



Maharaja Education Trust ®  
**MIT First Grade College**

(Affiliated to University of Mysore)  
Industrial Suburb, Manandavadi Road, Mysuru -570008

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## IQAC

# Standard Operating Procedure

## 2020-21

### Vision

*Empower the individuals and the society at large through education excellence; sensitize them for a life dedicated to the service of fellow human beings and mother land.*

### Mission

*To impart holistic education that enables the students to become socially responsive and useful, with roots firm on traditional and cultural values; and to hone their skills to accept their challenges and respond to opportunities in a global scenario.*

## Table of Contents

Sl.No.	Particulars	Page No
	Forward	5
	Introduction	3
	Scope	3
	Normative References	3
1.	Maintenance of the Class rooms	4
2.	Management of the Canteen	4
3.	Maintenance of the Electrical Facility	4
4.	Maintenance of fire Extinguishing Equipment.	4
5.	Maintenance of the ICT	4
6.	Maintenance of the Library Facility	4
7.	Maintenance of the Medical Services	5
8.	Maintenance of Placement and Personality Development of the students.	5
9.	Maintenance of the Restrooms	5
10.	Maintenance of the Security	6
11.	Maintenance of the Sports rooms & equipment's	6
12.	Management of Stationary	6
13	Management of Dry and Wet waste	6
14	Management of E-Waste	6
15	Management of General scarp	6

## **Foreword**

The IQAC of the college ensures quality initiatives in each and every operational mode of the college. There are certain Standard Operating Procedure framed by the IQAC in alignment with the institution policy for quality monitoring and quality improvement and is implemented by the concerned authority at the regular intervals. The feedback was taken from all the stakeholders forth preparation of the SOP. The SOPs are reviewed and approved by the Principal and Management.

### **Terms and Conditions:**

For the purpose of this document, the following terms and conditions apply.

### **Introduction**

**MIT First Grade College** previously Gopalaswamy College of Professional Studies established in the year 2009 by Maharaja Education Trust with the aim to provide quality education, culturally and academically for enthusiastic and upcoming youth. MIT First Grade College is focused to offer high quality career oriented learning environment with its excellent and dedicated management and staff. Our college has earned its strong academic reputation since its inception. Every year, a good number of students secure rank and distinction in university examination. Most of our students have become entrepreneur, joined reputed organisation, and opted for higher education.

### **Scope**

The following SOP are framed for the smooth functioning of the institutional day to day operational activities. There are varied legally incorporated contracts from various external service providers as a company or individual service providers with the college management. The document describes the SOP for maintenance of all facilities and is applicable to the MIT First Grade College, Manandwadi Road, Industrial subub, Mysore.

SI No.	Services	SOP
1	Maintenance of the Class rooms, Corridors and Staff rooms	<ul style="list-style-type: none"> <li>• Attenders are assigned to respective floors for cleaning of classrooms at regular basis.</li> <li>• During the end of the day class rooms are cleaned and moped.</li> </ul>
2	Management of the Canteen	<ul style="list-style-type: none"> <li>• The management and Head of the Institution select the canteen operators who provide quality food at considerable rates.</li> <li>• Feedback about the canteen is taken from the students for any further improvements or changes.</li> <li>• Canteen area is cleaned by the Class 4 staff of the institution regularly.</li> </ul>
3	Maintenance of the Electrical Facility	<ul style="list-style-type: none"> <li>• Electrical issues are managed by the electrician appointed by the Management to take care of all the sister concerns.</li> <li>• UPS facility is contracted to authorize service provider for AMC.</li> </ul>
4	Maintenance of fire Extinguishing Equipment.	<ul style="list-style-type: none"> <li>• Facility is contracted to authorize service provider for AMC.</li> </ul>
5	Maintenance of the ICT	<ul style="list-style-type: none"> <li>• Maintained by the external service team from MIT Mysore.</li> <li>• Regular maintenance is carried out by the department faculty.</li> </ul>
6	Maintenance of the Library Facility	<p><b>i. Library opening hours: -</b></p> <ul style="list-style-type: none"> <li>• Open an all working days from 9.30 a.m. to 4.p.m.</li> <li>• During the examination times 9.00 a.m. to 5.p.m</li> <li>• Library timings for circulation of books is from <b>9.45 a.m. to 3.45.p.m</b></li> </ul> <p><b>Issue return of books</b></p> <ul style="list-style-type: none"> <li>• Circulation of books is facilitated through Library Automation Software.</li> </ul>

		<ul style="list-style-type: none"> <li>• Each student can borrow three books for 15 days and each staff can borrow 6 books for 4 months.</li> </ul> <p><b>ii. Reprographic services</b> is provided in the library.</p> <p><b>Weeding of the books:-</b></p> <ul style="list-style-type: none"> <li>• Books are weeded once in every 10 years and replace them with new books.</li> </ul> <p><b>iii. Periodic maintenance of the books.</b></p> <ul style="list-style-type: none"> <li>• Dusting and sorting of the books is undertaken on daily basis.</li> <li>• Damaged books are repaired as and when necessary arises.</li> </ul> <p><b>iv. Pest control of library.</b></p> <ul style="list-style-type: none"> <li>• Pest control are conducted on regular basis by the attender of the college Library.</li> </ul> <p><b>v. Library Audit</b></p> <ul style="list-style-type: none"> <li>• Stock verification of books are conducted yearly and crossed checked with the existing books and discrepancies.</li> </ul>
7	Maintenance of the Medical Services	<ul style="list-style-type: none"> <li>• The institution has appointed a visiting consultant Dr. Chandrasekhar for providing medical consultation. The visits is scheduled everyfortnight from 1.30 pm to 2.30 pm.</li> <li>• As and when emergency arises nearby hospital is contacted.</li> </ul>
8	Placement Management & Public relations.	<ul style="list-style-type: none"> <li>• The institution has a placement cell that works in collaboration with our sister concerns MIT Mysore and MIT Thandavapura.</li> <li>• Pool campus is conducted through mutual collaborations with other institutions.</li> </ul>
9	Maintenance of the Restrooms	<ul style="list-style-type: none"> <li>• Housekeeping staff is appointed to clean the restrooms on daily basis both morning and evening.</li> <li>• Regular disinfectant and sanitation is done.</li> </ul>



10	Maintenance of the Security Personnel	<ul style="list-style-type: none"> <li>• Security is outsourced from <b>Covert Allied Services, Mysore.</b></li> </ul>
11	Maintenance of the Sports rooms & equipment's	<ul style="list-style-type: none"> <li>• External Service Providers – Pioneer Sports, Saraswathipuram Mysore, provides sports equipment's on regular basis to the department.</li> <li>• Interim maintenance is performed as and when required.</li> </ul>
12	Management of Stationary	<ul style="list-style-type: none"> <li>• The college has a bookshop providing all the basic stationary and photocopy for the benefit of the students at the lowest cost.</li> </ul>
13	Management of Dry and Wet waste	<ul style="list-style-type: none"> <li>• The institution has placed separate bins to collect wet and dry waste at different parts of the campus.</li> <li>• The corporation staff will collect the dry and wet waste from the bins located in the campus and dump the waste to municipal bins on a daily basis and disposed as per the regulations.</li> </ul>
14	Management of E-Waste	Repurchase of the scrap by the seller and disposed accordingly.
15	Management of General scrap	<ul style="list-style-type: none"> <li>• Local scrape vendors are invited.</li> <li>• Management of the waste generated through books, assignment, records and other academic related things:</li> <li>• Periodically sold to a local scrap merchant at regular intervals after the results are announced and resolving any queries involved.</li> </ul>

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