

**G.PULLAIAH COLLEGE OF ENGINEERING & TECHNOLOGY
(Autonomous)**

**Approved by AICTE, New Delhi | NAAC Accreditation with 'A' Grade |
Accredited by NBA (CSE, EEE & ECE) | Permanently Affiliated to JNTUA**

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SOP FOR UTILIZATION AND MAINTENANCE OF COMPUTERS

Standard operating procedure will set the guidelines for utilizing and maintenance of computers across various departments in the institution.

PROCEDURE FOR UTILIZATION OF COMPUTERS

- In order to utilize IT resources. Such as computers in various laboratories, a separate log book is maintained where the users are supposed to make an entry for having logged into the computer. Also, they are asked to mention the time of check-in and check-out.
- Users are informed to follow do's and don'ts pertaining to usage of the computers.
- Users are not allowed to plug-in an external hardware device like pen-drives etc without prior permission of the lab in-charge.
- Users are made responsible for any fault or damage to the computer.
- Users should not either delete or install any data or software without knowledge of the lab in-charge

PROCEDURE FOR MAINTENANCE/SERVICE OF THE COMPUTERS

- In case of any problem with computer hardware or software, the lab in-charge/instructor has to send a letter to the principal through the HOD.
- After duly signed by HOD, the letter is forwarded to the principal to initiate repair or replacement.
- Based on the nature of the problem. Repair process is initiated with the help of available staff or by technicians on the basis of call maintenance contract.
- In the process of repair, if there is a need for purchase of any hardware component, a request is raised and sent to principal through HOD, thereby to initiating the procurement of the component.
- System administrators along with the instructors of the respective labs are responsible for updating of Antivirus. Office automation software. Microsoft campus agreement and also up gradation of hardware chips to meet the requirement of course syllabus and curriculum.

SOP FOR SPORTS FACILITATES

- Physical education director is responsible for scheduling the practice, time slots for various sports activities and to schedule various events in accordance with sports calendar of events set by the GPCET.
- Physical education director also floats circular and notification to conduct events and take part in the events organized at intra-college, inter college and university level.
- Students are allowed to practice and play the games after the class hours that is from 4:30PM to 6:30PM in the evening every day.
- Students are allowed to use indoor and outdoor sports facility and required sports infrastructure with prior permission of physical education director.
- Safety precautionary measures are also taken care. By providing necessary first aid kit and telephone numbers of nearby hospital and ambulance.
- Institute provides facilitates for both gymnasium & yoga practices.
- Necessary training classes are scheduled by physical education director.
- Physical education director also schedules various activities under gymnasium which will be adhered to by students.

SOP FOR ESTABLISHMENT, UTILIZATION AND
MAINTENANCE OF LABORATORIES

ESTABLISHING A NEW LABORATORY/ PROCURING NEW EQUIPMENTS:

- It is the responsibility of the 110D and senior faculty members to prepare detailed plan for establishing a new lab based on the requirement.
- The list of equipment's is submitted to the principal for the approval.
- On approval, based on the requirement at least three vendors are invited with their quotations.
- A comparative statement of both price & technical features is made.
- On through scrutiny, vendor is finalized and the purchase order is raised.
- On receipt of the equipment & completion of installation, supplier has to train the lab instructor about the operation & maintenance.

UTILIZATION OF LAB:

- A detailed schedule is prepared for conducting laboratories by creating required number of batches for each class.
- Faculty in charge and the instructor are responsible to deliver the instructions to conduct the lab.
- The institution has unique practice of maintaining log books where information about the entry & exit time of the student is made.
- Also the details of the equipment/machines like supplier name, supply date, service date etc... is maintained.

MAINTENANCE:

- All the laboratories in the institution are subjected to periodic maintenance by instructor and faculty members. In the event of failure, repair or replacement will be carried out.
- Cleanliness is a prime concern to keep equipment. Machine etc. in good working condition. The task is taken care by Attender and housekeeping staff.

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SOP FOR LIBRARY

- Students or faculties will login to library through the scanner at the entrance which will furnish the details of that particular user.
- UG Students can at best hold only three (3) books and PG Students can at best hold only five (5) books in his/her account for a period of 15 days, faculty members can at best hold only five (5) books in his/her account for a year.
- Books will be issued only after the library card is produced and scanned on the library computer. The books to be issued shall also be scanned with its Barcode.
- E-library has been made accessible through login ID and password so that to keep its resources secure and limited to the students/faculty/researchers only.
- The login ID and password is being provided to the users from the circulation in charge via mail from his/her official mail server.
- The full-length paper/abstracts of the research publications have been uploaded to the research portal for the browsing of the web visitors. And request can be made to the concerned for having access to the full-text of the desired research paper.

Maintenance:

- Due to the large volume of books held in library. 100% physical check of books will be done at the beginning of the academic year. This cycle will be repeated every year. Books added every year will be taken into account.
- Loss of volumes of books issued/consulted in a year will be lined to the user or the user can replace the same with new ones.
- Loss of a book of value exceeding Rs. 1,000/- (Rupees one thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken for that particular user.