



STANDARD OPERATING PROCEDURE (SOP) FOR LABORATORIES

Purpose:-

The main objective is to promote safe and secure working environment for people working in laboratories and to formulate a set of written instructions in details for effective utilization of laboratories.

Scope:-

The practical laboratories in various departments operate from Monday to Saturday as specified in course curriculum with a desired area. The laboratories have sophisticated equipments to carry out practicals as per the curriculum of affiliating university. In order to ensure smooth functioning of the laboratory facilities, following procedure is to be followed by the Laboratory in-charges and students:

Laboratory Safety Manuals:-

It should include:-

- All the set of safe working procedures which should be carried out in the laboratories.
- Standard operating procedures for the experiments to be carried out in the laboratory.
- All the chemicals and equipment should be registered in the departmental stock book and laboratory stock book.
- Working rules that are appropriate to the particular laboratory should be written and displayed in the laboratories.

General Safety Rules:-

- Appropriate protective clothing (aprons, gloves, goggles etc.) should be provided if required.

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- While working in workshop or any other laboratory in which chemicals are used, fasten loose clothing, tie back long hair, use closed footwear, use of aprons to reduce extent of injury.
- Wash hands after completion of practical to remove the harmful and toxic chemicals, grease and oils etc.
- Do not run around or engage in reckless behavior while working in laboratory.
- It is prohibited to eat and drink in the laboratories.

Cleaning of Laboratories:-

- The floor should always be kept clean and dry.
- Keep the benches and apparatus free from chemicals and clean the apparatus thoroughly.
- Turn off all the equipments in use and extinguish flames and hearth, disconnect the welding connections, before leaving the laboratories.
- Waste should be disposed properly.

Following are prohibited in all areas of the laboratories:

- Smoking.
- Sleeping.
- Disturbing students and staff.
- Possession of alcoholic beverages, food/ eatables or drugs.
- Damaging laboratory resources or property.
- Mobile phones are to be kept on switch-off or silence mode.

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STANDARD OPERATING PROCEDURES (SOP) FOR LIBRARY

Purpose:-

To lay down procedures for procurement of books, periodicals, newspapers, CDs/DVDs and e-resources and their circulation, accounting and disposal.

General Rules:-

- Identity Card is compulsory for getting access to the library.
- Silence to be maintained in library.
- No discussion permitted inside the library.
- Registration should be done to become a library member prior to using the library resources.
- No personal belongings allowed inside the library.
- Textbooks, printed materials and issued books are not allowed to be taken inside the library.
- Using Mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- Enter your name and Sign in the register kept at the entrance counter before entering library.
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- The librarian may recall any book from any member at any time and the member shall return the same immediately.
- Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.
- Refreshment of any kind shall not be taken anywhere in the library premises.

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Admission to Library:

Students are allowed to library only on production of their authorized/valid Identity Cards

Working Hours of the Library:

Monday to Friday 10 am to 6 pm

Saturday 8 am to 1 pm

Sunday Off

Circulation Issue System:

Books will be issued on the library card (Borrowers Ticket) along with the ID card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

Overdue Charges:

Materials borrowed should be returned on or before the due date stamped, if returned late overdue fine Rs. 1/- per day will be charged for the delayed period.

Book Lost:

If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book after getting permission from the librarian.

Care of library borrower cards:

- Take special care to maintain the library borrower cards.
- Do not fold, alter entries made on the cards, Members are responsible for the entire set of library borrower card issued to them.

Loss of cards:

Loss of borrower card should be reported to the librarian. Duplicate card may be issued against formal application and fine.



Validity of cards:

Library borrower cards are valid for the entire duration of the course to access library facilities at the end of the course borrower cards shall be returned to the library.

No due Certificate:

Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

Care of Library Books:

Students are require to handle the books/ Journal very carefully; marking with pencil , writing or highlighting , tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

Book bank:

The institution provides book bank scheme for Girl students, students from reserved categories and students from economically weaker section. In this scheme 05 books are issued to students for each semester throughout the course. The books issued under this scheme should return to the library after end of the examination.

Reference Section :

This section has dictionaries, Textbooks, Reference books etc. which are only available for reference.

Journal Section:

In these section journals, general magazines and newsletter are available. The latest issues are displayed on display rack and other previous issues are arranged in the drawer. Bound volumes of periodicals are arranged in rack alphabetically and are meat only for reference within the library.

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Digital Library and E-Journals Access Rules:

- Computers should be used only for educational purpose.
- Do not install or uninstall any software in library computers.
- If any of the computers are not working report the same to the librarian. Do not try to fix it.
- Restrictions on access and downloading of licensed e-Resources
- The e-Resources are licensed for the non-profit educational use of the Institute. Copyright law governs use of these e-Resources.

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STANDARD OPERATING PROCEDURE (SOP)

FOR

COMPUTER CENTRE

Purpose:

- The computer centre is an all-purpose facility designed to meet the requirements of the academic of students of the institution.
- The systems in the centre are equipped with the latest software which is in tune with the academic requirements with high speed internet.

Scope:

The Computer Centre serves as the hub for computer educational services and supports all the activities of the institution. The centre manages 50 workstations along with high speed internet with 100 Mbps ready for faculty and student use. Also the computer centre is used to conduct training programs on the latest technologies like Asp.net, android application development, PHP, JAVA, .NET, Cyber Security, etc.

