



### Policy for Maintenance and SOP for Utilization & Maintenance

#### Classrooms:

College has 6 classrooms, all are having ICT facilities

1. Allotment/utility of classrooms are subject to submission of requisition through proper channel.
2. Utilize the classrooms as per the prescribed timetable by the college.
3. Classrooms are under CCTV surveillance.
4. Maintenance of teaching sides like LCD, computers, laptops is done by IT dept. work force.
5. For using ICT, most of the departments have laptops. If required more number, faculty have to book with system admin in advance.
6. Students are not allowed to use classrooms & teaching aids without prior permission of the concerned teachers.
7. Classrooms will be painted frequently at the time of vacation.
8. Cleanliness of the classrooms is maintained by the supporting staff of the college


#### Laboratory:

1. Purchase of lab equipment & consumables should be executed through proper channel.
2. All the lab equipment & consumables shall be recorded in the stock book & maintained periodically.
3. All the lab heads shall submit annual laboratory budget to the head of the department well before the beginning of the academic session.
4. First aid box should be provided in all the laboratories & periodically it should be checked for necessary changes. Maximum care should be taken for lab safety measures.
5. Safety sign boards & charts should be displayed in all the laboratories.
6. Students are allowed to utilize laboratories as per the prescribed time table by the respective departments.
7. Practical records and lab coats are mandatory for students. Procedures for using lab equipment's are maintained.

#### Computers:

##### Systems & Procedures:

1. For the use of students (UG/PG) college has provided branded desktops with latest configuration.
2. Quotations are taken from 2/3 vendors and compared before preparing purchasing order as per the recommendations from IT committee of the college.
3. A qualified system administrator is appointed on permanent roles ensures the network administration and attends the working issues of the computers

  
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4. Lab coordinators take care of the configuration, the systems/installation of drivers and software's from time to time on demand.
5. Annual maintenance of the online UPS is done and logbook is maintained with that respect.
6. All the hardware/software purchased/procured details are maintained in the stock register from time to time.
7. Details of the regular maintenance/repairs refilling of cartridges and disposal of e-waste are maintained by system admin of the department.

#### Library:

1.	Library Carpet Area	8085.sq.ft (105'x77' sq. ft,)
2.	No. of Volumes Present	6747
3.	No. of Journals Present (UG/PG)	62 (2020)
4.	Library Automation Software	Libsoft 9.5.0

#### Collection Policy

Through acquisitions, librarian has the responsibility for the implementation of collection development policy. 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. Relation to current trends
5. Advisory committee recommendations
6. 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' leaflets, catalogues, brochures
2. University recommended Textbooks
3. Books as per the syllabus of various courses



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### **Collection Maintenance Policy**

1. Special arrangements are made to accessioning library materials (book or non-book) immediately, if the request is deemed urgent.
2. Any and all suggestions given by patrons, library committee and staff members to improve the efficiency of technical services will be taken in to consideration.
3. The library does not access donated books whose publications dates are very old and damaged

### **Procedures for Processing Library Books**

1. When the book is pulled out for correction or repair, all necessary work should be done as soon as possible.
2. Enter all information to the local database as well as accession register.
3. Each book is stamped classification number assigned, bar-coded, book pocket is pasted in the book & due date slip and book card is the prepared.
4. Cataloguing information at this point is done following dewey decimal classification.
5. Book card is kept inside the pocket and paste the pocket is pasted to the centre of inside of back cover page.
6. Stamp the first and last page as well of 51st page of each book.
7. Stamp the top, bottom and side edges of each book with oxford dental college library stamp.
8. Place a bar code on the front cover page itself. If there is some descriptive information on the cover page, place a barcode in suitable corner, or at the edge of the cover page.
9. Statistics are kept for the purpose of reporting all departmental activities.

### **Non – Book Materials**

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



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### Circulation Policy

Staff members are entitled to borrow the library items as follows:

Member Type	No. of Books	Days	No. of Non-Books	Days	Max. Items	No. of Renewals
Principal	10	30	5	30	15	2
Teaching Staff	10	30	5	30	15	2
Non-Teaching Staff	10	30	5	30	15	2
Office Staff	10	30	5	30	15	2

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.

### Borrowing Rules – Student

1. For UG students, two borrower's tickets will be issued to each student and they can borrow two books at a time for a week. For PG students 4 books will be issued at a time for week.
2. Books can be borrowed only on producing the valid borrower's ticket.
3. Borrowers are responsible for returning items issued to them on or before due date.
4. All the overdue items are fined at Rs 3/- per item per day.
5. In case of loss of books, the borrower is required to replace the book with latest edition.
6. If the book is not available anywhere for purchase, the borrower must pay twice the cost of the book.
7. Books from general collections are issued to all eligible members as per their entitlement.



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### References Services

Reference books, materials such as encyclopaedia, dictionaries, journals, back volumes etc, are not issued. Users can be used reference books only after showing valid ID cards.

