



SAFA | COLLEGE OF ARTS AND SCIENCE

Affiliated to University of Calicut | ISO 9001-2015 Certified | Recognised by UGC 2(f)



STANDARD OPERATING PROCEDURE (SOP)



STANDARD OPERATING PROCEDURE

VISION

"Empowering Excellence, Nurturing a Better Tomorrow"

To ensure quality performance of the institution by fostering a dynamic learning environment that encourages intellectual curiosity, critical thinking, and continuous improvement.

MISSION

- To establish quality procedures for advancing and sustaining excellence in the academic practices of the college through effective evaluation and monitoring.
- To strive to realize the motto of the college by assisting in the development and implementation of the institution's strategic plan.
- To ensure that institutional goals align with the changing needs of higher education and societal expectations while complying with regulatory requirements and accreditation standards.
- To prepare the institution for periodic reviews and inspections by external agencies.
- To collaborate with other stakeholders of higher education for quality augmentation

OBJECTIVES

Developing Quality Parameters: Establishing and monitoring quality parameters for various aspects of the institution.

Enhancing Teaching-Learning Processes: providing faculty development initiatives, resources and training opportunities to enhance teaching and learning methodologies, curriculum design, and assessment practices.

Ensuring Student Support Services: Ensuring adequate support services for students, including counselling, mentoring, career guidance, and extracurricular activities, to facilitate their overall development and welfare.

Promoting Research and Innovation: Encouraging research and innovation initiatives among faculty and students to foster a culture of scientific inquiry.

Engaging Stakeholders: Engaging internal and external stakeholders, including students, parents, faculty, alumni, employers, industry partners, and the community in quality assurance processes.

Compliance and Transparency: Ensuring compliance with regulatory requirements and institutional policies, promoting transparency and ethical conduct in all aspects of institutional functioning.

Conducting Internal Audits: Conducting regular internal audits and evaluations to assess effectiveness of the institutional processes, and implement remedial measures as necessary.

Promoting Best Practices: Identifying, promoting, and institutionalizing best practices in teaching, learning, assessment, research, and administration.

Documentation and Benchmarking: Documentation and benchmarking of various activities that contribute to efficiency, accountability, and continuous improvement of the institution.

Continuous Advancement: Promoting a culture of continuous improvement by fostering innovation, creativity, and adaptability to meet the evolving needs and challenges of the educational landscape.

Facilitating Accreditation Processes: Establishing the quality requirements specified by the regulatory agencies to ensure that the institution complies with the process of accreditation.

Scope

This document describes the SOP for maintenance of all facilities located in the campus of Safa College of Arts and Science.

Standard operating procedure in

❖ Admission Process

- The principal appoints faculty members to oversee the admissions process in order to ensure that it proceeds smoothly.
- Admissions policies of the affiliated university are complied with by the admissions cell.
- The admission cell reviews documents in accordance with the affiliated university's regulations.

❖ Maintenance of Classrooms

- The Support Staff of the College under the supervision of the Office Superintendent takes care of the cleaning of classrooms daily.

❖ Maintenance of Restrooms

- The Support Staff of the College under the supervision of the Office Superintendent takes care of the cleaning of restrooms on daily basis. The cleaning charge for the Restrooms of each block is split between the cleaning staff.

❖ Maintenance of Electrical Facilities

- Maintenance and servicing of Electric facilities is done by the YUCO Electricals, Valanchery under the supervision of consulting electrical supervisor Mr Suresh Kurup.

❖ Maintenance of ICT Facilities

- Maintenance of Audio and Visual Services is maintained by our IT support team. and in case of major complaints, the respective company is contacted and the issue is dealt by their technical team.
- Issues in the internet will be rectified immediately by the system administrator by contacting the service provider.

❖ Maintenance of Security and CCTV

- Security staffs and their duty schedules are maintained by the Director.
- CCTV servicing and maintenance is carried out by Capture Automation and Security Systems, Kuttipuram(anas).

❖ **Maintenance of Resource centre**

- The complete maintenance of the Resource centre is supervised by the staff in charge of the centre. The in-charges will be cycled in each academic year.

❖ **Maintenance of recreational zone**

- The college's recreational area is maintained by the head of the physical education department, as well as the responsible NSS and SIP faculty members.

❖ **Maintenance of Garden**

- The Garden area and all the plantations of the college are maintained and managed by the gardener of the college, Mr. Alikutty.

❖ **Waste Management**

- The Institution has placed separate bins to collect dry and wet waste in different parts of the campus as per the policy. The cleaning Staff of the college collects the dry and wet waste from the bins located in the various parts of the college campus for proper segregation and disposal daily.

❖ **Library Maintenance and Management.**

- The library will be open on all working days from 9.00 am to 5.00 pm. Upto 4.30 pm on Saturdays.
- Issue and return of books are facilitated through Koha software.
- Each UG and PG student is permitted to keep a book for 14 days.
- Each PG student is permitted to borrow 5 books at a time and 3 books are allowed for UG Students.
- Maintenance of the reprographic machine is provided by Candid Solutions.
- Periodic Maintenance of Books.
- Dusting is conducted daily.
- Damaged books are repaired as and when necessary.

❖ **Cleaning of the Campus**

- The infrastructure facilities are cleaned and maintained regularly by the cleaning staff of the college.

❖ **Maintenance of Fire Extinguishing Equipment**

- The fire extinguishers are properly maintained by the Winpower company under the monitoring of the superintend.