Sri SAIRAM
COLLEGE OF ENGINEERING
Anekal, Bengaluru

ISO 9001:2015 certified Institution
Approved by AICTE, New Delhi
Affiliated to Visvesvaraya Technological University
www.sairamce.edu.in

1. SOP FOR LIBRARY:

The library management is concerned about the:

1) Adopting a student friendly process in using the resources available in the library.

2) Avoidance of Unethical activities and misusing the resources.

3) Hours of operation that is convenient to the student population.

4) Effective usage of resources and manpower available in the library to provide the best support to the students.

5) The Library Management has established the following fines and fees:

- Fines on overdue books owned by the library are charged at Rs.1/day.
- If an item is lost or damaged, the student shall pay the acquisition cost plus an additional fee for processing of the item.
- Replacement copies will be accepted in lieu of payment for lost or damaged materials.

6) Library membership card

i. Library member shall select the book / resource and shall carry the same to the issue counter.

ii. The library assistant shall insert the book card in to the borrower pocket after getting signature in it from the borrower and enter the details in the issue module of the library software

iii. The due date of the book/CD shall be intimated to the respective library member at the time of the issue and the same shall be stamped in due date slip, which is pasted on the last page of the book.

iv. The retention period of the borrowed books shall be 15 days.

v. If the required book is on issue, user shall enter the book details in the reservation register, and follow-up with library assistant

vi. On receiving book from the Library member, Library Assistant shall check for the Due date on the book

vii. When the book is returned Within Due date, Library Assistant shall take out the book card from the borrower pocket and insert the same in the book pocket, and cancel the transaction through return mode in the software

7) The student as well as the faculty/staff can access the library 9:00am-6:00pm.

8) 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

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

9). NEW ARRIVALS LIST

i. The librarian shall prepare the list of new arrivals to library once in a month.

ii. One copy of the new arrivals list shall be distributed to all the departments and a copy shall be displayed on library notice board.

10) Each student will be issued maximum of 3 books, SC/ST students– 5 books, top 10 students of each department -5 books, faculty – 8 books and non-teaching – 2 books.

11) SECURITY

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.

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

12) BULLETIN BOARD GUIDELINES

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

13) Use of Plagiarism Software

Licensed version of TURNITIN plagiarism software is available with the library. Any faculty or students who want to check the plagiarism level of their research papers and project reports can do the same with the help of the librarian.

2. SOP FOR SEMINAR HALL:

1) The scheduling the seminar hall should be done via the calendar to ensure that the space is reserved and that your usage is not impacting other, scheduled meetings.

2) The seminar hall should be left 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).

3) 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.

4) You are responsible for handling any and all requests from the participants in your meeting. These requests include making copies for your meeting, directing participants to the correct room, communicating, etc.

5) Meeting requests from people will be accepted by Estate Officer provided the room is not already booked and request approved by HOD, Principal and MR.

6) All meeting requests must include a subject that clearly defines the purpose of the meeting. The schedulers 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

7) Use only whiteboard approved markers

8) Clean up the room- Place all trash in receptacles, clean whiteboards, and contact facilities staff if necessary

9) Seminar Hall is normally closed during standard working hours. Meeting organizers are responsible to contact Stores department to secure a room during the day or after normal working hours

10) Acoustically designed seminar hall of 750 capacity with audio-video facilities is available.

11) ICT enabled Auditorium with 250 capacities with centralized AC.

3. SOP FOR HOSTEL

The institute maintains separate hostel for boys and girls.

1) Hostel Rules and Regulations
    i. Student should read the rules before signing the application form (A copy of rules is attached with the application form).
    ii. Rules to be displayed on the hostel Notice Board also.
    iii. Duplicate keys will only be made on application received from students by the Hostel Warden/s.
    iv. Complaint form/Register to be provided to students by the Hostel Warden.
    v. Any cleanliness matter is to be brought in the notice of the Hostel Warden.
    vi. Mess to be informed about non-availability of students.
    vii. Food is only to be served in the room after depositing Identity card in case of illness.
    viii. Hostel Main Gate is to be closed at 10.30 pm. No student is allowed to enter after 10.30 pm.