### Journal Subscription Policy

The payment towards the journal subscriptions could be made

- ❖ Directly to the publisher or
  - ❖ Through the subscription agent / vendors
1. Normally there is no discount on the journals.
  2. Wherever advance payment is required, the same may be made and a record there of should be maintained.
  3. Prices have been correctly charged in accordance with the latest catalogue.
  4. Library should not subscribe journals against personal subscriptions. However, journals received against institutional membership are acceptable.

### Ordering Journals

1. Compile a priority list with the approval of library advisory committee and the principal.
2. Adhere to the terms and conditions of the library.
3. Budget estimate based on the costs, currency conversions.
4. Place orders from available options as indicated terms and conditions.
5. Payment against the original and proper invoice /bill/renewal notice etc.

### Stock Verification Policy

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced documents , identifying documents that need to repair , etc. the verification has to be carried out once in 3 years by a team of members appointed by the principal and the library staff will assist the verification team.

1. Some loss of publication is inevitable especially in the concept of open access practice in libraries. The librarian has a role as information manager and no just a custodian. Therefore he/ she should not be held for responsible for the losses.
2. Loss of 5 volumes per 1000 volumes issued and / or consulted in a year may be taken as reasonable.
3. A publication may be considered as lost only when it is found missing in two successive stock verification and there after only action be taken to write off the publications by the component authority.



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4. 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 replacement. In such cases, the non - receipts / damages are not considered as loss for write-off.
5. There may be 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 permitted by the principal.

### **Replacement**

The library will not automatically replace all materials withdrawn from the collection. Decisions to replace an item will be based on the demand for specific titles in support of curriculum, number of copies on the shelf, subject content, and the availability of newer and better material on the subject.

### **Binding**

Binding the damaged and important books is carried out whenever required.

### **Weeding**

The following categories of materials can be considered for weeding out:

- Superseded editions
- Worn, mutilated, and /or badly marked items
- Missing and outdated books.
- Outdated and / or inaccurate information
- Outdated textbooks
- Ephemeral material (e.g. newsletters, progress reports, pamphlets) including those materials that lose value after a certain period of time such as: annual reports, directories, yearbooks, annual editions of tax books etc.



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### **Procedure for Write-Off**

1. List the documents not found during stock verification.
2. Library staff to make all efforts to locate the document not found during stock verification.
3. Prepare pre-final list of documents not found to publicize.
4. Compile final list of documents not found.
5. Compare with the list of earlier stock verification to Common entries.
6. Compare losses with borrowing / consulting / photocopying statistics.
7. Get approval from the principal.
8. Make necessary entries in the accession register write-off register, assists register etc.....
9. Remove records from database.
10. Improve the system with additional precautionary measures.

### **General Rules**

1. Calm atmosphere should be maintained in the library. Silence must be observed in the library at all times
2. food and drinks are not allowed in the library premises
3. Bags or personal books are not allowed into the library. Personal belongings should be deposited in the property counter.
4. Library is not responsible for any loss of damage of personal belongings
5. Use of mobile phones anywhere in the library is not permitted
6. All the books need to be returned or renewed physically with in the stipulated due date.
7. No material from the library should be taken out without proper issue. Taking book (s) without adhering to the procedures will invite disciplinary action.



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### **Sports Facilities:**

Apart from academic facilities the college has also exhibited its commitment to provide facilities for sports, games & cultural activities. To strengthen & enrich the sports activities well equipped gym is provided in the boy's hostel of ALTS. For sports department separate administrative room is provided in the campus.

1. Well before an academic year begins, an advisory committee for physical education is constituted to ratify, suggest, advice and recommend on matters of sports and physical education activities for the college.
2. Sports facilities should be facilitated periodically by the maintenance staff under the guidance & requisites of the concerned and facilities should be maintained periodically & keep clean & tidy.
3. Usage of sports material shall be under the guidance of the PED
4. None of the sports materials shall not be taken out of the campus without the prior permission of the concerned.
5. None of the outside equipment, materials, sports materials shall not be taken inside the campus without prior permission of the concerned.

### **Seminar Halls:**

1. Prior Intimation and permission are required to utilizing halls, log books will be maintained for the same.
2. Once date is fixed in charge person will take carte for the required arrangements.
3. Electrician and system admin are in charge for electrical and ICT facilities in the hall.
4. ICT equipment's, air conditioners and furniture's are upgraded from time to time on need basis.
5. Walls will be painted frequently at the time of vacation.
6. Cleanliness of the halls is maintained by the supporting staff of the college regularly.

### **Transportation:**

Transport in charge will monitor the utility of the vehicle, time to time service of the vehicle, payment of taxes and insurance for the same, grievances of the commutes if any resolving.





