



CHILDREN'S EDUCATION SOCIETY (REGD.)

Administrative Office:

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THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi & Approved by A.I.C.T.E. New Delhi, Accredited by NAAC & NBA New Delhi and Recognized by UGC under section 2(f))

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4.4.2 Policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website.

Systems and Procedures for maintaining and utilizing physical, academic and support facility

CLASS ROOMS:

1. College has 82 classrooms out of which 53 have ICT facilities.
2. Allotment/utility of study halls are dependent upon accommodation of demand through legitimate channel.
3. Utilize the study halls according to the prescribed plan by the college.
4. Surveillance of Classrooms are under CCTV.
5. Teaching aids like Using LCD, computers, laptops is maintained by IT dept.
6. For utilizing ICT, a large portion of the divisions have PCs. Whenever required more number of staff need to book with framework administrator ahead of time.
7. Without prior permission students are not allowed to use classrooms & teaching aids for the concerned teachers.
8. At the time of vacation Classrooms will be painted frequently.
9. Supporting staff of the college maintains the cleanliness of the classrooms.

LABORATORY:

1. Through proper channel Purchase of lab equipment & consumables should be executed.
2. Periodically maintained all the lab equipment & consumables shall be recorded in the stock book.
3. Before the beginning of the academic session all the lab heads shall submit annual laboratory budget to the head of the department.
4. Maximum care should be taken for lab safety measures, first aid box is provided in all the laboratories & periodically it should be checked for necessary changes.
5. In all the laboratories safety sign boards & charts has been displayed.
6. As per the prescribed time table by the respective departments, Students are allowed to utilize the laboratories.
7. Procedures for using lab equipment's are maintained.
8. Practical records and lab coats are mandatory for students.

COMPUTERS:

Systems & Procedures:

1. College has provided branded desktops with latest configuration for the use of students(UG/PG).
2. Quotations are taken from 2/3 vendors and thought about prior to getting ready buying request according to the proposals from IT committee of the college.
3. Appointed the qualified system administrator is on permanent roles ensures thenetwork administration and attends the working issues of the computers.
4. All the configuration, the systems/installation of drivers and software's from time to time on demand take care by Lab coordinators.
5. Using log book, annual maintenance of the online UPS is done and maintained.
6. From time to time,all the hardware/software purchased/procured details are maintained in thestock register.
7. system admin of the department maintains the details of the regular maintenance/repairs, refilling of cartridges and disposal of e-waste.

TOCE LIBRARY:

1	Library Carpet Area	2049 Sq. mt.
2	No. of Volumes Present	56728
3	No. of Journals Present (UG/PG)	Online Journals 1661
4	No. of Volumes in Circulation	3650
5	Library Automation Software	Libsoft 9.8

1. Collection Policy

Book Procurement policy

1. Receive instructions from the higher authority to procure books
2. To collect indent / Requirement Book list through HOD'S

3. Requirement of Book list is prepared by below mentioned criteria
 - a) According to Syllabus
 - b) By the help of Book Catalogue
 - c) Request / Demand / Requirement from the Users like Students / Staff
 - d) Latest Books which are recommended from the publisher.
4. Duplication Check & Finalized the list
5. Request the Quotation from the Selected Vendors. like
 - a) Sapna Book House
 - b) Book Paradise
 - c) Knowledge World
 - d) Brilliant Book
 - e) Panima Book House
6. Have to do the Comparison Statement & Cross verify the Price and have to decide / confirm the vendor.
7. Procure the approval from the principal / From the Director
8. Order the books to the concerned vendor. Have to send soft copy through the mail before sending the hard copy.
9. Remind About the order through the mail as well as phone

2. Procedures for Processing Library Books

1. Receive the books with bills from the concerned publishers and Vendors and send it to the technical section.
2. Have to do the physical check like damage, cage missing, old, binding, empty sheets, offer, gift, enclosure etc.
3. If the Book is damaged then we have to return to the concerned
4. Divide the books into bill wise & as well as department wise
5. Acc the book: stamping the seal, maintain secret page, have to paste due date slip, book poach,
6. Have to fill book card,
7. Have to prepare the bar code,
8. Have to enter the details to the software / system

9. Have to enter the accession and details to the back side of the bill and have to file one set of the same in concerned file, and have to send one copy to the accounts department.
10. Finally have to locate / send the Books to concerned rack.

