Standard Operating Procedures

Standard Operating Procedure (SOP) for Access to Seminar & Conference Halls

Usage:

- Students and faculty can use *Jeevraj* Hall and *Prerna* Bhavan Halls to organize cultural activities, conferences, and academic programs.
- All events must align with the institutional policies and serve educational or cultural purposes.

Jeevraj **Hall**

Seminar Hall at Administrative Building

Prerana Bhavan **Sabhagruha**

Permission Requirement:

- **Approval Process:**
  - o Prior permission must be obtained from the Principal to use any of the seminar or conference halls.
  - o A formal request should be submitted at least one week before the planned event, detailing the purpose, expected number of participants, and duration of the program.

Guidelines for Students and Faculty

- **Booking Procedure:**
  - o Submit a request form to the Principal's office for approval, specifying the event type, date, and any special requirements (e.g., audio-visual equipment).
  - o Once approved, the College Administration will coordinate the schedule and confirm hall availability.
- **Event Organization:**
  - o Ensure the event is organized professionally, with all required materials (decor, presentations, etc.) prepared in advance.
  - o Any specific technical requirements such as microphones, projectors, or sound systems must be mentioned in the request form.
- **Hall Setup and Cleanliness:**
  - o The organizing team is responsible for maintaining cleanliness before, during, and after the event.
  - o The hall must be returned to its original condition, with all equipment turned off, furniture returned to its place, and no damages incurred.
- **Usage Limitations:**

- The halls must only be used for the approved activities, and any alterations to the scheduled event must be communicated in advance.
- Activities that could damage the halls, such as installing temporary structures, using excessive decoration, or heavy equipment, are prohibited.

Review and Monitoring

- The College Administration will review hall usage regularly to ensure compliance with this SOP and make improvements where necessary.
- Any changes to this SOP will be communicated to all stakeholders.

Principal
Tuljaram Chaturchand College
Baramati

Standard Operating Procedure (SOP) for Access to Classroom and ICT Facilities

Classroom Access

- Students are provided access to spacious, ICT-enabled classrooms equipped with modern tools like LCD projectors, smart boards, and internet access to facilitate a better learning experience.

- The College Administration is responsible for the overall management, maintenance, and scheduling of classroom use.
- Students must attend classes as per the schedule provided by their respective departments.
- The ICT tools provided in the classrooms are for academic purposes only.
- Students should handle all classroom equipment (LCD projectors, smart boards, etc.) with care.
- If a technical issue arises, students should immediately inform the class instructor or College Administration to resolve the issue.

Internet Usage: Internet access is restricted to academic use, and students are expected to use it responsibly. Downloading inappropriate content or accessing unauthorized websites during class hours is strictly prohibited.

Guidelines for Faculty

- **Equipment Operation:**
  - Faculty members are responsible for the operation of the classroom ICT tools during their lectures and sessions.
  - Training on using the smart boards and LCD projectors will be provided by the College Administration if needed.
- **Technical Support:**
  - Faculty must report any technical difficulties or malfunctions of the ICT equipment to the College Administration for timely troubleshooting and repairs.

Classroom Etiquette

- All users must maintain a conducive environment for learning by following proper classroom decorum.
- Consumption of food or beverages inside ICT-enabled classrooms is prohibited.
- Any damage to the classroom equipment must be reported immediately to avoid disruptions to other classes.

College Administration

- **Management:** Oversees the management and maintenance of classroom and ICT facilities, ensuring all equipment is functional and up to date.
- **Scheduling:** Responsible for scheduling classrooms for different departments and events, ensuring optimal use of space and equipment.

