4. CANTEEN
STANDARD OPERATING PROCEDURE

OBJECTIVE:

- To provide delicious and healthy food at affordable price for both staff and students.

- To ensure cleanliness in the premises by cleaning the tables, counters and sinks at regular intervals.

- To trash the left-over's of the food and not to serve stale food by reheating.

CANTEEN IN CHARGE:

The canteen is outsourced to the third party where it is under the continuous supervision of the canteen committee. The committee takes regular suggestions from students and staff to improve the service.

CANTEEN COMMITTEE:

The canteen committee is headed by the Principal where the HODs of all the departments and members of the student council are a part of it. The committee members are involved in reviewing the process regularly which helps in proper maintenance and see to that things are implemented in a proper manner.

DURATION OF THE CANTEEN COMMITTEE:

The committee will be functional for a period of one year and it will be at the disbursement of the principal to elect a new committee.

RESPONSIBILITIES OF THE COMMITTEE MEMBERS:

- To maintain a menu of the list of items to be sold along with their prices.

- To see that no student will be allowed into the canteen during the class hours.

- To ensure safe working conditions for the staff of the canteen.

- To check the quality of raw materials that are used in the cooking process.

- To make decisions on the items that are to be sold in the canteen and approve the sale prices of new items.

- To establish the required profit margin and curb the high prices.

- To maintain legislative standards of hygiene safety and health care in relation to the preparation, supply and service of food in the canteen.

MENU:

- The menu includes basically South Indian food (Idli, Vada, Dosa, Puri in the breakfast, south Indian thali for lunch), Chinese food (fried rice, Noodles, Manchuria), beverages (Tea, Coffee, Cold drinks, and packaged Fruit drink), seasonal fresh fruit juices and snacks (Samosas, Puffs, Biscuits and Chocolates) as regular salable food items.

5. ELECTRICITY

STANDARD OPERATING PROCEDURE

POLICY

The policies guiding the Electrical Maintenance unit can be grouped under four categories:

1. Policies with respect to Initial / base infrastructure assessments.

2. Policies with respect to electrical upgrades.

3. Policies with respect to electrical maintenance services.

4. Policies with respect to procurement of electrical materials.

Procedures adopted to achieve these policies are listed as follows:

- Analysis of facilities / infrastructure's base electrical distribution network using necessay assessment tools and determination of existing electrical parameters.
- Generation of "As built electrical distribution diagrams"
- Generation of the electrical distribution upgrades diagrams to accommodate biotech / Lab equipments, IT infrastructure in line with acceptable international standards.
- Analysis, designs and sizing of suitable primary backup systems (generators), and passing recommendations to the management
- Analysis, designs, and sizing of suitable secondary backup systems (inverters and UPSs), and passing recommendations to the management.
- Analysis, designs and sizing of suitable intercom services infrastructure.
- Preventive maintenance: routine and periodic maintenance checks are carried out, upgrades are done where necessary, and the wiring diagrams updated.
- Predictive maintenance: planned power outages are carried out to enhance maintenance services. This exercise is usually communicated to staffs and personnel to allow for seamless work flow.
- Repairs and replacements: repairs and replacements are carried out on the electrical consumables.
- Proper electrical stock list and inventory is maintained on the electrical materials and a periodic update is sent to the management.
- Recommendations are made on the electrical materials type, and forwarded to the procurement unit for sourcing.

6. FURNITURES & FIXTURES

STANDARD OPERATING PROCEDURE

INTRODUCTION

The purpose of this policy is to enable the institution to effectively purchase, manage and store furniture, furnishings and accessories within all departments and locations, following a set of guiding principles whilst still allowing for choice and identity.

DEFINITIONS

Contracted/Preferred Supplier - a Supplier that has been awarded a contract with the institution.

Disposal - removal from site of any item that is damaged or broken; no longer in current use by the institution or surplus to requirement; items that are old and beyond their life expectancy (no residual value); items that are no longer Health and Safety compliant/ergonomically useful.

Furniture - movable objects intended to support various activities, broken into key areas including, but not limited, to:

Work:

Seating – chair, stool.

Surfaces – bench, table, desk.

Accessories:

Outdoor – table, chair.

Indoor – lamps, curtains.

Plant and equipment assets - comprises a number of asset types (e.g. furniture; music; technical; general) as well as acting as the general 'catch all' category for assets that are not classified elsewhere. Assets in this class are used in the teaching environment or administrative function or held for use in the support of the core operational business. This policy covers furniture exclusively.

Storage - the institution's capacity and facility for keeping a stock of furniture for reuse.

POLICY STATEMENT

- The institution will centrally purchase, manage and store furniture, furnishings and accessories for all departments and other locations.
- This policy applies to all departments, staff and external contractors such as building contractors, architects.

PRINCIPLES

OWNERSHIP

Furniture is the property of the institute and not individual departments or discrete 'areas' of the institution.

CHOICE AND IDENTITY

The principles of choice and identity on the part of departments and other areas of the institution will be respected throughout the procedures outlined in this document.

HEALTH AND SAFETY

- The institute has a duty of care to ensure furniture used in workplaces meets a minimum standard.
- To ensure seating and furniture is designed to fulfil expectations of quality and to avoid injuries.
- For furniture items required under a health and safety obligation, this must be signed and agreed by the head of your department and the Furniture and Fixtures Coordinator.
- Staff work station furniture must meet ergonomic standards. Where furniture is not used for extended periods of time, furniture will not have to meet this standard.

PROCEDURES

FURNITURE REQUEST:

- Requests for furniture can be made through direct/online request form.
- Where the Warehouse has no item in stock then purchase may be made if it can be justified and approved.

