



STANDARD OPERATING PROCEDURES (SOP)
for Maintaining and Utilizing
Physical, Academic and Support facilities –
Classrooms, Laboratory, Library, Sports,
Computers

VARDHAMAN COLLEGE OF ENGINEERING, HYDERABAD

Autonomous institute, Affiliated to JNTUH

Foreword

- VCE prepared the master plan based on a properly surveyed map showing open, built-up and green areas indicating existing and proposed plantation plans for future development.
- Ramps and Lifts are arranged as part of Barrier Free Built Environment for disabled and elderly persons
- Good network of bitumen roads connecting main gate to all academic buildings and the walkway is lined with trees
- Aesthetically designed buildings surrounded by greenery with canopy of trees and plants creating good ambience for learning and making the environment carbon dioxide free.
- Rooms are designed to use ample natural light and natural air circulation into interior spaces and offer views of the outside ecosystem
- All building blocks in the campus are constructed and maintained as per the National Building Code and all other standards of India.

The IQAC Team of VCE has prepared the Standard Operating Procedures 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.



VARDHAMAN COLLEGE OF ENGINEERING, HYDERABAD
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**Standard Operating Procedures (SOP) and Policies for Maintaining and Utilizing
CLASSROOMS AND OTHER INFRASTRUCTURE FACILITIES**

This document describes Standard Operating Procedures (SOP) and Policies for maintaining and utilizing Classrooms and other Infrastructure facilities.

Class rooms with ICT facility:

- VCE provides State of the art class rooms with good acoustics and ventilation.
- Based on the requirements of the AICTE, JNTUH and curriculum, the classrooms are identified and assigned for various departments by the infrastructure incharge prior to semester beginning.
- All the B.Tech, M.tech and MBA classrooms are equipped with ICT facility (ICT- Information and communication infrastructure (LCD projectors, Audio/video visual aids with internet etc.).

Maintenance and Utilization of Classrooms

- The maintenance of Classroom is done on regular basis by the respective department attender and cleaning staff.
- All Class Rooms are cleaned every day before the classes commence.
- The Class Rooms' board, benches, podium and lighting facilities are regularly inspected.
- All classrooms are ICT enabled. LCD projectors are used to aid and improve the teaching-learning process.
- Either LAN or Wi- Fi facility is available in all the classrooms. The ICT facilities in the college are maintained by the computer centre.
- Any issue is resolved by the respective technician.
- The cleanliness is supervised by supervisor of VCE of the institution.
- Appropriate Measures to be taken to correct the Problem.

Civil Maintenance:

- List of problems can be identified in the following building components Walls, Flooring, Roof, Doors & windows, Plumbing, Sanitation, Over head and Underground tanks
- Faculty In-charge of the department inspects the premises at regular intervals and identifies the problems and report to supervisor through HOD.
- The supervisor takes actions upon the complaints received from various rooms subjected to degree of urgency of the problem.
- The problem is solved using the expertise of skilled workers (available in the institute or hired from outside).
- If any material required for that, to get the approval from the Principal / AO (items involving less amount).
- A request comprising the problem, through HOD and the Principal, has to be received

- If the work involves more financial support quotations are invited from the vendors.
- If the cost of the requirement exceeds Rs.5,000/-, approval must be obtained from the management by the department.
- Calling vendors for negotiations
- Finalizing the procurement
- Placing the purchase order

Mechanical Maintenance:

- As soon as the complaint is received with details, (including Guarantee period etc) identify the problem.
- Identify whether the equipment is within the Guarantee period IF yes contact the supplier/or concerned person.
- Identify the problem with that equipment.
- Identify the Technicians of our organization who can rectify the problem.
- If not, identify the persons outside the organization who repair the equipment, if necessary contact the supplier of the equipment.
- Call the person and instruct him to check the equipment.
- If no items are required to purchase for repairing the equipment, the equipment is repaired immediately.
- If items are required then send a proposal to the purchase Incharge through proper channel (concerned HOD).
- After the items are purchased the equipment will be repaired by the person.
- The remuneration bill (cost of Maintenance) will be sent to the accounts department through proper channel.

College Campus

- Cleanliness of the college campus is maintained through duly appointed workers.
- Strict schedules for cleaning corridors, Laboratories, pathways etc are adhered to.
- Washrooms are cleaned regularly.
- Supervisor checks whether all the water storage and sanitation systems are cleaned at regular intervals.