Review and Monitoring

- The College Administration will review the usage of classroom and ICT facilities periodically to ensure equipment is maintained in good condition.
- Any updates or changes to the SOP will be communicated to all faculty, staff, and students.
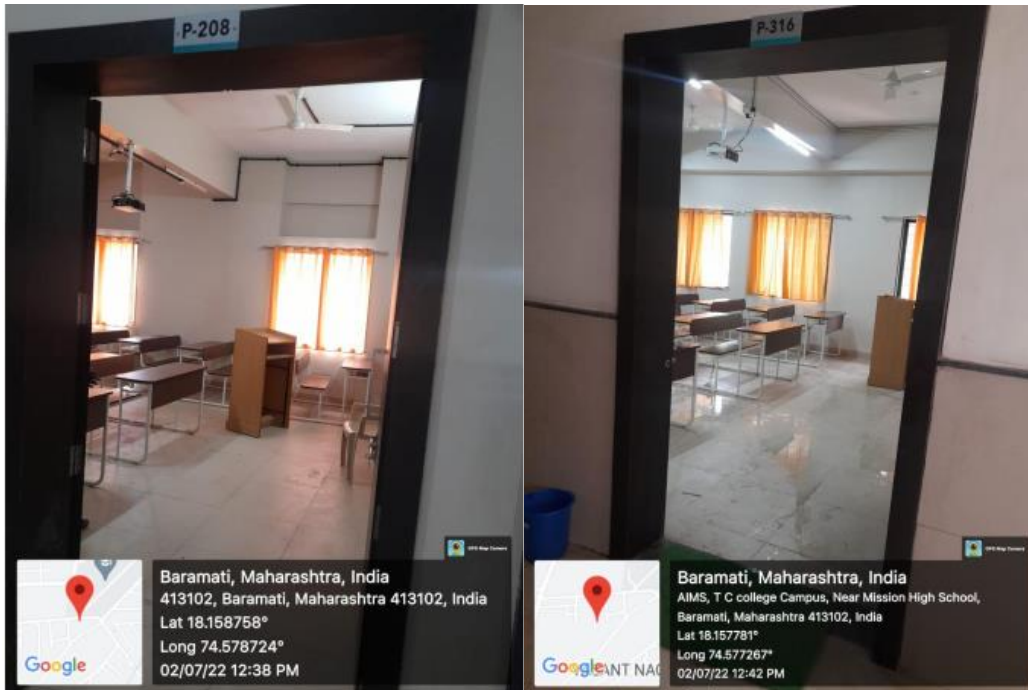
Standard Operating Procedure (SOP) for Laboratory Access

Laboratory Access

- **Undergraduate & Postgraduate Students**:
  - Students have access to the laboratory during regular scheduled practical sessions.
  - Lab work must be conducted under the direct supervision of a faculty member.
- **Research Students**:
  - Research students may access the laboratory outside regular practical hours with prior approval from the faculty or lab assistant.
  - Access must be logged, and research students are responsible for the equipment they use during their research hours.

Instrument Usage

- **Logging Instrument Use**:
  - Every student, whether undergraduate or research, must enter their name, time of use, and the instrument being used in the logbook maintained in the laboratory.
  - This log ensures proper tracking of instrument usage and accountability for equipment handling.
- **Usage Instructions**:
  - Before using any instrument, students must receive training or instruction from the supervising faculty or lab assistant.
  - Only authorized and trained students are allowed to use complex or delicate equipment.
  - Research students should ensure that they handle equipment with care and follow any specific protocols provided by their faculty supervisor.

Maintenance of Equipment

- **Lab Assistant Responsibilities**:
  - The lab assistant is responsible for the upkeep and maintenance of all laboratory instruments.
  - Routine inspections and preventive maintenance checks are performed under the guidance of the HOD.
  - Any equipment damage or malfunction should be reported immediately to the lab assistant for prompt resolution.
- **Faculty Oversight**:
  - The HOD provides oversight and guidance to the lab assistant, ensuring that instrument maintenance aligns with institutional standards and research requirements.

Cleanliness and Safety

- **Post-Use Cleaning**:
  - All students must clean their workstations and the instruments used immediately after completing their practical work.

- o Waste materials and chemicals should be disposed of in designated bins, following safety protocols for hazardous materials.
- **Safety Measures**:
  - o Students must wear appropriate safety gear, including lab coats, gloves, and goggles, during lab sessions.
  - o In case of spills or accidents, students must report to the supervising teacher or lab assistant immediately.

Supervision and Reporting

- **Supervision**:
  - o Students must conduct their laboratory work under the supervision of a teacher during regular practical sessions.
  - o Research students may work independently but should report any issues with equipment or safety to the lab assistant.
- **Reporting**:
  - o Any damage to equipment or safety incidents must be recorded and reported immediately to the lab assistant, who will inform the HOD for further action.

Compliance and Penalties

- **Compliance**:
  All students must comply with the laboratory rules, including signing the logbook, maintaining cleanliness, and following safety protocols.
- **Penalties**:
  Non-compliance with the SOP, including failure to clean equipment after use, improper logging, or damage to instruments, will result in penalties, including restricted access to the laboratory, disciplinary action, or fines as per institutional policies.

