



ISO-9001-2015 Risk Register (2019-20)

Department : Learning and Information Resource Centre(LIRC)
 Head of the Department: Ms. Papinder K. Nagi
 Date : 13th April 2019

Sr. No	Clause No	Risk Description	Category of Risk	Implications	Frequency	Severity	Risk level	Mitigation	Contingency
1		Collection development strategy fails to address changing nature of scholarly record and book selection processes lack updation with proliferation of new content	Ops	Delay in Process (Matching demand and Supply)	1	2	2	1. Collecting the Prescribed textbooks from the syllabus books from the faculty members and order the same. 2. The librarian will prepare the list of latest books to be added according to the syllabus and procure the same. 3. Librarian will suggest the textbooks of similar content books as and when the syllabus is updated	1. Whenever the new syllabus comes listing out the reference books and order the same. 2. Provide the alternative textbooks for ready reference
2		Library physical storage space is not appropriately managed or optimized, placing constraints on collection of books growth	Ops	Complaints at institute level (Due to Lack of Space)	4	3	12	Weeding out Process is taking place every year and accommodate the new collection.	Provision for Compact shelves.

obj 1

obj. 5

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3		Library user satisfaction varies due to changing user needs	market	complaints at institute level	2	1	2	1. The Orientation will be provided about the availability and limitations. 2. Training provided by the Librarian and Asst. Librarian to faculty/staff/students in advance about the rules and regulations and displaying the same on the Notice Board	Provision of taking feedback in the descriptive manner so that we can address the users needs in better way.	obj-2
4		Digital content is lost as a result of not being properly managed and preserved	IT	damage at departmental level (Physical/data)	2	2	4	Library has separate shelving provision for CD's and DVD's and these materials are not issued outside the library	SFIMAR Events photos/videos CD's and DVD's mirror is kept on NAS server	obj-4
5		Loss of library assets, content or access due to natural hazard	Ops	damage at departmental level (Physical/data)	1	5	5	Staff to be informed on safe handling practice and usage instructions	Equipment to be placed and used in appropriate location isolated from flammable materials	obj-3
6		Theft, mishandling, and misshelving	Ops	Minor Financial loss	3	2	6	Library staff to make sure Proper checkout process to be in place and users are asked to keep the books on table rather than putting it on shelves	Regular shelf reading by library staff will reduce the misshelving	obj-5

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7		Workplace environmental conditions	Ops	customer complaints, major delay in operations	4	2	8	<ul style="list-style-type: none"> • Temperature: must be maintained • Poor lighting: a sufficient level of lighting to be maintained particularly in passageways and near emergency exits – broken bulbs to be replaced regularly • Ventilation: where there are photocopiers in interior rooms ventilation needs to be safeguarded • Furniture layout: furniture and equipment must be laid out and maintained so as to permit free movement and the avoidance of injuries 	to ensure that environmental conditions are monitored and acceptable conditions maintained
8		Insect infestation/Damage to books	Ops	Minor Financial Loss	3	2	6	Pest control & proper dusting to be done on regular basis	

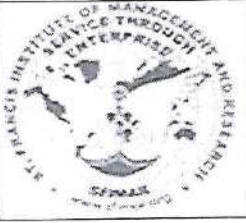
Mitigation: What we are doing to avoid the risk
 Contingency: What we will do if it happens

- Market Risk
- Financial Risk
- Operational Risk
- Regulatory and Statutory Risk
- HR Risk
- Students Development & Performance Risk
- Brand Image Risk
- IT Risk

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Rev:01	St. Francis Inst. of Management & Research Doc. Title: Risk Register AS PER ISO 9001: 2015	
Rev. Date: 20.12.18		
Dept: LIRC		

ISO-9001-2015 Risk Register (2019-20/21) Covid19 Lockdown

Department: Learning and Information Resource Centre(LIRC)


Head of the Department: Ms. Papinder K. Nagi

Date: 2nd Sep 2020

Sr. No	Clause No	Risk Description	Category of Risk	Implications	Frequency	Severity	Risk level	Mitigation	Contingency
1		Collection development strategy fails to address changing nature of scholarly record and book selection processes lack updation with proliferation of content in new format	Ops/IT	Delay in Process (Matching demand and Supply)	1	3	3	1. Collecting the Prescribed textbooks from syllabus from the faculty members and order the same in Digital format. 2. The librarian will prepare the list of latest E-Books to be added according to the syllabus and procure the same. 3. Librarian will suggest the E-books of similar content books as and when the syllabus is updated	1. Whenever the new E-Books related to syllabus comes listing out the reference books and order the same. 2. Provide the alternative textbooks in digital format for ready reference through library consortium/open source.

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02/09/2020



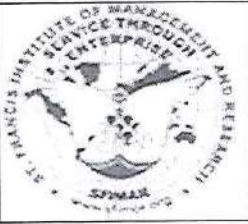
Rev:01	St. Francis Inst. of Management & Research Doc. Title: Risk Register AS PER ISO 9001: 2015	
Rev. Date: 20.12.18		
Dept: LIRC		

2	Lack of relevant content in Digital format. All textbooks not available in Electronic format	Regulatory & Statutory Risk	Complaints at department level (Content)	1	3	3	Library will provide teaching content for the faculty by coordinating with publisher and only portion of the content can be shared with users keeping in view the copyright rules, citing the original source.	Provision of content permissible as per copyright rules with the users in closed group.
3	Access to digital content limited to campus	Ops/IT	Complaints at department level	2	2	4	1. The Orientation provided about the availability of E-resources and limitations of access on campus 2. Training provided by the Librarian and Asst. Librarian to faculty/staff/students in advance or on specific request and displaying the links of the resources on the Notice Board and SFIMAR website	Provision of remote access to E-resources using software/LMS, that can also give usage report of resources to support the decision making, encouraging usage or discontinuation of a service and procurement of new resource/s.

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Rev:01	St. Francis Inst. of Management & Research Doc. Title: Risk Register AS PER ISO 9001: 2015	
Rev. Date: 20.12.18		
Dept: LIRC		

4		Irregularity/discontinuation of periodicals in print	Financial/Ops	Minor financial loss, damage at department level (data)	1	2	2	Library to make sure all periodicals are received. Correspondence with publisher/service provider in case of non-receipt of issues.	Request for digital copy in case of termination of print format or amount to be adjusted during renewal subscription/reimburse the same in case of termination of services.
5		Loss of library footfall	Ops	damage at departmental level (Data)	1	3	3	Visitor record is recorded in ERP and footfall captured on people counting machine per day/month/year	During lockdown period negligible users visit to library, every hit or visit to library resources/services to be considered as footfall.

Mitigation: What we are doing to avoid the risk
Contingency: What we will do if it happens

- Market Risk
- Financial Risk
- Operational Risk
- Regulatory and Statutory Risk
- HR Risk
- Students Development & Performance Risk
- Brand Image Risk
- IT Risk

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7 RECORDS		Maintained by	Retention Period
Sr No	Title of the Record		
1	List of students	LIB	3 Years
2	Accession Register (Software containing Books & Journals)	LIB	3 Years
3	Publisher Catalogue / Price List	LIB	1 Year
4	Approval Memos file	LIB	3 Years
5	Requisition File	LIB	3 Years
6	Order File	LIB	3 Years
7	Bill file	LIB	3 Years
8	List of Periodicals (Journals/Magazines/Newspapers) Subscription file	LIB	3 Years
9	Project Report Record / AV Material Record (Photos, CD/DVDs/Albums) / Cardex (LM software)	LIB	5 Years/since inception till date for AV material
10	Missing Books (Stock Verification)	LIB	3 Years
11	Online/Offline Database Subscription File	LIB	5 Years
12	Notice File	LIB	1 years
13	Gate Pass	LIB	1 year
14	Induction File (Students /Staff / Faculty)	LIB	3 years
15	Record of Question Papers	LIB	3 Years
16	Soft copy of QMS 1 & 2 on Intra server	LIB	Till revision
17	Demand Register	LIB	1 year
18	List of Journal Cardex (LM Software)	LIB	2 year
19	List of Faculty and Staff	LIB	3 year
20	Fine Register	LIB	2 year
21	L M Software (Demand slip)	LIB	1 month
22	Salvage Record Register	LIB	1 year
23	Library Advisory Committee	LIB	3Years
24	Library Rules & Regulations	LIB	3 Years
25	Department Performance file (Usage statistics)	LIB	3 Years
26	Audit & Compliance File- ISO/ NAAC	LIB	3 Years
27	Collaboration with Professional Bodies	LIB	3 Years
28	SFIMAR Research Review File	LIB	5 Years
29	Syllabus Copy File	LIB	3 Years
30	Approved Vendor List and Analysis	LIB	5 Years



Reviewed By: M.R.

Approved By: Director

Approved By: Chairman

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		PROCEDURE FOR LIRC		
1	PURPOSE	This procedure outlines the steps to be followed for services offered by the Library.		
2	SCOPE	Applicable to all faculty, staff, students and other stakeholders of SFIMAR		
3	RESPONSIBILITY	Librarian		
4	WORK ENVIRONMENT	LIRC aims to support the teaching learning and research activities of the institute using the state-of-the art techniques in information management. LIRC is equipped with all modern facilities to provide conducive environment to its users. LIRC liaise with book & journal publishers/vendors, database vendors/aggregators, other local, National & International libraries through membership to various library consortium.		
5	REFERENCES	ISO 9001: 2015 Clause (7)		
6	DEFINITION & ABBREVIATIONS	LIB : Librarian ASST.LIB : Assistant Librarian ADMN : Administrative Dept ATTD : Attendant OPAC : Online Public Access Catalogue. DDC : Dewey decimal classification. HOD : Head of Department. PO : Purchase Order ID Card : Identity Card. A/V : Audio Material CAS : Current Awareness Service. BOC : Brought on charge SOC : Struck on Charge LAC : Library Advisory Committee		
Reviewed By: M.R.		Approved By: Director	Approved By: Chairman	





ISO-9001: 2015 Procedure Format

Action Steps :

Clause	INPUT SOURCES	INPUT	ACTIVITY	RESPONSIBILITY	OUTPUT /REF RECORD	RECIEVER OF OUTPUT	KPI
8.01			PROCUREMENT AND ACQUISITION OF LIBRARY READING MATERIALS (PRINT / NON-PRINT/DATABASES)				
	Publisher , Book Sellers catalogue, Publishers site	Faculty/Staff/Student/Alumni requisitions	Receive books/databases on approval/trial basis from publishers and book vendors/ publishers catalogue and price list from publishers. This will be filed and kept.	LIB	Publisher Catalog/Price List	Library	15 days from the request date
	Publisher , Book Sellers catalogue, Publishers site	Faculty/Staff/Student/Alumni requisitions	File price list and maintain it till next updation is received. After receipt of updated price list discard old copy.	LIB	Price List	Library	
	Publisher , Book Sellers catalogue, Publishers site	Faculty/Staff/Student/Alumni requisitions	Forward publisher's catalogue/Book seller catalogue to concerned department faculty/HOD/Top Management.	LIB	Price List	Students/Faculty/Staff/Alumni	
	Publisher , Book Sellers catalogue, Publishers site	Faculty/Staff/Student/Alumni requisitions	If book/publication is required by the members collect requisition form which is filled by them and approved by the Director for the purchase of the same. Review requisition to provide appropriate remarks.	LIB	Requisition File	Students/Faculty/Staff/Alumni	15 days from the PO
	Publisher , Book Sellers catalogue, Publishers site	Approved Requisition File	Approval memos received by book vendors/suppliers forwarded to the LAC and get signed for the purchase.	LIB	Approval Memos/Database Subscription File	Students/Faculty/Staff/Alumni	



Reviewed By: M.R.	Approved By: Director	Approved By: Chairman
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Publisher Catalogues, Book Sellers catalogue, Publishers site	Approved Requisition File	The remaining books which are not approved for the purchase from the approval memos are returned to the book publishers or vendors respectively and issue gate pass for the same	LIB	Gate Pass	Book Publisher/Vendors	
Publisher Catalogues, Book Sellers catalogue, Publishers site	Book/Publisher Catalogues	To preserve book sellers catalogue/publishers catalogue for Bibliographical verification	LIB	Publisher Catalog/ Price List/Requisition File	Students/Faculty/Staff	
		OR				
Publisher Catalogues, Book Sellers catalogue, Publishers site	Faculty/Staff/Student/Alumni requisitions	Send Request for requisition by E-mail in the beginning of the Academic Year, before Book Exhibition or as and when Books on approval are received from the vendors. Receive requisition from members to purchase the documents.			Students/Faculty/Staff	
Publisher Catalogues, Book Sellers catalogue, Publishers site	Faculty/Staff/Student/Alumni requisitions	To verify whether required publication is already available in the library collection through OPAC.			Students/Faculty/Staff/Alumni	
Publisher Catalogues, Book Sellers catalogue, Publishers site	Faculty/Staff/Student/Alumni requisitions	If book/publication is available but more number of copies are required by the faculty consult concerned HOD/faculty.	LIB	Publisher Catalogue	Students/Faculty/Staff/Alumni	
Publisher, Book Sellers catalogue, Publishers site	Faculty/Staff/Student/Alumni requisitions	If book/necessary information is not available from requisition form refer concerned publisher catalogue and get bibliographical details and complete the requisition form.	LIB	Requisition File, Publisher Catalog	Students/Faculty/Staff/Alumni	
Publisher, Book Sellers catalogue, Publishers site	Faculty/Staff/Student/Alumni requisitions	To put appropriate remarks on requisition, received by the faculty & communicate in case of non procurement of the book.	LIB		Library	

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8.02			Policy for Procurement of Multiple Copies of Text Books will be restricted up to 5.				
	Publisher , Book Sellers catalogue, Publishers site	Faculty/Staff/Student/Alumni requisitions	1. Procurement of multiple copies of textbooks will be based on the demand register enquiry from both faculty and students subject to a minimum of 3 demand entries in the demand register on the same title and author and out of 3 demands one should be from the concerned faculty member. (Note: students are required to mention the name of the concerned faculty member).	LIB	Demand Register	Faculty/Staff/Student/Alumni	
	Publisher , Book Sellers catalogue, Publishers site	Faculty/Staff/Student/Alumni requisitions	2. Maximum 5 copies of the textbook will be kept in the library collection			Faculty/Staff/Student/Alumni	
8.03			To prepare purchase order (P.O)	LIB	Order file		
	Publisher Catalogues, Book Sellers catalogue, Publishers site	Faculty/Staff/Student/Alumni requisitions	To place an order for the books/databases according to the requisition form given by the members. Payment details to be collected from the account section and recorded by the library.	LIB	Bill File/Database Subscription File	Faculty/Staff/Student/Alumni	30 days
	Publisher Catalogues, Book Sellers catalogue, Publishers site	Books & Invoice	Receive publication, along with the Bill verify it against the order list and if it is not in accordance with the list return to the publisher/Book seller.	LIB	Gate Pass	Faculty/Staff/Student/Alumni	
	Publisher Catalogues, Book Sellers catalogue, Publishers site	Books	To Assign Accession No. for each Book. To assign Class No. to the book according to the DDC. and update the Accession Register	ASST. LIB	Accession Register	Faculty/Staff/Student/Alumni	



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	Publisher , Book Sellers catalogue, Publishers site	Books & LM software	a) Enter book details in library databases and update the OPAC.	ASST. LIB	Accession Register	Faculty/Staff/Student/Alumni	
	Publisher Catalogues, Book Sellers catalogue, Publishers site	Books	b) To put the authority stamp on the first page last page on edges of the book. Also put barcode labels.	ATTD		Faculty/Staff/Student/Alumni	
	Publisher , Book Sellers catalogue, Publishers site	Books	c) To paste spine label which contains Class No. , Author mark and Accession No.		Faculty/Staff/Student/Alumni		
	Publisher Catalogues, Book Sellers catalogue, Publishers site	Books	d) To prepare book card and put in book card pocket attached on last page of the book.		Faculty/Staff/Student/Alumni		
	Publisher , Book Sellers catalogue, Publishers site	Books	e) Once the Processing is done BOC action is initiated		Faculty/Staff/Student/Alumni	within 10 days	
	Publisher , Book Sellers catalogue, Publishers site	Books	The book processing is completed within a period of 10 days after receipt of books from the publisher		LIB	LM software	Users
	Publisher , Book Sellers catalogue, Publishers site	Student Requisition	In case of receiving more than 3 requests for a book from a student then the same may be procured by the Librarian by raising a requisition	LIB	Demand Register	Faculty/Staff/Student/Alumni	
	Publisher , Book Sellers catalogue, Publishers site	Books	To display New Arrivals on New Arrival board for display for one week			Faculty/Staff/Student/Alumni	



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	Publisher , Book Sellers catalogue, Publishers site	DVDs, CDs	For CD's, video Cassettes, Audio Cassettes, Floppies write AV No. (Sr. No.) on electronic media or put label, Update AV material register which are came along with books	LIB/ASST .LIB	AV Material Record (LM Software)	Faculty/Staff/ Student/Alumni	
8.04			PERIODICALS				
	Publishers Websites, Journal Subscription, Institutional Exchange	Faculty/Staff/Student/Alumni requisitions	Receive Periodicals and make entry in the Receive Serial (ERP-Library module) and put serial number authority stamp on periodicals, scan content pages, share with users on Google Drive, Index articles and display them on periodical section	LIB/ASST .LIB/LIB ATTD.	List of Journals (LM Software)	Faculty/Staff/ Student/Alumni	
	Publishers Websites, Journal Subscription, Institutional Exchange	Faculty/Staff/Student/Alumni requisitions	If the issues are not received by the library send reminders to the particular publisher or the vendors through email to get the same issue of the periodical	LIB		Faculty/Staff/ Student/Alumni	
8.05			PROJECT REPORTS				
	MMS, PGDM, Part Time Students	Project Reports Coordinator	To collect Project Reports of students from the Faculty In-charge for Summer & Winter Projects and place accession number and authority stamp on them and update project report register in the LM software	LIB/ASST .LIB	Project Report Record (LM Software)	Faculty/Staff/ Student/Alumni	15th July for Winter projects/30th October for Summer projects
		Project Reports	The Retention period of Project Reports is five years for Summer Projects and three years for Winter Projects	LIB	Project Report Record (LM Software)	Faculty/Staff/ Student/Alumni	5 Years & 3 Years

