
Standard Operating Procedure (SoP) For Stock Keeping, Usage, and Maintenance of Agricultural Equipment and Implements for Department of Agricultural Engineering, School of Agriculture, ITM University, Gwalior

1. Objective

To ensure systematic stock keeping, responsible usage, timely maintenance, and proper upkeep of agricultural equipment and implements within the Department of Agricultural Engineering, thereby maximizing their utility and operational life.

2. Scope

This SoP applies to all equipment and implements owned or operated by the Department of Agricultural Engineering for academic, research, and extension purposes.

3. Responsibilities

The **Department of Agricultural Engineering** shall be solely responsible for:

- Maintaining stock and usage records
- Ensuring timely return and functional integrity of issued items
- Recording and tracking maintenance and repairs
- Ensuring accountability of users

4. Stock Keeping Protocol

4.1 Stock Register

- All agricultural equipment and implements shall be recorded in a **Stock Register (Annexure-1)**.
- Each entry must include:
 - Equipment name and model
 - Unique ID/serial number
 - Date of procurement
 - Condition at time of entry
 - Departmental tag/mark

4.2 Updating Records

- The register shall be updated:
 - Upon new procurement
 - Upon permanent disposal or condemnation of equipment
 - Upon permanent transfer to another department

5. Usage Protocol

5.1 Issue & Return Register

- An **Issue and Return Register (Annexure-2)** shall be maintained to track all equipment usage.
- Each entry must include:

- Date of issue
- Name and designation of the borrower
- Purpose of usage
- Duration of expected use
- Signature of the issuing officer and borrower
- Date of return
- Functional condition at return (Functional/Non-functional/Requires servicing)

5.2 Timely Return & Reminders

- Equipment must be returned within the allotted period.
- If not returned on time, the department will issue a **reminder email** to the borrower within 2 working days after the due date.
- Continued delay shall be reported to the Head of Department.

5.3 Condition Check on Return

- Upon return, the equipment shall be physically inspected.
- If found non-functional or damaged, the condition must be recorded and counter-signed by both the issuer and the borrower.
- Repair responsibility will be determined based on the damage cause.

6. Maintenance Protocol

6.1 Maintenance Register

- A **Maintenance Register (Annexure-3)** shall be maintained with the following columns:
 - Equipment Name & ID
 - Date of issue reported
 - Nature of fault or issue
 - Date sent for maintenance
 - Name of vendor/service provider
 - Date of return after maintenance
 - Cost of maintenance (if applicable)
 - Remarks (Functional/Still defective)

6.2 Preventive Maintenance

- Preventive servicing shall be scheduled for major implements before the cropping season begins and after completion of heavy use cycles.
- Preventive checks should include lubrication, calibration, part replacements, etc.
- A record of the same shall be kept **(Annexure-4)**

7. Accountability and Reporting

- Monthly summary of **(Annexure-5)**:
 - Equipment issued and returned
 - Maintenance events
 - Non-returned or damaged equipment
 - Shall be submitted to the Head of the School of Agriculture.

- Any misuse, mishandling, or damage must be documented, and appropriate disciplinary or recovery action may be initiated as per University rules.

8. Documentation Format

All registers may be maintained both **physically** and/or through **digital spreadsheets** under a centralized folder with date-wise backups.

9. Review & Updates

This SoP shall be reviewed annually or as per requirement and approved by the Dean, School of Agriculture.

Annexures: Record Formats

Annexure I: Stock Register Format

S.No.	Equipment Name	Make & Model	Unique ID / Serial No.	Date of Purchase	Condition (at Entry)	Department Tag	Remarks
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Annexure II: Issue and Return Register Format

S.No.	Date of Issue	Equipment Name & ID	Issued To (Name & Designation)	Purpose of Use	Expected Return Date	Date of Return	Condition on Return	Signature (Issuer)	Signature (User)	Remarks
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Annexure III: Maintenance Register Format

S.No.	Equipment Name & ID	Date of Issue Reported	Nature of Problem	Date Sent for Repair	Name of Vendor/Service Provider	Date Returned	Cost of Repair (₹)	Functional After Repair (Yes/No)	Remarks
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Annexure IV: Preventive Maintenance Schedule

S.No.	Equipment Name & ID	Last Serviced On	Next Scheduled Service	Maintenance Type (Routine/Seasonal)	Remarks
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Annexure V: Monthly Summary Report Format

| Month & Year: _____ |

S.No.	Equipment Name & ID	No. of Times Issued	No. of Maintenance Events	Issues Not Returned on Time	Items Returned Non-functional	Remarks/Action Taken
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