Indexing

SOP for Organizing Seminar / Webinar, Lectures etc. under Departmental Society

To organize Seminar, lecture, workshop etc. or webinar, the following standard operating procedure must be followed:

1. Creation of committee/working group/individual to prepare proposal for Webinar/Seminar etc. with the approval of the President, SPSU Udaipur.
2. A consent letter must be sent to Director- IQAC for the approval of the Webinar/Seminar containing the content in not more than 2 pages outlining the aims and objectives of the Webinar/Seminar, learning outcomes, target audience, requirement for content and the names of all committee members. The target audience should be identified, the strategy for invitation, and the educational needs identified. A clearly defined topic and a skilled presenter/host should be identified. Plans for technical quality and Funding involved (if any) should be presented to the college in detail. All financial transactions will be done as per GFR 2017 rule mentioned in SOP for purchases.
3. After approval through the IQAC team, the schedule for the Webinar will be finalized and correspondingly it must be notifying to the office.
4. Promotion of the webinar is key to its success. It is important to allow the office/department adequate time in order to inform members. The notice regarding the Webinar/Seminar should be circulated through various medium like WhatsApp groups, e-mail, college website etc.
5. The notice can be prepared in the form of Brochure that must contain the LOGO of SPSU, Title of the Webinar/Seminar, date, time, platform, link, name of the chief guest, designation, speaker, name of the convener, organizing members, contact information etc.
   Note: In case the webinar or Seminar is organized by the department then the brochure must mention "(Under the aegis of IQAC)". However, if the Webinar/Seminar is organized with the help of College then the "SPSU Udaipur" will be depicted in the brochure where the Patron: will be President, SPSU Udaipur along with the name of Director- IQAC. See annexure-I and II
6. It is mandatory to fill the "**Feedback form**" at the end of every Webinar/Seminar containing name, email-ID of the participant, phone number (optional), regarding the content of the session, experience, relevance to the topic, medium of the event and any suggestion etc. must be identified. This feedback will need to be seriously considered and incorporated into the report where appropriate.
7. Action taken report (ATR) based on feedback have to prepare to do better in future while organizing webinars or seminars.
8. A detailed report has to submit to the Director- IQAC not more than 3 pages regarding the Highlights of the Webinar/Seminar, screen-shorts, picture of the speakers basically Geo-tagged photos, brochure,list of participants, feedback and ATR.

WEBINAR/SEMINAR

Creation of committee

Consent letter IQAC

Brochure

Feedback

Action taken report (ATR)

Report to IQAC
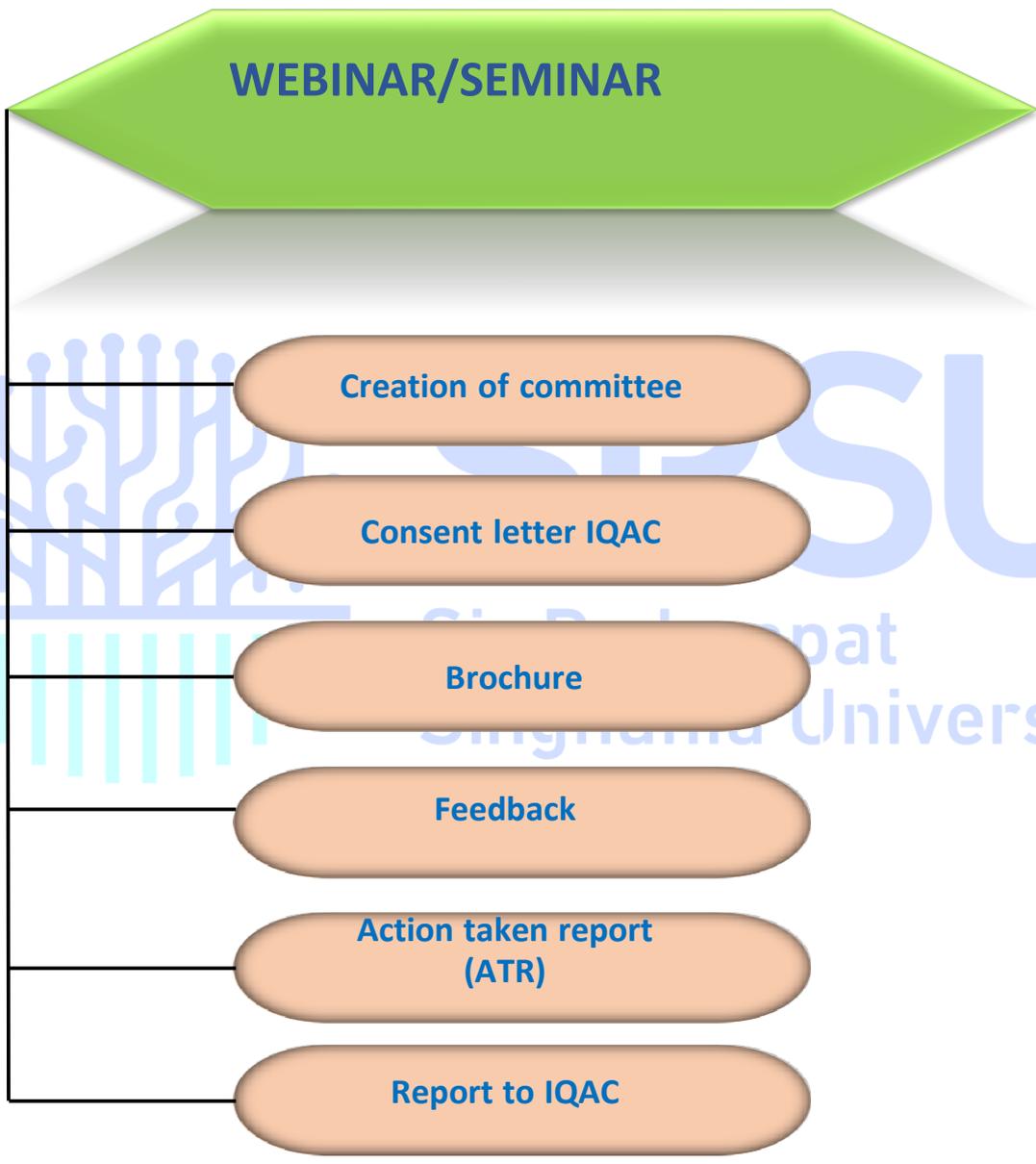
ADMINISTRATION SOP

Classrooms

1. All Class Rooms are cleaned every day before the classes commence.
2. The Class Rooms are well Lit and lighting facilities are regularly inspected.
3. Most of the Class Rooms have white boards.
4. Wi-Fi facility is available in all the classrooms.
5. Many rooms are ICT enabled. LCD projectors are used to aid and improve the teaching learning process.
6. All the equipment like fans, AC's, lights, sound-system, furniture, board, marker, LCD, etc should be in full working condition

College Campus

1. Cleanliness of the college campus is maintained through duly appointed housekeeping staff, supervised by a supervisor.
2. Strict schedules for cleaning corridors, CDC, Faculty Block, Board-Room, Amphitheatre, pathways etc. are adhered to.
3. Washrooms are cleaned regularly, minimum twice a day.

Garden maintenance

1. Gardening committee is duly constituted by the Administration.
2. Duly appointed gardening staff maintains greenery in the University.
3. Gardening supplies are routinely procured through the standard procedure for financial matters.

Campus Beautification

1. The campus beautification is the responsibility of Admin Team.
2. Suggestions are invited from the faculty/students/staff.
3. All aesthetics are addressed by Administration Department such as Floor-charts, Notice Boards, Standees, Roll of Honor, Suggestion/Complaint Box etc

First Aid/ Emergency Medicine

1. The college has a fully furnished Medical Room with a bed, weighing machine, first aid box, BP machine, Glucometer etc.
2. The admin staff is trained in First Aid procedures. A trained nurse also visits the campus regularly.
3. Ice packs for sports injuries are available.
4. Health checkup camps for the students and staff members are periodically organized.
5. For serious casualties, the students are taken to the nearby Geetanjali Hospital

First Aid Protocol

- Do not panic
- The patient should not be left alone.
- First aid should be instantly provided to the patient.
- Report the matter to the authorities immediately.
- Call on the emergency phone number

Emergency Phone Numbers

University Phone Number	Registrar: +916375150862
Health Care (Near Arts Faculty)	Dr. Umesh Nunia- +917988047961
Police	100
Ambulance	102
Fire	101
Women's Helpline	POSH Head, Deputy Dean- +919166607696
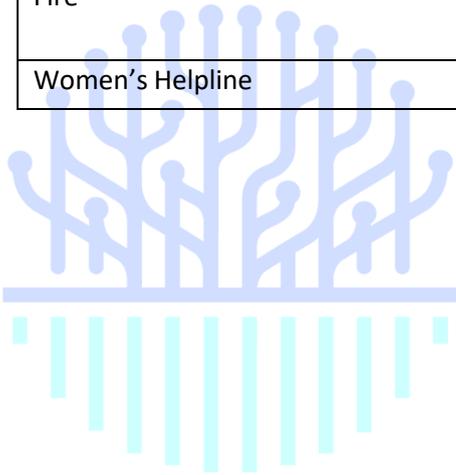
First Aid Protocol

- No not panic.
- Patient should not left alone
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- Report matter to authorities immediately.
- Call emergency phone number

Miscellaneous Work

1. Maintaining of Log book of Vehicles and Parking Control is managed by the Security under Administrative Department
2. Monthly Bills submission in Accounts Department and pending Payments Spread Sheet making & take necessary action
3. Maintain Others like (Drinking water and Courier Services etc.)
4. Hospitality to Guests like making arrangement for bouquets, gifts, snacks etc. and tying up with hotels for the Guest accommodation and Transportation etc.
5. Printing of office materials like ID cards, Visiting cards, Letter Heads, Envelopes etc.
6. Administrative support for Event Planning and Office get-togethers, parties etc for which prior approval of the President is mandatory and Logistics Requirement and any other arrangement has to be mailed by the concerned employee to the Head- Administration.
7. Administrative support to new joiners and getting the Joining Report ready and Induction Formalities done.
8. Administrative support to relieving employees and getting the No-dues Form ready.
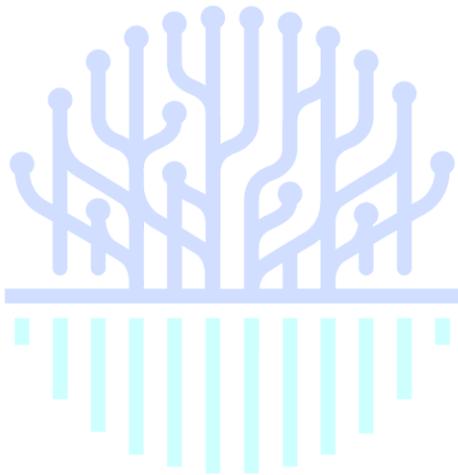
SOP OF CAMPUS CAR

Vehicle Administration

The overall administration of motor vehicle falls directly under the Administration department. Authorization to drive SPSU Udaipur vehicles will be granted to those who hold valid driving licenses and who, in the opinion of management, qualify to do so.

Use of Vehicle

- Car is meant to be used for SPSU work.
- There is no private allocation of vehicle to any individual.

Employees who are allocated the company vehicle should adhere to the following instructions:

- The vehicle allocated should not be driven by any other party other than the employee to whom the vehicle is allocated or even by employees of SPSU Udaipur without the employer's authority.
- Individual employees to whom vehicle is allocated must make sure that details in the log book are properly entered and up to date.
- Service booking must be anticipated in advance and requisition for work to be carried out made in writing to the Head- Administration who will arrange for the booking.

Motor Vehicle Maintenance

The driver will ensure that:

- Vehicles have valid insurance, road licenses and other stickers as required by law.
- Vehicle is in good working condition.
- Any dents or other damages identified in good time for the appropriate action to be taken.
- Vehicle is taken for service on a regular basis.

Motor Vehicle Accidents

When an employee is involved in an accident, the following steps must be taken:

- Inform the Head- Administration by phone immediately and submit a written statement giving full details of the accident within 24 hours.
- Note the names of witnesses, the third party and the third-party insurance and the vehicle number.
- Complete as appropriate the insurance claim form and submit it to the Head- Administration.

TASK – FLOOR SCRUBBING

Objective: To ensure removal of fine dust and clean the surface thoroughly.

Procedure
1. Confirm task from HK supervisor.
2. Collect all cleaning equipment from the HK store.
3. Place equipment close to area of work.
4. Cordon off the area and place caution signage.
5. Prepare the cleaning solution.
6. Wet mop the area after suction of water.
7. Do not allow the mop head to come in contact with corners or skidding to avoid dirt deposit inthe vertical surface and corners.
8. Dry mop the residue if any, leave floor completely dry.
9. Collect equipment and return to HK store.
10. Clean equipment before placing equipment back in the HK store.
11. Report completion of task to the HK supervisor, have the task inspected by him.
12. Proceed to execute the next task

TASK – BROOMING

Objective: Safely sweep floor of University premises

Procedure
1. Confirm task from HK supervisor.
2. Collect all cleaning equipment/consumables from HK store.
3. Broom with feather brush starting from top to bottom.
4. Use dustpan and feather brush to collect dust in a garbage bag.
5. Proceed from corner located furthest from the entrance.
6. Collect dust frequently to avoid scattering dust in other areas.
7. Use feather brush on all verticals surfaces to remove loose dust
8. Move steadily sweeping gently to prevent dust from flying.
9. Give the area a final inspection to ensure no dust is left behind.
10. Collect all HK equipment and return to HK store.
11. Report completion task to the HK supervisor.
12. Have the task inspected by the HK Supervisor and proceed to execute the next task.

