

To monitor the quality of the policies and procedures of the institution, the college follows various systems and procedures for the effective functioning of the college. Some of them are listed below.

### **Academic:**

Policies are framed and deployed right from the admission till the students leave the college. The admission policies adhere to the norms prescribed by the Adikavi Nannaya University with regards to the selection. The students need to fill in the application form at the college. The student will be counseled with regards to the subject of his choice. Applications will be scrutinized and admissions will be done after scrutinizing them by strictly adhering to the university norms. Once admission accepted by the college, the same will be uploaded online to the university web portal.

### **Infrastructure:**

The student as well as the teaching community is free to use all the facilities available within the campus. The sports facilities can be used by the students with a written request submitted to the Physical Director at the beginning of the academic session. These facilities can be utilized by the students with the permission during their free periods or after the college hours. The library follows certain protocols in the usage of books. The entry register is kept for both staff and student at the entrance to the library. Anybody who enters the library must enter in the

register to use the facilities in the library. At the beginning of the first year, each student will be issued 2 library cards after collecting their details. New books will be issued to the students only after the previously borrowed books are returned in good condition. At the end of every semester, all the students must return the books to the library. Likewise the teachers are allowed to take any number of books after entering in the teachers register. They also must return the books after they finish reading. Whoever is leaving the institution be it a student or a faculty must get a no due certificate from the librarian. The lab facilities are open to all the students for academic purpose. The students must enter their names in the log book before entering the lab mentioning the time. The students are divided into batches so that the components or computers can be given equally for the students use. The students must maintain a lab manual and record the experiments and programs they do within the lab. They also must maintain a record book throughout the year which shall be taken into account at the time of practical examination. The computers are upgraded every year and the components in the electronic lab are replenished every year to provide the students with the state of the art experience

The college has maintenance committee that oversees the maintenance of buildings, classrooms and laboratories. The maintenance committee is headed by the Principal who in turn monitors the work of the Supervisor at the next level. The Supervisor is accountable to the Registrar and functions as the

coordinator who efficiently organizes the workforce, maintaining duty files containing details about their individual floor - wise responsibilities, timings, leave etc. The maintenance officer conducts periodic checks to ensure the efficiency / working condition of the infrastructure. Adequate in - house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by Non - teaching staff assigned for each floor. Wash rooms and rest rooms are well maintained. Dustbins are placed in every floor. The Green Cover of the campus is well maintained by a full time gardener. Optimum working condition of all properties/ equipment on the campus is ensured through annual maintenance contracts (AMC). The AMC purview includes maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers. Apart from contract workers, the college has trained in - house electricians and plumbers. Lab assistants under the supervision of the System administrator maintain the efficiency of the college computers and accessories. Parking facility is well organized. It is efficiently maintained by annually renewed contract employees. The campus maintenance is monitored through surveillance Cameras. Every department maintains a stock register for the available equipment. Proper inspection is done and verification of stock takes place frequently. The civil and electrical work is adequately monitored and maintained by the Estate office. Periodic reporting on

requirements of repairs and maintenance are submitted by the HODs to the Administrative office. The requirements are collectively processed in every semester break so as to keep things ready for the new semester. Pest control of library books and records is done every year by the maintenance department. Estate office manager and his team are involved in the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and house-keeping. The non-teaching staff is also trained in maintenance of science and computer equipment. The Estate office workers look after the maintenance of rest rooms, approach roads and neatness of the entire premises. Housekeeping services are regularly executed and monitored.

## **Laboratories**

The laboratories in the college are furnished according to the statutory rules. Necessary equipment and material is procured to deliver to the students the best standards of education. Procedure for installation of new machinery or software Inquiry is made based on the requirement Quotations are compared and best suitable is selected and recommended in order of preference. Purchase order is raised Machinery or software is received by respective departments. Preferred location is identified for installation and computer specifications are identified for making the required software compatible. Installation is done in the lab area in the presence of the concerned lab in-charge.

Demo is delivered by the vendor to the lab in-charge and lab technicians for proper utilization. Following the demo, the lab in-charges and lab technicians practically carry out the experiment and take necessary readings and run the software. This is done in the presence of the Head of the Department to ensure proper working of the equipment procured before the students use it. Lab-in-charges record the details of consumable and non-consumable equipment in respective registers. After receiving verification from the HoD, the same is duly attested by the Principal. Utilization With respect to the time table, the students conduct experiment in their assigned labs with assistance and supervision from the lab-in-charges and lab technicians. Consumable and non consumable materials registers are updated periodically. Regular cleaning of the machines is done by the support team in the presence of lab technicians. This cleaning is monitored by the lab technician concerned and is recorded in a check list. Fire Safety equipment is maintained in labs as precautionary measure. Maintenance Before the commencement of the academic year, a lab audit is conducted and a report on the requirement of new equipment, replacement of the old equipment and modernization of machines/software is prepared along with requirement of consumables, non-consumables as per the university guidelines to conduct experiments. Regular inspection of machines is organized. The following is displayed on the notice board of the lab. List of experiments List of equipment Student roll number along with batch number Timing of lab hours Lab in-charge

name, lab technician's name Phone numbers of emergency for medical assistance Safety precautions Lab rules. In case of breakdown of equipment, the same is recorded in the breakdown register duly attested by the HOD pending rectification.

## **Library**

Procurement of learning resources : The librarian recommends the list of learning resources to be procured Systematic effort is put into stocking the Library. This is done so by careful identification, evaluation and selection for the students' convenience. Any book, journal, online database or any learning resource is added only after selection process by subject experts.

## **Procedure of procurement of Books/Reports**

Initiation of Acquisition: Concerned faculty recommends books to be procured in their respective subjects. Students also recommend books based on their requirement. These requirements are endorsed by the concerned faculty member.

