

## SRI KRISHNA DEGREE COLLEGE

### **Systems and procedures for maintaining and utilizing Physical, Academic and Support Facilities**

#### **Class Rooms**

College has 15 class rooms at the campus, all the class rooms have 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 Time Table.
3. Class rooms are under the surveillance of CCTV.
4. Maintenance of teaching aids like; Projectors, LCD, Computers, Laptops is done by IT department work force.
5. For using ICT, the departments have Laptops.
6. Students are not allowed to use class rooms and teaching aids without prior permission of the concerned teachers.
7. Class rooms will be painted frequently at the time of vocation.
8. Cleanliness of the class rooms is maintained by the supporting staff of the college regularly.

*Dr. N. Neha Kumari*  
Principal

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# 2 (P), ITI Layout, B.S.K. 3rd Stage  
BANGALORE 560 085.

## COMPUTER DEPARTMENT

### Systems and procedures

The college has 2 computer laboratory for UG & PG.

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. BCA Department takes care of the configuration of system/ installation of drives and software's from time to time on demand.
4. The college has annual agreement for Microsoft licenced software taken.
5. Anti-virus is installed to all the systems to take care of virus issues.
6. 100mbps internet speed from BBNL fulfils the browsing needs. (billing is on monthly basis)
7. Annual maintenance of the online UPS is done and log book is maintained with that respect.
8. All the hardware/ software purchased/ procured details are maintained in the stock book from time to time.
9. Details of regular maintenance/ repairs refilling of cartridges and disposal of e waste are maintained by system admin of Office.

*S. N. Nisha Kumari*  
Principal

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## LIBRARY

### LIBRARY RULES & REGULATIONS:

1. Users must bring ID cards while entering the library.
2. Borrowing materials without a valid membership/ identity card is prohibited. No one is permitted to use other member's card to borrow documents.
3. The borrower owes responsibility to return the book borrowed in good condition. Any damage, deface or soil is noticed at the time of return, library staff will refuse to accept the publication. The borrower has to replace or make good the loss of such publication
4. Overdue charges at the rate of Rs.1.00 per day per book will be charged for late return.
5. No loud conversation or group discussion is allowed in the library.
6. Food and drinks are not allowed in the library.
7. Please deposit your personal belongings at the property counter. Library staff is not responsible for missing or loss of personal belongings in the library.
8. Please don't restore used library documents. Leave them on the tables properly after use.
9. If the documents borrowed are lost the member has to inform to the library staff immediately. The borrower is having an option to replace with the same or latest edition and pay overdue charges. Cheaper edition like paperback or student edition will not be accepted.
10. If the borrower's card is lost, member has to inform the library staff in writing, duplicate card will be issued on a fee of Rs. 30/- each. If the original is found at a later date, it has to be surrendered. No fee will be refunded.
11. No due certificate is issued on clearing all the dues and surrendering borrower's ticket and ID card to the library.
12. Please switch off your cell phone before entering the library. Otherwise phone will be confiscated and a fine of Rs. 100/- will be charged.

*S. N. Veena Kumari*  
Principal

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### **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 Sri Krishna Degree College 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 Sri Krishna degree college 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

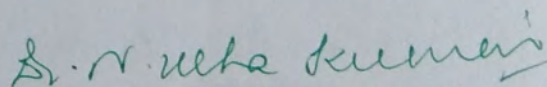
### **Collection Maintenance Policy**

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.

The Library does not Access donated books whose publication dates are very old and damaged

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

1. When a Book is pulled out for correction and / or repair, all necessary work should be done as soon as possible.
2. Enter all information in to the local database as well as Accession Register.
3. Each book is stamped, classification number assigned, bar-coded book pocket pasted in the book and due date slip and book card is prepared.
4. Cataloguing information at this point is done following Dewey decimal classification

  
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5. Book card is kept inside the pocket and paste the packet is pasted to the centre of inside of back cover page.
6. Stamp the 1<sup>st</sup> and last inside pages as well as 51<sup>st</sup> page of the book.
7. Stamp the top, bottom and side edges of each book with Sri Krishna Degree college stamp.
8. 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.
9. 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 packet and due date slip is slightly different because of non-book format, alternate methods are adopted for the same.