TASK – WORKSTATION CLEANING

**Objective:** Clean work station to remove dirt from desk and all office equipment.

Procedure
1. Confirm task from HK supervisor.
2. Collect all cleaning equipment consumables from HK store
3. Clean cobwebs and start dusting from top to bottom with a feather brush.
4. Brush all vertical surfaces.
5. Clean the workstation without disturbing the placement.
6. Clear & clean the dust bin at the work station.
7. For cleaning computer monitor screen use a yellow duster (dry) & for cleaning keyboard use vacuum cleaner.
8. Always use a check moist duster for dusting workstations.
9. Use dry glass duster for cleaning glass tabletop etc.
10. Pick up items one by one while cleaning table top.
11. Replace items on the table in original position after cleaning.
12. Carry out final inspection to ensure a clean work station.
13. Collect all equipment and proceed to the next work station in an orderly fashion to clean the entire room/floor.
14. Return all equipment to the HK store after completion of the work.
15. Report completion of the task to the HK supervisor.
16. Have the task inspected by the HK Supervisor and report discrepancies, if any.
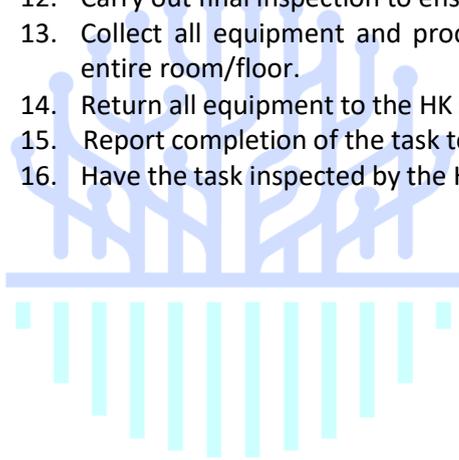
TASK – TOILET CLEANING

Objective: Proper cleaning of toilets, urinals and wash basin to remove rust stains.

Procedure
1. Confirm task from HK Supervisor.
2. Collect all HK cleaning equipment and consumables from the HK stores as listed alongside.
3. Place all HK equipment and stores at a safe corner outside the toilet.
4. Place 'UNDER MAINTENANCE' signage outside the Toilet door.
5. Switch on the lights inside the toilet.
6. Remove all toiletries and keep outside the Toilet in a dry place.
7. Empty the dustbins in a garbage bag outside the toilet.
8. Wear cap, apron, rubber gloves and rubber shoes.
9. Clean the roof, exhaust fan, light points, corners & vertical walls.
10. Clean vertical wall tiles with Steam jet cleaner and mild detergent. Spot clean stained patches withvim/higher concentrate soap solution.
11. Wipe and dry vertical walls with duster.
12. Clean overhead light points/exhaust fans with dry duster.
13. Clean mirror with Colin, squeeze and wipe & dry immediately.
14. Clean all plumbing fittings with Vim and wipe dry.
15. Clean wash basin, cisterns and taps with Vim & dry.
16. Scrub skirting wall with mild soap and scrubbing pad.
17. Flush WC bowl twice to ensure thorough cleaning.
18. Scrub the Toilet floor and wash extensively.
19. Dry the toilet floor and switch on Exhaust fan.
20. Clean and display Toiletries.
21. Display naphthalene balls (5 in a group), Toilet cubes (2 No's/urinal) air fresheners (right side up), Toiletroll (fold lose corner), Face tissue (open and pull out the first tissue), and towels, if authorized.
22. Refill liquid soap dispenser.
23. Check operations of the hand drier and all flow sensors in the Urinal/WC. Report defects, if any tothe HK Supervisor.
24. Give the Toilet a final inspection to ensure a clean and dry Toilet. Switch off the non-essential lightsand remove the 'UNDER MAINTENANCE' signage from the door.
25. Collect all HK equipment /consumables and return to HK stores. Report completion of Task to the HKsupervisor, have the task inspected by him and proceed to execute the next Task.

TASK – GLASS CLEANING

Objective: To thoroughly wipe clean glass surface to remove dirt and dust stains

Procedure
1. Confirm task from HK supervisor
2. Collect all cleaning equipment from HK store.
3. Mix glass-cleaning liquid in wringer bucket.
4. Take cloth and dry wipe accessible surface to remove lose dust.
5. Use scraper to remove stains.
6. Use washer to rinse glass.
7. Use squeeze from top to bottom of the glass.
8. Wipe blade with dry cloth after every pull.
9. Immediately wipe excess water dripped on the sill/frame with dry cloth.
10. Move from left to right with an overlap of 20%.
11. Look for any left-over stains. Repeat step 5 - 10 again till clear.
12. In case of high-rise, use the telescopic pole and stepladder.
13. Give a final inspection to ensure thorough cleaning of glass.
14. Carry equipment's back to HK store.
15. Clean equipment before placing it back in the HK store.
16. Report completion of task to the HK supervisor.
17. Have the task inspected by the HK Supervisor, only then proceed to execute the next task.

TASK – FIXTURE DESCALING

Objective: To remove de-scaling from water coolers and desert coolers.

Procedure
1. Confirm task from HK supervisor.
2. Collect all cleaning equipment from HK store.
3. Place caution signage.
4. Mix de-scaling chemicals as per manufacturer's instructions.
5. Apply de-scaling chemical and wait for 30 minutes.
6. Scrub the surface with wire brush.
7. Wash thoroughly with clean water several times.
8. Dry the area completely with the help of a drier.
9. Remove caution signage and carry all HK equipment back to HK store.
10. Report completion of task to the HK supervisor.
11. Have the task inspected by HK supervisor before proceeding to execute the next task.

TASK – UPHOLSTERY SHAMPOOING (CHAIR / SOFA)

Objective: To remove dirt from the surface of the chair / sofa with minimal dust displacement.

Procedure
1. Confirm task from HK supervisor
2. Collect all cleaning equipment and machines from HK store.
3. Remove furniture to be cleaned to an area covered with plastic sheet to prevent floor from being soiled.
4. Mix cleaning agent as per manufacturers instruction.
5. Spray cleaning agent with the help of trigger spray.
6. Scrub surface with brush.
7. Spot clean stains if any.
8. Let chair /sofa dry up for minimum 12 hours.
9. Place chair /sofa back at its original location.
10. Carry all equipment back to HK store.
11. Clean equipment before returning to the HK store.
12. Report completion of task to the HK supervisor.
13. Have the task inspected by him and proceed to execute the next task.
14. For thorough cleaning, at times outstation professional cleaners are hired
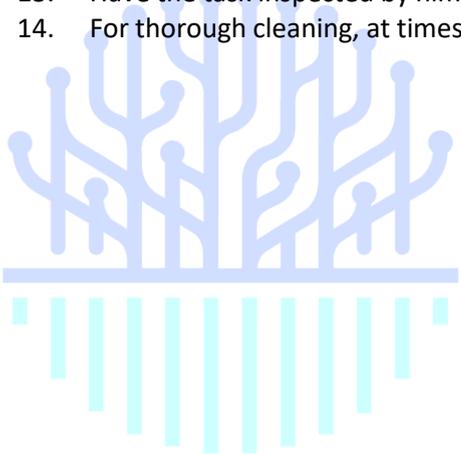
TASK – PRESSURE WASHING

Objective: To carry out pressure washing to remove mud and stains from outdoor hard surfaces.

Procedure
1. Confirm task from HK supervisor
2. Collect all cleaning equipment from HK store.
3. Place equipment and accessories close to area of task.
4. Place caution signage.
5. Connect water pipe to authorized source of water and plug point.
6. Use pressure gun nozzle to the area that needs to be cleaned to dislodge dirt from that surface.
7. Work from high ground towards drains.
8. Adjust nozzle to remove old mud stains.
9. Push water towards drains
10. Scrub heavily soiled areas with wire brush.
11. Wash with adequate water.
12. Use wiper to remove water.
13. Leave area to dry completely before use.
14. After completing of task clean equipment.
15. Close water form source
16. Remove caution signage and carry equipment's back to HK store
17. Clean equipment before placing in the HK store.
18. Report completion of task to the HK supervisor.
19. Have the task inspected by him and proceed to execute the next task.

TASK – CLEANING OF DRAINS

Objective: To clean drain and ensure smooth flow of water through them to prevent any flooding.

Procedure
1. Confirm task from HK supervisor
2. Collect all cleaning equipment from HK store.
3. Cordon off area to be cleaned and place caution signage.
4. Remove drain covers and place in safe areas.
5. Pressure wash the drain with water.
6. Connect pressure washer to authorized source of water and plug point.
7. Clear stains with scrubber brush.
8. Flush with clear water.
9. Remove thick dirt and place in garbage bags.
10. Push mud from higher towards lower slope.
11. Use machine for 30 minutes. Give break of 10 minutes.
12. Scrubbing the floor of the drain and remove dirt.
13. Flush door drains with clean water.
14. Carries out final inspection ensure the drain is clean.
15. Remove caution signage and carry equipment's back to HK store.

Campus Cleanliness

SPSU Udaipur is very particular about maintaining cleanliness in the campus, and hence regular cleaning activates are done by the cleaning staff. Some places in the college are cleaned daily, while others on weekly basis. A list of this is mentioned below. A record of all the cleaning activities is maintained in the following format, which has to be duly signed by the cleaning staff. An example is given below

S. No.	Place and Task	Name of the cleaning staff	Date	
			Sept 21	Sept 22
1	Classroom, Dust mop tile floors	Mr. ABC	Sign of Mr. ABC	Sign of Mr. ABC

Following is the list of places and their frequency of cleanliness, depending upon their priority.

1. Classroom cleaning

Priority	Task	Frequency
1	Dust mop tile floors	Daily
2	Disinfect door handles (inside and out)	Daily
3	Empty trash receptacle	Daily
4	Straighten and clean furniture	Daily
5	Clean chalkboards and chalk trays	Daily
6	Spot mop floor	Daily
7	Dust monitor/ overhead projector	Daily
8	Check for burned out lights	Daily
9	Damp mop floor of classroom	Weekly
10	Wipe all horizontal surfaces, including student desks	Weekly
11	Wash trash receptacles	Monthly
12	Dust light fixtures and clock	Monthly

1. Laboratory Cleaning

Priority	Task	Frequency
1	Dust mop tile floors	Daily
2	Wet mop on floors	Daily
3	Empty trash/ waste pot (Physical, chemical and biological trashes)	Daily
4	Straighten and clean furniture	Daily
5	Disinfect and clean all sinks and fixtures	Daily
6	Clean all working surfaces	Daily
7	Dusting of machine/ equipment's	Daily
8	Spot clean walls, doors, jams and windows	Weekly
9	Wash trash receptacles and sanitary boxes	Weekly
10	Cleaning of students' lockers	Monthly
11	Dust ceiling and light fixtures	Monthly

2. Corridors, Elevator and Staircase Cleaning

Priority	Task	Frequency
1	Clean and disinfect drinking fountain(s)	Daily
2	Empty trash receptacle	Daily
3	Spot mop floor	Daily
4	Grills	Daily
5	Spot clean doors, windows and walls	Weekly
6	Clean all horizontal surfaces, windows and door walls	Weekly
7	Clean mats and grids under mats (if any)	Quarterly
8	Vacuum all supply and return air vents	Quarterly
9	Dust ceiling area and light fixtures	Quarterly
10	Clean Staircase	Daily

1. Office Cleaning

Priority	Task	Frequency
1	Empty trash receptacle	Daily
2	Spot mop floor & dust mop	Daily
3	Dust mop and wet mop entire floor	Monthly
4	Wipe down window ledges	Monthly
5	Wet mop tile floors	Monthly
6	Dust ceiling area and light fixtures	Monthly
7	Wash trash receptacle	Yearly

2. Restroom/ Staffroom Cleaning

Priority	Task	Frequency
1	Disinfect all sinks and fixtures	Daily
2	Disinfect all toilets, urinals and fixtures	Daily
3	Disinfect all door and partition handles	Daily
4	Empty trash and sanitary receptacles	Daily
5	Replace trash liners and fill dispensers	Daily
6	Clean all horizontal surfaces	Daily
7	Sweep and wet mop (disinfect) floors	Daily
8	Clean mirrors	Daily
9	Spot clean partitions/graffiti	Daily
10	Spot clean walls, doors, jams and windows	Weekly
11	Wash trash receptacles and sanitary boxes	Weekly
12	Clean Grills	Weekly
13	Dust ceiling and light fixtures	Monthly

