

**JSS MAHAVIDYAPEETHA**



**JSS COLLEGE OF ARTS, COMMERCE & SCIENCE**

(Affiliated to the University of Mysore)

**NANJANGUD-571 301 KARNATAKA**

Re-accredited by NAAC with 'B<sup>++</sup>' grade (CGPA-2.77)

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# **STANDARD OPERATING PROCEDURE – SOP**

**2021-22**

## Version History

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## Foreword

The IQAC Team of JSS College of Arts, Commerce and Science, Nanjangud-571301 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 of Arts, Commerce and Science, Nanjangud, the degree college of JSS Mahavidyapeetha started in the year 1968. The college is affiliated to University of Mysore and is re-accredited by NAAC with "B" grade. The college is situated on a sprawling 13.17 acres plot with a spacious building and a women's hostel in a picturesque surroundings. Because of its multifaceted growth, the college has won encomiums from all corners

### VISION:

- **Strive to achieve greater heights in Higher Education. To bring out the best in young Men & Women by providing Value Based, Career Oriented Education and create Self- Reliant Global Citizens.**

### MISSION:

- To adapt and excel in general education.
- To impart quality education to mould the holistic personality of rural students.
- To ignite the young minds by changing and synchronizing their energies and nurture their hidden talents for National development.
- To sensitize the rural students so as to imbibe human values and create a healthy atmosphere for learning.
- To promote the attitude for intellectual growth and develop skills necessary for self reliance.
- To promote national integration and achieve the goals enshrined in our constitution.
- To bridge the gap between knowledge and development in social, cultural and scientific aspects of privileged and under privileged sections.

## 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, Nanjangud-571301

## 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

JSS College of Arts, Commerce and Science, Nanjangud-571301

### 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- Hansraj Sports, Chamaraja Double Road, Mysore.

## 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 ICT Facilities

- Maintenance of Audio and Visual Services is contracted by: SAS Technologies, Mysore
- Maintenance of CCTV Cameras is contracted by: SAS Technologies, Mysore
- Maintenance of Tele Communications is by: BSNL, Nanjangud

## 10.0 Maintenance of Security

- Security is outsourced to a security agency: B.S Gowda Enterprises, Nanjangud

## 11.0 Scavenger Outsourcing

- Scavenger Outsourcing is maintained by an ESP : Someshwara Enterprises, Nanjangud

## 12.0 Civil Contractor

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

## 13.0 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 attend 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

## 14.0 Bank Services

- Indian Bank, Deeverammanahally branch, inside the College Campus.
- The opening hours of the bank are 10 am to 4 pm.

## 15.0 Maintenance of Yoga Centre

- The Institution has a yoga centre in collaboration with the – Pathanjali Yogashikshana Kendra (Reg),Nanjangud Branch, Nanjanagud



- The opening hours of the yoga centre are from 6 am to 7.30pm.

## 16.0 Maintenance of Personality Development Centre

- The Institution has a Personality Development Centre, in collaboration with JSS Law College, Kuvempunagar, Mysore.

## 17.0 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, 2<sup>nd</sup> Main, 10<sup>th</sup> cross, Vidyaranyapuram, Mysore-570008

## 18.0 Library Opening hours

- The library will be open on all working days from 9 am to 6 pm.
- During exam times library will remain open till 8 am to 6 pm.

## 19.0 Issue Return of Books

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

## 20.0 OPAC

- OPAC Facility is available through a public access link.

## 21.0 Reprographic Service

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

## 22.0 Weeding of Books

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

## 23.0 Periodic Maintenance of Books

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

## 24.0 Pest Control

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

## 25.0 Library Audit

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

## 26.0 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.

## 27.0 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 Mujaid Pasha, Neelakantanagara, Nanjangud-571301

## 28.0 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: M/S Mujaid Pasha, Neelakantanagara, Nanjangud-571301

## 29.0 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 Principal
- Cleaning and maintaining is done regularly by the college appointed employees.

## 30.0 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.