

## Methodist College of Engineering and Technology

(Extract from institutional manual)

### 7.2 Stores:

1. Store keeper is the custodian of the stores of both consumable and non-consumable stores received from time to time.
2. He will maintain central stock register in which the details of the stores received as per the bill will be entered and the signature of the stores officer and principal will be obtained.
3. He will work under the supervision of stores officer to be nominated by the principal and attend to
  - The preparation of comparative statement of quotations and supply orders.
  - Issue of stores on an indent approved by the Head of the institution.
  - Posting of entries as per the indent in the concerned stock register which will be verified by the stores officer and periodically checked by the principal.
  - Maintenance of consumable and non-consumable stock register.
  - Posting of entries in the concerned stock register from central stock register.
  - Maintenance of un-serviceable articles register and disposal of un-serviceable articles.

### 9.1 PROCEDURE :

1. At the beginning of a semester, the librarian should send a note to all HODs to furnish list of books with quantity to be stocked for issue/ reference to students and staff.
2. On receipt of lists from the HOD/Coordinator, the librarian should check whether required books in required quantity are available in the library, whether in sufficient quantity and indicate accordingly.
3. The Indent should then be sent to the HOD/Coordinator for approval and to indicate amended quantities.
4. On receipt of the approved Indent the librarian should then forward it to the Principal/Director for approval.
5. On receipt of approved Indent from the Principal, the librarian should float inquiries for purchase of books with details of the books.

6. On receipt of quotations from suppliers, a comparative statement should be prepared and submitted to the Committee constituted for the purpose along with the quotation and books Indent for finalizing the supplier.
7. On receipt of approved comparative statement, a purchase order should be prepared and sent to the supplier.
8. On receipt of books shall append stock entry on the reverse side of the bill and forward to Accounts Section for payment.
9. He/ She shall maintain issue registers promptly.
10. He / She collect fine from the Students for the delay in returning the books or loss of books and shall transfer the amount to the Accounts Section.
11. The Librarian shall initiate action for Annual Physical Verification of library before 31<sup>st</sup> March of every year.

### **9.1 Lab Faculty**

1. All the faculty assigned with the lab duty must be present in the lab throughout the duration of the lab session without fail
2. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
3. Faculty members should not to leave a lab session unattended, when students are present. In case of emergency, a faculty member shall make alternate arrangements either with other faculty or lab assistants to monitor the lab session during their absence.
4. The lab observations/records must be corrected then and there or at least by next class
5. The performance of the student in the lab is to be continuously assessed

### **12.2 Lab In-charge faculty**

1. To maintain the Dead Stock Register and Consumable Registers.
2. To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
3. To plan for the procurement of equipment for the coming term well in advance.
4. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily
5. To organize the laboratory for oral and practical examinations.
6. To hold those responsible for any breakage / loss etc. and recover costs.

7. To ensure the cleanliness of the lab
8. In order to prevent theft/damage, the Lab In-charge shall take the following action:
9. Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same
10. Lab Assistants in turn shall note down the missing items in the respective Lab Register.

### **12.3 INSTRUCTION MANUAL FOR TEACHING ASSISTANTS/LAB ASSISTANTS**

1. The Lab. Assistants are required to assist the respective Lab In-Charge and lab faculty for smooth functioning of the laboratories.
2. Lab Assistants shall be available for maintenance and care of resources/services of the institute.
3. All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD.
4. They should maintain the Stock Register, bills file and breakdown registers for equipment of the lab. He/She also should monitor:
  - Stock registers (consumables & non-consumables) should contain the details of equipment/material received. Bills file should contain the Original or copy of the bills of the equipment/material received for the lab.
  - Breakdown register should be maintained in each lab and whenever equipment is not working should be noted and when it is repaired and working should also be noted.
  - The Lab-in-charge should readily possess the list of equipment/material available in the lab along with price in a file for administrative purpose/inspection by OU, AICTE and State Government.
5. He / She should ensure that every Lab should contain the list of experiments, charts, time-table of the Lab. List of Names of faculty-in-charge of the lab, faculty and non-teaching staff dealing the lab. Lab manuals should be made in every Lab.
6. Lab Assistants in coordination with Lab In-charge should display
  - (i) List of Equipments/software

- (ii) List of Experiments
- (iii) Lab Time Table
- (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.

Any other assignments as given by HOD/Principal/Director



Director  
Methodist College of Engg. & Tech.  
Abids, Hyderabad-01.