

## **SOP FOR MAINTAINING AND UTILIZING LABORATORY SERVICES**

This document describes policy Guidelines/ SOP for maintaining and utilizing Physical, Academic and Support Facilities such as Teaching, Laboratory and Computer Labs at ACE.

### **Laboratory Maintenance**

The practical teaching laboratories of various departments operate from Monday to Saturday as specified in course curriculum with a desired area. In order to ensure smooth functioning of the lab facilities, following procedure is followed:

- Students, faculty and staff of ACE must carry their ID card to utilize the facilities of the laboratories with proper log book entry, as applicable.
- The entire lab facilities are under CCTV surveillance to monitor movement of people and equipment etc.
- The laboratories are equipped with fire management system to save people and property of the ACE College in case of any unforeseen event.
- The facilities be designed and constructed in a manner which is conveniently accessible by differently-able users. It must have lifts for easy movement of such users.
- Regular maintenance of the labs must take care of proper lighting, ventilation 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 Manager/faculty in- charge from time to time.

### **Utilization of Labs**

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

1. Entry of lab equipment /components / computers into stock register
2. Codify/label the lab equipment/computers/
3. Systematic arrangement of equipment/computers in lab
4. Determine the frequency and parameters for preventive maintenance of equipment / computers.
5. Carry out the maintenance as per plan and maintain record of maintenance work carried out.
6. In case of breakdown, repair the fault internally and / or with the help from external agency. Also maintain record of repair / replacement.

7. In case of breakage, make an entry in breakage register.
8. At the end of semester, collect the data related to breakdowns, identify major and / or repetitive failure, analyses and initiate necessary actions to eliminate recurrence.
9. Internal stock audit
10. Identify the equipment which requires maintenance/repair.
11. In case of any breakdown, send the equipment for repair/maintenance.
12. Ensure that the equipment is in working condition before use.
13. Maintain proper records of maintenance done.
14. Inventory/Stock Register and Log Book for each costly and high end equipment in our Institute are maintained on a regular basis which is to be supervised by senior IT-in-charge once a month.
15. Users should not break or damage laboratory resources in any way. Defaulter will be charged the full replacement cost of the resource.
16. ICT facilities available in the departments are meant strictly for academic and research work of students, research scholars, faculty and staff of the ACE and these should be monitored and maintained by the IT people regularly.
17. 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.
18. Following rules & regulation in all areas of the labs:
  - Maintain silence
  - After completing practical shut down PC properly
  - Switch off the main switch/plug
  - Keep the chair inside the desk
  - Do not use mobile phone or any other electronic Gazette in lab
  - Do not use NET while doing practical
  - Keep your bags outside the lab
  - Do not bring any eatables in lab
  - Use dustbin to throw carbon paper after printout
  - Keep neat & clean
  - Maintain discipline



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## **SOP FOR MAINTAINING AND UTILIZING LIBRARY SERVICES**

ACE Library provides all students and faculty access to high quality educational books, journals, e-resources and databases relevant to various courses offered by the ACE

### **Library Maintenance**

ACE Library has a large collection of books, journals, equipment, furniture, and furnishings. In order to ensure smooth functioning of the library, following procedure is followed:

- Students, faculty and staff of ACE must carry their ID card to enter the library.
- Visitors or guests are permitted to use the Library on specific requests to the Library Authority. They are required to produce a proper introduction letter from their parent Institution/Organization.
- The entire library is under CCTV surveillance to monitor movement of people and books etc.
- The general maintenance of the library including proper lighting, ventilation, air-conditioning, water supply and cleanliness of the premises like regular sweeping, cleaning and mopping of all floors, and washrooms, furniture, desk and shelves etc. is looked after by the Admin (Administration Office).

### **Library Utilization**

The utilization of library services is governed as per the following rules and guidelines:

1. The library has a good collection of textbooks and reference books (3964 volumes), journals (10) and other reading material which is arranged on open shelves. Users can directly go to the concerned shelf and access the material without any restrictions.
2. The library develops a comprehensive collection and acquires all relevant and high quality material including books, journals, e-resources, and databases, that meet the academic and research needs of the students, researchers, faculty, and staff.
3. All the books received either through purchase, subscription or gifts are accessioned in the Accession Register, classified as per Dewey Decimal Classification (DDC) scheme, and processed to make them ready to use.
4. The library remains open as per the following schedule :

**Mondays – Saturdays - 9.00 to 5.00 pm**

5. Users can seek assistance of library staff in searching catalogue (OPAC), locating books or other material, literature searching, and using e-resources etc.
6. The library offers a number of services including lending of books, reference service, photocopying service, Digital Library Service.
7. Library is equipped with adequate number of computers and other equipment to facilitate users accessing digital content within the library premises.
8. Reference Books, Journals (Bound Volumes and Loose issues), Dissertations/Project Works and the latest available issue of the magazines are to be referred within the library and are not issued
9. Books can be renewed for another term of 7 days if there is no demand for them. The renewal must be made on or before the due date. Library can recall any book borrowed by a user before its due date in special circumstances. Overdue charges are levied for delay in returning the books as per rules.



  
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