PURCHASING

- The Furniture and Fixtures Coordinator will review orders in advance of purchase as the institution carries stocks of furniture in its Warehouse.
- Furniture that is purchased using institutes funds is considered institute property and will normally remain within a building should the occupants relocate, taking into consideration the needs of the outgoing/incoming tenants.
- Furniture items will be recorded on the institute's Asset Register in accordance with the current Capital Expenditure Guidelines.

MANAGEMENT AND STORAGE

- The Furniture and Fixtures Coordinator is responsible for the accurate and up to date inventory of stored furniture items.
- An approved furniture catalogue with current stock levels is kept to enable anyone to review available items.
- A department/school can request used furniture from storage, if available, and this will be delivered to the required location.
- Surplus furniture declared to the Warehouse will be collected and assessed for re-use.
- Furniture placed into storage is assumed to be available for use elsewhere on campus, unless there is a justification to hold it.
- Furniture located in unoccupied buildings may be reallocated at the discretion of the Furniture and Fixtures Coordinator.
- Requests for furniture to be moved around campus should be made through direct/online request form, unless connected to a relocation project when Campus Services will liaise with relevant internal and external project managers.
- When new positions and offices are created, Campus Services will provide the standard furniture options for new staff as requested and as available.

DISPOSAL

- Surplus furniture that is not suited to re-use will be disposed of appropriately.
- Campus Services team will work with Financial Services to ensure that the asset disposal process is completed in an accurate and timely manner.

7. SPORTS CENTRE

STANDARD OPERATING PROCEDURE

VISION:

To promote and improve physical fitness in students and to motivate them to participate at district, state and national level in various sports competitions. To build students interpersonal skills through indoor and outdoor sports activities/competitions.

MISSION:

KG Reddy College of Engineering & Technology (KGRCET) provides sports material, Sports Centre for use by Students, staff of the College.

CONDITIONS TO USE SPORTS CENTRE

- Each user group must advise the KGRCET Physical director who is in charge and responsible for the sports centre.
- Only approved equipment may be used in the building and the Sports Committee reserves the right to refuse equipment considered unsuitable.
- The Sports Committee reserves the right to refuse admission to any persons refusing to comply with the regulations or misbehaving in a way that may cause danger or annoyance to other students.
- Individuals will be held responsible for any damage caused to the building property during their hire.
- KGRCET shall not be held responsible for any personal injury or loss of personal property during their time in the building.
- A "No Smoking" policy operates throughout the College site.
- No food or drink shall be consumed in the sports room or in the changing rooms.
- The students shall not use the facilities for any purposes other than that specified on the application form; neither shall the student sublet the benefit of any permission to use the facilities.
- The student shall ensure that the facilities and equipment used are left in a clean, tidy and orderly condition at the end of the period of use.
- The students and Physical Director shall ensure that all areas are cleared before locking the college gates.
- The students shall ensure that they follow the rules and guidance and the regulation for the safety of members of the College and all other users of the sports centre.

SUPERVISION

- A sports centre physical director will usually be available from 9:00AM - 07:00PM to assist the smooth running of the centre.
- The person in charge should be present at all times whilst the group is using the facilities. Before leaving, each group shall ensure that sports kits are returned to appropriate storage points.

RESPONSIBILITIES:

1. Ensure the safe opening and closure of the centre.

2. Respond to any emergencies in accordance to our procedures.
3. Address any behavior or sports related issues immediately.
4. To ensure the smooth operation of the sports centre.
5. Physical Director is responsible and is the only one authorized to open and close the sports centre.
6. Any damage or deficiency, please report to the Sports Centre Physical Director

SETTING UP AND SETTING DOWN OF EQUIPMENT

All equipment must only be set up / set down by Physical Director. Appropriate care must be taken when setting up or setting down of equipment, to reduce the risk of injuries. Appropriate footwear must be worn.

Please follow set ups and set downs procedure:

SET UPS:

1. Be aware of surroundings (low ceilings, light fittings, etc)
2. Move equipment carefully from storage area
3. Place equipment in correct position
4. Ensure that the safety procedures are followed when setting up equipment, taking care not to trap fingers, hands or feet
5. Set-up using assistance if required (i.e. Socker goals)
6. Ensure that equipment is set up correctly and all safety measures are followed (i.e. Goals are fixed to the wall)
7. Students must enter the receiving list of equipment's in the authorized register.

SET DOWNS:
1. Be aware of surroundings when putting equipment away (low ceilings, light fittings ,etc)
2. Ensure that the safety procedures are followed when taking down equipment, taking care not to trap fingers, hands or feet.
3. Set down equipment using assistance if required (i.e. Socker goals).
4. Move equipment carefully back to storage area.

5. Ensure that it has been left in the correct position and in good working order
6. Report any defective parts to the Director of Sports.
7. Students must return utilized sports material to physical director and enclose in register.

LOST PROPERTY

Any lost property left in the sports centre must be recorded and logged. All details are to be recorded on the lost property sheet.

SAFETY AND FIRST AID

Emergency equipment comprises First Aid Kit box located with Physical Director.

REGULATIONS

In the interest of hygiene and safety, all users of the sports centre shall comply with the regulations

REGULATIONS FOR THE SAFETY OF MEMBERS OF THE COLLEGE AND ALL OTHER USERS OF THE SPORTS CENTRE

The Sports Centre is used by various students at any one time and these rules are provided for the safety of all users.

