



## **STANDARD OPERATING PROCEDURE**

### **For Utilization and Maintenance of Infrastructural Resources**

1. **Purpose:** To carry out smooth utilization and maintenance of infrastructural Resources for students
2. **Scope:** All the departments and sections of Angadi Institute of Technology and Management
3. **Responsibilities:** Respective section heads
4. **Description :**

**Laboratory:** Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HODs of the concerned departments. **Maintenance** - The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises.

**Library: -**

1. The requirement and list of books is taken from the concerned departments and HOD's are involved in the process.
2. The finalized list of required books is duly approved and signed by the Principal.
3. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
4. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
5. Koha software is used in Library.

**Sports:** - Regarding the maintenance of sports equipment the college sports in charge is deputed. Students can utilize the facility upon being permitted by the in charge.

**Classrooms:** - The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other. Administrative officers will take in charge for student's academic requirements.

**Computers: -**

1. Centralized computer laboratory established to enrich the students.
2. ERP software is used for maintaining faculty and students' details.
3. Each Department having appropriate computer for their requirements.
4. Internet and WIFI Enabled campus.
5. Open access journals facilities are available.



**Additionally: -**

1. There are lab instructors in every department, who maintains the stock register by physically verifying the items round the year.
2. Department wise annual stock verification is done by concerned Head of the Department.
3. Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in charge.
4. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concerned Employees.
5. College campus maintenance is monitored through regular inspection.
6. Upkeep all facilities and cleanliness of environment in men's and women's hostel is maintained through Hostel monitoring committee.
7. Updating of software's is done by lab assistants.
8. In house maintenance of wooden, furniture, electrification, and plumbing is carried out.
9. Regular maintenance of the water cooler and water purifier is done regularly. The maintenance of the reading room and stock verification of library books is done regularly by library staff.