3. Entrance and Lobby Cleaning

Priority	Task	Frequency
1	Empty trash receptacle	Daily
2	Dust mop floors and mats	Daily
3	Dust all horizontal surfaces	Daily
4	Spot mop floors (wet)	Daily
5	Disinfect door handles (inside and out)	Daily

6	Dust mop and wet mop entire area	Weekly
7	Clean floor grills	Monthly
8	Dust ceiling area and light fixtures	Monthly
9	Wash trash receptacle	Yearly

4. Garden/ Lawn cleaning

Priority	Task	Frequency
1	Sweep all surfaces including foot path	Daily
2	Collection of struck off leaves, stems etc.	Daily
3	Empty trash receptacle	Daily
4	Cutting of grass, shrubs, herbs etc.	Weekly
5	Dumping of plant waste	Weekly
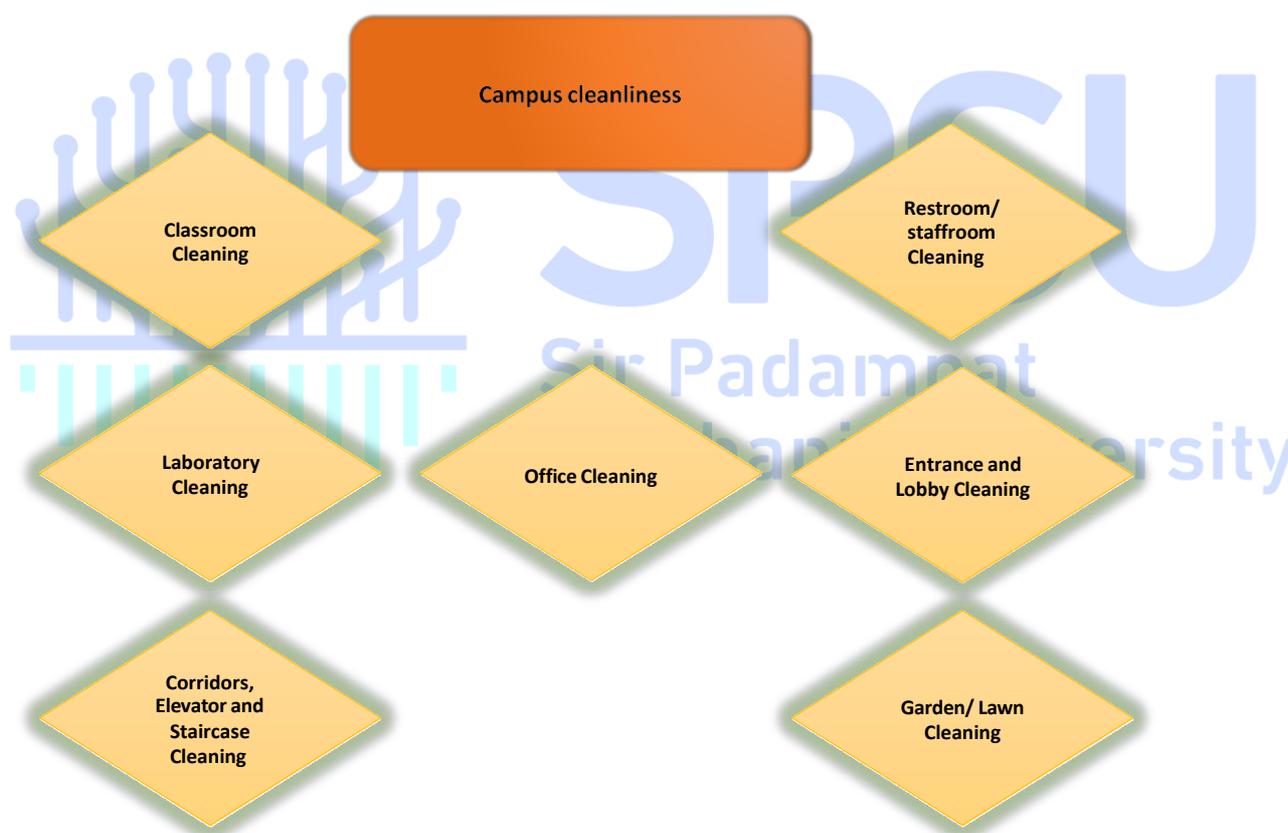
**Canteen Quality and Hygiene Control**

STEP 1: Dressing Standards

1. All Canteen workers including servers are required to wear clean clothes, apron, gloves and hair net or cap.

STEP 2: Maintenance of Hygiene

1. Continuous mopping and dusting should be done during college hours.

2. Proper hygiene should be maintained by the cook/workers before and during preparation of food materials.

3. There should not be any flies or any other insects in the cooking and serving area.

4. Dustbin should be placed in the canteen premise for disposal of waste. These must be always covered and cleaned on the regular basis.

STEP 3: Maintenance of Food Quality and Hygiene

1. Eating/Drinking is prohibited in the cooking area of the canteen.

2. Only hygienically packed and certified food commodities (Agmark/FSSAI) are to be used for cooking purpose.

3. There should be a regular assessment and inspection of the food items to assess the quality of food served and hygiene conditions.

4. Chewing of tobacco and Smoking is strictly prohibited inside the canteen premises.

5. A suggestion/complaint box is to be installed in the canteen which should be checked on regular basis and accordingly action should be taken on priority basis.

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        ┌─────────────────────────────┐
        │   Canteen Quality and       │
        │   Hygiene Control           │
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Dressing Standard

Maintenance of Hygiene

Maintenance of Food Quality and Hygiene
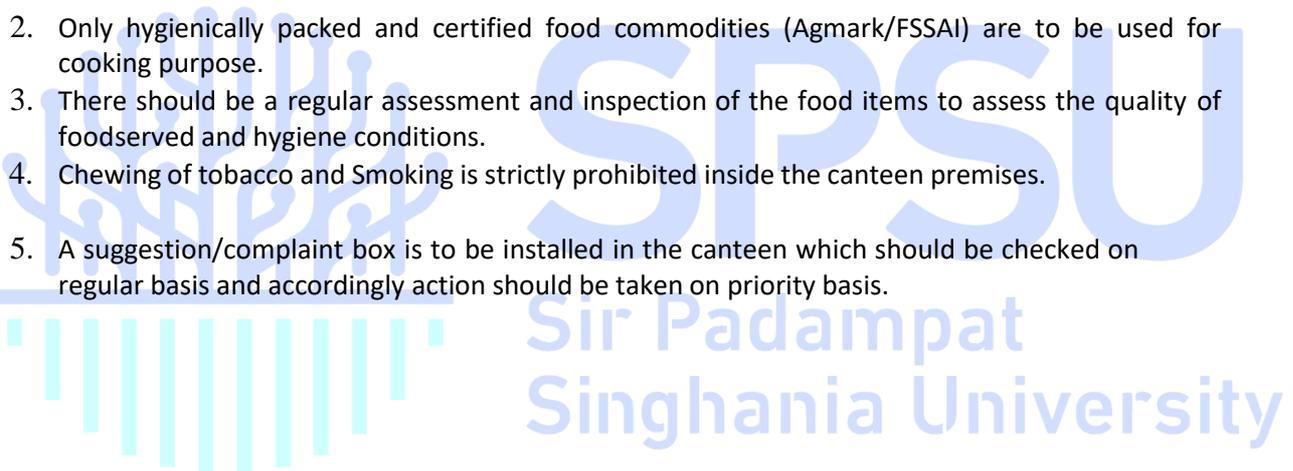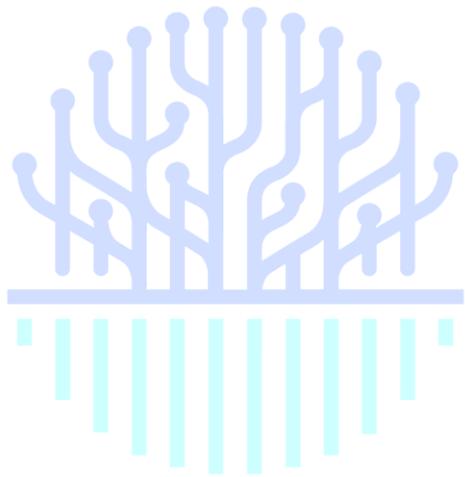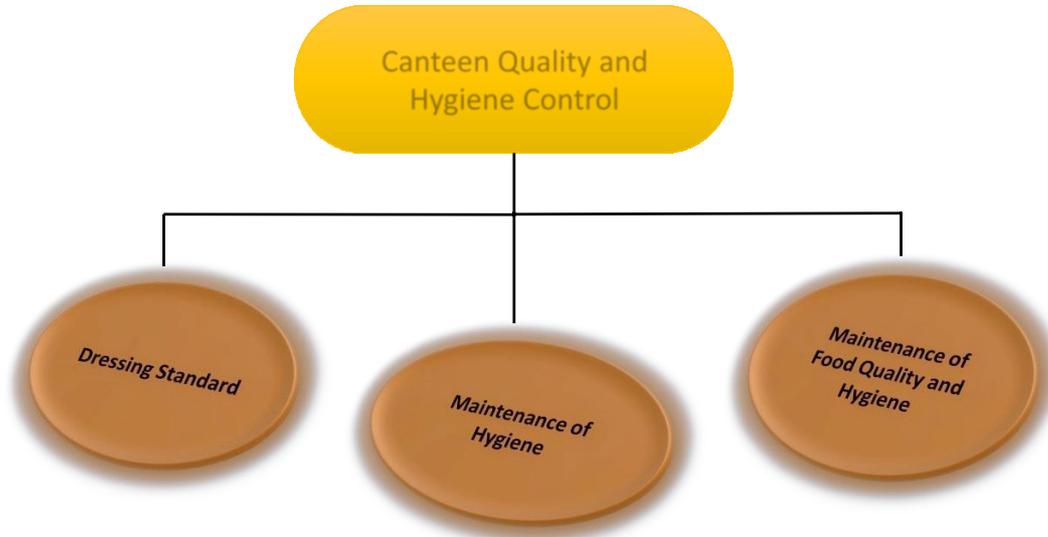
Guidelines for Operating School Buses

1.0   Purpose

These guidelines are to ensure that uniform procedure is followed by the schools under the umbrella of JK Cement Ltd. These guidelines will ensure smooth operations, safety and security of the students and staff travelling in the school bus.

2.0   Scope

These guidelines will be applicable to all operating school buses, whether company owned or hired through transport associate including the buses at SPSU.

3.0   References

These guidelines shall be adhered in line with the local district policy, if any amended from time to time, along with the Supreme Court of India's ruling on School Bus Safety and the guidelines issued by CBSE. The Schools in Rajasthan also must follow the recommendations as envisaged by the Bal Vahini Yojana of Govt. of Rajasthan.

4.0   Definitions: HOE (Head of Education), TI (Transport In-charge).

5.0   Distribution: Respective School Principals, Respective Transport In-charges all Locations.

6.0   Responsibility: School Principals at respective school are responsible for implementation of these guidelines with support of Administration and Transport In-charge.

7.0   Criteria: All the academic and non-academic staff coordination with Admin teams of respective schools.

8.0   CBSE Guidelines for School Bus:

8.1.   School buses must be painted yellow.
8.2.   The word "School Bus" must be written behind the vehicle.
8.3.   The Vehicle Registration Number must be painted in black and visible.
8.4.   The name of the school along with its contact details must be included on the vehicle.
8.5.   Buses must be affixed with GPS tracker, operational CCTV cameras, and speed monitors atall times.
8.6.   The school bus must be equipped with emergency alarm and siren.
8.7.   The seats inside the school bus must be made of non-combustible material.
8.8.   Every bus must have a First-Aid Kit and a fire extinguisher inside the vehicle.
8.9.   A well-trained Attendant is mandatory inside the school bus.
8.10.   At least two emergency exists are compulsory on a school bus.

9.0 CBSE School Bus Driver Rules:

9.1.   The bus driver must carry a valid Driver's License and an ID card issued by the school.
9.2.   The Diver must not exceed the speed limit beyond 40 Km/h.
9.3.   Must always wear uniform and seat belt while driving the vehicle.
9.4.   Strictly adhere not to smoke and not to drive under the influence of alcohol.
9.5.   The drivers must undergo medical and physical test every year.
9.6.   The management and the bus drivers must inspect the vehicles regularly and perform routine maintenance check-ups.

10.0 Exterior of the Bus:

10.1. Paint Colour- Yellow with school name on both sides.
10.2. On school buses "SCHOOL BUS" and on hired buses "ON SCHOOL DUTY" must be written on the front and back side.
10.3. Details of the Driver (name, address, license number, telephone number of school/owners, helpline number of transport department and registration number) shall be displayed at prominent places inside and outside of the bus

11.0 Interior of the Bus:

11.1 Horizontal grills with mesh wire on the windows.
11.2 Emergency exit doors must be installed.
11.3 Fitted with speed governors with maximum speed 40 Km/Hour.
11.4 Two fire extinguishers of ABC type of 5 Kg capacity with ISI mark, one in driver's cabin and second onenear the emergency exit door must be kept inside the bus.
11.5 There should be provision for proper racks to keep the school bags.
11.6 Seats must be of non-combustible materials.
11.7 Global Positioning System (GPS) and CCTV arrangement is compulsory and must always be kept inalways working condition.

