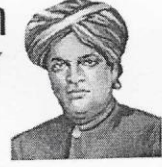




மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம், திருநெல்வேலி
MANONMANIAM SUNDARANAR UNIVERSITY
(Reaccredited with 'A' Grade by NAAC)
ABISHEKAPATTI, TIRUNELVELI - 627 012.
TAMILNADU, INDIA



STANDARD OPERATING PROCEDURE (SOP) FOR PURCHASE, UTILIZATION AND MAINTENANCE OF COMPUTERS AND ACCESSORIES

Purchase

A purchase committee has been constituted to oversee the purchase and maintenance process of lab equipment, computers and other accessories. The committee would evaluate and review purchasing process to recommend the best supplier based on the lowest price bid and the service quality. The committee is also responsible for ensuring the fair procurement practices.

The purchase process has been decentralized and hence the committees will comprise of following combination of members.

- i) Department: Head of the Department, Expert from a Science Department, Purchase section (Director/Asst. Director), Member a Finance Section.
- ii) Administrative Sections: Head of the Section concerned (D.R; A.R; Superintendent), Expert from a Science Department, Purchase section (Director/Asst. Director), Member from Finance Section

All computer equipment requirements will be requested through the Section Head with regard to Administrative and various operative sections. Department Heads and directors will submit the request through the Registrar.

The request are based on the following

1. Describing the use and intention of the equipment being requested,
2. Mentioning the primary user for the requested equipment.
3. Highlighting if the item is a new system, replacement for outdated equipment, or an Upgrade/enhancement for an existing workstation. If this item is a replacement, please include a description of what will become of the replaced equipment or if it will be available for Use/disposal at the section/ Department discretion.

The Purchase procedure however is uniform with the following steps

- Reviewing requests: Independently review and evaluate request from the department/Section which is forwarded by the Head of the Institution.

Registrar
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- Recommending suppliers: Recommend the best supplier or service provider based on price, quality, and other factors
- Monitoring procurement: Monitor, verify, and ensure that approved procurement procedures are followed
- Negotiating with suppliers: Discuss and negotiate with suppliers to get the best quality items at competitive prices
- Scrutinizing requisitions: Decide if equipment needs to be purchased, and if it can be made in-house
- Analyzing quotations: Analyze quotations from approved vendors
- Ensuring transparency: Ensure that the procurement process is transparent, accountable, and fair
- Preparing documentation: Ensure that all relevant documentation is prepared before the purchase committee meeting
- Issuing purchase orders: Finalize and issue the purchase order

Maintenance Procedures:

- Maintenance schedule: A schedule for routine maintenance has been followed annually wherever AMC has been signed. Service also is carried out on when and where required basis.
- System monitoring and Verification: Procedures for monitoring the systems. Yearly audit exercise would verify the facilities.
- Stock entry Records: Physical verification is carried out during the annual stock audit and total numbers and the functional status are recorded and updated.
- Discarding: Trashing the inoperative and non-functioning systems

The following is ensured before the computing systems are discarded. Back-up of data, deletion of unwanted data and storage in safe until proper discarding after approval

- Software and security: A process for installing and updating approved software and security

Computer usage

Utilization includes provisions for acceptable use, password management, software installation remote access, data security, and reporting violations.

Section computers have specific passwords and data are always kept secure and confidentially is maintained by the respective staff.

All computer users have the responsibility to use the computer systems efficiently and ethically.

Computer meant for student use are monitored by the technical staff in the departments.


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