



T.K.M. COLLEGE OF ARTS AND SCIENCE

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STANDARD OPERATING PROCEDURE - SOP



Version History

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Version History

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FOREWARD

The IQAC of TKM COLLEGE OF ARTS AND SCIENCE, KOLLAM-5 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 the preparation of the Standard Operating Procedure (SOP). The SOP was reviewed and approved by the Principal.



INTRODUCTION

T.K.M. College of Arts and Science, since its inception in 1965 under the aegis of TKM College Trust, has been an acclaimed citadel of learning in the city of Kollam. Re-accredited by NAAC with a 'B++' Grade in 2019, the institution today commands an unparalleled prestige in the academic community.

TKM College of Arts and Science is committed to empowering students through education and strives to bring about academic eminence. In addition, the college gives paramount importance to the character formation and holistic development of the students. Life at TKM College of Arts and Science is a rewarding experience for the student community as the bustling and vibrant campus is consonant for extracting the quiescent academic, artistic, cultural, literary, and creative talents of the students.

The core values upheld by us are Intellectual Achievements, Academic Excellence, Social Inclusiveness, Social Responsibility, Empowerment and Gender Neutrality. Learning, sharing, and caring are our watchwords. We groom young men and women to make them capable of becoming agents of transformation and progress at different walks of life.

The infrastructural facilities include 45 ICT-enabled classrooms, an auditorium, seminar hall, conference room, 17 well-equipped laboratories and 5 computer labs with 180 computers exclusively for the use of students. The college library has more than 36000 books at the last count with subscription to various e-resources.

Presently, the college offers eleven UG programmes and six PG programmes under the regular aided scheme. There are three research centres associated with the Departments of English, Chemistry, and Physics to further the academic pursuits of researchers. Various certificate courses offered by the Departments, along with add-on and continuing education programmes give our students adequate exposure to different disciplines and enhance their employability.

The Social Service/Extension activity clubs conduct a wide range of activities every year which are aimed at nurturing the latent talents of students and making them socially responsible citizens. The institution follows several special practices such as bridge

courses and remedial courses to take care of both weak and bright students. Prime importance is given to activities such as peer teaching, group learning, project preparation, seminars, and industrial visits to enhance the skills of students at multifarious levels.

VISION

Pursue excellence in academic and non-academic avenues, with a sense of civic consciousness and social commitment

MISSION

- ✚ Promote holistic education that enhances employability and life skill development
- ✚ Cultivate a spirit of intellectual creativity and inquisitiveness
- ✚ Nurture philanthropic attitude among the various stakeholders of the institution
- ✚ Develop the institution into an academic centre catering to diverse socio-cultural groups, especially the marginalised sections.

OBJECTIVES

We, at T. K. M. College of Arts and Science, are committed towards achieving excellence through:

- ✚ Effective academic interventions which enhance the skill and employability of students
- ✚ Facilitating Student Progression and Placement
- ✚ Faculty Development/Empowerment Strategies
- ✚ Upgrading Infrastructure Facilities
- ✚ Promoting extension activities/outreach programmes which inculcate social responsibility among the faculty and students

SCOPE

This document describes the SOP for maintenance of all facilities located in the campus of TKM COLLEGE OF ARTS AND SCIENCE, KOLLAM

NORMATIVE REFERENCES

There are no normative references in this document.

TERMS AND DEFINITIONS

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

✚ TKMCAS

T. K. M. College of Arts and Science

✚ ESP

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

MAINTENANCE OF COMPUTER FACILITIES

The following procedures are adapted for the maintenance of computer facilities.

- ✚ An agreement has been made with **KM Technologies**, to maintain the IT infrastructure of the campus
- ✚ The contact details are as follows: XII/1A, Kannothra Building, Opp. K.K Apartments, Vadavathoor PO, Kottayam-10
- ✚ Phone: 0481-2570835; 2577 103; 2577106
- ✚ E-mail: service@kmtch.in; kmtchservice@asianetindia.com

MAINTENANCE OF CLASSROOMS

✚ General Maintenance

The Supporting Staffs of the College under the supervision of Mr. Noushad, Member, Infrastructure Monitoring and Development Committee, (Ph: +91-9447989092) for the sanitation and cleaning of classes daily.

MAINTENANCE OF RESTROOMS

The part-time contingency staff is appointed under the supervision of Mr. Noushad, Member, Infrastructure Monitoring and Development Committee (ph: +91-9447989092) for the sanitation and cleaning of restrooms and waiting-area daily.

MAINTENANCE OF ELECTRICAL FACILITIES

An ESP, Mr A Shoohaib, Thekkearisuvila, Muttakkavu, Nedumpana PO, Kollam (Ph: +91-9446916882) is contacted for the maintenance and timely replacement of electrical facilities.

MAINTENANCE OF ICT FACILITIES

The maintenance of ICT facilities includes the maintenance of audio and service, maintenance of CCTV Cameras, telecommunication facilities, LMS, LED display board, smart classrooms.

