



STANDARD OPERATION PROCEDURE – SOP

KTM COLLEGE OF ADVANCED STUDIES

Karuvarakundu P.O

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Version History

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FORWARD

This standard operating procedure report has been prepared by the Internal Quality Assurance Cell bearing the policy of the institute for quality monitoring and improvement. This report prepared by considering the feedbacks received from different stakeholders has been verified and ratified by the principal.



ABOUT THE COLLEGE

KTM College of Advanced Studies is one of the pre-eminent institutions run by Darunnajath Islamic Centre, Karuvarakundu, the educational agency which has made substantial contributions towards re- writing the educational and social profile of the region.

The College, which had a modest start as a private college in 1986, was affiliated to the University of Calicut in 1995. In the same year, the college signed the Direct Payment Agreement with the State Govt. and became an aided college. The college has also the privilege to be the first ever College to be included in 2(f), 12(b) under the UGC Act.

The college which keeps up prestigious track records both in the academic and non-academic spheres aims at molding a morally sound, academically excellent and socially committed generation of youth.

KTM College of Advanced Studies is the brainchild of the late Jb. K. T Manu Musliyar, who remained the moral compass of the society for decades. The college is indebted to this great soul for the stature and the status which it enjoys today.

VISION

To mould a generation imbued with human values and equipped with the necessary skills and competence to face the challenges of the modern world.

MISSION

- Anchoring in the noble ideals of diversity and pluralism, the college strives to make the reach of its academic activities available to all the sections of the society, especially the marginalized and needy.
- Moving in tandem with the developments in digital technology, we try to innovate the teaching-learning methods.
- Implanting human, humane and environmental values in students so as to make them responsible citizens.

INFRA-STRUCTURE

The College has three building blocks-an administrative block, an academic block and another one for research centre and library. The Administrative Block houses the Principal's chamber and College office. The seminar hall and two class rooms are also housed in the same block. The Academic Block, which is two storied, has sufficient space and enough number of rooms. Classes for the two UG programs are run in the building. Both the Commerce and the language department are also housed in the same block. Besides the computer lab, language lab, common room, counseling centre and recreation room, the academic blockhouses the manager's room as well as the IQAC office. The top storey of the block is used as fitness and yoga centre

SCOPE

This document illustrates the standard operating procedure of KTM College of Advanced Studies, Karuvarakundu.

NORMATIVE REFERENCES

There are no normative references in this document

TERMS AND DEFINITIONS

In order to understand this document without any obscurity, the following terms may be understood in advance:

1. DA College: Darunnajath Arabic College
2. KTM College: KT Manumusliyar College of Advanced Studies.

MAINTENANCE OF COMPUTER FACILITIES

The College has adopted the following measures to for the well-keeping of its computer facilities

1. College has made an agreement with **Terabyte Technologies, Technical Support Service Karuvarakundu- 7560911631**
2. The College has appointed one full-time computer faculty in the campus to check all the equipment and take necessary actions.

The agency will ensure timely replacement of any parts as necessary actions like:

- 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

Maintenance of Classrooms

There is a full-time sweeper for cleaning and sanitizing the college buildings and premises. Whenever any sort of skilled work is required professional teams are brought into action.

Maintenance of Restrooms

A full-time sweeper appointed by the college does the work of cleaning and maintaining the rest rooms on a daily basis.

Maintenance of Electrical Facilities

- Maintenance of Electric facilities is contracted to AT Store and Electricals Karuvarakundu.
- Address: AT Store and Electricals, Karuvarakundu.
Prop. Abdul Salam – 04931 280393

Maintenance of ICT Facilities

The College has adopted the following measures to for the well-keeping of its ICT facilities.

- College has made an agreement with **Terabyte Technologies, Technical Support Service Karuvarakundu- 7560911631**

- The College has appointed one full-time faculty in the campus to check all the ICT equipment and take necessary actions

Maintenance of Security

- Security is appointed by college from time to time: Muhammed Ali- 9496976077

Scavenger Outsourcing

Scavenger Outsourcing is directly maintained and managed by Darunajath Islamic Centre, the college management with available teams and agencies.

