



ANSAR WOMEN'S
COLLEGE

STANDARD OPERATION PROCEDURE

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Version History

Sl. No.	Details	Date	Status
1	Draft prepared by IQAC		Approved

FOREWORD

The IQAC Team of ANSAR WOMEN'S COLLEGE has prepared the Standard Operating Procedure in line with the Institution policy for Quality Monitoring and Quality Improvement. The feedback was taken from all stakeholders for preparation of the Standard Operating Procedures (SOP). The SOP was reviewed and approved by the Principal.

About Us

Ansar Women's College is a self-financing Post Graduate College affiliated to the University of Calicut, which is run by Ansari Charitable Trust, Perumpilavu_ The Trust was founded in 1979 and run by a group of eminent and scholarly personalities who formulates and executes different creative plans and programmes for achieving its noblest aims like propagation of education and moral values, progress and upliftment of minorities and other social services through a number of its prestigious institutions like Ansar English School, National Institute of Open Schooling, Orphanage, School of Nursing, Special School, Institute of Psychiatry, Madrassathul Qur' an, Ansar College Punnayurkulam, Ansar College Edappal, Ansar School Veliyankode, Ansar Training College for Women, Ansar Hospital embraced with a Rehabilitation centre,Heavens- Qur'anic preschool etc.

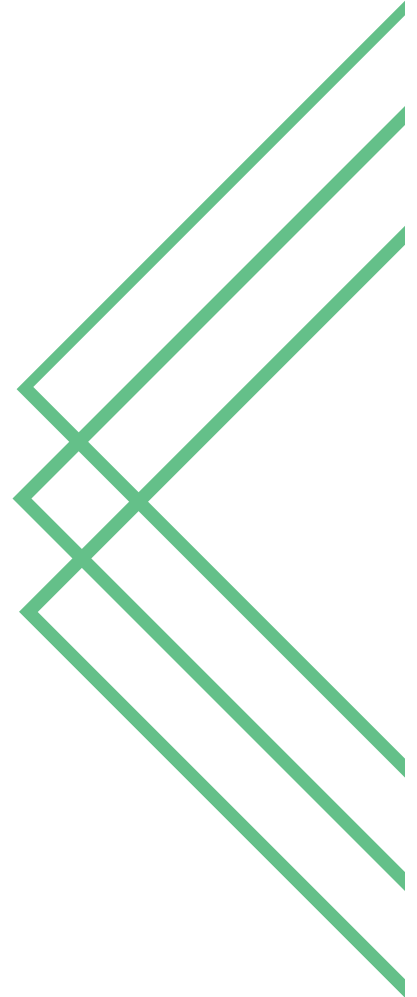
Sprawling over a vast beautiful campus, Ansar Women's College boasts a rich cultural heritage. Ansar Women's College has earned its strong academic reputation since its founding in 2002. This institution has been educating and nurturing competent and morally upright young women for the past seventeen years. College offers 12 UG courses and 5 PG courses. Ansar Womens College was established as a special study centre ofIGNOU from July 2017 onwards, and was also established with exam centre from Dec 2017 onwards. The college also offers skill- oriented add on courses which enable the students to face the highly competitive job market with self confidence.

In an atmosphere of love and respect, AWC aims to foster a wonderful learning experience, which will produce courageous, loyal, responsible and selfrespecting individuals who will become the best citizen of the country.

Mission & Vision

Every graduating student is empowered with the highest spiritual and intellectual competencies to be able to lead the institution of a morally upright, welfare world.

To facilitate every student to grow into an integral personality having the traits of Character, Scholarship, Leadership and Citizenship



CHARACTER

Durable moral qualities such as integrity, courage, fortitude, honesty, loyalty and trustworthiness which reflect in one's personality, behavior and actions.

LEADERSHIP

The power to choose the right direction towards fulfillment in life, to lead the self and to powerfully influence inspire and lead the rest.

SCHOLARSHIP

Profound learning, observing, discovering and applying knowledge to enable one to exercise the responsibility as a voice of reason and conscience in the society.

CITIZENSHIP

To be considerate of others and to contribute positively for the well being of the society- locally, nationally and globally.

