Standard Operating Procedure (SOPs)

For Maintenance and Utilization of Physical Facilities

Registrar
Quantum University

Procedures and Policies for Maintaining and Utilizing Laboratory Facilities, Computers, Library, Classrooms

For Laboratories:

- The department regularly maintains the laboratory equipment/hardware by regularly checking the working status of equipment.

- The laboratories are maintained by respective Lab Incharges (Faculty and Instructor) and a bi-annual audit is done at department level after every semester.

- During the audit, the audit committee checks status of each equipment, computer, peripheral and software properly. The dead stock is discarded after taking NOC from the HOD/VC.

- Laboratory staff is maintaining proper stock registers of consumable items, non-consumable items and IT assets for respective labs.

- Laboratory staff is issuing equipment, components and manuals to the students and faculty members after making entries in the issue register.

- Laboratory notice boards are regularly maintained by respective lab incharges. List of equipment, list of experiments, academic timetable and lab area details are displayed on the notice board.

- The lab budget is prepared by lab incharges after calculating the requirements for the next academic semester and finally taking the approval from HOD and Vice-Chancellor.

For Departmental Library:

- The department library coordinator is regularly reviewing and evaluating the resource materials such as books, journals and magazines.

- Departmental library incharge prepares a list of books and display the updated list in the department. Library incharge make a new entry of books as available in the department library.

- Departmental library incharge issues books and magazines to the faculty members of the department by making entry in the issue register.

- Departmental library Incharge arranges the books according to the subject or topic on the bookshelf of library.

- At the end of the semester, library incharge prepares a report about how many books got issued, returned or misplaced. Also, generates the requirement of new books and journals that are required according to the new syllabus and submit the proposal to Central library through HOD.

- Departmental project and seminar coordinators are submitting the entire project and training report of the last one-year in departmental library.

For Classrooms:

- Class rooms, staff rooms and laboratories cleanliness is maintained by peon and sweeper of the floor. The housekeeping team maintains college corridors and washrooms cleanliness.

SOP : COMPUTER LAB MAINTENANCE

1. A Computer Lab status checklist format has been shared with all the Schools/Departments having computer lab facility.
2. All the Schools/Departments are advised to share this computer lab maintenance guide with their lab incharge to carry out regular inspections and fill out all the parameters of checklist.
3. Lab incharge to update name of the Lab for its identification.
4. Lab incharge to update the date on which inspection was carried out.
5. Lab usage details have to be mentioned in the checklist.
6. Lab−Incharge to do inspection of every computer system for both hardware and software status and update the checklist.
7. Lab incharge to report Office of Information technology, if any computer hardware peripheral is in non working state or in damaged condition.
8. Lab incharge to check status of both system software and application software.
9. Lab incharge to update status if software is fully functional or need to be upgraded.
10. Lab incharge to report Office of Information technology if any new software is needs to be installed for compliance of any online exam or placement drive.
11. Lab incharge to carry out cleaning process for all the hardware peripherals installed in computer lab.
12. On the basis of inputs provided by computer lab incharge, Office of Information Technology team to take necessary action for maintenance, remedial action or fulfillment of requirements.

Maintenance of Computer Lab Systems:

The University has a skilled IT team responsible for carrying out the service, maintenance and repairs of all equipment including − Computer Systems, Laptops, Software installation, audit, update/upgrade, projectors, printers, scanners and network switches, Wi−Fi, data nodes, IP Cameras and the surveillance system.

Further, major laboratory equipment is under Annual Maintenance Contract (AMC) for their regular preventive and corrective maintenance as well under long term warranties with the part replacements and service of defective equipment. An online service request format, for maintenance and repair of all items, to the concerned departments is available (screenshot attached). These requests are attended as soon as possible and if needed taken for further processing like procurement of spares etc.

SOP: COMPUTER LAB USAGE

1. All the schools/colleges are instructed to showcase below guidelines in computer lab and they must ensure all students should strictly adhere to mentioned guidelines.