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### SOP for Utilization & Maintenance

1. Every day the in charge of maintenance department should visit all the concerned departments.
2. Receive complaints from various depts.
3. Attends to the complaints on priority bases. If any emergency work received in between they are attended, the complaints are also received through phone calls by PG/UG students.
4. Any major Complaints, informed to HOD and taking permission from Dean and Director.
5. After approval from Dean and Director order is placed and purchase the spares for servicing.
6. Any spares replacement through indent from central store.
7. Any spares replaced in the departments, take signature from the concerned staff [serviced book maintained]
8. Regarding maintenance some precautions were suggested to the concerned staff (Staff Nurse, Attenders and Technicians)
  - In the time of treatment to avoid the patient to spit the cotton in the spittoon bowl,
  - After ending the usage of suction been instruct to re-suction with the normal water (to avoid the smell and the blockage)
  - Clean the suction filter, Booster bottle, twice in a week
  - Suggested to use only distilled water for Digital autoclave for sterilization,
  - Before closing the department all the dental chairs should put in raised condition. (To avoid the drain blockage)
9. Every last week of the month meeting is conducted along with concerned staff [for discussion about the maintenance related work, for approval, purchase of spares etc.]



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## Management of Water

1. Source of water
  - Tankers
  - 15 tankers per day
  - Each tanker contains 12,000 litres
  - Total 300000 litres
2. Types of water
  - Raw water
  - Drinking water
  - Laboratory water
  - Sewage water
  - Rain water
3. No. of motors used-3
4. Horse power – Motors.  $10 \times 3 = 30$  HP (3 no's of motors each 10 HP capacity)
5. No. of water tanks (overhead and underground tankers)
  - $2 \times 12000 = 24000$  L (overhead tank)
  - $2 \times 24000 = 48000$  L (underground tank)
6. Capacity of overhead tank -12000 L
7. Capacity of underground tank – 24000 L
8. Quantity of water pumped everyday –  $10000 \times 2 = 20000$  L.
9. Water usage for gardening – STP 100 KLD (Total capacity 300 KLD)
10. Waste water sources – canteen, toilets and labs.
11. Use of waste water – STP.
12. Fate of waste water from labs – Yes
13. Whether waste water from labs mixed with ground water – Connected to STP.
14. Any treatment for lab water – No separate (it is connected to STP)
15. Whether any green chemistry practiced in labs – Yes.
16. No. of water coolers –1.
17. Rain water harvesting available -Yes
18. Whether sewage treatment plan (STP) is available – Yes
19. List of equipment's installed in STP – sand filter, carbon filter, aeration compressor.
20. Whether solar hot water system is available in campus– hostel block.
21. Any leak taps – Nil
22. Amount of water lost per day – Nil
23. Any water management plan used – Recycling waste water management plan. (STP plant used)
24. Any water saving techniques followed - water storage in overhead and underground tank.
25. Are there any signs reminding peoples to turn off the water – Yes.



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26. No. of water flow meters available – 2 Nos (IN – OUT)
27. Method of water consumption monitoring -Inward and outward meter reading.
28. Breakup daily water consumption-
- College – 10000 L
  - Gardening- STP
  - Hostels- 10000 L
  - Toilets – STP
  - Utilities – 5000 L
  - Canteen – 5000 L
29. Month wise water bill for next two years – Enclosed.
30. STP Details-

Sl. No.	Description	Details
1.	STP plants installed	1
2.	Capacity of STP	300000 L
3.	Technology of STP	Aeration
4.	Year of installation	2012
5.	Water flow meters installed	Yes
6.	Quantity of sludge	35 kg per month
7.	Disposal of sludge	yes (sludge drying bed 3 no's)

31. Ro plant details:- 1 (2000 L) 500 L/hr
32. Please attach recent water quality test reports for borewell water, drinking water and STP processed water – Yes
33. What are the sources of hot water – hostel – solar, electrical geyser.
34. What are the usage areas of hot water – bathrooms and labs.



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SL No.	Name of the department	Spares expenses	Amount in Rs
1.	Jaydeva	1960+1864+335+5428+4159+1200	Rs 10787/-
2.	Conservative	1800+2700+10620 2250+3000+1500+254	Rs 26679/-
3.	Pedodontics	650+254+9322+636+1955+590	Rs 13407/-
4.	Surgery	2700+700+679	Rs 4079/-
5.	Auditorium	4071	Rs 4071/-
6.	OMR	2124	Rs 2124/-
7.	General Maintenance	1500+270+793+719+116821	Rs 120103/-
8.	Orthodontics	4938+750	Rs 5688/-
<b>TOTAL</b>			<b>Rs 186938/-</b>



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3.	Pedodontics	650+254+9322+636+1955+590	Rs 13407/-
4.	Surgery	2700+700+679	Rs 4079/-
5.	Auditorium	4071	Rs 4071/-
6.	OMR	2124	Rs 2124/-
7.	General Maintenance	1500+270+793+719+116821	Rs 120103/-
8.	Orthodontics	4938+750	Rs 5688/-
TOTAL			Rs 186938/-

  
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