

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Institute has defined transparent policies and procedure for maintaining and utilizing physical and support facilities. All the policies are communicated to stake holders regularly. Detailed policies, procedure for maintaining and utilizing all the physical academic and support facilities are made available on website. For better understanding two examples are mentioned below

A) Laboratory facility

1. Lab InCharge regularly checks the resource available in custody and verifies its working condition.
2. Subject incharge is informed to check for any laboratory facility required according to syllabus or any extra experiments/projects to be performed by students.
3. Requirement of equipments or its non working is given to respective Head of Departments by Labincharge.
4. Purchase committee organize meeting to finalize the requirement with consent of Principal.
5. With the approval from Campus Director, purchase committee call for online quotation
6. Comparative statement is prepared and put up in front of purchase committee.
7. Vendors are finalized and Purchase order is placed with required terms and conditions.
8. Material installation and testing is done and satisfactory report is prepared and bill is sent to Principal.
9. Upon receipt of Principal's remark by finance department, amount is disbursed to concerned vendor.

B) Library facility

1. Only registered members are allowed to use the Library.
2. Registered members are issued one library borrow card library membership ID card.
3. Borrow cards/ library membership ID cards are non transferable.
4. Members should produce their ID cards at the entrance of the Library.
5. Readers should observe strict silence and switch off their Mobile phones etc. in the library premises.
6. Borrowers must satisfy themselves with the physical condition of books before borrowing.
7. Readers are not allowed to bring personal books or any printed material and other personal belongings like bags, mobile, etc. inside the library.
8. Readers should not write in, mark disfigure or damage books, furniture etc.

9. Books will be issued on presentation of the library 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.

10. 2 Books will be issued to the students for 15 days only. In the last page slip is pasted and stamped mentioning the due date and the fine will be charged @ Rs.2 per day per book from the due date till the book is returned to library.

11. If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book after getting permission from the librarian.

12. Loss of borrower card should be reported to the librarian in writing. After checking the borrowing register they will issued a fresh replacement card on a payment of Rs.50/ per card.

13. Each student shall obtain 'No dues' from the library after returning all the books issued, surrendering the Borrow card, Library ID card and after paying outstanding dues, if any.