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	MMS, PGDM, Part Time Students	Project Reports Coordinator	A.V. materials, Project reports are only for reference purpose. Do not issue them out of the library.			Faculty/Staff/ Student/Alum ni	
8.06			REGISTRATION OF STUDENTS:				
8.06.1	MMS, PGDM, Part Time Administrative Department	Students	Receive list of students admitted class wise from administrative department latest by 3rd week of August.		List of Students	Library	3rd week of August
	MMS, PGDM, Part Time Administrative Department	Books	The books are issued to the 1 st year students only after producing the valid Provisional Photo ID Card issued by ADMIN at the time of admission.	LIB/ASST. LIB	Identity Card	Administrativ e Department	Do
	MMS, PGDM, Part Time Administrative Department	Students	The permanent identity cards are issued to the students after taking the signature of the students in List of student's record. & the provisional card is taken back by ADMIN	ADMN	Maintained in the ERP	Administrativ e Department	Do
	MMS, PGDM, Part Time Administrative Department	Students	In case of loss of I-card, admin will issue a new card to student with "Duplicate" written on it after collecting nominal fees from the students.	ADMN	Maintained in the ERP	Students	Within 1 mth of loss of card
8.06.2	CMC	Alumni	Alumni card are issued to alumni by CMC. Access to library resources will be given on payment of security deposit of Rs. 5000/- to the library and account created for the alumni in ERP by IT dept.	CMC/LIB/IT	Alumni Card	Alumni	4th week of Jan
8.07			REGISTRATION OF FACULTY/STAFF:				
	All Faculty/ Staff	Faculty/Staff	Receive an updated list of faculty from the Admin office for the Library record. ID card with barcode shall be issued through ERP by IT.	LIB	Identity Card	Administrativ e Department	as and when joined the Institute



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	All Faculty/ Staff		For Faculty & staff the college ID card will be the library card.	LIB	Identity Card	Administrativ e Department	within a Month
8.08			CIRCULATION SECTION: (applicable for Books and Reading Materials)				
	MMS, PGDM, Part- Time Students, Faculty, Staff	User time and Purpose	Users should enter time-in and purpose of library visit on entering library and punch time-out while leaving the library in 'Library Visitor Record' in ERP at the Circulation Counter	ASST.LIB/AT TD	LM Software	Library	Annual(Ju ne)
	MMS, PGDM, Part- Time Students, Faculty, Staff	Books	To receive Identity card (Borrower card) from student/staff along with issued library material, if any.			Faculty/Staff/ Student/Alum ni	
	MMS, PGDM, Part- Time Students, Faculty, Staff	Books	Issue new book/publication to borrower as per demand and take his/her signature in book card and update due date slip	ASST.LIB/ ATTD	LM Software	Faculty/Staff/ Student/Alum ni	
	MMS, PGDM, Part- Time Students, Faculty, Staff	Book Card	Keep the book card for library proof that the particular document has been issued to a student. Update details in the system.			Faculty/Staff/ Student/Alum ni	
	MMS, PGDM, Part- Time Students, Faculty, Staff	Books	At the time of returning take a book along with borrower's card and verify reading materials for the damage. If not found ok, student is asked to replace the book or take necessary action as per the library rules.	ASST.LIB /ATTD	Book Card	Faculty/Staff/ Student/Alum ni	
	MMS, PGDM, Part- Time Students, Faculty, Staff	Books	If found ok, keep the book card in book card pocket after adding the return date. Scan the borrower's card to check the issue details and confirm the same from the system and update the LM software.	ASST.LIB /ATTD		Faculty/Staff/ Student/Alum ni	



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	All Faculty/ Staff		For Faculty & staff the college ID card will be the library card.	LIB	Identity Card	Administrative Department	within a Month
8.08			CIRCULATION SECTION: (applicable for Books and Reading Materials)				
	MMS, PGDM, Part- Time Students, Faculty, Staff	Books	To receive Identity card (Borrower card) from student/staff along with issued library material, if any.	ASST.LIB/ ATTD	LM Software	Faculty/Staff/ Student/Alumni	
	MMS, PGDM, Part- Time Students, Faculty, Staff	Books	Issue new book/publication to borrower as per demand and take his/her signature in book card and update due date slip			Faculty/Staff/ Student/Alumni	
	MMS, PGDM, Part- Time Students, Faculty, Staff	Book Card	Keep the book card for library proof that the particular document has been issued to a student. Update details in the system.			Faculty/Staff/ Student/Alumni	
	MMS, PGDM, Part- Time Students, Faculty, Staff	Books	At the time of returning take a book along with borrower's card and verify reading materials for the damage. If not found ok, student is asked to replace the book or take necessary action as per the library rules.	ASST.LIB /ATTD	Book Card	Faculty/Staff/ Student/Alumni	
	MMS, PGDM, Part- Time Students, Faculty, Staff	Books	If found ok, keep the book card in book card pocket after adding the return date. Scan the borrower's card to check the issue details and confirm the same from the system and update the LM software.	ASST.LIB /ATTD		Faculty/Staff/ Student/Alumni	
	MMS, PGDM, Part- Time Students, Faculty, Staff	Books	<i>Regarding the return of books / about due dates</i> , the students are informed and notified for the same through emails one day prior to the due date through LM software. The students can also be given reminder by system. a nominal fine is collected from the students and the record is maintained.	LIB/ASST .LIB	Fine Register	Faculty/Staff/ Student/Alumni	

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Approved By: Director

Approved By: Chairman





	MMS, PGDM, Part- Time Students, Faculty, Staff	Books	<i>Regarding the return of books / about due dates</i> , the students are informed and notified for the same through emails one day prior to the due date through LM software. The students can also be given reminder by system. a nominal fine is collected from the students and the record is maintained.	LIB/ASST .LIB	Fine Register	Faculty/Staff/ Student/Alum ni	
	MMS, PGDM, Part- Time Students		<i>The Overdue fines are collected on the basis of number of days. the fine will be Rs.15/ per day per document for 7days, Rs.30/- from 8th-14th day, Rs 50 for more than 14 days delay.</i>	ASST. LIB	Fine Register	Students	
	MMS, PGDM, Part- Time Students, Faculty, Staff	Book cards and LM software	At the end of the day arrange the book cards in ascending order and update LM software.	LIB/ASST .LIB	LM Software	Library	
8.09			Demand of Books by Students/Faculty/Staff/Alumni				
	Students, Faculty, Staff	Demand slip	1. Every user can put a demand for any reading material by filling the demand slip available at the circulation counter.	LIB	LM Software / Demand Slip	Faculty/Staff/ Student/Alum ni	7 days
	Students, Faculty, Staff	Demand slip	2. The demanded reading material will be recalled and provided to the students within 7 days from the date of demand as per the demand slip.			Faculty/Staff/ Student/Alum ni	
	Students, Faculty, Staff	Demand slip	3. Demand register will be maintained at circulation counter and one can register the non availability of books in the required format.			Faculty/Staff/ Student/Alum ni	
	Students, Faculty, Staff	Demand slip	4. Every 15 days the demand register will be scrutinized and the action taken will be recorded in the remarks column of the demand register with effective dates.			Faculty/Staff/ Student/Alum ni	15 days
	Students, Faculty, Staff	Demand slip	5. Demand and renewal are linked through ERP LM Software effective from 1st July 2016 and records will be maintained in the LM software.			Faculty/Staff/ Student/Alum ni	

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Approved By: Director

Approved By: Chairman





	Students, Faculty, Staff	Demand slip	6. An email is sent to the student /staff if the demand is placed for the same book and another copy of the same book is not available in the Library.			Faculty/Staff/ Student/Alum ni	
8.10			Renewal of Books :				
	Library	Demand Register	1. Renewal is not permitted if a demand is pending for the material	LIB	LM Software / Demand Slip	Faculty/Staff/ Student/Alum ni	email Alerts
	Library	Books	2. Only 2 times the reading material will be reissued or renewed.			Faculty/Staff/ Student/Alum ni	2 times renewal permitted
	Library	Books	3. Renewal will be done on producing the reading material issued by the borrower physically OR			Faculty/Staff/ Student/Alum ni	
	Library	Books	4. Renewal of the books will be done by email or phone call if the book is not in demand/reserved by other user.			Faculty/Staff/ Student/Alum ni	
8.11			Reference Section (Activities):				
	Library	Books	Receive ID Card from students/staff. Issue maximum 2 books and 2 loose issues journal (not current issue) against their ID card for 7days. For faculty 10 books - 90 days, 5 loose issues - 7days	ASST.LIB /ATTD		Faculty/Staff/ Student/Alum ni	
	Library	Books	Collect books from student when they are leaving the reference section and return their ID Cards			Faculty/Staff/ Student/Alum ni	
			Keep the book card in book pocket			Faculty/Staff/ Student/Alum ni	



Reviewed By: M. R.

Approved By: Director

Approved By: Chairman



Rev.: 03
 Rev. Date: 04-06-2018
 Dept.: LIRC

St. Francis Institute of Management and Research
 Doc. Title: LIRC Procedure
 ISO 9001:2015

8.12			STOCK VERIFICATION				
	Library	Books	To take stock of books at the end of every academic year using ERP Library verification module. Books are removed from shelves, arranged in order as per classification number, scanned by barcode reader, cleaned and reshelfed by the maintenance staff. Library staff does the organisation and scanning of books. List of not verified books is generated after completion of scanning for all books and rechecked for availability of books on shelves. In case of deviation (missing books) investigate, trace the student and recover physical copy from the members. (By May/June End)	LIB/ ASST.LIB	Stock Verification File-Missing books register	Faculty/Staff/ Student/Alum ni	Stock verificatio n in the Month of May/June
	Library	Books	Prepare a list of missing books and submit to Management for the necessary action. Books are weeded out for binding and/or replacing with new edition of the same title.			Management, Library	Within 15 days after the completi on of Stock Verificatio n



Reviewed By: M. R. *[Signature]* Approved By: Director *[Signature]* Approved By: Chairman *[Signature]*



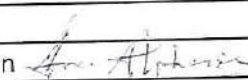
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	Library	Books	Faculty is involved for weeding out books not issued for >5years, after every 5 years and suggestion to retain or weed out particular title is made. Micro plan to weed books subjectwise with respect to teaching faculty is made. Library staff remove books not issued for >5years subjectwise, faculty is intimated to visit library and they can weed out books from current collection and/or suggest new edition for some titles depending on the relevance of particular book to current syllabus. List of weeded out books and books to be retained in closed cabinets is prepared and mention in the accession register and also status updated in ERP. (Feb-Sep)	LIB/ ASST.LIB .LIB ATTD.	Adjunct Register	Management, Library	Within 1 month after completi n of subjectwis e weeding
	Library	Books	SOC will be initiated for missing, lost and weeded out books and cross reference and details will be mentioned in the accession register.			Students/Fac ulty/Staff	
8.13			QUESTION PAPERS: (New)				
	Semester wise Exam Question Papers of MMS/ PGDM, Part- time	Question Papers	After examination, collect softcopy of the question papers from the examination cell <i>within 30 days</i> .	LIB/ ASST.LIB	Question Papers File	Faculty/Staff/ Student/Alum ni	30 days
	Semesterwise Exam Question Papers of MMS/ PGDM, Part- time	Question Papers	Make semester wise sets of the question papers.			Faculty/Staff/ Student/Alum ni	within 15 days after receiving the QP


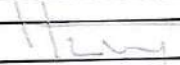
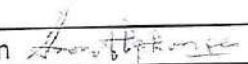


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	Semesterwise Exam Question Papers of MMS/ PGDM, Part-time	Question Papers	Keep one copy at reference section.			Faculty/Staff/ Student/Alumni	
	Semesterwise Exam Question Papers of MMS/ PGDM, Part-time	Question Papers and LM Software	To supply the question papers according to demands of students make all the question papers available on the library software. The soft copy of the question papers will be sent to Librarian by Academic coordinator of the respective course. The soft copies will be retained for 2 years.	LIB	DSpace-Repository	Faculty/Staff/ Student/Alumni	
8.14			ACCESS TO MULTIMEDIA SYSTEMS:				
	Library	CDs/DVDs and LM Software	Details of Audio Visual Material are made available to students/ faculty/staff through OPAC.	LIB/ ASST.LIB	LM Software	Faculty/Staff/ Student/Alumni	
	Library	DVD or Cds	Issue of A/V material against Identity cards.			Faculty/Staff/ Student/Alumni	
	Library	DVD or Cds	Issue of maximum 3 A/V materials at a time.			Faculty/Staff/ Student/Alumni	
	Library	DVD or Cds	Permit usage of multimedia system.			Faculty/Staff/ Student/Alumni	
	Library	DVD or Cds	After usage collect A/V material back and return ID cards	LIB/ ASST.LIB	LM software	Faculty/Staff/ Student/Alumni	
	Library	DVD or Cds	Rearrange the A/V material on receipt according to A/V number in ascending order.			Faculty/Staff/ Student/Alumni	
8.15			College Events/ Activities CD				



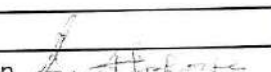


LIBRARY
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	Various College Events/Clubs/Guests Lectures	Photos and Videos of events	The soft copy of photos/ video of college events are received by the faculty in-charge of the event and same procedure of issue and return is adopted as in case of books. Records are maintained in the software.		CD/DVD's	Faculty/Staff/Student/Alumni	submit the records within 7 days after completion of the event
8.15.1	Various College Events/Clubs/Guests Lectures	Photos and Videos of events	The mirror image of all SFIMAR events/clubs/guest lectures photos and videos is maintained on NAS server.	LIB	NAS storage server	Faculty/Staff/Student/Alumni	After completion of academic year in the month of May
8.16			NO DUES CLEARANCE:				
	Library	No Dues Certificate	On completion of the course, the students have to get a No Dues Application Form, signed by the Librarian to claim the refund of their library deposit. Librarian has to check for the same and state if any dues are pending. The checklist should be referred for the same. After issuance of no dues certificate it is ensured that the concerned student is blocked on the LM software and no further transaction takes place on his/her name.	LIB	LM software and No Due Certificate maintained @ Office	Students	After completion of the course (30th May Onwards)
	Library	No Dues Certificate	Similarly in case of Faculty/staff leaving the institute, the same procedure is to be followed.	LIB		Staff/Faculty	when the staff/faculty resigns



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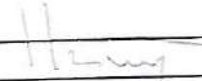
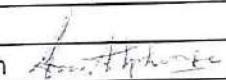
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	Library	No Dues Certificate	The transaction details of the faculty, students & staff are retained for 1 year after they leave/pass out.			Students/Faculty/staff	
	Library	No Dues Certificate	In case of pending dues, on the 'No dues certificate' librarian will put the dues details along with the cost of the material and same will be submitted to the ADMN department.	LIB		Administrative Department	Remarks on the No due certificate
	Library	No Dues Certificate	Accounts department will deduct or recover the same amount from the concerned students/faculty.			Accounts Department	
	Library	No Dues Certificate	Update Members list in LM Software to update the library database. The retention period of transaction details of staff member and students is two years.	LIB	LM Software	Students/Faculty/Staff	
8.17			Damages and Reconciliation Report				
	Library	Books	Whenever the books/documents are found damaged, a list of them is made and send for the rebinding and subsequently made available for circulation.	LIB	Salvage Register	Students/Faculty/Staff/Alumni	
	Library	Books	If pages in the books/documents are missing then the damages which may be of one or two pages then the photocopy of the same pages is done and then added in the book/document. If missing pages are not available then the missing pages no. will be written in the title page of the book/document.			Students/Faculty/Staff/Alumni	
8.18			Damages and Recovery Procedures:				
	Users	Books/CDs/DVDs	If the returned book/CD/DVD is found damaged beyond repairable condition it is considered as lost or if the borrower reports in writing that the borrowed book is lost the recovery procedures followed are appended below:	LIB	Accession Register Remarks	Students/Faculty/Staff/Alumni	

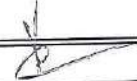
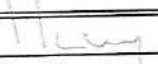
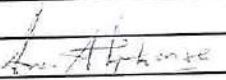


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	Users	Books/CDs/DVDs	1. The borrower can replace the lost book/CD/DVD with same bibliographic description.			Students/Faculty/Staff/Alumni	
	Users	Books/CDs/DVDs	2. The recovery charge for the lost book/CD/DVD will be a minimum of 3 times the current market price of the book with additional 10% departmental charges.			Students/Faculty/Staff/Alumni	
	Users	Books/CDs/DVDs	3. The recovery charges will be recorded and will be deducted from the library security deposit of the concerned borrower.			Students/Faculty/Staff/Alumni	
8.19			Adjunct Procedure				
	Management/LAC	Books	1. The unusable (neither readable nor issuable) reading material are disposed off by auction of old books during exhibition, or by giving to students free of charge and lastly are sold to the vendors on monthly basis in coordination with maintenance in charge. The record is maintained in the adjunct register.	LIB	Adjunct Register	Paper Vendor/Students/Faculty	
8.20			Library Advisory Committee (LAC)				
	LAC	LAC Meetings	The function of the Library Advisory Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. The purpose of the Library Advisory Committee is to act as a channel of communication and dialogue between the Library and its users. The Committee's main objective is to aid in establishing a bridge between the Library and the academic fraternity and the management. The Library Advisory Committee (LAC) is to be appointed by the Chairman/Director of the Institution.	LIB	Library Advisory Committee	Students/Faculty	Bi-annual