Electrical Maintenance:

- The electrical equipment maintenance section is headed by the HOD/EEE. A senior faculty in the electrical department is supported by an electrical maintenance (Manager) of the campus with the support of Electrical Engineer, Supervisor and Electricians.
- Controlling of power to ACs, Lighting systems is provided through control panel boards separately for each block.
- Maintenance of Generators, UPS back up is done on AMC.

The following activities are involved in the maintenance of Diesel Generators.

1. Checking diesel in storage tank daily and top it up, if it is not up to the mark.
2. Replenishing stock of diesel at least every 15 hours of run of each generator.

3. Procurement of diesel, and also for transportation is done through AO.
4. Diesel for approved money is purchased and details are entered in stock register and Accession register and bills are submitted to the office.
5. Cleaning the generators daily with cotton waste
6. Verifying daily for due dates of servicing of generators
7. Maintaining load balance in generators
8. Painting the plinths and machines for every one year
9. Registering the number of working hours of each generator and going for maintenance once predetermined time is reached.
10. Checking earth resistance and watering the earth pits weekly

Maintenance and Repair of general equipment:

1. After identifying any problem related to electrical equipment, a requisition letter through concerned Head should be sent to the Principal.
2. An instruction will be given to faculty in-charge through senior electrician to take up the work.
3. In-charge will instruct concerned Electrician to carry out the work.
4. If the work is beyond ability of electrician or if it requires, help from outside experts will be taken
5. The electrician after completing the work, will report to the person in-charge.

Epabx Internal Telephone Exchange:

1. Check availability of spares regularly
2. After receiving the complaint from the individuals inform the same to the technician and discuss the problem and its solution.
3. Check the voltage at the telephone instrument end.
4. After that check the voltage at the Junction box and at the system end.
5. Rectify the problem where ever it is identified.
6. If the problem is related to the system, call the service engineer of the system and the supplier and rectify the problem.

Security and Transport:

- The Security of the college is headed by the senior Teaching staff. He is supported by the Security officer and the sergeant. Security officer assigns the duty to the security guards to control and monitor the college the premises. The sergeant takes care of the cleanliness inside the college with the support of Housekeepers and sanitary workers.
- A fleet of 39 buses and 6 cars are running from all corners of Hyderabad to cater the needs of faculty and students to reach the campus.
- All vehicles shall be operated and serviced in a safe, efficient and environmentally sound manner. If the vehicles have been in operation for 7 years or having any mileage problem those vehicles are replaced with new vehicles.

- A dedicated transport in charge is available to see the maintenance and repairs of vehicles. Before start of every Academic year for all vehicles it is mandatory to conduct a vehicle safety inspection and fitness prior the use of vehicles by RTO department
- Many of the members of college community uses vehicle pooling mechanism. This vehicle pooling cuts down on the number of cars and vehicles on the road. This protects the environment by keeping the air, water, and land cleaner.
- Vehicles are parked outside the college campus to make the campus free from the smoke.

Water and Garden maintenance

- A dedicated Maintenance officer is deputed to monitor any leakages, repairs and cleanliness to optimize water utilization.
- Duly appointed gardening staff maintains greenery in the college
- Gardening supplies are routinely procured through the standard procedure for financial matters.
- Two Rain water harvesting recharge pit structures are installed in the campus.
- At college hostel premises 100 KLD grey water recycling system is installed for treatment of wastewater from Kitchen, Laundry, Sink and Shower water and is used for plantation and gardening purpose.
- Toilets at all blocks of Vardhaman campus are modernized and Low flow faucets and toilets are used at to reduce water consumption.
- A course Environmental Science is included in the curriculum as mandatory course to bring awareness of the environmental issues.
- The RWH system functioning are monitored and controlled by the concern faculty and specialized student team from the department of civil engineering. This team monitors all four stages of catchment, conveyance, filtration, storage in the campus
- A fleet of 39 buses and 6 cars are running from all corners of Hyderabad to cater the needs of faculty and students to reach the campus.
- All vehicles shall be operated and serviced in a safe, efficient and environmentally sound manner. If the vehicles have been in operation for 7 years or having any mileage problem those vehicles are replaced with new vehicles.

Audit Reports to be maintained:

- Structural stability certificate,
- Occupancy certificate,
- Disaster response & fire services department inspection Report are renewed regularly.
- Sanitary Certificate audited from District Health and Medical Officer, RR District, Hyderabad.
- Green Audit Report is done by Centre for Environment, JNTU-H.
- Arranged sanitary napkin vending machines and incinerators at required places
- Service report of Sewage Treatment Plant (STP) in college and hostel are done regularly by Peacock Aqua Engineers Hyderabad.


