

## College Policies

The college has constituted policies to secure a qualitative improvement in its functioning by being responsive to the needs and aspiration of its various stake holders to achieve the vision for future. The closed loop of functioning connects the policies and plans for the implementing strategies, build culture of excellence

These policies are formulated with an objective to develop a quality system to improve various processes of the College and to promote measures for functioning towards quality enhancement

<b>Infrastructure Policy</b>	
<b>Topic</b>	<ul style="list-style-type: none"> <li>• Policy for Procurement , Utilization and Maintenance of Infrastructure</li> </ul>
<b>Aim</b>	<ul style="list-style-type: none"> <li>• To provide excellent academic ambience to enhance the quality of education by offering appropriate infrastructure and support to keep pace with latest trends and technology.</li> </ul>
<b>Policy Objectives</b>	<ul style="list-style-type: none"> <li>• To provide necessary infrastructural facilities so as to facilitate teaching learning environment for the staff and students.</li> <li>• To ensure optimal utilization of the Infrastructural resources.</li> <li>• To ascertain the timely inspection and maintenance of the Infrastructure.</li> <li>• To take timely decision about proper allocation and utilization of the available financial resources.</li> <li>• To ensure systematic planning and implementation about capital expenditure and disposal of fixed assets.</li> <li>• To set ground rules about proper usage of equipment by all stakeholders and observe its effective implementation.</li> </ul>
<b>Policy Applicability</b>	<ul style="list-style-type: none"> <li>• The Infrastructure Policy is applicable to all the stakeholders of the College namely students, staff, management, industry professionals and all the individuals working within the College premises.</li> </ul>
<b>Policy Details</b>	<ul style="list-style-type: none"> <li>• The infrastructure includes movable and fixed assets of the College, The Fixed assets are given in tabular form below</li> <li>• The value of the assets is depreciated every year as per the norms set by the regulatory bodies</li> <li>• The yearly expenditure of various assets is decided and budget is</li> </ul>



<b>Land</b>	<ul style="list-style-type: none"> <li>The College has acquired leased land for educational purpose for the period of 99 years. The College ensures optimal utilization of land by proper perspective planning of the entire land area by earmarking it for various curricular and co-curricular purposes like</li> </ul> <p>1] Academic building 2]Canteen 3] Sports Ground 4] Parking area</p>
<b>Building</b>	<p>The building infrastructure supports objective of academic excellence by giving strong back up for creating adequate teaching learning environment which includes</p> <ul style="list-style-type: none"> <li>Spacious classrooms and labs with adequate ventilation</li> <li>Availability of natural lighting and ventilation in the building to reduce use of electricity.</li> <li>Easy access to administrative blocks</li> <li>Adequate circulation area in terms of staircases, toilet blocks, passages and so on.</li> <li>In campus canteen</li> </ul>
<b>Furniture and equipment</b>	<ul style="list-style-type: none"> <li>The furniture supports the academic activity.</li> <li>Preference is given to quality and comfort while choosing the seating arrangement.</li> <li>Benches, chairs and tables. racks, cupboards are robust and accommodative. The equipment in terms of computers and peripherals, printers, projectors, EPBX systems, PA systems is available</li> <li>Required provision is made for fire safety as per the norms.</li> </ul>
<b>Books</b>	<ul style="list-style-type: none"> <li>Books are purchased as per the need of the stakeholders and university requirements.</li> <li>The books have proper accessions, storage and easy retrieval.</li> <li>Use of modern technology in library is promoted through digitization, computerization, e-books.</li> <li>Every year specific budget is set aside for library books.</li> <li>Facilities like book bank are given to students.</li> </ul>
<b>Process details</b>	<ul style="list-style-type: none"> <li>Need analysis of the infrastructural requirements from stakeholders</li> <li>Approval for procurement by College Development Committee</li> <li>Preparing annual budget for infrastructural expenses</li> </ul>





prepared by the College.