1. No child under the age of 16 years shall be admitted or allowed to remain on the premises unless accompanied by an adult member.
2. No outdoor footwear shall be worn in the sports halls or squash courts.
3. Anyone abusing the facilities or causing malicious or unnecessary disturbance shall be asked to leave and will be excluded from the centre.

8. TRANSPORT
STANDARD OPERATING PROCEDURE

PURPOSE:

KG Reddy college of Engineering and Technology provides buses to faculty and students from all parts of the city to the campus. The buses are safe and comfortable and free transportation service is provided to the staff. The campus is also well connected by other means of public transport.

SCOPE:

The transport procedure ensures smooth functioning of college timings by getting the buses to campus on time. The transport department is headed by transport in charge who takes care of the drivers and ensures proper functioning of the transport system.

RESPONSIBILITY:

Transport facility is completely managed by KG Reddy college of Engineering and Technology without the involvement of any Third party or vendor. Pick and drop facility is arranged as per college timings. Every bus has a bus co-ordinator travelling with the students. The bus co-ordinator sees to that discipline is maintained in the bus and ensures a proper seat to everyone.

RULES TO BE FOLLOWED IN COLLEGE BUS:

- All the staff and students should be in their boarding point before 5 minutes.
- All the students should carry their college bus pass daily.
- The staff or students should not celebrate birthday parties & festivals in the college bus.
- Students should not get down from the bus in the middle of the way to college or home.
- Students should follow the instructions of the bus in-charge and bus co-ordinator.
- All the lady faculties and girl students should occupy the front seats. Gent faculties and boys should occupy the back seats.
- Few faculties should sit in between the girls and boys to maintain discipline in the bus. Bus in-charge must monitor this system on a day to day basis.
- While on the bus, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
- Scuffling, fighting, smoking, drinking alcoholic beverages, using drugs, and using obscene language on the bus are strictly prohibited.

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DUTIES AND RESPONSIBLITIES OF COLLEGE BUS DRIVER

i. Be properly licensed for operating a college bus.

ii. Be familiar with and adhere to the requirement of the Highway Traffic Act and related sections of other Acts.

iii. Prior to being employed, provide the Director of Transportation with a driver's abstract from the Motor Vehicles Branch.

iv. Have a medical examination prior to employment and as required by law thereafter – a copy of which must be supplied to the Transportation Department.

v. Be thoroughly familiar with and adhere to transportation policies.

vi. Attend seminars and in-service activities as required.

vii. The bus driver shall not drive bus for 12 hours after consuming alcohol. Failure to comply with guidelines on the consumption of alcoholic beverages will result in termination of employment.

viii. In situations where college may be closed due to weather or road conditions, plant break down, or epidemic, the Board shall pay a driver basic salary for that day.

ix. Suspension of license for any driving infraction will be reviewed by the Transportation Committee.

x. In case of fire / accident, the driver of the college bus must first contact the Transportation department and relay the following information:

- o Location
- o Number of students on the bus
- o Are there any injuries?
- o Number of vehicles involved.

DUTIES OF TRANSPORT DEPARTMENT IN CASE OF FIRE / ACCIDENT:

i. Call 108 for fire & ambulance services.

ii. Send a relief bus to the scene of the accident. The Director of Transportation, or designate, will attend if possible and protect the scene until the fire / ambulance services reaches the scene.

iii. All parents will be notified by telephone or by a note sent home with their child.

9. HOUSEKEEPING

STANDARD OPERATING PROCEDURE

PURPOSE & SCOPE:

The purpose of this SOP is to outline housekeeping services. A clean workstation free of debris and clutter is critical to maintaining a safe work environment. Housekeeping is a continual effort. The proper management of routine tasks should be maintained at all times. Poor housekeeping affects all aspects of safety and can result in both minor and major incidents.

HOUSEKEEPING APPLIES TO:

- Overhead Lighting
- Washing Walls
- Window Cleaning
- Offices Cleaning
- Lobby and Visitors Areas
- Toilets
- Carpet Care
- Floor Stripping
- Top scrubbing a floor
- Chemical / Physical Lab
- Work Shop
- Clean Room
- Material storage including stacked materials.
- Gas cylinders stored area.
- Flammable Liquids/Gas containers area.
- Hazardous material waste containers.
- Ventilation cleaning.
- Spilled liquids must be cleaned up immediately.
- Passageways such as walkways, ramps, and stairs must be kept clean.
- All waste containers.
- Eating areas (canteen) must be kept clean.

GENERAL CLEANING TECHNIQUES:

A clean place to work is necessary for safety. Good housekeeping is a part of job.In order to have a pleasant and safe work place, everyone must do his/her part to keepthe plant orderly and clean. Good housekeeping will protect our employees against slipping, other hazards.

1) Immediately clean up any paint, grease, oil, water, etc. that has spilled on the floor. Someone could slip causing serious injury.
2) Pick up any banding, scrap metal or other metal debris and put in scrap metal bins.
3) Pick up any scrap lumber, saw dust etc. and put into scrap lumber bins.
4) Put any scrap papers, boxes, etc., into the proper garbage containers or recycling bins.
5) Put cans into bins marked for cans.
6) Clean machine and surrounding area after use
7) Return all hand tools to their proper places after use or at end of your shift.
8) Keep all walkways, roadways, and areas in front of fire extinguishers, electrical panelboxes free of obstruction
9) Keep lunchrooms as clean and neat as possible. Put all garbage into garbage cans.
10) Immediately sweep up any Blast Machine that you notice on the floor.
11) Never leave hooks or hangers on the floor always put them in their proper place
12) Before end of shift, empty garbage cans into the garbage bins
13) Keep the office and the surrounding area clean.
14) clean the computers at least once a week by wiping them with computer cleaning fluid.
15) Stack pallets, boxes, baskets, etc. neatly to avoid them falling over.
16) Organize your work station as neatly and efficient as possible. Avoid over clutter.
17) Keep stairway clear of obstruction.
18) Keep storage areas neat and organized
19) Keep your locker area neat and clean.
20) Keep desks and filing cabinets clean and well organized.
21) Clean office, computer and printer areas at the end of every shift.
22) Clean as you go. (Continually clean your work area as you work.)
23) Clean up debris and organize tables and work stations that you have been using, sothat the next person can start with a clean work area.