Incharge, Infrastructure


Dean, IQAC


Principal

PRINCIPAL,
VARDHAMAN COLLEGE OF ENGINEERING
Shamshabad, Hyderabad.



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**Standard Operating Procedures (SOP) and Policies for Maintaining and Utilizing
LABORATORY FACILITIES**

This document describes Standard Operating Procedures (SOP) and Policies for maintaining and utilizing Laboratory facilities.

General

VCE provides all students and faculty access to high quality sophisticated State of the art teaching and Laboratories to conduct experiments and understand practical applications in their specialized domains relevant to various courses offered.

- Based on the requirements, the classrooms are assigned for various departments by the infrastructure incharge prior to semester beginning.
- The maintenance of Classroom is done on regular basis by the respective department attender and cleaning staff.
- The cleanliness is supervised by supervisor of VCE and Cleaning and maintenance committee of the institution.
- Any issue in the class room maintenance is reported to the Administrator through HOD.
- Appropriate Measures to be taken to correct the Problem.

Laboratory Maintenance

All the laboratories are well equipped and maintained to conduct laboratory courses as per the norms of AICTE and JNTUH. Minimum 15% to 20% of unutilized lab slots are allotted for regular maintenance of laboratories. The equipment and machineries in the laboratory/workshop are maintained well trained technical staffs. All laboratories are supported with power backup system (UPS) and additionally by power generators.

The practical teaching and research laboratories in various departments operate from Monday to Saturday as specified in course curriculum with a desired area. Most of the laboratories are centrally air-conditioned and houses a large collection of sophisticated equipment to carry out research by the faculty and the students.

To ensure smooth functioning of the lab facilities, following procedure is followed:

- The facilities be designed and constructed in a manner which is conveniently accessible by differently-abled users. It must have ramps, and lifts for easy movement of such users.
- Students, faculty and staff of VCE must carry their ID Card to utilize the facilities of the laboratories with proper logbook entry, as applicable.
- The entire lab facilities be under CCTV surveillance to monitor movement of people and goods etc.
- The laboratories be equipped with fire management system to save people and property of the college in case of any unforeseen event.

- First aid kits and regular water supply apart from the basic cleanliness of the premises like regular sweeping, cleaning and mopping of all floors, and washrooms, dusting of furniture, Working stations and shelves etc. which are looked after by lab technicians and supervised by lab Maintenance supervisor/faculty in-charge from time to time.
- Breakage and repair if any, are reported to the Head of Department or the faculty-incharge as the case may be and suitable measures are taken for speedy functioning of the equipment.
- Prior to the start of the course, Check the essentials and equipment performance etc., by Technician and repair them as and when required.
- Check the working condition of equipment in the presence of faculty lab- in- charge of the corresponding lab in each laboratory by Technician at the end of semester exams.
- The equipment with minor repairs is serviced by technicians in the lab itself. The equipment which is not working is listed out.
- With the permission of HOD the authorized service engineer is contacted for the major repairs.
- After getting the estimation of service charges, approval is taken from the Principal, service engineer is called, and the equipment is repaired.
- If it is not possible to repair it in the institute, then the equipment is sent to the service organization for repair.
- The service engineer, after servicing, gives the service charges in the form of a bill which is paid by the accounts section.
- The equipment that is sent outside for repairs is recorded in a register.
- Equipment is once again checked before the commencement of each semester.

Utilization of Labs

The justified utilization of the facilities is to be governed as per the following rules and guidelines:

1. All High-end equipment are put under Annual Maintenance Contract (AMC) or on Call basis maintenance, as and when required.
2. Calibration of some of essential equipment routinely being used be done on regular basis.
3. Support facility are to be strengthened to resolve any complaint within 24 hours to 03 days span of time.
4. Inventory/Stock Register and Log Book for each costly and high end equipment in each Institute be maintained on a regular basis which are to be supervised by senior faculty-in-charge once a semester.
5. List of chemicals/consumables kept in chemical racks/fridges and deep freezers should be displayed alphabetically on the doors. Also, their Material Safety Data Sheet (MSDS) should also be maintained serially in files.