#### **Movable assets**

- Physical verification of infrastructure is carried out regularly and a list of missing items or items which are not in use/ obsolete shall be prepared. Appropriate authority shall decide to take the necessary actions as per the need.
- Record of all infrastructure is maintained by the college regularly in appropriate dead stock register.
- Transfer of asset (change in asset location), writing off of obsolete items and disposal of items is maintained.
- Upkeep, maintenance and cleanliness is done regularly.
- Assets are upgraded whenever possible to meet the change and advancements in technology and process. But the same is recorded in register.
- Maintenance register is maintained regularly.
- Flexibility is given to office staff for small and local repair and maintenance work to be executed by calling regular vendors.
- In case of new vendor/ service provider, three quotations from three vendors are obtained. Quotations are opened in presence of Infrastructure committee members.

#### **Writing Off, Obsolesces, Phasing out**

- Infrastructure rendered obsolete due to change in technology, new product and process development is phased out. Any one or combination of the following is adopted. :
- Using old configuration computers for lower level utilization or education purpose. Like computers from lab are used for word processing work or are used as learning tool for understanding the internal architecture of machine and other components in practical way.
- Selling the old assets through scrap or other arrangements.
- The asset disposed off or transferred is recorded in asset register.

### **Fixed Assets**



	<ul style="list-style-type: none"> <li>• Actual procurement</li> <li>• Quality assurance and testing of procured material / infrastructural items</li> <li>• Entering the procured material in dead stock register</li> <li>• Preventive maintenance plan for specific equipment</li> <li>• Repair and maintenance of damaged equipment</li> <li>• Analysis of infrastructural facilities available and feedback from stakeholders</li> <li>• Update and upgrade the infrastructural facilities depending upon stakeholder feedback</li> </ul>
--	--

<b>Library Policy</b>	
<b>Aim</b>	<ul style="list-style-type: none"> <li>• To provide user centric Informative Environment, for creating inspiration for teaching, motivation for research and support lifelong learning.</li> </ul>
<b>Policy Objectives</b>	<ul style="list-style-type: none"> <li>• To act as a channel of communication and dialogue between the College Library and its users.</li> <li>• To establish systematic process of selecting and acquiring learning and research material of various media through collaboration of management, staff and students.</li> <li>• To cater to the needs of users as per the requirement</li> <li>• To increase usability by providing various media of reading material</li> </ul>
<b>Policy Applicability</b>	<ul style="list-style-type: none"> <li>• All students, Staff members of the College are entitled to make use of the Library facilities by taking library membership.</li> </ul>





### Policy Procedure

- Library Timing from 8:00am – 6:00pm
- Book will not be issued without library card/ Membership card.
- Student can issue up to 2 books.
- Students should return the books or renewed it on or before date given on the due date slip of the book
- Books will be issued for 7 days.
- The book can be reissued to student as per the availability.
- Fine of rupee one will be charged per day for late return of the book.
- Student can issue one CD per day and magazine/journal for two days.
- Syllabus and Question papers shall be given to the students for one day and it should be returned back before 11a.m of the next day.
- Old issues of journals shall be issued to the students for 2 days.
- In case of loss of book from the student, student should replace the same by new book.
- Student should keep Newspaper Journals and all the other items in place after use.
- For additional requirement of books, Demand form is to be filled by the student
- Students need to maintain silence in the library.
- Use of mobile is strictly prohibited.
- Registering in library log book is mandatory after entering in the library

Rules and regulations alone cannot make a good College. However, they serve as guidelines for smooth conduct of the College. In order to actuate the plan and enhance performance, the College follows an effective framework of rules and regulations. Such framework aims to encourage responsible behavior and Self-discipline for optimum utilization of resources and constructive environment.



