

Standard Operating Procedures
The Madura College

Standard Operating Procedures for Admissions

- The Madura college follows the state government rules and regulations for the admission of UG and PG students
- Based on the guidelines of Tamilnadu government higher education commission, an admission committee will be formed.
- It constituted with the following members :
 - * Principal – Chairperson (ex officio)
 - * Dean Academics-(ex officio)
 - * Members :
 - One senior faculty nominated by principal
 - One senior faculty belongs to SC/ST
- Two separate admission committee for UG and PG courses will be formed.
- The application received from candidate through both online /offline mode.
- However submissions of late applications are permitted through offline mode.
- Category wise rank list was prepared and students are admitted through single window counseling
- Prior to main counseling session, separate counseling session are conducted for the candidates applying under special category viz., differently abled, wards of ex-service man and sports Quota
- The eligible candidates approach the concerned admission committee of the college. The admission committee checks the marks and certificates of the candidates and ensures that the student fulfills the admission criteria.
- Forms complete in all respects are sent by the admission committees to the college office
- The student then submits the fees e and is now considered admitted provisionally to the college.
- If the college is unable to fill up the allotted seats for any course, a second cut-off is announced. The same procedure is followed for the second and subsequent other cut-offs. This is the procedure of admissions followed by the college.

Standard Operating Procedures for Examination

- There is an examination portal (powered by **ROVAN LMS**) with login for each student.
- Wherein students can apply for all semester examinations along with prescribed fee.
- Students can download the hall tickets from the examination portal one week before the commence of examination
- The hall tickets will contain information on the identity of student, and schedule of course applied by the students
- On the day of examination the hall allotments for the students is displayed at the prominent place within the campus
- The students must occupy the hall and seat allotted to him in the hall ticket and other writing materials.
- Students will not be permitted to exchange or share writing materials within the examination hall.
- Students indulging in unfair practices during examination will be referred to examination discipline committee for further action
- The results are published online within ten days from the last date of examination
- There is a provision to apply for getting Xerox copy of their answer script and also they can apply for revaluation
- Supplementary will be conducted only for outgoing students within one month of publication of final semester results.
- Any queries related to conduct of examinations may be addressed to COE.

Standard Operating Procedures for Different Laboratories

Physics Laboratory

1. Standard Operating Procedures for the Laboratory

For the purpose of this Standard Operating Procedure,

Laboratory includes the space where experiments are done and includes equipment, consumables, components, electrical appliances, chemicals, glassware along with safety equipment required for the conduct of experiments in the laboratory.

Store is the location where newly purchased equipment / consumables are stored till there is a requirement for the same.

Stock register is the record of all equipment and consumables that are available for use in the laboratory.

Issue register is the record of all equipment / consumables issued for use in the laboratory.

Equipment log is the record of utilization of equipment.

Laboratory equipment is the sum total of all equipment and consumables that are issued from the stock and are currently being used in a laboratory.

Condemned items are the sum total of all the equipment that are in a state beyond use in the laboratory which cannot be repaired / repurposed.

Breakage is damage to / loss of an equipment / consumable caused by wrongful use or by accident.

1.1. Discipline

Anyone entering the laboratory, being a place with equipment that are of value, should adhere to the disciplines of the laboratory. Laboratory discipline includes:

- a. Adhering to the laboratory safety procedures and protocols
- b. Adhering to the laboratory usage policy.
- c. Creating proper log entries in registered specifically placed for this purpose
- d. Reporting damaged / missing equipments to the course teachers / lab assistants.

- e. Adhering to the timelines for replacement of damaged equipment, if any.
- f. Usage of all equipments as per the guidelines stated in the user manuals /standard procedures instructed by the course teacher
- g. Properly replacing the items to their original positions after completing the experiment.
- h. Following all standard procedures instructed by the course teachers

1.2 Safety

Equipment / Chemicals in a laboratory may pose risk of damage to life and property. Hence all safety protocols needed for safe operation / safe handling of equipments / chemicals must be followed and may include (but not limited to)

- a. Ensuring adequate insulation from earth when handling electrical equipment and wiring.
- b. Ensuring that anyone entering the laboratory wears a foot wear at all times when inside the laboratory
- c. Complying with all the safety instructions given by the instruction manual of the equipment or instructed by the course teacher
- d. Ensuring the presence of proper exhaust mechanism when dealing with toxic chemical fumes.
- e. Wearing gloves and other protective equipment wherever required.
- f. Availability of First Aid box in the laboratory must be ensured.

In case of any accident, seek urgent medical attention after administration of first aid in the premises.

