




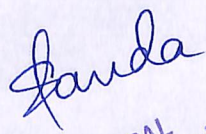
DR. SUDHIR CHANDRA SUR INSTITUTE OF TECHNOLOGY AND SPORTS COMPLEX

540, Dum Dum Road, Suremath, Kolkata- 700074, West Bengal



Maintenance & Procedure Manual (W.e.f 2021-22)

Revised and Approved by BOG
Dated on 03/07/2021
Under Agenda No. 3

Ref. No: DSCSITSC / POLY / 2021-22 / 28 Issue No- <u>4</u>	Compiled & Checked By:  (IQAC Convener)	Approved By:  (Principal)
---	--	--

Coordinator, IQAC
Dr Sudhir Chandra Sur Institute
of Technology and Sports Complex
540, Dum Dum Road, Kolkata -700074

PRINCIPAL
Dr Sudhir Chandra Sur Institute
of Technology & Sports Complex
540 Dum Dum R. Kolkata-74

Maintenance Policy and Procedure Manual

The Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex's Maintenance Policy and Procedure Manual outlines the policies and methods for performing systematic operations in the maintenance of all infrastructure on a regular basis. Infrastructural maintenance relating to academics, research, and administrative sectors of the institution should follow the Standard Operating Procedure. It also includes guidance for implementing these policies.

All Maintenance policies will be kept up to date and relevant by the institute. As a result, it will be required to change and amend some elements of the policies and procedures from time to time, as well as to add new procedures.

To provide a safe, healthful, and secure environment, the University requires the use of two types of maintenance: preventive and break down.

Goals of the Policy:

The following goals should assist a facility develop a successful institute operation and maintenance programme:

1. Perform periodic maintenance.
2. Provide functioning facilities that (a) meet institute criteria; (b) are safe for students, professors, and staff; and (c) are ecologically friendly.
3. Identify possible issues early in the preventive maintenance system so that solutions may be planned, budgeted, and implemented quickly.
4. Maintain an ordered programme to save administrative costs and keep personnel workloads stable.
5. Save energy and resources by optimizing energy-consuming equipment and systems.
6. Maintain user trust by offering well-maintained facilities and information on preventive maintenance.
7. Identify and implement possible cost-saving, service, and efficiency enhancements.

Any feedback on the policies and procedures in this handbook is welcome and will be incorporated in the next iteration after stakeholder review.

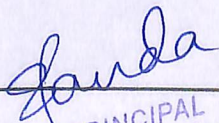
Preventive Maintenance Policy:

Preventive maintenance is routine maintenance that includes periodic inspections, adjustments, minor repairs, lubrication, reporting, and data collection to reduce building equipment and utility system breakdown and maximize system and equipment efficiency. It is done while the equipment is still operational to prevent it from breaking down abruptly.

For the most part, preventive maintenance will be handled by in-house personnel.

For equipment that requires annual maintenance, such as elevators, copier machines, and air conditioners, DSCSITSC uses outsourcing.

Classrooms, tutorial rooms, conference halls, laboratories, research centers, centers of


PRINCIPAL
Dr Sudhir Chandra Sur Institute
of Technology & Sports Complex
540 Dum Dum Rd, Kolkata-74

excellence, libraries, sports complexes, and computers, among other things, require preventive maintenance.

Objectives of the Policy:

This policy establishes criteria for the upkeep of the university's physical, academic, and support facilities to guarantee that they do not break down suddenly.

The methods of the Preventive Maintenance Program are created to meet the needs of the facility.

The program's goal is to save money by:

- reducing essential system and equipment downtime.
- extending the life of facilities and equipment.
- improving equipment reliability.
- ensuring appropriate equipment functioning; and
- improving the overall appearance of facilities.

Procedures:

Maintenance of Classrooms and Tutorial Rooms

The appropriate department personnel and attendants maintain classrooms and tutorial rooms with furniture and teaching materials, and the respective Head of the Department supervises them. All maintenance work is reported to the administration by the heads of departments on a regular basis. During the day's working hours, students make the most use of all classrooms and are also taught how to maintain the furnishings. For the care of classrooms and tutorial rooms, the following services are available.

SI. No.	Activities	Responsibility
1	Allotment Of Department/ Period wise Classrooms.	Timetable committee convenor
3	Upkeep of Projector Screens, JCT Board and Overhead Projector	System Admin, Housekeeping staff
4	Upkeep & Repair Of Student's Desks, Teacher's Desks/Tables, Cleaning of Classrooms, and chalkboards	Supervisor, Housekeeping staff
5	Repair of Existing Electrical Outlets-Light Bulb Replacement	Electrician
6	Ventilation/Window Treatments	Supervisor
7	Routine Services and Sanitation	Site Supervisor
8	Floors dust mop, wet mop, High and low dusting, Keeping The Classroom Clean and Tidy	Housekeeping staff
9	Emptying wastebaskets	Housekeeping staff
10	Classroom Security With Lock System.	Housekeeping staff
11	Removing of unwanted circulars from Notice Boards	Housekeeping staff

fanda

PRINCIPAL
 Dr Sudhir Chandra Sur Institute
 of Technology & Sports Complex
 540 Dum Dum Rd. Kolkata-74

Maintenance of Laboratories, Research Centers (RC) and Center of Excellences (CoE):

Faculty members, staff, lab assistants, and other service personnel are in charge of maintaining the equipment that falls within their purview. The various laboratories keep stock registers, asset registers, log books, tools, and plant registers to submit entries and defects for correction. With the Registrar's authorization, all major repairs are recognized, and external expertise is sought for equipment maintenance where necessary.