10. LIBRARY AND INFORMATION RESOURCE CENTRE

(LIRC)

STANDARD OPERATING PROCEDURE

The library provides access to an extensive range of informative resources like books, e-books, journals, e-journals, newspapers and access to wide range of resources to improve the knowledge and thought process of the academic fraternity and students.

OBJECTIVE:

To lay down procedures for the procurement of the resources needed for the library, their circulation accounting and disposal.

PROCEDURE:

- All the HODs of the departments are communicated to raise their requisitions for books based on the curriculum.
- Depending on the requisitions raised, vendors are selected.
- Quotations are asked from 3 different vendors which are compared and evaluated for best price.
- Comparative statement is prepared and sent for the approval of principal. Once the principal approves the list, it will be submitted to the accounts department to check the sanctioned library budget for the year.
- After the budget is sanctioned, books are procured and entry is done in the accession register.
- After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks.

MEMBERSHIP OF LIBRARY

- For becoming the members of the library the faculty and students have to fill in the library form with the details and get it signed by the principal.
- All the students of the college become members in the library after their enrollment into the course offered by the college.
- After the signing of the library form, library cards are issued to the students.

ROLES AND RESPONSIBILITIES OF THE LIBRARIAN

- It is mandatory to maintain silence in the library.
- Faculty and students should not be allowed to take their personal belongings into the library.
- To promote the e-resources of the library to the target audience.
- To assist the staff and students in proper usage of the resources.
- To maintain a register for outgoing books.
- To collect the issued books in time.
- To collect fine from the students if they are not returning after the due date.
- To see to that the issued books will be returned in proper condition otherwise action will be taken.

PROCESSING OF THE BOOKS/ CDS/DVDS:

- The books are stamped with library stamp for identification as library property.

- The books are placed in the appropriate departmental shelves in the Library and the CDs/DVDs are placed in the technical section.

- The e-resources received from the supplier are uploaded on the Website and ensured that they are accessible to the users.

PROCEDURE FOR BORROWING OF BOOKS:

- Books will be issued for a period of fourteen (14) days at a time to the students and for one semester to the faculty. Technical and Admin Staff will be issued books for a period of thirty (30) days.

- Re- issue of books will be done in the set of fourteen (14) days each for a maximum of three times, or as long as no other library card holder requires the book and keeps the request to reserve the same. The moment the book so issued is reserved by another card holder, the same shall not be further issued for an extended period to the current holder of the book. The faculty should renew the books at the end of each semester to avoid any fine.

- Technical and admin staff or students can at best hold only five (5) books in his/her

account at any point of time, whereas a faculty member can hold a maximum of ten (10) books in his/her account.

- 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 for its Barcode.

- Re-issue of the books can be done online by logging in on library register or can also be renewed from the circulation counter without bringing the book.

- For re-issue after the last date for return of the book, the book has to be physically brought to the LIRC circulation counter and due fine has to be paid before getting it re-issued as a fresh issue.

- Students withdrawing admission from 'KG Reddy college of Engineering & Technology are required to take "No Due Certificate" from the LIRC. Controllers of Records (COR) will not issue clearance unless the student deposits the 'No Dues Certificate' with the COR, duly signed by the Librarian.

- Librarian shall issue a list of books and fine defaulters on the first working day of every month and displayed on the students' notice board and also upload on the website. A copy of the same should be given to the Controller of Examinations (COE) and Controller of Records (COR).

- Before final semester written examination, each final semester student shall get "No Dues Certificate" from the LIRC for the books issued in his/ her name.

- List of defaulters if any will be intimated to COE and online generation of their admit card will be stopped by intimation to ERP. Hard copy of admit Cards will only be issued once the "No Due Certificate" duly countersigned by COE is produced in the department.

ISSUE OF BOOKS TO FINAL YEAR FINAL SEMESTER STUDENTS DURING EXAMINATION:

- Final Semester students who have got their no dues cleared and desire to get a book issued for the duration of the examination can do so by making a refundable deposit of Rs 500/- per book.

- The book so issued must be returned within one week of the last examination.

- Books not returned within one week of the last examination will incur a fine of Rs 25/- per day, which will be deducted from their caution deposit.

ACCOUNTING OF FINE:

Rate of fine will be as follows:

- Students - Rs 10/- per seven(7) days.

- Technical/Admin Staff - Rs 10/- per day.
- Faculty - Rs 20/- per day.

- The maximum limit for fine per book is Rs 1500/- . There after fine stops accumulating.

- Fine rate will be fed to Library fine book for generation of fine. The late deposit of books by the number of days is automatically calculated on the Software. This would be shown to the student/faculty/staff member on the screen before accepting the fine payment.

- The fine received from the concerned person shall be as per the screen display, in cash and a receipt prepared manually must be issued to the card holder. The Circulation in charge would press 'OK' option in the process and the transaction shall thus be finally completed.