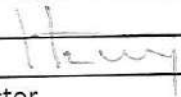
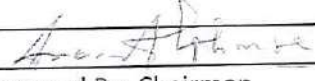


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8.20.1		LAC Meetings	Composition:				
	LAC	LAC Meetings	The suggested composition of this Committee is as follows:		Do	Management, Library, Users	
	LAC	LAC Meetings	• Chairperson: Director/or any person nominated by the Chairman will be the Chairperson	LIB	Do	Management, Library, Users	
	LAC	LAC Meetings	• Members: One faculty from each program/department with subject specialization (Librarian to propose panel names), Chairperson, Deputy Director, Registrar and Librarian (Secretary) will continue as permanent LAC officials. Special invitee: SFIMAR Chairman	LIB	Do	Management, Library, Users	
	LAC	LAC Meetings	• Secretary : Librarian Shall be the Secretary of LAC	LIB	Do	Management, Library, Users	
	LAC	LAC Meetings	• All officers of the Library shall participate in the meeting to provide required inputs.	LIB	Do	Management, Library, Users	
	LAC	LAC Meetings	• From the core committee, subcommittee has been formed to look after the procurement and day to day activities of the library.	LIB	Do	Management, Library, Users	
	LAC	LAC Meetings	Meeting Frequency: The LAC committee would meet at least once in every year or as and when required to review the library affairs.	LIB	Do	Management, Library, Users	
	LAC	LAC Meetings	Tenure: The committee shall be reconstituted once in two years. Director can recommend a replacement for a member who withdraws from the LAC for genuine reason. No member shall serve the Committee for more than two consecutive terms. For the sake of continuation one third of the members from previous committee need to continue.	LIB	Do	Management, Library, Users	Two Years



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	LAC	LAC Meetings	Meeting Minutes: Meeting minutes shall be recorded and circulated to all members for consideration. In the next meeting, the minutes shall be confirmed by the members.	LIB	Library Advisory Committee	Management, Library, Users	
8.21			Orientation/Induction to the New Users				
			Students				
	Library	Induction programme	Orientation/Induction about the library Resources like online as well as offline resources availability and how to access those resources training will be provided to the students at the beginning of the semester every year. Also explained Rules and Regulations, working hours, classification system, how to locate the required document from the Library collection and also the borrowing facilities etc with the help of Power point presentation in the classroom.	LIB	Induction File	MMS, PGDM and Part Time Students	As per the schedule
	Library	Induction programme	The live demonstration will be made to the students about online resources, how to access the required information from the available databases.			MMS, PGDM and Part Time Students	
			(The record of the orientation also maintained)				
8.21.1			Faculty and Staff				
	Library	New Faculty/Staff	Induction about the available online and offline resources of the library, Rules and regulations, borrowing facilities for the new faculty and staff at the time of joining.	LIB/Asst Lib	LIRC Orientation File	Faculty/Staff/ Alumni	as and when joined
8.22			Support Services				
	DELNET/ TISS Library	Books	Inter Library Loan facility(DELNET and TISS Library membership)	Lib/Asst Lib	online/offline Databases File	Students/Faculty/Staff/Alumni	



Reviewed By: M. R.	Approved By: Director	Approved By: Chairman
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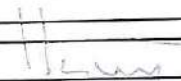
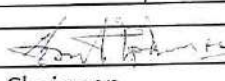


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	DELNET/ TISS Library/N-LIST/NDL(National Digital Library)/Urkund software by UGC	Books/Articles	Providing full text Articles on Request(DELNET/TISS). LIRC members individual account (N-List, NDL) created to access within/off campus. Urkund software for plagiarism check of research papers and reports submitted for publication	LIB/Asst Lib	online/offline Databases File	Students/Faculty/Staff/Alumni	
	Publishers Websites/Databases/Interlibrary Loan/Periodicals	Books/Articles/Periodicals	Current awareness alert Service by sending the mails to all the faculty members related to new additions to the Library collection.	LIB/Asst Lib/LIB ATTD.	Library Email	Students/Faculty/Staff/Alumni	
	Publishers Websites/Databases/Interlibrary Loan	Books	Selective Dissemination of Service (On Request)	LIB/Asst Lib		Students/Faculty/Staff/Alumni	
	Publishers Websites/Databases/Interlibrary Loan	Book Details	Bibliographic Service (On Request/Anticipation)	LIB/Asst Lib		Students/Faculty/Staff/Alumni	
8.23			Feedback				
	MMS, PGDM, Part-Time/Faculty/Staff	Feedback forms	Users feedback will be collected at the end of the academic year (once in a year)	LIB	Feedback forms format	Library	Once in a year
	MMS, PGDM, Part-Time/Faculty/Staff	Feedback forms	Library will use the questionnaire method to collect the feedback from the users (Along with the Institute feedback Online).		Online Feedback	Library	
	MMS, PGDM, Part-Time/Faculty/Staff	Feedback forms	Once the filled questionnaire will be collected and analyzed, the detailed report with recommendations will be submitted to the management for the further action.		Feedback file	Library	



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8-24

Library Rules and Regulations ISO 9001:2015

Library	Rules and Regulation		LIB	Library Rules (appendix-1)	Library	
	The library rules and regulations are revised if necessary and the approval of the management is taken. Attached as an appendix-1)	(
8.25		Scrap Disposal				
Library	Newspapers	1. The scrap disposal will be done by the Registrar in the presence of the HOD of the respective departments.	LIB/Maintenance	Scrap File	Paper Vendor	Once in two Month
Library	Newspapers	2. The rate for the scrap disposal will be settled by maintenance in Charge in concurrence with the Chairman.			Accounts Department	
Library	Newspapers	3. The amount received after selling the scrap will be handed over to the office and the receipt will be maintained in the library.			Accounts Department	
Library	Newspapers	4. The Registrar has to sign for the receipt of the amount.			Accounts Department	
Library	Newspapers	5. The amount received, should be submitted to the accountant and the receipt of the same shall be maintained by the respective department HOD.	LIB/LIB Attd	Scrap File	Accounts Department	
Library	Newspapers	6. The HOD has to send the mail about the transaction to the Chairman of the institute on the very same day.			Accounts Department	
8.26		Other Responsibilities of the Librarian				
		Objectives & Monitoring: The Librarian has to define the department's objectives keeping in a view institute's objectives for each academic year by June 15 th and monitor the objectives semester-wise and records are to be maintained.		Performance Improvement File		
		Department Calendar and its Monitoring: Librarian has to make the Department Calendar for the Academic year by June 15 th , for the various activities to achieve the objectives and efficient working of the department.				



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			Department Budget: As per the department's planner, Librarian has to make the proposed budget and submit to the management by June 15 th .				
			New Initiatives: Librarian is responsible to take new initiatives for the continual improvement of the department and maintain records for the same academic year wise.				
			Introducing New policy, Revision in Procedure / Forms & Formats and Coordination with Management Representative for review & Standardization.		Audit File		
			Internal & External Audits: To prepare for the different audits as per the guidelines of the respective standards and meet the compliance. Rectify the non specifications and deficiencies and monitor the implementation of the same in the department.				
8.27			Innovation & Upgradation				
			The formulated vision of SFIMAR, keeping its objectives in focus, is to be the Resource Centre for Learning, with international recognition and presence, and provide seamless access to sustainable and learner centric quality education, skill upgradation and training to all by using innovative technologies and methodologies and ensuring convergence of existing systems for large-scale human resource development, required for promoting integrated development and global understanding				
8.28			Knowledge Sharing				
			Through DSpace open source platform all the acquired resources are shared with students for easy access.				
8.29			Demand and Supply				



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			The books will be procured on the basis of requisition and to fulfill the regulatory requirements of the AICTE Norms				
8.30			Change Management				
			1. Employee attrition and technical upgradation of the system etc. 2. Change of vendors on the basis of vendor analysis.				
8.31			Data Analysis				
			1. Usage statistics will be analysed. 2. Students Feedback analysis 3. Vendor Analysis.				
8.33			Collaboration with Professional Bodies				
	Professional Bodies	Chairman/ Director/ Admin	Membership for tie-ups with Professional bodies to be renewed annually. LIB to maintain records for the payment made, copy of receipt & subscription details. Necessary information to be procured from the Accounts department. For Life-time memberships correspondence to be maintained. Document/s to be provided to Management & Administration department as and when requested.	LIB	Collaboration with Professional Bodies	Chairman/ Director/ Admin. Dept.	Annually
8.34			SFIMAR Publications				



Reviewed By: M.R.	Approved By: Director	Approved By: Chairman
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Faculty/Staff/ Student Co- ordinators (Publisher)	Publication	SFIMAR publications - SFIMAR Research Review (Bi-annual), Spandan (Annual) & Jharokha (Bi-annual) 2 copies of each publication are given by the respective coordinators. Entry is made in LM software and unique no. is given to each periodical. Current issue(1 copy) is displayed for reference and 2nd copy of current issue and past issues are made available for circulation to the users. Soft copies of each issue are uploaded on DSpace and www.sfimarresearchreview.org. Print Copies of SFIMAR Research Review are dispatched to members signed MoU with SFIMAR for exchange of publication and also to paid subscribers	LIB/ASST LIB	LM Software/Dspace /SFIMAR Research Review Website	Library Users	15 days from date of Publicatio n
Authors (SFIMAR Research Review)	Research Paper	Authors submit the article on online platform, which is reviewed by the Editor-in-chief, sent for plagiarism check to the library, analysis report is sent to the reviewer assigned by the Editor-in-chief. Comments & suggestions if any are sent to the author. After modification by the author, paper is again reviewed online by the reviewer and the final research paper approved by Editor is sent for printing in the press and soft copy of the same also uploaded on the website.	SFIMAR Research Review Coordinator /Editor in chief	SFIMAR Research Review website	Library Users/Subscri bers	30 days from receipt of the article
Readers (Subscribers)	Subscription form	Digital edition of SFIMAR Research Review, marketing is done by Informatics Publishing Limited. Payment made by the user through online gateway of SFIMAR Research Review and for print edition details of subscription & payment are maintained in the library and same forwarded to the account department.	SFIMAR Research Review Coordinator	SFIMAR Research Review File	Accounts	15 days from date of Publicatio n



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9.00		Forms and Formats				
		1. Requisition Form				
		2. Journal Renewal form				
		3. Book Order Form				
		4. Book Card.				
		5. Due Date Slip				
		6. Demand Slip				
		7. Demand Register				
		8. Fine Register				
		9. Gate Pass (Returnable/Non-returnable)				
		10. Department Objectives				
		11. Objective Monitoring				
		12. Department Calendar				
		13. Department Budget				
		14. Salvage Register				
		15. Feedback Form - Students				
		16. Feedback Form - Faculty/Staff				



Reviewed By: M.R.	Approved By: Director	Approved By: Chairman
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**ADMINISTRATION - FORMAT
INTER-OFFICE MEMO**

REV NO: 00

REV DATE:
10/09/2014

Date : June 16, 2020
To : Director
CC : Chairman
From : Librarian
Sub : Request for LIRC Stock Verification

Respected Sir,

This is with reference to LIRC stock verification to be conducted from 19th June 2020 onwards, I request you to kindly allow the LIRC team to carry out stock taking physically instead on ERP. In lieu of the Covid-19 pandemic situation we would like to avoid crowd in the library.

Physical verification will be done by LIRC staff (2 members only) in the stack area and list updated on Excel. Books in bad condition shall be removed and in consent with the respective subject faculty shall be weeded out and/or replaced with new edition. Request you to kindly grant approval for the same.

Signature of Sender: *Rajini* 16/6/2020

For Approval Please.

Dr. D. Henry
(Director)

Bro. Alphonse Nesamony
(Chairman)



St. Francis Institute of Management and Research

To,
The Chairman
SFIMAR

05/09/2020

Subject: Stock verification Report for year 2019-20

Dear Bro.,

The stock verification process was done by physically shelf reading from 25-06-2020 – 05-09-2020, report generated in the first round was compiled and checked for 'Not verified Books' for MMS and PGDM. There are 13 books which are untraced from the total collection of books. The list for the same is attached for your reference.

Thanking you,
Yours Sincerely



Papinder K Nagi
Librarian

Seen
An. Ashwin
09/09/2020



List of Books Missing for the Year 2019-2020

Sr. No.	Acc. No.	Call No.	Author Mark	Title	Author	Author	MRP in Rs.
1	011792	158.1	PAT	Shape Your Destiny Only You Can Do It	Patel Narsinhbhai K		100.00
2	00902	332.6	MIL	Paving Wall Street	Miller Rose		1694.00
3	011439	428.432	DUD	Speed Reading	Dudley Geoffrey		200.00
4	00992	658.3	KUM	Cycle Time Reduction In The Order Fulfillment Process Using Supply Chain Principles	Kumar Anand S		0.00
5	03609	658.3112	THO	Interviewing Techniques For Managers	Thompson Carolyn		185.00
6	010741	658.72	LYS/FAR	Purchasing and Supply Chain Management	Lysons Kenneth	Farrington Brian	200.00
7	05862	808.83	MUR	Magic Drum And Other Favourite Stories	Murty Sudha		150.00
8	D01894	153.42	WEI/McC	Super Thinking	Weinberg Gabriel	McCann Lauren	699.00
9	D01457	306.0954	SEN	Argumentative Indian	Sen Amartya		80.00
10	D00385	336	CUL/JON	Public Finance And Public Choice	Cullis John	Jones Philip	395.00
11	D01901	650	BUC/GOO	Nine Lies about Work	Buckingham Marcus	Goodall Ashley	999.00
12	D00409	658.4012	WEI/ROS	IT Strategy For Business	Kulkarni Parag	Chande Pradip	375.00
13	D01899	658.4092	HIL/LIN	Being the Boss	Hill Linda A.	Lineback Kent	1250.00
Total							6227.00

Book weeded out in 2014.

Book weeded out in 2014.

System error: Different title in exp. Book traced.

Seen
An. Akhane
05/09/2020

05/09/2020





**ADMINISTRATION - FORMAT
INTER-OFFICE MEMO**

REV NO: 00

REV DATE:
10/09/2014

Date : April 22, 2019
To : Director
CC : Chairman
From : Librarian
Sub : Request for Assigning Board members for LIRC Stock Verification

Sir,

This is with reference to LIRC stock verification to be conducted from 24th April, 2019 onwards, I request you to kindly assign 4 board members from the faculty and 2 personnel from the Maintenance department.

Physical verification will be done through ERP where in Maintenance and LIRC staff will be involved. Faculty is requested to approve the selected books to be weeded out from the current collection. Request you to kindly grant approval for the same

Regards.

Signature of Sender:

For Approval Please.

Dr. John Peter
(Director)

Bro. Alphonse Nesamony
(Chairman)



To,

25/05/2019

The Chairman

SFIMAR

Subject: Stock verification report

Dear Bro.,

The stock verification process was done using ERP (24/4/2019 –14/5/2019), report generated was compiled and checked for 'Not verified books list' for both MMS & PGDM. There are 12 books which are untraced from the total collection of books. The list for the same is attached for your reference.

Thanking you,

Yours Sincerely

Papinder K. Nagi 25/5/2019.

