

MES KALLADI COLLEGE, MANNARKKAD



STANDARD OPERATING PROCEDURE – SOP.MF.1.1

MES KALLADI COLLEGE, MANNARKKAD
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Forward

The IQAC Team of MES Kalladi College Mannarkkad has prepared the Standard Operating Procedure in line with the Institution policy for Quality Monitoring and Quality Improvement. The feedback was taken from all stakeholders for preparation of the Standard Operating Procedures (SOP). The SOP was reviewed and approved by the Principal.



Introduction

MES Kalladi College, Mannarkkad is the proud symbol of the Muslim Educational Society, Calicut to the cause of higher education in Kerala, especially to the educationally backward areas of Malabar. This is the first college started by the MES and it is also the felicitous outcome of the noble endeavour of the late Kalladi Cheriya Kunhammed Sahib and the local public. College is located in a vast area, a major part of which was donated by the late Janab Valayadi Kunhayammu Haji.

The college is situated 2 km away from Mannarkkad town on the side of Palakkad – Calicut National Highway and bordered by the perennial river “Kunthipuzha” and fortified by panoramic hills of Silent Valley and Attappadi.

The college started functioning as a junior college in 1967 and was upgraded in 1971 with the introduction of degree courses in History, Economics, Mathematics, Botany and Commerce. Further it was upgraded as a Post Graduate college in 1978 with the introduction of M.Com.

The departments of History and Chemistry have been upgraded as Research Centres in 2016 and 2017 respectively, and are equipped with Modern Laboratories, Research Halls and Research Cubicles. At present the college is offering 17 undergraduate and 8 postgraduate programmes in various disciplines, of which 8 programmes are in the Self Financing Mode. This Institution has well equipped laboratory facilities in Chemistry, Botany, Zoology, Physics, Mass Communication, Food Technology and Computer Science. The College Library is automated with more than 50,000 bar coded books and journals. Library has a separate digital section with broadband internet connection and INFLIBNET facilities by which students have access to E-journals and E-books. Presently the library is in its process of modernization with RFID system. The two well equipped computer centres offer short term courses for students along with their regular programmes. College administration is facilitated with Enterprise Resource Planning (ERP) software and the implementation of E- learning with ICT integrated classrooms is at its completion.

The college is renowned for its achievements in sports and games in the national and international levels. The infrastructure includes a playground with 400 meters track, Indoor Stadium and gymnasium for physical fitness and training. The college has remarkable achievements in A-Zone and Inter-Zone arts festivals. The College provides UGC aided minority coaching for the academic

improvement of poor and weak students and special coaching is provided for NET, SET, PSC exam, Bank Test etc. All the students benefit from exposure to national seminars and similar academic programmes through active participation.

Different Clubs and Forums: NCC- Navy & Army, Debate Club, Science Club, English Club, ED Club, Women Cell, Career Guidance & Placement Cell, Media Club, Tourism Club, Yoga Club, Cycle Club, Forestry Club, Bhoomitra Club, Agri-Horti Cultural Society, Apiculture Society, Debate Forum etc. offer a wide range of opportunities to students to nurture their talents and they promote their overall development. MES Medical Centre at Kakkuppady (Attappady) with an ambulance is a prestigious Extension Project of the college. Also it runs different Best Practices as a part of its Institutional Social Responsibility.

Vision

All-inclusiveness, integrity and to promote social justice and scientific temper.

Mission

To set and nurture a path for catering to educational needs leading to social empowerment of underprivileged sections. Inculcating social commitment for the cause of higher education and nation building.

About the Management

The college is managed by the Muslim Educational Society, the largest educational agency of Muslim Community in India, having thousands of institutions. The society, started under the leadership of late Dr. P.K. Abdul Gafoor in 1964 at Calicut, was supported by a large number of professionals and business men and within a short span of time it spread to different parts of India and set up institutions even abroad. From its humble beginning M.E.S. has become one of the top-notch educational agencies in Kerala with a network of schools and colleges. During the initial stages M.E.S. encouraged education among the members of its community by awarding scholarships. The commitment and understanding spirit shown by the M.E.S. to impart knowledge to the educationally underprivileged class of the society have gained wide respect and reputation. The present growth and structure of M.E.S. owe much to the vision and futuristic thoughts of Dr.Abdul Gafoor. M.E.S.

entered the higher education field by setting up colleges in the northern parts of Kerala. Later it spread its wings to all parts of Kerala.