2) Hostel Admissions
    i. Students are made to understand the necessity and important of complying with the rules and regulations of the Hostel and the consequences of non-compliance, by the Principal before the admission.
    ii. Every student is made to accept those rules and regulations by affixing their signature.
    iii. Based on the admissions list provided by the Principal, the Warden prepares a Students Attendance register

3) Each student is provided with facility for sleeping, and safe keeping of their personal effects Hostel maintenance and Students' welfare
    i. Warden is provided with accommodation within the Hostel
    ii. Warden has been provided with specific daily activities to be performed in respect of maintaining the facilities at the Hostel.
    iii. The students are permitted to participate in sports activities during evenings
    iv. The Warden has made necessary arrangements to provide emergency medicines within the Hostel, and if necessary, the Warden will inform the empanelled medical hospital located nearby.
    v. In case of Hospitalisation, Ambulance provided by the Hospital is used.
    vi. The students have been provided with a common reading hall and a TV to have wholesome entertainment and reading
    vii. The students are permitted for outings on every Sunday , with the written permission of the Warden
    viii. Parents of students are allowed to meet their wards any time without disturbing the classes

4) Complaints handling/ feedback
    i. A complaints register is maintained at the Warden's office, where students can record their grievances, regarding Hostel problems
    ii. A QR code is also placed in prominent locations, so that making suggestions and complaints will be easy.
    iii. Warden attends to these complaints at the earliest and closes them
    iv. Students are allowed to express their problems orally also from time to time, for which solutions are provided.
    v. At the end of each year, student feedback form is used to collect feedback from the students on the satisfaction level of the Hostel facilities and management

4. SOP FOR COMMON ROOM

1) Separate common rooms are available for Boys and girls.
2) Recreational facility-common room with a single cot and bed are also provided to aid the students.

5. SOP FOR CLASSROOMS:

1) Classrooms are equipped with Black Boards and White Boards. The traditional systems as well as modern digital equipment's are used.
2) Class rooms with ICT facility:- (ICT-Information and communication   Technology)
3) 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.
4) The faculty, when required, uses PowerPoint presentations as well as internet based resources in the classroom.
5) Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department.
6) Cleaning of Classrooms
   i. The cleaning & sanitization of Classroom is done on regular basis by the cleaning staff.
   ii. The cleanliness is supervised by supervisor and maintenance committee of the institution. Any problem in the class room is reported to the Estate Officer.
   iii. Appropriate Measures to be taken to correct the Problem.

6. SOP FOR TRANSPORT:

1) The institute provides transport facility for the students during theo working hours of institute.
2) Institute transport is available for handling medical emergencies.
3) QR codes are placed in the busses, so that the commuters can make suggestions and complaints easily.
4) Route planning
   i. Route plan shall be prepared for pick up and drop of personnel based on
      • Feasibility / cost
      • Spread of personnel residing near the pickup points
      • Number of buses / vehicles deployed
   ii. The route plan shall specify
      • Vehicle wise route and pick up / drop points
      • No. of Km
      • Number of trips per day
      • Start and End time
   iii. The route plan shall be reviewed and approved by the principal
   iv. The approved route plan shall be displayed on the notice board for information of commuters
   v. Where required route plan shall be updated based on the Monitors suggestions
   vi. Principal shall approve Updated route plan
5) Enrolment For Transportation
   i. The admission in charge shall direct the interested candidates to enrol themselves for availing transport facilities
   ii. The admission in charge shall direct the interested candidates to enrol themselves for availing transport facilities.

   iii. The Accountant/ Office Superintendent shall forward list of candidates who has paid transportation fees to transport officer

   iv. The student shall submit a copy of the transport fees receipt to the transport officer to collect application form

   v. The updated list received from the admission department shall be verified

   vi. Transport officer shall collect the filled application form

   vii. Upon collecting application form Transport officer shall issue Bus pass to the student / Staff

6) Operations And Monitoring

   i. Copy of the route plan and the list of personnel traveling in the route shall be Issued to the concerned driver

   ii. The driver shall maintain the trip sheet on a daily basis, which contains
- The route number
- Start count of Km and time
- End count of Km and time
- Delays and reason for the same
- No. of personnel boarded during thetrip

7) Regular Maintenance

   i. All vehicles shall be checked for the condition on a daily / weekly / monthly basis Transport officer

   ii. The findings of inspection / verification shall be recorded

   iii. Any problems identified during the check, shall be taken up for immediate rectification

   iv. The rectification shall be verified for satisfactory working condition and compliance

8) Feedback And Analysis

   i. Suggestion / Complaint book shall be available in all the vehicles

   ii. The commuters shall also be encouraged to mention the details of near miss incidents in the register

   iii. The suggestions shall be reviewed on a weekly basis

   iv. The root cause and the applicable potential causes shall be analysed

   v. Based on the nature of suggestion / complaint, corrective and / or preventive actions shall be initiated

   vi. The details of the same shall be recorded in the corrective / preventive action register

7. SOP FOR WATER PURIFIER

1. Constant supply of safe drinking water is provided for 24 hrs.
2. Water purifier available in the canteen is maintained by maintenance department, filters are replaced monthly.
3. Water is transported to college premises through utility vehicle and distributed daily to all floors in by housekeeping staff.

