

4.4.2 POLICIES

SYSTEMS AND PROCEDURES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORTIVE FACILITIES

CLASS ROOMS:

College has 6 classrooms with ICT facilities.

- 1) Classrooms are utilized as per the timetable of the college.
- 2) Maintenance of teaching aids like, LCD, Computers, Laptops are done by IT department workers.
- 3) Students are not permitted to use classrooms and teaching aids without concerned permission.
- 4) Classrooms are painted and maintained at all times.
- 5) Classrooms are kept clean by the supporting staff which is followed diligently everyday.

LABORATORIES:

- 1) Consumables and non-consumables like equipments for the lab are purchased by the institute purchase department.
- 2) The equipments purchased will be entered in the stock registered and maintained.
- 3) Safety measures are followed for the maintenance of equipments.
- 4) Special maintenance protocol is adhered to strictly for high-end equipments.
- 5) Annual budgets are prepared every year at the end of the academic session.
- 6) Lab safety measures are strictly followed.
- 7) Safety sign boards and charts are displayed in all laboratories.
- 8) Use of lab coats are mandatory for faculty and students.
- 9) Periodic maintenance of laboratories are carried out.

LIBRARY:

1)	Library carpet area	8085 Sq. Mts
2)	No. of volumes present	6747
3)	No. of Journals present	62
4)	No. of volumes I circulation	510
5)	Library Automation software	Libsoft 9.8

1. Collection Policy

Librarian has the responsibility for the implementation of collection development policy. The Librarian will also encourage each college of the faculty to select materials to build the collection of relevant material in the library.

The guidelines for materials selection for the Library are as follows:

1. Faculty recommendations

2. User requirements
3. Price and date publication
4. Advisory committee recommendations
5. Strength and weakness of Library's existing collection

The library will select materials based upon researching the appropriate professional literature, which consists primarily of:

1. Publishers advertising material, catalogues, brochures
2. University recommended Textbooks
3. Books as per the syllabus of various courses

2. Collection Maintenance Policy

1. Collection Maintenance Policy Receive instructions from the higher authority to procure books
2. To collect indent / Requirement Book list through HOD'S
3. Requirement of Book list is prepared by below mentioned criteria
 - a) According to Syllabus
 - b) By the help of Book Catalogue
 - c) Request / Demand / Requirement from the Users like Students / Staff
 - d) Latest Books which are recommended from the publisher.
4. Duplication Check & Finalized the list
5. Request the Quotation from the Selected Vendors
6. Have to do the Comparison Statement & Cross verify the Price and have to decide / confirm the vendor.
7. Procure the approval from the principal / From the Director
8. Order the books to the concerned vendor. Have to send soft copy through the mail before sending the hard copy.
9. Remind About the order through the mail as well as phone

3. Procedures for processing Library Books

1. Receive the books with bills from the concerned publishers and Venders and send it to the technical section
2. Have to do the physical check like damage, cage missing, old, binding, empty sheets, offer, gift, enclosure etc.
3. If the Book is damaged then we have to return to the concerned
4. Divide the books into bill wise & as well as department wise
5. Acc the book: stamping the seal, maintain secret page, have to paste due date slip, book poach,
6. Have to fill book card,
7. Have to prepare the barcode,
8. Have to enter the details to the software / system
9. Have to enter the accession and details to the back side of the bill and have to file one set of the same in concerned file, and have to send one copy to the accounts department.
10. Finally have to locate / send the Books to concerned rack.

4. Non book Material

All policies and procedures for processing books also applicable for non-book materials, except stamping. Book card, book pocket and due date slip is slightly deference because of non-book format, alternate methods are adopted for the same.

5. Circulation Policy

Students and staff members are entitled to borrow the library items as follows:

Category	Books Limitation	Borrowing Period
Faculty	03 Books	07 Days
Non Teaching Staff	02 Books	07 Days
Students UG / PG	02 Books	07 Days
PG Students	02 Books	07 Days

For departmental library, required books will be issued to all HOD's of respective departments. HOD's are responsible for borrowing and returning the same

1. Borrowing Rules-Student

Issue System:

Books will be issued on presentation of the library Borrowers card / Student Identity card. Students are instructed to check the books while borrowing and they will be Responsible for any type of damage or mutilation noticed at the time of return.

Overdue Charges

Books will be issued to the students for 15 days only. In the last page due date slip is pasted and stamped mentioning the due date and the fine will be charged @ Re.2 per day per book from the due date till the book is returned to library.

Book Lost

If the books are lost, borrower should have to pay double cost of the book after getting permission from the Librarian.

Care of library borrower cards

Take special care to maintain the library borrower cards / Students Identity Cards. Do not fold; alter entries made on the cards.

Loss of cards

Loss of borrower card should be reported to the librarian in writing. After checking the borrowing register they will be issued a fresh replacement card on a payment of nominal fee per card.

Validity of cards

Library borrower cards are valid for the respective academic year only and fresh cards will be issued for each year. At the end of the academic year borrower cards shall be returned to the library.

No due Certificate

Each staff and students shall obtain **No dues certificate** from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

Care of Library Books

Students are required handling the books/ Journal very carefully; marking with pencil writing or Highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

6. References Services

There are many of reference sources available that cover nearly every subject. The reference books such as books, materials, dictionaries, journals, back volumes etc CD-ROMs and on-line databases can use these facilities during library hours. A large part of using reference sources well is choosing the correct one.

