



# ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY

A Unit of Alva's Education Foundation (R)

( Affiliated to Visvesvaraya Technological University, Belagavi

Approved by AICTE, New Delhi & Recognised by Government of Karnataka )

Shobhavana Campus, Mijar, Moodbidri - 574 225, Mangalore, D.K., Karnataka State.

Phone : 08258-262724 (O), 262725 (P), Telefax:08258-262726

Email : principalaiet08@gmail.com, Web:www.aiet.org.in

## STANDERD OPREATING PROCEDURES (SOP)

### IT Department performs two Roles:

1. IT Maintenance
2. Equipment Purchase

#### SOP for IT Maintenance:

A team of well-trained technicians will maintain the computers and network related issues in the entire institute (including computers available in library, laboratory, office, staff rooms, and any other) under the guidance of **System Administrator**.

- Any complaint regarding network or computer in class room/staff room will be communicated to the System Administrator by the head of the department through indent or the IT Support Email ID only.
- Issues will be resolved on a First-Come-First-Served basis. However, the priority can be changed on request at the sole discretion of the designated team in IT Dept.
- System admin will assign the job to the technician as per indent placed.
- If any material is required to solve the problem, the same will be brought to the notice of Administrative Officer & Principal.
- System administrator will place the order from due approval of Principal for further processing of procurement as per standard procedure.

After procuring the equipment the problem is addressed by the technicians and the indent will be closed.

#### SOP for Equipment Purchase:

IT Department has another role that is purchasing the IT related Equipment like computer systems, projectors, cameras, etc... needed by all the departments of the Institute. The Purchasing procedure is as follows:

1. Admin will collect all the IT related items from the Heads of the various departments of the Institute.
2. Admin will prepare purchase order for those IT related Equipment.
3. Admin will communicate with many vendors and ask for quotations.
4. Submit the quotations to purchase department.
5. The purchasing committee in the purchase department will discuss together with all these quotations and fix one among these.
6. The Purchase Officer will send the purchase order to the vendor.
7. He will initiate the payment with the help of account section and getting clearance from IT Dept.
8. Once the items delivered from the vendor, Admin will enter the equipment in the main stock register and distribute the equipment to respective department.

  
PRINCIPAL  
Institute of Engg. & Technology,  
Rajpur, MOOCHORI - 574 225, D.K.