Civil Contractor

Any civil work is contracted by an external agency:

SULFI ASSOCIATES

ARCHITECTS & CONTRACTORS

BANK ROAD MELATTUR

PHONE: 04933 277058

MOB: 9447651332

Maintenance of Medical Services

- The Institution keeps a good first aid kit with all required things.
- Any serious emergencies, is referred immediately to the nearby ALMAS Hospital, Karuvarakundu- 676523
- Still more serious emergency cases are referred to Moulana or Alshifa hospitals in Perinthalmanna

Bank Services

- The College depends on State Bank of India, Karuvarakundu Branch, for its financial transactions.
Phon:04931 280774

Maintenance of Yoga Centre and Prayer Hall

- The Institution has a Yoga Centre which is taken care of and maintained by Mr. Muhammed Musthefa K, Assistant Professor of Arabic.
- The opening hours of the yoga center are from 7.00 am to 8.30 am and 4.30pm to 6.00pm.
- There is a campus mosque for the boys maintained by the full-time staff appointed by the management.
- The prayer hall for the girls is maintained by Ms. Saeeda KT, Assistant Professor of Arabic

Maintenance of Counseling Centre

- The Institution has a Counseling Centre for providing counseling for providing counseling to the students in time of need.
- It is maintained by Mr. Ubaidu Rahiman P, Assistant Professor of English (9496891091)

Maintenance of Minority Coaching Centre

- The Minority Coaching funded by the State Government for providing free coaching for competitive exams to candidates belonging to minority community is well maintained by the college
- The person in-charge of the center is Mr. Muhammed Musthefa K, Assistant Professor of Arabic.
Mob: 9446151874

Library Opening hours

- The library will be open on all working days from 8:30am to 5:30pm.
- During exam days also library will remain open full-day (from 8:30 am to 5:30pm).

Issue and Return of Books

- Issue and return of books is facilitated through KOHA software.
- Students and teachers are permitted to keep the book for 14days.
- Post Graduate students are permitted to borrow 5 books at a time.

OPAC

- OPAC Facility is available through a public access link.

Library Blog

- The Library blog is maintained by Suhail P, the librarian.

Xerox and Scanning Service

- Xerox and scanning facility is provided in the library.
- Maintenance of the Xerox machine is provided by College Management.

Weeding of Books

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

Periodic Maintenance of Books

- The College library is automated with more than 10,000 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 bound as and when necessary.
- University Question Papers are collected and documented after every semester examination.

Pest Control

- Pest Control is conducted on a regular basis by the sweeper and staff.
- In case of any need, experts from outside are engaged for fogging and spraying

Library Audit

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

Dry and Wet Waste Management

- The Institution has placed separate bins to collect dry and wet waste in different parts of the campus.
- The management has appointed cleaning staff for the disposal of waste materials.
- The wasted food is deposited in the biogas plant
- There is incinerator facility as well which is maintained by the cleaning staff.

E-Waste Management

- The Institution has a designated storage space for temporarily storing all electronic waste.

- The institution has contract with **Terabyte Technologies, Technical Support Service Karuvarakundu- 7560911631** to collect the e-waste from the college.

Management of Waste Generated through discarding of old records

- The solid waste generated by discarding old records and paper is periodically sold to a waste paper merchant.

Maintenance of Kitchen Facilities in Women’s Hostel

- The menu is decided by the Students Mess Committee in consultation with the warden cook and the faculty in-charge of the hostel.
- Strict time schedule is followed for the food which 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)
- Cleaning and maintaining is done regularly by the sweeper employed by the college.

Maintenance of Rooms and Furniture in women’s Hostel

- Rooms and furniture are maintained by the management of the college; repairing, replacing and renovation are done periodically.
- Each resident shall keep her room & parts of the building clean and tidy. 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 is responsible for his/her own personal belonging.
- Do not stick pictures, posters, or notices 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 equipment 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.

Maintenance of Day Care Centre

- The Institution has a Day Care Centre for children of the staff and students of the college.
- The staff in-charge of the center is Ms. Rukhiya.

Maintenance of Physical Education Facilities

- The college has a good ground fit enough to hold football and cricket matches and other games and racing events.
- The institute also has badminton cum volleyball court for the purpose.
- A physical education Council is constituted to advise 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.

Maintenance of College website

- Timely update of college website is done by: Mr. Shanid

Obrasoft Calicut.

7736317966

Maintenance of CCTV

- The whole college is under CCTV surveillance which is installed and maintained by Unique Systems, Manjery, Malappuram.

Contact Details: Mr. Ubaid, Mob: 9847113392