- If a book is misplaced/lost by a student/faculty/staff member and is produced by anyone from the Security Office or any other person, the book shall be received in the Library by way of Barcode process and the individual on whose name the book stands would be immediately informed by e-mail and by putting the information on the Students Notice Board. The fine due from the individual would be reflected as "pending" option on the computer, till the fine gets cleared by the card holder.

- The fine would be deposited with the Accounts Branch by the Circulation Staff as per Computer Report recorded on the system duly tallied with the manual receipts, after thorough checking by the Library- In -Charge. The list so generated from the computer when tallied with the manual receipts shall be retyped on the Excel Sheet, which should contain manual receipt No., serial – wise. The Library- In- charge is required to approach LIBSYS to incorporate receipt number in the System to avoid

- Fine collected from the students will be deposited, within 48 hours in the Accounts Branch. If the day falls on a holiday/Sunday then the fine will be deposited on the next working day.

- The primary responsibility for proper accounting of fine and deposit with Accounts Branch rests with the Librarian/Assistant Librarian. He/She would be responsible to ensure that the accounting procedure is followed.

ANNUAL STOCK VERIFICATION

- Annual Stock Verification will be ordered by the Principal in the last week of April every year.

- Due to the large volume of books held in the LIRC, 100% physical check of books will be done at the beginning of the academic year i.e June. This cycle will be repeated every year. Books added every year will be taken into account.

- After physically counting the books, and taking into account, the books that are issued out, the following lists will be prepared and attached to the report along with recommendation of the librarian and sent to the principal

  - Missing/Lost books

  - Repairable books

  - Unserviceable books for auction

  - Books not issued for over three years

- The Stock verification board will also check the details of fine collected and deposited during the year (01 Jul to 30 Jun), books purchased and taken on charge during the year, new e-resources procured during the year and new periodicals prescribed during the year.

DEALING WITH LOSSES

- Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence and may be written off.

- 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.

11. CLASS ROOMS
STANDARD OPERATING PROCEDURE

- The environment of students when they study plays a vital role in their performance. It therefore becomes extremely necessary to provide them with a surrounding that is peaceful, comfortable and spacious. The college takes necessary steps to make this possible.

- Before the commencement of the academic year, depending on the intake of students, head of departments propound the requirement of classrooms to the Principal.

- The classroom allocation is done by the Principal and the HODs in a meeting and the same is communicated to the faculty and students of the respective departments.

- The benches and windows are cleaned and mopping of the class rooms is done every day.

- In case of any damage to the projector, internet or the audio systems, benches, lights, windows the class in charge brings it to the notice of the HOD by registering the problem in the breakdown register.

- The necessary follow up is done by the department and steps are taken to fix whatever is broken.

12. LABORATORIES

STANDARD OPERATING PROCEDURE

PURPOSE

The main objective is to promote safe and secure working environment for people working in labs. The main objective is to formulate a set of written instructions in detail, how to perform a laboratory process or experiment safely and effectively.

LABORATORY SAFETY MANUAL

- The safety manual includes all the set of safe working procedures which should be carried out in the laboratory. The contents in the manual should include
- Standard Operating Procedures for the experiments to be carried out in the laboratory.
- Standard risk assessments should be done for the tasks involving hazardous chemicals and high risk procedures.
- All the chemicals and equipment should be registered in the log book maintained by the laboratory-in-charge.
- Working rules that are appropriate to the particular laboratory should be written and displayed in the labs.
- Before the commencement of work, each person should sign the manual that they have understood the rules and regulations which must also be countersigned by the lab in-charge.

GENERAL SAFETY RULES

- In case of injuries, first aid kit will be located next left to the main exit door.
- In case of fire mishaps fire extinguishers are located next left to the main exit door.
- Safety showers and eye wash stations should be located next right to the main exit door.
- There should be a refugee area where all can gather in case of fire accidents.
- Appropriate protective clothing (aprons, gloves) should be worn wherever and whenever required.
- Approved safety spectacles, goggles or safety shields must be worn wherever required.
- Fasten loose clothing and tie back long hair.
- Closed footwear should be worn at all times so that they offer protection from corrosive or hot liquids and might save from potential sources of injury.
- Wash hands and remove laboratory coats after the completion of experiment and before leaving the laboratory.
- Do not run around or engage in reckless behavior while working in labs.

- It is prohibited to eat and drink in the laboratories.

HOUSEKEEPING

- The floors should always be kept clean and dry.
- Keep the benches and apparatus free from chemicals and clean the apparatus thoroughly.
- Turn off all the equipment in use and extinguish flames when leaving the laboratory.
- Waste should be disposed properly.

FIRE PREVENTION

- No smoking in laboratories or in any University buildings.
- Open flames should not be left unattended and no open flames should be used near flammable solvents.
- Keep fire escape routes clear at all times.
- Before starting work, all staff and students are to become familiar with the fire procedures and location and use of fire-fighting equipment within the laboratory.

EMERGENCY/FIRST AID

- It is the responsibility of all supervisors, lecturers and demonstrators to ensure that persons working in a laboratory know the location of: the nearest fire extinguishers/fire blankets fire / emergency escape routes first aid box emergency shower/eye wash facilities isolation devices for gas, water and power (where fitted) emergency spill containment equipment and procedures emergency personal protective equipment any special substances that require antidotes.
- Wash skin immediately with plenty of water if contaminated with acids and alkalis (if required seek medical attention).
- Eyes splashed with any chemical must be washed with water for 15 minutes and medical advice obtained immediately.
- All breakages and spills must be reported to the supervisor and dealt with immediately. Spills should be cleaned up and bins provided for broken glass and spill cleanup materials
- Ensure all incidents and injuries are reported. Injuries should be recorded in the First Aid log

13. INFORMATION TECHNOLOGY POLICY
COMMON COMPUTING FACILITY
STANDARD OPERATING PROCEDURE

OVERVIEW

Internet connectivity presents with new risks that must be addressed to safeguard the facilities, vital information assets. Access to the internet will be provided to faculties, staffs and students (further referred as users) to support academic activities and only on and as needed. Access to the Internet by users that is inconsistent with academic needs results in the misuse of resources.