### Infrastructure Documents and records

- Land Govt. lease
- College architectural approved plans
- Trust/Society Documents
- Land Use Certificate
- Commencement and completion certificates
- Property tax documents
- Dead stock register for furniture & Fixture
- Purchase and payment file
- Software licenses / agreements
- Dead Stock Register for Computer Hardware & Software

### Computer Maintenance and Monitoring Committee

Computer Maintenance and Monitoring Committee is a committee to monitor, repair, maintain the computers, peripheral devices of the college.

<b>Composition</b>	<ul style="list-style-type: none"><li>• Chairman</li><li>• Secretary</li><li>• Members - 3</li></ul>
<b>Objectives</b>	<ul style="list-style-type: none"><li>• To plan and monitor software installation and hardware up gradation</li><li>• To make systematic procedure for Network Security</li><li>• To maintain the computers and peripheral devices in the institute</li><li>• To provide support for conducting online exams (Academic and Placement Drives)</li><li>• To check the warranty to existing equipment's</li><li>• To provide Printer Refill Procedure</li><li>• To provide the procedure for Material Scrap</li></ul>
<b>Frequency of meetings</b>	<ul style="list-style-type: none"><li>• Once in three months or as and when required</li></ul>



<p><b>Functions</b></p>	<ul style="list-style-type: none"> <li>• To monitor the condition of computer lab and peripheral devices.</li> <li>• To prepare a tentative budget for the computational facilities to be purchased in the month of February for the next financial year</li> <li>• To maintain the records for complaints and maintenance issues</li> <li>• To maintain dead stock register of computer lab equipment and peripheral devices.</li> <li>• To prepare and update the Network diagrams for all computer labs</li> <li>• To keep a record regarding configuration change / upgrade of computers and peripheral devices</li> <li>• To monitor lab usage</li> <li>• provide assistance for internet service and usage</li> <li>• To secure the computer systems from virus infection</li> <li>• To carry out installation of various software as per requirement</li> <li>• To provide assistance for conducting online exams</li> <li>• To procure the material and forward the bill to the concern authority after the approval</li> <li>• To renew the software licenses</li> <li>• To monitor the neatness and cleanliness of the computer labs.</li> <li>• To renew or update the domain name or space of the institute web site</li> <li>• To maintain and Check warranty documents</li> <li>• To ensure timely printer refill</li> </ul>
<p><b>Procedure</b></p>	<ul style="list-style-type: none"> <li>• To ensure that all computers are switched off when not in use.</li> <li>• To check whether the Computer labs are cleaned every day as per schedule and ensure its smooth functioning</li> <li>• To understand the future needs regarding the computational facilities and scrutinizing various service providers and vendors</li> <li>• To prepare various registers for complaints ,usage of computers</li> </ul>





and maintenance files

- To monitor and maintain the condition of Computers
- To determine the annual requirement for computer systems and other peripherals by circulating a circular to all faculty members before the budget meeting, conducted in the month of march
- To list out computer peripherals those have expired its support warranty and software which is to be renewed.
- To conduct a meeting for finalizing the requirement
- To collect three quotations for the purchase of software and hardware
- To prepare a comparative statement of the quotations received
- To present the comparative statement in committee meeting and get it approved by the chairman.
- To select the vendor with the best price and to fill up the requisition slip, prepare the purchase order for the same.
- To send the purchase order to the vendor
- To sign the bills once the checking and installation is done
- To Update the dead stock register and number the material on purchase of any material
- To secure the computer systems by keeping the anti virus updated
- To respond to the complaints regarding the computers / peripheral devices from stakeholders and initiate corrective action.
- To prepare, maintain and monitor various registers for complaints, maintenance records
- To display the renewal dates of soft wares , and domain name of institute website
- To keep a record regarding configuration change / upgrade
- To maintain the logbook regarding lab usage
- To provide assistance related to internet service
- To receive the requirements from examination or industry, institute interaction committee for conducting online exam





