

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

LABORATORY


The laboratories in the college are furnished according to the statutory rules. Necessary equipment and material are procured to deliver to the students the best standards of education.

Procedure for installation of new machinery or software

1. Inquiry is made based on the requirement; either to replace unserviceable / obsolete instrument or for upgradation as academic regulation.
2. Quotations are compared and best suitable is selected as per lowest in cost and high in technical requirement.
3. Supply order is placed.
4. Machinery or software is received by the purchasing officer, taken on charge in central register and issued to department with a copy of invoice.
5. Preferred location is identified for installation and computer specifications are identified for making the required software compatible.
6. Installation is done in the lab area in the presence of the concerned lab in-charge.
7. Demo is delivered by the vendor to the lab in-charge and lab technicians for proper utilization.
8. Following the demo, the lab in-charges and lab technicians practically carry out the respective experiment and take necessary readings and run the software. This is done in the presence of the Head of the Department to ensure proper working of the equipment procured before the students use it.
9. Lab-in-charges record the details of consumable and non-consumable equipment in respective registers.
10. After receiving verification from the HOD, the same is duly attested by the Principal.

Utilization

1. With respect to the time table, the students conduct experiment in their assigned labs with assistance and supervision from the lab-in-charges and lab technicians.
2. Consumable and non-consumable materials registers are updated periodically.
3. Regular maintenance of the machines is done by the support team in the presence of lab technicians and is recorded in a maintenance register.
4. Fire Safety equipment is maintained in labs as precautionary measure.


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Maintenance

Before the commencement of the academic year, a lab audit is conducted and a report on the requirement of new equipment, replacement of the old equipment and modernization of machines/software is prepared along with requirement of consumables, non-consumables as per the university guidelines to conduct experiments. Regular inspection of machines is organized and recorded in log book.

The following is displayed on the notice board of the lab.

- List of experiments
- Inventory of equipment / instrument / machinery
- Student roll number along with batch number
- Timing of lab hours
- Lab in-charge name, lab technician's name
- Time Table
- Phone numbers of emergency for medical assistance
- Safety precautions
- Lab rules.(Dos and Don'ts).

In case of breakdown of equipment, the same is recorded in the breakdown register duly attested by the HOD pending rectification.

LIBRARY

Procurement of learning resources:

Departments forward list of text books, reference books, journals, e books required for the new syllabus / regulation. The librarian vets the list of learning resources to be procured and stocked systematically. This is done so by careful identification, evaluation and selection for the students' convenience.

Any book, journal, online database or any learning resource is added only after selection process by subject experts.


Procedure of procurement of Books/Reports:

Initiation of Acquisition:

Concerned faculty recommends books to be procured in their respective subjects as per department's requirements and other faculty inputs. These requirements are endorsed by the concerned faculty member.

Invoice Processing:

All indents made by the faculty are approved by the Principal in consultation with finance committee. The order is made online, by print or via email depending on the convenience of the library and accessibility. Purchase Orders are issued by the librarian. Authorised vendors


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are chosen based on their response to queries, availability of books and adherence to terms and conditions. Vendor panel is updated from time to time based on performance.

Accessioning:

Entries are made in the bill register at the security point of the college. Bills together with the books are sent to Library. The details of the Invoice and books are made in the Accession Register and accession numbers are given to the books. Bill Files are maintained at Library with librarian.

Classifying:

As per the Dewey Decimal Classification (DDC) schedule books are classified and class numbers are assigned.

Cataloguing:

Bibliographic Details of each book is entered into Cataloguing Module database according to AACR2 (Anglo-American cataloguing rules) Standards.

Processing books:


Stamping – Library Stamp is put on the backside of the title page, on secret page and on the last page. BarCodes and Round labels are pasted on the title page and are laminated with Cello tape. Due Date Slip and book cards are prepared. New arrivals are sent to New Additions Rack, Reference Section or Reserve Shelf.