Do's

- Be regular in class & in proper uniform. Maintain discipline and decorum.
- Report any failure/break−down/fire/broken plugs or exposed electrical wires of equipment to the faculty/Instructor/lab attendant immediately.
- Protect yourself from electric shocks by not touching live naked wires and by following instruction with safety precautions.
- Properly Shutdown/switch off all equipment/computers after use. Use your id for any transaction and communication.
- Do change your id passwords periodically. Follow Computer Lab Rules.
- Do mark entry in lab access register before accessing the equipment /computer system.

Don't

- ❌ Do not eat or drink in the laboratory/computer labs.
- ❌ Do not use mobile phones in computer labs and class rooms.

- ❌ Do not touch equipment with wet hands.
- ❌ Do not plug-in USB drives/external storage media/CD's/DVD's on lab computers.
- ❌ Do not add/install/remove software/applications on/from lab computers.
- ❌ Do not browse irrelevant web sites on lab computers.
- ❌ Do not keep dumps of pirated applications/software/music/videos/movies/songs on lab computers as well as on your storage devices
- ❌ Avoid stepping on electrical wires or any other computer cables.
- ❌ Do not open the system unit casing or monitor casing particularly when the power is turned on.
- ❌ Do not insert metal objects such as clips, pins and needles into the computer casings. They may cause fire.
- ❌ Do not remove anything from the computer laboratory.

- ❌ Do not touch, connect or disconnect any plug or cable without your faculty/Instructor/lab attendant's permission.
- ❌ Do not unplug power and data cables from sockets in computer labs.
- ❌ Do not place your bags and water bottles along with monitors on table top. ❌ Do not misbehave in the laboratory/computer labs.

FORM FOR BOOKING OF INFRA FOR DEPARTMENTAL ACTIVITIES

Quantum Infra Booking Form

All Faculty members have to fill this form to book specific venues at the Quantum University Campus, so that the venues can be arrange and reserved for that specific event. Ideally the form should be filled minimum 48 hours in advance.

shobhitgoyal@gmail.com Switch accounts

Not shared

* Indicates required question

Date of Event *

Date

dd/mm/yyyy

Time of Event *

Time

__ : __

Number of Students *

Your answer

Number of Internal Guests *

Your answer

Number of External Guests

Your answer

Remarks (Special Arrangements)

Your answer

Submit   Clear form

Number of Hours (Required) *

Your answer

Name of the Event *

Your answer

Name of Faculty Event Co-ordinator *

Your answer

Facility Wanted *

Choose

Auditorium

Mini Audi

Seminar Hall 1

Seminar Hall 2

Seminar Hall Ground Floor (F - Block)

Seminar Hall (Incubator)

Your answer

STANDARD OPERATING PROCEDURE (SOP)

FOR

Learning Resource Centre

Welcome to Quantum Learning Resource Centre

The library services are the comer stone of the education system at Quantum University, India. The mission of our library services is to facilitate the creation of new knowledge through acquisition, organization and dissemination of knowledge resources.

The University Libraries offer a wide range of materials in a variety of formats--from traditional books and serials to films, and multimedia and networked information from around the world. Highly skilled staff assists students to use the local collections and find information on specific topics. Our libraries are a learning space where students are inspired to explore research and create. Our libraries are not only the places to think but also an informal work area where students gather to collaborate.

Entrance Inside Library
All members have to show there University ID card before entering the library. ID card is mandatory for use of library service. Members have to scan their ID Cards at the entrance. The scanning of the ID card shall ensure that the person concerned agrees to abide by the rule and regulations of the library. Those library user don't have library Id cards can sign their attendance in Register. The security personnel at the entrance of the library examine everything the passes in to or goes out of the library.

For issuing of the book members have to fill issue slip available on issue counter.

Librarian at his discretion may allow more books or extend duration of loan in case of genuine requirement of the member.

