



STANDARD OPERATING PROCEDURE – SOP.MF.1.1

[College Name]
[College Address]

[College contact number]
[College email id]

Version History

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Foreword

The IQAC Team of [College Name] has prepared the Standard Operating Procedure in line with the Institution policy for Quality Monitoring and Quality Improvement. The feedback was taken from all stakeholders for preparation of the Standard Operating Procedures (SOP). The SOP was reviewed and approved by the Principal.

Introduction

[About the College]

Vision

[Vision as given in SSR]

Mission

[Mission as given in SSR]

1.0 Scope

This document describes the SOP for maintenance of all facilities located in the campus of [College name]

2.0 Normative References

There are no normative references in this document.

3.0 Terms and Definitions

For the purposes of this document, the following terms and definitions apply.

3.1 [Abbreviation of College name]

[Full name of the College]

3.2 ESP

ESP refers to any External Service Provider, either legally incorporated as a business or providing service as an individual service provider.

4.0 Maintenance of Computer Facilities

The following procedures are adapted for maintenance of computer facilities.

- An agreement has been made with _____ to maintain the IT infrastructure of the campus.
- The ESP will deploy one full-time person in the campus to check all the equipments and take necessary actions.

- The ESP will ensure timely replacement of any parts as necessary.
- The details of the ESP are as given below :

5.0 Maintenance of Classrooms

- The third party agencies are contracted for cleaning of classrooms on daily basis.

6.0 Maintenance of Indoor Sports

- ESP maintains the indoor sports facility on a regular basis.
- Interim maintenance is performed as and when required.
- The ESP details are given below –

7.0 Maintenance of Restrooms

- The third party agencies are contracted for cleaning of classrooms on daily basis.

8.0 Maintenance of Electrical Facilities

- Maintenance of Electric facilities is contracted to _____.
- The details are as follows:

9.0 Maintenance of Elevator Facilities

Maintenance of Elevator facilities is contracted by _____.

The details are as follows:

10.0 Maintenance of ICT Facilities

- Maintenance of Audio and Visual Services is contracted by :

- Maintenance of CCTV Cameras is contracted by:

- Maintenance of Tele Communications is contracted by:

11.0 Maintenance of Security

- Security is outsourced to a security agency:

12.0 Scavenger Outsourcing

- Scavenger Outsourcing is maintained by an ESP :

13.0 Civil Contractor

- Any civil work is contracted by an ESP :

14.0 Maintenance of Medical Services

- The Institution has [__doctor name__], available every working day __ am to __pm in the college campus.
 - The institution also has a nurse to tend to the minor emergencies and first aid.
 - Any serious emergencies, is referred immediately to the hospital _____.
 - The details of the doctor available on campus is as below:
-
-

15.0 Bank Services

- The campus has an exclusive branch in [__ bank name __], across the college road.
- The opening hours of the bank is – __ am to __ pm.

16.0 Maintenance of Yoga Centre

- The Institution has a yoga centre in collaboration with the _____.
- The opening hours of the yoga centre is from __ am to __ am.

17.0 Maintenance of Personality Development Centre

- The Institution has a Personality Development Centre, in collaboration with _____.

18.0 Maintenance of Fire Extinguishing Equipments

- Fire services and equipments are provided by an ESP and the details of the ESP are as given below:

19.0 Library Opening hours

- The library will be open on all working days from __ am to __pm.
- During exam times library will remain open till __am to __pm.

20.0 Issue Return of Books

- Issue and return of books is facilitated through _____ software.
- Each student is permitted to keep the book for __ days.
- Each student is permitted to borrow _____ books at a time.

21.0 OPAC

- OPAC Facility is available through a public access link.

22.0 Reprographic Service

- Reprographic facility is provided in the library.

- Maintenance of the reprographic machine is provided by _____.

23.0 Weeding of Books

- Books are weeded once in every ___ years, replacing them with new books.

24.0 Periodic Maintenance of Books

- Dusting is conducted daily.
- Damaged books are repaired as and when necessary.

25.0 Pest Control

- Pest Control is conducted on a regular basis, in collaboration with an external agency.

26.0 Library Audit

- Yearly audit is conducted to maintain the diversity of books, and to ensure the new books are included.

27.0 Dry and Wet Waste Management

- The Institution has placed separate bins to collect dry and wet waste in different parts of the campus.
- The Institution has appointed ESP to collect the dry and wet waste from the bins located in the campus and dump the waste to Municipal bins, on a daily basis.

28.0 E-Waste Management

- The Institution has a designated storage space for temporarily storing all electronic waste.
- The institution has appointed an ESP to collect the e-waste, quarterly, the details of which is given below :

29.0 Management of Waste Generated through discarding of old records

- The solid waste generated by discarding old records is periodically sold to a waste paper merchant, the details are given below:

30.0 Maintenance of Kitchen Facilities in Girls Hostel

- Fixed menu is given weekly, which includes breakfast, lunch, snacks and dinner.
- The menu is decided and changed accordingly by the Hostel Warden in consultation with college Secretary.
- Cleaning and maintaining is done regularly by the college appointed employees.

31.0 Maintenance of Rooms and Furniture in Girls Hostel

- Rooms and furniture are maintained by an ESP, whose details are given below: