

Procedures for maintaining and utilizing physical, academic and support facilities.

Laboratory

All the laboratories are well maintained, lab in-charge and staff in-charge are taking care of maintenance works, which will be monitored by the Director/Laboratories. Annual maintenance contract (AMC) is in place for each machine/product.

Well established procedure is available for service and maintenance of lab equipments. Request for approval of maintenance / service is made before the budget cost committee (BCC) through proper channel. Lab technician periodically maintains all the equipments.

Library

The Central Library of the Institute is stacked with thousands of books and periodicals. These materials have been arranged neatly in the prescribed order. Pest control is being done regularly.

Established procedures in Library

- ❖ All the members of the Institution are eligible to get library membership. Library users have to register their details in the entry register, whenever they visit.
- ❖ Faculty, staff, students, research scholars of the Institution need to fill up library membership form with the certification of authorities (annexure 1). After becoming member, library membership cards two, three, four, six will be issued to staff, UG students, PG students, Research scholars and faculties, respectively.
- ❖ The students can use the borrowed book(s) upto 21 days time, and faculty members can use the books upto a semester. The book(s) can be renewed if there is no reservation for the particular book. Late return of the book will earn fine of Rupee one, per day.
- ❖ Valid ID card must for utilizing library services and reference books and periodicals will not be issued. The borrower is the responsible for the book(s)

borrowed against their membership.

- ❖ Current awareness service is being done through online.
- ❖ News about conference / seminar and workshop is being sent to various user groups by online.
- ❖ Staff / research scholars / students can use digital library for their academic and research purpose.
- ❖ Annual stock verification is being carried out regularly.

Book purchase procedure

- Librarian will call for books and journals requirement
- Department requirements are checked for duplication
- Requirements will be sent to BCC for purchase
- Part of purchased books will be transferred to the Department/School Library

Physical Education Department

The department is taking care of maintaining the sports and games of the institution. Annual Maintenance Contract is available for all the equipments in fitness centre. Qualified and experienced markers are available to maintain the sports field.

Computer Maintenance Cell – CMC

The Computer Maintenance cell consisting of 20 system staffs will work under one roof taking care of the Network, Hardware, Software, Projector and Ups maintenance activities of the Institution. In this connection email ids are created for the queries related to system services, Network and Hardware Issues.

SOP for IT Services

- ❖ The individual department/ personnel send mail request to the following Help desks of Data Centre

Help Desks:

Network or system problem	: itservices@crecident.education (or) 112
Website updation	: webupdates@ crecident.education (or) 112
Email creation or issue	: webupdates@ crecident.education (or) 112
Social Media Updation	: socialnetworks@ crecident.education (or) 112
New IT related Purchase	: itpurchase@ crecident.education
Grievances	: itcomplaints@ crecident.education

- ❖ Data Centre will create a service ticket and assign the job to the corresponding resource person.

- ❖ The job assignment will be intimated to the person requested and the assigned person.
- ❖ The same will be recorded in the online data base of Data Centre
- ❖ Data Centre will monitor the process till the raised issues get solved.

SOP for New Purchases

- ❖ The individual department/ personnel send mail request to the Director, Data centre.
- ❖ Director, Datacentre will instruct to IT Services team for inspection and justification.
- ❖ After Justification he sends a Purchase approval request form along with quote comparison to the Registrar office.
- ❖ The Registrar will approve and create RAN(Registrar Access Number) and send it to BCC - Budget cost committee.
- ❖ BCC will arrange Negotiation meeting with vendor.
- ❖ BCC will recommend the vendor and get approval from VC through Registrar.
- ❖ After VC's Approval the BCC will issue the sanction order from Registrar
- ❖ Creation of the Purchase order with signature of Registrar
- ❖ Issue the Purchase Order.

Estate Office

Estate office with in-house and outsourced strength of 350 staff manages the day-to-day maintenance activities to keep all systems and services healthy at all times.

The estate office carries out various activities in the following divisions:

- Event Management
- Furnishing & Furniture
- Horticulture