### 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	90	5	30	15	1
HOD'S/ Professors	10	90	5	30	15	1
Assistant Professors	10	90	5	30	15	1
Office Staff	10	90	5	30	15	1
Supporting Staff	5	90	5	30	15	1
Part time Lecturer	5*	15	-	-	5	-

\* Issue 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.

*Sri. N. Usha Kumari*

Principal

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### **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 fortnight. For PG students two books will be issued at a time of fortnight.
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.1/- per item per day.
5. In case of loss of books, the borrower is required to replace the book with the 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 collection are issued to all eligible members as per their entitlement.

### **Journal Subscriptions Policy**

The payment towards the journal subscriptions could be made

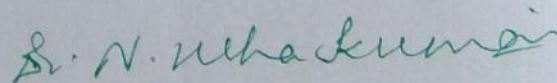
- a. Directly to the publisher or
  - b. Through the subscription agent(s) / Vendor(s).
1. Normally there is no discount on the journals.
  2. Wherever advance payment is required, the same may be made and a record there of should be maintained.
  3. Wherever is required, services charges will be paid
  4. Prices have been correctly charged in accordance with the publisher's latest catalogue
  5. 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 conversion.
4. Place orders from available options as indicated in 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 repair,



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etc, the verification has to be carried out once in a year by a team of members appointed by the principal and the library staff will assist the verification team.

1. 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.
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 their after only action are taken to write off the publications by competent authority.
4. Occasional loss /damage of issues of periodicals are inevitable during postal transits. 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 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.

### **Weeding**

The following categories of materials 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 text books
6. 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 Income Tax Books etc.

*Sr. N. Uthakumari*  
Principal

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### 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

*S. N. Usha Kumari*

*Principal*

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## Sports facilities

### Systems and procedures

Apart from the academic facilities, the college has also exhibited its commitment to provide facilities for sports, games and cultural activities. To strengthen and enrich the sports activities well equipped gym has been provided in the campus. Facilities for indoor games like shuttle badminton, chess carom, are being provided. There is a separate room for sports department. the college has obtained utility letter from the concerned authority to make use of the corporation ground for conducting outdoor sports events. The institute will make use of the channammanakere achukattu play group for sports activities during the academic year. Every year the college make use of UCPE ground, Jnanabharathi campus for Annual athletics. 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. As per the UGC certified education boards passing certificate of PUC students are eligible for the admission and that students are eligible to participate in the I/C, all India, BUB, and inter university competitions.
3. Every seat awarded to any sports student will have to come through recommendation from the physical education director with justification. Asper the policy of sports, the seat will then be awarded through admission office and sent for approval of the principal and management.
4. The sports facilities should be facilitated periodically by the maintenance staff under the guidance and requisites of the concerned and facilities should be maintained by periodically and keep clean and tidy.
5. Usage of sports materials shall be under the guidance of the physical education director.
6. None of the sports material shall not be taken out of the campus without the prior permission of the concerned.
7. None of the outside equipment, materials, sports materials shall not be taken inside the campus without the prior permission of the concerned.

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## Auditorium and Seminar Halls

### Systems and procedures

The college has a beautiful air conditioned auditorium and 2 seminar halls. It has plug and play facility.

1. Prior intimation and permission is required to utilizing auditorium and seminar halls.
2. The person who is going to organise the program is in charge of taking care of assets in auditorium and for required arrangements.
3. Electrician and system admin are in charge for electrical and ICT facilities in hall.
4. ICT equipment's, air conditioners and furniture's are upgraded from time to time on need base.
5. Air conditioners are under AMC for maintenance.
6. Auditorium is well renovated. Proper care is taken.
7. Cleanliness of halls is maintained by supporting staff of the college regularly.

*S. N. Neel Kumar*

Principal

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## Transportation

### Systems and procedures

College has one bus and one Winger and one two wheelers for commuting faculty, students and official use.

1. Transport in charge will monitor the utility of the vehicle, time to time service of vehicle, payment of taxes and insurance for the same, Grievances of the commuters if any will be resolved.
2. For industrial visits, excursions, if the number is more than the limit, then the transport in charge will arrange the required vehicle from the tourists.
3. When required, for the commutation of the students during inter college competitions bus facility will be provided.

*S. N. Uthakumar*

*Principal*

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