



HISLOP COLLEGE

Nagpur

SOP for utilization of infrastructure facilities like 'Shalom' (Auditorium), Seminar Halls, Skill Development Laboratories and other specific facilities.

1. The organizing committee is required to evaluate and identify the infrastructure and facility requirements for the proposed event.
2. The HoD in case of a department, and the Convener in case of an extension cell, needs to apply to the Principal for permission to use the infrastructure facility, mentioning the details of day, time and the facilities as well as services required on-site.
3. The Principal will, after due verification of the availability of the venue, permit or suggest an alternative.
4. The college office shall reserve the venue for the said date and time as mentioned in the permission letter.

5. The technical support team and housekeeping staff, on receiving a copy of the signed permission letter, to ensure the upkeep of the venue before the event.
6. The organizers shall be responsible for the safety and maintenance of the equipment and the infrastructure facility during the event.
7. The house keeping staff will clean up the venue under the supervision of the organizers, immediately after the event is over.
8. The watchman shall check the venue before locking it.



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SOP for maintenance/repairs of infrastructure facilities like computers and equipment

1. In case of any technical issues, the services of the appointed technical support staff on campus should be availed.
2. If the corrective maintenance or replacement of defective components is covered under the AMC/Warranty, the office should be notified so that the appropriate agency can be called.
3. In the event of a repair or replacement of the equipment incurring additional cost (as ascertained by the technician or the AMC vendor), the user should write an application mentioning the details of repairs and its estimated cost to the Principal and shall seek the sanction of the amount for the same.
4. The Principal will facilitate the sanction and payment of the amount to the agency, in case of minor repairs.

5. In case of major expenses, an appropriate procedure should be followed by calling 3 quotations which shall be evaluated by the finance committee and the best quotation to be selected for the same.
6. A work order should be issued to the selected vendor/agency for completion of the task in the allotted time.
7. The vendor will undertake the repair/replacement work as per the order.
8. Upon completion of the task, the user shall check the equipment and sign the invoice with a remark stating if the work has been done to their satisfaction.
9. The vendor will submit the invoice and other documents to the accounts department.
10. After checking all the duly signed documents, the accountant shall process the papers for timely payment to the vendor.



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