8. SOP FOR EACH OUTDOOR SPORTS FACILITY:

1) Recreational and sports Facility with facilities like gymnasium, jogging track, cricket, football.
2) Physical Director (PD) will be overall in charge of all activities in the department and provide Guidance / Instructions for Students and Staff in Using Sports materials and Gym.
3) Physical Education department encourages students to participate actively in extra-curricular activities.

4) Inter College Sports events among the students of VTU constituent colleges
5) It also organizes staff sports events annually.
6) The various sports and games are conducted every year in the college.
7) The Intra College competitions conducted include: Chess• Caroms• Volley ball• Throw ball• Badminton and annual sports day.
8) All the above competitions are conducted every year.
9) The students also participated for inter college competitions such as: Inter-college badminton• Inter-college basketball• Inter-college volley ball• Inter-college cricket• Inter-college throw ball• Inter-college archery • Inter-college athletics• Inter-college kabbadi

9. SOP FOR INDOOR SPORTS FACILITY:

1) The college encourages its students in both organizing and taking active part in the various athletic, indoor and outdoor sport events.
2) 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.
3) Physical director help the students in fine-tuning their skills to prepare them for different tournaments.
4) A body consisting of one member each department from the staff is appointed as sports coordinators.
5) 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.
6) 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.

10. SOP FOR CULTURAL FACILITIES

1) A body consisting of members from each department is appointed as cultural committee members along with a college cultural coordinator.

2) 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 SAISAMSKRUTHI – College cultural festival.

Responsible for training the students to take part in various cultural programmes on and off the campus like VTU youth fest, Kannada Rajyothsava, Hostel day, Intercollege Fest among VTU affiliated colleges, Rainbow week

Every year the cultural are conducted under various themes that is inclined with SDGs.

11. SOP FOR BUILDINGS:

The campus specific initiatives are: -

1) Regular painting of the building
2) Ensuring that the campus is a no-smoking area
3) Hourly cleaning of the corridors and washrooms
4) Cleaning of the classrooms at the end of each working day
5) Green Campus – Planting and maintenance of trees, the field etc.

12. SOP FOR WASTE MANAGEMENT:

Waste Management steps including:

• Solid waste management
• Liquid waste management

• **E-waste management**

1) Solid Waste: The waste is generated by all sorts of routine activities carried out in the premises that include paper, plastics, glass, metals, foods, etc. The waste is segregated at each level and source. The administrative supervisor ensures that the waste in each floor is collected at designated time intervals. The workers in each floor collect, clean, segregate and compile the waste in the dustbins provided at each floor. The floor dustbin is taken to the dumping yard and the College has contacted an authorized vendor who collects the waste from the designated place, segregates them, recycles them and disposes them at the landfills authorized by the government.

2) Liquid Waste: Liquid waste generated by the college are of two types: 1.Sewage waste 2.Laboratory, Laundry and cafeteria effluent waste

3) The Hazardous Lab & other Waste Disposal, a Standard Operating Procedure has been evolved for handling the hazardous waste disposal system.

4) E-Waste Management Flip flops, memory chips, motherboard, compact discs, cartridges etc. generated by electronic equipments such as Computers, Radio, TV, Phones, Printers, Fax and Photocopy machines are recycled properly. Instead of buying a new machine buyback option is taken for technology up gradation. The e-waste generated from hardware which cannot be reused or recycled is being disposed off centrally through government authorized vendors.

5) Encouraging the use of cloth/jute bags that are biodegradable

6) Waste bins are kept at strategic points in the College in order to check littering.

7) Hygienic methods are adopted in the College canteen in the form of gloves and head covers for the canteen staff.

13. SOP FOR CANTEEN:

1) Dressing Standards

   I.All Canteen workers must wear clean clothes.

   II.Also, Canteen workers must wear gloves, apron and hair net or cap.

2) Maintaining Cleaning

   I. Mopping and dusting is done in morning and lunch. The frequency may increase based on the requirement.

   II. Workers wash their hands before preparing/cooking food.

   III. Mopping is done if any item (solid/liquid) falls down in the canteen to avoid the gathering of the flies.

   IV. Dustbin are placed in and out the canteen for waste disposal, also they must be covered and cleaned on the regular basis.