## **Invoice Processing**

All indents made by the faculty are routed through the Principal to the Chairman for approval. The order is made online, by print or via email depending on the convenience of the library and accessibility. Purchase Orders are issued by the librarian. Reliable vendors are chosen based on their response to queries, availability of books and adherence to terms and conditions.

Vendor panel is updated from time to time based on performance.

### **Accessioning**

Entries are made in the bill register at the security point of the college. Bills together with the books are sent to Library. The details of the Invoice and books are made in the Accession Register and accession Page numbers are given to the books. Bill Files are maintained at Library with librarian.

### **Classifying**

As per the Dewey Decimal Classification (DDC) schedule books are classified and class numbers are assigned. Cataloguing: Bibliographic Details of each book is entered into Cataloguing Module database according to AACR2 (Anglo–American cataloguing rules) Standards.

### **Processing books**

Stamping – Library Stamp is put on the backside of the title page, on secret page and on the last page. Bar Codes and Round labels are pasted on the title page and are laminated with Cello tape. Due Date Slip and book cards are prepared. New arrivals are sent to New Additions Rack, Reference Section or Reserve Shelf.

## **Circulation Policy**

Two library cards are provided to each student He/she can borrow one book on each card. Borrowing period is 15 days. As per the student's academic need, third library card can also be issued i.e. SPECIAL CARD by the recommendation of concerned dept. HOD for the complete semester. Renewal is allowed, if there is no demand for the same book, from other readers. For late submission of books, cards would be held up for the period of delayed no. of days. If the books are lost or damaged, the borrower has to replace a new copy of the same. Two Old-Journals/Magazines shall be issued for 8-days.

## **Library Rules & Regulations**

Students are instructed to maintain silence in the library premises. The college Library works on all working days between 9.00 am to 6.00pm. Two books will be issued to each student at given time. Books should be returned on or before the due date. For late submission of books, cards would be held up for the period of delayed no. of days. One renewal is allowed, if there is no demand for the same book, by other readers. Students are advised to check carefully the physical condition of the book before it is issued. Once the book issued he/she will be responsible to return the book in good condition. If the books are damaged, the librarian will not accept the return. If the books are lost or damaged, the borrower has to replace a new copy or pay double the prevailing cost in the market along with postal charges of Rs. 10/-. Reference books such as Dictionaries,



Encyclopedias, Yearbooks, Current Journals, Project Reports, Text books with a marking 'REFERENCE' etc. will not be issued to carry outside the library. Students are advised not to bring their personal belongings & books in to the Library, except a note book for making notes. In case of any difficulty at the library, the students are welcome to seek the assistance of the Librarian. Identity Card is compulsory for getting access to the library. Books removed from the shelves by readers, if not required for reference, are to be kept on the book trolley or on the table nearest to them. The newspaper(s) should be used properly after reading and kept back in the designated place. Books Borrowed should be protected from RAIN, DUST, INSECT, etc. All the students are required to bring three copies of their recent photographs (2-Stamp size and 1-Passport Size) along with the Fee Receipt while applying for Library membership. All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names. The Issued book should be entered in the Book Issued Register at the checkpoint before taking out.

### **Library Advisory Committee (LAC) Composition**

The composition of this Committee is as follows: Chairperson: Principal  
Members: One faculty and 2 Students from each Department (HOD to propose panel names from their respective departments).

## **Secretary**

Librarian Shall be the Head/Secretary of LAC Entire staff of the Library participates in the meeting to provide required inputs The function of the Library Advisory Committee is to support the functioning of the library so that it facilitates the library development plans by advocating the library development activities with the management. It is to act as a channel of communication and dialogue between the Library and its users. The Committee's main objective is to bridge the gap between the Library, the academic fraternity and the institute management. The Library Advisory Committee (LAC) is to be constituted by the Head of the Institution (Principal).

## **Classrooms**

The environment of students when they study plays a pivotal role in their performance. It therefore becomes extremely necessary to provide them with a surrounding that is peaceful, comfortable and spacious. The college takes necessary steps to make this possible. Utilization Before the commencement of the academic year, depending on the intake of students, head of departments propound the requirement of classrooms to the Principal. The classroom allocation is done by the Principal and the HoDs in a meeting and the same is communicated to the faculty and students of the respective departments. Maintenance The benches and windows are cleaned and mopping of the class rooms is done everyday. In case of any damage to the projector, internet or the audio systems, the class mentor brings it to the

notice of the HOD by registering the problem in the breakdown register. The necessary follow up is done by the department and steps are taken to fix whatever is broken.

## **Sports**

A sports committee is created to handle the matters and concerns related to sports. This committee consists of students as well as concerned faculty. A meeting is held on the last Friday of every month to discuss matter. Issues like the following are discussed in these meetings: Financial - Budget preparation, allocation of budget Organization - planning, executing and conduct of competition Procurement process The college requires sporting gear for all the sports practiced. It follows the given procedure to procure the same : A list of the required sports equipment is prepared by the concerned department for each academic year separately. The formulated requirement proposal is submitted by the committee to the concerned authorities. A copy of the same list is also submitted to the principal for further approval from the chairman. On approval, a purchase order is placed to a supplier. On receiving the materials, the same are entered in the stock register after verification of the invoice with material supplied. Utilization process Students are permitted to play only during the sports hours and to practice for any competition. Students are permitted to utilize and take sports material with prior notice to the Physical Director and must enter the details of material in the register. The concerned authority makes a note on return of the same in the register. In case of any damage

observed, the same is recorded in the register pending further action. A first aid box is always available for the students in case of any emergency. Sign boards of nearby hospitals and phone numbers of ambulances are also displayed to encounter any difficulty effectively.