Users have access to standard operating procedures for every high-end equipment. Users on campus must sign logbooks and are responsible for the equipment's safe handling. Breakages and repairs, if any, are notified to the Head of Department or the faculty-in-charge, as appropriate, and appropriate actions are taken to ensure that the equipment functions as quickly as possible. Breakage of glassware intended for use by students and scholars is recorded in the breakage register, and charges are assessed depending on the equipment's cost, which is paid by students at the conclusion of the year and by research scholars at the completion of the course programme.

After receiving the Audited report, the condemned/obsolete articles are eliminated by procedure and recorded in the stock registry. For the maintenance of high-end equipment, high-end servers, and high-end computers, an annual maintenance contract (AMC) is maintained.

For the upkeep of Laboratories, Research Centers, and Centers of Excellence, the following services are available:

SI. No.	Activities	Responsibility
1	Maintain the teaching equipment inventory list and verify calibrations/ performance checks in each laboratory.	Lab Technical Assistant
2	Maintain the Analytical equipment inventory list and to verify calibrations/ performance checks in each Laboratory.	Lab Technical Assistant
3	Teaching equipment with a local sponsor should have an Annual Maintenance Contract (AMC) from the authorized local sponsor. The AMC shall be revised and renewed yearly.	HOD
4	Check if there is a software program that provides added enhancements over an earlier version, and replacing a hardware device with that one offers more excellent performance than an earlier model	Teaching Staff, Lab in charge, HOD System Admin
5	Providing a list of the required lab tools that will be used in the next academic year to get them before the due date	Technical Assistant, Lab in Charge, HOD

funda
 PRINCIPAL
 Dr. Sudhir Chandra Sur Institute
 of Technology & Sports Complex
 54/ Dum Dum Road, Kolkata-74



6	Unused or out of performance equipment should be marked with a sticker that the equipment "Out of service and not to use."	Technical Assistant
7	Cleaning of Laboratories/RC/CoE, and Chalkboards	Housekeeping Staff
8	Floors dust mop, wet mop, High and low dusting	
9	Emptying wastebaskets	

Maintenance of Conference Halls, Seminar Halls and Auditoriums

Conference halls, Seminar halls and auditoriums are under the various departments. Cleanliness is taken care of by the housekeeping team. Effective utilization of classrooms, seminar halls and auditoriums for organizing academic meetings, seminars, conferences, and cultural events is made. For accessing the facilities, the organizing faculty/staff member submits a request form, through HOD and the date of event is registered. Then the halls are accessed on priority basis. The following services are in work force for upkeep of Conference halls, Seminar Halls and Auditoriums.

Sl. No.	Activities	Responsibility
1	Requisition submission and processing	HOD's, Admin Executive
2	Availability checking of seminar hall	HOD's
3	Arrangement of the Programme	HOD's, Programme Coordinator
4	Cleaning of Conference Halls\ Seminar Halls\ Auditoriums	Housekeeping Staff
5	Floors dust mop, wet mop, High and low dusting	Housekeeping Staff
6	Emptying wastebaskets	Housekeeping Staff
7	Working condition of PA system, Computer system, projector, and projector screen	System Administrator, Electrician

Maintenance and Utilization of Library and Library Resources

The library staff is well-versed in the proper handling and care of library documents, particularly during processing, shelving, and delivery. The following procedures must be followed:

- Sorting bound volumes from their fore edges is not recommended since it weakens the binding.
- Shelves should not be completely full. When a reader tries to take a volume from an overcrowded shelf, the spines might shatter and cause damage. Massive volumes must be maintained flat.

Janda
PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540 Dum Dum Rd Kolkata-74



- Dust should not be allowed to collect on documents since it stains them and causes chemical and biological concerns. Vacuuming and cleaning should be done on a regular basis and with care.
- Magnetic discs or documents including discs should not be stored open or near any magnetic or electric equipment, such as tape recorders, air conditioners, or other electronic devices. Dust-free, temperature- and humidity-controlled storage is recommended for such items.
- To reduce the problems caused by insects, proper pest management is carried out. To keep cockroaches at bay, use borax or ordinary salt. To protect bound volumes from silverfish, sodium fluoride is used. Termites and white ants can be removed by applying kerosene oil, DDT, or gammaxene powder to the affected area. To limit the impact of insects in the library, proper cleaning, fumigation, and document exposure to sunshine are performed. Rats are kept at bay with the use of repellants.

Activities	Responsible Authority
Book Binding	Librarian /Asst. Librarian
Taking of Pest control measures	Librarian /Asst. Librarian
Old Volumes maintenance	Librarian /Asst. Librarian
Digital Library & Digital repository maintenance	Librarian & System Administrator
Cleaning of Tables, Chairs, and Bookshelves.	Housekeeping Staff
Floors dust mop, wet mop, High and low dusting	Housekeeping Staff

Maintenance of Sports Complexes

The Physical Instructor supervise and maintain the sports equipment, exercise equipment, terrain, and various courts. Ground level maintenance is done once every week in addition to the seasonal maintenance done twice a year during vacation. Groundmen, Instructor of sporting items, and students all work together to keep the sports equipment in good working order. The Sports Committee maintains the gymnasium and playgrounds. For the upkeep of sports complexes, the following services are available.

