



Shri Someshwar Shikshan Prasarak Mandal's

Sharadchandra Pawar College of Engineering & Technology, Someshwarnagar Tal – Baramati, Dist – Pune 412 306
(Approved by AICTE New Delhi, Recognized by Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University, Id.no.PU/PN Engg /445/2012)

* Ph. (02112) 283185

* Fax : (02112) 283185

* Web : www.secsomeshwar.ac.in

* Email: sspm1972@gmail.com

PROCEDURES FOR UTILIZATION AND MAINTANANCE OF COMPUTER

Standard operating procedure will set the guidelines for utilizing and maintenance of computers across various departments in the institution.

PROCEDURE FOR UTILIZATION OF COMPUTERS

- Users are instructed to follow do's and don'ts pertaining to usage of the computers.
- Users are not allowed to plug-in any external hardware devices like pen-drives etc without prior permission of the lab in-charge.
- Users are made responsible for any fault or damage to the computer.
- Users should not either delete or install any data or software without the knowledge of the lab in-charge

PROCEDURE FOR MAINTENANCE /SERVICE OF THE COMPUTERS

- If any problem arises, with the computer hardware or software, the lab in-charge has to send a letter to the principal through the concerned department HOD's.
- The letter is forwarded to the principal after duly signed by concerned department HOD's, to initiate repair or replacement of the same
- Depends on the nature of the problem the repair process is initiated with the help of technical staff or by inviting technicians.
- System administrator along with the instructors of the respective labs are responsible for updating of firewall , antivirus, office automation software, Microsoft campus agreement and also up gradation of hardware chips to meet the requirement of course syllabus and curriculum.

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STANDARD OPERATING PROCEDURES FOR SPORTS FACILITIES

- Physical Education Director is responsible to schedule the various sports activities, events, and timeslots accordingly with the sports time table set by SPCOET.
- Physical Education Director take part in the events organized by university level.
- Students are allowed to practice and play the games from 3 pm to 5 pm.
- Students are allowed to use indoor and outdoor sports facilities and required sports infrastructure with prior permission of physical educational director.
- The preventive measures are also taken care by providing necessary first aid kit and telephone numbers of nearby hospital and ambulance.
- Institute provides facilities both Gymnasium and Yoga practice.
- Necessary training classes are scheduled by Physical Education Director
- Physical Educational Director helps in organizing, supervising, and officiating games and recreational activities.

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SOP FOR ESTABLISHMENT, UTILIZATION AND MAINTENANCE OF LABORATORIES

Establishing a New Laboratory/Procuring new Equipment :

- It is the responsibility of the concerned department HOD's and senior faculty member to prepare a detailed plan for establishing a new lab based on the requirement to comply with SPPU syllabus.
- The lists of the equipments are submitted to the Principal.
- On approval, based on the requirement at least three tenders are invited with their quotations.
- A comparative statement of both Price & Technical features is made considering supplier terms and conditions.
- The meeting is conducted with suppliers and board of director of Shri Someshwar Shikshan Prasarak Mandal's Sharadchandra Pawar College of Engineering and Technology in presence of Chairman, Secretary and Principal for discussion regarding finalization of rates and terms and conditions. On thorough scrutiny, Tenders is finalised and the Purchase of Order is raised.
- On receipt of the equipment & completion of Installation, supplier has to train the Lab In Charge about the Operation & maintenance.

UTILIZATION OF LAB:

- A detailed schedule is prepared for conducting laboratories by creating required number of batches for each Class.
- Faculty in charge and the lab assistant are responsible to deliver the instructions to conduct the lab.
- The institution has unique practice of maintain log books where information about the in and out time.
- A separate deadstock register for each laboratory with details of the equipment machines like supplier name, supply date, service date, cost of instrument etc are maintained.

MAINTENANCE OF LAB :

- All the laboratories in the institution are subjected to periodic maintenance by the Lab assistant and faculty members. In the event of failure, repair or replacement will be carried out.
- Maintaining the neatness is a prime concern to keep equipments machine etc in good working condition. The tasks is taken care by attendee and housekeeping staff.

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SOP FOR CLASS ROOM MAINTENANCE AND OTHER GENERAL MAINTENANCE

- Class room maintenance is monitored by the in charges and HOD's system of the respective department. Any issues pertaining to maintenance of class rooms are communicated to concerned persons for further follow-up and necessary action.
- The general maintenance includes maintenance of civil, plumbing and electrical works. This responsibility lies on the Administrative Officer and Principal
- The complaints are normally received by the In charges and HOD 's of concern department periodically Based on the complaint received the nature of the complaints the Administrative officer initiates the process of maintenance work with the help of concerned workers exclusively recruited for the purpose of maintenance.
- Once the process is initiated the list of necessary materials and components submitted to the Vice Principal and the same list is forwarded to the central store of the institute. Another important of the general maintenance is electrical system maintenance which includes diesel generator sets and other equipment.
- Also the generator servicing maintaining stock registers will be taken care by the concerned staff.
- Apart from the DG set stand-by Electricity Generating Unit , maintenance it is the responsibility of designated staff to check the earth resistance, watering the earth pits and noting down the readings of various indicating instruments in the control room
- The electrician will inspect class rooms, labs corridors and streets etc for lights, bulbs, fuse for their working condition periodically.
- Institute also has installed BIOMETRIC unit to record and monitor the attendance of all the employees (teaching non teaching supporting staff etc.)
- BIOMETRIC units are subjected to periodic inspection by vendors.

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STANDARD OPERATING PROCEDURE FOR LIBRARY

- Student and staff enter in Library with their I Cards and sign in library visit register.
- Student can get 3 books at one time on behalf of Library Card for 15 days. And faculty can be issued 5 books for a semester.
- The reference section of the library, the collection of INDIAN and international editions textbooks and reference books
- E-library has been made accessible through login ID and passwords so that to keep its recourses secure and limited to the students /faculty/researchers only.
- The library is open to all. Books, Newspapers, Printed journals and e-journals also available from J –Gate Engineering and Technology.
- Available facility of **NPTEL and NDLI**

MAINTENANCE:

- The library in charge monitors the well maintenance of the library such as maintaining the registers, availability of books as per the requirement of the students and staff and the cleanliness of the premises.
- As there are large volumes of books in the library, 100% physical check of books will be done at the beginning of the academic year books added every year will be taken into account.
- In case of loss of book, the borrower is required either to replace the books by a recent edition if available or pay its cost.

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