Review and Updates

This SOP will be reviewed annually by the HOD and Lab Assistant to ensure that it remains current and addresses any new challenges or updates in laboratory usage and maintenance practices.

Web link for photos:

https://www.tccollege.org/infrastructure/laboratories/

Principal
Tuljaram Chaturchand College
Baramati

Standard Operating Procedure (SOP) for Library Access for Students and Teachers

Barcode System: Each student is assigned a unique barcode upon registration. Upon entering the library, students must scan their barcodes at the entrance for tracking purposes. Barcode scanning helps monitor user activity and library occupancy.

Issuing Books: Students can borrow books by registering in the physical or electronic logbook. The book details and due date must be entered in the logbook by the librarian or library assistant. Students must adhere to the borrowing limit and return books within the prescribed timeframe.
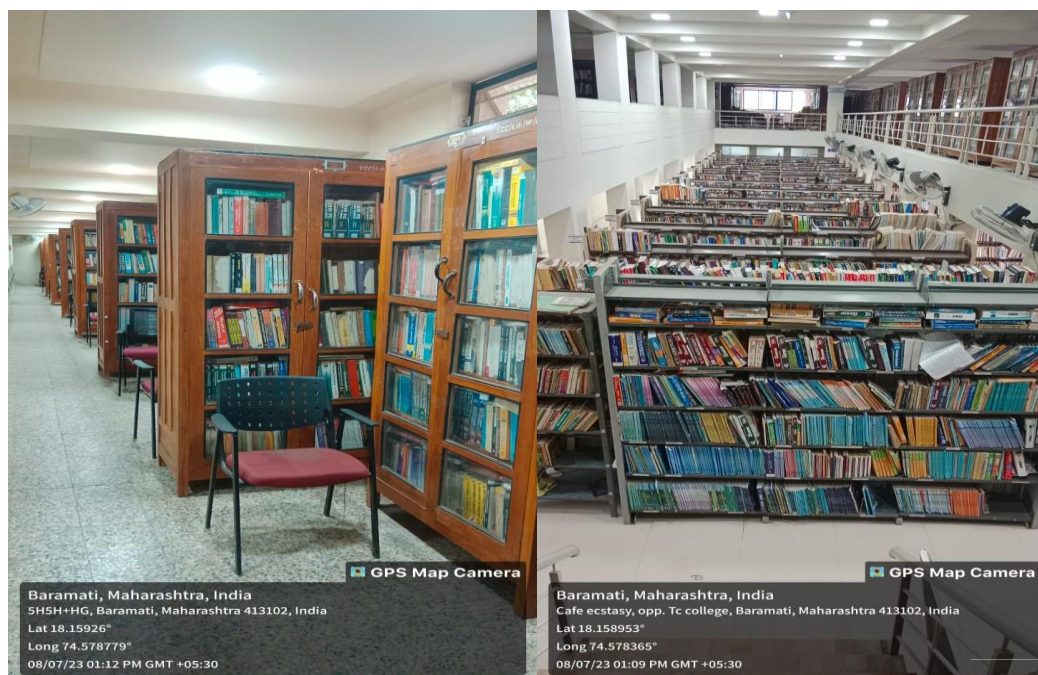
Digital Resources: Students can access e-books, e-journals, and other digital resources via the library's digital platform. INFLIBNET software is used for tracking usage and facilitating access to digital resources.
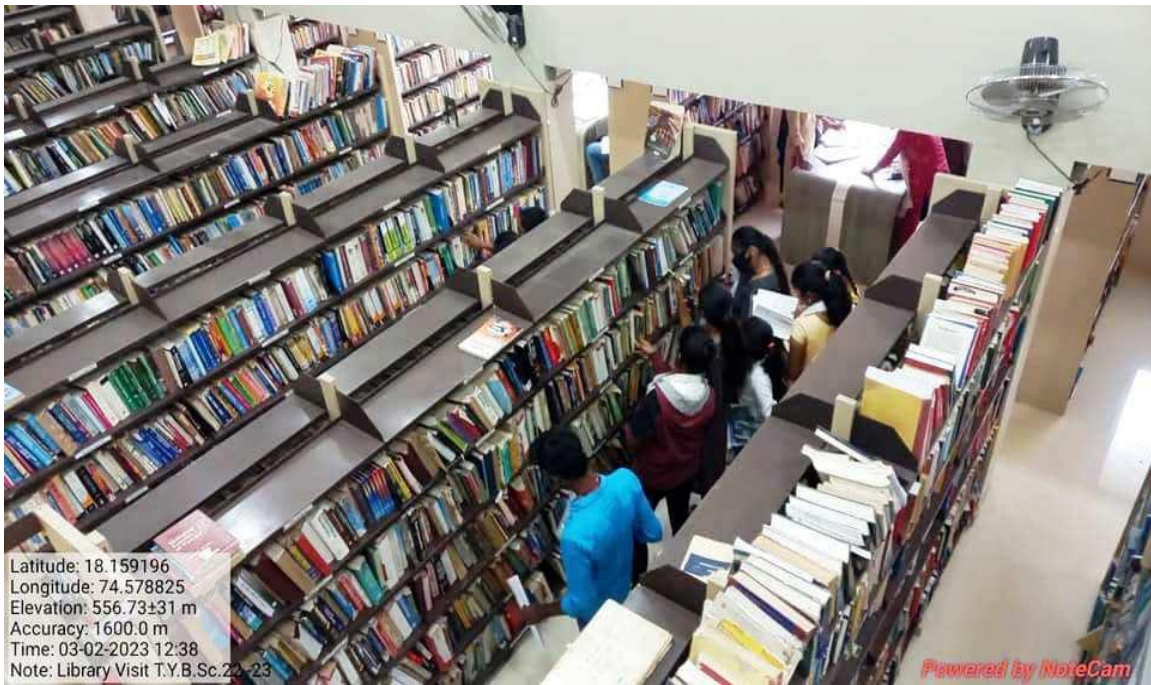
Reading Hall Access: The reading hall is available for students until 8 PM each day.