12.0 Manpower in the Bus:

12.1 Designate one Transport In-charge, who will be entrusted with responsibility for the safety of children.Name and contact details of the Transport In-charge must be displayed outside and inside of the school bus.
12.2 Driver with valid driving license with five-year experience of driving heavy vehicles.
12.3 In addition to the driver, there shall be one conductor / helper.
12.4 Provision shall be made by school authority for one well trained lady guard.
12.5 Under no circumstances any outsider except driver, conductor / helper, lady guard shall be allowedto board the bus.
12.6 Khaki uniform will be worn by the bus staff.

13.0 Facilities in the Bus:

13.1 Must have a First Aid Box and drinking water.
13.2 Bus shall have an installed alarm bell and siren.

14.0 Permits:

14.1 Schools shall not own or hire any transport service which does not have a valid permit by the StateTransport Department.
14.2 There should be valid insurance of the bus as well as passengers in the bus as per "The Motor Vehicle Act 1988"
14.3 Yearly medical check-up of the driver by competent authority.
14.4 The driver who has been fined even once for the offence of over speed, driving dangerously or offences 279, 337, 338, 304A of the IPC or under POCSO Act 2012 cannot be employed.
14.5 The school bus shall be driven by a driver having a valid public service vehicle badge with a photograph issued by the State Transport Department.
14.6 In case of hired school buses, the school authority shall enter into a valid agreement with the owner/transporter and the driver of the school bus.
14.7 A record having details of the student ferried indicating the name, class, residential address, blood group, points of stoppage, route plan should always be kept ready and available with the conductor / Helper within the bus.
14.8 If the age of the students is below 12 years, the number of students carried shall not exceed1½

times the permitted seating capacity and the students above 12 years shall be treated as one person.

15.0 **Arrangements to be made by school authorities:**

15.1 The school authority must provide one mobile phone in each school bus so that in case of emergency, the driver /conductor can contact the Police, State Authority and the school authority.

15.2 Periodic feed-back from school children using school transport facility regarding driver / conductor be taken and records are to be maintained.

16.0 **Advisory to Parents:**

16.1 Parents are equally responsible for the safety of their children during school journeys.

16.2 Parents must ensure that the mode of transport arranged by the school or by themselves is absolutely safe for the children.

16.3 Parents must avoid using the transport services from vehicles which are not having a valid license / permit, to carry school children.

17.0 **Instructions as per Bal Vahini Scheme:** (as per ibid circular) With a view to providing safe, convenientand accessible vehicle arrangement to the students of educational institutions in

the cradle of office order number 23/2017 of the Principal Secretary and Transport Commissioner, Transport Department, Jaipur, issued from time to time under the Bal Vahini Scheme. In supersession of the order and its amendments, the following guidelines have be enissued by the Director of Secondary Education Rajasthan, Bikanervide circular number- Shivira-Madhya / I-S / Road Safety / 22418 / 2015-19/273, dated - 30.04.2019: -

18.0 Conditions for vehicles coming under Bal Vahini Scheme:

18.1   The colour of the school bus shall be golden yellow with "School Bus" written on the front andback. The contracted bus will have "On School Duty" written on the back and side of the van/cab with 150 mm. Golden yellow horizontal stripe of width "Bal Vahini" will be clearly marked. The auto rickshaw used for the transportation of students will have "On School Duty" written on the front and back in bold letters.

18.2   The name and phone number of the school will be compulsorily mentioned on the back of the bus/van/cab/auto so that in case of emergency or negligence by the driver, information can be given.

18.3   The driver's name, address, license number, wage number, vehicle owner's name and mobilenumber, child help line, traffic police and transport department helpline and vehicle registration number written in contrast colour will be clearly displayed inside the bus. Whenthe driver is changed, his details will be changed.

18.4   The driver of Auto / Van / Cab / Bus operated under this scheme should have 5 years' experience of driving vehicle of the same category and should have a valid driving license of at least 5 years old.

School Bus Driver Identity Card	
Photo with Institution's Seal.	Identity Card Number_____
	Driver's Name: _____
	Date of Birth: _____
	Driving License Number and Class:_____
	Validity of DL:_____

Details at the Back of Identity Card
Address of Driver:_____
Mobile Number: _____
Blood Group:_____
Issuing Date:_____

18.0 Preference should be given to safer vehicles like Bus/Van/Cab instead of Auto.

18.1 Details must be maintained as per following Format:

S. No	Type of Vehicle and Model	Registration Number and Seating Capacity	Vehicle Owners Name and Mob Number	Bus Driver's Name Address and Mob No.	Date of Joining of Driver	Bus Driver's Driving License No., Issue Date and Validity	Bus Conductor's Name Address and Mob No. and License Number	Details of the Bus Route	Bus Agreement date with the Education Institute	Fitness Date of Bus

18.2 The seating capacity of the vehicles operated under the Bal Vahini scheme shall not exceed one and a half times of the prescribed capacity as per the decision of the Hon'ble Supreme Court, which is specified in the certificate of registration.

18.3 For the safety of the children in the auto, the left side (at the ascent/descending gate) will be closed with an iron mesh.

18.4 In case of accident and emergency, first aid box and fire extinguisher should be installed compulsorily in the van / cab / bus / auto of the educational institution for the students.

18.5   The vehicle will have a rack to keep water bottles and school bags.

18.6 The driver in the van / bus / cab shall compulsorily drive the vehicle by wearing seat belt as per rules.

18.7 Children will not be transported in the driver's seat in autos.

18.8 Children below the age of 14 years shall not be transported in the van/bus/cab seat next to the driver.

18.9 Bal Vahini vehicle driver/conductor will wear khaki uniform as per rules.

18.10 In Auto/Bus/Van/Cab compulsorily equipped with GPS, the logging number and code will be made available to the school administration so that can be monitored by the school administration.

The vehicles operated under this scheme will be maintained properly. Such vehicles will fully comply with the provisions mentioned in the Motor Vehicle Rules, such as fitness, insurance, driving license, pollution certificate, registration certificate will be mandatory.

18.0 Under this scheme, the owner of the vehicle will have to obtain a certificate from the headmaster of the concerned school to the effect that his vehicle is contracted in the work of transporting the studentsof that school to the school.

18.1 If the driver has more than one challan for offenses like red light violation, speeding and dangerous driving, drunken driving, talking on mobile phone while driving, then he will be removed.

18.2 The bus will have an operator to assist the students in getting on and off.

18.3 The driver and operator will have to drive the vehicle wearing the prescribed uniform.

18.4 The window bars shall be fixed in such a manner that their distance at a given point is 200mm in the vertical direction.

18.5 At least once in two years, it will be necessary to conduct training of road safety and life- giving process of Bal Vahini drivers and medical check-up (eye and health check-up) once.

18.6 There should be proper arrangement of door lock in Bal Vahini vehicles. Such training will be conducted by Road Safety Cell, Transport Department.

18.7 According to the order number 6715 of the Transport Department dated 31.03.2016, order number 10/2016, speed governors should be made compulsorily in Bal Vahini vehicles and its functionality should be ensured.

18.8 According to the traffic plan/arrangement issued by the school by the Bal Vahini driver, actionwill be taken to get the students safely inside the school.

18.9 No separate tax will be payable in case the vehicles operated under Bal Vahini scheme are used forthis purpose.

18.10 Vehicles operated under this scheme will be free to obtain permits of any other category. If thisvehicle is covered by any other category of permit, then tax will be payable for it as per rules.

18.11 Omni buses operated as stage carriages and contract carriages will have to obtain separate authorization from the regional transport authority to operate as student corps. The conditions specified under clauses (iii) to (ix) of sub-rule (4A) of rule 5.19 will be added to the license issued earlier by the authority on the application of the licensee as per rules.

Name and Phone Number of Education Institute:							
Vehicle Registration Number:							
Name, Address and Mobile No. of the Bus Driver:							
Identity no of the Driver and Issuing date by Institute:							
S. No	Name of Student and Age	Class	Parent's Name and Mobile Number	Address	Blood Group of Student and Medical History (if any)	Any other details	Photo

Sr. No	Complaint Date	Name of the Complainant	Details of the Complaint	Details of Resolution	Date of Resolution

19.0   The Guidelines are a broad outline to ensure maximum safety to our students and make sure that the statutory compliances are met wherever applicable. It is our endeavor to create the safest commuting experience to the students.
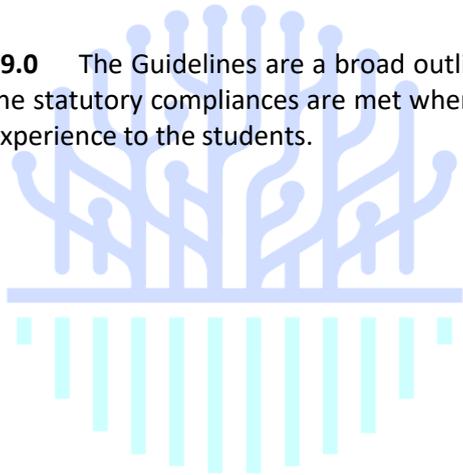
<center>**Infrastructure- Maintenance**</center>

Lab Equipment's

Stage I: Listing of Faulty Instruments

    i.   A list of faulty instruments shall be made.

   ii.   It should be entered in the department register assigned for the same.

Stage II: Request for Repair

    i.   Teacher-in-charge or Department Committee shall formulate the estimate for instruments that require repair.

   ii.   The repair budget thus made shall be submitted to the college office.

  iii.   As per the funds available, Department Committee will take the permission of the President SPSU Udaipur for the repair of instruments.

  iv.   The order shall be placed for repair or quotations can be invited whatever deemed fit by theauthorities.

   v.   The receipt of items given for repair to the vendor will be collected.

Stage III: Verification of the Bills and Payment

    i.   The repaired items must be thoroughly checked by the faculty.

   ii.   The names of repaired items once found up to the satisfaction should be struck off the register.

  iii.   Once the items repaired have been checked and found to be in good working condition, the billsare to be submitted to the account section for making the payment to the vendor.

Building/Institution Maintenance

Stage I: Submission of the Requirements to Caretaker

    i.   All departments will submit their maintenance requirements to the caretaker.

   ii.   The caretaker will place the requirement lists before the Building/Institution Maintenance Committee.

Stage II: Applying to PWD

    i.   The Institution Maintenance Committee will prepare its recommendation list regarding the requirements submitted to it.
The Committee will submit its recommendations to the President.

   ii.   Once the approval is obtained, the recommendations will be submitted to the PWD.
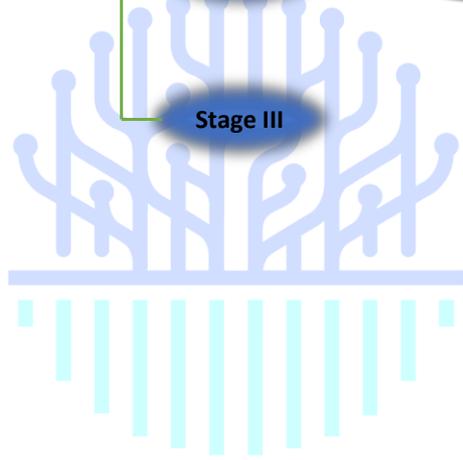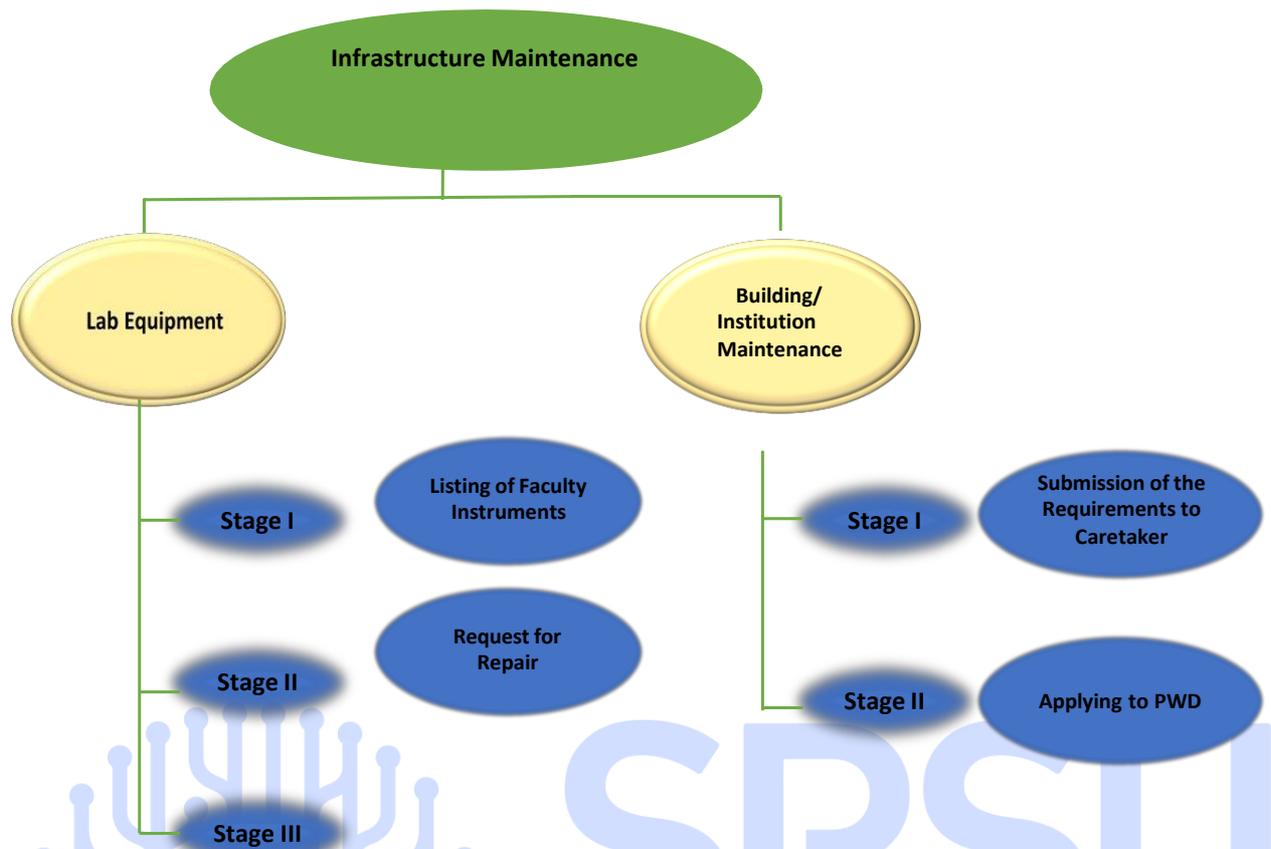
Maintenance of Garden

