓ Conference rooms will automatically accept meeting requests for rooms from anyone listed in the rooms Outlook distribution list provided the room is not already booked.
- ✓ Meeting requests from people not in the room's distribution list will be forwarded to the room's delegate/manager who will manually respond to the request
- ✓ All meeting requests must include a subject that clearly defines the purpose of the meeting. The scheduler's name and contact information must also be included in the body of the request.
- ✓ Bring a laptop if needing to use the projector to show information
- ✓ Use only whiteboard approved markers
- ✓ Clean up the room- Place all trash in receptacles, clean whiteboards, contact facilities staff if necessary
- ✓ Conference rooms are normally left open during standard business hours. Meeting organizers are responsible to contact Campus Safety to secure a room during the day (e.g. securing it over the lunch hour) or after normal building hours
- ✓ Auditorium/seminar complex with infrastructural facilities:
- ✓ Acoustically designed air-conditioned seminar hall with seating capacity
- ✓ of 250 and audio-video facilities is available.

3. SOP FOR HOSTEL

- Separate Boys n girls hostel
- recreational
- (T.V. and newspaper) facilities, mess and transportation facility. Solar
- heaters are provided for supply of hot water. In case of medical
- emergency, the hostel has tie-up with nearby hospital and the medical
- facilities are available on call. 24 hr. security system is also available.
- In passive solar technique, solar water heating systems are installed in
- hostels. Solar water heating systems of 1500 LPD capacity and 2000

- LPD capacity are installed in boys and girls hostel respectively. Thus, Institute promotes use of renewable energy not only on campus but also
- out of campus.
- Hostel Facility – Accommodation available
- Recreational facilities, gymnasium, yoga center, etc.
- Computer facility including access to internet in hostel
- Facilities for medical emergencies
- Library facility in the hostels
- Internet and Wi-Fi facility
- Recreational facility-common room with audio-visual equipments
- Available residential facility for the staff and occupancy
- Constant supply of safe drinking water
- Security
- Potable water is provided for
- 24 hrs. through water purifier fitted to the coolers.
- Outpatient department facility is provided within the campus and a doctor is
- employed for this purpose. Medical facility is available for staff and students
- during working hours of the institute and even after working hours (for
- students residing in institute hostels) in case of emergency. Institute transport
- is available for handling medical emergencies.
-
- Central grievance redressal committee takes care of major grievances, the
- Ladies Grievance Redressal committee addresses ladies related complaints and
- related issues, if any, and the issue of hostel students is considered by the
- hostel Committee.

4. SOP FOR COMMON ROOM

- Boys n gals seperate common room
- Recreational facility-common room with audio-visual equipments

5. SOP FOR ICT

Information and Communication Technology

- Details of Internet Communication Technology (ICT) are given below:
- OPAC
- Electronic Resource Management package for e-journals•
- Federated searching tools to search articles in multiple databases•
- Library Website•
- In-house/remote access to e-publications•
- Library automation•
- Total number of computers for public access•
- Total numbers of printers for public access•
- Internet band width/ speed 2mbps 10 mbps 1 gb (GB)•
- Institutional Repository•
- Content management system for e-learning•

- Participation in Resource sharing networks/consortia (like Inflibnet)•
- The institution facilitates extensive use of ICT resources including
- development and use of computer-aided teaching/ learning materials by its
- staff and students in the following ways:
- HPC Servers:- With the basic requirement that there should be one
- central location where all the teaching material of staff for various subjects
- can be stored efficiently, institute has purchased HPC Servers with 4 core
- and is planning to deploy it in order to tackle Internet-scale problems
- efficiently with high-density, low energy, software defined servers that
- radically reduce energy use and footprint, while increasing performance.
- 2. Googlegroups:- Each class/division has created a different Googlegroup
- which is a free, online service that helps students and teachers to easily
- share information and communicate effectively. These groups are public or
- private places where members can share files, post ideas, and conduct
- discussions via email. All emails sent to the group are archived for future
- reference and are easily searchable.
- 3. Blogs:- Institute has always motivated faculties for enrolling themselves
- into such advance teaching learning through creation and utilization of
- blogspot which can be treated as a bulletin. Blogs can promote open
- dialogue and encourage community building in which both the teacher and
- student can exchange opinions, ideas, and attitudes. Contributing to such
- teaching learning process can certainly lead to improved student results.
- 4. Video Conferencing:- Institute has setup video conferencing facility in
- the class room. It is used to view webinars broadcasted by IIT's and
- industries like Infosys, Persistent etc. We can also broadcast the lectures of
- our faculties to other institutes.
- Use of technology to enhance teaching Learning process.
- a) Teacher orientation for use of ICT.
- b) Webinars, NPTEL etc. (Video classroom)
- c) Blogs
- d) Available material and preparation of new material
- Promote extensive use of ICT in all academic and administrative
- processes. This has already been implemented in a large number of
- activities