Infrastructure

The infrastructure of the college mainly consist of five main buildings it covers more than 22 acres of land. There is a separate chamber for administrative work in one of the building which also houses Principals Chamber. The College has its own lawns for the students to sit in leisure time viz: Short breaks between the periods and for lunch purposes. A number of benches are kept available too for the convenience of the students. Gardeners & sweepers perform their regular work for their maintenance and cleanliness. The institution has well equipped laboratory facilities in Chemistry, Botany, Zoology, Physics, Computer Science, Mass Communication and food technology

1.0 Scope

This document describes the SOP for maintenance of all facilities located in the campus of MES Kalladi College, Mannarkkad.

2.0 Normative References

There are no normative references in this document.

3.0 Terms and Definitions

For the purposes of this document, the following terms and definitions apply.

3.1 MES KC

MUSLIM EDUCATION SOCIETY KALLADI COLLEGE, MANNARKKAD

3.2 ESP

ESP refers to any External Service Provider, either legally incorporated as a business or providing service as an individual service provider.

4.0 Maintenance of Computer Facilities

The following procedures are adapted for maintenance of computer facilities.

- An agreement has been made with NET MAGIC Pattambi to maintain the IT infrastructure of the campus.

- The ESP will deploy one full-time person in the campus to check all the equipments and take necessary actions.
- The ESP will ensure timely replacement of any parts as necessary.
- The details of the ESP are as given below :NET MAGIC, PATTAMBI, 9745045345
 - Quarterly preventive maintenance and checks
 - Operating System level support without any spare part.
 - Spare parts required for maintenance will be provided by customer will be charged extra
 - Any service apart from the agreed in the contract or any fresh work/assignment will be charged for, at the charges agreed at that point of time.
 - No component(s)/spare(s) shall be removed without informing the competent authority
 - Service shall provide from 09.00 am to 05.00 pm on all working days to keep the machines/equipment in good working order. The service consists, corrective maintenance and includes carrying out the necessary repairs and fitting of parts.
 - The service engineers shall attend the faults within 2-3 working hours from the time of complaint.
 - The service engineers should maintain Log registers for all calls attended/pending issues/preventive maintenance records and details of spare replacement

5.0 Maintenance of Classrooms

- The third party agencies are contracted for cleaning of classrooms on daily basis.

6.0 Maintenance of Indoor Sports

- ESP maintains the indoor sports facility on a regular basis.
- Interim maintenance is performed as and when required.
- The ESP details are given below –Electrical Maintenance, Cleaning

7.0 Maintenance of Restrooms

- The third party agencies are contracted for cleaning of classrooms on daily basis.

8.0 Maintenance of Electrical Facilities

- Maintenance of Electric facilities is contracted to Waves Electricals.
- The details are as follows: Waves Electricals, Kumaramputhur PO Mannarkkad, Praveen Kumar, 9961798270

9.0 Maintenance of Elevator Facilities

Maintenance of Elevator facilities is contracted by Kamai Elevators.

The details are as follows:

- Kamai Elevators, 3B, No: 9, Seshadri Road, Alwarpet, Chennai, +91 7299199111, info@kamaielevator.com

10.0 Maintenance of ICT Facilities

- Maintenance of Audio and Visual Services is contracted by :
NET MAGIC, Pattambi, 9745045345,
hamsanetmagic@gmail.com
- Maintenance of Tele Communications is contracted by:
BSNL & ASIANET

11.0 Maintenance of Security

- Security is outsourced to a security agency:
Abdu Kurikal, 9747484665

12.0 Scavenger Outsourcing

- Scavenger Outsourcing is maintained by an ESP :
Preetha, 7510994709
Monisha, 9526702430
Kamalakshi, 9544969164
Bindu, 9207673471
Nalini, 9809882681