STEP 1: Proper Care of Plants/Trees

1. Plants and lawns of the college should be watered on regular basis.

2. All the lawns of the college are to be mowed and sweep up regularly.

3. Trees and plants/shrubs in the college premises are to be pruned as and when required.

4. After cleaning of the garden, the waste is to be kept at a designated place to be removed by municipal authorities.

5. Seasonal flowers should be planted from time to time.

STEP 2: Lawn Care and Signage in Garden

1. Students should be discouraged from playing and eating in the lawns.

2. Benches in the lawns should be cleaned properly on regular basis.

3. There should be proper signage of Trees and Plants.

Maintenance of Garden

Proper care of Plants/Trees

Lawn care and signage in Garden
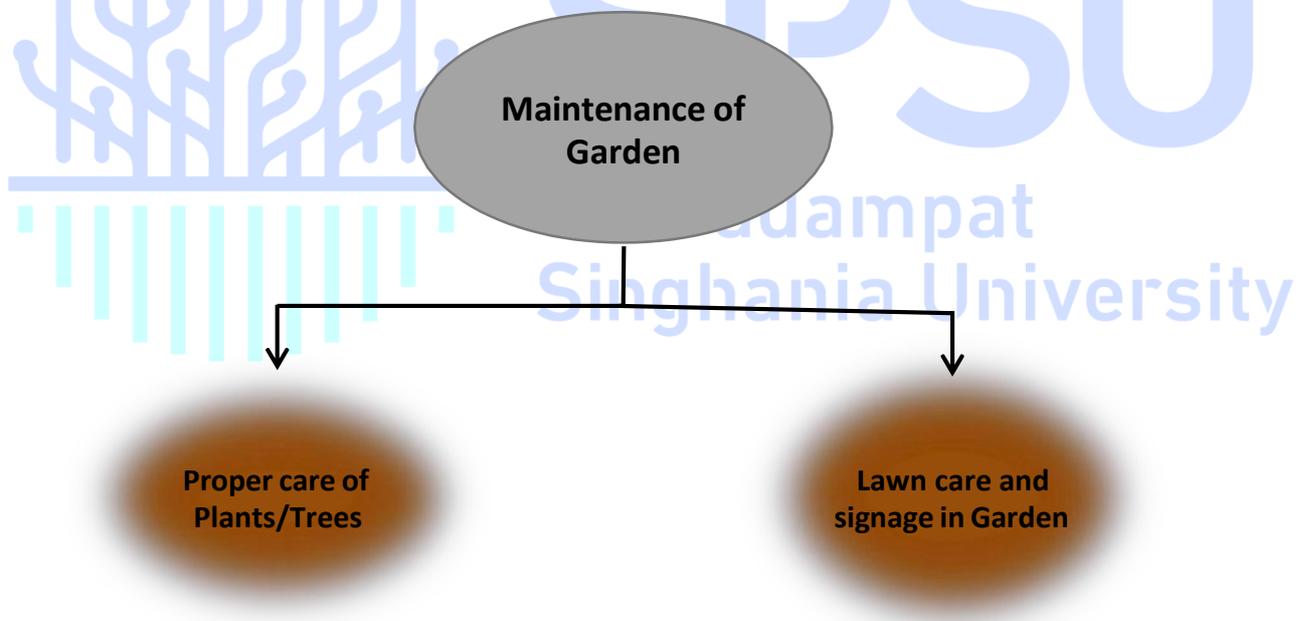
Prevention, Prohibition and Redressal of Sexual Harassment of Employees and Students

Objective

SPSU strives to provide and promote a safe workplace for all of its employees and students at the university. The Policy for Prevention, Prohibition and Redressal of Sexual Harassment of Employees and Students is framed to meet the requirements of 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013' and to extend the applicability of the provisions of the Act to all employees and students of the university. This policy complies with the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of all sexes, men, women & transgenders and studentsin Higher Educational Institutions) Regulations, 2015.

Aim

- Create awareness among all employees of the university

- Prohibit the unwelcome behavior that constitutes workplace sexual harassment or acts amounting to sexual harassment of any employee at the university

- Ensure that all individuals are treated with equal respect and no discriminatory treatment is meted out to anyone on grounds of gender alone

- Provide unbiased yet empathetic redress process

Sexual Harassment

Sexual harassment of women at workplace (prevention, prohibition & redressal) Act 2013commonly known as the PoSH Act) in its Section 2n, defines sexual harassment and includes -

- Physical contact and advances, or

- A demand or request for sexual favours, or

- Making sexually colored remarks, or

- Showing pornography, or

Any other unwelcome physical, verbal, non-verbal conduct of sexual nature Section 3 (2)of the Act further elaborates that if any of the following circumstances occurs or is present in relation to or connected with any act or behavior of sexual harassment among other circumstances, it may amount to sexual harassment-

- Implied or explicit promise of preferential treatment as quid pro quo for sexual favors, or
- Implied or explicit threat of detrimental treatment in the conduct of work, or
- Implied or explicit threat about her present or future employment status, or

compliance with this has an Internal Complaints Committee and it shall have the following composition -

- Chairperson who shall be a woman employed at a senior level at the university
- Not less than two teaching employees and two non-teaching employees
- Not less than three students, who shall be enrolled at the undergraduate, post graduate andresearch scholar levels respectively
- One member from amongst non-governmental organizations or associations committed tothe cause of women or a person familiar with the issues relating to sexual harassment
- At least one-half of the total members shall be women.
- The term of office of the members of the ICC will be for a period of three years from the dateof appointment
- One-third of the members of the ICC may change every year.
- At any given time during the conduct of the inquiry, a minimum of three members of the ICC must be present, which must include the Chairperson.
- Interference with work or creating an intimidating or offensive or hostile work environment, or
- Humiliating treatment likely to affect the health, safety and dignity
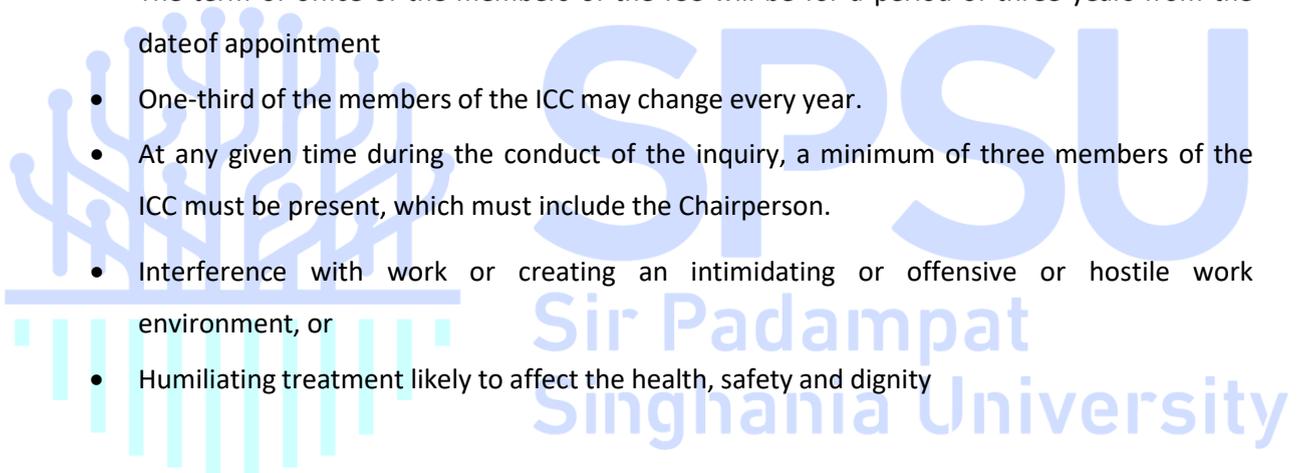
Forms of Sexual Harassment at Workplace

Sexual Harassment has traditionally been divided into two well-known forms: -

- Quid pro Quo
- Hostile Work Environment

Quid Pro Quo literally means 'this for that'. Applying this to sexual harassment, it means seeking sexual favours or advances in exchange for work benefits such as promises of promotion, higher pay, academic advancements etc. This type of sexual harassment mostly holds a woman to ransom as her refusal to comply with a 'request' can be met with retaliatory action such as dismissal, demotion, memos, tarnished work record and difficult work conditions.

Hostile work environment is a less clear yet more pervasive form of sexual harassment. It commonly involves conditions of work or behaviour towards a female worker, which make it unbearable for her to be there. While the worker is never promised or denied anything in this context, unwelcome sexual harassment occurs simply because she is a woman.

Instances of Sexual Harassment include -

a) Derogatory comments of sexual nature or based on gender;

b) Presence of sexual visual material or pornographic material such as posters, cartoons, drawings, calendars, pinups, pictures, computer programs of sexual nature;

c) Written material that is sexual in nature, such as notes or e-mail containing sexual comments;

d) Comments about clothing, personal behaviour, or a person's body;

e) Patting, stroking grabbing or pinching one's body;

f) Obscene phone calls;

g) Telling lies or spreading rumours about a person's personal or sex life;

h) Rape or attempted rape and so on.

Internal Complaints Committee

- The Sexual Harassment of women in the Workplace (Prevention, Prohibition and Redressal)
- Act 2013 has developed a grievance procedure in the form of a grievance redressal forum

called the Internal Complaints Committee or ICC. SPSU also in compliance with this has an Internal Complaints Committee and it shall have the following composition -

- Chairperson who shall be a woman employed at a senior level at the university
- Not less than two teaching employees and two non-teaching employees
- Not less than three students, who shall be enrolled at the undergraduate, postgraduate and research scholar levels respectively
- One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment
- At least one-half of the total members shall be women.
- The term of office of the members of the ICC will be for a period of three years from the date of appointment
- One-third of the members of the ICC may change every year.
- At any given time during the conduct of the inquiry, a minimum of three members of the ICCmust be present, which must include the Chairperson.

Procedure for conducting an inquiry

The ICC shall, upon receipt of a complaint, send one copy to the person against whom the complaint is made (Respondent) within a period of seven days of such receipt.

1. Upon receipt of a complaint, the ICC must proceed to make an inquiry to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant.

2. The inquiry must be completed within 90 days and a final report submitted to the Employer within ten days thereafter. Such a report will also be made available to the parties concerned. The Employer is obliged to act on the recommendations within 60 days. Any person not satisfied with the findings or recommendations of the Complaints Committee or non- implementation of the recommendations, may appeal in an appropriate court or tribunal

3. If the Respondent is found guilty by ICC, the employer shall take appropriate action against the Respondent as per the internal policies within 60 days of receipt of the Inquiry Report. While taking action against the Respondent, recommendations made by the ICC in its Inquiry Report shall also be taken into consideration.

4. Where both the parties are employees, the parties during the course of the inquiry shall be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

5. The employer shall implement the recommendations made by the ICC and send the report of such implementation to the ICC. The report of the ICC is in the nature of recommendations to

the employer. It is the employer which takes "action" (in the nature of punishment) on the said recommendations.

6. If the ICC arrives at the conclusion that the allegation against the respondent has not been proved, it will recommend to the employer that no action is required to be taken.

7. If either the complainant or the respondent fail to appear without sufficient cause, for three consecutive hearings, the committee has the power to terminate the proceedings or give an ex- parte decision on the complaint. Before passing such an order, however, the ICC is required to give fifteen days' notice in writing to the party(ies) concerned.

8. Confidentiality - As per Section 16 of the Sexual Harassment Act of 2013 the identity and addresses of the aggrieved woman, respondent and the witness, information relating to conciliation and inquiry proceedings, recommendations of the committee, and action taken by the employer are confidential and not to be published.