6. SOP FOR CLASSROOMS:

- Class rooms with ICT facility:- (ICT-Information and communication
- Technology)
- All classrooms and computer laboratories are provided with internet facility.
- The class rooms are spacious and well equipped with the necessary
- infrastructure (LCD projectors, Audio/video visual aids with internet etc.)
- making it conducive to teaching & learning.
- Class rooms with ICT facility:
- 1.Internet available in classroom through Wi-Fi facility and Ethernet cable in
- classroom. Rasberry PI boards are installed in every classroom to support
- audio/visual learning aids such as LCD projectors. These boards have
- capability to take inputs from PC, USB storage devices network shared folders.

7. SOP FOR INTERNET FACILITY:

- Computer facility including access to internet in hostel.
- rooms with ICT facility : Eight spacious classrooms are well equipped with computer, internet facility
- Internet available in classroom through Wi-Fi facility and Ethernet cable in classroom.

8. SOP FOR COMPUTER FACILITY:

- computers having LCD monitors that are advantageous for energy conservation.
- Computer facility including access to internet in hostel
- Computer laboratory with 24 personal computers, 8 fans, 10 tube lights and 1 network switch is operated on this solar power.
- Class rooms with ICT facility : Eight spacious classrooms are well equipped with computer, internet facility, screen and LCD projector out of which one classroom has video conferencing facility.

9. SOP FOR TRANSPORT

- The institute provides transport facility for the students during the
 - working hours of institute.
- Institute transport is available for handling medical emergencies.

10. SOP FOR WATER PURIFIER

- Constant supply of safe drinking water
- Potable water is provided for 24 hrs. through water purifier fitted to the coolers.

11. SOP FOR EACH OUTDOOR SPORTS FACILITY:

- Recreational and sports Facility with facilities like gymnasium, jogging track, basketball court, cricket, football.
- Every year, one of the Directors of Physical Education will be elected as Chief Sports Coordinator who will oversee the University sports activities under the guidance of the Secretary, Sports Council.
- The main function of the University Sports Council is to organize Inter College Sports events among the students of constituent colleges and select the best among them for University team to represent University at Inter University tournaments.
- It also organizes staff sports events annually.
- Inter College Sports events among the students of constituent colleges and select the best among them for University team to represent University at Inter University tournaments

- Sports and Games Institution encourages students to participate actively in extra-curricular activities. The various sports and games are conducted every year in the college. The Intra College competitions conducted include:

Chess• Caroms• Volley ball• Throw ball• Badminton and annual sports day. All the above competitions are conducted every year.

The students also participated for: inter college competitions such as: Inter-college badminton• Inter-college basket ball• Inter-college volley ball• Inter-college cricket• Inter-college throw ball• Inter-college chess• Inter-college swimming• Inter-college athletics•

12. SOP FOR EACH INDOOR SPORTS FACILITY:

- The college encourages its students in both organizing and taking active part in the various athletic, indoor and outdoor sport events.
- Spacious playground for each sport event and indoor sports complex, which has state-of-the-art in-door sports facilities and a gymnasium with trainers for optimum benefit to the students.
- There are physical directors who help the students in finetuning their skills to prepare them for different tournaments.
- A body consisting of three members from the staff is appointed as sports coordinators.
- A student coordinator elected by student council who informs all the students through the respective class representatives regarding the upcoming events, and in organizing sports events.
- Meetings are held with staff coordinators on a regular basis. The faculty members and student coordinators are involved in selecting the students who will represent the college team in the various events, based on their performance in the college level tournaments.
- Competitions in each sport are held at various levels.