MAINTENANCE OF AUDIO AND SERVICES

- Services and maintenance of Audio-visual facilities are contracted with ESP Ahuja K. V. Iyer Sons & Company
- They can be contacted via Ahuja K. V. Iyer Sons & Company, Corporation Building, Chinnakkada, Chinnakada, Kollam – 691001 (Ph: 0474 2749850 | 0474 2749850)

MAINTENANCE OF CCTV CAMERAS

- The CCTV services are maintained by an ESP. Digital info system, Sarathy junction, Karicode, Kollam Ph: 9847957380

MAINTENANCE OF TELECOMMUNICATION FACILITIES (WIFI CONNECTIVITY AND LAN)

- The telecommunication services are facilitated by: BSNL Office, Telephone Exchange, Karikode, Kollam – 691005 (Ph: 0474-2719000)

MAINTENANCE OF LMS

- The college uses a full-fledged Learning Management System (LMS) with the Look Campus (now migrated to) Campus Technology (since 2021).
- The Point of contact in case of technical and operational help:
Campus Gene --- 9846086633, Email: sajisj@makeitz.com
Campus Technology --- 998074772 Email: pooja.vasudev@epaathsala.com

MAINTENANCE OF LED DISPLAY BOARD:

- The LED display boards are under the maintenance of RS Tech, Industrial Estate, Umayanallor, Kollam, Kerala.

SMART CLASSROOM MAINTENANCE:

- An agreement has been set up with KM Technologies for the maintenance of smart-classroom facilities including projectors, smart tv, and computers.
- They can be contacted in

XII/1A, Kannothra Building, Opp. K.K Apartments,
Vadavathoor PO, Kottayam-10

Phone: 0481-2570835; 2577 103; 2577106

E-mail: service@kmttech.in; kmttechservice@asianetindia.com

MAINTENANCE OF SCIENCE LABORATORIES

- ✚ General Maintenance of laboratories

Routine maintenance of laboratory equipment is carried out with the support of Kelvin labs. The maintenance of physical infrastructure is monitored by the infrastructure development and monitoring committee

- Kelvin labs, College Junction, kayamkulam, Alappuzha, Contact: 08289887820 email: kelvinlabsindia@gmail.com
- The Advanced and Expensive Equipment's are maintained by respective Annual Maintenance Contracts (AMC) with the service provider.

MAINTENANCE OF WEBSITE

Timely update of Website is done by

- TKM Infotech Pvt Ltd., Thapasya, Infopark, Kochi
Contact: Shahid +91 98957 85561

MAINTENANCE OF SECURITY

- Security staff is appointed under the direct supervision of the college. They are provided salary and perks from the contingency fund of the college.

CIVIL MAINTENANCE CONTRACT

Any civil work is contracted with Mr. Shaji, Ph: +919048112934

MAINTENANCE OF MEDICAL SERVICES

- ✚ The college has an association with the Shifa Hospital, a nearby hospital, for immediate medical attention.
- ✚ In case of emergencies, the pupil may be referred to District Hospital, Kollam, which is situated within a distance of 7 km.

MAINTENANCE OF YOGA CENTRE, GYMNASIUM, AND PRAYER ROOM

- ✚ The Institution has a Yoga Centre, a gymnasium, and a Prayer Room that are taken care of by faculty in charge of Physical education
- ✚ The opening hours of the Yoga Centre and the Prayer Room is from 5:30 am to 6 pm

LIBRARY FACILITIES AND THEIR MAINTENANCE:**LIBRARY OPENING HOURS**

- The library will be open on all working days from 9 am to 5 pm
- During exam time, the library will remain open from 8:00 am to 5 pm

ISSUE RETURN OF BOOKS

- The library uses KOHA, the library management software for the inward and outward management of books
- Each student is permitted to keep a book for 14 days subject to onetime renewal for further 14 days

- PG students and research scholars are permitted to borrow 5 books at a time and 3 books are allowed for UG Students. The teachers can borrow a maximum of 10 books
- Greenstone, a digital library platform, is used for knowledge dissemination.

REPROGRAPHIC AND BROWSING SERVICE

- Reprographic facility is provided in the library and the Xerox machines are operated in-house for photocopying purposes
- Provides browsing facility to the needy students inside the library premises.

WEEDING OF BOOKS

- Books are weeded once every 10 years, replacing them with new books.

PERIODIC MAINTENANCE OF BOOKS

- Dusting is conducted daily.
- Damaged books are repaired as and when necessary

PEST CONTROL

- Pest Control is conducted regularly, under the regulation of Mr. Noushad, Member, Infrastructure Monitoring Committee (Ph: +91-9447989092)

LIBRARY AUDIT

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

WASTE MANAGEMENT

- ✚ The Institution has placed separate bins in different parts of the campus to collect waste.
- ✚ The Institution has appointed contingency staff for the proper disposal of waste, on a daily basis.

E-WASTE & CHEMICAL WASTE MANAGEMENT

- ✚ The Institution has designated storage space for temporarily storing all electronic waste.
- ✚ The institution has an agreement with the Haritha Karma Sena, Kottamkara Grama Panchayath to collect solid waste including e-waste and chemical waste.

MANAGEMENT OF WASTE GENERATED THROUGH DISCARDING OF OLD RECORDS

- ✚ The solid waste generated by discarding old records is sold-out to the locally available paper merchants in regular intervals.

HOSTEL FACILITY MAINTENANCE

- The college is running two hostels for ladies, separately for PG and UG students, under the supervision of Warden, Prof. Shajitha, S. Each hostel has a matron, who monitors the running of the hostel meticulously.

MAINTENANCE OF KITCHEN FACILITIES IN GIRLS HOSTEL

A fixed menu is given weekly, which includes breakfast, lunch, snacks, and dinner.

- The menu is decided and changed by the Hostel Warden in consultation with the students.
- Cleaning and maintenance are done regularly by the employees appointed by the college.

MAINTENANCE OF ROOMS AND FURNITURE IN GIRLS' HOSTEL

- Rooms and furniture are maintained by the Hostel Warden in consultation with the Administrative Staff of the Girls' Hostel
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