Objectives

We endeavor to fulfill the fair aspirations of all stakeholders and to disseminate the fame of institution as an epitome of excellence in all walks by setting the following

1.0 Scope

This document describes the SOP for maintenance of all facilities located in the campus of ANSAR WOMEN'S COLLEGE

2.0 Normative References

There are no normative references in this document.

Maintenance of Computer Facilities

The following procedures are adapted for maintenance of computer facilities.

- We have an IT support team of 4 for the maintenance of computers and for major complaints we have
- The details are as follows:

Maintenance of Classrooms

- The Support Staff of the College under the supervision of the Infrastructure Supervisor Mr Sageer takes care of the cleaning of classrooms on a daily basis.

Maintenance of Restrooms

- The Support Staff of the College under the guidance of the Infrastructure Supervisor K.K Sageer ensures the cleaning of classrooms on a daily basis.

Maintenance of Electrical Facilities

- Maintenance of Electric facilities is done under the supervision of Mr K.K Sageer Maintenance Engineer with other staff under him.

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.
- Maintenance of CCTV Cameras is contracted by: Sherown Systems , Thrissur
- Maintenance of TeleCommunications is contracted by: GS Teletech, Cochin.

Maintenance of Security

- Security wing is managed by Mr Subash .

Civil Contractor

- Any civil work is contracted by Mr Rasheek, Ahamed Association. Patturaikkal, Thrissur.

Maintenance of Medical Services

- Medical services are provided from Ansar Hospital, Perumpilavu which is near to our college campus and our sisterly institution.

Maintenance of Yoga Centre and Prayer Room

- The Institution has a Yoga Centre and a Prayer Room that is taken care by Sujitra T.C, Assistant Professor Department of Commerce and Management studies, Ansar Women's college, and Sinaba A.K Assistant Professor, Department of Life Skill, Ansar Women's college.
- The opening hours of the Yoga Centre and the Prayer Room is from 5:30 am to 7 pm.

Maintenance of Day Care Centre

- The Institution has a Day care Centre taken care by Sahina KA day care incharge , Ansar Women's college .

Library Opening hours

- The library will be open on all working days from 8.30 am to 5.00 pm.
- During exam times, the library will remain open from 8.00am to 5.00 pm.

Issue Return of Books

- Issue and return of books is facilitated through Koha software.
- Each student is permitted to keep a book for 14days UG, 28 days PG.
- Each PG student is permitted to borrow 4books at a time and 2books are allowed for UG Students.

Reprographic Service

- Reprographic facility is provided in the library and office.
- Maintenance of the reprographic machine is provided by the companies like Sharp and Reco

Weeding of Books

- Books are weeded once in every 10 years, replacing them with new books.

Periodic Maintenance of Books

- Dusting is conducted daily.
- Damaged books are repaired as and when necessary.

Pest Control

- Pest Control is conducted on a regular basis, under the regulation of the general maintenance department the Infrastructure Supervisor.

Library Audit

- Yearly audit is conducted to maintain the diversity of books, and to ensure the new books are included.

Dry and Wet Waste Management

- The Institution has placed separate bins to collect dry and wet waste in different parts of the campus.
- The Institution has appointed the Support Staff under the Infrastructure Supervisor, to collect the dry and wet waste from the bins located in the campus and dump the waste to recycle plant, on a daily basis.

E-Waste Management

- The Institution has a designated storage space for temporarily storing all electronic waste
- The institution give the E waste to the local scrap dealers
- Management of Waste Generated through discarding of old records to the scrap dealers
- The solid waste generated by discarding old records is periodically sold to a scrap dealer.

Maintenance of Kitchen Facilities in Girls Hostel

- Fixed menu is given weekly, which includes breakfast, lunch, snacks and dinner.
- The menu is decided and changed accordingly by the Hostel Warden in consultation with students.
- Cleaning and maintaining is done regularly by the College appointed employees.

Maintenance of Rooms and Furniture in Girls Hostel

- Rooms and furniture are maintained by the Hostel Warden in consultation with the Maintenance Staff of the Girls Hostel.