



**STANDARD OPERATING
PROCEDURES**

**FACILITY MANAGEMENT
ACADEMIC
INFRASTRUCTURE**

Dr. N.S.A.M. First Grade College

Bangalore-64

STANDARD OPERATING PROCEDURE
FOR
FACILITIES MANAGEMENT
ACADEMIC INFRASTRUCTURE

The academic infrastructure comprises all infrastructure that are used directly in the teaching learning process. These shall include:

1. Classrooms and the resources in it
2. Laboratories and the resources in it
 - a. Business Lab
 - b. Language Lab
 - c. Computer Lab
3. Library
4. Gandhi Study Centre
5. Seminar Hall
6. Auditorium

1. CLASSROOMS

- All classrooms are spacious and well ventilated.
- The class rooms are equipped with the necessary infrastructure (writing boards, internet connections and fans) making it conducive to teaching & learning.
- There are eleven classrooms that are utilized currently. Out of which eight has projectors with screens. Faculty and students can connect their laptops to the same.
- The housekeeping staff identified for the said floor along with the attendant are responsible for the maintenance of the resources.
- They are expected to report immediately to the facility in charge in case of any damage to the resource or if the resource is out of order.
- Students are expected to keep the classrooms clean and not damage any property of the institution.

- In case of any damage to property/ vandalism, the institution is authorized to take action against the student/s as per the discipline policy.
- The respective class teachers/HOD's are also responsible for supervising and reporting of any damage of the resources in the classrooms.
- All the resources present in each room is registered in the Stock Book/Inventory. The stock book/ inventory is verified annually and counter signed by the Principal.

2. LABORATORIES:

- **BUSINESS LAB**

- i. The faculty in charge of Business Lab is responsible for the optimal utilization and maintenance of the resources provided in the lab.
- ii. He/ She is expected to report immediately to the facility in charge in case of any damage to the resource or if the resource is out of order.
- iii. All the resources present in each room is registered in the Stock Book/Inventory. The stock book/ inventory is verified annually and counter signed by the Principal.

- **LANGUAGE LAB**

- i. The Language Lab is equipped with 9 systems with necessary software and other equipment.
- ii. The faculty in charge of Language Lab is responsible for the optimal utilization and maintenance of the resources provided in the lab.
- iii. He/ She is expected to report immediately to the facility in charge in case of any damage to the resource or if the resource is out of order.
- iv. The students and faculty are responsible for leaving the Language Lab in the condition that it was found. Everything must be returned to its original position.
- v. The housekeeping staff identified for the said floor along with the attendant are responsible for the maintenance of the resources.
- vi. They are expected to report immediately to the facility in charge in case of any damage to the resource or if the resource is out of order.
- vii. Students are expected to keep the room clean and not damage any property of the institution.

- viii. In case of any damage to property/ vandalism, the institution is authorized to take action against the student/s as per the discipline policy.
- ix. All the resources present in each room is registered in the Stock Book/Inventory. The stock book/ inventory is verified annually and counter signed by the Principal.

- **COMPUTER LAB**

- i. Computer Lab is equipped with 30 systems with internet connections and other necessary equipment.
- ii. The Computer Lab in charge is responsible for the optimal utilization and maintenance of the resources provided in the lab.
- iii. He/ She is expected to report immediately to the facility in charge in case of any damage to the resource or if the resource is out of order.
- iv. In case of minor repairs, the person in charge of the systems will undertake the same. He/she may take the take support of 'on call' facility.
- v. In case of major repairs, service providers from local areas may be contacted.
- vi. In case annual maintenance contracts are available, then the ESP would be contacted.
- vii. In case of internet connectivity issues, vendor company or service company would be contacted by the systems in charge, based on the nature of the problem.
- viii. The students and faculty are responsible for leaving the computer lab in the condition that it was found. Everything must be returned to its original position.
- ix. The housekeeping staff identified for the said floor along with the attendant are responsible for the maintenance of the resources.
- x. They are expected to report immediately to the facility in charge in case of any damage to the resource or if the resource is out of order.
- xi. Students are expected to keep the room clean and not damage any property of the institution.
- xii. In case of any damage to property/ vandalism, the institution is authorized to take action against the student/s as per the discipline policy.

xiii. All the resources present in each room is registered in the Stock Book/Inventory. The stock book/ inventory is verified annually and counter signed by the Principal.