Circulation Policy:

- Two library cards are provided to each student
- He/she can borrow one book on each card. Borrowing period is 15 days.
- As per the student's academic need, third library card can also be issued i.e. SPECIAL CARD by the recommendation of concerned dept. HOD for the complete semester.
- Renewal is allowed, if there is no demand for the same book, from other readers.
- For late submission of books, cards would be held up for the period of delayed no. of days.
- If the books are lost or damaged, the borrower must replace a new copy of the same.
- Two Old-Journals/Magazines shall be issued for 8-days.

Library Rules & Regulations:

- Students are instructed to maintain silence in the library premises.
- The college Library works on all working days between 9.00 am to 6.00pm.
- Two books will be issued to each student at given time.
- Books should be returned on or before the due date. For late submission of books, cards would be held up for the period of delayed no. of days.
- One renewal is allowed, if there is no demand for the same book, by other readers.


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- Students are advised to check carefully the physical condition of the book before it is issued. Once the book issued he/she will be responsible to return the book in good condition.
- If the books are damaged, the librarian will not accept the return. If the books are lost or damaged, the borrower must replace a new copy or pay double the prevailing cost in the market along with postal charges of Rs. 10/-.
- Reference books such as Dictionaries, Encyclopedias, Yearbooks, Current Journals, Project Reports, Text books with a marking 'REFERENCE' etc. will not be issued to carry outside the library.
- Students are advised not to bring their personal belongings & books in to the Library, except a note book for making notes.
- In case of any difficulty at the library, the students are welcome to seek the assistance of the librarian.
- Identity Card is compulsory for getting access to the library.
- Books removed from the shelves by readers, if not required for reference, are to be kept on the book trolley or on the table nearest to them.
- The newspaper(s) should be used properly after reading and kept back in the designated place.
- Books Borrowed should be protected from RAIN, DUST, INSECT, etc.
- All the students are required to bring three copies of their recent photographs (2-Stamp size and 1-Passport Size) along with the Fee Receipt while applying for Library membership.
- All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.
- The Issued book should be entered in the Book Issued Register at the checkpoint before taking out the issued books.

Library Advisory Committee (LAC)

Composition:

The composition of this Committee is as follows:

Chairperson: Principal

Members: One faculty and 2 Students from each Department (HOD to propose panel names from their respective departments)

Secretary: Librarian Shall be the Head/Secretary of LAC

Entire staff of the Library participates in the meeting to provide required inputs

The function of the Library Advisory Committee is to support the functioning of the library so that it facilitates the library development plans by advocating the library development activities with the management. It is to act as a channel of communication and dialogue between the Library and its users.


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The Committee's main objective is to bridge the gap between the Library, the academic fraternity and the institute management. The Library Advisory Committee (LAC) is to be constituted by the Head of the Institution (Principal).

Class Room

The environment of students when they study plays a pivotal role in their performance. It therefore becomes extremely necessary to provide them with a surrounding that is peaceful, comfortable and spacious. The college takes necessary steps to make this possible.

Utilization

Before the commencement of the academic year, depending on the intake of students, head of departments propound the requirement of classrooms to the Principal.

The classroom allocation is done by the Principal and the HoDs in a meeting and the same is communicated to the faculty and students of the respective departments.

Cleanliness

The benches and windows are cleaned and mopping of the class rooms is done everyday. In case of any damage to the projector, internet or the audio systems, the class mentor brings it to the notice of the HOD by registering the problem in the breakdown register. The necessary follow up is done by the department and steps are taken to fix whatever is broken.

Sports


A sports committee is formed to handle the matters and concerns related to sports. This committee consists of students as well as concerned faculty. A meeting will be held on the last Friday of every month to forecast events.

Broad agendas:

- Financial - Budget preparation, allocation of budget
- Organization - planning, executing and conduct of competition
- Procurement process

The college requires sporting gear for all the sports practiced. It follows the given procedure to procure the same:

- A list of the required sports equipment is prepared by the physical director.
- The formulated requirement proposal is submitted by the committee to the concerned authorities.
- A copy of the same list is also submitted to the principal for further approval from the chairman.
- On approval, a purchase order is placed to a supplier.
- On receiving the materials, the same are entered in the central stock register after verification of the invoice with material supplied.