6. The laboratories having sufficient collection of chemicals and glasswares (in case of wet labs) and softwares and computers with Wi Fi in case of dry labs which are to be arranged with working stations. The concerned students and Faculty can directly go to the lab and make entry in a logbook and can work under the supervision of faculty-in-charge or Lab Manager.
7. Users should not break or damage laboratory resources in any way. Defaulter will be charged the full replacement cost of the resource.
8. ICT facilities available in the departments are meant strictly for academic and research work of students, faculty and staff of the college and these should be monitored and maintained by the Computer Centre team regularly.
9. Users are advised to maintain sanctity and cleanliness of the labs and maintain discipline while working in the labs to prevent any untoward accident. The users should follow rules for the efficient functioning of the labs and for the convenience of the co-workers.
10. Following are prohibited in all areas of the labs:

<ul style="list-style-type: none"> • Bags be kept in designated area/place • Possession of Food materials • Disturbing students and staff • Damaging lab resources or property • Mobile phones to be kept on switch-off or silence mode 	<ul style="list-style-type: none"> • Loitering or soliciting • Sleeping • Smoking • Public intoxication
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Laboratory Working Hours

Monday to Saturday (College Hours)	9:00 AM to 4:00 PM
After College Hours With Permission from Concern HOD	4:00 AM to 8:00 PM

Purchasing of Equipment:

- Prior to the start of the course, HOD of the department identifies the requirements according to the syllabus/curriculum.
- Listing out the different types of equipment and categorize them i.e., furniture requirement, electrical requirement, lab equipment, consumables etc. is done.
- Budgetary Quotations and demonstrations are called, and comparative statement of the prices quoted by different vendors is prepared.
- Approximate budget is estimated and get the approval from higher authorities.
- Based on the price negotiations the vendor(s) are finalized.
- Based on the terms and conditions of the Purchase Order the vendor supplies and installs the equipment and necessary training is provided by the vendor to the concerned faculty and lab technicians.
- The bill is passed after the purchased items satisfy all requirements
- The details are entered in the lab stock register.
- The passed invoice is sent to the accounts section.
- The accounts section then sends the cheque / DD to the vendor


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Shamshabad - 501 218, Hyderabad

Purchase Proposal Request Form

To
Administrative Officer

Dept.Indent No:

Indent Date:

Departement: Computer Centre

Quotation Attached
(YES/NO)

Type of Material
<i>Consumable</i>
<u>Non-Consumable</u>

Purchase Order Type
<i>Normal</i>
<u>repeat Order</u>

Please Tick Where ever-applicable

Items Details of Required Items:

S.No	Complete Description of Items (Use Separate Sheets if Required)	Quantity Required	Purpose
1			
2			
3			

Suggested Supplier

S.No	Name, Address and Contact details
1	
2	
3	
4	
5	

Approved

Indenter's Signature

Hod Signature

Name:

Date:



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**Standard Operating Procedures (SOP) and Policies for Maintaining and Utilizing
COMPUTER FACILITIES**

This document describes Standard Operating Procedures (SOP) and Policies for maintaining and utilizing Computer and ICT Facilities.

General

The Computer Centre was established in 1999 which is a Central Facility of the College maintained under the department of CSE. The Centre is headed by senior faculty along with experienced team of Network and System Administrators and software developers.

Its objective is to provide state-of-the-art hardware, software and networking support for the growth and development of College Academics, Administration, Examinations and Research related activities. It has been the epicenter of all network and application needs of the College since its inception managing the core IT infrastructure.

The Computer laboratories are being upgraded from time to time to provide the best computational infrastructure.

Computer Laboratories

- The computers are issued from the Computer Centre.
- Serial number of issued computers are entered in the register.
- A number is assigned to each computer against their serial number.
- The students duly enter the Check-in time and Check-out time.
- The computers are maintained on a regular basis.

