

Supporting Documents

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Narula Institute of Technology

81, Nilgunj
Road, Agarpara,
Kolkata-700109, W.B.





Approved by BOG

Dated on 09/07/2016

Under Agenda No. 11

SOP FOR INFRASTRUCTURE & FACILITY MANAGEMENT

(2016-2017)

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SOP FOR INFRASTRUCTURE & FACILITY MANAGEMENT

SL. NO.	NAME OF INFRASTRUCTURE OR FACILITY REQUIRING MANAGEMENT AND MAINTENANCE
1	Building
2	Grounds
3	Transport
4	Laboratories
5	Classroom
6	Sports
7	Canteen
8	Hostel
9	Seminar Hall
10	Furniture
11	Generator
12	Lift



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Building

Objective: To standardize the approach for inspection and maintenance of college buildings, civil, infrastructure, plumbing, and electricity.

Responsibility:

- Admin Executive
- Civil Supervisor

Procedure:

Sl. No.	Activity	Responsibility
1	Check & Repair for Damps & Leaks in Wall & Floor / Under Tiles	Civil Engineering
2	Checking & Repair of Cracks (Settling or Propagatory) in Walls	Civil Engineering
3	Check & Repair of Blockage / Damage in Plumbing / Compressor Lines	Designated Civil Supervisor by AE
4	Check for Safety of Electrical Equipment, Transformer and Restricted Access to Electricity Board Equipment	Electrical Engineer, Designated Civil Supervisor by AE
5	Check for Regular Servicing of Lifts and Implementation of Lift AMC	Supervisor & Admin Executive, Electrician
6	Check & Upkeep of Fire Safety Equipment & Regulatory Compliance	Supervisor & Admin Executive
7	Check & Repair of Water Pump, Overhead Tank Cleaning, Underground Tank and Water Treatment	Supervisor & Admin Executive
8	Check & Upkeep of Pavements, Drain Covers, Water Bodies	Supervisor & Admin Executive



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Grounds

Objective: To establish the procedure for usage and maintenance of college sports ground.

Responsibility:

- Admin Executive
- Supervisor
- Sports in-Charge

Procedure:

Sl. No.	Activities	Responsibility
1	Preparation of The College Ground	Admin Executive/ Sports in-charge
2	Cleanliness of The Ground	Site Supervisor
3	Arrangements of Drinking Water, Waste Disposal, Placement Of Dustbins	Site Supervisor
4	Arrangements Of Ground Markings For Different Events	Sports in-charge



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Transport

Objective: To enact the procedure for usage and maintenance of college Transport.

Responsibility:

- Admin Executive

Procedure:

Sl. No.	Activities	Responsibility
1	Legal Documentation as per traffic rules and regulation	Admin Executive
2	Cleanliness of Transport	Supervisor/Caretaker
3	Arrangements Of Transport required for different Events	Admin Executive



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Laboratory

Objective: To establish the procedure and methods for inspection, maintaining, calibration of the laboratory and its equipment.

Responsibility:

- Lab Technical Assistant
- Lab in Charge (Faculty)
- HOD of Respective Departments

Procedure:

Sl. No.	Activities	Responsibility
1	Maintain the teaching equipment inventory list and verify calibrations/ performance checks in each laboratory.	Lab Technical Assistant
2	Maintain the Analytical equipment inventory list and to verify calibrations/ performance checks in each laboratory.	Lab Technical Assistant
3	Teaching equipment with a local sponsor should have an Annual Maintenance Contract (AMC) from the authorized local sponsor. The AMC shall be revised and renewed yearly.	HOD
4	Check if there is a software program that provides added enhancements over an earlier version, and replacing a hardware device with that one offers more excellent performance than an earlier model	Teaching Staff, Lab in charge, HOD System Admin
5	Providing a list of the required lab tools that will be used in the next academic year in order to get them before the due date	Technical Assistant, Lab in Charge, HOD
6	Unused or out of performance equipment should be marked with a sticker that the equipment "Out of service and not to use."	Technical Assistant



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Classroom

Objective: To perpetrate the operation and maintenance the classroom and teaching learning materials.

