

# STANDARD OPERATING PROCEDURE – SOP

**[SJR College for Women]**  
#1/D, 54<sup>th</sup> C Cross, IV 'M' Block, Rajajinagr, Bangalore-10

08023359474  
sjrwomenscollege@gmail.com

## Table of Contents

Foreword.....	3
Introduction.....	3
1.0 Scope.....	3
2.0 Normative References.....	3
3.0 Terms and Definitions.....	4
3.1 Abbreviation Of College.....	4
3.2 Full Name of College.....	4
3.3 Computer Aids.....	4
4.0 Infrastructure Facilities.....	4
4.1 Support facilities.....	4
4.2 Maintenance of Classrooms.....	5
4.3 Maintenance of Restrooms.....	5
4.4 Maintenance of Elevator Facilities.....	5
4.5 Maintenance of ICT Facilities.....	5
5.0 Maintenance of Security.....	5
5.1 Civil Contractor.....	5
5.2 Library Opening hours.....	5
5.3 Issue/ Return of Books.....	5
5.4 Institutional Membership.....	6
5.5 Weeding of Books.....	6
5.6 Periodic Maintenance of Books.....	6
5.7 Pest Control.....	6
5.8 Library Audit.....	6
5.9 Dry and Wet Waste Management.....	6
6.0 Management of Waste Generated through discarding of old records.....	6

## Foreword

The IQAC Team of SJR College for Women 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

SJR College for Women located in heart of the city at Rajajinagar entrance is a landmark building with a reckoning tradition of 28 years. It is a well known institution in Bengaluru that has been serving to empower women students and enable them to acquire skills for a better future. It is connected with Buses and Metro. The College has a healthy mix of all classes and categories and caters to the educational needs of young women at an affordable cost. Established in the year 1988 by SJR Education Society (SJRES) as a PU College, the foundation stone was laid in 1990 for the Degree College. Since then the college has come a long way to celebrate its Silver Jubilee in the year 2015. The college has walked many a mile, built brick by brick as envisioned by former President, Prof. M. Shadaksharaswamy, an academician and administrator par excellence

### **Vision**

“In Pursuit of Excellence”

### **Mission**

To equip women students to become self reliant, intellectually vibrant, socially committed, spiritually orient and emotionally mature individuals with a critical conscience

## 1.0 Scope

This document describes the SOP for maintenance of all facilities located in the campus of SJR College for Women

## 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 Abbreviation Of College

SJRCW

#### 3.2 Full Name of College

Sri Jagadguru Renukacharya College for Women

#### 3.3 Computer Aids

- Computer facility consist of 100 computers which are connected with an internet speed of 100 Mbps and are maintained by a System Admin.
- There are 21 spacious and well ventilated class rooms equipped with teaching tools. 14 rooms, a Seminar Hall, Auditorium are equipped with ICT facility.

### 4.0 Infrastructure Facilities

- College has Power backup of 30 KVA and 40KVA Generators
- Safe drinking water facility, well-furnished office, staffs rooms, lifts, rest rooms , CCTV Surveillance.
- Seminar hall and auditorium are equipped with built-in sound system.
- Board room, IQAC room are utilized for conducting meetings.
- Canteen serves nutritious hygienic food, beverages and snacks at subsidised rate.
  1. First Aid Facility, Counselling centre with a registered counsellor ensures student support service.

#### 4.1 Support facilities

- LABORATORIES – The laboratories are monitored by the concerned HODs' and staff. Once in a year the stock is physically verified and obsolete instruments are segregated and removed from the stock list after obtaining approval from the appropriate authority of the college.
- The instruments which require recalibration are as per the requirement.
- Botany Museum has nearly 492 specimens for promoting specimen studies among students.
- Garden has collection of medicinal and ornamental plants maintained by gardener.

## 4.2 Maintenance of Classrooms

- The Class D employees of the institution are cleaning the classrooms on daily basis.

## 4.3 Maintenance of Restrooms

- The Class D employees of the institution are cleaning the classrooms on daily basis.

## 4.4 Maintenance of Elevator Facilities

Maintenance of Elevator facilities is contracted by Schindler India Private Ltd.,

The details are as follows:

Contract Number: 131366766

## 4.5 Maintenance of ICT Facilities

- Maintenance of CCTV Cameras is contracted by:  
Skyries Innovations Pvt Ltd. No: 9916199499

## 5.0 Maintenance of Security

- Security is outsourced to a security agency:  
Sigma Security Agency Ph: 9008787076

## 5.1 Civil Contractor

- Any civil work is contracted by SJR Education Society Contractor

## 5.2 Library Opening hours

- The library will be open on all working days from 8:30am to 3:30 pm.
- During exam times library will remain open till 8:30am to 3:30 pm

## 5.3 Issue/ Return of Books

Library has more than 16,000 issue books and 6500 reference books and also collections of National and International Journals and back volumes, magazines, newspapers

- Issue and return of books is facilitated through EasyLib Advanced Multilib software.
- Each student is permitted to keep the book for 7 days.
- Each student is permitted to borrow 2 books at a time.

## 5.4 Institutional Membership

- Computer Society of India
- Indian Accounting Association
- Online Membership for British Council Library
- Registration for NDI and NPTEL
- INFLIBNET N-LIST DATABASE ACCESS
- INFILBNET N-List database programme to access more than 31, 95000 eBooks and 6000 E-Journals.

## 5.5 Weeding of Books

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

## 5.6 Periodic Maintenance of Books

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

## 5.7 Pest Control

- Pest Control is conducted on a regular basis.

## 5.8 Library Audit

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

## 5.9 Dry and Wet Waste Management

- The Institution has placed separate bins to collect dry and wet waste in different parts of the campus.
- The BBMP collects the dry and wet waste from the bins located in the campus and dump the waste to Municipal bins, on a daily basis.

## 6.0 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.