



CSIBER Trust's
College of Non-Conventional Vocational Courses for
Women, Kolhapur

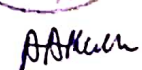
DOCUMENT RETENTION POLICY OF LIBRARY

Sr. No.	Description of Document	Retention Period in Year	Remark
1	Old Newspapers	One	At the Beginning of Academic year
2	Old Magazines	Three	
3	Old books / Damaged books	---	Decide depending upon the condition of book for binding or write off
4	Old project reports	Five	Suggested collect soft copy (CD) at the time of submission by department level.
5	Old question papers	Three	At department level or as per syllabus change. Soft copy should be available on website
6	Library card	One	At the Beginning of Academic year
7	Library membership forms and deposit forms	One	At the Beginning of Academic year
8	Student and staff entry registers	Five	
9	Old racks, chairs and tables	---	Depending upon the condition
10	Old Computers and other accessories be replaced / disposed	---	Depending upon the condition



PRINCIPAL,
College of Non-Conventional
Vocational Courses For Women
Kolhapur.

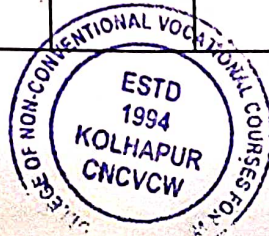


For 

College Of Non-Conventional Vocational Courses for Women, Kolhapur

Document Retention Policy

Sr.No.	Description of Documents	Document Period	Nature		Retention Period In year	Remark
			Hardcopy	Softcopy		
1	Voucher file	2015-16	✓		5	
2	Service Book	SINCE OF APPOINTMENT OF TEACHER	✓		Permanant	Permanant
3	Admission Receipt	2017-18	✓	✓	3	
4	Admission Form	2015-16	✓		5	
5	Marksheet of students	2015-16	✓		3	
6	Leave Register	2018-19	✓		Permanant	Permanant
7	Leave Application	2020-21	✓		1	
8	Bonafide	2020-21		✓	1	
9	TC & Documents	2016-17	✓	✓	1	
10	Personal files permanent staff	2015-16	✓		Permanant	Permanant
11	CV	2015-16	✓	✓	1	
12	Master	2015-16	✓		permanent	Permanant
13	Visiting Staff master	2015-16	✓		permanent	Permanant
14	Scholarship Record & form	2015-16	✓	✓	3	
15	Minority Record & form	2015-16	✓	✓	3	
16	Bank Statement	2015-16	✓		5	
17	Audit Report	2015-16	✓		permanent	permanent
18	Inward Register	2019-20	✓			Review after one year
19	Inward Documents	2019-20	✓			
20	Outward Register	2019-20	✓			
21	Outward Documents	2019-20	✓			
22	Dead Stock Reg.	2016-17	✓		permanent	permanent
23	Salary Sheet	2005-06	✓	✓	5	
24	Biometric Record	2019-20	✓	✓	1	
25	Affiliation Comm.file	2015-16	✓		1	
26	Eligibility Record	2018-19	✓		3	



27	New course Proposal SU		✓			
	Selected	2018-19				till permanent affiliation
	Not Selected	2016-17			1	
28	Student's Exam form	2018-19	✓		1	
29	Student's Exam Name list	2018-19	✓		1	
30	Committee Record	2018-19	✓		5	
31	S.U.Marklist Ledger	2015-16	✓		permanent	permanent
32	Fees Structure Record	2020-21	✓		1	
33	Exam Bill file	2015-16	✓		1	Audited certificate to be review
34	Student's General Reg.	1994	✓		permanent	permanent

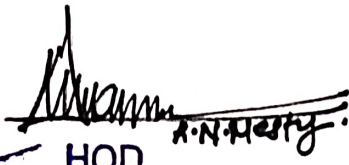

PRINCIPAL,
 College of Non-Conventional
 Vocational Courses For Women
 Kolhapur. 