1.3 Purchase of Equipment

Purchase of equipment / consumables is based on requirement analysis. (i) Every year, a comprehensive stock analysis would be undertaken

- a. To verify and tally existing stock
 - b. Identify equipment not working
 - c. Identify equipment that can be repaired
 - d. Identify equipment that are not working and can't be repaired or repurposed
- (ii) Each course teacher does a requirement analysis for equipment based on the requirement for the conduct of lab course taking into account the existing stock as derived from the

requirement analysis

(iii) The requirements are submitted to the purchase committee constituted for this purpose for a term of two years on rotation with the Head of the department as the Chairman.

(iv) The purchase committee scrutinizes the requirements and proposes equipments to be purchased for the year based on

- a. Special requirements like introduction of new experiments
- b. Lack of adequate equipment for the conduct of the lab course
- c. Availability of funds
- c. Priority of requirement

(v) The recommendation of the purchase committee is placed in the meeting of the department and approved for purchase.

(vi) A comparative quote from atleast three suppliers must be sought stating requirements that are specific and unambiguous and order must be placed based on least quote. Comparison must be done on products bearing the exactly same specification.

(vii) An order must be placed with the supplier mentioning the Terms and Conditions as applicable from time to time and as decided by the concerned authority / body.

(viii) On supply, the equipment must be checked for the specification and its working condition and must be accepted for delivery only if the equipment is as per specification mentioned in the purchase order and is working properly.

(ix) The supply must be accompanied by proper bills and vouchers and the purchase must be updated in the Equipment stock register as per GFR-8 and its subsequent amendments from time to time.

(x) Upon entry in the stock register, the equipment / consumable must be stored in the Store.

1.4 Purchase of Chemicals / Consumables / Components

Purchase of chemicals / consumables / components are done using the procedures same as that for purchase of equipment except that

(i) Stock of purchase must be entered in the consumables register according to GFR-8 rules as amended from time to time.

(ii) The consumable must be issued from the store in required quantities from time to time.

(iii) The balance stock of consumable at the end of every financial year must be recorded.

1.5 Maintenance of Stock

(i) Stock of all equipment / consumable purchased must be entered in separate stock registers as per conditions laid out in the GFR-8 rules or their subsequent amendments from time to time.

(ii) The stock of purchase must be physically verified by a committee nominated by the Principal for a period of three years. The committee must do a physical verification of the stock and invoices and verify that the procedures followed in the purchase are as per the purchase policy of the institution.

(iii) Stock on hand must be verified by the department at the end of every academic year and tallied against the entries in the stock register.

(iv) Equipment which are not working and cannot be repaired must be condemned as per the prevailing policy of the institution and an entry to that effect must be made in the stock register.

1.6 Issue

Equipment / Consumables are issued to the Laboratory on request after making an entry in the issue register clearly mentioning the date of issue, the equipment being issued, the location of the asset / consumable, date of purchase and quantity issued.

1.7 Usage

(i) Any equipment / consumable issued for use in the laboratory must be used in accordance with the standard operating procedure of the equipment / consumable following all the safety norms for handling the same.

(ii) All equipments / consumables must be used as per the instructions in the instruction manual or as per the directions of the course teacher. Any damage to the equipment resulting from not adhering to the standard operating procedure of operation must be recovered from the person(s) causing the damage and appropriate entries to the effect must be made in the stock register.

(iii) Any failure of instrument owing to normal wear and tear must be entered in the stock register as condemned and entries made accordingly.

1.8 Maintenance of equipment

(i) It is the primary responsibility of the Lab Assistants to ensure proper maintenance of equipment to ensure their long life.

(ii) Any improper use must be duly reported to the Head of the Department or the Course teacher concerned.

1.10 Maintenance of log

A log of usage / utilization of the equipment and consumables must be maintained.

- a. For equipment, the date, time of usage (from and to) must be clearly mentioned.
- b. For consumables, the quantity used must be recorded in addition to the date and time.

1.11 Issue to students

(i) Issue of equipment / consumables to students must be recorded in the students issue register clearly mentioning the date, time and the experiment being done by the student for the session.

(ii) Students must be instructed to check that the apparatus is working and is in proper condition and inform any malfunctioning before the start of the experiment.

(iii) Any malfunctioning of equipment must be reported to the course teacher and the cause must be investigated.

1.12 Breakage

(i) Any loss or damage to equipment must be reported and must be investigated.

(ii) If the damage is due to misuse / incorrect / wrong usage of the equipment not adhering to the standard operating procedure of the equipment, the equipment must be replaced with equivalent equipment by the person responsible for the act of commission or omission.

(iii) Any damage caused by normal wear and tear is not attributable and the procedure for condemning the equipment must be followed.

(iv) Any damage which is not attributable to a single person shall be replaced collectively by the group (may be a whole class or department).