Papinder K. Nagi

Librarian



Subjectwise Weeding of Books Schedule Year (2018-2019)

Sr. No.	Subject	Start Date	End Date	No of Faculties who were asked to verify the list of Books to be Weeded out	Faculties who actually verified the list Books to be Weeded out	Date of Verification and Closed
1	HRM	15th Feb	20th Feb	Prof Col. Venkat Raman, Prof Sujeesha Naidu, Dr Simeon Simon	Col Venkat Venkat	13/05/19
2	POM/ Statistics	27th May	5th June	Dr. Sinimole K R	SSI	28/05/19
3	IT	11th June	17th June	Dr. Vaishali K/Prof. Vasudha Rao	K	12/06/19
4	Finance	18th June	24th June	Prof Pushkar Parulekar, Prof Kiran Rodrigues, Dr. Natika Poddar, Dr. Sulbha Raorane	Pushkar 23/7/19	13/06/19
5	General Management	2nd July	6th July	Prof Pushkar Parulekar, Prof Col Venkat Raman	Pushkar	4/7/19 4/7/19
6	Marketing	9th July	13th July	Prof. Simmi Prasad, Dr. G Ramesh, Prof Jackson John, Prof Jestin Jonhy, Prof Sanchayita Banerjee, Dr Simeon Simon	Simmi	15/7/19
7	Business Research Methods	16th July	20th July	Prof. Sanchayita Banerjee	Sanchayita	20/07/19
8	Law	22nd July	26th July	Dr. Sulbha Raorane, Prof S. Kalia	Sulbha Raorane	25/7/19
9	Accounting	5th August	10th August	Dr. Natika Poddar, Prof Shiba P.	Natika	6/8/19
10	Economics	13th August	21st August	Prof Sanchayita Banerjee, Prof Mohan Mathew	Sanchayita	23/8/19
11	Project Management	22nd Aug	24th August	Prof Smita Jesudasan, Dr. Natika Poddar	Smita 22/8/19	22/8/19
12	Entrepreneurship Management	27th August	29th August	Dr. Vaishali Kulkarni	Vaishali	29/8/19
13	Advertising	3rd Sept	6th Sept.	Prof. Simmi Ra Prasad	Simmi	9/9/19

Rajani
15/5/2019



List of Missing Books 2018-19

25/05/2019

Accession No.	Title	AuthorName1	AuthorName2	Classification No.	Author Mark/Suffix	MRP
009899	Financial Management	Chandra Prasanna		658.15	CHA	675
010221	International Finance	Joshi Nirmala		332.042	JHO	110
011491	Financial Accounting	Matkar Anil D	Khiyani Bharti	657.48	MAT/KHI	0
01785	Small Business Solutions For Networking	Neibauer Alan		4.6	NEI	425
01932	Services Marketing	Rampal M K	Gupta S L	658.8	RAM/GUP	375
02834	Consumer Behaviour In Indian Perspective	Nair Suja		658.8342	NAI	850
03882	Strategic Management	Srinivasan R		658.4012	SRI	195
04791	Data Communication And Computer Networks	Mehra Rohit	Midha Parveen	4.6	MEH	100
05158	Innovations In Financial System	Rao Katuri Nageswara		332.0954	RAO	375
05671	Supply Chain Management	Dubey Jayashree	Kumar M L Sai	658.5	DUB/KUM	670
06139	Organizational Behavior	Robbins Stephen P	Judge Timothy A	658.4	ROB/JUD	250
06480	Managerial Economics	Mithani D M		330	MIT	0



Wag.
25/5/19

List of Books to be replaced with a new Edition or else to be retained in the library

Sr. No.	Accession No.	Title	AuthorName1	Author Name2	Classification No.	Author Mark/Suffix	MRP	edition	latest edition available
1	1408	The Law of Marketing	Lynda J. Oswald		343.73	OSW	970/-	2002	2nd ed/2010
2	3989	Economic Laws	Taxmann		346.07	TAX	250/-	2005	2019
3	2144	Industrial Law	J.K. Bareja		346	BAR	200/-	2001	2011
4	124	Depository Participants	Vijay K. Gaba		346	GAB	550/-	2000	not available
5	7851	Copyright and Related Rights	Alka Chawla		346.0482	CHA	295/-	2008	2013
6	107	Company Law	Ashok K Bagrial		346	ASH	150/-	1999	2007
7	2219	Guide to Negotiable Instruments Act	Taxmann		346	TAX	250/-	2003	not available
8	2218	Guide to Prevention of Money Laundering Act	Ritika Garg	Bharat Ag	346	GAR/AGA	150/-	2003	2019
9	4605	The Bombay Public Trust Act 1950 & Rules 1951	Sunil Dighe		346.059	DIG	195/-	2005	not available
10	2185	Corporate Tax Planning & Management	Girish Ahuja	Dr. Ravi G	346	AHU/GUP	225/-	2002	2018
11	1517	Business, Law & the Internet	Peter Adediran		346	ADE	1495/-	2002	1st ed/2002
12	2522	Law relating to Securitisation & Reconstruction of Financial Assets & Enforcement of Security Interest	V.S. Datey		346	DAT	275/-	2003	23rd ed/2019
13	4018	The Motor Vehicle Act 1988	Commercial Law Publishers		346	CLP	100/-	2005	2019
14	5065	Taxation Laws (Amendment) Act 2006	Taxmann		343.04	TAX	200/-	2006	not available
15	3056	VAT A way out of the Indian Tax Muddle	Dr. G.K. Pillai		346	PIL	175/-	2003	2003
16	1934	Business law	S.K. Aggarwal		346	AGG	135/-	2002	2003
17	3035	Corporate Laws & Secretarial Practice	V.S. Datey		346	DAT	295/-	2003	2007
18	5061	Elements of Central Excise & Customs Law	V.S. Datey		343.0553	DAT	275/-	2006	1905



19	2646	IT and the Indian Legal System	Kamlesh N. Agarwal	Murli D.	346	AGA/TIW	295/-	2002	1980
20	1877	Environmental Laws Implementation Problems	Benimadhab Chatterjee		346	CHA	580/-	2002	not available
21	4017	The Standards of Weights and Measures Act	Commercial Law Publishers		346	CLP	100/-	2005	not available
22	5056	Law Relating to Special Economic Zones	Taxmann		343.1	TAX	425/-	2006	1905
23	01454	Management Of Indian Financial Institutions	Srivastava R M					2001	2010
24	04475	Financial Statements	Ittelson Thomas					2006	2017
25	03444	Financial Management And Policy	Srivastava R M					2003	not available
26	01249	Advanced Management Accounting	Kishore Ravi					2002	2013
27	00047	Corporate Finance And Investment	Pike Richard	Neale Bi	657	PIK/NEA	275	1999	2018



Baptista
6/11/19.

Weeded Out List of Books by Faculty w.r.t. their related Subjects 2019

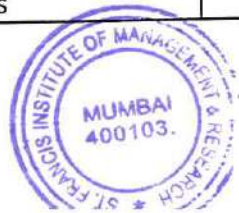
Sr. No.	Accession No.	Title	AuthorName1	AuthorName2	Name of Faculty	Subject
1	00165	Resources Management	Martino R L		Prof. Col. Venkat Raman	HRM
2	00596	Organisational Theory Performance Personnel And Policies	Singh Nachhattar			
3	00774	Industrial Psychology Management	Ghosh Asit	Kumar Prem		
4	01272	Stand Like Mountain Flow Like Water	Seaward Brian Luke			
5	01308	Maximum Success	Woldroop James	Butler Timothy		
6	01411	Supervision	Hilgert Raymond	Leonard Edwin		
7	01445	Human Factor In Management	Rudrabasavraj M N			
8	01451	Human Resource Management In The New Millennium	Rao P Subba			
9	01647	Supervision	Bulin Judith			
10	01936	Making The New Manager	Dwivedi R S			
11	02212	Getting Fired	Sack Steven Mitchell			
12	02380	Human Performance Consulting	Pepitpne James			
13	02487	Age Works	Goldberg Beverly			
14	05586	Corporate Reputations Branding And People Management	Martin Graeme	Hetrick Sussan		
15	00041	Engineering Economics	Pannerselaum R		Dr. Sinimole K. R.	Statistics and Operations
16	00168	Introduction To Queuing Theory	Kashyap B R K	Chaudhry M L		
17	00588	Indian Industry	Gedam Ratnakar			
18	00627	Statistical Techniques In Social Sciences	Mishra B K			
19	00721	Operations Research	Mustafi C K			
20	00746	An Advanced Approach To Data Interpretation	Aggarwal R S			
21	00931	Principles Of Operations Management	Galloway Les			
22	01492	India Construction Statistics 1998	Nicmar			
23	01864	Production Management	Sharma V L			
24	02224	Managing Productivity	Schaffer Robert M			



25	02852	Industrial Engineering And Management	Reddy Nadha Muni			
26	02941	Quantitative Methods In Finance	Watsham Terry	Parramore Keith		
27	03925	Quantitative Techniques For Decision Making	Agarwal N P		Prof. Devindra Bhat	Operations
28	05902	Basic Statistics	Nagar A L	Das R K		
29	01863	Discrete Mathematical Structures	Kolman Bernard	Busby Robert		
30	01396	Understanding Statistics In The Behavioural Sciences	Pagano Robert R			
31	00253	Towards Excellence In Interfaces	Krishna N V	Shastry A S		
32	00628	Production Management And Inventory Control	Majumdar Bharat	Panchkoti Aditya		
33	00725	Production Management And Technological Choices	Majumdar Bharat			
34	00842	Competitive Manufacturing Management	Nicholas John			
35	01597	Making Common Sense Uncommon Practice	Moore Ron			
36	01657	Competitive Manufacturing	Mather Hal			
37	03162	Enterprise Productivity Measurement And International Labour Productivity Handbook	Ramsay M R			
38	00807	Safety Management In Industry	Krishnan N V			
39	003892	Concepts Techniques and Models of Computer Programming	Roy Peter Van and Haridi Seif			
40	00054	Computer Programming in Fortrian 90 and 95	V. Rajaraman			
41	05188	Linux Server Hacks Vol 2.	Hagen Bill Van, Jones Brian K			
42	0002	Data management and file Structure	Mary E S Loomis			
43	02169	Systems Analysis and Design. An Applied Approach	Dennis Alan, Wixom Barbara			



44	00033	10 minute guide to Microsoft Window 2000 Professional	Jane Colabria, Dorothy Burke	Dr. Vaishali Kulkarni	IT		
45	04004	Red Hat Linux Networking and System Administration	Collings Terry and Wall Kurt				
46	02147	Principles of Web Design	Sidar Joel				
47	05211	Professional Java JDK	Richardson W. Clay, Avondolio Donald, Vitale Joe, Schragger Scot, Mitchell Mark W				
48	00035	IBM Pc Assembly Language and Programing. 3rd Ed	Peter Abel				
49	07571	Information Technology Network and Internet: Innovatives Single Window Book from Base to Research	Bhunia C T				
50	06484	Modern Operating Systems	Tanenboum Andrew S				
51	0027	Internet Working with TLP/IP; Vol III	Douglas E. Comer/ David L. Stevens				
52	00063	Classic Data Structures	Samanta D.				
53	01103	Multimedia Information Networking	Sharda, Nalink				
54	01825	Computer Graphics	Excel				
55	02420	Internaet Technologies and Applications	Nayak A J				
56	01454	Management Of Indian Financial Institutions	Srivastava R M			Prof Kiran R.	Finance
57	04475	Financial Statements	Ittelson Thomas				
58	03444	Financial Management And Policy	Srivastava R M				
59	01249	Advanced Management Accounting	Kishore Ravi				
60	004240	Management Of Working Capital	Talekar S D				
61	002002	Financial Manageme	Rao P Mohana				
62	01771	Strategic Financial Management	Rao P Mohana				
63	04152	Essentials Of Business Finance	Goel Sandeep				
64	010235	Management Control Systems	Pandey K C	Bandgar P K			



65	010233	Management Control Systems	Pandey K C	Bandgar P K	Dr. Natika Poddar	Finance
66	08819	Financial Management	Chandra Prasanna			
67	00848	Financial Management	Chandra Prasanna			
68	02848	Working Capital Management And Control	Mathur Satish			
69	03943	Management Accounting	Jain Sumit			
70	02669	Financial Management	Khan M Y			
71	02107	Financial Management	Khan M Y			
72	01247	Financial Management	Ravi Kishore		Prof. Col. Venkat Raman	General Management
73	004969	Perspective Management	V P Michael			
74	01779	Business Management Research	B S Bhatia	G S Batra		
75	01782	Management: Principles and Functions	Ivanevich John M	Donnelly James H		
76	00218	Managerial Odyssey: Problems in Business and its Environment	Elkins Arthur	Callaghan Dennis W		
77	00197	Tectbook of Office Management	Leffingwell William H	Robinson Edwin M		
78	00084	Management: Principles and Functions	Ivanevich John M	Donnelly James H		
79	00976	Management	Kretner Robert		Prof. Pushkar Parulekar	General Management
80	002419	Researches in Functional Management	G S Batra	A S Chawla		
81	01221	Marketing Management	Batra G S	Dangwal R C	Prof. Simmi R. Prasad	Marketing
82	01222	Modern Marketing Management	Bhatia B S	Batra G S		
83	01161	Basic Marketing	Cannon Tom			
84	05006	Marketing Excellence	Cmi			
85	010079	Marketing Management	Kotler Philip	Keller Kevin		



86	05022	Methods For Development Work And Research	Mikkelsen Britha		Prof. Sanchayita Banerjee	Economics
87	02658	Research Methods In Behavioural Sciences	Dwivedi R S		Prof. Sanchayita Banerjee	Research Methodology
88	02236	Methodology And Techniques Of Social Research	Bhandarkar P L	Wilkinson T S		
89	02237	Methodology And Techniques Of Social Research	Bhandarkar P L	Wilkinson T S		
90	01968	Research Methodology In Management	Arya P P	Pal Yesh		

Bapista
11/19/2019



To,

09/06/2018

The Chairman

SFIMAR

Subject: Stock verification report

Dear Bro.,

The stock verification process was done using ERP (3/5/2018 – 4/6/2018), report generated was compiled and checked for 'Not verified books list' for both MMS & PGDM. There are 5 books which are untraced from the total collection of books. The list for the same is attached for your reference.

Thanking you,

Yours Sincerely



Papinder K. Nagi

Librarian



List of Missing Books 2018

Sr. No.	Accession No.	Title	AuthorName1	Classification No.	Author Mark/Suffix	Cost of Item
1	009652	Compensation Management	Bhatia Kanchan	658.32	BHA	240
2	01670	Indian Stock Market	Sharma A K	332.63	SHA/BAT	100
3	00157	Introduction To The Basic Computer	Eadie Donald	5.1	EAD	
4	01245	s From The Heartland	Youngs Bettie	809	YOU	195
5	01391	Visual Basic 6	Zak Diane	5	ZAK	2476

RWag?
04/06/18



To,

24/7/2017

The Chairman

SFIMAR

Subject: Stock verification report

Dear Bro.,

The stock verification process was done using ERP (10/6/2017 – 6/7/2017), report generated was compiled and checked for 'Not verified books list' for both MMS & PGDM. There are 13 books which are untraced from the total collection of books. The list for the same is attached for your reference.

Faculty suggested some books for weeding (49) and binding (62). They suggested books can be weeded out but the same should be replaced by new or latest edition as no. of books to student ratio should be maintained. Weeding & binding books list attached.

Thanking you,

Yours Sincerely



Papinder K. Nagi

Librarian



cc to: Director

List of Missing Books 2016-17

Sr. No	Accession No.	Classification No.	Author Mark/Suffix	Title	AuthorName1	AuthorName2	Cost of Item	Publisher Name
1	008299	5.118	WAL/BAN	Active Server Pages 2	Walter Stephen	Banick Steven		Techmedia, New Delhi
2	01589	658.16	CLA	Beyond The Deal	Clark Peter J		195	Harper Business
3	05831	5.74	SIL/KOR	Database System Concepts	Silberschatz Abraham	Korth Henry F	335	Mcgraw-hill, New York
4	04203	658.45	BRA	Develop Your Nlp Skills	Bradbury Andrew		140	Kogan Page, New Delhi
5	04868	4	LEO/LEO	Fundamentals Of Information Technology	Leon Alex	Leon Mathews	200	Leon Vikas, Chennai
6	02771	658.83	BIR/FOR	Market Research	Birn Robin	Forsyth Patrick		Capstone
7	04988	5.754	LOW	Networking	Lowe Doug		329	Wiley, New Delhi
8	04084	658.4092	HAR	Power, Influence And Persuasion	Harvard Business School		922	Harvard Business
9	007857	332.1	IIB	Principles And Practices Of Banking	Indian Institute Of Banking And Finance		365	Macmillan Publishers India Limited, New
10	D00390	658.4	FIN/RHO	Principles of Organizational Behaviour	Fincham Robin	Rhodes Peter	450	Oxford University
11	05430	1.42	KUM	Research Methodology	Kumar Ranjit		225	Pearson Education, New
12	008308	1.42	KOT	Research Methodology	Kothari C R			Wishwa Prakashan, New Delhi
13	03325	330.9	GAR	Swaps	Gardener D C			Macmillan



RAJ
24/7/2017

Vendor Name
DONATED BY SACHIN RAO
SFIMAR
BOOKS WORLD
CROSS WORD
VED BOOK SHOP HOUSE
VED BOOK SHOP
BOOKS WORLD
SWAMI BOOK HOUSE
SWAMI BOOK HOUSE
VED BOOK SHOP
GIFT SFIMAR

Weededout Book List 2017

Sr. No.	Accession No.	Title	AuthorName1	AuthorName2	Classification No.	Author Mark/Suffix
1	02637 ✓	Accounting For Management Control ✓	Chandra Krishna		658.151	CHA
2	007179	Business Management Paper- II ✓	University Of Mumbai		658.8	UOM
3	03465	Consumer Behaviour And Marketing Research ✓	Nair Suja R		658.8342	NAI
4	02612	Consumer Behaviour In Indian Perspective ✓	Nair Suja		658.8342	NAI
5	01481 ✓	Cooperative Marketing In India And Abroad ✓	Singh L P		658.802	SIN
6	00110 ✓	Cost Accounting	Arora M N		657.42	ARO
7	008154	Damodaran On Valuation ✓	Damodaran Aswath		658.15	DAM
8	05203 ✓	Econometrics ✓	Hayashi Fumio		330.015	HAY
9	00029 ✓	Economics ✓	Solman John		330	SOL
10	01205 ✓	Economics ✓	Taylor John		330	TAY
11	01353 ✓	Financial Management ✓	Rustagi R P		658.15	RUS
12	05408 ✓	Financial Management ✓	Chandra Prasanna		658.15	CHA
13	01440 ✓	High Performance Management ✓	Prabhakar Nawal	Joseph Sunetra	658.404	NAW/JOS
14	05480 ✓	Persuaded ✓	Bauer Joel	Levy Mark	153.852	BAU/LEV
15	00641 ✓	Human Resource Management ✓	Devi Laxmi		658.3	DEV
16	00092 ✓	Human Resources Development and Management ✓	Ghosh Biswanath		658.3	GHO
17	06070 ✓	Indian Financial System ✓	Pathak Bharati V		332.0954	PAT
18	02702 ✓	International Financial Management ✓	Sharan V		657	SHA
19	02944 ✓	Management ✓	Daft Richard		658	DAF
20	01180 ✓	Management ✓	Daft Richard		658	DAF
21	06481 ✓	Management ✓	Daft Richard L		658	DAF
22	010100 ✓	Management Control Systems ✓	Anthony Robert N	Govindarajan Vijay	658.15	ANT/GOV
23	010234	Management Control Systems ✓	Pandey K C; Bandgar P K	Das S P	658.15	PAN/BAN
24	010236	Management Control Systems	Pandey K C; Bandgar P K	Das S P	658.15	PAN/BAN