Responsibility:

- Supervisor
- Time table committee convenor

Procedure:

Sl. No.	Activities	Responsibility
1	Allotment Of Department/ Period wise Classrooms.	Time table committee convenor
3	Upkeep of Projector Screens, ICT Board and Overhead Projector	System Admin, Caretaker
4	Upkeep & Repair Of Student's Desks And Teacher's Desks/Tables	Supervisor, Caretaker
5	Repair of Existing Electrical Outlets-Light Bulb Replacement	Electrician
6	Ventilation/Window Treatments	Supervisor
7	Routine Services and Sanitation	Site Supervisor
8	Keeping The Classroom Clean and Tidy	Caretaker
9	Classroom Security With Lock System.	Caretaker



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Sports

Objective: To encourages the stakeholders in physical and sports activities with maintaining the sports equipment and accessories

Responsibility:

- Admin Executive
- Sports in-Charge

Procedure:

Sl. No.	Activities	Responsibility
1	Maintaining the sports equipment and accessories	Sports in-charge
2	Arrangements and Cleanliness of sports and fitness related different events and issues.	Admin Executive, Sports in-charge

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Canteen

Objective: To elaborate the procedure for maintaining the canteen and beverage for the canteen.

Responsibility:

- Admin Executive
- Canteen Manager

Procedure:

Sl. No.	Activities	Responsibility
1	Maintaining the quality and quantity and variety of the food, beverage for the canteen.	Admin Executive, Canteen Manager
2	Management and Cleanliness of the canteen	Admin Executive, Canteen Manager



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Hostels

1. Hostel Rules & Regulation:

- It should be clearly understood by all residents that no tenancy shall be created by their occupation or use of hostel premises and property and that each of them is merely permitted by management, under the rules and regulations framed by the management which can be changed, altered, modified, varied wholly or partly and can be replaced by management at their discretion and without assigning any reason for same. Upon such revocation, the resident shall not be titled to stay and/or enter the Hostel/Institute or any part or portion thereof. If they do not leave, they shall be liable to be forcibly removed.
- Students should read the rules before signing the application form.
- Rules to be displayed in the Hostel also.
- They should simultaneously inform the Hostel Warden in writing the absence. The student shall not leave the station without prior permission of the warden.
- Food cannot be served to boarders in their rooms except for valid reasons of illness.
- Any such service shall require prior permission from the warden.
- No extra person is permitted to stay in the room of any border whatsoever may be their relation.
- Any student, whose name is removed from the rolls of the Institution, shall by that very fact cease to have any right to occupy a room in the Hostel and vacate it. Accordingly, he/she shall not be allowed to take food from the Hostel.
- Students are not allowed to put up any notice or convene any meeting of any sort within the hostel premises without the permission of the College Authority.
- The room of any boarder can be inspected anytime by the warden or by any member of the College staff authorized by the Principal.
- The management reserves the right to terminate the occupancy of the student for any willful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property, or indulging in anti-national or undesirable activities. In such cases, the deposit shall be forfeited, and fees will NOT be refunded.
- Every student shall stay in the accommodation allowed to him/her by the authority. Any change accommodation without permission will not be allowed and may invite disciplinary action.
- The hostel warden shall provide students with keys to the allotted room. Students shall NOT use other locks and keys for locking their rooms. Students are responsible for their possessions



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of all valuables, and they should be kept in the cupboard. Students shall not leave mobile, ornaments and other valuables unguarded. Students cannot change the lock and key without the permission of the Hostel Warden.

- Strict silence shall be observed in Hostel from 12.00 am to 6.00 am. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise-making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises.

- No gambling of any kind shall be allowed on the premises of the Hostel.

- No student shall bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the Hostel.

- Students shall not bring, take and/or drink any intoxicating alcohol drink, drug, or substance of any kind whatsoever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to rustication from the Hostel.

- Students shall not drive any pegs or nails into walls or stick posters on walls, windows, and doors.

- Hostel authorities will not be responsible for any loss of money, jewelry, or personal belongings of any student. Students are advised not to keep any cash/jewelry or any costly items in the room.

- Ragging in any form is BANNED. It is a cognizable offense, and the violation will invite action as per the law of the land in addition to rustication from the Institute. Being a silent spectator and not reporting/stopping others from indulging in ragging is also an offense and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting to this is also an offense. Please report any incident immediately to the Warden/College Authority.

Hostel Cleanliness:

- Students shall keep their room, Corridor, and surrounding areas tidy, neat, and clean at all times and shall not throw anything including rubbish in such places or any premises in the Hostel except in the dustbin or the area specifically provided for the said purpose. No students shall store any cooked food in the room.