PURPOSE AND SCOPE OF THE DOCUMENT

The purpose of this policy is to define the appropriate uses of the internet by the students, faculties and staff of the Institute.

This policy applies to all internet users (Faculty, Technical staff, Administrative staffs, Contract/Temporary staff and Students and Research Scholars) who access the internet facility provided by the KGRCET. The internet users are expected to be familiar with and to comply with this policy.

INTERNET ACCESS REQUEST AND APPROVAL

Internet access will be provided to users for their academic needs only and they restricted to access the contents under the academic category only.

As part of the Internet access request process, the employee is required to read the Internet usage and Security Policy. The user must sign the declaration in the application that they understand and agree to comply with the policies. Users not complying with these policies could be subject to disciplinary action.

APPLY PROCEDURE

Students: All the students are required to submit an internet access request form to the CCF through the staff advisor.

Faculty/Staff: Faculty and staff members have to submit their duly signed request to the CCF for getting the access.

APPROVAL AND ACCESS

Applications will be examined and approved at CCF and a username and password will be given to the user. All the activities using this user id is logged at the CCF and the user is solemnly responsible for the activities associated with their user id.

REMOVAL OF ACCESS

Internet access will be discontinued upon completion of study of student, completion of contract, transfer of faculty/staff or any disciplinary action arising from violation of this policy.

The privileges granted to use and continuously monitored and may be revoked at any time if it is no longer needed by the user.

GENERAL GUIDELINES

- Internet users of KGRCET shall comply with applicable National/State/Cyber laws and rules and policies of institute. Examples of Rules and policies include, the laws of privacy, copy right, trade mark, obscenity and pornography. The IT act 2000 which prohibit hacking, cracking, spoofing and similar activities.
- According to the institute policy, the tethering/hotspotting of internet connection is liable for deactivating the connection.
- Users will be required to obtain necessary authorisation before using college connectivity. Users will also be responsible or any activity originating from their account
- Accounts and passwords should not under any circumstances be used by any other persons other than those to whom they have been assigned by CCF.
- In case of unauthorized use of account is detected or suspected, the account owner should change the password and report the incident to CCF.
- Users shall not use college network and connectivity to get unauthorised access to remote computers which may damage the operations of Institute.

14. INFORMATION TECHNOLOGY WORKSHOP STANDARD OPERATING PROCEDURES

1. PURPOSE

The main objective of this document is to provide the standard operating procedures for the students who are going to attend the IT workshop Lab in KG Reddy College of Engineering.

Students in finding the appropriate resource to answer their questions resolve any computer or network related problems, update applications developed in-house, assist with specific program needs, and aid them in finding appropriate computer related tools to accomplish their job.

2. MISSION STATEMENT

The mission of the Information Technology workshop lab is to provide opportunities for students by implementation and incorporation of technological advancements in hardware and software.

3. SCOPE

The IT Workshop Lab provides training of technical assistance and maintenance and oversight of the computer network, software, and hardware.

4. PROCEDURE

i. The IT Lab assistant/ instructor will assign a computer to individual student and will keep a record of it.

ii. The students will be responsible for the designated computer. He/She will be fined if any damage to hardware of computer will happen, to provide new hardware against that.

iii. All IT lab computers are banned against social networking sites eg. Facebook etc., if connected to the Internet.

iv. No Cell Phones are allowed, to be turned off or set to silent while in the IT lab.

v. Disruptive behavior-Such as shouting or cursing from students will not be tolerated.

vi. Loud Conversations-Should be kept to a minimum while in the lab.

vii.   If a student needs to converse with another student, conversations are to be conducted in a quiet manner that will not disturb other students.

viii. Students who become disruptive will be asked to leave.

ix.   Studentspracticing in the IT lab are expected to show respect towards other students, faculty and staff. Loitering or socializing in the IT lab is not allowed.

x.   IT labs are quiet areas-loud talking, holding conversations is not allowed

xi.   Saving Files-Anything saved on the computer hard drive (My Document folder/desktop, etc.) will be deleted.

xii.   Data files created in the IT lab should be saved directly on a USB/zip/flash drive.

xiii. Changing hardware and software configurations in the IT labs is prohibited. This includes modifications of the settings, configurations of printers and modification of system software.

xiv. Violators of this policy will be referred to the proper authority for appropriate action, which may include the loss of computer privileges.

5. LABORATORY SAFETY MANUAL

i.   The IT lab safety manual includes all the safety procedures which should be carried out in the laboratory. The contents in the manual should include:

ii.   Working rules that are appropriate to the particular laboratory should be written and displayed in the labs.

iii.   Before the commencement of work, each person should sign the manual that they have understood the rules and regulations which must also be countersigned by the lab in-charge.

iv.   In case of injuries, first aid kit will be available in the laboratory.

v.   In case of fire mishaps fire extinguishers are available in the laboratory.

vi.   There should be a refugee area where all can gather in case of fire accidents.

vii.   Appropriate protective clothing (aprons) should be worn in IT lab premises.

viii. Do not run around or engage in reckless behavior while working in labs.

ix.   It is prohibited to eat and drink in the laboratories.