A member shall be required to produce Membership card to borrow books. In case of library card lost the member should be report immediately in writing to the librarian. And duplicate ID card can be re-issuing of from registrar office.

Books once issued, should not be brought inside, unless it is to be returned

Books can't return on the same day.

There will be no renewing of books.

Members cannot issue same author, same title books and same edition.

Members cannot sign for other members. Member has to present in the library to get books issued.

GATE PASS: A Gate Pass will be issued by the circulation counter for each book issued to a member. The Gate Pass along with the issued book will be handed over by the member to the Security Personal on duty for verification. After verifying the particulars, the Security personal will deliver the books to the borrower keeping the Gate pass for record.

Books not available for Loan

The following collections are available only for consultation within the library and can be borrowed for short duration, with a special permission of the Librarian only in case of extraordinary circumstances;
Reference books, reference text books, standards, current issues of journals, institutional archive material. But members can use reprographic service provided by library.
Due-date for return of books and consequences of delay in return

All books borrowed from the library must be returned within the stipulated due date. The Librarian however, may recall any book before the due date.

Members who are moving out of station on leave, project work, Training or any other work should make arrangement to return books borrowed by them.

The Library normally sends reminders of overdue books from time to time, however, non receipt of such a reminder by a member cannot be accepted as a valid reason for delay in return of books.

Failure to return books in time will attract the following punitive actions:

A. Fine of Rs. 2 per day will be charged for the overdue book only from undergraduate, postgraduate students and paid members and there is no fine on Research Scholars PhD, Faculty, Associates, Junior Associates and Staff members.

B. Suspension of Membership: If the member fails to return books even after 15 days from the due-date the membership will be suspended until return of all over-due books standing in his name along with overdue charges.

C. Recovery of cost of books: If a member fails to return a book even after 1 month from the due-date, list of defaulters will be sent to the Registrar for recovery of the cost as from the member's account and/or security. The cost will be calculated as per the Rules, also be applicable if the book is a part or volume of set that cannot be purchased separately.

D. Refusal of Registration in the following semester: In case of defaulting student member's registration to next semester may be refused until return of overdue books.

E. Termination of Membership: Membership of habitual defaulters may be recommended for termination of the membership. All the fine will be upload on Chalkpad. No library staff member can take fine in cash. Payment for printout and scanning will also be upload on Chalkpad.

If the borrower leaves Quantum University Campus/ Hostel and is not expected to return before the due date for returning borrowed material, he should return or renew such material before leaving the city.
A borrower going on leave with or without salary, deputation, study leave, or extraordinary leave will have to return all borrowed material before leaving Quantum University Campus/Hostel.

Calculation of Cost of BOOKS

Cost of Books to be recovered from a member shall be computed in the following manner: 200% of the Price of books as shown in the Accession Register, OR 150% of price of the book as shown in the accession register + overdue charges if applicable, + Rs. 50, WHICHEVER IS HIGHER

In case the price of the books is not available in the accession register, list price of the latest edition in-print or the last edition of out-of-print books will be treated as price of the book for
The purpose. In case, price of a book received is gratis and its cost is not known, it will be determined by the Librarian

Loss or damage of books borrowed from the Library by the member

In case of loss of books borrowed by the member, the member should immediately inform the Library. He shall be required to make good such loss, by paying the cost of the books so lost within two weeks of informing the Library. The cost will be calculated as per Rule.

If such a book that has been lost by the member is a volume or part of a set is not available for purchase separately, the member shall have to pay the cost of whole set. In such cases, he may be allowed by the librarian to claim the remaining parts or volumes of the set.

A member may opt to replace the books lost by him with a new copy of the latest edition. In such case he will also be liable to pay Rs. 50/- as service charge and overdue charges if any, up to the date of his informing the loss to the library. In the event of change in the imprint of the lost book, Librarian's decision will be final in accepting a different imprint.