Activities	Responsible Authority
Watering	Gardener & Sports Instructor
Rolling	Gardener & Sports Instructor

Sudha
 PRINCIPAL
 Dr Sudhir Chandra Sur Institute
 of Technology & Sports Complex
 54th Dum Dum Rd Kolkata-74

Marking	Gardener & Sports Instructor
Grass Pulling	Gardener & Sports Instructor
Grass Cutting in Cricket Court	Gardener & Sports Instructor
Poles Painting in all courts	Gardener & Sports Instructor
Basketball Court Painting	Gardener & Sports Instructor
Scheduling of the Sports	Sports Committee

Maintenance of Computers

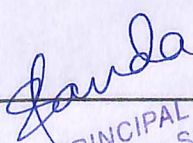
The ICT facilities, such as PCs and servers, are maintained by the hardware department and its support employees. The essential software installation, antivirus, and up-gradation are all included in the maintenance. The respective center oversees campus Wi-Fi. For computer maintenance, the following services are available.

Activities	Responsible Authority
Software Installation	System Administrator
Hardware Repairs	System Administrator
Computer Peripherals	System Administrator

Maintenance of Housekeeping

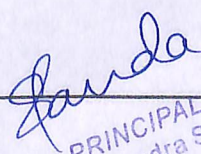
The outsourced cleaning service cleans the campus spaces, including academic and administrative buildings, every morning before regular classes begins. Every day, the toilets are cleaned three times. The housekeeping supervisor is responsible for maintaining the entire campus environment and will report task completion to the Assistant Registrar.

Activities	Responsible Authority
OFFICE	
Cleaning of office rooms, furniture	Housekeeping Staff
Floors dust mop, wet mop, High and lowdusting	Housekeeping Staff
Emptying wastebaskets	Housekeeping Staff
STAIRCASES AND CORRIDORS	
Cleaning of steps and floor	Housekeeping Staff
Wet mop	Housekeeping Staff
REST ROOMS	
Cleaning of Toilets	Housekeeping Staff
Disinfecting all Washbasins and restrooms	Housekeeping Staff
Wet mob, High and low dusting	Housekeeping Staff
Emptying Waste Baskets	Housekeeping Staff


 PRINCIPAL
 Dr. Sudhir Chandra Sur Institute
 of Technology & Sports Complex
 54C Dum Dum Rd. Kolkata-74

Building, Lift, Canteen, Furniture, Generator maintenance

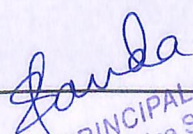
Sl. No.	Activity	Responsibility
BUILDING		
1	Check & Repair for Damps & Leaks in Wall & Floor / Under Tiles	Civil Engineering
2	Checking & Repair of Cracks in Walls	Civil Engineering
3	Check & Repair of Blockage/ Damage in Plumbing / Compressor Lines	Designated Civil Supervisor by AE
4	Check for Safety of Electrical Equipment, Transformer and Restricted Access to Electricity Board Equipment	Electrical Engineer, Designated Civil Supervisor by AE
5	Check for Regular Servicing of Lifts and Implementation of Lift AMC	Supervisor & Admin Executive, Electrician
6	Check & Upkeep of Fire Safety Equipment & Regulatory Compliance	Supervisor & Adm in Executive
7	Check & Repair of Water Pump, Overhead Tank Cleaning, Underground Tank and Water Treatment	Supervisor & Admin Executive
8	Check & Upkeep of Pavements, Drain Covers, Water Bores	Supervisor & Admin Executive
LIFT		
9	Lift inspection, maintenance, and servicing	Electrician
CANTEEN		
10	Maintaining the quality and quantity and variety of the food, beverage for the canteen.	Canteen Committee, Asst. Registrar, Canteen Manager
11	Management & Food Distribution	Canteen Manager & Canteen Staff
12	Cleanliness of the canteen	Housekeeping Staff
FURNITURE		
13	Requisition submission of furniture	HOD's, Asst. Registrar, Site supervisor
14	Inspection, Maintenance & Repair of furniture	Asst. Registrar, Site supervisor
GENERATOR		
15	Generator operation and maintenance	Electrician


 PRINCIPAL
 Dr Sudhir Chandra Sur Institute
 of Technology & Sports Complex
 540 Dum Dum Rd, Kolkata-74

Maintenance of Hostel

Hostel Rules & Regulation:

- All residents should be aware that their occupation or use of hostel premises and property does not constitute a tenancy, and that each of them is merely permitted by management, subject to the rules and regulations framed by management, which can be changed, altered, modified, varied wholly or partially, and replaced by management at their discretion and without assigning any reason. The resident will be unable to stay and/or enter the Hostel/Institute, or any part or component thereof, following such revocation. They will be forcibly removed if they do not depart.
- Before signing the application form, students should read the rules.
- The rules should also be posted in the hostel.
- They must also notify the Hostel Warden in writing of their absence. Without the authorization of the warden, the student is not permitted to leave the station.
- Food cannot be supplied to boarders in their rooms unless there are compelling medical grounds.
- Any such service must be approved by the warden in advance.
- No one else is allowed to stay in the room of any border, regardless of their relationship.
- Any student whose name is taken off the Institution's rolls forfeits his or her right to occupy a room in the Hostel and must vacate it immediately. As a result, he will not be permitted to take meals from the Hostel.
- Without the consent of the College Authority, students are not allowed to post any notices or have any kind of assembly within the hostel grounds.
- The warden or any member of the College staff authorized by the Principal can inspect any boarder's room at any time.
- For intentional disobedience or defiance of authority, non-observance, or repeated violation of hostel rules, causing damage to person or property, or engaging in anti-national or unpleasant activities, the management reserves the right to terminate the student's residence. The deposit will be forfeited in such situations, and payments will not be returned.
- Every student must live in the accommodations provided by the authorities. Changing accommodations without authorization is not permitted and may result in disciplinary action.
- The keys to the assigned room will be given to students by the hostel warden. Students are not permitted to lock their rooms with any additional locks or keys. Students are responsible for all valuables in their possession, which should be kept in the cabinet. Students must not leave their cell phones, jewellery, or other valuables unattended. Without the consent of the Hostel Warden, students are not permitted to alter the lock or key.
- From 12 a.m. to 6 a.m., there will be complete stillness in the Hostel. At all times, make sure that music or loud talking is not audible from outside the room. Any type of celebrations or noisemaking/celebrations that may cause annoyance to other inmates in the hostel will not be tolerated.
- On the premises of the Hostel, no gambling of any type is permitted.


PRINCIPAL
Dr Sudhir Chandra Sur Institute
of Technology & Sports Complex
540 Dum Dum Road, Kolkata-74



- No student may bring or store any firearm, ammunition, explosives, or combustible materials on the Hostel grounds.
- Students are not permitted to bring, take, or drink any intoxicating alcohol drink, drug, or substance of any sort, or to smoke in the room or on the premises. Visitors are subject to the same rules. If this happens again, the Hostel will take serious disciplinary measures against you and you will be rusticated.
- Pegs or nails may not be driven into walls, and posters may not be affixed to walls, windows, or doors.
- The hostel administration will not be held liable for any student's loss of money, jewellery, or personal goods. It is strongly encouraged that students do not keep any cash, jewellery, or other valuables in their rooms.
- Ragging is prohibited in any form. It is a punishable offence, and those who violate it will face legal consequences as well as rustication from the Institute. Being a silent witness and failing to report or prevent others from engaging in ragging is also a violation that will result in disciplinary action. Accepting or enduring ragging and failing to report it is also a crime. Please notify the Warden/College Authority of any incidence as soon as possible.
- Disciplinary action as per the Institute Code of Conduct shall be taken against students violating Hostel Rules and Regulations.

- **Timings for Canteen:**
 - Breakfast - 7.30 am to 9.30 am.
 - Lunch- 12.30 pm to 1.30 pm
 - Dinner - 8.00 pm to 10.00 pm

These timings shall be strictly followed by hostellers.

Hostel Cleanliness:

- Students must keep their rooms, corridors, and surrounding spaces nice, neat, and clean always, and must not throw anything, including trash, in such locations or on any Hostel premises save in the trashcan or the area specially designated for that purpose. No pupils are permitted to keep cooked food in the room.
- Parents and visitors are only permitted to visit a student on the ground floor lobby. No student may bring any visitor to the room, including their parents.
- Students are encouraged not to waste food and to give their parents the assurance that they would comply with the authorities and that they will be ready on call. Visitors are not permitted in the canteen. During breakfast, lunch, and dinner, the hostel warden will be present in the Canteen area.

Admission Procedure to the Hostel:

- Students should apply for housing at least 7 days in advance.
- The Office will receive an application form with one passport-size photograph attached.
- The competent authorities must sign the admission paperwork for hostel lodging.
- Provisional admission to the Hostel is subject to the Allowed to Keep Tenn. Rule.

Janda

PRINCIPAL
Dr Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Road, Kolkata-74



- During check-in and check-out, students in the Hostel will complete out a Room Inventory form.

Use of Electronic/Electric Item:

- Each student must only utilize the electrical connections that have been installed in their rooms. It is **STRICTLY PROHIBITED** to use any unapproved electric appliances, such as heaters.
- Students are not permitted to bring any additional furniture or fixtures inside the room. All furniture and fittings in student rooms must be kept in good working order. Any item detected missing from a student's room will result in a financial penalty. Students will be penalized if the furniture is completely broken or has been harmed due to misuse or unfair wear and tear.
- Students are not permitted to move any furniture or fixtures from one area of the Hostel to another. Students participating in such actions will be expelled from the Hostel, in addition to receiving a monetary penalty.
- All students from the flank/wing implicated in the theft/damage of hostel assets in common areas/corridors must be compensated. If objects used by the entire Hostel are stolen or damaged, all students implicated will be held responsible.

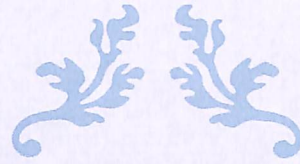
Attendance of Students in Hostel:

- Students will be asked to fill out an undertaking form to verify their attendance.
- No student will be permitted to enter the Hostel Premises after 8 p.m. without the consent of the Hostel Authorities.
- Students' attendance in the Hostel will be severely enforced between the hours of 10 p.m. and 10.30 p.m.
- Without the approval of the warden, students are not permitted to leave their Hostel during the night hours.
- Late corner participants must sign a separate register.
- Late corners will face severe disciplinary action, which may include suspension from the Hostel.