Interim Redressal

During the pendency of the inquiry of the ICC, on a written request by the aggrieved woman, the ICC can recommend the following to the employer -

- Grant leave to the aggrieved woman up to a period of 3 months, (This leave is in addition to the leave that she is otherwise entitled), or
- Restrain the respondent from reporting on the work performance of the aggrieved woman, or from writing her confidential report, and assigning the said task to another officer; or
- Restrain the respondent from supervising the academic activity of the aggrieved woman;
- Take strict measures to provide an environment of safety and protection to the complainant against retaliation and victimization as a consequence of making a complaint of sexual harassment.

Disciplinary Action

If the ICC arrives at the conclusion that the allegation against the respondent has been proved, it will recommend the following, if the respondent is an employee of the University:

i) To take action for sexual harassment as a misconduct in accordance with the provisions of the service rule applicable to the respondent which may include one or more of the following (according to the severity of the offense):

- A written apology;

- A warning;

- Reprimand or censure;

- Withholding of pay rise or increments;

- Termination from service;

- Counselling

ii) Where the **respondent is a student**, depending upon the severity of the offence, the university may

- Withhold privileges of the student such as access to the library, hostel, transportation, scholarships, mess, etc.

- suspend or restrict entry into the campus for a specific period

- expel from the institution, including denial of readmission, if the offence so warrants

if the respondent is a repeated offender, the University shall take cognizance of this in deciding on the nature and quantum of punishment

Action against frivolous complaint

If the ICC arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer to take action against the woman or the person who has made the complaint. However, mere inability to substantiate a complaint or provide adequate proof will attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry conducted, in accordance with the procedure prescribed, before any action is recommended.

Amendments

These rules may be amended from time to time on the basis of revisions in other applicable laws, rules and regulations by the Government. Rules may also be amended on the basis of feedback from stakeholders of the university.

Library Operation Procedure

1.1. Introduction

The SPSU Central Library supports the teaching and learning activities of the University by facilitating the acquisition, organization and dissemination of knowledge resources. It is fully automated and is a collection of latest and most up-to-date resources which include books, journals, online archives, theses etc. The collections pertain to various fields of engineering, management and allied subjects. Library services are open access to all library users. The library is completely automated using ERP-Library software.

The Central Library has always been striving hard to meet the expectations of its users. The operating procedure touches all the important functional modules of the library and presents a clear policy on how the activities of the library such as collection development, provision of information services and other academic support facilities are managed.

1.2. Library Operation Manual

It is a source of information, a constitution which lists out all sections and their functions, procedures and policies within the library. It is a source that library staff will consult whenever there is any confusion about any function or procedure. Lot of efforts go into the preparation of the manual. It goes through a series of meetings with all stake holders where the procedures and functions and policies are deliberated in detail, over and again to draft the final policy. Hence, a Library Manual goes through a validation process before it is finally accepted as a policy document.

1.3. Role of the Library

Library plays a very critical role in supporting the academic programmes of the university. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments. That is why, Dr. S.R. Ranganathan, the father of library science in India has famously said that the Libraries are the trinity of learning resources for faculty, students and the library Staff.
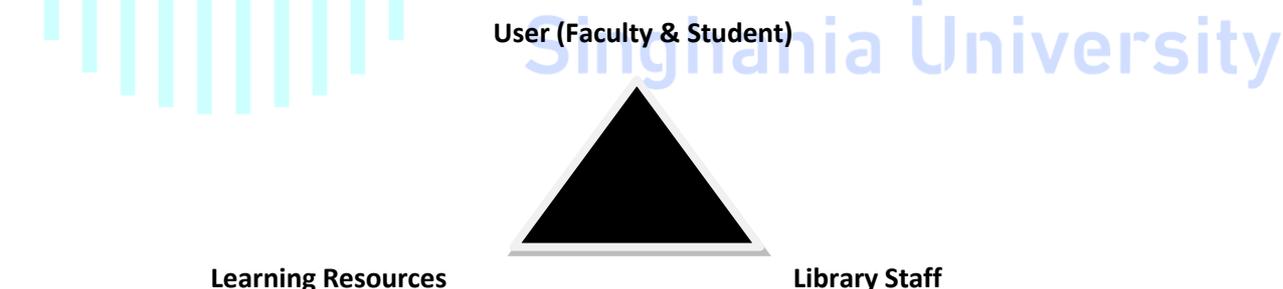
Figure 1: Libraries are the trinity of learning resources

CENTRAL LIBRARY

WORK FLOW CHART:
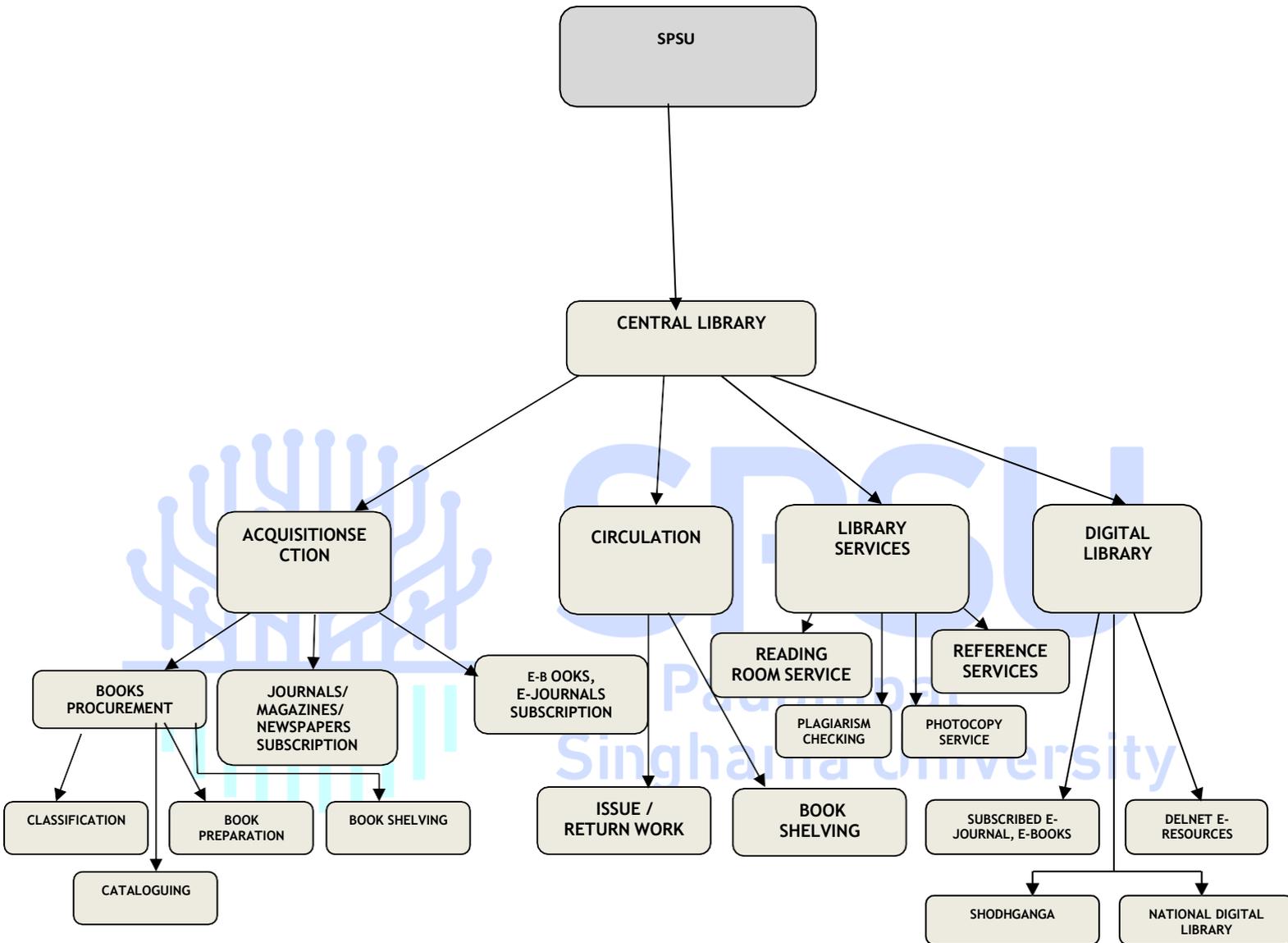
1.4. Library Advisory Committee

The Library Advisory Committee (LAC) plays an advisory role in relation to the Library on matters of general policy, planning, collection development and objectives in support of the teaching, learning, research and community-building needs of the University. The main objective of this committee is to aid in the establishment a bridge between the Library and the academic fraternity and the management. The following members are the constituted representatives of the LAC.

• Chairperson: Dean, School of Engineering is the chairperson of LAC.
• Members: Department wise faculty member.
• Secretary: Librarian is the secretary of LAC.
Terms and Reference of the committee:
- To frame the policy of the library for effective and proper utilization of the library facilities.
- Finalize the list of books, e-books, journals, e-journals, magazines & newspapers, etc.
- To suggest measures to overcome the problems being faced by the library users and make the library users friendly.
- To recommend allocation of funds to different departments for purchase of books, and journals, etc.
- To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, digital library, etc. and to direct the library in their adoption.
- Evaluate the suggestions made by the library users.
- To monitor the activates of the library and suggest measures to improve its functioning**.**

Annexure-1 latest order of reconstitution of Library Advisory Committee, dated:12 Jan.2024.
Annexure-2 order of reconstitution of Library Advisory Committee, dated: 05 May, 2014.

1.5. Library Rules

General Library Rules and Regulations: -

➢ To enroll as library member, new students / faculty / staff shall fill the library membership form and submit it to the Librarian. The forms are available in the library.

➢ Every student must carry the identity card for enter in to the library.

➢ There is a computer along with a scanner at the entrance of the library. All students have to scanned their ID card at the time of entry and exit.

➢ Without ID card no reading materials will be issued.

➢ All the readers are required to maintain discipline / silence in the Library and should not disturb others.

➢ Switch off your mobile phone inside the library.

➢ Talking, eating, chewing, drinking and using mobile phone, playing games in mobile phone, using of Laptop for non-academic purposes are not permitted within the library.

- Do not move library chairs and tables from their original position.

- The students are expected to behave with decency and decorum of the library.

- The Library users must be in formal dress.

- Upon any infringement of the library rules members shall forfeit the privileges of membership of the library and they shall not be allowed to enter the library.

- The library is not a place for recreation or personal discussion.

- Each student is entitled to borrow 4 books for 14 days only. Overdue books will be charged a stipulated fine of Rs. 25/- per day. Date of return (due-date) will mention on the due-date-slip pasted in the books at the time of issuing. All students are advised to return the books on or before the due date.

- Books once lent out of the library should not be carried back into the library before return the same at Circulation Counter.

- Members with long over dues will lose their library membership.

- Reference books, latest periodicals, newspapers are not allowed to issued.

- The members are requested not to misplace the books from one place to another, they shall leave the books on the reference tables after consulting; the library staff replaces the books to their respective place.

- Personal belongings are not allowed to be taken inside the library. Such belongings are to be kept at the property counter placed outside of the library.

- The students caught tearing pages, stealing of books, marking or underlining, or in any way disfiguring and mutilating books, a serious action will be taken against them.

- Before leaving the library, the students must show their documents to the library staff at the checking counter. Students should ensure that they carry only those books that are duly issued on their names, otherwise disciplinary action will be taken against them.

- In case of loss of books by the borrower, he/she shall replace the same book. Otherwise the borrower has to pay the cost of the book along with fine.

If the book borrowed is a part of a set or volumes and the same is damaged or lost, the borrower concerned shall be liable to replace the whole set.

2. Acquisition Section

2.1. Introduction

Library acquisitions are the section of a library responsible for the selection and purchase of reading materials like books, journals/magazines, newspapers, e-books, e-journals, etc. The acquisition section may select vendors, negotiate pricing, arrange for orders, and select individual titles or resources. Procurement of learning resources are the major area of acquisition section.

2.2. Library Budget

Library budget means financial allocation fund for purchase of general library resources (books, journals, magazines, e-journals, e-books, newspapers) for the growth of relevant and adequate resource collection to provide access to information resources. SPSU is sanctioning the annual budget to purchase reading materials for the library.

2.3. Procurement of Learning Resources

Procurement of learning resource constitutes the primary responsibility of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. Whether it's a book, journal or an online database, any learning resource that gets added goes through a rigorous selection

2.4. Procurement of Books

   a) Faculty members will recommend books to the library for their courses. The Librarian is forwarding the request through email to submit the required list of books before the commencement of the semester and the faculty can also forward their request any time if required.
   b) Each department has a Library Advisory Committee member who is responsible for collecting the list of books/journals recommended by its faculty members through the respective HOD and submitting it to the Librarian for purchase process.
   c) All lists of recommended books will be approved through the library advisory committee and final approval of Vice Chancellor & President, SPSU is required.
   d) The ordering can be done through librarian or purchase committee with standard terms and conditions.
   e) Selection of Vendors based on their delivery performance like response to the queries, speed of supply, adherence to the terms and conditions, discounts etc.
   f) Updating of vendors from time to time based on their performance is a continuous activity.