15. COMPUTER CENTRE
STANDARD OPERATING PROCEDURE

PURPOSE:

- The computer center is an all-purpose facility designed to meet the requirements of the academic and administrative staff and the students of the college.
- The systems in the center are equipped with the latest software which are in tune with the academic requirements with high speed internet.
- The faculty can update their technical skills by using various NPTEL, Spoken Tutorials and Virtual Laboratories available in the systems and can share their knowledge to students.

SCOPE:

The Computer Centre serves as the hub for computer educational services and support all the activities of the College. The center manages more than 35 workstations along with high speed internet with 60 mbps ready for faculty and student use. Also the computer center is used to conduct training programmes on the latest technologies like .Net, Android, R programming and Python programming.

CODE OF CONDUCT:

- A computer will be assigned to each student and a lab instructor keeps track of it.
- The users of the system will be fined if any damage is caused to the hardware of the computer.
- All the social networking sites (Face book, Twitter) will be blocked if the systems are connected to internet.
- Mobiles should be deposited with the instructor before coming into the centre.
- Disruptive behavior-Such as shouting or cursing will not be tolerated.
- Personal files should not be saved in the systems in the center. Any document by the students should be saved in self-created directory.
- Changing the configuration of hardware and software in the systems is completely prohibited. Any person who is found violating this rule will be subject to stringent action.
- Students are not allowed to connect any external devices without prior permission of their lab in-charge.
- Loitering or socializing in the labs is not allowed. Open labs are quiet areas-where everyone in the centre should adhere strictly to this.

1. HEALTH CARE
STANDARD OPERATING PROCEDURES

1. INTRODUCTION

The SOPs are developed for the healthcare facilities involved in the KG Reddy Engineering College. The SOPs benefitted from comments and suggestions offered by Students, Faculty and Staff of KGRCET. The SOPs include separate sets of procedures for the healthcare facilities of various levels. SOPs reflect the difference in opportunities, capacity and vulnerability of the healthcare staff in different levels of the healthcare system. To lay down the procedure to render immediate first aid in an emergency to preserve life and assist recovery

2. PURPOSE

The *purpose* of the Standard Operating Procedures is to provide clear and detailed description of step by step routine actions of key staff members providing services.

SOPs present clear procedures, roles, and responsibilities for the healthcare providers in primary, secondary and tertiary level healthcare facilities. The SOPs are developed and implemented in order to eliminate the practices of their right to receive comprehensive care and seriously limit their access to psychosocial and legal assistance. The SOPs will also provide a quality standard in KGRCET.

3. SCOPE

This scope of the health care procedure is applicable for a casualty for any injury or sudden illness before the arrival of a qualified medical expert.

4. PROCEDURE

4.1 FIRST AID MANAGEMENT
   i.   Encourage the Students, Staff & Faculty to volunteer for first aid training.
   ii. Arrange first aid training for the staff & faculty through approved hospital authorities or medical expert.
   iii. Exhibit a list of all such trained personnel indicating their normal workplace.
   iv. Provide first aid kit/ box stocked with essential basic items in each department. Also, stock all the essential antidotes at required places and other emergency aids.
   v.   Conduct monthly or as and when required checking of the items kept in first aid box and replace the exhausted/ expired items and record the same.

CUTS AND WOUNDS

i. Try to stop bleeding as the first step.

ii. Cover wound with clean cloth / sterile gauze and apply direct pressure.

iii. Raise and support the part if the wound is on a limb and if there is no fracture.

iv. Place a sterile or clean dressing and padding over the wound. Press down firmly and secure with a bandage. Tie bandage firmly enough to control bleeding but not so tight as to cut off circulation.

v. If bleeding continues, do not remove dressing but apply further dressing or pads on top of the original ones and bandage firmly.

BURNS INJURY

i. Never use iodine, cotton, Oil or Greasy ointment.

ii. Reassure the casualty. Place the injured part under slowly running cold water or immerse it in cold water for at least 15 minutes.

iii. Gently remove any rings, watches, belts, shoes or other constricting clothing from the injured area before it starts to swell.

iv. Dress the area with clean, preferably sterile non fluffy material

v. Do not break blisters, remove any loose skin or otherwise interfere with the injured area.

vi. Do not remove anything that is sticking to a burn.

vii. For Chemical burns flood the affected area with running cold water for at least 15 minutes. Gently remove the contaminated clothing while flooding the injured area. Use body shower if available in the area for flooding the affected body parts.

FRACTURES

i. Don't move the victim, particularly when the injury to neck or spine is suspected. Support affected part.

ii. Support broken bone with a splint (anything hard) pad the splint with rags, cloth or any soft material. Tie firmly in place to keep the broken part from moving.

iii. Do not try to push protruding bones into place.

iv. Arrange to send the casualty to hospital.

POISONING

i.   Immediately give a large amount of water to dilute poison and call for the doctor.
ii. If medical help is delayed induce vomiting unless the victim has swallowed corrosive substance.
iii. If the victim has swallowed strong acids or alkalis, give fluids (water or milk) to dilute the poison.
iv. In case of gas poisoning, transfer the victim into the fresh air surrounding immediately. If breathing is stopped or irregular give artificial respiration.
v.   Call for breathing oxygen cylinder and ambulance for taking the victim to the hospital.

CHEMICALS IN EYE

i.   Flush with water immediately for about 15 minutes, separate eye lids and allow a large amount of water to pour over the affected eye to wash away chemicals till no evidence of chemical remains. Use eyewash fountain or eye wash bottle to clean the eyes.
ii. Cover affected eye with clean bandage and rush victim to a doctor.