Rules for Hostel Leave:

No student will be permitted to leave the Hostel during the course; in this instance, the student must submit a Hostel leaving application to the Warden. It was one month ago. They must settle all Hostel dues and obtain a clearance certificate issued by the A/C section before leaving the Hostel, failing which their dues will be continued.

fanda



**DR. SUDHIR CHANDRA SUR DEGREE
ENGINEERING COLLEGE**

540, Dum Dum Road, Suremath, Kolkata- 700074, West Bengal

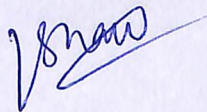



**Maintenance &
Procedure Manual
(W.e.f 2018-19)**

Approved by BOG

dated on 03/07/2018

Agenda No. 3

Ref. No: <u>DSDEC/ POLY/ 2018-19/28</u>	Compiled & Checked By:  (IQAC Convener)	Approved By:  Principal Dr. Sudhir Chandra Sur Degree Engineering College 540, Dum Dum Road, Suremath Kolkata - 74
--	--	---

Issue No- 3

Coordinator, IQAC
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Kolkata -700074



Maintenance Policy and Procedure Manual

The Dr. Sudhir Chandra Sur Degree Engineering College Maintenance Policy and Procedure Manual outlines the policies and methods for performing systematic operations in the maintenance of all infrastructure on a regular basis. Infrastructural maintenance relating to academics, research, and administrative sectors of the institution should follow the Standard Operating Procedure. It also includes guidance for implementing these policies.

All Maintenance policies will be kept up to date and relevant by the institute. As a result, it will be required to change and amend some elements of the policies and procedures from time to time, as well as to add new procedures.

To provide a safe, healthful, and secure environment, the University requires the use of two types of maintenance: preventive and break down.

Goals of the Policy:

The following goals should assist a facility develop a successful institute operation and maintenance programme:

1. Perform periodic maintenance.
2. Provide functioning facilities that (a) meet institute criteria; (b) are safe for students, professors, and staff; and (c) are ecologically friendly.
3. Identify possible issues early in the preventive maintenance system so that solutions may be planned, budgeted, and implemented quickly.
4. Maintain an ordered programme to save administrative costs and keep personnel workloads stable.
5. Save energy and resources by optimizing energy-consuming equipment and systems.
6. Maintain user trust by offering well-maintained facilities and information on preventive maintenance.
7. Identify and implement possible cost-saving, service, and efficiency enhancements.

Any feedback on the policies and procedures in this handbook is welcome and will be incorporated in the next iteration after stakeholder review.

Preventive Maintenance Policy:

Preventive maintenance is routine maintenance that includes periodic inspections, adjustments, minor repairs, lubrication, reporting, and data collection to reduce building equipment and utility system breakdown and maximize system and equipment efficiency. It is done while the equipment is still operational to prevent it from breaking down abruptly. For the most part, preventive maintenance will be handled by in-house personnel.

For equipment that requires annual maintenance, such as elevators, copier machines, and air conditioners, DSEC uses outsourcing.

Classrooms, tutorial rooms, conference halls, laboratories, research centers, centers of excellence, libraries, sports complexes, and computers, among other things, require

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Suremath
Kolkata - 74

7 of 10



preventive maintenance.

Objectives of the Policy:

This policy establishes criteria for the upkeep of the university's physical, academic, and support facilities to guarantee that they do not break down suddenly.

The methods of the Preventive Maintenance Program are created to meet the needs of the facility.

The program's goal is to save money by:


- reducing essential system and equipment downtime.
- extending the life of facilities and equipment.
- improving equipment reliability.
- ensuring appropriate equipment functioning; and
- improving the overall appearance of facilities.

Procedures:

Maintenance of Classrooms and Tutorial Rooms

The appropriate department personnel and attendants maintain classrooms and tutorial rooms with furniture and teaching materials, and the respective Head of the Department supervises them. All maintenance work is reported to the administration by the heads of departments on a regular basis. During the day's working hours, students make the most use of all classrooms and are also taught how to maintain the furnishings. For the care of classrooms and tutorial rooms, the following services are available.

Sl. No.	Activities	Responsibility
1	Allotment Of Department/ Period wise Classrooms.	Timetable committee convenor
3	Upkeep of Projector Screens, JCT Board and Overhead Projector	System Admin, Housekeeping staff
4	Upkeep & Repair Of Student's Desks, Teacher's Desks/Tables, Cleaning of Classrooms, and chalkboards	Supervisor, Housekeeping staff
5	Repair of Existing Electrical Outlets-Light Bulb Replacement	Electrician
6	Ventilation/Window Treatments	Supervisor
7	Routine Services and Sanitation	Site Supervisor
8	Floors dust mop, wet mop, High and low dusting, Keeping The Classroom Clean and Tidy	Housekeeping staff
9	Emptying wastebaskets	Housekeeping staff
10	Classroom Security With Lock System.	Housekeeping staff
11	Removing of unwanted circulars from Notice Boards	Housekeeping staff


Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Howrah
Kolkata - 74



Maintenance of Laboratories, Research Centers (RC) and Center of Excellences (CoE):


Faculty members, staff, lab assistants, and other service personnel are in charge of maintaining the equipment that falls within their purview. The various laboratories keep stock registers, asset registers, log books, tools, and plant registers to submit entries and defects for correction. With the Registrar's authorization, all major repairs are recognized, and external expertise is sought for equipment maintenance where necessary.