2.4.1. Terms and conditions for Supply of books

   a) Supply of publications at current catalogue prices.
   b) Foreign Exchange rates to be charged according to Good Offices Committee Report Rates (GOC).
   c) Discount structure as per submitted price quotations & approved by the management.
   d) Books to be delivered at the University Campus at the earliest after receiving of the purchase order with duplicate copy of bills.
   e) Only latest edition of the books to be delivered.
   f) If prices are not printed on the book, provide the price proof as copy of publisher's catalogue.
   g) 100 % payment will be released within one month after delivery of the books.
   h) In case of foreign publications, supply the Indian low-priced books (if available).

i)   If any physical defect is finding out in the book at this end, the supplier will have to replace it by a good copy with his cost.

2.4.2. Acquisition Process

2.4.2.1. Initiation of Acquisition:

- Receiving recommendations.
- Find out the exact details of the title recommended.
- Duplicate checking with the library stock.
- Correspond with suppliers/vendors for availability status/price quotations etc.
- Put up for approval process.
- Prepare and issue purchase orders.

2.4.2.2. Invoice Processing:

- Receive books from suppliers.
- Bills and books are checked and entered at the main gate.
- Received books crosschecking with purchase orders.
- Price proof verification of supplied books.
- If prices are increased, a supplementary approval is required along with the price proof.

2.4.2.3. Processing of Books:

2.4.2.3.1. Accessioning

- Enter the details of the invoice and books in accession register and also in library software.
- Assign accession number to each book.
- Invoice details are entered in the bill register.
- Maintaining a bill file with duplicate copy of bill.
- Invoice forward to the accounts department for payment.

2.4.2.3.2. Classifying

- Each book classifies as per the Dewey Decimal Classification (DDC) Schedule.
- Assign Book Numbers

2.4.2.3.3. Cataloguing

- Bibliographic detail of each book is entered into cataloguing module database in Library software.
- Assigning Keywords.

2.4.2.3.4. Book preparation

- **Stamping** – Library stamp put on back of title page, on secret page, on the last page, & three sides of the books.

- **Labeling & Pasting** – Pasting of bar code label on the front cover page and spine label on the spine of the book and laminate it with cello tape. A due date slip is also pasted on the last page of the book, which are used for check out / check in purposes.
- Send the completely ready books to new arrivals racks.
- **New arrivals information** sending to faculties through e-mail and display on library notice board.

2.4.2.4. Vendor Follow Up:
- Reminders to suppliers for titles not supplied.
- After checking the inability of the supplier, redirecting the order to another supplier.

2.5. Subscriptions of Periodicals (Journals/Magazines)

a) Faculty members are recommending the journals/magazines/newspapers for the library through their HoD and respective Dean. The Librarian is forwarding the request through email to submit the required list of books/journals before the commencement of the semester and the faculty can also forward their request any time if required.

b) After receiving the recommendations, proforma invoice are to collect from the vendors / publishers.

c) The invoices/bills and documentary proofs be duly scrutinized by library for the approval.

d) All lists of recommended journal will be approved through the library advisory committee and final approval of Vice Chancellor & President, SPSU is required.

e) The periodicals approval is forward to accounts department for making of advance payment. (Generally, periodicals payments are made in advance).

f) After receiving the payment (DD/Cheque/online) from accounts department, subscription order will be placed to concerned vendor with payment details.

g) A proper Bill Register has been maintained to record all the payments made as well as registering in library software.

h) Record of receipts of the periodical issues maintaining both in periodical record register &in library software.

i) After receiving the periodical, each periodical stamped with library seal & display on proper journal rack.

2.6. Newspapers: Daily subscribed newspapers have been entered in specified excel sheet for record keeping. The monthly bill submitted by the vendor is verified with the received status and forward to the accounts for payment. Photocopy of the monthly newspaper bill is to be kept in the bill file.

- Old newspapers have been disposed on time to time through Admin department and the collected amount deposited in accounts department. At the time of disposal, library has keeping at least latest two months newspaper for any requirement of news if any.

2.7. E-Resources (E-Books, E-Journals, Database) subscription
E-Resource subscription processes are same as per print journal subscriptions.

i.   E-journal database are the resources available in electronic form and one can have virtual access to these.

ii. Subscription processes of these resources are same as periodical subscriptions.

3.1 Introduction

Circulation Section handles the front desk operations of the library and is very important because it is the first contact point for users of the library. Efficient functioning circulation desk leaves a lasting impression on the user. Major Activities of this area are:

a) Registration of new members and issue of barcode tag for pasting on the back side of their ID cards. A library membership form requires to fill-up by the new members.
b) Operation of "Circulation Module" is functioning through Library Management Software TLSS & in manually also.
c) Attending the Users' query for effective interpretation of library rules and regulations.
d) Sending reminders to the users those who have not returned their books in due date.
e) Correspondence and verification of no-dues certificates.
f) Assisting the users for accessing OPAC module and Reference.

3.2 Issue/Return procedure

Issue/Return of library materials is the routine operation of the library. Library has maintaining open access systems for the users. Proper sequence of activities to be followed to issue and receive the library books is defined as follows:

3.2.1. While Issuing Book

- Users search their desired books through "online public access catalogue" (opac), then goes to the rack for pick up and come to the circulation counter for issuing along with own ID card.
- The concerned library personnel physically glance the book conditions for if any damage.
- The user will issue the book against showing his/her ID card. For record keeping of the student and book detail, required information will entering the issue/return register, as well as in library software.
- After completion of the process, discharge the issued book to concerned user with a gate pass slip.
- At the gate, library personnel will verify the book with gate pass slip and hand over the book to the users.

3.2.2. While returning the books

- The concerned library personnel physically glance the book for if any damage.
- Check the due date for necessary action.
- Cancel the entries in the due date slip, in the issue/return register as well as in library software from the user's account.
- Send the returned books to stack for shelving

3.2.3. <u>Books borrowing entitlements for Students, faculty and staff.</u>

The following are the issue criteria of books borrowing:

Category of User	General Shelf Books	
	No. Of Books	**Issue Period**
Students	04 Books	14 Days.
Teaching Staff	10 Books	30 Days
Ph.D. Scholars	05 Books	30 Days
Non-Teaching Staff	2 Books	14 Days

3.2.4. Documents that can be borrowed:

3.2.4.1. Books that can be borrowed:

- Books from the Text book shelf can be borrowed.
- Reference Books can be borrowed only for a day on overnight basis.
- Old Journals and Magazines can be borrowed for one day.

3.2.4.2. Renewals/Reservations and Over Due/Fines

- Books can be renewed for another term of 14 days if there is no demand for the same book. The renewal must be made on or before the due date.
- There will be an overdue charge of Rs.25/- per day per book for students.

3.2.4.3. Loss or Mutilation of documents by Students

- Library materials are to be handled with care.
- If a book is lost or mutilated beyond usable condition, then the book has to be replaced with the same book or the cost of the book has to be paid to the library.

3.2.5. Inter Library Loan Facility

The Central Library is the institutional member of DELNET. If any articles required by library users, which are not

available here, the copy of the article will be collected from DELNET and deliver to the library users. The DELNET URL is

:http://delnet.nic.in..

4. Stack Room /Display Area Management

4.1. Introduction

Collection Organization plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. Presently, the learning resources are stacked/displayed in the following categories:

- General Stack Area For text books
- Reference Section (One copy of each individual titles, Dictionaries, Manuals, etc)
- Periodicals (Journal/Magazine) Display Racks.
- Newspaper Display Area

It is essential that all efforts are carried out by the library for pleasant display and quick retrieval of books/journals by the users. Library must ensure that:

- All the books removed from the stacks are replaced back in their shelves immediately by the library personnel.
- Regularly, library personnel verify the shelf call nos., to look for misplaced books.
- Books reported untraced by users be traced in the quickest possible time by the library staff.
- The books stack has been properly labeled with subject guides and Class Number Guides.
- The Periodical display rack has been arranged and labeled alphabetically.

4.2. Book Binding: The damaged books are binding on time to time for increase the durability for long term preservation, as well as making easier to use.

4.3. Stock Verification:

Physical verification of the library stocks has to be carried out at least once in a year during summer vacation for identifying the damaged books that needs repair / binding etc. and the missing books if any.

4.4. Theft/Misuse of Library resources

- The theft or abuse of Library resources like books, journal issues, reports, and dissertations will be viewed very seriously.
- Each case will be examined to ascertain its genuineness and the matter will be reported to the SPSU disciplinary committee for further action.

5. Library Services

5.1 Library Timings

Library Timings are as follows:

Monday- Friday   9.30 a.m. to 7:00 p.m.
Saturday – Sunday   9.30 a.m. to 5.30 p.m.
(Library will be opened Saturday & Sunday during examination time only)

Issue/Return Timings
Monday- Friday   9.30 a.m. to 6.00 p.m.

5.2 Holidays
Library remains closed on University's Holidays.

5.3. Reading Room Service

The reading room is available to users with furniture and Wi-Fi connectivity during entire library hours.

5.4 Reference Service
During library hours users can use the library resources like, books, journals, online journals, magazines, newspapers etc.

Users can also contact library personnel on duty for any assistance.

5.5. Online Public Access Catalogue (OPAC)

Library user can visualize the bibliographic details of books and their availability status in the library. There is a dedicated system for using OPAC in the library.

Link: https://spsu.servergi.com:8071/OPACSPSU/#/search/basic

5.6. Photocopying Services

There is a photocopying machine at the outside of the library. User can take photocopy on payment basis.

5.7. **Plagiarism Services**. Plagiarism Services is provided through Inflibnet, Govt. of India. Drillbit Software is providing through Inflibnet.

5.8. **News clipping Services.** News clipping services are provided by the library. The library circulates the news clippings through the email, and maintaining the hardcopies in the file.

6. Digital library

Introduction

6.1. IT facilitates to access Electronic Information Services that the information needs of our Students, Research Scholars, and Faculty members.

6.2. Digital Resources:

6.2.1 Subscribed Resources: Subscribed e-resources like, e-journals, e-books can be used through the digital library.

6.2.2. DELNET: DELNET e-resources are accessible through DELNET link**: https://discovery1.delnet.in.** SPSU Central Library is an institutional member of DELNET.

6.2.3. NDL: The SPSU Central Library has access to NDLI portal, which is a virtual knowledge container with a wealth of learning resources for the students and learners across geographical and cultural boundaries education in India is on the cusp of a paradigm shift.

6.2.4. SHODHGANGA: "Shodhganga" is the name coined to denote digital repository of Indian Electronic Theses and Dissertations set-up by the INFLIBNET Centre. SPSU has signed MoU with Shodhganga to upload SPSU awarded thesis**.**

6.2.5. Non-Book Materials (CDs/VCDs/DVDs):

A collection of non-book materials such as CD-ROMS / DVDs etc. is being maintained at the circulation counter and enlisted in a computer file (MS-Excel). These materials are open to all our Library users.

7. Physical Ambiences

7.1. Cleanliness:

Library is a central resource department that is the backbone of all academic programmes of the university. Students and faculty would be spending their considerable time in library premises pursuing their research and studies. Hence it is very much essential that library has a checking system in place to monitor the cleanliness and hygiene of the library premises like regular sweeping, cleaning and mopping of all floors, and washrooms.

7.2. Electricity, Water and Ventilation

Library will ensure that these essential things are working at all times and users would not be put to any inconvenience.

7.3. Managing the Performance of Library team

SPSU library is managed by a professionally qualified and competent team. It is suggested that the performance of the team can be optimized by taking the following measures.

