Data for 4.4.2:

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports

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| **ACA/PR/21** | **Maintenance of Laboratory Equipment** |
| **Rev.: 00 Date: 21-01-2019** | **Clause: 7.1.3** | **Page: 01 / 01** |

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| **Input** | Laboratory equipment, Equipment manual |

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| **Sr. No.** | **Activity** | **Owner** | **Process Output** |
|  | Codify the Laboratory equipment.Determine the frequency and parameters for preventive maintenance of equipment.Carry out the Preventive maintenance & Calibration (As applicable) as per plan and maintain record. Also maintain record of repair / replacement carried out during maintenance.In case of breakdown, repair the fault internally and / or with the help from external agency.Maintain record of breakdown maintenance carried out.At the end of semester, collect the data related to breakdowns, identify major and / or repetitive failure, analyze and initiate necessary actions to eliminate recurrence. | Laboratory Incharge / Laboratory Assistant | Dead Stock Register |
|  | Laboratory Incharge /Laboratory Assistant | Preventive maintenance schedule |
|  | Laboratory Incharge/ Laboratory Assistant | Equipment History Register |
|  | Laboratory Incharge/ Laboratory Assistant | -- |
|  | Laboratory Incharge/ Laboratory Assistant | Equipment History Register |
|  | Laboratory Incharge/ Laboratory Assistant | Corrective Action Report |

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| **LIB / PR / 05** | **Book Preservation** |
| **Rev.: 00 Date: 21-01-2019** | **Clause: 8.5.4, 9.1.3** | **Page : 01 / 01** |

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| **Input** | Books |

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| **Sr. No.** | **Activity** | **Owner** | **Process Output** |
| 01 | Ensure that library book shelf is clean every time so as to avoid the dust accumulation and verify it. Place naphthalene balls in the book shelf. Carry out the clining every day and verify it. | Peon, Library Assistant | -- |
| 02 | Peon | -- |
| 03 | Peon, Library Assistant | -- |
|  | **Internal Stock Verification** |  |  |
| 01 | Internal stock verification of books is carry out internally once in year.Prepare a list of untraceable books.Identify number of books Lost, damaged, and weeded out. Forward the report to higher authority for further actions.Book which is not available for three consecutive verifications, will be treated as missing. Initiate further action as per directives by higher authorities. | Librarian | Stock verification Report |
| 02 | Librarian | Untraced book report |
| 03 | Librarian | Stock verification report and Untraced book report |
| 04 | Librarian | -- |

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| **STU/PR/ 08**  | **Control of Student Property** |
| **Rev.: 01Date: 08-04-2019** | **Clause: 8.5.3** | **Page: 01 / 01** |

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| **Input** | Students Original Documents |

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| **Sr. No.** | **Activity** | **Owner** | **Process Output** |
| 01 | Assign the responsibilities to control Student property | Principal and O.S. | Admission |
| 02 | **Student Property & its retention period**1. Original- DTE Verification/ 1 year whichever is later.
2. Mark sheet:- (SSC, HSC, Diploma Final Year, BE Final Year.
3. CET/ JEE/ Gate- Score Card/ Mark Sheet.
4. School Leaving/Transfer Certificate (Diploma, HSC, BE)
5. Migration Certificate (if applicable)
6. Caste Certificate, Cast validity, Non-Creamylayer (if applicable)
7. Domicile Certificate, Nationality Certificate.
8. Gap Certificate (if applicable)
 | Students Section Clerk  | -- |
| 03 | Ensure the Submission of the Student propertyPreserve & check the Student property till the retention period.Decide the action to be taken after its retention period.(Maintain Photocopy & All original certificates & original TC/LC after Retention period)  | Students Section Clerk  | -- |
| 04 | Students Section Clerk | -- |
| 05 | Principal and OS | -- |
|  | **Data in the computer or Office/ General Register** |
| 06 | Enter student details in students General Register; communicate General Register No. After complete of the Course / Cancellation of admission before course duration issue LC/TC | Students Section Clerk |  |
| 07 |  Student Pass out |

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| **EST / PR / 06** | **Control of Outsourced Activity – AMC** |
| **Rev.: 00 Date: 21-01-2019** | Clause: 8.4.2 | Page: 01 / 01 |