Students are expected to maintain decorum and silence in the reading hall.

Penalties for Non-Compliance: Failure to return books on time will result in fines, as per the library's fine policy. Misuse of the library's digital or physical resources may result in restricted access or disciplinary action, as determined by the Library Advisory Committee.

Review and Updates: This SOP will be reviewed annually by the Librarian and the Library Advisory Committee to ensure continuous improvement and alignment with institutional policies.

Baramati, Maharashtra, India
5H5H+HG, Baramati, Maharashtra 413102, India
Lat 18.15926°
Long 74.578779°
08/07/23 01:17 PM GMT +05:30

GPS Map Camera

Latitude: 18.159196
Longitude: 74.578825
Elevation: 556.73±31 m
Accuracy: 1600.0 m
Time: 03-02-2023 12:38
Note: Library Visit T.Y.B.Sc.22-23

Powered by NoteCam

Standard Operating Procedure (SOP) for Audio-Visual Studio Access

Recording Studio Usage

- **Faculty Usage:**
  - Faculty members use the recording studio to create high-quality educational videos and other academic content.
- **Approval Process:**
  - Prior approval from the Principal is required for faculty to schedule time in the studio. A formal request must be submitted with details about the project and proposed recording time.
- **Studio Maintenance:**
  - The Journalism Department is responsible for maintaining the studio, ensuring that equipment is functional, and assisting with any technical needs during recording.

Guidelines for Faculty

- **Requesting Access:**
  - Faculty members must submit a formal request for studio access, specifying the purpose, dates, and times they intend to use the studio.
  - The request should be submitted to the Principal's office at least one week in advance to allow sufficient time for approval and scheduling.
- **Approval and Scheduling:**
  - Once approval is granted by the Principal, the faculty member will coordinate with the Journalism Department to schedule studio time and make any necessary arrangements for equipment or assistance.
- **Studio Etiquette:**
  - Faculty members should ensure that all equipment, including cameras, microphones, and lighting, is handled with care.
  - Any specific technical needs, such as audio-visual effects or editing requirements, should be communicated to the Journalism Department before the scheduled session.
- **Post-Recording:**
  - After the recording session, the studio must be left in a clean and orderly state.
  - All equipment must be turned off and returned to its designated place to avoid damage or loss.

Guidelines for the Journalism Department

5. Roles and Responsibilities

- **Studio Maintenance:**
  - The Journalism Department is responsible for the upkeep of the studio, ensuring that all audio-visual equipment is properly maintained and available for use.
- **Technical Support:**
  - The department will provide technical assistance during recording sessions, such as setting up equipment, troubleshooting, and post-production support when required.
- **Scheduling:**

o The Journalism Department will maintain the studio schedule, ensuring that it is booked according to the approved requests and that any conflicts or overlaps are resolved in a timely manner.

