

**SANDIP FOUNDATION'S**  
**SANDIP INSTITUTE OF TECHNOLOGY AND RESEARCH CENTRE,**  
**NASHIK**

**The Policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities.**

**1. Library (procedures & systems)**

**A. Purchase of Library Books**

- a. Receive the Book Requirement forms duly signed by the faculty members and HOD.
- b. Consolidate the requirement from HOD & check the available copies in the library.
- c. Forward the requirement forms to the Principal for approval.
- d. Receive the approved requirement forms from the Principal.
- e. Receive the details of Supplier selected for the procurement of books by the Library Committee.
- f. Prepare Purchase order specifying all the details such as Title, Author, Edition, number of copies etc. Get the Purchase order reviewed and Approved from the Principal.
- g. Place the approved P.O. on identified supplier(s) along with the covering letter. Send a copy to accounts, dispatch one copy to supplier. Retain one copy in the library.

**B. Receipt of books**

- a. Receive the books along with Bill.
- b. Verify the Quantity of Books against the Purchase order & Bill. Also verify the title, author, edition, publisher etc.
- c. Also ensure condition of books – Damages, Lose binding, page missing etc.
- d. Send back the damaged books, wrong supply (Title / author / edition / excess quantity) to the supplier.
- e. Verify the bill against the P.O. for the discount offered.
- f. Enter the details in Accession Register & Allot accession number to entered book.
- g. Put accession number, stamp on the page where name of Publisher and / or author is printed (sub title page).
- h. Enter the necessary details on Book card.

- i. Give classification numbers. Follow Dewey decimal classification system.
- j. Data entry of Accessioned books.
- k. Place Book card in the Book.
- l. Place the book at designed location based on branch & subject.
- m. Get Xerox of the bills of book. Write Accession No. on Xerox copies. Keep the bills in Bill File

### **C. Book Circulation**

- a. Search for the book through Online Public Access catalogue.
- b. Collect the book from stack & give to issue counter
- c. Keep Book card in the drawer (safe custody).
- d. Make necessary entries on the book card, Library Software and issue book
- e. Receive the Books from the students within stipulate time (max. 7 days for text book and 1 day for reference book)
- f. Verify the condition of books returned by the student.
- g. Make necessary entries on the book card, and Library Software.
- h. In case book returned is not in condition, take actions.
- i. In case, books are not returned in stipulated time period, collect the fine as per library rules.

### **D. Reissue of book**

- a. Receive the book and request for re-issue.
- b. Ensure that the same book is not demanded by the others
- c. In case the book is demanded by others do not re-issue the book.

### **E. Book Bank Scheme to all FE students**

- a. Collect division wise list of FE students
- b. Prepare Practical Batch-wise list of FE students
- c. Prepare notice for distributing Book Bank (Practice Batch at a time ie 20 Students at a time).
- d. Distribute Book Bank To students. Make Necessary entries in Library Software.
- e. Display the notice for the return of books at the end of semester specifying the last date of return.
- f. Receive the books. Verify the condition. Make necessary entries in the return Library Software
- g. In case of loss of books or damaged / torn books, get it replaced with same edition / latest edition.
- h. For the delayed return collect Rs. 5/- per day fine.

## **F. Book circulation to Staff members**

- a. Search for the required book through Online Public Access catalog.
- b. Give the book at circulation counter.
- c. Make entries in Book Card and Library Software.
- d. Receive the Books from staff
- e. Verify the condition of books returned.
- f. Make necessary entries in book issue register.
- g. In case book returned is not in condition, take actions.

## **G. Periodical Acquisition and Circulation Periodical**

- a. Receive the requirement from HOD and / or faculty members.
- b. Get it approved from the Principal
- c. Send a request for subscription / Proforma Invoice to the Vendor / Publisher.
- d. Send the received invoice
- e. Receive the demand draft from accounts and forward it to the Vendor/Publisher.
- f. Send a demand draft along with covering letter to the vendor / publisher.
- g. Enter the Subscription details in Periodical Subscription Register.
- h. Receive the periodicals from the vendor / publisher.
- i. Enter the details in Periodical Subscription register.
- j. Put Library stamp. Stack it on the shelf.
- k. Ensure that the periodicals are received regularly, if not received send reminder to the vendor/Publisher for non-receipt of issues.
- l. Collect all issues and prepare for bound volumes
- m. Periodicals are available only for library reading, cannot be allowed to take outside the Library.

## **H. e- journals**

- a. Circulate a list of e-journals among the all teaching staff in the month of December every year.
- b. Receive the recommendation about continuation old journals and subscribing new journals.
- c. Obtain approval from the Principal and management for the payments.
- d. Make the payments to Supplier
- e. Receive IP based log-in password.
- f. Communicate the password to all members.