1.13 Amendments

This document, or part thereof, is amenable from time to time as per the requirements notified by higher authorities from time to time.

1. Standard Operating Procedures for the Laboratory

For the purpose of this Standard Operating Procedure,

Laboratory includes the space where experiments are done and includes equipment, consumables, components, electrical appliances, chemicals, glassware along with safety equipment required for the conduct of experiments in the laboratory.

Store is the location where newly purchased equipment / consumables are stored till there is a requirement for the same.

Stock register is the record of all equipment and consumables that are available for use in the laboratory.

Issue register is the record of all equipment / consumables issued for use in the laboratory.

Equipment log is the record of utilization of equipment.

Laboratory equipment is the sum total of all equipment and consumables that are issued from the stock and are currently being used in a laboratory.

Condemned items are the sum total of all the equipment that are in a state beyond use in the laboratory which cannot be repaired / repurposed.

Breakage is damage to / loss of an equipment / consumable caused by wrongful use or by accident.

2. Discipline

Anyone entering the laboratory, being a place with equipment that are of value, should adhere to the disciplines of the laboratory. Laboratory discipline includes:

- i. Adhering to the laboratory safety procedures and protocols
- j. Adhering to the laboratory usage policy.
- k. Creating proper log entries in registered specifically placed for this purpose
- l. Reporting damaged / missing equipments to the course teachers / lab assistants.
- m. Adhering to the timelines for replacement of damaged equipment, if any.
- n. Usage of all equipments as per the guidelines stated in the user manuals /standard procedures instructed by the course teacher
- o. Properly replacing the items to their original positions after completing the experiment.

- p. Following all standard procedures instructed by the course teachers

3. Safety

Equipment / Chemicals in a laboratory may pose risk of damage to life and property. Hence all safety protocols needed for safe operation / safe handling of equipments / chemicals must be followed and may include (but not limited to)

- f. Ensuring adequate insulation from earth when handling electrical equipment and wiring.
- g. Ensuring that anyone entering the laboratory wears a foot wear at all times when inside the laboratory
- h. Complying with all the safety instructions given by the instruction manual of the equipment or instructed by the course teacher
- i. Ensuring the presence of proper exhaust mechanism when dealing with toxic chemical fumes.
- j. Wearing gloves and other protective equipment wherever required. f. Availability of First Aid box in the laboratory must be ensured.

In case of any accident, seek urgent medical attention after administration of first aid in the premises.

4. Procurement of Equipment/ Chemicals / Glassware

- a. Internal purchase committee is constituted.
- b. Requisition from faculty for requirement of equipment/ Chemicals / Glassware in every academic year is taken.
- c. The lab-in-charges inform the teacher- in-charge about the stock of chemicals.
- d. Call for quotations are put up on the website or purchased under limited quotations.
- e. Comparative statement is prepared on the basis of price quoted and required specifications.
- f. Order is placed through Principal's office.
- g. The equipment and chemicals are entered in the main stock register of the store along with bill number and on the bill, page number of the stock register under the head consumables and non- consumables.
- h. Issue slip books are kept in each lab where teachers fill up their requirements.
- i. The required chemicals and equipment's are then deducted from the main stock

register.

5. Issue of Glassware to students

- a. Issue forms are issued to the students (form attached).
- b. Teachers verify them.
- c. Lockers are issued to the students and the number of the locker is noted down against each student in a register.
- d. Glass apparatus are issued to the students which are kept in the locker.
- e. A breakage register is maintained in each lab where broken equipment is recorded with the students and teachers signature.
- f. Chemical prepared in each lab is also maintained in a register.
- g. Record of apparatus issued on daily basis is recorded in a separate register.

6. Maintenance of equipment

- a. It is the primary responsibility of the Lab Assistants to ensure proper maintenance of equipment to ensure their long life.
- b. Any improper use must be duly reported to the Head of the Department or the Course teacher concerned.

7. Maintenance of log

- a. A log of usage / utilization of the equipment and consumables must be maintained.
- b. For equipment, the date, time of usage (from and to) must be clearly mentioned.
- c. For consumables, the quantity used must be recorded in addition to the date and time

8. Breakage

- a. Any loss or damage to equipment must be reported and must be investigated.
- b. If the damage is due to misuse / incorrect / wrong usage of the equipment not adhering to the standard operating procedure of the equipment, the equipment must be replaced with equivalent equipment by the person responsible for the act of commission or omission.
- c. Any damage caused by normal wear and tear is not attributable and the procedure for condemning the equipment must be followed.
- d. Any damage which is not attributable to a single person shall be replaced collectively by

the group (may be a whole class or department).

