



SCHOOL OF ARTS AND SCIENCE

VINAYAKA MISSION'S RESEARCH FOUNDATION

SCHOOL OF ARTS AND SCIENCE

Av-Campus, OMR, Paiyanoor, Chennai 600 104.

DEPARTMENT OF PHYSICS



Standard Operating Procedures (SOP)

I. Lab Equipment

STEP1: Entry of Faulty Instruments

1. Enter the details of the faulty Instrument in the register assigned for it (laboratory specific).

STEP2: Apply for Repair

1. Incharge/Department committee takes the estimate for Instrument that needs to be repaired.
2. Submit repair budget to the department.
3. As per requirement and availability of funds, Incharge/Department committee will take permission for repair of Instruments from University.
4. After approval, Place order for repair (Invite quotations if required) as per rules applicable at the time.
5. Take the receipt of items given for repair from the vendor while giving him/her Instruments for repair.

STEP3: Verification and Bill Processing

1. Instrument must be properly checked by faculty, while receiving the repaired Instruments.
2. Strike through the repaired Instrument from the register.
3. If faculty is satisfied with working of Instruments, Submit bills (Incharge/Department committee) to accounts section for making payment to the vendor only after satisfying with the repaired Instrument.

II. Building Maintenance

STEP1: Submitting Requirement to Building Department

1. Department submits its maintenance requirements to the Building Department of the University for Necessary Action.



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Procurement of Goods/Items/Equipment

I. Steps for Non-Recurring items:-

STEP1: Issuing the Item

1. After successful installation report, the procuring officer issues the item in the desired lab and thereafter it remains in the custody of the lab In-charge.

STEP2: Labeling the Procured Item

1. Label procured items with reference number:

Physics Dept./Purchase year/Stock register number/Stock Register page number

STEP3: Maintaining Log Book and Assets Loan Register

1. A logbook is maintained for the equipment.
2. Asset loan register is maintained for its purpose, whenever required.

II. Steps for Recurring items:-

STEP1: Issuing the Item

1. After successful procurement, the procuring officer issues the item in the desired lab and thereafter it remains in the custody of the lab In-charge.

STEP2: Maintaining the Record

1. Record is maintained for the usage.
2. Purchase of Seminar Library Books and their Filing in Shelves



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Department Cleanliness

Class Room Cleaning:

Sl.No	Task	Frequency
1.	Dust mop tile floors	Daily
2.	Disinfect door handles (inside and outside)	Daily
3.	Empty trash receptacle	Daily
4.	Straighten and clean furniture	Daily
5.	Clean chalk boards and chalk trays	Daily
6.	Dust monitor/overhead projector	Daily
7.	Check for burned out lights	Daily
8.	Damp mop floor of classroom	Weekly
9.	Wipe all horizontal surfaces, including students' desks	Weekly
10.	Wash trash receptacles	Monthly
11.	Dust light fixtures and clock	Monthly

Laboratory Cleaning:

Sl.No	Task	Frequency
1.	Dust mop tile floors	Daily
2.	Wet mop on floors	Daily
3.	Empty trash/waste pot	Daily
4.	Straighten and clean furniture	Daily
5.	Disinfect and clean all sinks and fixtures	Daily
6.	Clean all working surfaces	Daily
7.	Dusting of machine/equipments	Daily
8.	Clean walls, doors and windows	Weekly
9.	Wash trash receptacles and sanitary boxes	Weekly
10.	Dust ceiling and light fixtures	Monthly