

Swa. Mallaji Atram Bahuddeshiya Sanstha, Allapalli Tq. Aheri Dist. Gadchiroli's

**Swa. Laxmibai Arts, Science and Commerce
Women's College, Allapalli**

Tq. Aheri Dist. Gadchiroli

Standard Operating Procedures

For Maintaining and Utilising Procedures

Of

Physical, Academic and Support Facilities

Laboratory

Library

Computer

Classrooms

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The Policy and Procedure for Maintaining and Utilizing

Physical, Academics and Support Facilities

Physical Facilities:

The institution approves best provision and deployment of the available financial resources for maintenance and upkeep of different facilities. Regular meetings are conducted by various committees constituted for this purpose and meet the requirements in the interest of students. The sound maintained classrooms and audio-visual aids are utilized by the students and the faculties for imparting knowledge. Regular maintenance and cleaning of the classrooms and the laboratories are done by the peon and Lab Attendants, under the supervision of laboratory assistant. The housekeeping record is maintained by the administrative office on regular basis.

The college housed adequate number of computers, catering the need of the students, Administrative office, laboratories, classrooms and library. The computers are well connected with LAN and enabled internet access.

The library is accessible to all students and staff members at free of cost. Annual budgetary provision for purchase and maintenance is made by the library advisory committee. The activities like decontamination and keeping library clean is done by library attendant. The library is also provided by LAN for the computers and Wi-Fi facilities provided with internet access for students.

Academic and Support Facilities:

The academic support facilities like library, the sports and the platforms supporting overall development of the students like NSS or Career Counselling and Placement cell etc. is open not only to the college students but also to all stakeholder in the surrounding with prior permission of the authority.

The biometric attendance system is effectively utilized by the faculty. The annual maintenance of Biometric is carried out by local computer service provider. The ICT classroom is being utilized by students and is regularly maintained by Physics dept. The college website has maintained regularly by **SYNOVATS, Nagpur**. The maintenance of UPS and other computing equipment's is done on regular basis. The maintenance of electrical equipment and the plumbing related maintenance is done with the help of local skilled worker.

1. Maintenance and Purchase

Maintenance of Classroom:

1. The maintenance of classroom is done on regular basis by the peons.
2. The cleanliness is supervised by the college discipline committee.
3. Any problem in the classroom is reported to the college discipline committee.

Maintenance of Sports Equipment and Areas:

1. The sports equipment and areas are maintained by the Games and Sports Committee.
2. Interim maintenance is performed as and when required.
3. The purchase requests are forwarded to the principal through purchase committee.
4. The condemned sports equipment's are discarded after the inspection by the Games and Sport Committee.

Purchase Committee:

1. Request for any purchase deemed required by the purchase committee shall be submitted along with quotation to the CDC management for approval.
2. Receipts or bill shall be submitted and filed by the purchase committee for all the purchase

2. Laboratory

Procedure:

1. The students must have valid ID cards for entering to the laboratory.
2. The students should be engaged in the activity taken up by the teacher.
3. Report all accidents, injuries and breakage of glass or equipment to teacher immediately.
4. Keep pathways clear by placing extra items (books, bags, etc.) on the shelves or under the work tables.
5. Wear sensible clothing including footwear. Loose clothing should be secured so they do not get caught in a flame or chemicals.
6. Do not taste or smell chemicals
7. Wear safety goggles to protect your eyes when heating substances, dissecting, etc.
8. Do not attempt to change the position of glass tubing in a stopper.
9. Never point a test tube being heated at another student or yourself. Never look into a test tube while you are heating it.
10. Unauthorized experiments or procedures must not be attempted.
11. Keep solids out of the sink.
12. Leave our work station clean and in good order before leaving the laboratory
13. Do not lean, hang over or sit on the laboratory tables.
14. Do not leave your assigned laboratory station without permission of the teacher.
15. Learn the location of the fire extinguisher, eye wash station and first aid kit.
16. Fooling around or "horse play" in the laboratory is absolutely forbidden. Students found in violation of this safety rule will be barred from participating in future labs and could result in suspension.
17. Anyone wearing acrylic nails will not be allowed to work with matches, lighted splints, Bunsen burners, etc.
18. Treat all microorganisms as potential pathogens as they pose threat to health.
19. Disinfect work areas and wash hands with disinfectant soap before and after use.

20. Use pipette bulbs or pipetting devices for the aspiration and dispensing of liquid cultures.
21. All cultures, chemicals, disinfectant, and media should be clearly and securely labelled with their names and dates.
22. The apparatus should be autoclave or disinfect waste material after use.
23. Cover any spills or broken culture tubes with a 70% ethanol or 10% bleach solution; then cover with paper towels.
24. Do not lift any solutions, glassware or other types of apparatus above eye level.
25. All apparatus, media, tubes, plates, loops, needles, pipettes and other items used for culturing microorganisms should be sterilized by autoclaving.
26. Follow all instructions given by your teacher.
27. Learn how to transport all materials and equipment safely.
28. No eating or drinking in the lab at any time.
29. Cell phones are not allowed in the Laboratory.
30. Disruptive behavior and loud conversation will not be tolerated.

A student who does not follow the above guidelines will be subject to administrative action.

3. Library

Library Opening Hours:

1. The library will be open on all working days from 8.00 am to 5.00 pm. 2. During exam times library will be remain open 8.00 am to 6.00 pm

Issue Return of Books:

1. Issue and return of books is facilitated through library BT cards.
2. The student's membership of the library is renewed at the beginning of each year.
3. Each student if being issued any book is permitted to keep the book for 15 days.
4. Each student is permitted to borrow two books at a time.

Periodic Maintenance of Book:

1. Dusting is conducted daily.
2. Damaged book are repaired as and when necessary.
3. The collection of journals and periodicals is increased by an annual subscription.

Library Audit:

1. Yearly stock verification is conducted and stock out missing and damaged books.
2. New book included missing and reference book are decided by the library advisory committee.

4. Computers

Procedure:

1. The students must have valid ID cards for entering to the computer laboratory.
2. The students should be engaged in the activity taken up by the teacher for IT practical
3. All internet activity by the students shall be with the teacher's knowledge and direction and shall likewise be directly relevant to the IT class assignments.
4. All copyrights laws will be strictly observed in the computer department. No software may be copied onto the network.
5. No student may set up or assign a private account, file attributes or subdirectory privileges unless directed to do so by the teachers.
6. Any use of CDs or disks must have prior approval of the instructor. In order to prevent virus invasion into the labs the following procedure may be used.
7. Vandalism of any equipment's in the computer lab will result in administrative action, the least of which will entail immediate academic probation for the student.
8. No food/drink/gum/etc. in the laboratory
9. Cell phones are not allowed in the computer labs.
10. Profane and other obscene material is prohibited

A student who does not follow the above guidelines will be subject to administrative action.

6. Classroom

Procedure:

1. The students must have valid ID cards to enter the allocated classroom/s.
2. The students should be engaged in the activity taken up by the teacher.
3. The students should utilize the learning resources kept in the classroom.
4. No food/drink/gum/etc. is allowed in the classroom.
5. Cell phones are not allowed in the classroom.
6. Disruptive behavior and loud conversation will not be tolerated.
7. Sabotage of any equipment's in the classroom will result in administrative action.

A student who does not follow the above guidelines will be subject to administrative action.