

**Godutai Doddappa Appa Arts & Commerce Degree
College for Women, Kalaburagi**

**4.4.2 System and Procedures for Maintaining and Utilizing
Physical, Academic and Support Facilities**

CLASS ROOMS :

College has 40 rooms in campus. Out of 40 rooms 26 are class rooms
13 rooms are ICT facilities.

1. Allotment/Utility of class rooms are subject to submission of requisition through proper channel.
2. Utilize the class rooms as per the prescribed time table by the college.
3. Class rooms are under surveillance of CCTV.
4. Maintenance of teaching aids 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. Cleanliness of the class rooms is maintained by the supporting staff of the college regularly.


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LABORATORY :

In campus facilitated with 10 Laboratories of different subjects i.e Computer Science 03, Journalism, Music, Fine Art, Physics, Chemistry , Botany, Zoology, FM Radio Station 01 each.

1. Purchase of lab equipment and consumables should be executed through proper channel.
2. All the lab equipment and 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 institution well before the beginning of the academic session.
4. First aid box should be provided in all the laboratories & periodically in should be checked for necessary changes. Maximum care should be taken for lab safety measures.
5. Safety sign boards and charts should be displayed in all the laboratories.
6. Prescribed lab manual shall be maintained in the laboratories.
7. Students are allowed to utilize laboratories as per the prescribed time table by the respective departments.
8. Practical records and lab coats are mandatory for students.
9. Procedures for using lab equipments are maintained.


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COMPUTERS

Systems & Procedures :

1. For the use of students college has provided branded desktops.
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 appointed on permanent roles ensures the network administration and attends the working issues of the computers.
4. Lab coordinators take care of the configuration the system/installation of drives and software's from time to time on demand.
5. College has Microsoft Licensed software taken from Cartel Info systems Pvt. Ltd.
6. Quick Heal Anti –Virus (procured from Samarth Security System) take care of virus issues.
7. Firewall has been procured (VITECH TRADERS) for extra security to ensure the systems from malfunctions and controlled browsing.
8. 10Mbps internet speed from ACT fibre fulfils the browsing needs. (Billing is on monthly basis)
9. Annual maintenance of the online UPS is done.
10. All the Hardware/Software purchased/procured details are maintained in the stock book from time to time.
11. Details of regular maintenance/repairs refilling of cartridges and disposal of e-waste are maintained by system admin of the department.


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LIBRARY :

Library & Information Centre is accommodated with the carpet area 625 Sq Mts .

Collection Policy :

Through Acquisitions, Librarian has the responsibility for the Implementation of collection development policy. He will also encourage each faculty of the college to select materials to build the collection of relevant material in the library.

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

1. Faculty recommendations
2. User requirements
3. Price and date of Publication
4. Relation to current trends
5. Advisory Committee Recommendations
6. Strengths and weaknesses of SC-Library's existing collection

The Library will select material 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.

Collection Maintenance Policy

1. Special arrangements are made to Accessioning library materials (books or non-books) 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 into consideration.
3. The library does not Access donated books whose publication dates are very old and damaged.


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Procedures for Processing Library Books :

1. Enter all information into the local databases as well as Accession Register.
2. Each book is stamped, classification number assigned, bar-coded, books pocket pasted in the book & due date slip and book card is prepared.
3. Stamp the top, bottom and side edges of each book with 'Godutai College Library' stamp.
4. Place a barcode on the front cover page itself. If there is some descriptive information on cover page, place a barcode in suitable corner or at the edge of the cover page.
5. Statistics are kept for the purpose of reporting all departmental activities.

Non-Book Materials

All policies and procedures for processing books also apply for non-book materials, except stamping, book card, book pocket and due date slip is slightly different because of non-book format, alternate methods are adopted for 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.
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 the due date.
4. All the overdue items are fined at Rs. 3/- per item per day.

Issues of books to part time lecturer is done through respective HOD's only.

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


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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 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 losses 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.
- 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 verifications and thereafter only action be taken to write off the publications by competent authority.
- 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 the replacement. In such cases, the non-receipt/damages are considered as loss for write-off.
- 5 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 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 materials on the subject.

Binding :

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

Wedding :

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

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


Procedure for write-off

1. List the documents not found during stock verification
2. 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)
3. Prepare pre-final list of the documents not found and publicize
4. Compile a final list of documents not found
5. Compare with the list of earlier stock verification to identify common entries.
6. Compare losses with borrowing/consulting/photocopying statistics

7. Put up the list of common entries to the Principal along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits etc.,)
8. Get approval from the Principal.
9. Make necessary entries in the accession register, write-off register assets register etc.,
10. Remove records from databases
11. Close file
12. Improve the system with additional precautionary measures.

General Rules :

1. Calm atmosphere should be maintained inside library. Silence must be observed in the library at all times.
2. Food and Drinks are not allowed in Library premises.
3. Bags or personal books are not permitted into the Library. Personal belongings should be deposited in the property counter.
4. Library is not responsible for any loss or damage of personal belongings.
5. Use of mobile phones anywhere in the Library premises is strictly prohibited.
6. All the books need to be returned or renewed physically within 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 and enrich the sports activities well equipped Gym has been provided in campus. Facilities for indoor games like : Shuttle badminton, Table Tennis & Chess-Carom, Karate, Kickboxing, Yoga are being provided. Gym is installed in the room 76 Sqmts. The institute will make use of the corporation ground to conduct the Annual Sports meet. Coaches are being appointed to train the students in different sporting events for which the college hires the grounds on need base.

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. For students club level that too at national and international level participations, free structure shall be as per the decision of committee members.
3. Sports facilities should be facilitated periodically by the maintenance staff under the guidance & requisites of the concerned and facilities should be maintained periodically and keep clean and tidy.
4. Usage of sports materials shall be under the guidance of the PED.
5. None of the sports materials shall not be taken out of the campus without the prior permission of the concerned.
6. None of the outside equipment, material, sports materials shall not be taken inside the campus without the prior permission of the concerned.
7. Those students who have achieved in sports at National and International level are given free admission/free concessions etc.,


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