- **Issue Reporting:**
    o Any malfunctions or issues with the studio equipment must be reported immediately, and repairs should be handled promptly to minimize disruptions in studio usage.
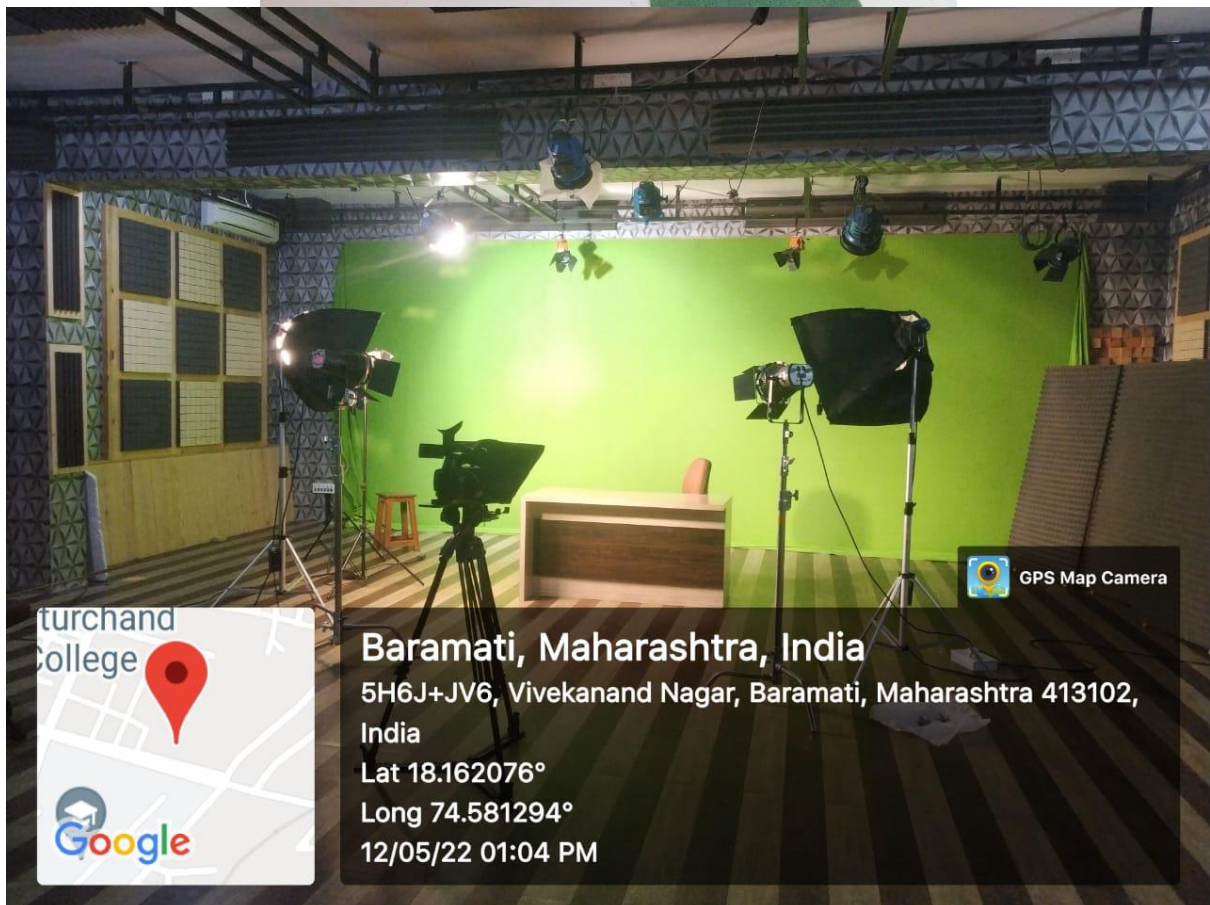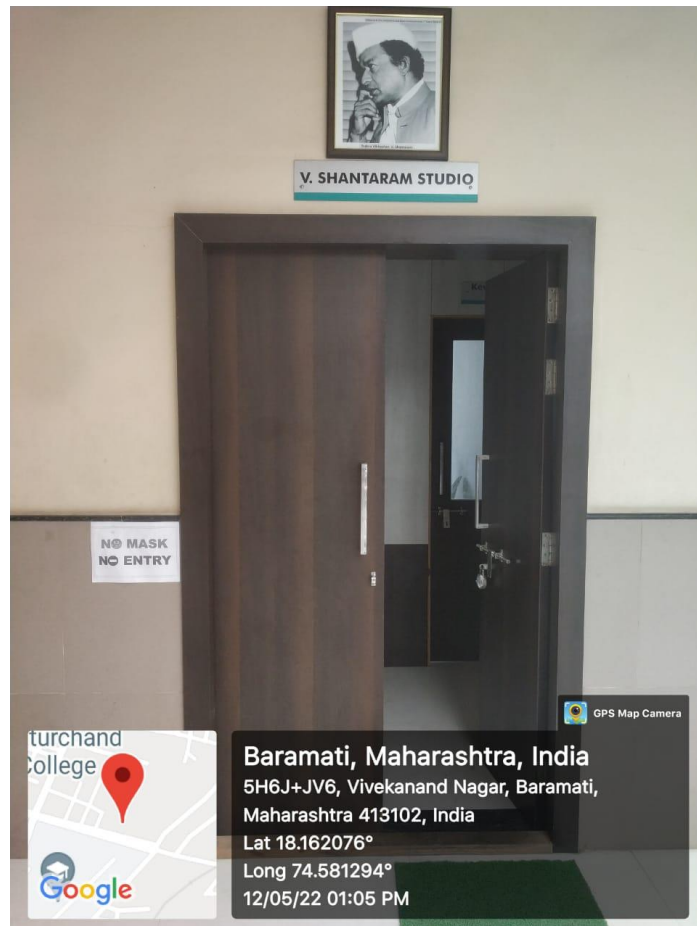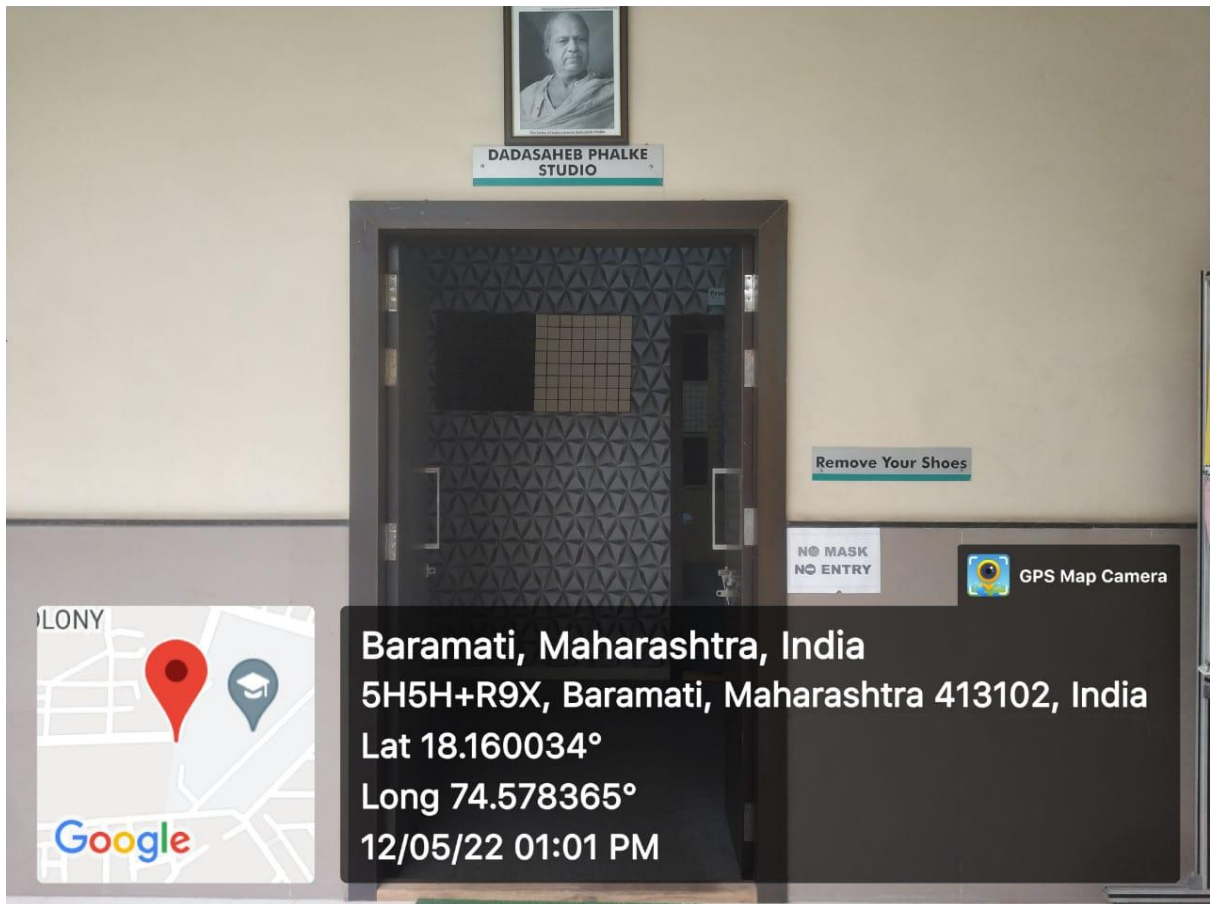
Roles and Responsibilities