Users have access to standard operating procedures for every high-end equipment. Users on campus must sign logbooks and are responsible for the equipment's safe handling. Breakages and repairs, if any, are notified to the Head of Department or the faculty-in-charge, as appropriate, and appropriate actions are taken to ensure that the equipment functions as quickly as possible. Breakage of glassware intended for use by students and scholars is recorded in the breakage register, and charges are assessed depending on the equipment's cost, which is paid by students at the conclusion of the year and by research scholars at the completion of the course programme.

After receiving the Audited report, the condemned/obsolete articles are eliminated by procedure and recorded in the stock registry. For the maintenance of high-end equipment, high-end servers, and high-end computers, an annual maintenance contract (AMC) is maintained.

For the upkeep of Laboratories, Research Centers, and Centers of Excellence, the following services are available:

SI. No.	Activities	Responsibility
1	Maintain the teaching equipment inventory list and verify calibrations/ performance checks in each laboratory.	Lab Technical Assistant
2	Maintain the Analytical equipment inventory list and to verify calibrations/ performance checks in each Laboratory.	Lab Technical Assistant
3	Teaching equipment with a local sponsor should have an Annual Maintenance Contract (AMC) from the authorized local sponsor. The AMC shall be revised and renewed yearly.	HOD
4	Check if there is a software program that provides added enhancements over an earlier version, and replacing a hardware device with that one offers more excellent performance than an earlier model	Teaching Staff, Lab in charge, HOD System Admin
5	Providing a list of the required lab tools that will be used in the next academic year to get them before the due date	Technical Assistant, Lab in Charge, HOD


Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Duti Road, Suremath
Kolkata - 74
3 of 10



6	Unused or out of performance equipment should be marked with a sticker that the equipment "Out of service and not to use."	Technical Assistant
7	Cleaning of Laboratories/RC/CoE, and Chalkboards	Housekeeping Staff
8	Floors dust mop, wet mop, High and low dusting	
9	Emptying wastebaskets	

Maintenance of Conference Halls, Seminar Halls and Auditoriums

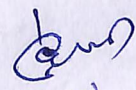
Conference halls, Seminar halls and auditoriums are under the various departments. Cleanliness is taken care of by the housekeeping team. Effective utilization of classrooms, seminar halls and auditoriums for organizing academic meetings, seminars, conferences, and cultural events is made. For accessing the facilities, the organizing faculty/staff member submits a request form, through HOD and the date of event is registered. Then the halls are accessed on priority basis. The following services are in work force for upkeep of Conference halls, Seminar Halls and Auditoriums.

SI. No.	Activities	Responsibility
1	Requisition submission and processing	HOD's, Admin Executive
2	Availability checking of seminar hall	HOD's
3	Arrangement of the Programme	HOD's, Programme Coordinator
4	Cleaning of Conference Halls\ Seminar Halls\ Auditoriums	Housekeeping Staff
5	Floors dust mop, wet mop, High and low dusting	Housekeeping Staff
6	Emptying wastebaskets	Housekeeping Staff
7	Working condition of PA system, Computer system, projector, and projector screen	System Administrator, Electrician

Maintenance and Utilization of Library and Library Resources

The library staff is well-versed in the proper handling and care of library documents, particularly during processing, shelving, and delivery. The following procedures must be followed:

- Sorting bound volumes from their fore edges is not recommended since it weakens the binding.
- Shelves should not be completely full. When a reader tries to take a volume from an overcrowded shelf, the spines might shatter and cause damage. Massive volumes must be maintained flat.


Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Ballygunge
Kolkata - 74
4 of 10



- Dust should not be allowed to collect on documents since it stains them and causes chemical and biological concerns. Vacuuming and cleaning should be done on a regular basis and with care.
- Magnetic discs or documents including discs should not be stored open or near any magnetic or electric equipment, such as tape recorders, air conditioners, or other electronic devices. Dust-free, temperature- and humidity-controlled storage is recommended for such items.
- To reduce the problems caused by insects, proper pest management is carried out. To keep cockroaches at bay, use borax or ordinary salt. To protect bound volumes from silverfish, sodium fluoride is used. Termites and white ants can be removed by applying kerosene oil, DDT, or gammexene powder to the affected area. To limit the impact of insects in the library, proper cleaning, fumigation, and document exposure to sunshine are performed. Rats are kept at bay with the use of repellants.

Activities	Responsible Authority
Book Binding	Librarian /Asst. Librarian
Taking of Pest control measures	Librarian /Asst. Librarian
Old Volumes maintenance	Librarian /Asst. Librarian
Digital Library & Digital repository maintenance	Librarian & System Administrator
Cleaning of Tables, Chairs, and Bookshelves.	Housekeeping Staff
Floors dust mop, wet mop, High and low dusting	Housekeeping Staff

Maintenance of Sports Complexes

The Physical Instructor supervise and maintain the sports equipment, exercise equipment, terrain, and various courts. Ground level maintenance is done once every week in addition to the seasonal maintenance done twice a year during vacation. Groundmen, Instructor of sporting items, and students all work together to keep the sports equipment in good working order. The Sports Committee maintains the gymnasium and playgrounds. For the upkeep of sports complexes, the following services are available.

