

Area Adoption Program (AAP)

Institute runs Single window software based unique system for maintaining Infrastructural facilities in the campus like classrooms, laboratories, library, sports complex, IT Infrastructures computers etc.

Particular Area is adopted in this system by Team Leaders & Members for maintenance activity. By the software any person of Institute can file/ Launch the issue/Complaint regarding Infrastructural issues through his login. Respected person have to inform about location, issues to concern section or dept. through Software. After that he will get Complaint Registration No. with date for his further reference and to check the status of complaint. Complaint received on same portal to Team Leader. If concern person is not satisfied with his remark, Person can prelaunch the complaint for getting satisfactory results/Solution.

Roll of Team Leader:-

Team Leader can be area head who is responsible for that area, with team members he has following accessing rights.

He/she can access the software for giving remarks, Updating status of work with solution of complaint launch by person on software.

Expected Time period of attending & rectification of the complaint lodged in AAP.

Depending on availability of man power & material required, complaint in various areas can be solved as in for Civil related 15 to 20 days, Carpentry 5 to 10 days, plumbing related 4 to 8 days, Electrical related 3 to 5 days.

A **standard operating procedure (SOP)** is a set of written instructions that describes, in detail, how to perform a process.

Practical SOPs

1. The students are given the laboratory manuals first, which they read thoroughly.
2. Students are divided into groups (sub/batch) (2 students per groups)
3. Students are allotted experiments to be performed.
4. Laboratory attendants prepare chemicals required according to specifications and keeps the apparatus/equipment ready for the practical performance.
5. Teacher explains the aim, objective, theory and procedure of the experiments.
6. Students perform the experiment and reports the readings and results to the teacher.
7. Lab. attendants solve the operating problem if any during the practical conduction. Also issues required glassware/chemicals to the students.
8. Teacher checks the results, provides comments and sign the reading (rough journal).

9. If results are satisfactory students finalize the calculations and write on journal pages.
10. The practical files are checked every week for previous practical.
11. The practical are allotted cyclically to the sub/batches.
12. Students are given grades for practical according to their punctuality and performance in practical hours.
13. Average of these grades is used for final internal evaluation of the students along with attendance.
14. The journal is certified by the practical in charge followed by certification by HOD (Stamp and Sign) and finally by the Principal.
15. Practical examination is conducted jointly by the internal in charge (normally a subject teacher) and external examiner from other college.
14. Practical examination duration is same as practical duration.
16. In first half an hour students are asked to write aim, apparatus, theory (brief) and observations on first answer sheet.
17. Student perform practical and enter their readings and calculations on second answer sheets.
18. Students are evaluated based on first answer sheet and second answer sheet jointly by internal and external examiner.