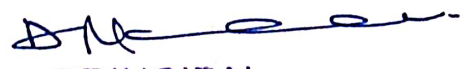
DOCUMENT RETENTION PERIOD

SR.NO.	DESCRIPTION OF DOCUMENTS	DOCUMENT PERIOD	NATURE		RETENTION PERIOD	REMARK
			HARDCOPY	SOFTCOPY		
1	PORTFOLIO WORK	UPTO INT./EXT.	✓	-	NO RETENTION	ALLOWED STUDENTS TO TAKE THEIR WORK
2	MODELS	UPTO INT./EXT.	✓	-	NO RETENTION	ALLOWED STUDENTS TO TAKE THEIR WORK
3	SEMINAR REPORT	UPTO EXAM	✓	-	5 YEARS	3 YEARS
4	PROJECT	UPTO EXAM	✓	✓	5 YEARS	3 YEARS
5	ELECTIVES	UPTO EXAM	✓	-	NO RETENTION	ALLOWED STUDENTS TO TAKE THEIR WORK
6	TIME TABLE	5 YEARS	✓	✓	5 YEARS	
7	ATTENDENCE RECORD		✓	-	5 YEARS	
8	SITE VISITS/ WORKSHOPS		✓	✓	5 YEARS	
9	RESULT		✓	-	5 YEARS	
10	MERIT LIST		✓	-	5 YEARS	
11	DEPARTMENTAL MEETINGS		✓	✓	5 YEARS	
12	ACADAMIC CALENDER		✓	✓	5 YEARS	
13	LEAVE NOTES		✓	-	1YR.	
14	ALUMNI RECORD		✓	-	10 YEARS	
15	NATIONAL CONFERANCE	2 SUCCESSIVE CONFERANCES	✓	✓	6 YEARS	
16	WALL DISPLAY/ NOTICES		✓	✓	5 YEARS	
17	LEED COLLEGE WORKSHOP		✓	✓	5 YEARS	
18	EXAM RECORD		✓	✓	6 YEARS	
19	INTERNSHIP RECORD		✓	✓	6 YEARS	
20	PLACEMENT		✓	✓	5 YEARS	
21	KNOWLEDGE EXCHANGE		✓	✓	5 YEARS	
22	COMPETITIONS		✓	✓	5 YEARS	
23	NAAC	5 YEARS	✓	✓	5 YEARS	
24	TEACHING PLANS	5 YEARS	✓	✓	5 YEARS	INDIVIDUAL TEACHING PLAN OF FACULTY
25	ACADAMIC PLANS	5 YEARS	✓	✓	5 YEARS	
26	VARIOUS FORMS, FORMATS, REFERANCES	3 YEARS	✓	✓	3 YEARS	SUBJECT TOCHANGE ACCORDING TO NEXT YEAR NEED.

27	RESEARCH PAPERS	5 YEARS	✓	✓	5 YEARS	
28	SPECIAL LANGUAGE	5 YEARS	✓	✓	5 YEARS	
29	HOSTEL DETAILS	5 YEARS	✓	✓	5 YEARS	
30	ADMISSION	5 YEARS	✓	✓	5 YEARS	


HOD

**Department of Interior Design
CNCVCW, Kolhapur**



PRINCIPAL,
College of Non-Conventional
Vocational Courses For Women
Kolhapur. ☺

**College of Non Conventional Vocational courses for Women's
College, CSIBER.**

Standard Operating Procedures for Laboratory Equipments

I. Standard Operating Procedure : Incubator

1. Ensure that the incubator is properly connected to the power supply.
2. Switch on the supply
3. Turn on the red colour power knob towards 0-1.
4. Turn on the cooling knob towards 0-1.
5. To set the incubator at 22°C , set the lower temperature 21 OC by pressing the 'SET POINT -1' and simultaneously adjust the temperature with the help of screw of SET and RST by screw driver.
6. Set the higher temperature 23 OC by pressing the 'SET POINT -2' and simultaneously adjust the temperature with the help of screw of SET and RST by screw driver.
7. In the same manner the incubator can be set to 37°, 44° and 55°C whenever required by setting the lower temperature to 36°, 43° and 54° C respectively and by setting the higher temperature to 38°, 45° and 56° C respectively.
8. Record the temperature twice daily. i.e. in the morning and in the evening. The temperature should not differ $\pm 2^\circ$ C from the set temperature.

II. Standard Operating Procedure : Oven

1. Pre-heat the oven for at least five minutes to be sure the oven compartment has reached the required temperature.
2. Be aware of other people in the area when handling hot material.
3. Use thermal gloves or tongs to remove workpiece from the oven.
4. Ovens must be located with due regard to the possibility of fire resulting from overheating.
5. Switch off the oven when work completed.
6. Before cleaning material accumulations, switch off and allow the oven to completely cool.
7. Leave the oven and work area in a safe, clean and tidy state.