7.4. Clearly defined Job Descriptions at all levels

Each member of the library team shall have a clearly defined, unambiguous job description that facilitates and gels with the library's and then University's Mission and Vision Statements. The organization chart with a clear reporting structure be developed for having effective span of control within the library.
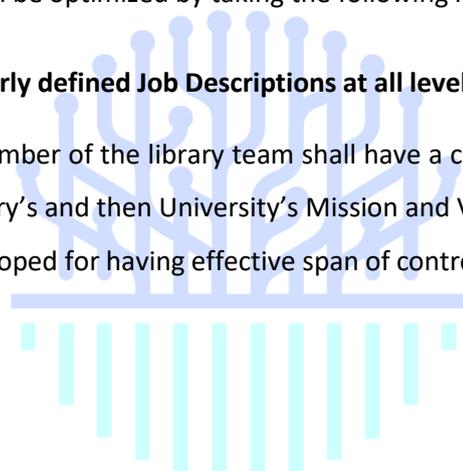
8.Maintenance of Records

The transactions of all the activities/procedures/etc. in the library has been maintained properly for the relevant information and documentation. In this regard apart from the automated system, the library maintains the following documents for keeping the records:

    i.   Accession Register (for books)

    ii.   Periodicals Record Register

    iii.   Bill Register (Books)

    iv.   Bill Register (Periodicals)

    v.   Bill Register (Newspapers)

    vi.   Bill Register (Online Journals)

    vii.   Cost recovery against loss of books register

    viii.   Foot Fall Record (maintaining through software)
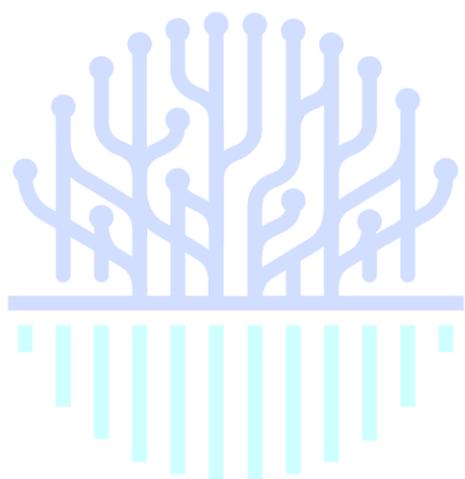
1. **Introduction**
   a. This policy establishes the guidelines and procedures for the procurement of all kinds of goods and services and the disbursement of payments thereof at SPSU.
   b. The policy aims to ensure transparency, efficiency, accountability and to streamline the process of purchasing and disbursement of payments (Goods & Services) at SPSU and ensure the following: -
      i. Manage budget, monitor expenditures, and prepare monthly income and expenditure reports e.g Monthly MIS.
      ii. Ensure preparedness for half yearly internal audit and yearly external audit of the accounts.
      iii. Monitor cash flow, optimize cash management strategies, manage petty cash, and reimbursements.
      iv. Management of procurement and payment process, negotiation of contracts, Forecasting demand formulation and Inventory management system.
      v. Ensure recording of all revenue receipts and expenditures on regular basis.
      vi. Maintenance of channel of communication regarding financial matters as per the directions of higher authorities.
   c. This policy supersedes all such previous SOP's, policies, guidelines and procedures followed in SPSU. Henceforth, all the purchasing of goods and services at SPSU shall strictly be done in compliance to this policy.

2. **Purchase & Payments Controls**
   a. To ensure transparency, efficiency, accountability and to streamline the process of purchasing and disbursement of payments (Goods & Services) the below committees are to formed and made functional from the effective date of this policy.
      i. **Procurement Cell**
         1. **Chairman** - Admin Head
         2. **Member** - Two Sr. Faculty experts (on rotational basis)
         3. **Member** - One nominee from Accounts Dept
         4. **Special Invitee** - Respective HoD / Department Head who have generated the requisition for quality assurance.
         5. The tenure of the members referred in S.no 2 & 3 above shall be for one semester only. Prior office order to this effect to be issued by Chairman Procurement Cell.

      ii. **Purchase Committee**
         1. **Chairman** - President SPSU (In case of absentia, Pro-President)
         2. **Member** - Pro President

1. **Member** - Finance Head
2. **Member** - Admin Head
3. **Member** - Two Sr. Faculty experts (on rotational basis)
4. **Member Secretary** - Registrar / Dy. Registrar

1. The tenure of the members referred in S.no 5 above shall be for one academic year only. Prior office order to this effect to be issued by Chairman Purchase Committee.

   iii. **Inspection Committee**
   1. **Chairman** - Civil & Maintenance Head
   2. **Member** - Two Sr. Faculty experts (on rotational basis)
   3. **Special Invitee** - Three members from the respective department who have generated the requisition for quality assurance.
   4. The tenure of the members referred in S.no 2 above shall be for one semester only. Prior office order to this effect to be issued by Chairman Inspection Committee

3. **Procedural Guidelines**
   a. Identification of Necessity
      i. To be identified by respective HoDs of various departments.
      ii. Before identification, HoDs must evaluate the existing stock.
      iii. Desired technical specifications to be addressed.
      iv. Desired quantity to be addressed.
   b. Generation & Compilation of Requisition
      i. After the identification of necessity, respective HoDs to generate their respective requisition on e-mail to **Procurement Cell**.
      ii. On receipt of requisition from respective HoDs, the requisition will be compiled by the **Procurement Cell.**
      iii. After compilation of requisition, it will be forwarded with a noting sheet to **Purchase Committee** for perusal and acceptance of necessity.
      iv. After the approval of Purchase Committee, the Procurement Cell to initiate the procurement process.
      v. **Note: -** Requisitions to be forwarded as per the standard format (to be prepared and shared with HoDs / Departments by Procurement Cell in consultation with the Purchase Committee).
   c. Procurement Process
      i. Floating of Quotations
         1. On receipt of acceptance of requisition from the Purchase Committee, quotations will be floated to concerned parties by Procurement Cell.

1. Preference will be given to the **Registered Vendors (If Any)**.
2. In case, the registered vendor is not capable to deliver the product, then quotation will be floated to the outside vendors.
3. The quotations can be floated through any means other than non-documentary contact.
4. The quotations shall be forwarded to multiple vendors. In case, the number of vendors is less than three, then prior permission of Chairman Procurement Cell to be taken to proceed ahead on e- mail.
5. The quotations floated shall be given a reasonable time of Seven days to get a response back.
6. The receipt of the quotations can be done through any means other than non-documentary contact, however e-mail would be the most preferred channel of communication.
7. The format to float the quotation to be finalized by the Chairman Procurement Cell in consultation with Purchase Committee**.**

ii. <u>Receipt of Quotations & Comparison</u>
1. The response of quotations received shall be dealt by **Procurement Cell.**
2. The response thus received shall be countersigned by the signatories of the Procurement Cell.
3. After getting the counter signatures of all the signatories, the Procurement Cell will prepare the comparative statement of the subject quotations.
4. The price quoted should be included of all tax regarding the subject material/services.
5. The comparison of L1, L2 and L3 dealer should be based on the price quoted in an increasing trend.
6. The final comparison sheet will be counter signed by the signatories of the Procurement Cell.
7. After the counter signatures, the final comparison sheet will be forwarded to the **Purchase Committee** for shortlisting the vendor and to get the final approval from the **Office of Head of Education**.
   a. Vendor selection will be based on factors such as quality, price, reputation in the market, and compliance with the university's code of conduct.
8. The final requirements along with the shortlisted quotations (by the purchase committee) are to be compiled as per the standard format (**PFA-Annexure A**) and to be submitted to the

office of Head of Education by the President / Pro-President, for further approval.

9. The Office of Head of Education can ask for a sample of the material under demand duly selected for the shortlisted vendor before the placement of supply order.

10. Sample so received will be over and above the actual demand and will be paid off separately, if required by the vendor.

iii. Placement of Purchase Order

1. After getting the written approval from the **Office of Head of Education**, the purchase order will be placed by Purchase Committee.

2. The large purchase order (above Rs. 1 Lac) to be placed in consonance with the legal frame work of the organization duly vetted by the legal authorities at corporate level (to be done by the Office of Head of Education as per legal vetting policy).

3. The purchase order must clearly define all the necessary requisites pertaining to ordered quantity, price and terms and conditions of delivery by the shortlisted vendor.

4. **Note: -** For any repeat PO, single vendor PO, emergency purchases the approval of Office of HoE is must and the requirement must be duly validated by the Purchase Committee.

iv. Receipt & Inspection of Material received

1. The material so delivered by the shortlisted vendor will be received by the security supervisor at the entry gate. He is not responsible to the content and quality of the stores received at the gate but just the quantity as per the challan / invoice.

2. The security staff should enter the receipt at the register maintained at the gate.

3. On receipt of stores at the gate, the stores so received will be inspected by the **Inspection Committee**.

4. The Inspection committee will countersign the challan and endorse or convey their inspection report to the **Procurement Cell**.

5. The **Inspection Committee** is responsible to check the quantity and quality of the stores so received.

v. Material Taken on Charge

1. After the countersignature of the **Inspection Committee**, the materials/services will be taken on charge by the **Procurement Cell**.

1. The materials/services taken on charge by the Procurement Cell will be maintained in the respective ledgers for both receipt and issue to the respective HoDs / Departments.
2. The **Procurement Cell** is completely responsible for the storage of the materials received. Any damage caused to material due to the negligence will be penalized on the respective individual.

vi. Payment to the Vendor
  1. On receipt of material in the premises of the SPSU, after the countersignature of the **Inspection Committee** and the **Procurement Cell**, the challan will be forwarded to the Purchase Committee.
      a. Invoices received from vendors will be carefully reviewed for accuracy and compliance with the corresponding purchase orders by the **Purchase Committee**.
  2. The **Purchase Committee**, on receipt of countersigned copy of the verified challan will forward the details for final / closure approval of the **Office of Head of Education** as per the standard format (**PFA-Annexure B**).
  3. The payment shall be processed by the **Finance Head** to the vendor only after receiving the written approval from the **Office of Head of Education**.
  4. The payment will be made to the vendor by **cheque / bank transfer** only.
  5. A receipt from the vendor will be taken against the payment made for records keeping. All payment transactions will be accurately recorded and documented in the university's accounting system.
  6. Once, the payment is made by the Finance Head, then the related documents will be shared to the respective departments for record keeping.

vii. Conflict of Interest
  1. Any potential conflict of interest among university staff involved in procurement processes must be disclosed in monthly review meetings and to be appropriately managed as per the directions from the **Office of Head of Education**.

4. **Competent Financial Authorities and Their Financial Powers**
  a. The authorization matrix of Competent Financial Authority with their respective Financial Powers are listed below: -

i.	Procurement Cell	: Up to **INR 10,000** per order.
ii.	Purchase Committee	: Up to **INR 50,000** per order.
iii.	Head of Education	: Above **INR 50,000** (Budgeted requirements).
iv.	CFO & Dy. MD	: All unbudgeted requirements.

a. All the requirements exceeding the above limit (Purchase committee) have to be forwarded along with the shortlisted quotations (minimum three) to the office of Head of Education by the President / Pro-President for further approval.

b. The office of Head of Education shall only consider and entertain the requests submitted through the President / Pro-President only.

c. All the requirements (duly vetted by the Purchase Committee) submitted to the **Office of Head of Education** are subject to management approval.

5. **List of Reports and Returns**

a. The various list of reports and returns to be forwarded to the Office of HoE are as follows: -

i.	Monthly MIS	: Finance Head
ii.	Monthly Procurement Report	: Admin Head
iii.	Monthly Stock Taking Report	: Admin Head
iv.	Any Special Report requirement)	: Pro-President (As per
v.	Audit Report	: Finance Head

6. **Budget Forecasting and Monitoring**

a. There will be annual budget forecasting for all the expenditure heads and all purchasing (Goods & Services) must align with the university's approved budget.

b. The proposed annual financial budget to be prepared by SPSU and forwarded to the **office of Head of Education** in the month of January (**latest by 25 Jan**) of the existing financial year.

c. The monthly MIS of income and expenses of the university with the necessary remarks to reach the office of Head of Education by **10th day of every month** positively.

d. The expenses are to be monitored / maintained within the approved budget, any excess in the approved amount of the expenses needs prior approval from the Office of Head of Education before final execution.

e. The responsibility of monitoring the expenses will be of President & Finance Head, SPSU.

f. Regular internal audits will be conducted by Corporate Office Inter Audit Department to ensure compliance with this policy and to identify any areas for improvement.

a. Any violations of this policy found in the internal audit will lead to disciplinary action in accordance with policies of the organization.

7. **Cash Management Procedure**
   a. There will be no cash transaction pertaining to the discharge of official duties of the SPSU.
   b. However, the sanctioned exception to the above is provided as below:
      i. Receipt of fee from depositors up to the limits as regulated by the Government of India.
      ii. For petty cash, in cases like movement outside the university and various other occasions as sanctioned by the Competent Financial Authority (**Refer Para 4 (a-i, ii, iii & iv), CFA Authorization matrix**).
   c. The cash deposition in SPSU will be allowed till 1630 Hrs. After that, no fee deposition will be allowed to that day.
   d. It will be the duty of the cashiers to prepare the cash for transition to the designated bank. The transportation of cash will be done as per the guidelines of RBI and other concerned authorities.
   e. **Overall responsibility, undoubtedly lies with the President & Finance Head, SPSU.**

8. **Expense Management**
   a. The management of university expense will be done by the **Purchase Committee**; however, the Finance Head will be responsible to ensure the correctness of the procedure through various internal audits.
   b. All the Expenses will be reported to the Office of Head of Education through various Reports and Returns under existence.

9. **Awareness**: The university will promote awareness of this policy among relevant stakeholders.

10. **Revision of Policy:** This policy will be in vogue till superseded by a new / amended version. The Office of Head of Education reserves the right to revise or terminate this policy at any time.

Flow Chart Procurement Procedure

Identification of Necessity	→	Generation of Requisitions	→	Compilation of Requisitions

Compilation of Requisitions → Acceptance of Necessity from Purchase Committee

Receipt of Quotations	←	Floating of Quotations	←	Acceptance of Necessity from Purchase Committee

Receipt of Quotations ↓

Comparison of Quotation & Receipt of Sample if required	→	Approval from CFA (As per authorization matrix)	→	Placement of Supply Order	→	Receipt of Material/Service

Receipt of Material/Service ↓

Payment to the Vendor after verification of Material/Service and written approval from HoE Office.	←	Material/Service taken on ledger Charge	←	Inspection of Material / Service received by inspection committee

Payment to the Vendor ↓

Handover the Material/Service to the respective HoDs / Departments