OBJECT IN EYE

i.   Foreign particle may be removed by the natural flow of tears or flow of water using Eye wash fountain.
ii. If above fails, turn down the lower lid gently and roll the upper eye lid back for inspection. Remove visible particle with the moistened corner of the cloth.
iii. Do not rub or touch immovable foreign particle on the eye ball.
iv. Sharp objects imbedded or penetrated in the eye ball should be removed by a doctor. Cover both eyes with a light bandage and take the victim to a doctor.

ARTIFICIAL RESPIRATION

i.   Don't wait to call a doctor if a victim stops breathing. Act instantly and blow your own breath into the victim's lungs. Let someone else summon the doctor.
ii. Lay the victim on his back. Remove any foreign matter from victim's mouth
iii. Place one hand over victim's neck and lift tilting his head back and down.
iv. Place your open mouth and pinch his nose shut. Exhale into victim's mouth vigorously to expand his chest. Remove your mouth to let retuning air escape.
v.   Start with four quick breaths, then once every five seconds. If you do not get air exchange, check head and jaw positions. Make sure tongue is not blocking the air passage. Try mouth to mouth breathing again.

2. PARKING
STANDARD OPERATING PROCEDURES

1. INTRODUCTION

The SOPs are developed for the Parking facilities involved in the KG Reddy Engineering College. The SOPs benefitted from comments and suggestions offered by Students, Faculty and Staff of KGRCET.

2. PURPOSE

The aim of the procedure is to give all Students, Faculty & Staff of KGRCET a definitive guidance on the use of on-site parking facilities.

3. SCOPE

This scope of the parking procedure is applicable for a Student, Faculty and Staff of KGRCET.

4. PROCEDURE

i. Visitors/guests will receive parking instruction from the KGRCET security staff member they will be visiting.

ii. Instructions should comply with KGRCET Parking policies.

iii. Visitors/guests will receive a parking place from the unit executive assistant prior to arrival. Parking is behind the gate unless there are open spaces in parking spots.

iv. Visitor permits are required to park in the parking area.

v. Parking area spaces are offered to the visitors on a first-come, first-served basis.

vi. Permanent Employees are eligible individuals may request permits through Transportation and must adhere to KGRCET Parking policies.

3. STATIONERY
STANDARD OPERATING PROCEDURES

1. INTRODUCTION

The SOPs are developed for the stationery involved in the KG Reddy Engineering College. The SOPs benefitted from comments and suggestions offered by Students, Faculty and Staff of KGRCET.

2. PURPOSE

The aim of the procedure is to give all Students, Faculty & Staff of KGRCET a definitive guidance on the use of college stationery.

3. PROCEDURE

Stationery is an essential part of college's professional branding and image. It's important to control the use of your stationery, not only to keep costs in check and demonstrate environmental responsibility but also to reduce the risk of possible misunderstandings that could arise, because of unauthorized use of your college's name and logo.

Because so much business is now done online, physical, paper stationery is not used as often as it once had been. Still, a lot of business transactions are still handled using printed documents, so having a supply of stationery readily available remains important.

Here are the various components of a typical stationery "wardrobe":

- ❖ **Letterhead:** Letterhead is business stationery with your college name and logo printed on the top. In some cases, you may want your college management, principal & board of directors to have personalized stationery that also contains their names and titles. Letterhead is used for most formal business communications, as well as for agreements and even contracts.

- ❖ **Memo pads:** Since many people now take notes on their computers or tablets, memo pads with the college logo are not used as often as they once had been. Still, some offices like to keep them around for internal and informal use by staff.

- ❖ **Sticky notes:** Sticky notes have an abundance of uses in the workplace, including communications between staff, and for providing additional greetings and information in mailed correspondence.

- ❖ **Envelopes:** Your stationery should include envelopes in different sizes, all printed with your college name, address and logo.

❖ **Labels:** Larger mailing labels with your college name and logo can be affixed to larger boxes and envelopes.

EDUCATE YOUR EMPLOYEES

APPOINT A GATEKEEPER Reinforce thrift and sustainability: Stationery not only costs your business money, but it is printed on paper. Unnecessary use wastes money and is environmentally irresponsible.

Discourage personal use: Staff & faculty should not be using business stationery, including memo pads, business cards and envelopes, for personal communications. Not only is this technically a theft of college resources, but it could also result in confusion if the employee uses the stationary in the context of a side business or affiliation with another organization.

Encourage electronic communication: Encourage electronic communication: Provide each employee with a graphic file of your company logo as well as a Word document template that they can use to generate professional-looking electronic correspondence.

Being proactive and encouraging responsible use of letterhead and other supplies will keep the use of these items in check. However, if records show that staff & faculty are possibly overusing these items, college needs to appoint a gatekeeper to manage their distribution and use. The admin of the office may be the best choice to maintain your supplies. If you don't have an office admin consider asking a senior administrative assistant to take on this role.

PURCHASE ALTERNATIVE SUPPLIES

To reduce expenses, staff & faculty will be provided with alternatives to customized stationery:

Plain stationery: Provide plain envelopes, notepads, and sticky notes for in-office use.

Indian Postal Service and delivery service packaging: The Indian Postal Service, as well as commercial delivery companies, such as FedEx or DHL, provides free packaging materials for some classes of delivery. Use these free materials instead of custom boxes and large envelopes, using labels printed with your logo for identification and branding purposes.

Inter-college communication envelopes: When you need to circulate paper documents through your college, use an inter-college or interdepartmental envelope. These envelopes are made from sturdy materials and have blanks where one can put the name of the person who needs to review the documents. They are a thrifty and private way of handling documents in the workplace.