25	01840	Management Control Systems ✓	Anthony Robert	Govindarajan Vijay	658.15	ANT/GOV
26	02832 ✓	Management Control Systems ✓	Anthony Robert	Govindarajan Vijay	658.15	ANT/GOV
27	02833	Management Control Systems ✓	Anthony Robert	Govindarajan Vijay	658.15	ANT/GOV
28	02324	Management Information Systems ✓	Arora Ashok	Bhatia Akshaya	658.4038	ARO/BHA
29	03068	Managerial Economics ✓	Singh S P		330	SIN
30	06296	Marketing Management ✓	Kotler Philip	Keller Kevin Lane	658.8	KOT/KEL
31	06298	Marketing Management ✓	Kotler Philip	Keller Kevin Lane	658.8	KOT/KEL
32	00547 ✓	Marketing Planning Guide ✓	Stevens Robert	Loudon David	658.802	STE/LOU
33	02856	Options Futures And Other Derivatives ✓	Hull John		332.632	HUL
34	02939	Organisation Theory ✓	Robbins Stephen		658.4	ROB
35	02149	Organisational Behaviour ✓	Luthans Fred		658.3	LUT
36	02153	Organisational Behaviour ✓	Hellriegel Don	Jackson Susan	658.3	HEL/JAC
37	02154	Organisational Behaviour ✓	Hellriegel Don		658.3	HEL/JAC
38	04942	Organizational Behaviour ✓	Rao Gangadhar M	Rao V S P	658.4	RAO/RAO
39	01933	Problems & Solutions In Financial Management ✓	Rustagi R P		658.15	RUS
40	06446	Production And Operations Management ✓	Kachru Upendra		658.5	KAC
41	06447 ✓	Production And Operations Management ✓	Kachru Upendra		658.5	KAC
42	06605	Production And Operations Management ✓	Kachru Upendra		658.5	KAC
43	00619	Project Management ✓	Singh U K	Narayan B	658.404	SIN/NAR
44	01632	Rich Dad's Prophecy ✓	Kiyosaki Robert	Lechter Sharon L	658.15	KIY/LEC
45	02306	The 7 Habits Of Highly Effective People ✓	Covey Stephen		658	COV
46	06439	Treat Your Customers ✓	Migliani Bob		658.81	MIG
47	01351	Financial Accounting ✓	Maheshwari S N	Maheshwari S K	657	MAH/MAH
48	01421	Financial Management ✓	Kulkarni P V	Satyaprasad B G	658.15	KUL/SAT
49	01803	Financial Management ✓	Kishore Ravi		658.15	KIS



RD Ag
24/07/2017

List of Weededout Books kept as Take Away for the Book Exhibition on 09-11-2017			
Sr. No.	Title of the Book	Acc. No.	Academic Year
1	Business Law	6652	2016-2017
2	Marketing Mgt	991	2016-2017
3	The Marketing White Book	4656	2016-2017
4	Operations Research	2156	2016-2017
5	Economics of Global	7181	2016-2017
6	Operations Research	2606	2016-2017
7	Operations Research	2164	2016-2017
8	Fundamentals Of Statistics	3563	2016-2017
9	Mgmt.In Organizational Behaviour	212	2016-2017
10	Statistics Of Management	2685	2016-2017
11	Business Mathematics	2135	2016-2017
12	Business Law For Mgt	9060	2016-2017
13	Management	2945	2016-2017
14	International Business	5169	2016-2017
15	Managerial Economics	96	2016-2017
16	Quantitative Techniques	4845	2016-2017
17	Mathematics for MBA	745	2016-2017
18	Land & Water Mgt Problem In India	1558	2016-2017
19	Operations Research	2608	2016-2017
20	Quantitative Techniques	713	2016-2017
21	Operations Research	6600	2016-2017
22	The Marketing White Book	6145	2016-2017
23	Operations Research	6602	2016-2017
24	Marketing Mgt	6864	2016-2017
25	Mgt Control System	10232	2016-2017
26	Industrial Relation & Labour	6627	2016-2017
27	Material Mgt	261	2016-2017
28	Resources Development & environment	1553	2016-2017
29	Management Control System	9753	2016-2017
30	Organizational Behaviour	4977	2016-2017
31	Material Mgt	22	2016-2017
32	Financial Accounting	1351	2017-2018
33	Financial Management	1803	2017-2018
34	Financial Management	1421	2017-2018
35	Marketing Mgt	51	2017-2018
36	Marketing Mgt	832	2017-2018
37	Marketing Mgt	6394	2017-2018
38	Marketing Mgt	6461	2017-2018
39	Principles of Marketing	49	2017-2018

→ SQL Exception.

Baptista
9/11/17



Binding Book List June 2017

Sr. No.	Accession No.	Title	AuthorName1	AuthorName2	Classification No.	Author Mark/Suffix
1	00050	Cost Accounting	Horngren Charles	Foster George	657.42	HOR/FOS
2	00132	Financial Management	Pandey I M		658.153	PAN
3	00216	The Human Side Of Enterprise	Mcgregor Douglas		658.3	MCG
4	00449	Business Statistics	Levine David	Krehbiel Timothy	519	LEV/KRE
5	00493	Operations Research	Ravindran Philips	Solberg	658.5	RAV/PHI
6	006910	Organizational Theory Change and Design	Daft Richard L		658.4	DAF
7	006912	Organizational Theory Change and Design	Daft Richard L		658.4	DAF
8	007045	Fundamentals Of Statistics	Gupta S C		519	GUP
9	00715	Research Methodology	Kothari C R		1.42	KOT
10	007172	Quantitative Techniques In Management	Vohra N D		519	VOH
11	007466	Cost Accounting Fundamentals	Agrawal N K	Jain Deepali	657.42	AGR
12	007576	Managerial Economics And Financial Analysis	Siddiqui S A	Siddiqui A S	330	SID/SID
13	007605	Cost Accounting Fundamentals	Agrawal N K	Jain Deepali	657.42	AGR/JAI
14	008812	Macroeconomics	Apte Prakash		330	APT
15	008842	Organizational Behavior	Robbins Stephen P	Judge Timothy	658.4	ROB/JUD
16	008858	Cost Accounting	Horngren Charles T	Datar Srikant M	657.42	HOR/DAT
17	008881	Communication Skills	Rai Urmila	Rai S M	658.45	RAI/RAI
18	008963	International Business	Rao Subba P		338.88	RAO
19	009178	Employee Engagement And HR Initiatives	Mishra B N	Tripathy S K	658.3	MIS/TRI
20	00964	Business Law	Pillai R S N		346	PIL
21	00966	Practical Statistics	Gupta S P		519	GUP

Rao
19/9/2017



22	009665	Essentials of Human Resource Management and Industrial Relations	Rao P Subba		658.3	RAO
23	010057	Foreign Exchange and Risk Management	Jeevanandam C		332.45	JEE
24	010059	Foreign Exchange and Risk Management	Jeevanandam C		332.45	JEE
25	010091	Production and Operations Management	Aswathappa K	Bhat K Shridhara	658.5	ASW/BHA
26	010113	Consumer Behaviour in Indian Perspective	Nair Suja R		658.8342	NAI
27	010114	Consumer Behaviour in Indian Perspective	Nair Suja R		658.8342	NAI
28	010400	Foreign Exchange and Risk Management	Jeevanandam C		332.45	JEE
29	01053	Organisational Behaviour	Luthans Fred		658.4	LUT
30	01065	Change Management	Paton Robert	Mccalman James	658.406	PAT/MCC
31	01075	Innovation And Entrepreneurship	Drucker Peter		658.42	DRU
32	01256	Business Communication	Kumar Varinder	Raj Bodh	658.45	KUM/RAJ
33	01432	International Finance	Avadhani V A		332.042	AVA
34	01824	Human Resource Management	Rao V P S		658.3	RAO
35	01979	Operations Management For Competitive Advantage	Chase Richard	Aquilano Nicholas	658.5	CHA/AQU
36	02036	Crash Course In Creativity	Clegg Brian	Birch Paul	659	CLE/BIR
37	02148	Organisational Behaviour	Luthans Fred		658.3	LUT
38	02196	Personnel And Human Resource Management	Rao P Subba		658.3	RAO
39	02198	Managerial Economics	Mithani D M		330	MIT
40	02199	Managerial Economics	Mithani D M		330	MIT
41	02214	Personnel Management	Mamoria C B	Gankar S V	658.3	MAM/GA N
42	02447	Human Resource Planning	Bhattacharya Dipak Kumar		658.301	BHA
43	02941	Quantitative Methods In Finance	Watsham Terry	Parramore Keith	519	WAT/PAR

19/11/2017



44	03163	Maharashtra MBA-CET	Board Of Authors		1	BOA
45	03329	Treasury Investment And Risk Management - Iii	Iib		658.155	IIB
46	03374	Rich Dad Poor Dad	Kiyosaki Robert T		658.15	KIY
47	03448	Cost And Management Accounting	Arora M N		657	ARO
48	03560	International Finance	Avadhani V A		332.042	AVA
49	03773	Management Information System	Sarngadharan M	Minimol M C	5	SAR/MIN
50	03812	Case Studies In Retail Management	Icmr		658.87072	ICM
51	04513	Business Law	Chadha P R		346.07	CHA
52	04913	Financial Accounting	Mukherjee Amitabha	Hanif Mohammed	657	MUK/HAN
53	04934	Management	Daft Richard		658	DAF
54	04940	Organisational Behaviour	Aswathappa K		658.3	ASW
55	04955	Effective Communication	Rai Urmila	Rai S M	658.45	RAI/RAI
56	05687	Organization Development And Change	Cummings Thomas	Worley Christopher G	658.406	CUM/WOR
57	05887	Human Resource Management	Snell Scott	Bohlander George	658.3	SNE/BOH
58	06161	Cost Accounting	Kishore Ravi M		657.42	KIS
59	06311	Fundamentals Of Information Technology	Leon Alexis	Leon Mathews	4	LEO/LEO
60	06830	Financial Accounting & Financial Statement Analysis	Icfai University		657.48	ICF
61	06832	Financial Accounting And Financial Statement Analysis Study Guide	Icfai University		657.48	ICF
62	06796	Organizational Behavior	Robbins Stephen P	Judge Timothy A	658.4	ROB

+4
66 Books given for binding 19/9/2017.
Raj.

Raj
9870219782
Ajanta.



3

17th June 2016

To,
The Chairman
SFIMAR

Dear Sir,

Subject: Stock Verification Report.

Sir, The stock verification process is completed and there are 30 books which are untraced from the total collection of books. The untraced books list is attached along with this letter for your reference.

Thanking you

Yours Sincerely,


Librarian 17/06/16

CC to: Director



SFIMAR Library

ST. Francis Institute of Management and Research, Mt. Painsur, SVP Road, Borivali-West, Mumbai, 400103

Physical Inventory Status - Accession Number Wise

Item Types in ('B', 'D')

Inventory Dates From 18/06/2016 to 18/06/2016

18/06/2016

AccNum	AccnDate	Title & Author	CallNum	Pub.Year	Price Description
000041	27/04/2002	Pannerselaum R: Engineering Economics. Prentice-hall Of India	330/PAN	2001	195.00 Ok
000242	03/05/2002	Dhamdhere, D M: Systems Programming And Operating Systems. Tata Mcgraw-hill Pub. Ing	005.43/DHA	2004	0.00 Ok
000357	29/05/2002	Drucker Peter: People And Performance: The Best Of Peter Drucker On Management. Harvard Business School Press	658.312/DRU	2007	1,000.00 Ok
001117	18/09/2002	Izuka Takeshi: Zen In Business And Life :the Quest For Self. Jaico Publishing	294.344/IZU	1998	85.00 Ok
002368	22/02/2003	Bernardin John H: Human Resource Management. Tata Mcgraw-hill Pub. Ing	658.3/BER	2003	350.00 Ok
002559	05/03/2003	Hamson Ned: Managing Quality. Capstone	658.4/HAM/ZU C	2002	160.00 Ok
003765	14/05/2005	Cherunilam, Francis: A Course Book On Business Environment. Himalaya Publishing House	330.9/CHE 338.7	2004	0.00 Ok
003995	21/10/2005	Taxmann: Guide To Fringe Benefit Tax. Taxmann Publications (P.) Ltd	331.255/TAX 336.2	2006	325.00 Ok
004196	08/03/2006	Farrell Paul B: The Winning Portfolio : How To Choose The Best Mutual Funds. Vision Books	332.632 7/FAR	2005	145.00 Ok
004450	05/05/2006	Mentzer John T: Fundamentals Of Supply Chain Management : Twelve Drivers Of Competitive Advantage. Response Books	658.5/MBN 658.7	2004	380.00 Ok
004748	07/01/2004	Cherunilam Francis: International Business : Text And Cases. Prentice Hall Of India	338.88/CHE 338.8	2006	350.00 Ok
005581	07/05/2007	Fight Andrew Ed.: Introduction To Project Finance. Elsevier	658.404/FIG 658.42	2007	295.00 Ok
005988	18/09/2007	Decenzo Dzvid A: Personnel/human Resource Management. Prentice-hall Of India	658.3/DEC/RO B	2007	275.00 Ok
006573	20/10/2008	Icfai: Marketing Communication : Text Book. Icfai University	658.802/ICF	2004	1,250.00 Ok
006611	22/10/2008	Pressman Roger S: Software Engineering : A Practitioner's Approach. Tata Mcgraw Hill Higher Education	005.1/PRE	2005	478.00 Ok



AccNum	AccnDate	Title & Author	CallNum	Pub.Year	Price	Description
006832	28/04/2009	Icfai University: Financial Accounting And Financial Statement Analysis Study Guide. Icfai University	657.48/ICF	2005	0.00	Ok
006877	30/06/2009	Fischer, Donald E: Security Analysis and Portfolio Management. Pearson Education	332.632/FIS/JO R 332	2008	450.00	Ok
006891	03/07/2009	Rama Gopal, CA C: Accounting for Managers. New Age International (P) Limited	658.1511/RAM	2009	295.00	Ok
008040	14/08/2010	Bloomberg, Michael: Bloomberg By Bloomberg With Invaluable Help From Matthew Winkler. John Wiley & Sons	332.06/BLO	2001	895.00	Ok
008100	28/08/2010	Adolph Gerald: Merge Ahead. Tata Mcgraw Hill Education Private Limited	338.83/ADO/P ET	2009	425.00	Ok
008153	31/08/2010	Rangnekar Sharu: How To Learn Management From Your Wife. Shroff Publishers And Distributors Pvt Ltd	658/RAN	2010	125.00	Ok
008268	06/10/2010	Taxmann: Income Tax Act. Taxmann Publications Pvt Ltd	336.24/TAX 336.26	2010	675.00	Ok
008420	29/12/2010	Chatterjee B K: Marketing Management. Jaico Publishing House	658.8/CHA	2010	275.00	Ok
009160	26/09/2012	Robbins Stephen P: Organization Theory : Structure, Design And Applications. Pearson	658.4/ROB/MA T	2012	350.00	Ok
009352	12/08/2013	Minor Marianne: Coaching and Counseling. Viva Books Pvt Ltd	658.3124/MIN	2011	195.00	Ok
009434	21/08/2013	Sadler Philip: Seamless Organization. Kogan Page India Pvt Ltd	658.4/SAD	2010	295.00	Ok
009753	19/02/2014	Pandey K C: Management Control Systems. Vipul Prakashan	658.15/PAN/B AN	2014	175.00	Ok
D00724	27/07/2011	Chandra Prasanna: Financial Management Theory And Practice. Tata Mcgraw - Hill Education Private Limited	658.15/CHA	2011	575.00	Ok
D00926	10/08/2011	Sukhabodhananda Swami: Adi Shankaracharya's Bhaja Govindam. Jaico Publishing House	891.2/SUK	2011	295.00	Ok
D01283	17/12/2011	Ries Al: Marketing Warfare. Penguin Group	658.8/RIE/TRO	1986	100.00	Ok
Total Items :			30	Total Amount :		10,413.00

kept for binding.

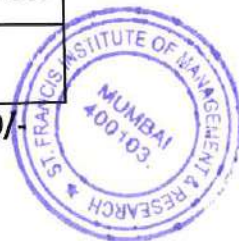


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18/6/16.