3. LIBRARY (additionally refer SOP library)

- The Library is equipped with digital library with 10 systems with internet connections and e resources.
- The Librarian is in charge is responsible for the optimal utilization and maintenance of the resources provided in the library.
- He/ She is expected to report immediately to the facility in charge in case of any damage to the resource or if the resource is out of order.
- In case of minor repairs, the person in charge of the systems will undertake the same. He/she may take the take support of 'on call' facility.
- In case of major repairs, service providers from local areas may be contacted.
- In case annual maintenance contracts are available, then the ESP would be contacted.
- In case of internet connectivity issues, vendor company or service company would be contacted by the systems in charge, based on the nature of the problem.
- The students and faculty are responsible for leaving the library in the condition that it was found. Everything must be returned to its original position.
- The housekeeping staff identified for the said floor along with the attendant are responsible for the maintenance of the resources.
- They are expected to report immediately to the facility in charge in case of any damage to the resource or if the resource is out of order.
- Students are expected to keep the room clean and not damage any property of the institution.
- In case of any damage to property/ vandalism, the institution is authorized to take action against the student/s as per the discipline policy.

4. GANDHI STUDY CENTRE

- The room allotted for the Gandhi Studies Centre is spacious, well ventilated and equipped with minimum furniture and some books on Gandhi.
- The materials will be in the custody of the coordinator of the Centre.

- Students are expected to use the facility with the permission of the coordinator.
- The students are expected to place the materials back in the designated place.
- All electrical equipment like lights and fans need to be switched off if the room is not in use.
- Students are expected to keep the room clean and not damage any property of the institution.
- In case of any damage to property/ vandalism, the institution is authorized to take action against the student/s as per the discipline policy.
- The housekeeping staff identified for the said floor along with the attendant are responsible for the maintenance of the resources.
- They are expected to report immediately to the facility in charge in case of any damage to the resource or if the resource is out of order.
- All the resources present in each room is registered in the Stock Book/Inventory. The stock book/ inventory is verified annually and counter signed by the Principal.

5. SEMINAR HALL

- The AV room is spacious and has a seating capacity for 60 people.
- LCD projector, computer with internet connection, projection screen and sound system are available in this room.
- The faculty who is intending to use the room needs to book the room in advance to avoid overlap of requests.
- The attenders and housekeeping staff are responsible for helping the faculty in arranging as per the requirement of the session.
- The students and faculty are responsible for leaving the AV room in the condition that it was found (e.g., if the session group needs to set up, take down, or move tables, chairs, and other furnishings), everything must be returned to its original position.
- The housekeeping staff identified for the said floor along with the attendant are responsible for the maintenance of the resources.
- They are expected to report immediately to the facility in charge in case of any damage to the resource or if the resource is out of order.

- Students are expected to keep the room clean and not damage any property of the institution.
- In case of any damage to property/ vandalism, the institution is authorized to take action against the student/s as per the discipline policy.
- All the resources present in each room is registered in the Stock Book/Inventory. The stock book/ inventory is verified annually and counter signed by the Principal.

6. AUDITORIUM

- Auditorium is acoustically designed, air-conditioned with seating capacity of 250
- Audio-video facility with internet connectivity is available in the auditorium.
- The faculty who is intending to use the room needs to book the room in advance to avoid overlap of requests.
- The attenders and housekeeping staff are responsible for helping the faculty in arranging as per the requirement of the session.
- The students and faculty are responsible for leaving the auditorium in the condition that it was found
- The housekeeping staff identified for the said floor along with the attendant are responsible for the maintenance of the resources.
- They are expected to report immediately to the facility in charge in case of any damage to the resource or if the resource is out of order.
- Students are expected to keep the room clean and not damage any property of the institution.
- In case of any damage to property/ vandalism, the institution is authorized to take action against the student/s as per the discipline policy.
- All the resources present in each room is registered in the Stock Book/Inventory. The stock book/ inventory is verified annually and counter signed by the Principal.

GENERAL PROCEDURES FOR ALL NON-IT INFRASTRUCTURE/RESOURCES:

- Each Floor is allocated a housekeeping staff and an attender. They are jointly responsible for the supervision of resources in the said floor.
- They are expected to report immediately to the Facility in Charge in case of any damage to the resource or if the resource is out of order.
- The Facility in Charge is the person who is appointed by the institution exclusively for the maintaining the infrastructure.
- The major responsibility is to note the complaints from the floor attendants (by writing in the Infrastructure Complaint Register) and rolling the process of corrective action.
- The action may involve taking up minor repair work or contacting the external service providers (ESP).
- Any major damage involving repair work will be brought to the notice of the higher authorities and the Principal.
- The amount is sanctioned by the Finance section after the approval of the Principal.
- At the completion of the repair work, the status has to be updated in the Infrastructure Complaint Register.

GENERAL PROCEDURES FOR ALL IT INFRASTRUCTURE/RESOURCES:

- Computer and IT related resources (LCD projectors, Close Circuit Cameras) present in the digital section of library/computer labs/ Language labs/ Departments/office/campus are supervised and maintained by 'IT in charge' stationed at the office.
- His responsibility is to attend to all IT related complaints.
- The action may involve taking up minor repair work, taking on call support, contacting local repair services or contacting the external service providers (ESP) according to the individual case.



PRINCIPAL

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