



JYOTHISHMATHI INSTITUTE OF TECHNOLOGY AND SCIENCE

Approved by AICTE, New Delhi and Affiliated to JNTU, Hyderabad

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4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Standard Operating Procedure for Laboratories:

Establishment and Maintenance of Laboratories

All the Laboratories in the institution are well equipped with necessary equipments as per the affiliating university norms. All electrical, electronics, civil and mechanical equipments and installation are checked at the beginning of the semester.

Purpose:

To provide guidelines for procurement of new equipment, maintenance of laboratory.

Activities-Purchase of Equipment

- a. Identification of need for establishment of new lab/ procurement of new equipment as per new regulations if any
- b. Department gives requisition of requirement and suppliers details (email id and contact details) to the office duly endorsed by the principal.
- c. The office assistant collects the quotations from respective suppliers and prepares a comparative statement with the concern of respective department.
- d. After verification by office superintendent, the proposal containing requisition and comparative statements is forwarded to purchase committee for approval. The purchase committee recommends the supplier based on their services, technical specification, quality and price of the equipment to the Principal for final approval.

- e. Purchase order is prepared by procurement in-charge based on final approval and photocopy of the same is sent to Accountant and concerned department.
- f. On receiving the material, the concerned faculty-in charge verifies the equipment and certifies that the received equipment is in satisfactory condition and report is submitted to the HOD.
- g. Respective entries are made in departmental stock register with all details and the invoice is submitted to the procurement in-charge by getting the signature of designated authority.
- h. Photocopy of the invoice is maintained in respective departments.
- i. Accountant should fill all the details in payment register.
- j. Purchase officer and designated authority sign in the payment register release of payment.

Maintenance: (Electrical, Electronics, Civil and Mechanical equipments)

The lab technicians of the respective laboratory look after the maintenance of the equipments. In-house servicing is carried out periodically. The department takes up servicing measures for the instruments/equipments as and when required through suppliers and service persons and in some cases through annual maintenance services (ACM).

The department maintains the complete records of services along with the stock registers. Following documents are maintained in the office:

- 1) Requisition from department
- 2) Enquiry for quotations
- 3) Comparative statements with quotations
- 4) Purchase order
- 5) Invoice
- 6) Receipts

Safety and security:

1. Safety charts and instructions (Do's and Don'ts) are displayed in all laboratories.
2. Fire extinguishers are installed at appropriate locations.
3. Proper earthing is provided for all electrical installations
4. First aid boxes are placed in each laboratory.

Maintenance of Computers (Hardware and Software, Networking and IT Infrastructure):

The Institution has sufficient number of computer systems, software's and other required IT infrastructure as per affiliating university to cater the needs of students and faculty. The System administrators play a vital role in maintaining the infrastructure in the institution.

- Whenever there is a problem in hardware or software the respective Lab- in-charge submits the requisition to the principal through the HOD.
- The principal endorses and directs the instructions to the system administrator.
- The system administrator maintains the log book, attends and resolves the issues.
- If any purchase of hardware, software and other related spare parts, the HOD submits the proposal to the purchase committee duly signed by the principal.
- The further process is carried out by the Purchase committee.

SOP- LIBRARY:

The institution central library houses sufficient number of books, journals, news papers and e-resources to cater to the teaching-learning needs of the students and faculty. The librarian is responsible to manage all operations of the library and the library resources.

Objective:

Procurement of new Books, journals, e-sources, and maintenance

Activities:

PURCHASE

- The Librarian sends a circular to all the head of the departments to submit the list of the books required as per the syllabus prescribed and books on content beyond the syllabus at the beginning of the semester.
- The HOD collects the list from each faculty and consolidates as per the requirement and submits to the librarian.

- The Librarian places the requests before the library committee and finalizes the list with the approval of the principal. The procurement process is further carried by the purchase committee.
- The procured books details are entered in the accession register and also entered in the library software.

Working Hours:

1. The library remains open on all working days from 8.00 am to 8.00 pm.
2. Issues, Returns & Renewal from 8.00 am to 5.00 pm
3. The library remains close on all public holidays.

Membership

All students and faculty are members of the library.

Borrowing and returning of books

- The library cards are issued to all its members.
- Id card is mandatory to enter into the library and to do the transaction.
- Student can borrow at the most 3 books and faculty can borrow 10 books.
- If any book is lost by the students then a fine of double amount should be paid.
- Books are issued to students for a period of 10 days, and if not returned in specified time else a fine of Rs 1/- is to be paid per day.
- The faculty can retain the books at the end of the semester.

Annual stock verification will be carried out annually by an adhoc committee constituted by the principal annually.

SOP- Sports and GYM

The Physical Director in consultation with the sports committee submits the proposal of required purchase of sports and gym equipment to the purchase committee on approval by the principal. The Purchase committee verifies the proposal and submits the recommendation. Any maintenance required is reported to the maintenance supervisor, who facilitates service from the service provider with approval from principal.

SOP- General Maintenance

The physical and academic support facilities are taken care by the maintenance team. The supervisor will report to the maintenance team regarding his observation on electrical, plumbing and housekeeping related issues/complaints. House-keeping activities like water supply, maintenance of gardening, pest control, disposal of waste are taken care by maintenance team. The faculty or the HOD's can raise a complaint to the maintenance team if found any issues with general maintenance. Electricians are available round the clock to address the issues of power down and day to day electrical maintenance. The maintenance supervisor coordinates with the electricity department for maintenance of transformer. Fire extinguishers are placed at appropriate locations and are maintained periodically.



Principal
Jyothismathi Institute of
Technology & Science
Karimnagar.