St. Francis Institute of Management and Research
List of Books Auctioned during Book Exhibition Oct 2016

Sr. No.	Acc. No.	Title	Author	Ed.	Year
1	2947	Strategic Marketing An Introduction	Proctor Tony		2002
2	3840	Marketing Management	Kotler Philip		2001
3	6864	Marketing Management	Icfai Center For Management Research		2004
4	8319	Marketing Whitebook 2010-2011	Business World		2010
5	5005	Quantitative Techniques In Management	Vohra N D	3rd Ed.	
6	3436	Research Methods For Management	Shahjahan S	1st Ed.	
7	7047	Fundamentals of Statistics	Gupta S C	6th Ed.	
8	2284	Operations Research	Sharma J K	2nd Ed.	
9	3753	Operations Research: Techniques For Management	Kapoor V K, Kapoor Sumant	7th Ed.	
10	6601	Operation Research	Sharma Anand		2004
11	5410	Financial Management: Theory And Practice	Chandra Prasanna	6th Ed.	
12	6479	International Business : Text And Cases	Subba Rao P		2006
13	8962	International Business : Text And Cases	Rao Subba		2006
14	6326	International Business	Chandran R	2nd Ed	
15	5252	fundamentals Of Information Technology	Bharihoke Deepak		2006
16		Business & Economics Laws	G. K. Kapoor		1994
17		Financial Management	Prasanna Chandra	3rd Ed.	
18		Marketing Management	Philip Kotler	7th Ed.	
19		Organizational Behavior	Stephen P. Robbins	5th Ed.	
20		Marketing Management	Philip Kotler	7th Ed.	
21		Harvard Business Review on Leadership	HBR		1998
22		A Management Guide To PERT/CPM	Jerome D. Wiest.	2nd Ed.	
Price Rs. 50/- each			Total	Rs. 1100/-	

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Weededout Books

Sr.N o.	Acc. No.	Title	Author	Ed.	Year	Remark	Price
1	991	Marketing Management ✓	Kotler Philip		2001	Weededout - Jackson Jhon	275
2	2947	Strategic Marketing An Introduction	Proctor Tony		2002		450 ✓
3	3840	Marketing Management	Kotler Philip		2001		495 ✓
4	6864	Marketing Management ✓	Icfai Center For Management		2004		✓
5	6145	Marketing Whitebook 2007-08 ✓	Business World		2007		400
6	8319	Marketing Whitebook 2010-2011	Business World		2010		499 ✓
7	4656	Marketing Whitebook 2006 ✓	Business World		2006		350
	6627	Industrial Relations And Labour Laws ✓	Singh B D		2008	Weededout - Vaibhav Kulkarni	300
9	6652	Business Law For Management ✓	Bulchandani, K R	3rd Ed.			
10	4845	Quantitative Techniques For Managerial Decisions ✓	Srivastava U K, Shenoy G V	2nd Ed.			265
11	5005	Quantitative Techniques In Management	Vohra N D	3rd Ed.			375 ✓
12	3436	Research Methods For Management	Shahjahan S	1st Ed.			325 ✓
13	6602	Operation Research For Management ✓	Shenoy G V, Srivastava U	2nd Ed.			
14	713	Quantitative Techniques For Managerial Decisions ✓	Srivastava U K, Shenoy G V	2nd Ed.	2005		260
15	7047	Fundamentals of Statistics	Gupta S C	6th Ed.			398 ✓
16	3563	Fundamentals of Statistics ✓	Gupta S C	7th Ed.			345
	745	Mathematics For Mba ✓	Aggarwal R S	1st Ed.	2002		195
18	2135	Business Mathematics ✓	Gupta R P, Gupta Pratibha		2000		150
19	2284	Operations Research	Sharma J K	2nd Ed.		Weededout - Sinimole K R	315 ✓
20	2685	Statistics For Management ✓	Beri G C		2003		225
21	2608	Operations Research: Techniques For Management ✓	Kapoor V K, Kapoor Sumant	7th Ed.			223
22	3753	Operations Research: Techniques For Management	Kapoor V K, Kapoor Sumant	7th Ed.			235 ✓
23	2156	Operations Research: Techniques For Management ✓	Kapoor V K, Kapoor Sumant	7th Ed.			235
24	2164	Operations Research : An Introduction ✓	Taha Hamdy A	7th Ed.			295

total 22 books.
 ₹ 50
 R. 1100.



2164

25	2606	Operations Research : An Introduction	Taha Hamdy A	7th Ed.			295
26	22	Materials Management: Procedures, Text And Cases	Datta A K	2nd Ed.			175
27	261	Materials Management Procedures, Text And Cases.	Datta A K			1998	
28	6600	Operation Research	Sharma Anand			2004	
29	6601	Operation Research	Sharma Anand			2004	✓
30	1558	Land And Water Management Problems In India	Vohra B B			1975	495
31	7181	Economics Of Global Trade And Finance	University Of Mumbai			2007	Weededout - Kiran Rodrigues
32	96	Managerial Economics	Dwivedi D N	6th Ed.			225
33	5410	Financial Management: Theory And Pract	Chandra Prasanna	6th Ed.			425 ✓
	4977	Organizational Behavior	Mcshane Steven L, Glinow Mary	3rd Ed			
35	1553	National Seminar On Resources Development And Environment In The	National Committee On				Weededout - Paul Alukal 495
36	212	Management Of Organisational Behaviour	Hersey Paul, Blanchard			1988	52
37	2945	Management	Daft Richard	6th Ed.			357
38	6479	International Business : Text And Cases	Subba Rao P			2006	Weededout - Col-Venkat Raman
39	8962	International Business : Text And Cases	Rao Subba			2006	375 ✓
40	6326	International Business	Chandran R	2nd Ed			350 ✓
41	5169	International Business	Chandran R			2006	295
42	9753	Management Control Systems	Pandey K C, Bandgar P K,			2014	175
43	9060	Business Law For Management	Bulchandani, K R	3rd Ed.			Weededout - G Ramesh
44	10232	Management Control Systems	Pandey K C, Bandgar P K,	2nd Ed			200
45	5252	Fundamentals Of Information Technology	Bharihoke Deepak			2006	✓

✓ F. M. Prasanna Chandrab. 3rd ed. Theory & Practice



18/05/2016

Rev: 00
Rev. Date: 15.03.16
Dept.: Maintenance



Maintenance Procedure 2019-2020

- 1. Purpose :**
To ensure prompt availability to all stakeholders

- 2. Scope :**
Specific services identified for preventive maintenance and recorded in the Preventive Maintenance Schedule - AC/water cooler/ water purifier and pest control



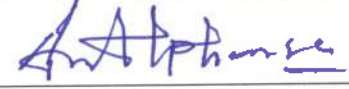
- 3. Responsibility & Authority :**
Admin I/C and Maintenance I/C

- 4. Work Environment :**
The environment is friendly and ensures constant feedback on the progress of work

- 5. References :**
ISO 9001-2015

- 6. Definitions & Abbreviations:**
Admin I/C = Admin In-Charge


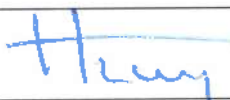



		
Reviewed By: MR	Approved By: Director	Approved By: Chairman

Maintenance Procedure 2019-2020

7. Records:

Sr. No	Title of the Record	Maintained by	Retention Period
1	List of Approved AMC Contractor File	Maintenance I/C	1 year
2	List of Approved Contractor File	Maintenance I/C	1 year
3	Preventive maintenance Schedule. (Department Planner) File.	Maintenance I/C	1 year
4	Complaint Form	Maintenance I/C	1 year
5	Maintenance Complaint Register	Maintenance I/C	1 year
6	Breakdown Register	Maintenance I/C	1 year
7	Purchase Order Form	Maintenance I/C	1 year
8	Requisition Form	Maintenance I/C	1 year
9	Assets Inventory Register	Maintenance I/C	1 year
10	Consumables Inventory Register	Maintenance I/C	1 year
11	Dept. Budget Form	Maintenance I/C	1 year
12	Vendor Details Re-Evaluation	Maintenance I/C	1Year
13	Vendor Registration Form	Maintenance I/C	1Year
14	Emergency Numbers	Maintenance I/C	1Year
15	Fire Equipment Preventive Maintenance Schedule Form	Maintenance I/C	1Year
16	List of Fire Control Equipment in the sfimar campus	Maintenance I/C	1Year
17	list of Machine (Water Pump) in the sfimar campus,	Maintenance I/C	1Year
18	List of Air Condition & Preventive Maintenance File	Maintenance I/C	1Year
19	List of Fire Detection System & Preventive Maintenance File	Maintenance I/C	1Year
20	List of Close Circuit Camera & Preventive Maintenance File	Maintenance I/C	1Year
21	Department Objectives,	Maintenance I/C	1Year

		
Reviewed By: MR	Approved By: Director	Approved By: Chairman

Rev: 00
Rev. Date: 15.03.16
Dept.: Maintenance

St. Francis Inst. Of Management & Research
Doc. Title: Maintenance Procedure
As Per ISO 9001:2015



22	Maintenance Department Objective Monitoring,	Maintenance I/C	1Year
23	List of Water Purifier & Preventive Maintenance File	Maintenance I/C	1Year
24	List of Water Cooler & Preventive Maintenance File	Maintenance I/C	1Year

Process Owner - Admin I/C & Maintenance I/C.

Method of Monitoring/Measurement

- 100% availability of utilities to users
- Internal Audit at least once in six months
- Mentoring and performance file

Prepared By: Maintenance I/C


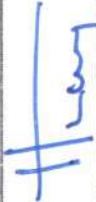



Reviewed By: MR	Approved By: Director	Approved By: Chairman

Maintenance Procedure 2019-2020

Sr. No	INPUT SOURCES	INPUT	ACTIVITY	RESPONSIBILITY	OUTPUT /REF RECORD	RECEIVER OF OUTPUT	KPI
General Functioning							
8.1							
8.1.1	Vendors	Amc Contract	A list of approved AMC Contractor	Maintenance In- Charge	List of Approved Service Providers.	Maint. Incharge, Chairman	
8.1.2	Departmental requirements	Preventive Maintenance Schedule	The Maintenance in charge prepares the preventive schedule from January to December every year	Maintenance In- Charge	Preventive Maintenance Schedule	Maintenance In- Charge	Every December end
Troubleshooting							
8.2.1	Staff/students	Requisition slip/complaint slip	If any staff finds any equipment / utility concerning maintenance department not functioning properly, they fill the complaint form and put it to the maintenance department drop box or give it to the maintenance In charge. Students can give complaint by writing in the complaint register or drop it in the drop box.	Maintenance In- Charge	Complaint form file / complaint register	Mgt/ staff/students	Within 3 working days
8.2.2			The box is opened every day and if any complaint found, it is filed and then noted in the complaint file, corrective action is taken to ensure that the issue is resolved and noted in the complaint register.	Maintenance In- Charge	Complaint form file		
8.2.3			During maintenance/ troubleshooting, if any particular utility requires shut down, the shutdown period is finalized after discussing with Chairman and informed to the staff well in advance. If the utility shutdown is not necessary the maintenance/ troubleshooting work is carried out.	Maintenance In- Charge	Preventive Maintenance Schedule / Complaint Form File		






		
Reviewed by: MR	Approved by: Director	Approved by: Chairman

Rev: 00
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Dept.: Maintenance

Maintenance Procedure 2019-2020

Sr. No	INPUT SOURCES	INPUT	ACTIVITY	RESPONSIBILITY	OUTPUT /REF RECORD	RECIEVER OF OUTPUT	KPI
8.2.4			Both of the above is carried out at a suitable time depending on the availability of manpower and other required associated resources				
8.2.5			Maintenance is done in either one of the following ways : 1. Carrying out maintenance by in-house capability. 2. Carrying out maintenance by calling approved Service Provider 3. Analyze the breakdowns of utilities annually and take necessary action accordingly in consultation with management.	Maintenance In- Charge	Preventive Maintenance Schedule		
8.3	Internal dept, vendor	Gate pass	Gate Pass Procedure		Gate Pass book	Internal dept, vendor, Security staff, Admin office	
8.3.1			A Gate Pass is issued for any institute property that has to be taken out of the institute premises. The Gate Pass is signed by an authorized staff of the dept.				
8.3.2			The gate pass are of two types: Returnable & Non Returnable. The 1st copy of Returnable gate pass will be retained by the Dept.	Maintenance In- Charge			






		
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Rev. Date: 15.03.16		
Dept.: Maintenance		

Maintenance Procedure 2019-2020

Sr. No	INPUT SOURCES	INPUT	ACTIVITY	RESPONSIBILITY	OUTPUT /REF RECORD	RECIEVER OF OUTPUT	KPI
8.3.3			The 2nd copy to be given to the vendor to get and exit from the institute. The Vendor is required to submit the same to the security at the gate. Security has to check and place the college stamp on it and store it in the lot of Returnable/ Non Returnable Gate pass. The Security Guard should handover both the gate passes collected to ADMN on weekly basis.	ADMNI/C			
8.3.4			The ADMN office will check both types of passes for any discrepancy, and if found ok, the security copy of passes will be discarded on quarterly basis.	ADMNI/C			
8.3.5			The HOD will send the Gate pass book to ADMN for cross verification latest by 5th of every month. ADMN will cross check for the pending material and will update the ADMN copy of Gate passes with the latest status.		Gate Pass Report		
8.3.6			The record for the same will be maintained and quarterly report will be generated in ADMN for analysis of pending material by ADMN in charge	ADMNI/C	Biannual report for Returnable Gate Pass		



		
Reviewed by: MR	Approved by: Director	Approved by: Chairman




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Rev. Date: 15.03.16	Doc. Title: Maintenance Procedure
Dept.: Maintenance	AS PER ISO 9001: 2015



Maintenance Procedure 2019-2020

Sr. No	INPUT SOURCES	INPUT	ACTIVITY	RESPONSIBILITY	OUTPUT /REF RECORD	RECEIVER OF OUTPUT	KPI
New Procurements							
8.4							
8.4.1	Staff, Mgt, students	Requisition form	In case of any new requirement arising from staff/student/department, the same is noted in the requisition form and forwarded for approval to the Chairman.		Requisition Form File	Maintenance Incharge	
8.4.2		Vendor evaluation record	If approved, the requirement is ordered, either through approved service providers or new vendors if they meet the specification criterion (only after taking approval from Chairman/Director).	Maintenance In- Charge	Approved Vendor List	Vendor	
8.4.3	Vendors	PO	The received goods are verified and if found suitable as per order and quality, the same is entered in the inventory Register. Purchase order stock accounting and periodic checking is done as described in the procurement process. The procedure for purchase should be followed- as mentioned in Administration procedure.	Maintenance In- Charge	Inventory Register Purchase Order File	Maintenance Incharge	
8.5	Vendor, Mgt, Previous vendor records	Vendor evaluation record	Selection & Evaluation of Vendors/Contractors: Selection of vendors/contractor is done on the basis of evaluating them as per the selection parameters. Approval of chairman is taken for the same and the vendor / Contractor id added in the approved vendor/contractor's list for future reference for purchase	Maintenance In- Charge	Vendor Selection and evaluation Form	Management and maintenance dept.	Timely services from vendors





		
Reviewed by: MR	Approved by: Director	Approved by: Chairman

Maintenance Procedure 2019-2020

Sr. No	INPUT SOURCES	INPUT	ACTIVITY	RESPONSIBILITY	OUTPUT /REF RECORD	RECIEVER OF OUTPUT	KPI
8.6	Vendor, staff, Mgt	vendor re evaluation record	Re-Evaluation of vendors/contractors The vendors / contractors are re-evaluated annually by end of January for the service provided and approval is taken from chairman for further continuation if they meet the criterion	Maintenance In- Charge	Vendor / Contractor Re- Evaluation record	Mgt, Maintenance dept.	
8.7	Students	No Dues form	No Dues Remarks On completion of the course, the students get a No Dues Application Form from Administration department to get clearance from Maint I/C has to refer the checklist for the same and state if any dues are pending. Similarly in case of staff leaving the institute, the same procedure is followed		Checklist for No Dues	students, Admin dept.	
8.8			Purchase				
8.8.1	Staff, students and Mgt	Approved requisition form/ Purchase order	For purchase of item till Rs. 10000, PO is not required. The requisition can be given to the chairman for approval and materials can be purchased from the approved vendors. If the material amount exceeds Rs.10000 then a purchase order is to be issued. Check Purchase Order for correctness, completeness and get it recommended & approved by Chairman. Send duly filled in Purchase Order to Service Provider and keep a copy for reference. Where the Purchase Order stipulates inspection by our personnel or by Purchaser's personnel at service provider's premises, coordinate with Head Maintenance/Chairman for deputation of personnel for inspection. Follow up with Service Provider till Materials are received.		Purchase Order Bills Approved Vendor List	Vendor	Material to be procured Within 5 working days from the date PO raised.