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Utilization process

- Students are permitted to play only during the sports hours and to practice for any competition.
- Students are permitted to utilize and take sports material with prior notice to the Physical Director. They must enter the details of material in the register.
- The concerned authority makes a note on return of the same in the register.
- In case of any damage observed, the same is recorded in the register pending further action.
- A first aid box is always available for the students in case of any emergency. Sign boards of nearby hospitals and phone numbers of ambulances are also displayed to encounter any difficulty effectively.


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SOP FOR CLASS ROOM MAINTENANCE

Objective: To elaborate the procedure for Maintaining the class room.

Responsibility:

- House keepers
- Students
- All the teaching/non-teaching staff members
- Class tutors
- Furniture in charge of the respective Departments.
- Institution Technician/system Administrator of respective department.
- Heads of the respective Departments
- Principal of the institution

Procedure:

| S No. | Activities | Responsibility | Target dates/days |
|-------|--|--|-----------------------------|
| 1 | Allotment of department wise classroom block. | Principal | 1 st week of May |
| 2 | Allotment of individual classrooms for respective Class students | HODs | 1 st week of May |
| 3 | Repair and maintenance of projector screens in classrooms, ICT board with stylus | System administrator. | 1 st week of May |
| 4 | Arrangement/Repair of student's Desks and teacher's desks/tables. | Administrative Officer | 2 nd week of May |
| 5 | Repair of existing electrical outlets- Light bulb replacement | Technician/system Administrator of respective department | 3 rd week of May |
| 6 | Ventilation/Window Treatments | Institution technician | 3 rd week of May |
| 7 | Routine services or maintenance | Housekeeping in charge | Everyday |
| 8 | Keeping the classroom clean and tidy | Housekeeping in charge | Everyday |
| 9 | Classroom security with lock system. | Faculty in charge | Everyday |


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Procedure for Classroom Allotment

| S No. | Activities | Responsibility | Target dates/days |
|-------|--|-----------------------------|-------------------------------|
| 1 | Classify the lecture halls based on the floor space, lecture halls can be categorized as i. Large Lecture Halls: Seating capacity of 70 or higher ii. Medium lecture Halls: Seating capacity of 55-69. iii. Small lecture Halls: Seating capacity less than 55 | Administrative Officer(AO) | 1 st week of April |
| 2 | Lecture Hall Statistics - List the total no: of lecture halls available along with their seating capacity | AO | 2 nd week of April |
| 3 | List the total no: of lecture halls exclusive to each department with their seating capacity | AO | 2 nd week of April |
| 4 | No: of Students admitted to each engineering branch has to be obtained year wise (First Year to Final Year) | Department Coordinator | 2 nd week of April |
| 5 | A common meeting shall be convened among the department coordinators, HODs and AO to share the statistical data collected. | Department Coordinator & AO | 3 rd week of April |


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SOP FOR COMPUTER SYSTEMS MAINTENANCE

Objective: To elaborate the procedure for maintaining the computer systems.

Responsibility:

- System Administrator
- Administrative Officer
- HOD of CSE
- Principal of the Institution

Procedure:

| S No. | Activities | Responsibility | Target dates/days |
|-------|--|---|----------------------------|
| 1 | Maintenance of all computer systems of the college | Computer Repair Cell (CRC), CSE Department. | |
| 2 | Approval of budget for procurement and repair for computer systems is carried out before the commencement of academic year | HOD CSE to consolidate the requirement of the college | End of the academic year |
| 3 | Supervision of all office computers. | AO & System administrator | Regularly |
| 4 | Supervision of all computers in the labs | Lab in charges | Regularly |
| 5 | Utilization of centralized computer centre | Computer centre in charge | Regularly |
| 6 | Annual maintenance contract. | HOD CSE | Starting of financial year |
| 7 | Networking | HOD CSE | Regularly |


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