	<ul style="list-style-type: none"> <li>• To check whether the Computer labs are cleaned every day as per schedule and ensure its smooth functioning</li> <li>• To prepare / to update the Layout / Network diagrams as per the requirement after the end of the current term</li> <li>• To receive the software requirements from faculty before starting of next semester by preparing the circular</li> </ul> <p><b>Procedure for Material Scrap</b></p> <ul style="list-style-type: none"> <li>• To check the complaint register and analyze the frequency of the complaint of problematic device</li> <li>• To check the warranty of the said device</li> <li>• To list out problematic devices</li> <li>• To prepare the list of parts which are in working condition and can be used elsewhere</li> <li>• To counter check the same by senior members</li> <li>• To conduct a meeting for finalizing the devices which are needed to be scrapped before the final budget meeting</li> <li>• To get the list of material to be scrapped approved by the chairman</li> <li>• To mark the respective equipment as scrap in deadstock register</li> <li>• To maintain the scrapped devices in scrap register as well and get it signed by the lab admin, counter checked by system admin and committee co-ordinator</li> <li>• To collect three quotations from the scrap vendors</li> <li>• To prepare a comparative statement of quotations received</li> <li>• To present the comparative statement in the committee meeting and get it approved by the chairman of the committee</li> <li>• To prepare the scrap note for the same</li> <li>• To send the scrap note to the concerned vendor</li> </ul>
<p><b>Effectiveness Criteria</b></p>	<ul style="list-style-type: none"> <li>• Effective utilization of available resources</li> <li>• Sound condition of the computer systems and peripheral devices</li> <li>• Optimum utilization of the same by faculty and students</li> </ul>



## Computer and Equipment Documents and Records

- Budget Report
- Dead Stock Register(Hardware and Software)
- Rules and Regulations
- Complaint Register
- Requisition circular
- Quotations
- Notices
- Maintenance and Up gradation File
- Warranty documents File
- Material scrap Register





## Library Management Committee

The Library Committee is a committee to study library needs and advise the Librarian on matters of general library policy and development of library resources.

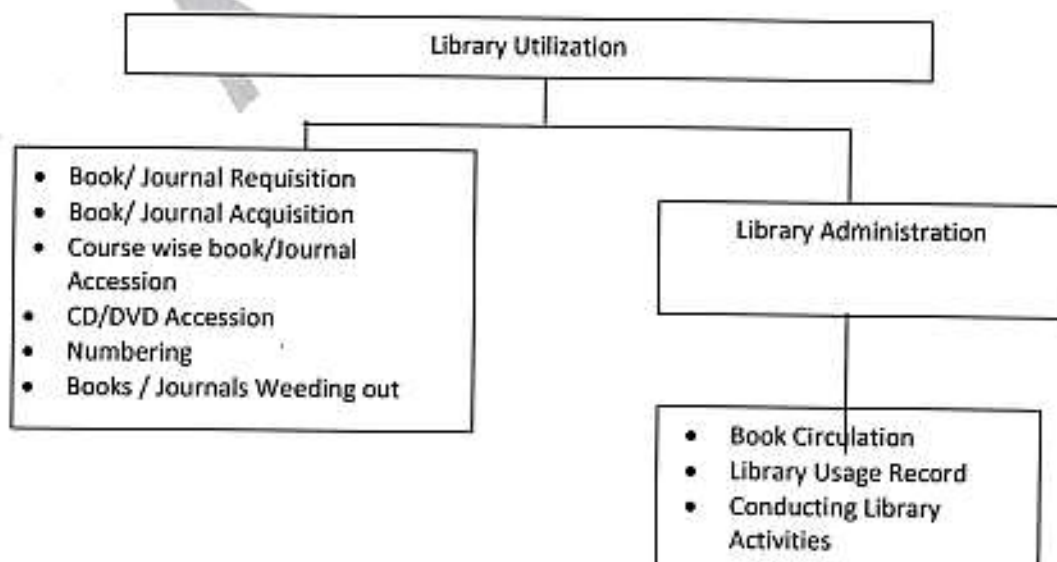
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Chairman</li> <li>• Secretary</li> <li>• Teaching / Nonteaching staff Members - 7</li> <li>• Student representatives 3</li> </ul>
<b>Frequency of Meetings</b>	<ul style="list-style-type: none"> <li>• Twice in a year and as an when required</li> </ul>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To act as a channel of communication and dialogue between the College Library and its users.</li> <li>• To frame / update library policy, rules and regulations.</li> <li>• To prepare library budget for the academic year in February and revise budget in October</li> <li>• To promote Innovative practices in the Library functions</li> </ul>
<b>Functions</b>	<ul style="list-style-type: none"> <li>• To provide for proper documentation services and updating the Library collection.</li> <li>• To work towards modernization and improvement of Library and documentation Services.</li> <li>• To maintain the required books, magazines, Journals, CDs/DVDs as per the University Syllabus and the requirement given by the students and staff.</li> <li>• To Monitor the usage of library .</li> <li>• To Motivate and encourage the students and staff to read by conducting various activities, competitions.</li> <li>• To provide support for i4 journals subscription</li> <li>• To maintain the correct record of the books, journals and display it in the library.</li> </ul>



