



STANDARD OPERATING PROCEDURE – SOP.MF.1.1

**[JSS College of Arts , Commerce and Science
B.N.Road, Mysore-25]**

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Foreword

The IQAC Team of JSS College of Arts, Commerce and Science, B.N.Road, Mysore-25 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 preparation of the Standard Operating Procedures (SOP). The SOP was reviewed and approved by the Principal.

Introduction

JSS College of Arts, Commerce and Science, Ooty Road, Mysore, the first degree college of JSS Mahavidyapeetha started in the year 1964. The college is autonomous under University of Mysore and is re-accredited by NAAC with "A" grade. It is identified by UGC as "College with Potential for Excellence" and recognized by DBT, Govt. of India, New Delhi under Star College Scheme. The Dept. of IT and BT, Govt. of Karnataka, has sanctioned a "Biotechnology Finishing School" to this college. The college is situated on a sprawling 7 acres plot with a spacious building and a women's hostel in a picturesque surrounding at the foot of Chamundi Hills. Because of its multifaceted growth, the college has won encomiums from all corners

VISION:

- To be known as an institution providing need based, skill integrated, cost effective, quality and holistic education, transforming the students into globally competitive employable and responsible citizens and to be recognized as centre of excellence.

MISSION:

- To create and acquire relevant knowledge along with skills and global competencies and disseminate the same among students
- To provide holistic education through relevant curricula, programmes and pedagogic innovations focusing on employability and self employment
- To undertake research work contributing to the creation of knowledge, skills and its applications for sustainable development
- To establish linkages and collaborations for the betterment of teaching, learning, research and extension activities
- To provide good infrastructure, human resource and necessary support services for the betterment of students' progress and welfare
- To promote national integration, human rights, universal brotherhood and community development activities through inclusive practices

1.0 Scope

This document describes the SOP for maintenance of all facilities located in the campus of JSS College of Arts, Commerce and Science, B.N.Road, Mysore-25

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 JSSCACS

JSS College of Arts, Commerce and Science, B.N. Road, Mysore-25

3.2 ESP

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

4.0 Maintenance of Computer Facilities

The following procedures are adapted for maintenance of computer facilities.

- An agreement has been made with M/s System needs, Mysore, to maintain the IT infrastructure of the campus.
- The ESP will deploy one full-time person in the campus to check all the equipments and take necessary actions.
- The ESP will ensure timely replacement of any parts as necessary.
- The details of the ESP are as given below : M/S System needs, Saraswathipuram, Mysore-570009

5.0 Maintenance of Classrooms

- The third party agencies are contracted for cleaning of classrooms on daily basis.

6.0 Maintenance of Indoor Sports

- ESP maintains the indoor sports facility on a regular basis.
- Interim maintenance is performed as and when required.
- The ESP details are given below- Bowl-out Sports, #1, Namratha complex, Kamakshi hospital road, Saraswathipuram, Mysore-9

7.0 Maintenance of Restrooms

- The third party agencies are contracted for cleaning of classrooms on daily basis.

8.0 Maintenance of Electrical Facilities

- Maintenance of Electric facilities is contracted to M/S M.P. Engineers .
- The details are as follows: M/S M.P. Engineers ,# 46/1 A, Sonar street, Chamaraja Mohalla, Mysore

9.0 Maintenance of Elevator Facilities

Maintenance of Elevator facilities is contracted by M/S Schindler India Pvt. Ltd.

The details are as follows: M/S Schindler India Pvt., Ltd, Axis Sai Jyothi, 3rd floor, J.P.Nagar, 1st Phase, Ring road, Bengaluru-78

10.0 Maintenance of ICT Facilities

- Maintenance of Audio and Visual Services is contracted by: Sunanda Girish, Nagarjuna Engineering Enterprises, Bengaluru.
- Maintenance of CCTV Cameras is contracted by: M/S Proxmies Inc, #1356, Sir Kaja Street, Behind Venkatesh bhavana, Mandimohalla, Mysore-01.
- Maintenance of Tele Communications is contracted by: BSNL, Mysore