   V. Insect repellent is also used in the canteen premise as and when required.

3) Maintaining Quality and Hygiene

   I. Eating/Drinking is not allowed in the cooking area.

   II. Chewing tobacco and Smoking is strictly prohibited inside the canteen premises.

   III. Only the certified food commodities (Agmark/FSSAI) are allowed for cooking. No loose items like oil, spices, etc. must be allowed.

   IV. Only food grade disposable is preferred.

   V. Regular inspection is carried out to assess the food quality and hygiene conditions.

   VI. A suggestion/complaint box must be installed in the canteen which should be checked regular basis and action should be taken.

14. SOP FOR MAINTENANCE OF THE PREMISES:

1) Maintenance Manager shall ensure
- Class rooms,
- Laboratories,
- Work places,
- Corridors,
- Library,
- Campus and
- Toilets are Clean and hygienic

2) Maintenance Manager shall ensure following resources are available and are in working Condition
- Emergency lights
- Generators
- Air conditioners where required
- Fans
- Tube Lights
- Water purifiers
- Fire extinguisher
- First aid box etc.

15. SOP FOR MEDICAL FACILITIES:

i. Group Personal Accident Insurance scheme for the students, faculty and working parents has been implemented valid. There is regular health check-ups organized in the hostel.

ii. The first-aid facilities are available with each departmental office in the College. Health care camps are organised regularly for students and their parents followed by necessary medical action.

iii. 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.

16. SOP FOR MAINTENANCE OF RECORDS:

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

17. SOP FOR MAINTENANCE OF ELECTRONIC RECORDS:

1) 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.

2) 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)

3) The entire academic process was implemented with Edumate- online portal

18. SOP FOR GARDENS:

1) 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.

2) There is a full time maintenance manager with an assistant and sweepers and gardeners.

19. SOP FOR LABORATORIES:

1) Laboratory Manual

The Laboratory manual includes working procedures which should be carried out in the laboratory. The contents in the manual should include
- Standard Operating Procedures for the experiments to be carried out in the laboratory.

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• Standard risk assessments should be done for the tasks involving hazardous chemicals and high risk procedures.

• All equipment's should be registered in the dead stock register maintained by the laboratory-in-charge.

• Do &don't rules that are appropriate to the particular laboratory should be written and displayed in the labs.

• Before the commencement of laboratory work, each student should sign the entry register and that they have understood the rules and regulations which must also be explained by the lab in-charge.

2) General Safety measures

- In case of injuries, first aid kit will be located next left to the main exit door.
- In case of fire mishaps fire extinguishers are located next left to the main exit door.
- Fire exit plan are displayed in corridors
- Appropriate protective clothing (aprons, gloves) should be worn wherever and whenever required. • Approved safety spectacles, goggles or safety shields must be worn wherever required.
- Fasten loose clothing and tie back long hair.
- Closed footwear should be worn at all times so that they offer protection from corrosive or hot liquids and might save from potential sources of injury.

3) House Keeping

- The floors should always be kept clean and dry.
- Keep the benches and apparatus free from chemicals and clean the apparatus thoroughly.
- Turn off all the equipment in use and extinguish flames when leaving the laboratory.
- Waste should be disposed properly.

20. SOP FOR RESTROOMS

1) The cleaning of restrooms on daily basis is done by the sweepers and cleaning staff
2) The maintenance manager supervises and reviews the status of the cleanliness.
3) Any breakage of the restroom fitting is reported to the administrator for the replacement.
4) Appropriate boards are displayed for proper usage of the restroom facilities and to maintain cleanliness

21. SOP FOR PEST CONTROL

1) Pest Control is conducted on a regular basis.
2) Any reported incidence of pests is treated on emergency basis by the college Administration.

22. SOP FOR INTERNET FACILITY:

1) Internet facility either Wi-Fi or through modem is available to all the faculties and students on the campus and hostel.
2) Each department are provided with Wi-Fi modem
3) All students and staff are provided with unique internet access id

23. SOP FOR COVID PROTOCOL

1) All the Staff and Students are monitored at the gate for Thermal Scanning and Sanitized.
2) Social distancing is maintained in Classrooms, Staff rooms, Campus, Cafeteria and College Transport.
3) Sanitizer bottles are placed in all AV Hall, Seminar Hall, Entrance & rest rooms.
4) SOPs provided by AICTE, VTU and Government of Karnataka, now and then, are also followed Scrupulously for the benefit of all inmates of the campus.