		
Reviewed by: MR	Approved by: Director	Approved by: Chairman

Maintenance Procedure 2019-2020

Sr. No	INPUT SOURCES	INPUT	ACTIVITY	RESPONSIBILITY	OUTPUT / REF RECORD	RECIEVER OF OUTPUT	KPI
8.8.2	Staff, students and Mgt	Approved requisition form	Urgent requirement of material can be done from Service Providers not appearing on Approved Service Provider list. In such cases, get approval of Requisition form from Chairman. Material can be purchased from approved. service providers when instructions are verbally received from Chairman. In such cases, get the Purchase Order signed from Chairman. Copy of Purchase Orders, Quotations and receipt notes are maintained by Admin. Copy of Purchase Orders, Quotations, Delivery Challans and Receipt Notes are maintained by departmental heads. Each departmental Head will maintain equipment and material in an inventory register and update it continuously. The register/ Maintenance in charge will be audited every month and matched with P.O. & receipt notes with the Administrator.			vendor	
8.9			Approved Vendor/ AMC Contractor List & Discontinuation of a Vendor/ AMC Contractor of a Vendor/AMC Contractor	Maintenance In- Charge	Approved Vendor List		Timely service as per AMC /on call
8.9.1	Vendor, Mgt, Previous vendor records	Amc Contract	The new vendor/AMC Contractor to be registered by taking his details in Vendor/AMC Contractor selection form and is evaluated on the parameters mentioned in the selection form and then it is selected with approval of Chairman.	Maintenance In- Charge	Approved Vendor List	Mgt, Maintenance dept.	
8.9.2			After the new vendor/ AMC Contractor is selected to take its services, the name of the vendor or AMC Contractor is added in Approved Vendor List along with the required details.	Maintenance In- Charge			




	
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Dept.: Maintenance	

Maintenance Procedure 2019-2020

Sr. No	INPUT SOURCES	INPUT	ACTIVITY	RESPONSIBILITY	OUTPUT /REF RECORD	RECEIVER OF OUTPUT	KPI
8.9.3			The vendors/ AMC Contractor who have provided services during the academic year are Re-Evaluated by June end and based on their performance they are continued for the next year.	Maintenance In- Charge			
8.9.4	Staff, students and Mgt	Complaint form	In case the services are found to be unsatisfactory the warning letter by the maintenance in charges to be sent to the concerned vendor or contractor for improvement purpose or discontinued with the permission of chairman.	Maintenance In- Charge		vendor	
8.10.0			Health & Safety Procedures				
8.10.1	staff, students and Mgt, AMC contractors	Training records	Focus:Organizational initiatives to prepare its students and staff for handling emergency situations			Maintenance dept	



			
Reviewed by: MR	Approved by: Director	Approved by: Chairman	

Rev: 00	St. Francis Inst. of Management & Research	
Rev. Date: 15.03.16	Doc. Title: Maintenance Procedure	
Dept.: Maintenance	AS PER ISO 9001: 2015	

Maintenance Procedure 2019-2020

Sr. No	INPUT SOURCES	INPUT	ACTIVITY	RESPONSIBILITY	OUTPUT /REF RECORD	RECIEVER OF OUTPUT	KPI
8.10.2	staff, students and Mgt	Emergency call list	<p>The Institute is well equipped with First Aid kit available at the admin office containing all the necessary medicines for common ailments and first aid. The medicines and ointments are checked for its expiry quarterly and updated according to the usage.</p> <p>Intercom No: 110 & 111 Landline No: 002 28917089 Extn 110 & 111 Cell No.: 8291531911 Contact person : Mr. Sahu V R.</p> <p>In case of accidents and other medical emergencies Karuna Hospital is to be contacted. Hospital Contact no: 002 28934698/28953009 Emergency Ambulance Service Number: 1298</p> <p>These numbers are circulated to the staff & students through the internal messaging system of the institute for off-campus emergencies in Mumbai while on institutional duty.</p>	ADMN I/C	First Aid Kit Check Record	staff, students and Mgt	
8.11.			<p>Safety</p> <p>1. The institute has a spaced out; well designed infrastructure and is well prepared for any natural calamities like earthquakes, rains and floods and manmade disasters like fire, terrorism etc</p>				






		
Reviewed by: MR	Approved by: Director	Approved by: Chairman

Maintenance Procedure 2019-2020

Sr. No	INPUT SOURCES	INPUT	ACTIVITY	RESPONSIBILITY	OUTPUT /REF RECORD	RECEIVER OF OUTPUT	KPI
8.11.1	Staff, students and Mgt		<p>2. A database of zone wise emergency numbers is maintained by the institute for any emergency situation. The Administrative database is Counter & maintained by the Administrative counter & faculty coordinator appointed by the management..</p> <p>3. The information is disseminated to all the students & Staff through the internal messaging system of the institute. Also these numbers are displayed on the campus notice boards for easy access.</p> <p>4. The institute has also installed fire extinguishers at appropriate locations in the campus. A list of all the fire extinguishers has been displayed at all the locations where fire extinguishers are installed. Systematic training related to its usage is given to the staff.</p> <p>5. Annual training on Fire Fighting is provided to the security, maintenance staff, canteen staff and to the new employees to handle natural calamities.</p>	Maintenance In- Charge	Fire Extinguisher Location List/ Emergency numbers list	Staff, students and Mgt	
8.12.	Staff, students and mangement		<p>Security of Students Property Also vigilance cameras are installed in the class rooms, Computer Lab, Admin office, and Library for better safety of student's property</p>	Mgt, Director, Registrar and Maintenance In- Charge	CCTVC File	Staff, students and mangement	
8.13	Maintenance dept.		<p style="text-align: center;">Back up Back up is done on quarterly basis on the pen drive.</p>	Maintenance dept	Backup record	Maintenance dept and Management	




		
Reviewed by: MR	Approved by: Director	Approved by: Chairman

	St. Francis Inst. of Management & Research
Rev: 00	Doc. Title: Maintenance Procedure
Rev. Date: 15.03.16	AS PER ISO 9001: 2015
Dept.: Maintenance	

Maintenance Procedure 2019-2020

Sr. No	INPUT SOURCES	INPUT	ACTIVITY	RESPONSIBILITY	OUTPUT / REF RECORD	RECEIVER OF OUTPUT	KPI
8.14	Mgt and maintenance dept		<p>Other Responsibilities of the Department Head Objectives & Monitoring: The Maintenance In-charge has to define the department's objectives keeping in a view Institute's objectives for each academic year by June 15th and monitor the objectives semester-wise and records are to be maintained. Department Planner and its monitoring: Maintenance In - Charge has to make the department planner for the academic year by June 15th, for the various to achieve the objectives and efficient working of the department. Department Budget : As per the department's planner, Maintenance In-Charge has to make the proposed budget and submit to the management by March-15th</p>	Maintenance In- Charge	Objective record	Mgt and maintenance dept	
8.15			<p>Internal & External Audits : To prepare for the different audits as per the guidelines of the respective standards and meet the compliance. Rectify the non specifications and deficiencies and monitor the implementation of the same in the department.</p>	Maintenance In- Charge	Audit Compliance File		



			
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Rev: 00

Rev. Date: 15.03.16

Dept.: Maintenance

St. Francis Inst. of Management & Research
Doc. Title: Maintenance Procedure
AS PER ISO 9001: 2015



Maintenance Procedure 2019-2020

Sr. No	INPUT SOURCES	INPUT	ACTIVITY	RESPONSIBILITY	OUTPUT /REF RECORD	RECIEVER OF OUTPUT	KPI
9			Forms and Formats 1) List of Approved AMC Contractors' List, 2) List of Approved Contractors' List, 3 Preventive Maintenance Schedule, or (Department Planner) 4 Complaint Form 5) Maintenance Complaint Form Register, 6) Breakdown Register 7) Purchase Order Form, 8) Requisition Form, 9) Assets Inventory Register, 10) Consumables Inventory Register Maintenance 11) Department Budget, 12) Vendor Details, 13) Vendor Registration Form, 14) Emergency Numbers, 15) Fire Equipment Preventive Maintenance Schedule Form, 16) List of Fire Control Equipment in the campus 17) List of Machine (Water Pump) in the sfimar campus, 18) List of Air Condition in the sfimar campus, 19) List of Fire Detection System in the sfimar campus, 20) List of Close Circuit Camera in the sfimar campus, 21) Department Objectives, 22) Maintenance Department Objective Monitoring, 23) List of Water Purifier in the sfimar campus, 24) List of Water Cooler in the sfimar campus,	Maintenance In-Charge	Maintenance File		



Reviewed by: MR	Approved by: Director	Approved by: Chairman

ISO- 9001-2015 Risk Assessment

Severity

	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	15	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

Frequency

Note:1 Formula: Risk level= Severity *Frequency

Risk Level	Acceptance level	Range
High	Not Acceptable	Above 14
Medium	Reasonably Practical to be acceptable	.Between 5 to 14
Low	Generally Acceptable	Below 5

Note: 2

Severity of Harm	Probability of Occurrence (Frequency)
5	O-5 Frequent
4	O-4 Probable
3	O-3 Occasional
2	O-2 Remote
1	O-1 Improbable



Note: 3 Description of each Parameter

Severity of Harm	
5	Damage to the Institutional resources,, reputation and a very huge financial loss, major customer complaints , Major legal and statutory issues, media issue, damage to the brand image
4	Damage to the Institutional resources, Major financial loss, customer complaints , External Stakeholders' complaints , major delay in operations, legal and satutory issues
3	Financial loss, damage at departmental level (Physical/data), delay in process, fine payment, late fees payment, Internal/External customer complaints
2	Minor Financial loss , complaints at institute level, delay of process.
1	Negligible financial loss, complaints of routine type, loss related to day to day operations.

Probability of Occurance	Description
O-5 Frequent	Daily/ weekly
O-4 Probable	Monthly -3months
O-3 Occasional	Six monthly
O-2 Remote	1-2 Years
O-1 Improbable	Once in 5 years or more



SFIMAR

MAINTENANCE - LIST OF FORMS & FORMATS AS PER ISO 9001:2015 FORMS & Formats

S.No	Form Name
1	AMC Contractor List
2	List of Approved Contractors & Supplier
3	Preventive Maintenance Schedule(Dept Planner)
4	Complaint Form
5	Maintenance Complaint Register
6	Breakdown Register
7	Purchase Order
8	Requisition Form
9	Asset Inventory Register
10	Consumables Inventory Register
11	Maintenance Dept. Budget
12	Vendor Re-Evolution
13	Vendor Registration Form
14	Emergency Numbers
15	Fire Equipment Preventive Maintenance Schedule
16	List of Fire Equipment
17	List of Machine (Water Pump) In the Campus
18	List of Air Condition in the Campus
19	List of Siemens Conventional Fire Detection System
20	Closed Circuit Television Cameras Details
21	Maintenance Dept .Objective
22	Objective Monitoring
23	List of Water Purifier
24	List of Water Cooler
25	Sfimar & MDP Building Inspection Report
26	Sfimar List of Contact Number & Extension Numbers

Rev: 00
Rev. Date: 15.03.16
Dept.: Maintenance

St. Francis Inst. of Management & Research
Doc. Preventive Maintenance Schedule (Dept Planner)
AS PER ISO 9001:2015



PREVENTIVE MAINTENANCE SCHEDULE

Sr. No.	Particular	Period	Months														
			Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.			

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Reviewed by: MR
[Signature]
APPROVED BY DIRECTOR OF
MANAGEMENT & RESEARCH

[Signature]
Approved by: Chairman
CHAIRMAN

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Rev: 00
Rev. Date: 15.03.16
Dept.: Maintenance

St. Francis Inst. of Management & Research
Doc. Complaint Form
AS PER ISO 9001:2015



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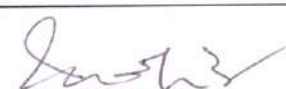

S V P ROAD, BORIVLI (W)
MUMBAI - 400103

Complaint Form

Name: _____ Date: _____

Nature of Complaint: _____

Remarks (Office use only): _____

		
Reviewed by: MR	Approved by: Director	Approved by: Chairman



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Dept.: Maintenance

St. Francis Inst. of Management & Research
Doc. Maintenance Complaint Register
AS PER ISO 9001:2015



MAINTENANCE COMPLAINT REGISTER

SR. NO	DATE OF COMPLAINT	COMPLAINT	COMPLAINANT NAME	COMPLAIN SIGN	RESOLUTION TIME	ACTUAL DATE OF ACTION	ACTION TAKEN	SING OF COMPLAINANT	SIGN OF MAINTENANCE INCHARGE	REMARK

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Director

Reviewed by : MR

Approved by: Director of
 ST. FRANCIS INSTITUTE OF
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Dr. Alphonse

Approved by: Chairman
CHAIRMAN
 ST. FRANCIS INSTITUTE OF
 MANAGEMENT & RESEARCH

Rev: 00

Rev. Date: 15.03.16

Dept.: Maintenance

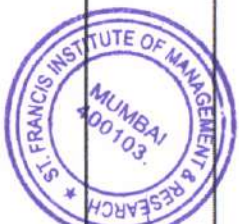
St. Francis Inst. of Management & Research
Doc. Breakdown Register
AS PER ISO 9001:2015



BREAK DOWN REGISTER

Sr. No	DATE	COMPLAINANT NAME / DEPARTMENT	NAME OF ITEM	NATURE OF BREAK DOWN	DATE OF BREAK DOWN	SIGNATURE OF COMPLAINANT	REPAIR TIME	ACTION TAKEN	DATE OF COMPLETION REPAIR	SIGNATURE OF COMPLAINANT / HEAD OF DEPARTMENT	SIGNATURE OF MAINT IN CHARGE	REMARK

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Dr. Arshad

DIRECTOR
ST. FRANCIS INSTITUTE OF
MANAGEMENT & RESEARCH
Approved by: Director

Dr. Arshad

CHAIRMAN
ST. FRANCIS INSTITUTE OF
MANAGEMENT & RESEARCH
Approved by: Chairman

Reviewed by : MR

Rev: 00	St. Francis Inst. of Management & Research Doc. Requisition Form AS PER ISO 9001:2015	
Rev. Date: 15.03.16		
Dept.: Maintenance		

ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH

S V P ROAD, BORIVLI (W)
MUMBAI - 400103

Requisition Form

Dept / Individual: _____ Date: _____

Description of Item required with quantity: _____

Signature: _____

Approved By: _____

Remarks: _____

 Reviewed by : MR	 DIRECTOR Approved by: Director	 CHAIRMAN Approved by: Chairman
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Rev: 00

Rev. Date: 15.03.16

Dept.: Maintenance

St. Francis Inst. of Management & Research

Doc. Asset Inventory Register

AS PER ISO 9001:2015



ASSETS INVENTORY REGISTER

REQUISITION FORM		SR.NO	CATEGORY	NAME OF SUPPLIER	NAME OF COMPANY	EQUIPMENT	QUANTITY	BILL		AMOUNT		LOCATION / ISSUED TO	DATE OF ISSUE	SIGNATURE OF MAINT. IN-CHARGE	REMARK
NO	DATE							NO	DATE	RS	PS				



(Signature)

(Signature)


(Signature)

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DIRECTOR
St. Francis Institute of Management & Research
Approved by: Director

CHAIRMAN
St. Francis Institute of Management & Research
Approved by: Chairman


Reviewed by: MR

Rev: 00	St. Francis Inst. of Management & Research Doc. Consumables Inventory Register AS PER ISO 9001:2015	
Rev. Date: 15.03.16		
Dept.: Maintenance		

CONSUMABLES INVENTORY REGISTER

REQUISITION FORM NO	SR. NO	CATEGORY	NAME OF SUPPLIE	NAME OF ITEM	QUANTITY	AMOUNT		BILL		LOCATION / ISSUED TO	DATE OF ISSUE	SIGNATURE OF RECEIVER	SIGNATURE OF MAINT. I/C	FILE NO	REMARK	
						RS	PS	NO	DATE							


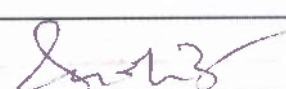


		
	DIRECTOR ST. FRANCIS INSTITUTE OF Approved by: Director	CHAIRMAN ST. FRANCIS INSTITUTE OF Approved by: Chairman
Reviewed by : MR		

Rev: 00	St. Francis Inst. of Management & Research Doc. Maintenance Dept. Budget AS PER ISO 9001:2015	
Rev. Date: 15.03.16		
Dept.: Maintenance		

MAINTENANCE DEPT. BUDGET

Sr.No	Service	Category	Amount per Year
Total Amount			

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Rev: 00
 Rev. Date: 15.03.16
 Dept.: Maintenance

St. Francis Inst. of Management & Research
Doc. Vendor Re-Evolution
AS PER ISO 9001:2015



Evaluation No: _____ Date: _____
 Evaluation Type: _____ (Quarterly / Half Yearly / Annually)
 Department: _____

Vendor Details

Company Name: _____ Contact Person: _____
 Company Address: _____

 Tel: _____ Mobile No: _____
 Type of services / Product provided: _____

Vendor Evaluation

Sr No	Particulars	Excellent	Good	Satisfactory	Average	Poor
1	Quality					
2	Timely Delivery					
3	Price Negotiation					
4	Flexibility in Business Terms					
5	After Sales Service					
6	Level of Assistance provided in Installation / Implementation					
7	Technical Support / Assistance Provided					
8	Query / Complaint Resolving Time					

Observation Remarks if any : _____

Evaluated By Dept. Head : _____ Date of Evaluation : _____

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 <p>Reviewed by: MR</p>	<p>DIRECTOR Approved by: Director ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH</p>	<p>CHAIRMAN Approved by: Chairman ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH</p>

Rev: 00
 Rev. Date: 15.03.16
 Dept.: Maintenance

St. Francis Inst. of Management & Research
 Doc. Title: Vendor Registration Form
 AS PER ISO 9001: 2015



VENDOR REGISTRATION FORM

This form is used to document the details for the selection of Vendor for the purchase of goods or to take services for St. Francis Institute of Management & Research, Borivali Please submit this form along with the original quotes, to the maintenance In charge.

Sr. No	Particular	VENDOR DETAIL
1	Name of the Vendor / Contractor AMC	
2	Address with Telephone Number	
3	Year of Establishment	
4	Branch Office if any	
5	Name & Designation of Contact Person with Telephone No	
6	Activity (Tick whichever is applicable)	Manufacturer <input type="checkbox"/>
		Authorized Distributor <input type="checkbox"/>
		Authorized Dealer <input type="checkbox"/>
		Authorized Stockiest <input type="checkbox"/>
		Authorized Services <input type="checkbox"/>
		Private Services <input type="checkbox"/>
7	Income Tax Permanent Account Number OR VAT Number	
8	No of employees in the department.	

Reviewed by MR	Approved by Director	Approved by Chairman



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 MANAGEMENT & RESEARCH

Rev: 00
Rev. Date: 15.03.16
Dept.: Maintenance

St. Francis Inst. of Management & Research
 Doc. Emergency Numbers
 AS PER ISO 9001:2015



EMERGENCY NUMBERS

Sr. No	Details	Name & Address	Contact Numbers

 Reviewed by : MR	 DIRECTOR Approved by: Director	 CHAIRMAN Approved by: Chairman
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Rev: 00	St. Francis Inst. Of Management & Research Doc. Fire Equipment Preventive Maintenance Schedule AS PER ISO 9001 : 2015	
Rev. Date: 15.03.16		
Dept.: Maintenance		

FIRE EQUIPMENT PREVENTIVE MAINTENANCE SCHEDULE

Sr. No.	Fire Equipment No.	Capacity	Location	Period	Months															
					Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.				