Members are required to keep the books borrowed from the library in good physical condition and not to mark or damage the books. Members should carefully check the books before borrowing for any deficiency and damage and get the same verified by the staff on duty. Members are liable to make good the marking or damage to the books borrowed by them as in the same way as applicable to Rules.

Books borrowed from the library are for personal study and should not be used for any direct commercial purpose. Copying from the library books is subject to copyright restriction.

If a member is suffering from a communicable disease that can spread through books, such member should not visit the library and handle the library books. In case such member unknowingly has been handling the books, he should promptly inform the Librarian, who would make arrangement for disinfection of the books before re-circulating the same,

New Collection

Any student can give direct requirement for new books to librarian by form hardcopy available in library or online by login in their account.

Faculties members have fill book requisition form get sign form HOD in written and submitted to library staff.

Procedure:

All the HODs of the departments are communicated to raise their requisitions for books, journals and any other material based on the curriculum.

Depending on the requisitions raised, vendors are selected.

Quotations are asked from different vendors which are compared and evaluated for best price.

After Receiving the quotation PO will be made and send to VC office for the approval. Once the VC office approves the PO, the order will be send.

Books and journals are procured and entry is done in the accession register. The books are stamped with library stamp for identification as library property

After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks,

The e-resources received from the supplier are uploaded on the Website and ensured that they are accessible to the users.

Discipline, security and privacy
All personal belongings should be kept outside the Library at the designated place.

Own reading material cannot be brought inside the library, except small notebooks for taking notes. Books from one collection should not be taken to another section without permission of the Library staff. For example books from textbook section should not be taken to reading hall or periodicals section.

Books or other materials taken from the stacks should not be re-shelved by the readers but should be left on the tables reserved for this purpose.

Please remember that a book misplaced is a book lost.

Computer terminals provided in the Library for searching the Online Public Access catalogues, CDROM databases, or retrieving any other online information made available through Library systems. Use of these terminals for any unauthorized purpose, accessing Quantum University or external networks, changing or damaging the hardware/software settings, data or any other illegal activity will be liable for punitive action. Library will provided printout facility for members on cost.

Using computers for social media is prohibited. (Computers are only used for educationprojects, research E-Journals etc). If any student misuse Internet Inter-disciplinary action will be taken against him or her.

Silence and order must at all times be mairtained in and around the Library. Smoking is not allowed inside the Library. Visitors are expected to maintain a decent and civilized behavior expected that and mannerism.

Mobile phone in vibration mode only is permissible.

Library staffs have a right to ask any person whose presence in their opinion has violated the Rule or whose presence in their opinion will be detrimental to decorum and environment conducive to reading, to leave the library premises. Repeated incidence of such behavior will attract punitive action.

All visitors to the library, including members may be subjected to frisking and bag checks, if required. This is necessary to prevent theft of library material.

Theft and mutilation of the library material, damage or defacing of the library property, and indulging in unlawful activities, indecent or socially unacceptable behavior will be construed as serious misconduct and people indulging in, encouraging or abating such activities and in possession of unauthorized library books are liable for punitive action by the Institute authorities as well as criminal proceedings.

The Library may be fitted with detection, vigilance and anti-theft equipment.

The librarian reserves the right to suspend membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.

The librarian may recall any book from member at any time or suspend his/her services without explaining

Library Services

Reference: The Reference Desk is located in all libraries. All the members can contact any library staff member for any information they can needed. For OPAC search member can contact the library staff for help.

Scanning: The scanning facilities are available in the central Library. Printout: Printout facilities are available in Central Library.

Reference Management Tools Training: Reference management tools help you keep track of the books, book chapters, journal articles or any other material you use in your research. Library Provides training on Mendeley and Endnote.

Orientation to Faculty/ Students: Library time to time gives library orientation to all the faculty and student. Library conduct faculty orientation programs on annual bases.

Document supply - Research papers not available in the Library can be procured using the DDS (Document Delivery Service). Central Library has tie up DELNET for this service.