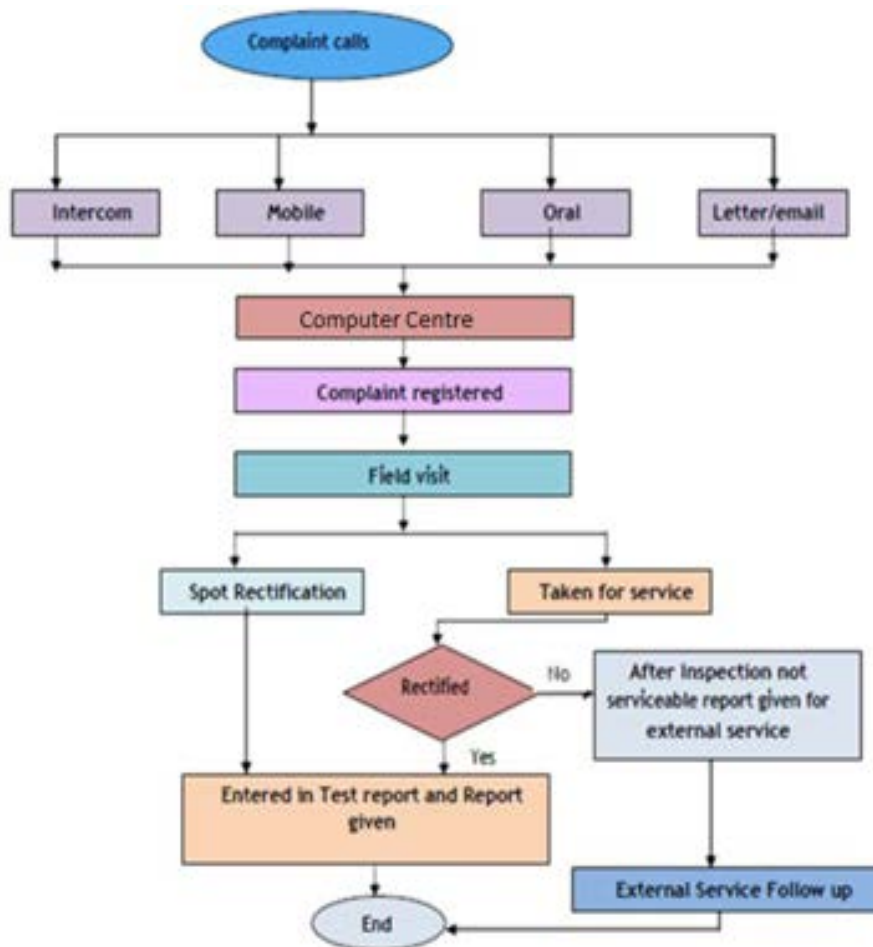
Maintenance of Computers (Hardware & Software) and Networking:

The computers are maintained in the Institution by Computer Centre. This division provides the integrated IT services like smooth running of automation, up-gradation and maintenance of automation package, college website, biometric services, troubleshooting of hardware, networking equipment including internet connectivity, procurement of hardware, software.

The centre is also responsible for all ICT equipment in the college.

- Whenever there was a problem with ICT equipment or computer hardware and software the respective lab-in charge / staff submits a request through, Request form, Intercom, Oral, Mail, Message or Whatsapp, through Principal / Dean / HOD to Computer Centre.
- The networking and Hardware maintenance in charge will maintain one log book containing the repair request form. Priority is assigned to the form according to the S.No.
- As per the priority of the maintenance, the concerned hardware/networking personal will attend to the problem.

- If the problem is solved there itself the maintenance call in the maintenance register will be closed.
- If money is needed, the information will be brought to the principal to purchase the Hardware/networking products.
- If the amount is below 5,000/- that will be approved by the Principal otherwise the requisition will be sent to the management.
- The items of purchase can either be consumable or non-consumable.
- All entries for various items of purchase after they are duly entered in the Accession Register (Day Book) shall be transferred to the individual stock registers maintained at the Section/Department/Laboratory level.
- In the stock registers, a ledger shall be maintained for each item of purchase or entry. Separate pages for each item with serial number are created and entries be posted.
- An account for each item is thus maintained. An index is also maintained in the stock register.
- In cases of borrowing or lending of any tools/equipment or any other item shall clearly be stated in the separate issue register in the column remarks. This transfer shall be endorsed by the respective receiver or HODs while exit and entry.
- The obsolete items are removed from the available list and updated in the respective stock register.



Stock Verification Procedure:

- It helps to keep updated records for the intactness, performance and cost appraisal purposes. It also helps to replenish consumed or defected items.
- Separate teams may be constituted to physically verify the stocks in all the sections / laboratories of each department.
- These teams will appraise for the physical presence of the item, intactness, performance etc. and make suitable recommendation or remark. During verification, the in-charges of laboratories / sections shall cooperate with the verification teams.
- Team members shall be provided necessary information of the stocks for which the physical verification is carried through.
- The individual department / section will prepare a list of laboratories & sections including names of in-charges, items of stocks both consumable & non-consumable etc. and make available copies to the verification teams.
- The team members personally visit each department / laboratory / section and physically verify the stocks as per the information or records or stock register presented by the Heads of the Departments.
- The discrepancies, lapses, physical presence of items, working condition of items, events of lending & borrowing etc. shall be recorded and a comprehensive statement to that extent shall be prepared and submitted to the Principal.
- Stocks shall be verified atleast once in a year.

