



NAGARJUNA COLLEGE OF ENGINEERING & TECHNOLOGY
(An Autonomous College under VTU)
Department of Electronics & Communication Engineering

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Standard Operating Procedure for Maintenance of Computers

Aim : The aim of this Standard Operating Procedure is to form guidelines and procedures to be adopted for maintenance of computers (Hardware & Software) and networking.

Scope: This procedure is applicable for maintenance of computers in all the Departments, Sections and Computer Centers.

Responsibility: In charge – Computer Centre.

Activities/ Information:

- General Procedure
- Repair Request
- Policies and Procedures

General Procedure:

- Whenever there is a problem with computer hardware or software the respective lab-in charge/individual has to submit the repair request to the HODs.
- HODs initiates further procedure.
- The copy of same to be retained in the department.

Policies and Procedures:

- The repair request letter has to be signed by the concerned in charge – Computer Centre and by the HOD.
- After duly signed by the HOD and in charge - Computer Centre the repair request letter comes to the Principal.
- The principal may approves the request and mark to the in charge - Computer Centre.
- In charge - computer centre will procure the items if any required for the repair of computers.
- With the help of System Administrator the repairing is done by himself or if required consults authorized service personnel.
- In charge - computer centre will maintain a log book for repair request letter.
- Priority is assigned according to the order of entry in the log register.
- As per the order of entry in the log register, the System administrator will attend the problem.
- The request letter is seemed to be closed once the problem is solved.
- In due course of repair, if the need for purchase of spare parts arises, the request from In charge - computer centre raised and the same is submitted to Principal through HOD CSE for its approval.

- Principal approves it for the necessary purchases and if the requirement is more, the requisition is forwarded for management approval.

Guidelines for the users:

- For utilization of computers, the users have to make an entry in the log register.
- The user is not allowed to plug in their external drives without prior permission.
- The respective user will be held responsible for any damage or malfunction of the computer.
- There will be no claim for loss of data saved on desktop.
- The user should not delete/uninstall any data or software.

Records to be Maintained:

- Repair Request letters
- User log-in registers at respective places.



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Standard Operating Procedure for Sports Centre

Aim: To promote and improve physical fitness in students and to motivate them to participate at district, state and national level in various sports competitions. To build students interpersonal skills through indoor and outdoor sports activities/competitions.

Procedure:

- Only approved equipment may be used in the building and the Sports Committee reserves the right to refuse equipment considered unsuitable.
- The Sports Committee reserves the right to refuse admission to any person refusing to comply with the regulations or misbehaving in a way that may cause danger or annoyance to other customers.
- Individuals will be held responsible for any damage caused to the building property during their hire.
- No food or drink shall be consumed in the sports room or in the changing rooms.
- The students shall not use the facilities for any purposes other than that specified on the application form; neither shall the student sublet the benefit of any permission to use the facilities. · The student shall ensure that the facilities and equipment used are left in a clean, tidy and orderly condition at the end of the period of use.
- The students and Physical Director shall ensure that all areas are cleared before locking the college gates.
- The students shall ensure that they follow the rules and the regulation for the safety of members of the College and all the other users of the sports centre. Supervision
- A sports centre physical director will usually be available from 9:00AM – 06:00PM to assist the smooth running of the centre.
- Physical Director should be present at all times while students or staff are using the facilities.

· Before leaving, each group shall ensure that sports kits are returned to appropriate storage points.

Responsibilities of Physical Director

1. Ensure the safe opening and closure of the centre.
2. Encourage and train the students in different sports and games.
3. Conducting college level sports meet.
4. Participating in outdoor sports meets.
5. Ensure the smooth operation of the sports centre.
6. Procuring and Maintenance of sports equipment.
7. Maintenance of stock registers related to sports equipment.



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STANDARD OPERATING PROCEDURE FOR LABORATORIES

Aim: The main objective is to promote safe and secure working environment in labs. The main objective is to formulate a set of written instructions in detail, how to perform a laboratory process or experiment safely and effectively.

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.
- 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 muster and that they have understood the rules and regulations which must also be explained by the lab in-charge.

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
- 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.

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.



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Standard Operating Procedure for Classrooms

Aim:

- The aim of this Standard Operating Procedure is to ensure cleanliness of the class rooms.

Scope:

- This is applicable for all class rooms in college.

Procedure:

- The maintenance of Classroom is done on regular basis by the cleaning staff.
- The cleanliness is supervised by maintenance committee of the institution.
- Any problem in the class room is reported to the Class teacher by students.
- Class teacher takes the problem to HOD.
- HOD will bring the issue to the administrators and fixes the problem.