Patil
HOD

Department of Food Technology
CNCVCW, Kolhapur.

III. Standard operating procedure : Tray dryer

1. Before starting the dryer, check that the machine is clean.
2. Check that the main switch is off.
3. Load the materials that need to be dried onto the trays and close the door firmly.
4. Set the temperature as per the BMR and turn on the electrical supply.
5. Start the blower and heater.
6. Run the dryer for the prescribed length of time to achieve the required degree of drying.

IV. Standard operating procedure : Weighing Balance

1. Make sure that the balance is kept clean.
2. Ensure that the calibration status is valid.
3. Ensure that spirit level is in the center of the circle.
4. Connect the power cable to the mains and switch 'ON'.
5. Automatically self checking starts from "che-3" & ends with OFF.
6. Press ON/OFF key, all the display will glow.
7. Press "TARE KEY", 0.00000 mark appears on the display.
8. The stability of the reading is obtained which is indicated by an arrow mark on the left side of the display.
9. Once the stability is attained, the balance is ready for weighing.
10. Place the material to be weighed on the pan & note down the reading after the arrow mark appears on the left side of the display.
11. After completion of weighing press, "ON/OFF" key. "STAND BY" light gls with.
12. Clean the balance immediately after weighing.

V. Standard operating procedure: Heating Mantle

1. Switch on the heating mantle.
2. Set the temperature.
3. Place the sample in the round bottom flask.



Datit

HOD
Department of Food Technology
CNCVCW, Kolhapur.

VI. Standard operating procedure : Autoclave

1. Open the lid of the autoclave by pressing the steel base at the bottom.
2. Remove both the perforated steel baskets from the autoclave.
3. Pour enough purified water into the autoclave such that the heating coils are completely submerged in water.
4. Replace the stainless steel baskets back into the autoclave.
5. Load the material to be sterilized into the basket.
6. Close the lid and clamp the screws autoclave
7. Connect the main cord to the supply socket and switch it on.
8. Heater will be on and the temperature starts to increase.
9. Solenoid valve will be off when the temperature reaches 100°C and pressure gauge shows the pressure.
10. When the pressure gauge shows a reading of 15 lbs and the temperature display shows 121° C.
11. Timer will be on and time starts to decrease in minutes. The heater will be cut on and cut off to maintain the pressure at 15 lbs and the temperature at increase
12. At the end of 15 minutes switch off the heater and the solenoid valve will be on to release the steam pressure. Pressure starts falling.
13. When the temperature reaches below 100°C, Solenoid valve will be off and allow the autoclave to cool for 15 minutes.
14. Unclamp the screws and unload the sterilized material.
15. Use separate autoclave for sterilization and decontamination process

VII. Standard operating procedure : Centrifuge

1. Assure that the centrifuge rotor is balanced, insert the tubes so that they are across from each other. The tubes should have the same volume for balancing the rotor.
2. Add an additional tube with water if needed for balancing.
3. Close any lids before operating the centrifuge. Turn speed and time knobs to desired setting.
4. Wait for the centrifuge to come to a complete stop before trying to open it.

Datil

HOD

Department of Food Technology
CNCVCW, Kolhapur.



VIII. Standard operating procedure : Laminar Air Flow

1. In front of the blower, there lies a mechanism through which air blown from the blower produces air velocity along parallel flow lines.
2. Inside the chamber one fluorescent tube and the other UV tube are fitted. Two switches for these tubes and a separate switch for regulating of air, the air flow is fitted outside the apparatus.
3. Before starting to work in the laminar flow hood, turn on the blower and wipe out the sterile area with 70% alcohol soaked piece of cotton.
4. Let the blower run continuously for 30 minutes. When this time has passed, repeat the wipe out of the sterile area with 70% alcohol soaked piece of cotton.
5. Switch on the UV light for a period of 30 minutes so as to kill the germs, if any present in the area of working space.
6. The front cover sheet of the apparatus is opened to keep the desired material inside. The air blower is set at the desired degree, so that the air inside the chamber is expelled because the air inside the chamber may be contaminated/may bring contaminicotton
7. Sit properly in front of the chamber again, wipe the working table with alcohol to reduce the contaminants. All the works related to pouring, plating, streaking etc., are to be carried out in the flame zone of the burner or spirit lamp.
8. In microbiology laboratory, horizontal type of laminar air flow is used to supply the air through the filter.

