



## **SOP – REPAIR OF INSTRUMENTS / INFRASTRUCTURE MAINTENANCE**

### **I. Lab Equipment's**

#### **STEP 1: Register the Issue**

Any issues in the lab instruments to be recorded in the register kept in the respective laboratory.

#### **STEP 2: Repair**

1. Faculty in-charge has to get the estimation for repairing the Instrument from vendors
2. Quotation to be submitted to the college/office
3. As per requirement and availability of funds, Principal will grant permission for repairing the instrument
4. After approval, the instruments will be sent for repairing.
5. Details of the instruments/ equipment sent for repairing will be entered in the outward register.

#### **STEP 3: Verification and Bill Processing**

1. On receipt, the Instrument/ equipment must be thoroughly checked by faculty in-charge for the working condition
2. If satisfied, the faculty in charge will get the approval from the Principal and submit the bills to office.
3. Office in charge processes the payment to the vendor
4. Repaired Instrument details will be entered in the inward register.

### **II. Building Maintenance**

#### **STEP 1: Submitting Requirement to Office**

1. Faculty in-charge registers the Class Rooms related requirements in the register available in the Office.
2. Administrative in-charge will consolidate the requirements and submit to Civil Department of the Trust.

### **III. Building Maintenance**

- Gardener is available to undertake the maintenance work.
- Plants / Tree Care
  1. Regular watering of the plants and lawns
  2. Pruning of trees and plants/shrubs as and when required
  3. Removal of garden waste to the designated place
  4. Planting seasonal flowers
- Lawn Care and Signage in Garden
  1. Regular mowing and sweeping of lawn
  2. Proper maintenance of garden benches.
  3. Signage's kept in the lawn restrict students from playing or littering the lawns area



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