- The Principal is responsible for reviewing and approving requests for studio access based on the purpose and alignment with institutional goals.

- Faculty members are responsible for using the studio in accordance with the guidelines and ensuring that the content created is used for educational and academic purposes.

Review and Monitoring

- The Journalism Department will review studio usage and maintenance periodically to ensure smooth operations and proper functioning of the equipment.
- Any updates or changes to this SOP will be communicated to all stakeholders in a timely manner.

V. SHANTARAM STUDIO

NO MASK
NO ENTRY

Baramati, Maharashtra, India
5H6J+JV6, Vivekanand Nagar, Baramati,
Maharashtra 413102, India
Lat 18.162076°
Long 74.581294°
12/05/22 01:05 PM

Baramati, Maharashtra, India
5H6J+JV6, Vivekanand Nagar, Baramati, Maharashtra 413102,
India
Lat 18.162076°
Long 74.581294°
12/05/22 01:04 PM

Baramati, Maharashtra, India
5H5H+R9X, Baramati, Maharashtra 413102, India
Lat 18.160034°
Long 74.578365°
12/05/22 01:01 PM

Principal
Tuljaram Chaturchand College
Baramati

Standard Operating Procedure (SOP) for Sports Complex and Yoga Facility Usage

Sports Complex Usage

- Students actively participate in basketball, volleyball, netball, and handball.
- Dedicated coaches provide regular training sessions for each sport.
- Athletes are provided with travel allowances, sportswear (hosiery), equipment, and coaching support to enhance their performance.

- The Gymkhana Management Committee, led by the Principal, is responsible for overseeing the management and operations of the Sports Complex.

- Students must register their interest in a sport at the beginning of the academic year or training season.
- Participation in training is mandatory for athletes selected to represent the institution in competitions.
- Equipment issued must be returned in good condition.

- Athletes are expected to maintain discipline and follow the coach's instructions during training and games.

- Gymkhana Management Committee oversees the proper functioning of the Sports Complex, ensuring adequate resources and infrastructure are maintained.
- Reviews and updates procedures related to sports activities

Guidelines for Coaches:

- Coaches will maintain a schedule of training sessions and provide individual attention to athletes as needed.
- Coaches will assess athlete performance regularly and provide feedback to the Gymkhana Committee.

Travel and Equipment Support:

- Athletes participating in external competitions will be provided with travel allowances as per institutional policy.
- Sports hosiery and necessary equipment will be provided to athletes for official tournaments and matches.

Yoga Facility Usage

- A dedicated Yoga building is available to promote health and well-being among students, staff, and faculty.
- Regular yoga sessions will be conducted to encourage physical and mental fitness.

- The Yoga facility is open to all stakeholders of the institution, including students, staff, and faculty.

- Users are required to register for yoga sessions in advance.

- The facility must be used during the scheduled hours, and users should adhere to the dress code suitable for yoga practice.
- Users are expected to maintain a peaceful and respectful environment within the yoga facility.

Guidelines for Yoga Instructors:

- Instructors will maintain an updated schedule of yoga classes.
- They will ensure that all participants are guided according to their physical abilities and wellness goals.

Review and Monitoring

- This SOP will be reviewed annually by the Gymkhana Management Committee to ensure it remains up to date with institutional policies and stakeholder needs.

Gymkhana (Sports and Games) (Ground)

Gym – Indoor

Gym – Outdoor

Basketball Court

Yoga Center