Purchasing of Equipment:

- Prior to the start of the course, HOD of the department identifies the requirements according to the syllabus/curriculum.
- Listing out the different types of equipment and categorize them i.e., furniture requirement, electrical requirement, lab equipment, consumables etc. is done.
- Budgetary Quotations and demonstrations are called, and comparative statement of the prices quoted by different vendors is prepared.
- Approximate budget is estimated and get the approval from higher authorities.
- Based on the price negotiations the vendor(s) are finalized.
- Based on the terms and conditions of the Purchase Order the vendor supplies and installs the equipment and necessary training is provided by the vendor to the concerned faculty and lab technicians.
- The bill is passed after the purchased items satisfy all requirements.
- The details are entered in the lab stock register and the passed invoice is sent to the accounts section.
- The accounts section then sends the cheque / DD to the vendor

Reports to be maintained:

- Stock Register, Issue Register, Service Register, Bills


Incharge, Computer Centre


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Principal

Incharge, Computer Centre
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**Standard Operating Procedures (SOP) and Policies for Maintaining and Utilizing
CENTRAL LIBRARY**

Library Rules and Regulations

Membership

Students, faculty members and employees of VCE shall have the library membership. Each member is required to apply for library membership in a prescribed form available at Central Library webpage and attached with a recent passport size photograph.

Circulation Policy

Circulation policies and borrowing privileges for the staff members

HOD	Resource	Eligibility	Loan Period	Renewal
	Books	10	One Semester	Once if no reservation
	Back Volumes of Periodicals	5	5 days	---
	CD/DVDs	5	5 days	---
Professor	Books	8	One Semester	---
	Back Volumes of Periodicals	4	2 days	---
	CD/DVDs	4	2 days	---
Associate Professor	Books	7	One Semester	---
	Back Volumes of Periodicals	3	2 days	---
	CD/DVDs	3	2 days	---
Sr. Assistant Professor	Books	6	One Semester	
	Back Volumes of Periodicals	2	2 days	
	CD/DVDs	2	2 days	
Assistant Professor	Books	5	One Semester	
	Back Volumes of Periodicals	1	2 days	
	CD/DVDs	1	2 days	
Non-Teaching Staff	Books	4	One Semester	
	Back Volumes of Periodicals	---	---	
	CD/DVDs	---	---	

Circulation policies and borrowing privileges for the students

For Students	Resource	Quantity	Loan Period	Overdue/Fine	Renewal
(B.Tech. M.Tech. & MBA)	Books	5	14 days	Rs. 1/- per day per book	Once if no reservation
	Back Volumes of Periodicals	1	2 days	Same	---
	CD/DVDs	1	2 days	Same	---

Shelves Arrangement

The technical processing of the books is done by systematic arrangement according to Dewey Decimal Classification (DDC) scheme using and an Open Access has been facilitated for consultation and selection of books.

New Arrivals Display

Latest additions of books are displayed in the new arrivals shelf.

Reprographic Services

Photocopying/Printing of materials available in the Central Library is provided on payment basis.

Loss of Books

In the event of the book issued is lost, it should be reported to the library immediately. The borrower is required to make replacement with a new ones bearing the same title besides a fine amount of Rs. 50/-. Failure to comply with one has to pay four times of the price of the lost book.

Overdue Charges

Borrowers who have failed to return the books issued to him/her on or before due date shall be required to pay the overdue charges of Rs. 1.00 per day.

Personal Belongings

Users / Readers are requested to keep their personal belongings such as books and bags at the counter located at the entrance of the library at their risk.

Book Recommendation

Students and faculty members can be recommended using prescribed book recommendation form available at the Central Library webpage.

Library Working Hours

Monday to Saturday	8:00 AM to 08:00 PM
Circulation (Issues & Returns)	9:00 AM to 06:00 PM
Reference Section	10:00 AM to 07:00 PM
Closed on Holidays	

The above-mentioned timings of the library is subject to change from time to time which will be notified through Circulars as well as on the Notice Board.

