



# JAIN COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to VTU, Belagavi)

Accredited by NBA (CVE, CSE, ECE & EEE Dept.)

## STANDARD OPERATING PROCEDURE (SOP) FOR FACULTY AND STAFF IN CHARGE OF LABORATORIES

### Introduction:

1. The Jain College of Engineering runs graduate courses in six disciplines of Engineering as well as post graduate courses in Engineering, MTech (Civil Engg), MBA and MCA under the Visvesvaraya Technological University. To ensure a disciplined environment a standard procedure needs to be followed by all members of the Institution.

### Purpose and Scope:

2. This document defines the mandatory responsibilities of the Faculty-in-Charge (FIC) or Staff in Charge for managing laboratories and their assets. It covers the following:

- (a) Inventory control: maintaining receipts and issue of items including transfers from outside source to the lab or from the lab to another department/ office.
- (b) Issue of lab material to students.
- (c) Disposal, and handing / taking over protocols. This SOP applies to all academic and research laboratories within the institution.

### Inventory and Record Keeping:

3. The FIC must maintain absolute traceability of all laboratory assets in a register, which will be shown once a quarter to the HOD and at least once a year to the Principal.

### Register Management:

4. The following registers will be maintained:

- (a) **Stock Register:** Record of all permanent equipment, serial numbers, and Purchase dates with quantity.
- (b) **Consumables Register:** Track chemicals, glassware, spares, metal, wires, electronic material, aggregates, sand etc and disposable items.
- (c) **Logbook:** Record of daily equipment usage, user names, and operational hours of equipments and devices.
- (d) **Verification of Items held on Charge:** The verification should be done once every three months and countersigned by the HOD.
- (e) **Labeling:** Ensure every physical asset has a unique institutional inventory tag specific to the department.
- (f) **Stock Verification:** Conduct a centralised physical audit of all items every year and note in the inventory control register. Once the stock verification is approved with necessary verdicts, the register after due amendments as approved will be shown to the Principal for his perusal.

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- (g) **Discrepancy Reporting:** Report missing or damaged items immediately to the department Head.

### Issuing Materials to Students:

5. The FIC regulates the temporary custody of tools and materials for academic experiments. The steps to be followed are as under:

[Student Submits Requisition] → [FIC Verifies Lab Schedule] → [Issue Item via Issue Register]

[Student Returns Clean Item] → [FIC Inspects for Damage] → [Item is deposited back in the laboratory]

### Principle Rules:

6. **Pre-authorization:** Issue items only after receiving a signed lab requisition slip from authorised person.
7. **Sign-in/out Log:** Record student name, ID, item code, and issue timings.
8. **Inspection:** Check the condition of the equipment before the student leaves the laboratory.
9. **Return Deadline:** Enforce the return of all issued items by the end of the working day.
10. **Damage Liability:** Hold students, faculty and staff accountable for breakages caused by negligence.

### Material Transfer and Disposal:

11. Moving or discarding laboratory property requires strict administrative approval.

### Transfer Of Equipment

12. **Inter-departmental Movement:** Fill out a voucher specifying the movement from and to, details and tag no if any of the item being moved, before moving items.
13. **Gate Pass:** Obtain a signed gate pass from the Administrator if the equipment leaves the campus for repairs/ replacement.
14. **Update Records:** Adjust the stock register locations within 24 hours of transfer and obtain signature of the HOD.



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### Disposal System:

15. **E-Waste and Chemical Hazmat:** Follow local environmental safety laws for hazardous waste.
16. **Condemnation Committee:** Initiate disposal by requesting an institutional review board.
17. **Write-off Entry:** Remove items from the active stock register only after final administrative sign-off.

### Handing and Taking Over (HOTO)

18. This process ensures a seamless transition when the FIC role changes hands. The handing/taking over will be recorded in a register countersigned by the HOD as well as by a letter with an annexure of the items held on charge to the Principal.

### Process Flow Chart:

[Identify New FIC] → [Conduct 100% Joint Physical Audit] → [Sign HOTO Certificate]  
→ [Submit to HoD]

### Mandatory Steps:

19. **Joint Inspection:** Both outgoing and incoming FICs must physically count all inventory.
20. **Status Report:** Document the operational health of every machine (Working / Non-Working).
21. **Key Handover:** Transfer physical keys, digital passwords, and access cards.
21. **Sign-off:** Both parties and the Head of Department (HoD) must sign the HOTO certificate.

### Conclusion


22. Instructions and SOPs are never exhaustive. A constant endeavour should be made to improve on the system.

Place:

Date:



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