Activities	Responsible Authority
Watering	Gardener & Sports Instructor
Rolling	Gardener & Sports Instructor



Marking	Gardener & Sports Instructor
Grass Pulling	Gardener & Sports Instructor
Grass Cutting in Cricket Court	Gardener & Sports Instructor
Poles Painting in all courts	Gardener & Sports Instructor
Basketball Court Painting	Gardener & Sports Instructor
Scheduling of the Sports	Sports Committee

Maintenance of Computers

The ICT facilities, such as PCs and servers, are maintained by the hardware department and its support employees. The essential software installation, antivirus, and up-gradation are all included in the maintenance. The respective center oversees campus Wi-Fi. For computer maintenance, the following services are available.

Activities	Responsible Authority
Software Installation	System Administrator
Hardware Repairs	System Administrator
Computer Peripherals	System Administrator

Maintenance of Housekeeping

The outsourced cleaning service cleans the campus spaces, including academic and administrative buildings, every morning before regular classes begins. Every day, the toilets are cleaned three times. The housekeeping supervisor is responsible for maintaining the entire campus environment and will report task completion to the Assistant Registrar.

Activities	Responsible Authority
OFFICE	
Cleaning of office rooms, furniture	Housekeeping Staff
Floors dust mop, wet mop, High and lowdusting	Housekeeping Staff
Emptying wastebaskets	Housekeeping Staff
STAIRCASES AND CORRIDORS	
Cleaning of steps and floor	Housekeeping Staff
Wet mop	Housekeeping Staff
REST ROOMS	
Cleaning of Toilets	Housekeeping Staff
Disinfecting all Washbasins and restrooms	Housekeeping Staff
Wet mob, High and low dusting	Housekeeping Staff
Emptying Waste Baskets	Housekeeping Staff

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road
Kolkata - 74



Building, Lift, Canteen, Furniture, Generator maintenance

Sl. No.	Activity	Responsibility
BUILDING		
1	Check & Repair for Damps & Leaks in Wall & Floor / Under Tiles	Civil Engineering
2	Checking & Repair of Cracks in Walls	Civil Engineering
3	Check & Repair of Blockage/ Damage in Plumbing / Compressor Lines	Designated Civil Supervisor by AE
4	Check for Safety of Electrical Equipment, Transformer and Restricted Access to Electricity Board Equipment	Electrical Engineer, Designated Civil Supervisor by AE
5	Check for Regular Servicing of Lifts and Implementation of Lift AMC	Supervisor & Admin Executive, Electrician
6	Check & Upkeep of Fire Safety Equipment & Regulatory Compliance	Supervisor & Adm in Executive
7	Check & Repair of Water Pump, Overhead Tank Cleaning, Underground Tank and Water Treatment	Supervisor & Admin Executive
8	Check & Upkeep of Pavements, Drain Covers, Water Bores	Supervisor & Admin Executive
LIFT		
9	Lift inspection, maintenance, and servicing	Electrician
CANTEEN		
10	Maintaining the quality and quantity and variety of the food, beverage for the canteen.	Canteen Committee, Asst. Registrar, Canteen Manager
11	Management & Food Distribution	Canteen Manager & Canteen Staff
12	Cleanliness of the canteen	Housekeeping Staff
FURNITURE		
13	Requisition submission of furniture	HOD's, Asst. Registrar, Site supervisor
14	Inspection, Maintenance & Repair of furniture	Asst. Registrar, Site supervisor
GENERATOR		
15	Generator operation and maintenance	Electrician

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Kolkata - 74
7 of 10



Maintenance of Hostel

Hostel Rules & Regulation:

- All residents should be aware that their occupation or use of hostel premises and property does not constitute a tenancy, and that each of them is merely permitted by management, subject to the rules and regulations framed by management, which can be changed, altered, modified, varied wholly or partially, and replaced by management at their discretion and without assigning any reason. The resident will be unable to stay and/or enter the Hostel/Institute, or any part or component thereof, following such revocation. They will be forcibly removed if they do not depart.
- Before signing the application form, students should read the rules.
- The rules should also be posted in the hostel.
- They must also notify the Hostel Warden in writing of their absence. Without the authorization of the warden, the student is not permitted to leave the station.
- Food cannot be supplied to boarders in their rooms unless there are compelling medical grounds.
- Any such service must be approved by the warden in advance.
- No one else is allowed to stay in the room of any boarder, regardless of their relationship.
- Any student whose name is taken off the Institution's rolls forfeits his or her right to occupy a room in the Hostel and must vacate it immediately. As a result, he will not be permitted to take meals from the Hostel.
- Without the consent of the College Authority, students are not allowed to post any notices or have any kind of assembly within the hostel grounds.
- The warden or any member of the College staff authorized by the Principal can inspect any boarder's room at any time.
- For intentional disobedience or defiance of authority, non-observance, or repeated violation of hostel rules, causing damage to person or property, or engaging in anti-national or unpleasant activities, the management reserves the right to terminate the student's residence. The deposit will be forfeited in such situations, and payments will not be returned.
- Every student must live in the accommodations provided by the authorities. Changing accommodations without authorization is not permitted and may result in disciplinary action.
- The keys to the assigned room will be given to students by the hostel warden. Students are not permitted to lock their rooms with any additional locks or keys. Students are responsible for all valuables in their possession, which should be kept in the cabinet. Students must not leave their cell phones, jewellery, or other valuables unattended. Without the consent of the Hostel Warden, students are not permitted to alter the lock or key.
- From 12 a.m. to 6 a.m., there will be complete stillness in the Hostel. At all times, make sure that music or loud talking is not audible from outside the room. Any type of celebrations or noisemaking/celebrations that may cause annoyance to other inmates in the hostel will not be tolerated.
- On the premises of the Hostel, no gambling of any type is permitted.