Code of Conduct:

- A computer will be assigned to each student and a lab instructor keeps track of it.
- The users of the system will be fined if any damage is caused to the hardware of the computer.
- Mobiles should be deposited with the instructor before coming into the centre.
- Disruptive behavior, shouting or cursing will not be tolerated.
- Personal files should not be saved in the systems in the center. Any document by the students should be saved in self-created directory.
- Changing the configuration of hardware and software in the systems is completely prohibited. Any person who is found violating this rule will be subject to stringent action.
- Students are not allowed to connect any external devices without prior permission of their lab in-charge.

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STANDARD OPERATING PROCEDURE (SOP) FOR TRANSPORT

Purpose:

To provide safe and comfortable bus facility to students from all part of the city to the institution.

Responsibility:

Transport facility is completely managed by Jagadamba College of Engineering & Technology, Yavatmal without the involvement of any third party or vendor. Pickup and drop facility is arranged as per the college timing. The bus in-charge look after the discipline is maintained in the bus and ensures a proper seat to everyone.

Rules to be Followed in College Bus:-

- All the students should be reached to their pickup point 5 minutes before the pickup time.
- All the students should carry their Identity card while boarding.
- The students should not celebrate birthday party & festivals in the college bus.
- Doors of the college bus must be closed while it is in motion.
- No students are allowed to get down from the bus in middle of the way to the college or home.
- Students should follow the instructions of the bus in-charge and bus drives.
- All the girl students should occupy the front seat & boys should occupy the back seat.
- The first pick-up point and last drop point should not be girl students.
- The emergency contact number & emergency helpline number are displayed in the bus.
- Smoking, consumption of tobacco, tobacco products & consumption of alcohol are strictly prohibited.

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STANDARD OPERATING PROCEDURE (SOP)

FOR CANTEEN

Objective:

- To provide delicious and healthy food at affordable price for both staff and students.
- To ensure cleanliness in the premises by cleaning the tables, counters and sinks at regular intervals.
- To trash the leftovers of the food and not to serve stale food by reheating.
- Creating an attractive diverse menu.

Canteen In charge:

The canteen is outsourced to the third party where it is under the continuous supervision of the canteen in-charge along with committee. The committee takes regular suggestions from students and staff to improve the service.

Canteen committee:

The canteen committee is headed by the principal where the Canteen in-charge along with the members are part of it. The committee members are involved in reviewing the process regularly which helps in proper maintenance and see to that things are implemented in a proper manner. The canteen committee proposes major decisions on the operation of the canteen. A committee not only allows the workload to be shared as a team, but also provides a wider forum so that different views and ideas can be considered.

Duration of the canteen committee:

The committee will be functional for a period of three years and it will be at the discretion of the principal to elect a new committee.

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Responsibilities of the committee members:

- To maintain a menu of the list of items to be sold along with their prices.
- To see to that no student will be allowed into the canteen during the class hours.
- To ensure safe working conditions of the staff of the canteen.
- To check the quality of raw materials that is used in the cooking process.
- To make decisions on the items that is to be sold in the canteen and approve the sale prices of new items.
- To establish the required profit margin and curb the high prices.
- To maintain legislative standards of hygiene safety and health care in relation to the preparation, supply and service of food in the canteen.
- Ensure a healthy and safe work environment.
- Produce a canteen menu and price list.
- Make decisions on the items to be sold in the canteen and approve the sale prices of new item.

Menu:

The menu including basically

- Poha
- Sabudana Wada
- Upma
- Samosa
- Bread Pakoda
- Beverages like Tea, Coffee, Cold-Drinks, Fruit Drink and Buttermilk.
- Packaged snackslike biscuits, wafers, chocolate etc. as regular salable food items.

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STANDARD OPERATING PROCEDURE (SOP) FOR SPORTS FACILITIES

Vision:

To promote the students and faculty members of the Institute in better Physical fitness. To motivate them in participate and achieving best at various level of games and sports competition. To develop over all personality and to shape them to become a great successful in better nationality.

Conditions to Use Sports Centre:-

- The Physical director who is in charge and responsible must be advised to each user for sports centre.
- Approved equipment may be used in the Institution and the sports committee reserves right to refuse the unfit equipment.
- Institute shall not be held responsible for any personal injury or loss of personal property during their time in the sports centre.
- "No Smoking" policy operates throughout college campus.
- No food or drink shall be consumed in the sports premises.
- Student shall ensure that the facilities and equipment used must be returned in a clean, tidy and orderly condition at the end of the practice.
- Physical Director and students shall ensure that all areas are cleared before locking the college.
- Students shall ensure that the guidelines, rules and regulations must be follow for the safety of members and other users of the sports centre.

Supervision

Physical director will be usually available from 10:00am to 07:00pm to assist the students, faculty members and smooth running of the sports centre.

The person in charge should be present at all times while the group are using the facilities and equipment.

Each group shall ensure that the sports kits are returned to appropriate storage points before leaving the premises.

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Responsibilities:

1. Respond to occurrence of any emergencies.
2. Responsible for any sports related issues.
3. To insure the smooth operation of the sports facilities.
4. Please report to the physical director if any damage and deficiency of the articles.

Loss property:

Any lost property in the sports centre must be recorded and logged. All detail is to be recorded on lost property sheet.

Safety and First Aid

Emergency equipment comprises First aid Kit box located with physical director.

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