3. Non book Material

All policies and procedures for processing books also applicable for non book materials, except stamping. Book card, book pocket and due date slip is slightly deference because of non-book format, alternate methods are adopted for the same.

4. Circulation Policy

Students and staff members are entitled to borrow the library items as follows:

Category	Books Limitation	Borrowing Period
Faculty	04 Books	30 Days
Non Teaching Staff	02 Books	30 Days
Students UG / PG	03 Books	15 Days
Book Bank (SC/ST Students)	03 Books 02 Book Bank Books	15 Days 15 Days

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

5. Borrowing Rules-Student

Issue System:

Books will be issued on presentation of the library Borrowers card / Student Identity 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.

Overdue Charges

Books will be issued to the students for 15 days only. In the last page due date slip is pasted and

stamped mentioning the due date and the fine will be charged @ Re.2 per day per book from the due date till the book is returned to library.

Book Lost

If the books are lost, borrower should have to pay double cost of the book after getting permission from the Librarian.

Care of library borrower cards

Take special care to maintain the library borrower cards / Students Identity Cards. Do not fold; alter entries made on the cards.

Loss of cards

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

Validity of cards

Library borrower cards are valid for the respective academic year only and fresh cards will be issued for each year. At the end of the academic year borrower cards shall be returned to the library.

No due Certificate

Each staff and students shall obtain **No dues certificate** from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

Care of Library Books

Students are required handling the books/ Journal very carefully; marking with pencil writing or Highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

6. Reference Services

There are many of reference sources available that cover nearly every subject. The reference books such as books, materials, dictionaries, journals, back volumes etc CD-ROMs and on-line databases can use these facilities during library hours. A large part of using reference sources well is choosing the correct one.

7. Journal Subscription Policy

The payment towards the journal subscription could be made

- Directly to the publisher or
- Through the subscription agent /vender.

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. Prices have been properly charge in agreement with the publisher's latest catalogue.
4. Proof of GOC substitute rates having prices in foreign currencies as on the date/month of invoice for the payment journal subscriptions
5. Missing issues/delayed supply of the journal issues can be claimed on quarterly basis.

8. Ordering journals:

- Collect priority list with the approval of library advisory committee and the Director
- Stick on to the Terms and Conditions of the Library
- Budget estimation based on the costs, currency conversion
- Place orders from available options as indicated in terms and conditions
- Payment against the original and proper invoice/bill/renewal notice etc.

9. Stock Verification Policy

Stock Verification

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 a year by a team of members appointed by the LAC and the library staff will assist the verification team.

10. Loss of Publications

1. Some loss of publications is expected 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. A publication may be considered as lost only when is found missing in two successive stock verification and thereafter only action be taken to write off the publications by competent authority.
3. If the loss of books is more than the permissible extent, the causes of such loss may be investigated by the competent authority and the corrective measures be strengthened.
4. Loss/damaged of issues of periodicals is predictable during postal shipment. If the

payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such case, 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 made on the recommendations of a Library Advisory Committee to be appointed by the element authority which shall decide whether the books mutilated/damaged/obsolete are not fit for further use

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 material on the subject.

Binding

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

Weeding

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

- A. Superseded edition
- B. Worn, mutilated, and or badly marked items
- C. Missing and out dated books
- D. Out dated and /or inaccurate information
- E. Outdated textbooks
- F. Ephemeral materials (e.g. newsletters, progress reports, pamphlets) as : annual reports, directories, yearbooks, annual editions of text books etc.....

