



Jyothi Engineering College

NAAC Accredited College with NBA Accredited Programmes*

Approved by AICTE & affiliated to APJ Abdul Kalam Technological University

A CENTRE OF EXCELLENCE IN SCIENCE & TECHNOLOGY BY THE CATHOLIC ARCHDIOCESE OF TRICHUR

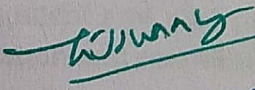
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NBA accredited B.Tech Programmes in Computer Science & Engineering, Electronics & Communication Engineering, Electrical & Electronics Engineering and Mechanical Engineering valid for the academic years 2016-2022. NBA accredited B.Tech Programme in Civil Engineering valid for the academic years 2019-2022.

STANDARD OPERATING PROCEDURE FOR CLASSROOMS

- Classrooms are regularly monitored by the staff of respective department, any issue/ problem related to maintenance is addressed to Project Department/office of our college through respective HOD
- Maintenance related to Electrical, Civil, Plumbing is done by the staff of Project Office
- Maintenance related to computer, projector etc. is handled by the staff of Computer Centre.


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STANDARD OPERATING PROCEDURE FOR LABORATORIES

Setting up New Lab/ Purchase of New Equipment

- HOD and Faculty in charge of Lab have to prepared the list of new equipment that are to be purchased (based on the KTU syllabus)
- Consolidated list of equipment along with approximate cost is submitted to principal and management for Approval
- After getting approval, 3 vendors are invited with their quotation's on above mentioned equipment and comparative statement of 3 vendors regarding the same is made and submitted to purchase committee
- After negotiation/ scrutinizing, purchase committee will finalize the vendor/supplier and issue purchase order of the same
- The supplier has to install the purchased equipment and also give demo class to lab instructor and Lab in charge about its operation and maintenance

Utilization of Lab

- Faculty in charge of the Lab has to prepare the list of experiments and schedule their conduct
- Faculty in charge and Lab instructor will provide necessary instruction for conducting the Lab
- All the major details related to equipment/devices/ machines are maintained in stock register of the respective Lab

Maintenance

- All Laboratories are maintained periodically by Faculty in charge, Lab instructor/ IT SPOC

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STANDARD OPERATING PROCEDURE FOR COMPUTER CENTER LAB USAGE BY STUDENTS DURING CLASS HOURS

1. Student(s) shall produce a permission letter signed by Principal and HOD for using CC Lab during class hours. Permission letter should clearly mention the count and the list of students.
2. If more than 5 students from the same class want to use the CC labs they should be accompanied by the faculty/lab in charge from the department with a permission letter signed by the Principal and HOD.
3. Student(s) should enter their name and time (In & Out) in the lab Register book.
4. The IT Service Desk shall convey the same to the System Administrator and allow them to sit in the lab.
5. The IT Service Desk should scan the permission letter and email it to the Executive Director and System Administrator. Email Subject should be "Lab Usage by Students during Class Hours - Sem/Dept"
6. Mobile, Laptop, Bags, Chewing gum, food, or drinks are not allowed inside the computer lab.
7. Student(s) are requested to switch off the fans in their lab if no one else is available in the lab when they exit.

Maintenance of PCs

1. Every department (academic as well as administrative) in the college has been assigned with a point of contact known as IT Spoc.
2. If there are any issues with the PCs in the classrooms / labs / staff rooms / seminar halls / department libraries, the concerned department should first contact their respective IT Spoc
3. IT-SPOC shall try their level best to resolve the issue by themselves. If IT-Spoc fails to resolve they shall escalate the issue to the CC Team if it cannot be resolved from their end.
4. Once escalated the CC team will inspect the issue within 24-48 working hours. If the issue should be resolved on an emergency basis the concerned IT Spoc may contact the System Administrator and inform the urgency.
5. For hardware level issue CC Team will contact the respective AMC vendor. On emergency cases, if the necessary hardware is available CC Team will try to resolve the issue.

NOTE:

- If the issue is with the PC of staff room or hod room or in any administrative area then the concerned IT Spoc must attend the issue within 15 minutes and take all necessary steps to resolve the issue as soon as possible. If any standby is required IT Spoc may escalate the issue and contact the CC Team directly, get the stand by and resolve the issue.