- Visitors/parents are allowed to visit a student only on the ground floor lobby. No student shall take any visitor, including their parents, to the room. The parents should give the undertaking to cooperate with the authority and should be available on call.

- Students are advised not to waste food. Outsiders are not allowed in the canteen area. The hostel warden will be present at the Canteen area during Breakfast/Lunch,/Dinnertime.

Timings for Canteen:

- Breakfast - 7.30 am to 9.30 am
- Lunch 12.30 am to 1.30 pm



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- Dinner - 8.00 pm to 10.00 pm

These timings shall be strictly followed by the hostellers.

2. Admission Procedure to the Hostel

- Students should apply at least 7 days before for accommodation.
- Application form with attached one passport size photograph will be submitted to the Office.
- Admission form for hostel accommodation has to be endorsed by the concerned authorities.
- Admission in the Hostel will be provisional subject to the Allowed to Keep Term Rule.
- Room Inventory form will be filled during check-in & Checkout by the students in the Hostel.

3. Use of Electronic/Electric Item

- Each student shall use only electric connections already fitted to their rooms. Uses of all unauthorized electric appliances such as heaters are STRICTLY PROHIBITED.
- Students shall NOT bring any extra furniture or other fixtures in the room. All furniture and fixtures in the rooms allotted to students shall care for the property. Students shall be penalized financially for any item found missing from their room. Students shall also be penalized if the furniture showed to be fully damaged or have been damaged on account of misuse or unfair wear and tear.
- Students shall not interchange any furniture/fixture from one point/location in the Hostel to another. Besides a penal recovery, students involved in such activities shall be expelled from the Hostel.
- Theft/damages to hostel assets in common areas/corridors shall be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete Hostel, the recoveries shall be made from all the students involved.

4. Celebration of Birthdays

- It shall be with the prior written permission of the Hostel Authorities.
- It shall be held in a commonplace for one to two hours between 8.00 pm to 10.00 pm.



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- There shall not be any kind of physical discomfort.
- No outside guest will be allowed.
- Violation of the rule shall be penalized.

5. Attendance of Students in Hostel

- Undertaking form will be taken from students for attendance.
- No student will be allowed after 8.00 pm in the Hostel Premises without prior permission of the Hostel Authorities.
- Attendance of the students in the Hostel will be taken strictly between 10.00 pm to 10.30 pm.
- Students are not allowed to remain absent from their Hostel during the night hours without the permission of the warden.
- Late comer will have to sign in a separate register.
- Strict Disciplinary action will be taken to the late comers, which may lead up to suspension from the Hostel.

6. Rules for Hostel Leave:

No border will be allowed to leave the Hostel in the mid of the course; in that case, the student must submit Hostel leaving the application to the Warden One month before. Before leaving the Hostel, they must have to clear all dues of the Hostel & they have to take clearance certificate issued by the A/C section, failing which their due will be continued.

*Disciplinary action as per the NiT Code of Conduct shall be taken
against students violating Hostel Rules and Regulations.*



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Seminar Hall

Objective: To elaborate the procedure for maintaining and allocation of seminar hall.

Responsibility:

- HOD & Program Coordinator

Procedure:

Sl. No.	Activities	Responsibility
1	Requisition submission and processing	HOD's, Admin Executive
2	Availability checking of seminar hall	HOD's
3	Arrangement of the Programme	HOD's, Programme Coordinator


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Furniture

Objective: To effectuate the procedure for maintenance and repair of furniture

Responsibility:

- Site Supervisor

Procedure:

SI. No.	Activities	Responsibility
1	Requisition submission of furniture	HOD's, Site supervisor
2	Inspection, Maintenance & Repair of furniture	Site Supervisor



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Generator

Objective: To elaborate the operation and maintenance of Generator

Responsibility:

- Electrical Engineer,
- Electrician,

Procedure:

Sl. No.	Activities	Responsibility
1	Generator operation and maintenance	Electrical Engineer, Electrician



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Lift

Objective: To convolute the operation, maintenance and services of Lift.

Responsibility:

- Electrical engineer
- Electrician

Procedure:

SI. No.	Activities	Responsibility
1	Lift inspection, maintenance, and servicing	Electrical engineer, Electrician



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