13.0 Civil Contractor

- Any civil work is contracted by an ESP :
Modern Constructions Engineers and Contractors,
OPP Panjayath Bus Stand,
Mannarkkad Palakkad
9447841070

14.0 Maintenance of Medical Services

- The Institution has Dr.Kunjaran, available every working day 9:00 am to 3:00pm in the college campus.
- The institution also has a nurse to tend to the minor emergencies and first aid.
- Any serious emergencies, is referred immediately to the hospital Mannarkkad Nursing Home.
- The details of the doctor available on campus is as below:
Dr.Kunjaran, MBBS,DGM
Mannarkkad College P O, Mannarkkad

15.0 Bank Services

- The campus has an exclusive branch in Vijaya Bank, Federal Bank, SBI, Canara Bank, Kumaramputhur Cooperative Bank, Rural Bank, across the college road.
- The opening hours of the bank are 10:00 am to 3:30 pm.

16.0 Maintenance of Yoga Centre

- The Institution has a yoga centre in collaboration with the Patanjali Yoga Centre.
- The opening hours of the yoga centre are from 7.00 am to 8.30 am and 4.30pm to 6.00pm.

17.0 Maintenance of Personality Development Centre

- The Institution has a Personality Development Centre, in collaboration with Mark Career Academy, A M Tower Opp. Chemanur Jewellers, Kodathipadi, Mannarkkad.
- Mr. Suhail (Director, Career Academy) 9562013333

18.0 Maintenance of Fire Extinguishing Equipments

- Fire services and equipments are provided by an ESP and the details of the ESP are as given below:
Deepthi Agencies
MSME Regd. No: 320072102808
Munambath Building
Opp. Bus stand, Pazhayannur,
Thrissur-680587

9447912657

19.0 Library Opening hours

- The library will be open on all working days from 8:30am to 5:30pm.
- During exam times library will remain open till 8:30 am to 5:30pm.

20.0 Issue Return of Books

- Issue and return of books is facilitated through KOHA software.
- Students and teachers are permitted to keep the book for 15days.
- Post Graduate students are permitted to borrow 5 books at a time.

21.0 OPAC

- OPAC Facility is available through a public access link.

22.0 Reprographic Service

- Reprographic facility is provided in the library.
- Maintenance of the reprographic machine is provided by College Management.

23.0 Weeding of Books

- Books are weeded once in every 3 years, replacing them with new books.

24.0 Periodic Maintenance of Books

- The College library is automated with more than 50,000 bar coded books and journals.
The Library is maintaining separate digital section, with broadband internet and INFLIBNET facilities by which students have access to e-journals and e-books.
- Dusting is conducted daily.
- Damaged books are repaired and bind as when necessary.
- University Question Papers collected and documented after every semester examination.

25.0 Pest Control

- Pest Control is conducted on a regular basis, in collaboration with an external agency.
PCI Pest Control Pvt. Limited

No.5 Broke Bond layout
Krishnaswamy Mudaliyar Road
RS Puram, Coimbatore, 04224347676
Solutions@rentokil-pci.co

26.0 Library Audit

- Yearly audit is conducted to maintain the diversity of books, and to ensure the new books are included.

27.0 Dry and Wet Waste Management

- The Institution has placed separate bins to collect dry and wet waste in different parts of the campus.
- The Institution has appointed ESP to collect the dry and wet waste from the bins located in the campus and dump the waste to Municipal bins, on a daily basis.

28.0 E-Waste Management

- The Institution has a designated storage space for temporarily storing all electronic waste.
- The institution has appointed an ESP to collect the e-waste, quarterly, the details of which is given below :

29.0 Management of Waste Generated through discarding of old records

- The solid waste generated by discarding old records is periodically sold to a waste paper merchant, the details are given below:

30.0 Maintenance of Kitchen Facilities in Women's Hostel

- The menu is decided and changed accordingly by the Student's Mess Committee in consultation with college Secretary.
- Food shall be taken only in the dining room. Food will not be available after the time fixed for each time. (Breakfast 8.30AM - 9.15AM, Lunch 12.30 PM -1.15 AM., supper 7.30 PM- 8.15 PM). Silence should be observed from 10 PM to 8AM and during study time.