IX. Standard operating procedure : Compound Microscope

A. Setting up the Microscope

1. Carry the microscope with both hands and hold it above the waist so that it does not hit anything during transport.
2. Place the microscope on the lab bench away from the edge. Plug it in and secure the cord so that it does not get tangled up with anyone
3. Do not touch the lens of the microscope with anything but lens paper. Use lens paper to clean the lens on the eye piece and objectives.
4. Turn on the microscope's light source and adjust the intensity of the light with the dial on the side of the base.



HOD

Department of Food Technology
CNCVCW, Kolhapur.

B. Using the Microscope

1. Rotate the objectives until the low power objective is in place and lower the stage to its lowest position with the course adjustment.
2. Secure a slide on the stage with the stage clips and center over the light souanyo
3. Looking through the ocular lens, use the course adjustment to raise the stage until the image of the specimen comes into focus.
4. Use the fine adjustment to get the image clear.
5. If higher magnification is needed, rotate the nosepiece to the next highest objective. You should only have to adjust your fine focus with each objective.
6. Once finished with the microscope, remove the slide, rotate objectives to low power, lower the stage, unplug it, cover it and return it to storage.

X. Standard operating procedure: pH meter

Calibration

1. Calibration must be carried out, in accordance with the manufacturer's instructions, once daily or, in case of infrequent use, at least on the day of pH testing. It must be performed before the first measurement of the day. Record in the logbook.
2. Temperature variation affects pH measurement. Calibration and testing of the sample must therefore be done at the same temperature ± 2 °C.
3. Select for calibration two buffer solutions that are within 3 pH units of the solution to be tested. Discard contaminated or cloudy standard buffers.
4. Calibration results are acceptable if the pH of the buffer solution is within 0.1 pH units of the expected value.

pH measurement

1. Before use, rinse the electrode with deionized water and blot dry with a soft, clean paper towel.
2. Transfer the electrode to the test solution.
3. Compensate for the temperature if necessary.
4. Record the pH when the reading is stable (5–20 seconds after insertion of the electrode into the solution)

Datt
HOD

Department of Food Technology
CNCVCW, Kolhapur.



5. Rinse the electrode with deionized water and store according to the manufacturer's instructions.

XI. Standard operating procedure :Hot air oven

1. Ensure the cleanliness of the instrument.
2. Ensure for the ventilation knob shall be openly provided on top of the oven.
3. Ensure that the power supply switch is open
4. Ensure for the electronic temperature controller displays the chamber temperature.
5. Required temperature shall be set by pushing the "PUSH" switch and the coarse potentiometer knob shall be rotated clockwise or anticlockwise until the required temperature is attained.
6. Temperature shall be set with the help of a fine potentiometer knob.
7. Ensure for the Indicator Bulb glows indicates that the power to the heater is "ON".
8. The Fan of hot air oven shall be switch "ON" for air circulation.
9. Ensure for the temperature reaches at the set point time shall be noted and start the cycle for the required specific time
10. Ensure for the cycle is over and the oven shall be switch "OFF" the main and the power supply.
11. Enter the cycle of the period in the daily usage log book.

XII. Standard operating procedure : water bath

1. Fill the instrument with water and switch on
2. Set the temperature of water as per requirement.
3. Place the sample in water bath.

XIII. Standard operating procedure: refrigerator

1. Connect the power plug to the main socket and switch on the power supply
2. Put thermometer in the refrigerator compartment and freezer .
3. Set the thermostat control knob to normal position
4. Load the refrigerator with the items to be stored between 2-6 celsius .
5. In case the temperature is not achieved increase cooling by setting the thermostat at maximum position .

Batil

HOD

**Department of Food Technology
CNCVCW, Kolhapur.**

6. Take out the article , open the door of refrigerator and take out the articles and close the door
7. Monitor the temperature once a day in the format .

Patil

HOD
Department of Food Technology
CNCVCW, Kolhapur.