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- The respective department may follow up the issue with the IT-SPOC. The IT-SPOC will in turn communicate with the CC and update the details.
- If the concerned department IT Spoc is on leave then the respective IT Spoc shall make temporary arrangement of assigning another IT Spoc. This might be informed to the department HOD and System Administrator in advance.

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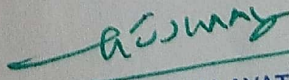
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STANDARD OPERATING PROCEDURE FOR SPORTS FACILITIES

- According to the KTU sports calendar the assistant professor of physical education is responsible to schedule and conduct the practice of various games and athletics.
- Assistant professor of physical education also will take in charge of intra college sports and games and conduct the events in prior intimation through circulars to students.
- The best performers from intra college sports and games selected and bring them to take part in the events of inter collegiate athletics and games organise by KTU university.
- Students can be practice and played their interested games or events at the college play ground after their class hours that is from 4.30 pm to 6.30 pm in the evening.
- Students are allowed to use the specified indoor and outdoor playing area with the proper equipments providing by the college with a prior permission of physical education teacher.
- Safety precautions and measures are also taken care, by providing first aid kit and giving awareness about first aid and the use of first aid kit. And also provide the telephone numbers of nearby hospital, Ambulance and taxi drivers to meet the emergencies.
- Institute providing Gymnasium with a certified gym trainer on daily basis to the interested students.
- For aiming physical and mental fitness yoga classes and yoga awareness sessions are also be conducted for students by experts through online and offline.


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STANDARD OPERATING PROCEDURE FOR LIBRARY

The library offers context-based services to its members from time to time based on the current activities and needs for on-going programs. All staff members and students are members of the library. Use of library is normally restricted to its members only. Others have to produce written permission from the Principal to use the library facilities. Every student and Staff shall enter his/her name and class or department in the register kept at the entrance.

Library Committee

The library drafts the policies, guidelines, rules and regulations, terms and conditions or amendments, if any from time to time. These are reviewed in Library committee meetings and after recommendations of members; the same are submitted to the competent authority for necessary approvals. The library committee meeting is convened at the Board Room and minutes of meeting are brought out.

Purchase of library books and their filing in shelves

STEP 1: Approval for the Book Purchase

- Submission of list of books recommended by the faculty through their respective HODs to the library.
- Books suggested are cross checked for duplication and the intend received from HODs are given to higher authorities for approval. This is sent to the vendor and a purchase order is made based on the exact supply of books as per the existing terms and conditions of the library.

STEP 2: Processing of the Bill

- Accessioning of books in the stock register of library.
- Finally, the bill is processed and submitted to accounts section for release of payment.

STEP 3: Technical Processing

- Technical processing of the books such as classification and cataloguing is done.
- Physical processing of the books including pasting of due date slips, spine label bearing call number of the book, placing the bar-coded tags and stamping is carried out.
- Then the books are placed in shelves according to their classification number by the library staff.

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Circulation

- Every UG student will be entitled to borrow maximum of four books and PG students six books at a time from the library.
- Teaching staff and Non-Teaching staff can borrow eight and four books respectively.
- During the process of issue/return/ renewal the smart card of the user and barcode of the corresponding books are scanned using barcode scanner and details are updated in Campusbook software. They will also write their name, date and signature on the library book card.
- The date of the return is stamped in the due date slip of the book.
- Books issued to students and staff must be returned within 14 days and three months respectively. For retaining books beyond the due date of return, a member will have to pay overdue charges.
- If any book is lost, damaged or mutilated the borrower shall be required to replace the books (new one) with fine or have to pay double cost of the book.
- Students and staffs can search the availability of book through the OPAC.

Shelving of returned books.

- Books are returned at the circulation counter.
- From there, the books are placed in shelves according to the classification number by library staff.

Subscription of Periodicals/E-Journals

- Proforma Invoice is requested directly from Publisher/Agent for the subscription of periodicals/e-journals which are recommended by HODs.
- Payment is given after getting approval from the management
- The periodicals received are entered in Stock register and reminders are given for missing issues.
- The back volumes of journals are bound later.

Accessing Digital Library

Students and staff can access E-journals, E-books, NPTEL, DELNET and Question Papers through the link available in the college website. The Digital repository is maintained using DSpace Open Source Software.

Stock verification of library books

- Take printout of whole accession numbers of books.
- Each member of the stock verification committee compares the list with the books in the library shelves and final report is submitted to the principal.

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