

SURANA COLLEGE

BANGALORE - 04

Systems and Procedures for Maintaining and Utilizing Physical, Academic and Support Facilities

CLASS ROOMS

College has 40 class rooms in South end and 20 class rooms at Kengeri campus. Out of 60 class rooms, 42 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 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. Class rooms will be painted frequently at the time of vacation.
8. Cleanliness of the class rooms is maintained by the supporting staff of the college regularly

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LABORATORY

South End Campus is facilitated with 10 Laboratories of different subjects i.e. Computer science 3, Biotechnology 2 and Botany, Chemistry, Electronics, Physics, Psychology 1 each. Kengeri Campus has two Computer Centers.

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 Institution 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. 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 (UG/PG) college has provided branded desktops with latest configuration (Intel i3, Intel i5 processors).
2. Quotations are taken from 2/3 Venders 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 systems/ installation of drives and software's from time to time on demand.
5. College has Annual agreement for Microsoft licensed software taken from Cartel Infosystems Pvt. Ltd. (Channel Partner).
6. K7 Anti-Virus (procured from LDS Infotech Pvt. Ltd) take care of virus issues.
7. Firewall has been procured (from SOPHOS) for extra security to ensure the systems from malfunctions and controlled browsing.
8. 200 MbPS internet speed from ACT fiber fulfils the browsing needs. (Billing is on monthly basis)
9. Annual maintenance of the online UPS is done and log book is maintained with that respect.
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 of 204 SqMts & 632 SqMts at South End & Kengeri campus respectively.

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 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 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. 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 into the local database as well as Accession register.
3. Each book is stamped, classification number assigned, bar-coded, book pocket pasted in the book & due date slip and book card is prepared.
4. Cataloging 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 center of inside of back cover page.
6. Stamp the 1st and last inside pages as well as 51st page of the book.
7. Stamp the top, bottom and side edges of each book with 'Surana College Library' 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 pocket and due date slip is slightly different 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	90	5	30	15	1
Teaching staff	10	90	5	30	15	1
Managers	10	90	5	30	15	1
Office staff	10	90	5	30	15	1
Supporting staff	5	90	5	30	10	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.

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 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.

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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.

Reference Services

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

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 thereof should be maintained
 3. Wherever is required, service 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

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5. Payment against the original and proper invoice/bill/renewal notice etc.

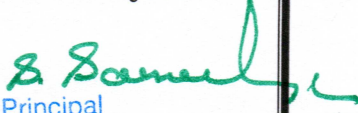
Stock Verification Policy

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced documents, identifying documents that need repair, 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 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-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.


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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 textbooks
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.

Procedure for write-off

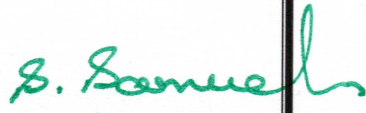
- 1 List the documents not found during stock verification
- 2 Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task)
- 3 Prepare pre-final list of the documents not found and publicize
- 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

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- 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 & enrich the sports activities well equipped Gym has been provided in South End campus. Facilities for indoor games like: Shuttle badminton, Table Tennis & Chess-Carom are being provided in South end & Kengeri campus as well. At South End campus, Gym is installed in the room of 56 Sq. Mts. carpet area. For sports department separate administrative room is provided in both campus. The college has obtained a utility letter from concerned authority to make use of the Armugam Ground for the purpose of NCC & outdoor sports events. The institute will make use of the Corporation grounds 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 As per the U.G.C. Certified Education Boards passing certificate of 11 & 12th / 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 & Etc.
- 3 Every seat awarded to any sports student will have to come through recommendation from the Physical Education Director with justification. As per the policy of sports .the seat will then be awarded through Admissions Office and sent for approval of the principal & Management.
- 4 For SAI and DYESS, students' concession in the total fees at the entry levels is to be given as per the committee discussion in the meeting.

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- 5 For students club level that too at national and international level participations, fee structure shall be as per the decision of committee members.
- 6 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.
- 7 Usage of sports materials shall be under the guidance of the PED.
- 8 None of the sports materials shall not be taken out of the campus without the prior permission of the concerned.
- 9 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 & SEMINAR HALLS

College has one state of art auditorium (G.C.Surana Auditorium) and Seminar Hall at Kengeri campus. South end campus has Seminar hall with plug & play facility.

1. Prior intimation and permission is required to utilizing halls. Log books will be maintained for the same.
2. Once date is fixed, in-charge person will take care for the required arrangements.
3. Electrician and System Admin are in-charge for electrical and ICT facilities in the hall.
4. ICT equipments, Air Conditioners and furniture's are upgraded from time to time on need based.
5. Air Conditioners are under AMC for maintenance.
6. Halls will be painted frequently at the time of vacation.
7. Cleanliness of the Halls is maintained by the supporting staff of the college regularly

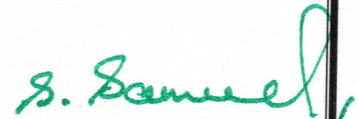


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TRANSPORTATION

College has one mini bus, one car (TOYOTA CRESTA) and one two wheeler for commuting faculty, students and official use.

1. 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.
2. For industrial visits, internships if the number is more than 30 then, the transport in-charge will arrange the required vehicle from Royal Tourist.



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