11. Procedure for write-off

- List the documents not found during stock verification
- Library staff to make all possible efforts to locate the document not found during stock verification.
- Assemble a final list of documents not found.
- Compare with the list of earlier stock verification to identify common entries.
- Make necessary entries in the accession register, write-off register, assets register, etc
- Improve the system with additional precautionary measures.

12. Library Rules and Regulations:

1. Enter your name and Sign in the register kept at the entrance counter before Entering library.
2. Students should produce their I.D card / Smart card whenever they enter the library.
3. Borrower must responsible for borrowed books.
4. Silence to be maintained.
5. No discussion permitted inside the library.
6. Membership Registration should be done to become a library member prior to using the Library resources
7. Reference books / Journals / Dissertations are allowed to take outside from the library.
8. No personal belongings allowed inside the library
9. Textbooks, printed materials and issued books are not allowed to be taken inside the library
10. Using Cellular phones and audio instruments with or without speaker or Headphone is strictly prohibited in the library premises.
11. Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
12. The librarian may recall any book from any member at any time and the Member shall return the same immediately.

13. Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.

14. Refreshment of any kind shall not be taken anywhere in the library premises.

15. Before collect the no due from the library they should return borrowed books.

13. Library Working Hours: -

Monday to Friday : 9:00AM TO 10:00PM

Saturday : 9:00AM TO 8:00PM

Sundays and General Holidays: Holiday

14. User Services

- **Circulation:** Usually found near the main entrance of the library. It provides lending services and facilities for return of loaned items. Renewal of materials and payment of fines are also handled at the circulation desk.
- **Repro-graphic facilities:** Repro-graphic services, such as photocopies of articles from print journals, printout of online journals, scanning and spiral binding.
- **Reference Services:** There are thousands of reference sources available that cover practically every subject. The reference sources such as books, serials, dictionaries, CD/ROM s and on-line databases can use these facilities during library hours. A large part of using reference sources well is choosing the right one.
- **Internet browsing facility:** Total 13 no of computers and four lease band internet connection are available in campus, i.e. one Jio internet with 50 mb each connection. The students and academic staffs are using systems for accessing online resources under HELINET and other web resources
- **Over Night issue on request:** Reference sources will be issued for overnight on request.

- **Orientation to Students:** The Library Orientation program offers first year U.G. & P.G. students an introduction to the Library's resources and services, as well as information on effective research strategies in HELINET and other web resources.
- **News Papers clipping services:** Library will collect articles published in news papers in related to dental and medical.
- **Display of new arrivals:** Library is a growing organism; every year books will be procured to the library. List of New Books added to the Library Collection and new arrival journals will be displayed for users' attention.
- **Books exhibition:** Every year books exhibition will be conducted in library premises for benefit of the students' and new editions of books will be selected for library by faculty members, students and library staff.
- **Question bank services:** Every year U.G. and P.G. questions papers will be updated for benefit of the students.
- **OPAC:** Online Public Access Catalogue, it is an online database of all of the resources held in the library. Users can search OPAC to locate books in the library. It lists the number of the items, whether they are in the library or out on loan, and their call number.

SPORTS FACILITIES:

Aside from domain 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 is provided in the boy's hostel for sports department separate administrative room is provided in the campus.

1. 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
2. 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.

3. None of the outside equipment, materials, sports materials shall not be taken inside the campus without prior permission of the concerned.
4. Under the guidance of the PED usage of sports material take place .

SEMINAR HALLS:

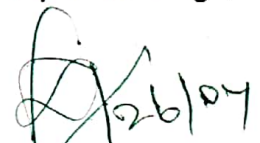
1. To utilizing halls Prior Intimation and permission is required,log books will be maintained for the same.
2. Charge person will take care for the required arrangements,Once date is fixed.
3. Electrician and system admin are in charge for electrical and ICT facilities in the hall.

On need basis,ICT equipment's, air conditioners and furniture's are upgraded from time to time.

4. At the time of vacation,walls will be painted frequently.
5. supporting staff of the college regularlymaintained Cleanliness of the halls.

TRANSPORTATION:

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.will monitor the by transport in charge .

 26/07

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