Purchase of Library Books and their Filing in Shelves

Approval For The Book Purchase

1. Submission of list of books recommended by the teachers of different departments and students to the library.
2. Recommendations are checked by PA (Library) for duplicate, availability, etc.
3. Approval is taken for the recommended books by Librarian.
4. Finally, sanction is taken from the Principal of the college for purchase.

Order Placement and Physical Verification of Purchased Books

5. Placing the order of books satisfying the terms and condition of the library.
6. Submission of challan by vendor along with the books.
7. Physical verification and checking of books received against the order.
8. Submission of bill by vendor to the college.

Processing of the Bill

9. Accessioning of books in the accession register of Library.
10. Finally, the bill is processed and submitted to accounts section, through principal for release of payment.

Technical Processing

11. Technical processing of the books including classification and cataloguing is done.
12. Physical Processing of the books including pasting of property slips, placing the barcoded tags and stamping is carried out.
13. Then the books are placed in shelves according to their classification number by the library staff.

Note:

Placement of books in shelves for those books which are in circulation:

1. Books are returned at the circulation counter.
2. From there, the books are placed in shelves according to the classification number by library staff.

Stock Verification of Library Books

Noting the Accession Number

1. Check card are issued to library staff for writing of accession number on them.
2. Staff note down accession number of books on check card for each book staff allotted to them.
3. While noting the accession numbers, books are physically checked and if the book is damaged/beyond repair is taken out of shelf.

Verifying the stock

1. Once the work of noting down of accession numbers of books is over, all the check cards are pooled together and arranged as per accession no.
2. The accession numbers are then input into an excel file.
3. Excel file uploaded on the NewGenLib (Integrated Library Management Software)
4. A report of list of missing books is generated using NewGenLib (ILMS)

Re-verification of the missing books

1. List of books are again checked with collection.
2. The final list of missing books is reported to the Principal.

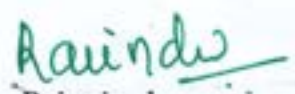
General Rules

- Every faculty / student entering into the library has to put thumb impression through biometric machine instead of the manual gate register, which is mandatory for check in and check out of library users.
- ID Cards for Students, Faculty and the Staff should be produced at the time of issue/return/renewal of Books etc.
- Personal books, Printed and Photocopy materials are not allowed inside the library.
- Students should get the books duly issued/returned/renewed at the Circulation Counter and collect them in person.
- Reference resources will not be issued.
- Underlining, Marking, and Tearing are strictly prohibited in the books and other library materials.
- Books issued from the library are prohibited from bringing them inside the library, unless they intend to them.
- Misconduct or indulging into unwanted things will entitle the students to forego the borrowing facility.
- Members are requested to collect the receipts for the overdue/fine paid.
- Mobile Phones are not allowed inside the Library.
- Readers should not put the consulted books back into the shelves once taken out they should leave them on the reading tables.


Librarian
LIBRARIAN

Vardhaman College of Engineering
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Standard Operating Procedures (SOP) and Policies for Maintaining and Utilizing SPORTS AND GAMES FACILITIES

Introduction

At VCE, Sports form one of the important aspects of a student's development. From increasing concentration level and working as a team to inculcating a winning spirit; sports helps students build a strong character and well-rounded personality. Through its excellent sports facilities, VCE offers opportunities to student for regular work-out, lifestyle management and interaction.

Out Door Facilities:

S No.	Name of the Facility	Total Area Available in Sqm	No. of Courts/ Field	Year of Establishment
1.	Flood Light Cricket Stadium	3600	01	2011
2.	Football Field	4000	02	2012
3.	Basketball Court	540	01	2012
4.	Volleyball Court	653	02	2012
5.	Kho Kho Court	464	01	2012
6.	Throw ball Court	360	02	2008
7.	Tennikoit	300	02	2008
8.	Kabaddi	400	01	2008
9.	Cricket Nets	222	01	2012
10.	Badminton Court(Boys and Girls)	812	04	2012

Indoor Facilities:

S No	Name of the Facility	Total Area in SQM	Quantity	Year of Establishment
1.	Badminton Court(Boys and Girls)	609	03	2016
2.	Chess(Boys and Girls)	90	20	2006
3.	Carroms(Boys and Girls)	90	27	2006
4.	Table Tennis(Boys and Girls)	90	10	2006
5.	Snooker(Boys and Girls)	150	05	2018
6.	Gymnasium(Boys)	133	01	2018
7.	Gymnasium(Girls)	104	01	2018
8.	Yoga Room	72	01	2019
9.	Student Rest Rooms	600	08	2003

General Guidelines for VCE Indoor Stadium

1. No leather shoes or sandals are allowed on court
2. Sneakers with white soles are allowed on court.
3. Please keep the court clean
4. Do not drag the plastic chairs and tables
5. No eatables allowed
6. No pan, beetle, tobacco etc allowed
7. No chewing gum
8. Open the can of balls before entering the courts.