UNIVERSITY LEVEL TOURNAMENTS

1. Inter-collegiate
2. Intermedics
3. Inter-university

13. SOP FOR CULTURAL FACILITIES

- Cultural committee : This committee is the main link between the college and University in the field of cultural activities.
- The main responsibility of this committee is to ensure smooth conduct of UTSAV –Inter College cultural festival, team to participate in Inter University Cultural festivals and organizing various cultural programmes on the campus
- Inter collegiate fest is conducted.

14. SOP FOR BUILDINGS:

- The campus specific initiatives are: -

- Regular painting of the building
- Ensuring that the campus is a no-smoking area
- Hourly cleaning of the corridors and washrooms
- Cleaning of the classrooms after each session of B. Com - M, BA-BSC, B. Com – E, BBA and M. Com
- Green Campus – Planting and maintenance of trees, the field etc.

15. E-WASTE MANAGEMENT:

- Hazardous waste management
- No such formal mechanism to dispose of hazardous waste in the College. The Chemistry department of the College does not use any carcinogenic chemicals in their laboratory.
- E-waste management
- Initiatives are taken with KMC to dispose of E-waste
- Any other Smoke Free Campus
- Neighborhood clean programme – an initiative of NSS Plastic free campus.
- Encouraging the use of cloth/jute bags that are biodegradable
- Waste bins are kept at strategic points in the College in order to check littering.
- Hygienic methods are adopted in the College canteen in the form of gloves and head covers for the canteen staff.
- Disposal of biological waste of laboratories after autoclaving.

16. SOP FOR GUEST HOURS::

- The statute of the University mandates that the Board of Study should consist of external experts and subject experts from reputed institutes. The curriculum designed by the college is reviewed and finalized by the Board of Studies.
- The faculties and the students also interact with the industry during live projects, attending seminars and providing inputs on the latest industry requirements.
- The college also invites faculties of national repute for guest lecture and takes feedback on a number of aspects related to curriculum.
- Feedback is taken from the faculties visiting campus for guest lecture or seminars.
- A number of faculties of the college are invited as guest faculties in institutions across India and abroad. The faculties are also invited as resource persons in seminars and workshops.
- Faculty who have earned eminence over years of service are retained as Guest Faculty after their retirement.

17. SOP FOR DIGITAL COMMUNICATION FACILITIES:

- Classrooms are mostly equipped with Black Boards / White Boards.

- The traditional system as well as modern digital equipment's are used.

18. SOP FOR MEDICAL FACILITIES:

- There is also free medical clinic within the campus. Group health insurance scheme for the students has not yet been introduced. There are regular health check-ups organized in the hostel.
- The first-aid facilities are available with each departmental office in the College along with NSS and NCC. Health care camps are organised regularly for students and their parents followed by necessary medical action.
- Medical Group Insurance. Medical Alumni.
- The Support staff gets the benefit of general health check-up held annually in the College and are provided with a medical insurance up to one lakh.
- Free Eye checkup camps are organized for the Support Staff as well as students of economically weaker sections.
- Health facilities, like services of a qualified Nurse during working hours, Medical check-ups of the staff and aid to the under-privileged employees, are provided generously. Lectures to impart medical and health awareness to the staff are also conducted.

19. SOP FOR MAINTENANCE OF RECORDS:

- Documentation and approval of faculty record.
- Maintenance of records pertaining to different programmes held in the College.

20. SOP FOR MAINTENANCE OF ELECTRONIC RECORDS:

- The institution ensures wide publicity through Electronic and Print Media for admission. Through the well-structured College website, the students have accessibility to the required information related to the courses and admission process.
- To cater to the requirements of the students, a number of CD, DVD and other electronic materials are also made available in the library. Electronic (e-books, e-Journals)

21. SOP FOR HERBAL GARDENS:

- A small well-laid-out garden with tree plantation and greenery with a lush green cover on the playground contribute to the ambience of the surroundings.
- There is a full time maintenance manager with an assistant and full sweepers and gardeners.

22. SOP FOR ELECTRICAL EQUIPMENTS:

- Classrooms are mostly equipped with Black Boards / White Boards. The traditional system as well as modern digital equipment's are used.

- The faculty, when required, uses PowerPoint presentations as well as internet based resources in the classroom. Also, since this course has a lot of requirements which are practical oriented (camera, sound, editing, and photography) equipment and software are used to teach the students.
- The department has also procured state of the art equipment and cameras for the students, such as Teleprompters, multi camera set up with talk back facility, switchers and HD cameras.
- The students have direct access to the studio and gain professional experience through the industry standard equipment.