<i>Dr. Ashok</i>	<i>Dr. Ashok</i>	
Reviewed by: MR	Approved by: Director	Approved by: Chairman


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 Dept.: Maintenance

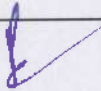
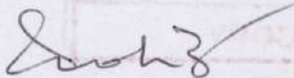

**St. Francis Inst. of Management & Research
 Doc. List of Fire Equipment
 AS PER ISO 9001:2015**




LIST OF FIRE CONTROL EQUIPMENT IN THE CAMPUS

Sr. No.	No of Fire Equipment	Capacity	Type of Fire Extinguishers	Location	Test Due On

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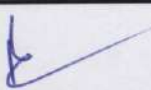
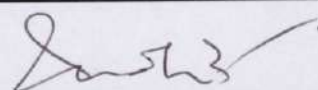

 Reviewed by : MR	 Approved by: Director DIRECTOR	 Approved by: Chairman CHAIRMAN
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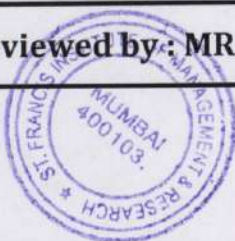


Rev: 00	St. Francis Inst. of Management & Research Doc. List of Machine (Water Pump) In the Campus AS PER ISO 9001:2015	
Rev. Date: 15.03.16		
Dept.: Maintenance		

LIST OF MACHINE (WATER PUMP) IN THE SFIMAR CAMPUS

Sr. No	Machine No	Location	Brand Name	AMC Contractor	Remark

		
Reviewed by: MR	Approved by: Director ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH	Approved by: Chairman CHAIRMAN ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH



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Rev. Date: 15.03.16

Dept.: Maintenance

St. Francis Inst. of Management & Research
 Doc. List of Air Condition in the SFIMAR Campus
 AS PER ISO 9001:2015



List of Air Condition in the SFIMAR Campus

Sr. No.	Item Name	Item Category	Name Of Company	Unit (Kg/LTR)	Qty.	Item Type	Item Number / Code	Location/Department	Vendor Name	Bill No.	Bill Date	Amount

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(Signature)
 DIRECTOR
 ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH

Reviewed by : MR

(Signature)
 CHAIRMAN
 ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH

Approved by: Director

Approved by: Chairman

Rev: 00

Rev. Date: 15.03.16

Dept.: Maintenance

St. Francis Inst. of Management & Research

Doc. List of Siemens Conventional Fire Detection System


AS PER ISO 9001:2015



List of Siemens Conventional Fire Detection System In the SFIMAR Campus

Sr No	Item Name	Name of the Company	Item Number	Location/ Department	Vendor Name	Bill No	Bill Date	VAT	Amount Per Pic	Total Amt

 Reviewed by: MR		 CHAIRMAN
Approved by: CHAIRMAN ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH		Approved by: CHAIRMAN ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH

	St. Francis Inst. of Management & Research Doc. Closed Circuit Television Cameras Details AS PER ISO 9001:2015	
Rev: 00 Rev. Date: 15.03.16 Dept.: Maintenance		

CLOSED CIRCUIT TELEVISION CAMERAS DETAILS in sfimar campus

Sr. No.	Item Name	Item Category	Name Of Company	Unit (Kg/LTR)	Qty.	Item Type	Item Number / Code	Location/ Department	Vendor Name	Bill No.	Bill Date	Amount	Current Balance

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<p style="text-align: center;">Reviewed by: MR</p> <p style="text-align: center;"><i>(Signature)</i></p>	<p style="text-align: center;">Approved by: Director</p> <p style="text-align: center;"><i>(Signature)</i></p>	<p style="text-align: center;">CHAIRMAN</p> <p style="text-align: center;"><i>(Signature)</i></p>
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Rev: 00
Rev. Date: 15.03.16
Dept.: Maintenance

St. Francis Inst. of Management & Research
Doc. Maintenance Dept. Objective
AS PER ISO 9001:2015



Maintenance Department Objective


Reviewed by : MR	Approved by: Director DIRECTOR	Approved by: Chairman CHAIRMAN



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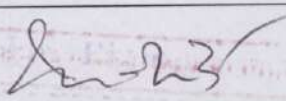
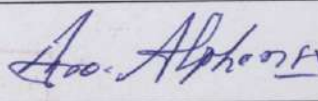
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Rev: 00	St. Francis Inst. of Management & Research Doc. Objective Monitoring AS PER ISO 9001:2015	
Rev. Date: 15.03.16		
Dept.: Maintenance		

Maintenance Department Objective Monitoring

Sr. No.	Period	Target	Status achieved/ In Progress


		
Reviewed by : MR	Approved by: Director DIRECTOR	Approved by: Chairman CHAIRMAN



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MANAGEMENT & RESEARCH**


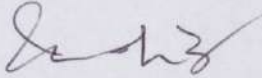

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MANAGEMENT & RESEARCH**

Rev: 00	St. Francis Inst. of Management & Research Doc. List of Water Purifier AS PER ISO 9001:2015	
Rev. Date: 15.03.16		
Dept.: Maintenance		

List of Water Purifier in the sfimar campus


Sr. No.	Machine No	Location	Brand Name / Model	AMC Contractor	AMC Period	Remark

		
Reviewed by: MR	Approved by: Director ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH	Approved by: Chairman CHAIRMAN ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH






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Rev: 00	St. Francis Inst. of Management & Research Doc. List of Water Cooler AS PER ISO 9001:2015	
Rev. Date: 15.03.16		
Dept.: Maintenance		

List of Water Cooler in the sfimar campus


Sr. No.	Machine No	Location	Brand Name / Model	AMC Contractor	AMC Period	Remark

		
Reviewed by : MR	Approved by: Director DIRECTOR	Approved by: Chairman CHAIRMAN



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Rev: 00	St. Francis Inst. of Management & Research Doc. Sfimar & Mdp Building Inspection Report AS PER ISO 9001:2015	
Rev. Date: 15.03.16		
Dept.: Maintenance		


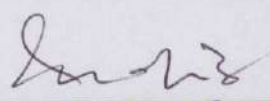

SFIMAR & MDP BUILDING INSPECTION REPORT

Date of Inspection: _____

Inspection was done by Maintenance In-charge and team

The Team has thoroughly inspected the SFIMAR BLDG on date ----- . During inspection, we found the following repairs or new fixing to be made.

Sr. No	Location	Observation	Suggestion	Date of Closing	Remarks

		
Reviewed by : MR	DIRECTOR Approved by Director ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH	CHAIRMAN Approved by Chairman ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH



ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH
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St. Francis Institute of Management & Research

Approved by AICTE and affiliated to University of Mumbai
(Grade 'A' Accredited by NAAC, An ISO 9001:2015 Certified Institute)

Mt. Painsur, S.V.P. Road, Borivali (West), Mumbai - 400103
Tel.: 2891 7089, 2892 9156, 2890 6567 (MMS) / 2891 7096 (PGDM) / 2895 8403 (MMM/MFM)
E-mail: info@sfimar.org Website : www.sfimar.org

IT Department Maintenance Policy

The Institute has a definite and systematic mechanism for the maintenance and upkeep of IT facilities. Some of them are maintained by the internal in-house IT Team; external agencies maintain some on-demand as needed. A Technical IT Team has been appointed who takes care of regular maintenance of IT infrastructure on the campus.

A 'maintenance register' is maintained wherein complaints regarding repairs and maintenance of various facilities in the campus are registered by the staff members and regularly attended by concerned technical persons.

The following table depicts the schemes for maintenance of some significant facilities in the campus either by our Internal IT Team or by some external agency on-demand basis and its typical frequency -

Facility on the campus	Type	Frequency of maintenance
Website	AMC	Yearly or as per need
Desktop	INHOUSE	Yearly or as per need (Inhouse Technical Team Support)
Laptop	INHOUSE	Yearly or as per need (Inhouse)
Printer	AMC	Yearly



H. S. ...
Director

St. Francis Institute of Management & Research
Mount Painsur, S. V. P. Road,
Borivali (W), Mumbai - 400 103.

Rev: 00
 Rev. Date: 15.03.16
 Dept.: Computer Centre

St. Francis Inst. of Management & Research
 Doc. Title: Labs & Classrooms Formatting Schedule
 AS PER ISO 9001: 2015



Lab / Classroom P.C's Formatting Schedule 2015-2016

S.No	Lab No	Type	Floor	No of Nodes	Date of Formatting	Sign
1	105	Lab	First	82	30/5/16 - 31/5/16	H/P
2	109	Lab	First	43	31/5/16	H/P
3	203	Lab	Second	48	1/6/16	P
4	209	Lab	Second	43	2/6/2016 - 6/6/16	H/P
5	210	Lab	Second	42	7/6/16 - 8/6/16	H
6	Digital Library	Lab	Ground	10	31/5/2016	H/P
8	G04	Classroom	Ground	1	09/06/16	H
9	G05	Classroom	Ground	1	09/06/16	H
10	G14	Classroom	Ground	1	09/06/16	H
11	Room No 102	Classroom	First	1	09/06/16	H
12	Room No 103	Classroom	First	1	09/06/16	H
13	Room No 104	Classroom	First	1	09/06/16	H
14	Room No 201	Classroom	Second	1	10/06/16	H
15	Room No 202	Classroom	Second	1	10/06/16	H
16	Room No 203	Classroom	Second	1	1/6/16	P
17	Room No 204	Classroom	Second	1	10/06/16	H
18	Room No 205	Classroom	Second	1	10/06/16	H
19	Room No 303	Classroom	Third	4	17/06/16	H
20	Room No 304	Classroom	Third	1	11/6/16	H

DIRECTOR

CHAIRMAN

ST. FRANCIS INSTITUTE OF
 MANAGEMENT & RESEARCH

ST. FRANCIS INSTITUTE OF
 MANAGEMENT & RESEARCH



Reviewed by : MR

Approved by: Director

Approved by: Chairman

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SFIMAR/CC-05

Date: 13/5/2016


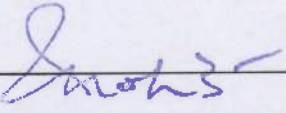

All Students, Faculty & Staff Members are hereby informed that Classrooms PC's, Lab No 105,109,203,209,210 & Digital Library would undergo their annual maintenance process w.e.f 13rd May 2016.

All are required to take their data back-ups from the respective Classrooms & labs latest by 21st May2016

By



Computer Centre

		
Reviewed by : MR	DIRECTOR	CHAIRMAN
MUMBAI ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH	ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH	ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH

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Lab / Classroom P.C's Formatting Schedule 2016-2017

S.No	Lab No	Type	Floor	No of Nodes	Date of Formatting	Sign
1	105	Lab	First	79	16/6/17 - 19/6/17	H/P
2	109	Lab	First	43	6/6/17	H
3	203	Lab	Second	48	15/6/17	P
4	209	Lab	Second	43	20/6/17	H
5	210	Lab	Second	42	15/6/17	P
6	Digital Library	Lab	Ground	19	21/6/17	H
8	G04	Classroom	Ground	1	19/6/17	H
9	G05	Classroom	Ground	1	19/6/17	H
10	G14	Classroom	Ground	1	19/6/17	H
11	Room No 102	Classroom	First	1	19/6/17	H
12	Room No 103	Classroom	First	1	19/6/17	H
13	Room No 104	Classroom	First	1	19/6/17	H
14	Room No 107	MDP	First	1	21/6/17	H
15	Room No 201	Classroom	Second	1	20/6/17	H
16	Room No 202	Classroom	Second	1	20/6/17	H
17	Room No 203	Classroom	Second	1	20/6/17	P
18	Room No 204	Classroom	Second	1	20/6/17	H
19	Room No 205	Classroom	Second	1	20/6/17	H
20	Room No 303	Classroom	Third	4	20/6/17	H
21	Room No 304	Classroom	Third	1	20/6/17	H



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SFIMAR/CC-06

Date:29/5/2017

All Students, Faculty & Staff Members are hereby informed that Classrooms PC's, Lab No 105,109,203,209,210 & Digital Library would undergo their annual maintenance process w.e.f 5th June 2017.

All are required to take their data back-ups from the respective Classrooms & labs latest by 04th June 2017

By



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AS PER ISO 9001: 2015



Lab / Classroom P.C's Formatting Schedule 2017-2018

S.No	Lab No	Type	Floor	No of Nodes	Date of Formatting	Sign
1	105	Lab	First	79	28/05/2018	H/P
2	109	Lab	First	43	4/06/2018	P
3	203	Lab	Second	48	7/06/2018	P
4	209	Lab	Second	43	16/05/2018	P
5	210	Lab	Second	42	21/05/2018	P
6	Digital Library	Lab	Ground	19	15/05/2018	P
8	G04	Classroom	Ground	1	21/05/2018	H
H	G05	Classroom	Ground	1	21/05/2018	H
10	G14	Classroom	Ground	1	21/05/2018	H
11	Room No 102	Classroom	First	1	21/05/2018	H
12	Room No 103	Classroom	First	1	21/05/2018	H
13	Room No 104	Classroom	First	1	21/05/2018	H
14	Room No 107	MDP	First	1	22/05/2018	H
15	Room No 201	Classroom	Second	1	22/05/2018	H
16	Room No 202	Classroom	Second	1	22/05/2018	H
17	Room No 203	Classroom	Second	1	21/05/2018	H
18	Room No 204	Classroom	Second	1	21/05/2018	H
19	Room No 205	Classroom	Second	1	21/05/2018	H
20	Room No 303	Classroom	Third	4	22/05/2018	H
21	Room No 304	Classroom	Third	1	22/05/2018	H

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SFIMAR/CC-07

Date:24/04/2018

All Students, Faculty & Staff Members are hereby informed that Classrooms PC's, Lab No 105,109,203,209,210,303 & Digital Library would undergo their annual maintenance process w.e.f 8th May 2018.

All are required to take their data back-ups from the respective Classrooms & labs latest by 7th May 2018

By

24/04/2018

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Rev: 00
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AS PER ISO 9001: 2015



Lab / Classroom P.C's Formatting Schedule 2018-2019

S.No	Lab No	Type	Floor	No of Nodes	Date of Formatting	Sign
1	105	Lab	First	79	28/05/2019	P
2	109	Lab	First	43	3/06/2019	P
3	203	Lab	Second	61	7/06/2019	P
4	209	Lab	Second	43	16/05/2019	H
5	210	Lab	Second	42	20/05/2019	H
6	Digital Library	Lab	Ground	19	15/05/2019	H
8	G04	Classroom	Ground	1	21/05/2019	H
9	G05	Classroom	Ground	1	21/05/2019	H
10	G14	Classroom	Ground	1	21/05/2019	H
11	Room No 102	Classroom	First	1	21/05/2019	H
12	Room No 103	Classroom	First	1	21/05/2019	H
13	Room No 104	Classroom	First	1	21/05/2019	H
14	Room No 107	MDP	First	1	22/05/2019	H
15	Room No 201	Classroom	Second	1	22/05/2019	H
16	Room No 202	Classroom	Second	1	22/05/2019	H
17	Room No 203	Classroom	Second	1	21/05/2019	H
18	Room No 204	Classroom	Second	1	21/05/2019	H
19	Room No 205	Classroom	Second	1	21/05/2019	H
20	Room No 303	Classroom	Third	4	22/05/2019	H
21	Room No 304	Classroom	Third	1	22/05/2019	H

Prakash

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Rev. Date: 15.03.16		
Dept.: Computer Centre		

SFIMAR/CC-08

Date:03/05/2019

All Students, Faculty & Staff Members are hereby informed that Classrooms PC's, Lab No 105,109,203,209,210,303 & Digital Library would undergo their annual maintenance process w.e.f 13th May 2018.

All are required to take their data back-ups from the respective Classrooms & labs latest by 11th May 2019


By 

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Labs / Classroom PC's Formatting Schedule 2019 - 2020

Sr. No.	Lab No.	Type	Floor	No. of Nodes	Date of Formatting	Sign
1	105	Lab	1 st Floor	79	5-6-2020	H
2	109	Lab	1 st Floor	43	10-6-2020	H
3	203	Lab	2 nd Floor	62	12-6-2020	H
4	209	Lab	2 nd Floor	43	16-6-2020	H
5	210	Lab	2 nd Floor	43	17-6-2020	H
6	Digital Library	Lab	Ground Floor	20	19-6-2020	H
7	G04	Classroom	Ground Floor	1	22-6-2020	H
8	G05	Classroom	Ground Floor	1	22-6-2020	H
9	G14	Classroom	Ground Floor	1	22-6-2020	H
10	Room No. 102	Classroom	1 st Floor	1	24-6-2020	H
11	Room No. 103	Classroom	1 st Floor	1	24-6-2020	H
12	Room No. 104	Classroom	1 st Floor	1	24-6-2020	H
13	Room No. 107	MDP	1 st Floor	1	24-6-2020	H
14	Room No. 201	Classroom	2 nd Floor	1	26-6-2020	H
15	Room No. 202	Classroom	2 nd Floor	1	26-6-2020	H
16	Room No. 204	Classroom	2 nd Floor	1	26-6-2020	H
17	Room No. 205	Classroom	2 nd Floor	1	26-6-2020	H
18	Room No. 303	Classroom	3 rd Floor	4	29-6-2020	H
19	Room No. 304	Classroom	3 rd Floor	1	29-6-2020	H

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SFIMAR/CC-09

Date:29/05/2020

Due to Covid-19 - Lockdown started from Mar 2019, so all Annual Maintenance Activities were carried in the Month of June for Lab's 105, 109, 203, 209, 210, 303, Digital Library and Classroom.

By 
Computer Centre