## **2. Computers**

For maintenance of computers the ERP based call log system is implemented in the institute. The faculty/staff requiring computer related maintenance put a call log from his PC. The call Log is then received by systems department. The system department then assign a technical staff to resolve the problem. If the problem is related to

hardware glitch then systems department reply to call log and mention the hardware replacement required. The faculty/Staff then take a sanction from principal for replacement of the hardware producing the call log. The system department then get the quotations for purchase of hardware and send it to higher authorities for sanction. After the purchase and subsequent installation of the hardware the call log status is changed to complete option.

### **3. Civil Work (laboratory & Class rooms)**

The civil work is monitored by Project department. The requisition form has to be filled by the concerned staff and to be given to project department. Project department then takes sanction from the higher authorities for civil work of laboratory and classrooms. After acquiring sanction the work is then executed by project department of Sandip foundation.

### **4. Transport Facility**

- a. The institute authorities have to identify the need arising for transportation of students and staff. If required, they may take the decision of subcontracting.
- b. If it has been decided to outsource the transport facility, the institute authorities will invite 3 or more quotations. This is an open system and any vendor capable of providing transport services can tender his quotation.
- c. Authorities will then arrange meeting of management with transporters to finalise the transporter/quotation.
- d. The institute authorities would then undertake MOU/Contract with selected vendor.
- e. The contracted vendor runs his buses as per the MOU / Contract.
- f. Picks up the Students / Staff from respective bus stops drops at Institute, picks up the Staff / Students from Institute and drop all of them at their respective bus stops, according to the working hours.
- g. The security officer will daily check bus reporting register. The transport in-charge would daily update bus trips register and check cleanness of buses in first arrival of the day.
- h. In case any rash driving is reported by the students or staff the contractor is levied penalty for rash driving as per the contract.
- i. If any bus is not available or is coming late the contractor informs in advance to transport in-charge / clerk. In such cases he himself makes the alternate arrangement. In such case late coming fine is imposed on the vendor as per contract.
- j. Five minutes early or late reporting from scheduled reporting time is permitted but thereafter fine of Rs. 50 per 5 minutes and so on will be charged and recovered from contractors monthly bill. Non-appearance of any bus on college premises which is on contract will be fined Rs. 4000/- per day per bus.
- k. The administrative officer will generate monthly payment sheet.

## **5. Canteen Facility**

- a. The institute authorities identify the need for canteen in campus and decide to run the canteen by self or outsource.
- b. If it is decided to outsource, the institute authorities would invite 03 or more tenders.
- c. The institute authorities then arrange meeting of management with service providers for finalisation of contractor.
- d. Once the service provider is finalised the institute will enter into agreement / contract /MOU.
- e. The canteen committee would look after deciding menu, timely serving of food, daily testing of food and sanitary check.
- f. Canteen contractor will provide the food /eatable based on the agreement and fortnightly decided / communicated menu.
- g. The canteen contractor will check the actual dinning and the strength of students at the end of month for billing.
- h. The canteen contractor will also maintain the record of student dinning members and submit to canteen In charge of the Institute for payments.
- i. The canteen contractor would dispose the waste food at the designated place at decided time and manner.

## **6. Security services**

- a. The Institute authorities identify the need and scale for security services. This is a hybrid system and institute authorities decide whether to employ own security or to outsource. Once decided to outsource, the institute invites 3 or mote quotations and allow them to survey installations.
- b. The authorities would then arrange meeting of management with the Security service providers.
- c. The institute then enter into detailed MOU / Contract /Agreement.
- d. The administrative officer checks the manning of posts from security supervisor.
- e. The administrative officer would also check the visitor's register, the Material in-out record maintained by security and carry out the snap security check of security aspects.
- f. Security officer will provide manning for all the designated post installations as per the shift chart made by them.
- g. Report the pilferage or malpractices in the campus.
- h. Submit periodical vigilance report to Administrative Officer.
- i. Report irregular arrival departments of buses to transportation In-charge.
- j. Ensure 100% security of Men and material.

## **7. Housekeeping Facility**

- a. The institute authorities identify the need and scale for House Keeping. If required, they will take the decision of subcontracting and if decided to outsource, invite 3 or more quotations.
- b. The authorities would then arrange meeting of management with the Security service providers and Undertake MOU / Contract.

- c. The housekeeping manager checks daily cleaning of classroom and laboratory floors, office furniture, garden leaves and weekly window panes and dados etc.
- d. The housekeeping manager will deploy agreed No. employees every day; carry out the cleaning at all points/places; use the appropriate cleaning materials and keep clinically healthy person on job.
- e. The housekeeping clerk will snap check of cleaning and check for desired no. of workers
- f. The housekeeping manager will submit six monthly medical certificates of employees.
- g. If any discrepancy found in housekeeping Rs. 500/- per discrepancy, penalty will be charged to outsource agency.



  
**PRINCIPAL**  
Sandip Institute of Technology  
and Research Centre,  
Mahiravani - 422 213, Nashik