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| Input | Maintenance requirements of available Facilities.  |

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| **Sr.** | **Activity** | **Responsibility** | **Stage Out put** |
|  | Decide the processes to be outsourced considering the requirement of Institute. Presently following service is outsourced: **Annual Maintenance Contracts of VRIDHI library software, D.G. Genset, R.O. Plant & House Keeping**Identity the suppliers of outsourcing services, discuss the rates of services and finalize the suppliers.Prepare list of outsource suppliers and compare the same.Prepare the work order for the outsourced activity and take approval from Principal and Management.Call the suppliers as per the need, explain the work to be carried out.Supervise the suppliers’ work.Verify the work is done as per the requirements and upto satisfaction.Release the supplier’s payment for the work done.  | Principal | -- |
|  | Office Superintendent | Supplier list |
|  | Office Superintendent | Comparative Statement  |
|  | Office Superintendent | Contract for Outsourcing Services  |
|  | O.S. & Concerned Process Owner | -- |
|  | Concerned Process Owner | -- |
|  | Concerned Process Owner | -- |
|  | Accounts Section | -- |

**Maintenance of Laboratory Equipment:**

Codify the Laboratory equipment.

Determine the frequency and parameters for preventive maintenance of equipment.

Carry out the Preventive maintenance & Calibration (As applicable) as per plan and maintain record. Also maintain record of repair / replacement carried out during maintenance.

In case of breakdown, repair the fault internally and / or with the help from external agency.

Maintain record of breakdown maintenance carried out.

At the end of semester, collect the data related to breakdowns, identify major and / or repetitive failure, analyze and initiate necessary actions to eliminate recurrence.

**Maintenance of Library:**

Ensure that library book shelf is clean every time so as to avoid the dust accumulation and verify it.

# Place naphthalene balls in the book shelf.

Carry out the clining every day and verify it.

Internal stock verification of books is carry out internally once in year.

Prepare a list of untraceable books.

Identify number of books Lost, damaged, and weeded out. Forward the report to higher authority for further actions.

Book which is not available for three consecutive verifications, will be treated as missing. Initiate further action as per directives by higher authorities.

**Maintenance of Student Property:**

Following documents are retained at student section.

1. Original- DTE Verification/ 1 year whichever is later.
2. Mark sheet:- (SSC, HSC, Diploma Final Year, BE Final Year.
3. CET/ JEE/ Gate- Score Card/ Mark Sheet.
4. School Leaving/Transfer Certificate (Diploma, HSC, BE)
5. Migration Certificate (if applicable)
6. Caste Certificate, Cast validity, Non-Creamy layer (if applicable)
7. Domicile Certificate, Nationality Certificate.
8. Gap Certificate (if applicable)

Preserve & check the Student property till the retention period.

(Maintain Photocopy & All original certificates & original TC/LC after Retention period)

**Maintenance of Student admission details:**

Enter student details in students General Register; communicate General Register No.

After complete of the Course / Cancellation of admission before course duration issue LC/TC

Ensure the Submission of the Student property

Decide the action to be taken after its retention period

**Maintenance of Outsourced activity:**

Decide the processes to be outsourced considering the requirement of Institute. Presently following service is outsourced:

Annual Maintenance Contracts of VRIDHI library software, D.G. Genset, R.O. Plant & House Keeping

Identity the suppliers of outsourcing services, discuss the rates of services and finalize the suppliers.

Prepare list of outsource suppliers and compare the same.

Prepare the work order for the outsourced activity and take approval from Principal and Management.

Call the suppliers as per the need, explain the work to be carried out.

Supervise the suppliers’ work.

Verify the work is done as per the requirements and upto satisfaction.

Release the supplier’s payment for the work done.

**Maintenance of Department Of Physical Education and Sports:**

Maintenance of ground for various games by continues monitoring of the ground by Security AMC.: Cleaning and watering, rolling, grass cutting

Ground marking with powder as per requirement of games.

Providing and maintaining all necessary facilities for students to ensure uninterrupted play also to rectify availability of sports equipment time to time.

To keep record of equipment transaction in inward outward register. To verify the state of equipment provided while receiving.

If case of ware and tare of equipment, repairing is done as per requirement

All the equipment’s are checked and sealed every day before leaving the dept. by physical director.