11.0 Maintenance of Security

- Security is outsourced to a security agency: Karnataka security Services, #90, Raghavendranagar, Mysore-570011

12.0 Scavenger Outsourcing

- Scavenger Outsourcing is maintained by an ESP : Karnataka security Services, #90, Raghavendranagar, Mysore-570011

13.0 Civil Contractor

- Any civil work is contracted by an ESP : Engineering Department , JSS MVP, Sri.Shivarathri Rajendra circle, Ramanuja road, Mysore-4

14.0 Maintenance of Medical Services

- The Institution has Dr Mamatha, available every working day 1.30 PM to 3.30 PM in the college campus.
- The institution also has a nurse to tend to the minor emergencies and first aid.
- Any serious emergencies, is referred immediately to the JSS Hospital.
- The details of the doctor available on campus is as below: Dr Mamatha , JSS Hospital, Ramanuja road, Mysore-4

15.0 Bank Services

- The campus has an exclusive branch in Ramanuja Road (SBI) across the college road.
- The opening hours of the bank are 10 am to 4 pm.

16.0 Maintenance of Yoga Centre

- The Institution has a yoga centre in collaboration with the - Mysore Wellness Yoga Centre, #35, S.B.M Colony. Srirampura, Mysore-570023.
- The opening hours of the yoga centre are from 6 am to 7.30 am.

17.0 Maintenance of Personality Development Centre

- The Institution has a Personality Development Centre, in collaboration with JSS Law College, Kuvempunagar, Mysore and JSS Academy of Higher Education and Research, Bannimantap, Mysore.

18.0 Maintenance of Fire Extinguishing Equipments

- Fire services and equipments are provided by an ESP and the details of the ESP are as given below: M/S Fire cools, 2nd Main, 10th cross, Vidyaranyapuram, Mysore-570008

19.0 Library Opening hours

- The library will be open on all working days from 8 am to 8 pm.
- During exam times library will remain open till 8 am to 8 pm.

20.0 Issue Return of Books

- Issue and return of books is facilitated through Newzenlib software.
- Each student is permitted to keep the book for 15 days.
- Each student is permitted to borrow 2 books at a time.

21.0 OPAC

- OPAC Facility is available through a public access link.

22.0 Reprographic Service

- Reprographic facility is provided in the library.
- Maintenance of the reprographic machine is provided by M/S Sumukha Office solutions, Mysore

23.0 Weeding of Books

- Books are weeded once in every 10 years, replacing them with new books.

24.0 Periodic Maintenance of Books

- Dusting is conducted daily.
- Damaged books are repaired as and when necessary.

25.0 Pest Control

- Pest Control is conducted on a regular basis, in collaboration with an external agency.

26.0 Library Audit

- Yearly audit is conducted to maintain the diversity of books, and to ensure the new books are included.

27.0 Dry and Wet Waste Management

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

- The Institution has appointed ESP to collect the dry and wet waste from the bins located in the campus and dump the waste to Municipal bins, on a daily basis.

28.0 E-Waste Management

- The Institution has a designated storage space for temporarily storing all electronic waste.
- The institution has appointed an ESP to collect the e-waste, quarterly, the details of which is given below :M/S A.P.Traders, #87/1, 4th cross, Sunnadakeri, K.R.Mohalla, Mysore-4

29.0 Management of Waste Generated through discarding of old records

- The solid waste generated by discarding old records is periodically sold to a waste paper merchant, the details are given below: R.Prasanna, P.R.Scrap Dealer, N.R.Mohalla, Mysore-07

30.0 Maintenance of Kitchen Facilities in Girls Hostel

- Fixed menu is given weekly, which includes breakfast, lunch, snacks and dinner.
- The menu is decided and changed accordingly by the Hostel Warden in consultation with college Secretary.
- Cleaning and maintaining is done regularly by the college appointed employees.

31.0 Maintenance of Rooms and Furniture in Girls Hostel

- Rooms and furniture are maintained by an ESP, whose details are given below: JSS Central workshop, JSS Polytechnic for Women, JSS Technical Institution campus, Mysore-570006.