	<ul style="list-style-type: none"> <li>• To put up on the Notice board display the paper cuttings useful for students and staff</li> <li>• To formulate policies and procedures for efficient use of Library resources.</li> <li>• To adopt measures to enhance readership</li> <li>• To prepare budget and proposals for the development of the Library.</li> <li>• To conduct library orientation program, FDP on accessing e resources.</li> <li>• To monitor and enhance library usage with specific reference to e-journals</li> <li>• To promote Innovative practices in the Library functions</li> <li>• To monitor and enhance library usage with specific reference to e-journals</li> <li>• To frame / update library policy, rules and regulations.</li> </ul>
--	---

## Library Procedures

The library committee has to follow it has to follow certain procedures for smooth functioning of the library. The overall management of the library are divided into Library administration and library utilization as shown in the flow chart below:





<b>Effectiveness criteria</b>	<ul style="list-style-type: none"> <li>• Availability of books as per requisition</li> <li>• Accession register</li> <li>• Feedback</li> </ul>
<b>Procedure 2</b>	<b>Book Acquisition</b>
<b>Time Schedule</b>	<ul style="list-style-type: none"> <li>• In the beginning of every academic year year</li> </ul>
<b>Procedure</b>	<ul style="list-style-type: none"> <li>• To procure Selected books from the vendor for approval.</li> <li>• For Journal acquisition To get the proposed book approved by the concerned faculty members by checking the contents and language etc.[For Audio/Video Material arranges a demo ]</li> <li>• To get the quality of selected book, with the help of Faculty members, HOD and Librarian</li> <li>• To Get the approval for purchase from the Principal [ based on the budget [ In case of Journal / news paper subscription the period needs to be mentioned ]</li> <li>• To inform the administrative department about the purchase</li> <li>• To check the price and the discount offered by the vendor as agreed</li> </ul>
<b>Procedure 3</b>	<b>Book Accession</b>
<b>Time</b>	Throughout the year
<b>Procedure</b>	<ul style="list-style-type: none"> <li>• To do Course wise book accession Mandatory columns. in the accession register are a) Accession no      b) Title Name      c) Author name d) Edition    e) Publication Year    f) Publication      g) No. of pages h) call no.      i) ISBN No.      j) Bill No. k) Bill Date.      l) Book Price      m) Remark</li> <li>• To Check the quality of books in terms of binding , missing pages and replace in case of problem</li> <li>• To Write acc. No. (from-to) on the back of the bill.</li> <li>• Prepare book card after accession before placing in the rack</li> </ul>
<b>Procedure 4</b>	<b>Journal Accession</b>
<b>Time</b>	<ul style="list-style-type: none"> <li>• Throughout the year</li> </ul>













