



# 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 LOCKING LABORATORIES AND DEPARTMENTS

### Introduction.

1. The Jain College of Engineering runs graduate courses in six disciplines of Engineering as well as post graduate courses in Engineering, M Tech(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.

2. This SOP ensures the security of college property, expensive equipment, intellectual data, and hazardous materials against theft, unauthorized access, and safety hazards after working hours.

### Scope.

3. This procedure applies to all departmental buildings, specialised laboratories, computer centres, and faculty cabins within the engineering college campus.

### Key Boxes.

4. The College main key box holding keys of departments, offices and laboratories is located at the security office at the main gate. A second key box for the keys of all classrooms is available in the Dean office area.

5. The duplicate key box is held under the arrangements of the Administrator for all keys of main offices and classrooms.

6. **Department Key Boxes:** Each department should have its department key box in the department at a suitable location, holding the keys of all cupboards and storage areas. The duplicate keys of cabins, laboratories and department offices should be held with the HOD in a separate key box in the HOD office.

### Roles and Responsibilities.

7. **Lab In-charges / Technicians:** Perform initial checks and ensure locking of respective laboratories.

8. **Department Nominated Person:** Verifies locking, collects keys, and double-checks common areas.

9. **Security Guard / Supervisor:** Conducts final night patrolling and maintains the master key log.



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10. **Heads of Departments (HODs):** The HODs will oversee compliance and authorise permissions for work after college hours after informing the Principal.

### Operating Procedure.

11. The HODs are required to nominate a specific staff with a letter to the Administrator with following content

- (a) Name of the staff member.
- (b) Specimen signature of the staff member.
- (c) Timings of receiving and depositing the key by the staff member at the key box with the security room.
- (d) Alternate person to receive and deposit the key with specimen signatures in case the original nominated staff is on leave/duty

12. The above procedure is to be renewed every six months / one year by a letter preferably before the semester commences and also in case of changes if any in between semesters.

### 13. End-of-Day Pre-Locking Inspection.

- (a) **Power Down:** Turn off all instruments, computers, appliances, machinery and project setups.
- (b) **Main Switches:** Trip the local laboratory MCB/mains switch, leaving only designated emergency or server power or UPS active.
- (c) **Utilities:** Close all gas cylinder valves, water taps, and chemical storage vents securely.
- (d) **Windows:** Close and latch all windows and structural glass panels completely.

### Locking and Key Management.

14. **Locking:** Lock the main entrance door of the laboratory using the assigned heavy-duty padlock.

15. **Key Log Entry:** Return the key to the central security office or the departmental key cabinet where specifically permitted and make an entry in the register.

16. **Sign-Off:** Record the locking time and signature in the key register maintained at the security gate.

17. **Duplicate Keys:** Keep duplicate keys strictly under the arrangements of the Administrator or HOD where applicable.



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18. In case the original key is lost an enquiry will be conducted by the department HOD and submitted in writing recommending action to be taken. The duplicate key will be issued thereafter on approval by the Principal. **No keys will be duplicated from unauthorized sources without the knowledge of the Principal.**

19. Keys will not be taken out of the college premises. If the key is taken out of the premises accidentally, the same will be returned that day itself.

### After-Hours Access Procedure.

20. **Written Permission:** Students or researchers working late must submit a letter approved by the HOD to security by 4:00 PM on the day, with specific mention of the number of days the work will be done. An entry will be made in the register at the security gate of the students, faculty and staff working beyond college hours.

19. **Faculty Presence:** The HOD will ensure a faculty member or designated lab technician stays with the students.

20. **Late Log:** The exit time of persons staying beyond college hours will be recorded in the security main gate register.

### Emergency Procedures.

22. **Break-In Response:** Inform the Security Supervisor and HOD immediately if a lock is found broken.

23. **Evidence Preservation:** Do not enter the room or touch any items until security completes a preliminary photo inspection.

24. **Incident Report:** File a formal security incident report within 12 hours of the event and submit through the HOD to the Principal for further investigation.


### Conclusion.

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

Place:

Date:



  
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