7. Journal Subscription Policy

The payment towards the journal subscription could be made

- Directly to the publisher or
- Through the subscription agent / vender
- Normally there is no discount on the journals.
- Wherever advance payment is required, the same may be made and a record thereof should be maintained.
- Prices have been properly charge in agreement with the publisher's latest catalogue.
- Proof of GOC substitute rates having prices in foreign currencies as on the date/month of invoice for the payment journal subscriptions
- Missing issues/delayed supply of the journal issues can be claimed on quarterly basis.

8. Ordering journals:

- Collect priority list with the approval of library advisory committee and the Director

- Stick on to the Terms and Conditions of the Library
- Budget estimation based on the costs, currency conversion
- Place orders from available options as indicated in terms and conditions
- Payment against the original and proper invoice/bill/renewal notice etc.

9. Stock Verification Policy

Stock Verification

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced documents, identifying documents that need repair, etc. The verification has to be carried out once in a year by a team of members appointed by the LAC and the library staff will assist the verification team.

Loss of Publications

- Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian has a role as information manager and not just a custodian. Therefore he/she should not be held responsible for the losses.
- A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action be taken to write off the publications by competent authority.
- If the loss of book is more than the permissible extent, the causes of such loss may be investigated by the competent authority and the remedial measures be strengthened.
- Occasional loss/damage of issues of periodicals is inevitable during postal transit. If the payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non-receipts/damages be considered as loss for write-off.
- There may be no objection to the Librarian disposing of mutilated/ damaged/ obsolete volumes to the best interest of the library. However, the disposal of such volumes should be made on the recommendations of a Library Advisory Committee to be appointed by the competent authority which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.

10. Procedure for write-off

- List the documents not found during stock verification
- Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task)
- Prepare pre-final list of the documents not found and publicize
- Compile a final list of documents not found
- Compare with the list of earlier stock verification to identify common entries
- Compare losses with borrowing/ consulting / photocopying statistics
- Get approval from the Principal
- Make necessary entries in the accession register, write-off register, assets register, etc
- Improve the system with additional precautionary measures

11. Library Rules and Regulations:

- Students are requested to enter their name and sign in the gate register while entry and exit.
- Two books will be issued for U.G. students, three books for P.G. students and three books for staff.
- Books will be issued for a week. Borrowers' should be return books on or before due date, failed they have to pay of Rs. 10/- per day as an overdue. Due date will be mentioned on due date slip on last page of the books.
- Renewals are allowed only 2 times.
- Books issuing and returning in between 9.00 A.M. and 5.00 P.M
- Borrower must responsible for borrowed books
- Personal belongings like bags, blazers, aprons, mobile phones and eatable things are not allowed inside the library
- Reference books / Journals / Dissertations are allowed to take outside from the library.
- Students should produce their I.D card / Smart card whenever they enter the library.

- If any students found misbehaving inside the library, he/she will be suspended from the library for one month.
- Students should maintain silence inside the library.
- Before collect the no due from the library they should return borrowed books

12. Library Working Hours: -

Monday to Friday : 9:00AM TO 10:00PM

Saturday : 9:00AM TO 8:00PM

Sundays and General Holidays: Holiday

13. User Services

- **Circulation:** Usually found near the main entrance of the library. It provides lending **services** and facilities for return of loaned items. Renewal of materials and payment of fines are also handled at the circulation desk.
- **Reprographic facilities:** Reprographic services, such as photocopies of articles from print journals, printout of online journals, scanning and spiral binding.
- **Reference Services:** There are thousands of reference sources available that cover practically every subject. The reference sources such as books, serials, dictionaries, CD/ROMs and on-line databases can use these facilities during library hours. A large part of using reference sources well is choosing the right one.
- **Internet browsing facility:** Total 15 no of computers and four lease band internet connection are available in campus, i.e. one Reliance internet with 16 mb/second and three BSNL connections with 5 mb /second each connection. The students and academic staffs are using systems for accessing online resources under HELINET and other web resources
- **Over Night issue on request:** Reference sources will be issued for overnight on request.

- **Orientation to Students:** The Library Orientation program offers first year U.G. & P.G. students an introduction to the Library's resources and services, as well as information on effective research strategies in HELINET and other web resources.
- **News Papers clipping services:** Library will collect articles published in news papers in related to dental and medical.
- **Display of new arrivals:** Library is a growing organism; every year books will be procured to the library. List of New Books added to the Library Collection and new arrival journals will be displayed for users' attention.
- **Books exhibition:** Every year books exhibition will be conducted in library premises for benefit of the students' and new editions of books will be selected for library by faculty members, students and library staff.
- **Question bank services:** Every year U.G. and P.G. questions papers will be updated for benefit of the students.
- **OPAC:** Online Public Access Catalogue, it is an online database of all of the resources held in the library. Users can search OPAC to locate books in the library. It lists the number of the items, whether they are in the library or out on loan, and their call number.

SPORTS FACILITIES:

Besides academics, the college is committed to train the students overall.

- 1) A well-equipped gym is provided in the hostel.
- 2) Sports facilities are periodically maintained under the guidance of the concerned faculty.
- 3) Usage of sports material is under the guidance of physical education department.
- 4) No outside equipments will be allowed inside the campus.

SEMINAR HALLS:

- 1) All the 9 departments of the dental college have their own seminar halls allotted.
- 2) The system administrators maintain the electric and ICT facilities.
- 3) ICT equipments and furniture's are upgraded on need basis.
- 4) Cleanliness is maintained by the support staff.

TRANSPORTATION:

- 1) Transport manager monitors the utility off the vehicles, service of vehicles, payment of taxes and insurance for the same.
- 2) Grievances of the commuters, if any, are addressed immediately.