Sports and Games Department and Committee:

- The main function of the Department of Physical Education is to organize Inter College Sports events among the students of constituent colleges and select the best among them for University team to represent college at Inter University tournaments.
- The department encourages students to participate actively in extra-curricular activities. The various sports and games are conducted every year in the college.
- Sports and Games Committee is constituted, and meetings are held with members on a regular basis.
- The faculty members and student coordinators are involved in selecting the students who will represent the college team in the various events, based on their performance in the college level tournaments.

Indoor Stadium Working Hours

Monday to Saturday	8:00 AM to 08:00 PM	The mentioned timings are subject to change from time to time which will be notified through Circulars as well as on the Notice Board.
Sports kit (Issues & Returns)	9:00 AM to 06:00 PM	
Gymnasium	10:00 AM to 07:00 PM	
Closed on Holidays		

Maintenance of Sports and Games Facility

- The sports equipment, fitness equipments, ground and various courts in both college and Hostel are supervised and maintained by the Physical Directors and Faculty members of Physical Education Department, respectively.
- Expensive equipment in the fitness gym are maintained regularly.
- Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in a year.
- The condemned sports equipment's are discarded after the inspection from the committee


Physical Director


Dean, IQAC


PRINCIPAL

VARDHAMAN COLLEGE OF ENGINEERING
Shamli, Yamuna District, Haryana



VARDHAMAN COLLEGE OF ENGINEERING, HYDERABAD

Autonomous institute affiliated to JNTUH

Standard Operating Procedures (SOP) for Maintaining and Utilizing EVENT HALLS (SEMINAR HALLS AND AUDITORIA)

This document describes Standard Operating Procedures (SOP) and Policies for maintaining and utilizing Event halls like Seminar Halls, Board Rooms, Auditoriums.

General

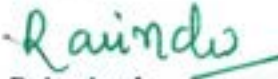
VCE has a world-class air-conditioned two floored auditorium with a seating capacity of 1500 in Block-7 for a large gathering. Another auditorium with a seating capacity of 500 is available in Block-6. Acoustically designed air-conditioned seminar hall with seating capacity of 200 and audio-video facilities is available in Block-1, two Seminar halls in Block-2 and one Seminar hall in Block-5.

Maintenance and Utilization of Seminar Halls and Auditoria

- Seminar halls and auditoria are under the purview of the Computer Centre, Civil engineer, Electrical engineer, and the cleanliness is taken care of by the housekeeping team.
- Effective utilization of seminar halls and auditoria for organizing academic meetings, seminars, conferences, and cultural events is made.
- For accessing the facilities, the organizing faculty/staff member submits a request through, Request form, Intercom, Oral, Mail, Message or Whatsapp, through Principal / Dean / HOD.
- All event requests must include a subject that clearly defines the purpose of the meeting. The schedulers name and contact information must also be included in the body of the request.
- The date of event is registered, and the halls are accessed on priority basis. The respective event hall is reserved without impacting other, scheduled events.
- For maintaining & utilizing event hall facilities involving hall opening, closing including management of Audio-Visual aids, Computing facility, network infrastructure, desktop support, Log register entry will be provided by Computer Centre for the smooth functioning of the concerned departments.
- Use only whiteboard approved markers. Erase information on white boards if the information is no longer needed. In addition, organizers are also responsible for cleaning up after the meeting, to include any food and beverage clean up.
- The event organizers are responsible for leaving the conference room in the condition that it was found (e.g., if your group needs to set up, take down, or move tables, chairs, and other furnishings, everything must be returned to its original position).
- Organizers are responsible for handling all requests from the participants in the event. These requests include answering questions about the event room, making copies for your meeting, directing participants to the correct room, communicating, etc.


Incharge, Infrastructure


Dean IQAC


Principal
PRINCIPAL
VARDHAMAN COLLEGE OF ENGINEERING
Shamshabad, Hyderabad.