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STANDARD OPERATING PROCEDURE FOR LIBRARY

I. Library Services:

- The Institute has an up-to-date library, which is completely automated and the transactions are done through smart cards.
- The area of Central Library is about 2000 sqm with a seating capacity of 500.
- Total Collection of Books more than 42,000 Volumes.
- Library has a spacious stock section, Lending section, Reference section, and Personal study area, Periodical Section, Digital Library and E-Learning Center.
- **EDUSAT:** we can access live classes of VTU syllabus' subjects from various engineering colleges' subject experts through EDUSAT. It is sponsored by Visvesvaraya Technical University (VTU) Belgaum.
- **NPTEL Videos:** We have purchased more than 135 NPTEL Video courses learning materials and 125 Web courses which are developed by IIT & IISc., professors.
- Provide a separate space for using Wi-Fi facility for all students, they can bring their own laptops and do the project works and also access e-resources through internet.
- Our College Library is a member of the DELNET – AICTE, VTU Consortium and CSI Communication. DELNET is also provides ILL (Inter Library Loan) facility to our college.
- Library subscribed the e-resources package through VTU Consortium.
- Our subscribed e-resources like IEEE-IEL Online, Elsevier (Science Direct), Springer e-journals and e books, ASCE (American Society of Civil Engineering), Taylor and Francis e-journals and e books and Proquest Engineering and Management.
- Each student can issue 4 books and they can return or renew the book every 15 days once.
- WEB-OPAC facility is available, it helps the members to search the data & reserve the books through our college website.
- **LMS (Learning Management Software).** In LMS users can access back years question papers, e-books, Journals front page and contents, notes, current affairs, current awareness etc., through intranet using their mobile application.
- Library provides Book Bank facility for all students and also it has a separate Book Bank facility for SC/ST students.
- Reprographic, Printing and scanning facility.
- Separate Library for Management studies.
- Working hours of the library is 8:30 am to 5:00 pm. Reference section will kept open 9.00 am to 8 pm. In general holidays & Sundays from 9.00 am to 4.00 pm.

II. Issue of Library Cards and Borrowing Procedures

- Library users are collecting registration forms to get the membership from the library.
- Library users are informed to produce their admission receipt, 1-colored recent passport size photo while borrowing the new library barcode.
- Issuing dates will be displayed on the notice board.
- Generally books will be issued for two weeks. CDs and back volumes journals and magazines are issued only for two days.
- Reference books will be issued on demand overnight.
- Books will not be renewed.
- If the books and other materials are not returned by the due date an overdue of 1 rupee per day will be charged.
- If the reference book is not returned by the next day an overdue of 50 rupees per day will be charged.
- Borrower cards are strictly non-transferable. It is valid for one academic year.
- Users must present their college ID before borrowing any library materials.
- Borrowers shall be responsible for the cards or the books borrowed against the library card, as per the library record.
- The Librarian can recall books and publications any time if need arises.
- Books are issued and returned from 9:00 a.m. to 4:30 p.m.
- The user should check the books thoroughly for missing pages, chapters etc. while getting them issued. No complaint will be entertained later on.
- Books in damaged condition will not be accepted from the users on return. Damaged books will have to be replaced by the borrower.
- If a member loses a book issued against his/her library card, the penalty will be as follows:

Replace the books by a recent edition, if available or pay its cost.

If the relevant book is not easily available in the market then the user would pay the double of the current cost of the book.

- If a member loses his / her library card/ID card, and he/she makes a written report to the Librarian.
- If a borrower does not return the documents in spite of two successive reminders his/her membership is liable to be cancelled without further notice.

III GENERAL RULES

- All library users must sign in/out the register available with the attendant at the gate of all sections.
- Users should maintain peace in the library and should not disturb other readers in the library.
- Eating/use of mobile phones/drinking/sleeping is strictly prohibited in the library premises.
- While entering the library, the user should leave his/her personal belongings such as bags, personal books etc. at the counter reserved for this purpose. Loose papers and notebooks may however be taken into the library.
- The Librarian may suspend library service of a student member for one semester, if he/she misbehaves with the library staff.

- Users of the library should not deface, mark, cut or damage the reading materials in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage. In case a person repeats the offences a second time his/her library card would be impounded and the membership terminated summarily.
- If any student is found indulging in book hiding, stealing or mutilating, disciplinary action will be taken against him/her. Circulation counter shall remain closed during 2:00 p.m. to 2:30 p.m. for lunch break.
- Group discussions are only allowed in the discussion room and the noise must be kept to a minimum and should not disturb any other user in the library.
- Use of mobile phones is strictly prohibited in the library.
- Users are not allowed to leave their baggage overnight in the library.
- Users are allowed to use a digital library to access the e-resources only.
- Users' laptops are allowed to reading rooms to access the e-resources and project purposes only.
- Use of sound equipments like radios, walkmans, cell phones etc. is strictly prohibited in the library and its environs
- The library staff have the right to ask students to leave the library if they are behaving inappropriately or causing disturbance to other users
- The Students must carry the Identity – Card with him or her to get the books issued /returned.
- The students are not permitted to use other's Identity – Card/s. The loss of the ID card should be immediately reported to the Librarian.
- The members can't be issued more than one book of the same kind.
- Members are requested to check the condition of the book before getting issued. Any damage found in the books taken out for reading or borrowing should be brought to the notice of the staff on duty before getting issued.
- Loss of any borrowed book must be reported immediately to the Librarian/Library Staff. The member must replace the lost book / pay the cost of the latest edition of the lost book along with overdue charges, if any.
- Bags, personal belongings and books borrowed from other libraries must not be brought inside the library. These must be kept at the property counter at reader's own risk.
- Library does not accept any responsibility for loss or damage to personal property left on its premises.
- Readers should observe strict silence and switch off their Mobile – Phones in the Library premises.
- Strict discipline must be maintained in the Library. Violation of library rules or misconduct by a member may invite discontinuation of the library privileges.


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