Principal
Dr. Sudhir Chandra Sur Degree
Engineering
540, Dum Dum Road, Dum Dum
Kolkata - 74



- No student may bring or store any firearm, ammunition, explosives, or combustible materials on the Hostel grounds.
- Students are not permitted to bring, take, or drink any intoxicating alcohol drink, drug, or substance of any sort, or to smoke in the room or on the premises. Visitors are subject to the same rules. If this happens again, the Hostel will take serious disciplinary measures against you and you will be rusticated.
- Pegs or nails may not be driven into walls, and posters may not be affixed to walls, windows, or doors.
- The hostel administration will not be held liable for any student's loss of money, jewellery, or personal goods. It is strongly encouraged that students do not keep any cash, jewellery, or other valuables in their rooms.
- Ragging is prohibited in any form. It is a punishable offence, and those who violate it will face legal consequences as well as rustication from the Institute. Being a silent witness and failing to report or prevent others from engaging in ragging is also a violation that will result in disciplinary action. Accepting or enduring ragging and failing to report it is also a crime. Please notify the Warden/College Authority of any incidence as soon as possible.
- Disciplinary action as per the Institute Code of Conduct shall be taken against students violating Hostel Rules and Regulations.
- **Timings for Canteen:**
 - Breakfast - 7.30 am to 9.30 am.
 - Lunch- 12.30 pm to 1.30 pm
 - Dinner - 8.00 pm to 10.00 pm


These timings shall be strictly followed by hostellers.

Hostel Cleanliness:

- Students must keep their rooms, corridors, and surrounding spaces nice, neat, and clean always, and must not throw anything, including trash, in such locations or on any Hostel premises save in the trashcan or the area specially designated for that purpose. No pupils are permitted to keep cooked food in the room.
- Parents and visitors are only permitted to visit a student on the ground floor lobby. No student may bring any visitor to the room, including their parents.
- Students are encouraged not to waste food and to give their parents the assurance that they would comply with the authorities and that they will be ready on call. Visitors are not permitted in the canteen. During breakfast, lunch, and dinner, the hostel warden will be present in the Canteen area.

Admission Procedure to the Hostel:

- Students should apply for housing at least 7 days in advance.
- The Office will receive an application form with one passport-size photograph attached.
- The competent authorities must sign the admission paperwork for hostel lodging.
- Provisional admission to the Hostel is subject to the Allowed to Keep Tenn. Rule.


Principal
Dr. Sudhir Chandra, Sur Degree
Engineering College
540, Dum Dum Road, Subarnath
Kolkata - 71



- During check-in and check-out, students in the Hostel will complete out a Room Inventory form.

Use of Electronic/Electric Item:

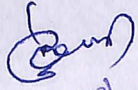
- Each student must only utilize the electrical connections that have been installed in their rooms. It is **STRICTLY PROHIBITED** to use any unapproved electric appliances, such as heaters.
- Students are not permitted to bring any additional furniture or fixtures inside the room. All furniture and fittings in student rooms must be kept in good working order. Any item detected missing from a student's room will result in a financial penalty. Students will be penalized if the furniture is completely broken or has been harmed due to misuse or unfair wear and tear.
- Students are not permitted to move any furniture or fixtures from one area of the Hostel to another. Students participating in such actions will be expelled from the Hostel, in addition to receiving a monetary penalty.
- All students from the flank/wing implicated in the theft/damage of hostel assets in common areas/corridors must be compensated. If objects used by the entire Hostel are stolen or damaged, all students implicated will be held responsible.

Attendance of Students in Hostel:

- Students will be asked to fill out an undertaking form to verify their attendance.
- No student will be permitted to enter the Hostel Premises after 8 p.m. without the consent of the Hostel Authorities.
- Students' attendance in the Hostel will be severely enforced between the hours of 10 p.m. and 10.30 p.m.
- Without the approval of the warden, students are not permitted to leave their Hostel during the night hours.
- Late corner participants must sign a separate register.
- Late corners will face severe disciplinary action, which may include suspension from the Hostel.

Rules for Hostel Leave:

No student will be permitted to leave the Hostel during the course; in this instance, the student must submit a Hostel leaving application to the Warden. It was one month ago. They must settle all Hostel dues and obtain a clearance certificate issued by the A/C section before leaving the Hostel, failing which their dues will be continued.


Principal
Dr. Sudhir Chandra Sur Degree
Engineering
540, Durg
10 of 10
14