- Cleaning and maintaining is done regularly by the college appointed employees.
Saraswathi, Ajitha

31.0 Maintenance of Rooms and Furniture in women's Hostel

- Rooms and furniture are maintained by an ESP, whose details are given below:
SITHARA INDUSTRIES, 9544934466
Praveen (Electrician), 9961798270
Abdul Saleem (Aluminium Fabrication), 9961048855
- Each resident shall keep her room & parts of the building clean and care. Residents have to be always well dressed in the premises.
- The resident has to bring her own bedding, linen, bucket, Mug, plate, Tiffin box, toilet articles and other personal articles.
- Every resident belonging. is responsible for his/her own personal
- Do not stick pictures, postures, or notice on the walls or scribble on furniture and walls.
- Cleaning and maintaining is done regularly by the college appointed employees.
- Sufficient water is supplied. Water wastage is prohibited. All residents should finish their bathing and washing of cloths before 6 P M.
- Visiting of other room is strictly forbidden.
- Switch off the lights at 10 PM to 5 AM in rooms.
- Electrical & Electronic equipments should not be used by the inmates in their rooms without prior permission of the warden.
- Sanitary pads/towels should be disposed off hygienically in the container provided for the purpose and not in any other place. If any blockage happens in the toilets due to the careless disposal, the repairing charge will be collected from the residents.

32.0 Maintenance of Kitchen Facilities in Men's Hostel

- The men's hostel is owned and managed by the MES. Kalladi College Management.
- The menu is decided and changed accordingly by the Student's Mess Committee in consultation with college Secretary.

- Food shall be taken only in the dining room. Food will not be available after the time fixed for each time. (Breakfast 8.30 AM - 9.15 AM, Lunch 12.30 PM -1.15 AM, supper 7.30 PM- 8.15 PM). Silence should be observed from 10 PM to 8AM and during study time.

33.0 Maintenance of Rooms and Furniture in Men's Hostel

- Rooms and furniture are maintained by an ESP, whose details are given below:
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- Switch off the lights at 10 PM to 5 AM in rooms.
- Electrical & Electronic equipments should not be used by the inmates in their rooms without prior permission of the warden.

34.0 Maintenance of Premarital Counselling Centre

- The Institution has a Premarital Counselling Centre, in collaboration with Directorate of Minority Welfare, Government of Kerala. Mr. Shihab A M-7907278873

35.0 Maintenance of Day Care Centre

- The Institution has a Day Care Centre, in collaboration with College M E S Management Committee. Day Care in Charge: Ms. Bushra

36.0 Maintenance of Physical Education Facilities

- Provision is made for many major games in the college. 400 meters track, a fully fledged foot ball stadium, a gymnasium and facilities for practicing wrestling and judo are also available.
- A physical education Council is constituted to advice the principal in all matters relating to physical education. The principal will be the Chairman and the head of the department of physical Education will be the Secretary. The general captain and the captains of various teams will be nominated to the council.

Mr. Moidheen

Assistant Director,

Department of Physical Education

9946841044

37.0 Maintenance of College website

- Timely update of college website is doing by:

Mr. Ali Saalim

Texol Private Ltd.

Near Companyadi Metro Station

Ernakulam.

9747700080

38.0 Maintenance of CCTV

- All the areas of college campus are under the CCTV surveillance. which is visible to thePrincipal, for the security and discipline of the college. Maintenance of CCTV Cameras is contracted by:

NET MAGIC, Pattambi,

9745045345, hamsanetmagic@gmail.com

39.0 Maintenance of Auditorium

- The College has a well-equipped auditorium with good audio system, is well illuminated and ventilated. This Multipurpose auditorium is a resourceful addition to the infra structural facilities

of MES Kalladi College, especially useful for large gatherings of students at functions, cultural meets & conferences.

In charge of Auditorium: Jasmine NH (Administrative Officer: 9895 668 814)

