



JSS MAHAVIDYAPEETHA

JSS COLLEGE FOR WOMEN

Affiliated to University of Mysore and Re-Accredited by NAAC with B

KOLLEGAL – 571440, CHAMARAJANAGAR DIST

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STANDARD OPERATING PROCEDURE (SOP)

2020-21

Version History

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Foreword

The IQAC Team of JSS College for Women, Kollegal-571440 has prepared the Standard Operating Procedure in line with the Institution policy for Quality Monitoring and Quality Improvement. The feedback was taken from all stakeholders for the preparation of the Standard Operating Procedures (SOP). The SOP was reviewed and approved by the Principal.

Introduction

JSS College for Women, Kollegal is College exclusively for women at their door steps started in 1983. The college is affiliated to University of Mysore and is re-accredited by NAAC with "B" grade. The college is situated on a sprawling 3.96 acres of land with a spacious building, Canteen building and a women's hostel in a picturesque surroundings. Because of its multifaceted growth, the college has won encomiums from all corners.

VISION

To Transform the College into A Reputed Institution of Higher Education, to impart Quality Education, to earn the Status of Excellence and Autonomy, to be an Instrument of Empowering Rural Women

MISSION

- To Mould Students To Have Faith In “Work Is Worship”
- To Sharpen Their Intellect And Broaden The Outlook
- To Make Them Self Reliant And Responsible Citizens
- To Equip Them To Face Modern Challenges

1.0 Scope

This document describes the SOP for maintenance of all facilities located in the campus of JSS College for Women, Kollegal-571440

2.0 Normative References

There are no normative references in this document.

3.0 Terms and Definitions

For the purposes of this document, the following terms and definitions apply.

3.1 JSS College for Women

JSS College for Women, Kollegal -571440

3.1 ESP

ESP refers to any External Service Provider, either legally incorporated as a business or providing service as an individual service provide.

4.0 Maintenance of Computer Facilities

The following procedures are adopted for maintenance of computer facilities

- The ESP will deploy one full-time person to the campus to check all the equipments and take necessary actions.
- The ESP will ensure timely replacement of any parts as and when necessary.
- The details of the ESP are Mr. Manu, F1 Computer Solution, and Kollegal.

5.0 Maintenance of Classrooms

- The third party agency is contracted for cleaning of classrooms on daily basis.

- The third party agency details are Sri Someshwara Enterprises, Nanjangud, Mysore District.

6.0 Maintenance of Indoor Sports

- Sports Committee maintains the indoor sports facility on a regular basis.
- Interim maintenance is performed as and when required.

7.0 Maintenance of Restrooms

- The third party agency is contracted for cleaning of students and ladies rest rooms on daily basis.
- The third party agency details are Sri Someshwara Enterprises, Nanjangud, Mysore District.

8.0 Maintenance of Electrical Facilities

- Maintenance of Electric facilities is done by hiring technical persons as and when needed.
- Maintenance of generator (30 kv) is contracted to M/S M.P. Engineers ,# 46/1 A, Sonar street, Chamaraja Mohalla, Mysore

9.0 Maintenance of ICT Facilities

- Maintenance of Audio and Visual Services is done by hiring technical persons of the town.
- Maintenance of CCTV Cameras is done by hiring technical persons of the town
- The details of Technical persons are Mr.Manu, F1 Computer Solution, Kollegal.
- Maintenance of Tele Communications is by: BSNL, Kollegal.

10.0 Maintenance of Security

- Security is outsourced to a security agency, M/S Suraksha Well Duty force, Mysore

11.0 Toilet Cleaning Outsourcing

- Toilet Cleaning and maintenance is Outsourced.
- The Outsourcing agency is Sri Someshwara Enterprises, Nanjangud, Mysore District.

12.0 Civil Services

- Any civil work is contracted by an ESP.
- Engineering Section , JSS Mahavidyapeetha, Mysore is ESP.

13.0 Maintenance of Medical Services

- The Institution has Dr .Somaprabha, Mudduvirappa Memorial Hospital, Kollegal Doctor is available alternative days between 1.30 PM and 3 .30 PM in primary health care centre in the college campus.
- The institution also has nursing facility from Government hospital immediately on emergencies’.
- Any serious emergency, is referred to JSS Multi Specialty Hospital, Mysore.

14.0 Maintenance of Yoga Centre

- The Institution has a yoga centre in women’s Hostel inside the campus.
- Every day morning between 05:30 and 7:00 AM students and staff shall practice Yoga.

15.0 Maintenance of Fire Extinguishing Equipments

- Maintenance of Fire Extinguishing equipments is done by ESP.
- The details of the ESP Are M/S Fire cools, 2nd Main, 10th cross, Vidyaranyapuram, Mysore-570008

16.0 Library Opening hours

16.1.1 The library will be open on all working days from 9 am to 6 pm.

16.1.2 During examination from 8 am to 6 pm.

17.0 Issue & Return of books

17.1.1 Issue and return of books is facilitated with Barcoding system.

17.1.2 Each student is permitted to keep the books for 15 days.

17.1.3 Each student is permitted to borrow 2 books .

18.0 OPAC

18.1.1 OPAC Facility is available through Library network access.

19.0 Reprographic Service

- Reprographic facility is provided in the library.
- Maintenance of the reprographic machine is provided by SAS Technologies, Mysore

20.0 Weeding of books

18.1.2 Books are weeded once in every 5 years, replacing them with new books.

21.0 Periodic Maintenance of books

18.1.3 Dusting is conducted daily by ESP.

18.1.4 ESP is Sri Someshwara Enterprises, Nanjangud, Mysore District.

18.1.5 Damaged books are repaired /replaced often.

22.0 Pest Control

20.1.1 Pest Control is conducted on a regular basis, by hiring local persons.

23.0 Library Audit

23.1.1 Yearly audit is conducted to ensure books are not replaced and new books are added

24.0 Dry and Wet Waste Management

24.1.1 The Institution has placed separate bins to collect dry and wet waste in different parts of the campus and hostel.

24.1.2 ESP collects the dry and wet waste from the bins and dump into waste composting units at two corners of the campus.

24.1.3 ESP collects non-compostable waste and dumps into non-composting unit at north-west corner of the campus.

24.1.4 ESP is Sri Someshwara Enterprises, Nanjangud, Mysore District.

25.0 E-Waste Management

25.1.1 The Institution has a designated storage space for temporarily storing all electronic waste.

25.1.2 The institution has appointed an ESP to collect the e-waste, quarterly.

25.1.3 ESP is Sri Manmohan, dealer in E-waste, Kollegal.

26.0 Management of Waste Generated through discarding of old records

The solid waste generated by discarding old records is periodically realized to a waste paper merchant, Sri Abdul, Kollegal

27.0 Maintenance of Kitchen Facilities in Women's Hostel

27.1.1 Maintenance of Kitchen facilities is done on daily basis by a committee headed by Chief Warden.

27.1.2 The menu is decided and changed accordingly by the Hostel Warden in consultation with Chief Warden depending on availability of fresh vegetables and prevailing prices.

27.1.3 The Menu offered consists of breakfast, lunch, snacks and dinner. Cleaning and maintenance is done on daily basis by the appointed employees of the hostel