9. Amendments

This document, or part thereof, is amenable from time to time as per the requirements notified by higher authorities from time to time.

Computer Science Laboratory
Mathematics Laboratory
Botany laboratory
Zoology laboratory

Standard Operating Procedures for the Library

Availing Library Facility

- All students of the college are eligible to become members of the library.
- Applications for membership have to be submitted in prescribed format available on Library. Library cards will be issued to the members.
- Library users entering have to enter their details in the library entry register and show the identity card.
- Personal belongings such as books, bags, mobile phones and printed matter, other than library books must not be brought inside the library.
- Student should check the condition of the book and get checked at the issue counter. Student will be held responsible if book is received in damage condition and he/she has to replace it by a new copy.
- Library card not to be misplaced or lost. All losses should be reported to the librarian.
- All books or any other reading material should be returned on or before due date, otherwise fine will be charged.
- An overdue charge of Rs. 5 per day per book is levied on general section books.

Standard Operating Procedures for

Purchase

- a. The purchase committee is constituted.
- b. It comprising of the following members
 - * Principal – Chairperson (ex officio)
 - * Dean Academics-(ex officio)
 - * Members :
 - One senior faculty nominated by principal
 - One senior staff from principal office
 - Respective department HODs
- c. Requisition from faculty for requirement of purchase in every academic year is taken.
- d. Call for quotations are put up on the website or purchased under limited quotations.
- e. Comparative statement is prepared on the basis of price quoted and required specifications.
- f. Order is placed through Principal’s office.
- g. The purchase materials are entered in the main register of the office along with bill number and on the bill, page number of the stock register under the head consumables and non- consumables.

Standard Operating Procedures for Sports Facilities

Standard Operating Procedures for

Anti-Ragging

STEP 1

When any incident falling within the mischief of act defined as “ragging” under clause 3 of the UGC Regulations on “Curbing the menace of ragging in higher educational institutions, 2009 (Hereafter referred as “**Ragging regulation**”)- which is analogously adopted by the All institution governed by the UGC) is reported to have been committed, then as a foremost provision as contemplated under clause 7 of the aforesaid Ragging Regulation, shall be given effect to. According to which the Head of institution shall immediately determine if the case complained of as an act of ragging falls within the ambit of “penal laws”, if that be so, then he either himself or through any of the member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions.

Principally, the assumption of this role is of *Parens patriae* nature and be done so with that spirit.

STEP 2

Without prejudice to the criminal proceedings initiated against the perpetrator of ragging, the institution concerned shall undertake disciplinary proceedings against the wrong-doer by giving effect to the procedure contemplated under clause 9 of the Anti Ragging Regulation:

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a. The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
 - i Suspension from attending classes and academic privileges.
 - ii Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - iii Debarring from appearing in any test/ examination or other evaluation process.
 - iv Withholding results.

- v Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi Suspension/ expulsion from the hostel.
- vii Cancellation of admission.
- viii Rustication from the institution for period ranging from one to four semesters.
- ix Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- x Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

STEP 3

For any legal mechanism to be fair, it is imperative that provisions and methods for impeding its abuse, shall exist inherently in regulation itself. Therefore, to obviate the possibility of abuse of anti ragging regulation, the person charged for the commission of act of ragging shall have right to appeal as provided under clause 9(c) of the Anti Ragging Regulation as under:

- i In case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
- ii In case of an order of a University, to its Chancellor.
- iii In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

STEP 4

At every stage, it is to be noted that the purpose of regulation is preventive (so all the **preventive steps** enumerated in the Anti Ragging Regulation shall be complied with letter and spirit as first principle of implementation of Anti Ragging Regulation) and then corrective- as no means of retribution can resurrect the wrong done to victim and to obliterate the possibility of institutional shelter to wrong doer, it is categorically provided that where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff. Provided that where such lapse is

attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

Standard Operating Procedures for Prevention of Sexual Harassment

STEP 1: Complaint Initiation

1. The complainant should approach the Presiding Officer, Madura College Board (MCB), Madura College within three months (or within 6 months under special circumstances which may have prevented the complainant from filing a complaint) to initiate the complaint or send an email to madura@gmail.com.

STEP 2: Submission of Supporting Documents to MCB

1. Six copies of the complaint to be provided to MCB along with supporting documents / list of witness if any.

STEP 3: Filing Of the Reply by Respondent

- a. One copy of the complaint to be sent to the respondent within 7 working days seeking a reply.
- b. Filing of the reply by the respondent within 10 working days.

STEP 4: Inquiring the Complaint and Report Submission

1. Conduct of Inquiry by the Committee.
2. Completion of the inquiry within 90 days.
3. Report to be sent to the employer.