4.4.2 <u>Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words)   Library:</u>

• The Library follows certain protocols in the usage of books. The entry register is kept for both staff and student at the entrance to the Library. Any user who enters the Library must make entry in the register to use the facilities available in the Library. A well- developed procedure is followed for purchasing of books, journals etc. Faculty members submit requisitions for purchase of books through Principal. Once requisition containing favorable remark of Principal, it is further processed for purchasing of books.

• After procurement, the books are processed and classified by using DDC system and then only are made available for lending to students and staff members.

• Students and Staff members have open access to Library and also can access the availability of books through OPAC.

• At the beginning of the first year, every student is issued one Library Card after collecting their details. Books are issued to the students on the library card.

At the end of every semester all the students must return the books to the Library. Likewise the teachers are also allowed to take of books by making entry in the teacher's register. They also return the books after they finish reading and whoever is leaving the institution be it a student or faculty must get a no due certificate from the Librarian.

• All the Library books issue/ return activities are integrated and administered smoothly by using Autolib software.

• The Reading Hall is under CCTV surveillance. This is exclusively used by students and staff members.

 Computer Maintenance policies:

• Purchase coordinator and laboratory in-charges are given authority to plan the development of laboratories and procure the equipments accordingly as per the requirement.

• College follows decentralized purchase process for procurement of computers and peripherals. Centralized Purchase-in-charge is appointed to coordinate the process of purchase. He collects requirements of computers and peripherals from departmental laboratory In-charges.

• After collecting department wise requirements, a collective requirement for institution is prepared by purchase In-charge and is presented to the Principal and Director for formal approval and budgetary arrangements.

• Once it is approved, quotations are called from different vendors/suppliers by purchase In-charge. A detail comparative statement is prepared and vendors are called for discussion and negotiation to select quotations.

• Purchase Committee comprising of Directors of the institute, Principal and Purchase in-charge attend the negotiation meeting with vendors/ Suppliers. After the discussion and on the basis of negotiated rate given by vendors along with terms and conditions. On the basis of lowest quoted rate the vendor is selected by purchase committee and purchase order is issued accordingly.

Institute strongly believes in the participative management.

Academic Support facilities at institution:

• Classrooms with LCD Projectors

• Computer Laboratories

• Conference Hall

• Auditorium (Common facility)

• Play Ground (Common facility