

4.4.2 SOP FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES SUCH AS TEACHING, LABORATORY AND COMPUTER LABS

This document describes policy Guidelines/ SOP for maintaining and utilizing Physical, Academic and Support Facilities such as Teaching, Laboratory and Computer Labs at ACBCS.

Laboratory Maintenance

The practical teaching laboratories in various departments operate from Monday to Saturday as specified in course curriculum with a desired area. The laboratories are centrally air-conditioned. In order to ensure smooth functioning of the lab facilities, following procedure is followed:

- Students, faculty and staff of ACBCS must carry their ID card to utilize the facilities of the laboratories with proper log book entry, as applicable.
- The entire lab facilities are under CCTV surveillance to monitor movement of people and goods etc.
- The laboratories are equipped with fire management (detection, alarm, evacuation and control) system to save people and property of the ACBCS College in case of any unforeseen event.
- The facilities be designed and constructed in a manner which is conveniently accessible by differently-able users. It must have lifts for easy movement of such users.
- Regular maintenance of the labs must take care of proper lighting, ventilation, air-conditioning, necessary First aid kits and regular water supply apart from the basic cleanliness of the premises like regular sweeping, cleaning and mopping of all floors, and washrooms, dusting of furniture, Working stations and shelves etc. Which are looked after by lab technicians and supervised by lab Manager/faculty in- charge from time to time.

Utilization of Labs

The justified utilization of the facilities is to be governed as per the following rules and guidelines:

1. Entry of lab equipment /components / computers into stock register
2. Codify/label the lab equipment/computers/
3. Systematic arrangement of equipment/computers in lab
4. Determine the frequency and parameters for preventive maintenance of equipment / computers. Display the charts of preventive measures for students as precaution while handling the equipment/computers.
5. Carry out the maintenance as per plan and maintain record of maintenance work carried out.
6. In case of breakdown, repair the fault internally and / or with the help from external agency. Also maintain record of repair / replacement.
7. In case of breakage, make an entry in breakage register.
8. At the end of semester, collect the data related to breakdowns, identify major and / or repetitive failure, analyses and initiate necessary actions to eliminate

- recurrence.
9. Internal stock audit
 10. Codify all equipment.
 11. Identify the equipment which requires maintenance/repair.
 12. In case of any breakdown, send the equipment for repair/maintenance.
 13. Ensure that the equipment is in working condition before use.
 14. Maintain proper records of maintenance done.
 15. All equipment which are extensively used for LAB and Teaching are put under Annual Maintenance Contract (AMC).
 16. All High-end equipment worth 5 lac to 10 lac approx and above is put on Call basis maintenance, as and when required.
 17. Inventory/Stock Register and Log Book for each costly and high end equipment in our Institute are maintained on a regular basis which is to be supervised by senior IT-in-charge once a month.
 18. Detailed SOPs available for operating, maintaining equipments and machines be available in the labs.
 19. Users should not break or damage laboratory resources in any way. Defaulter will be charged the full replacement cost of the resource.
 20. ICT facilities available in the departments are meant strictly for academic and research work of students, research scholars, faculty and staff of the ACBCS and these should be monitored and maintained by the IT people regularly.
 21. Users are advised to maintain sanctity and cleanliness of the labs and maintain discipline while working in the labs to prevent any untoward accident. The users should follow rules for the efficient functioning of the labs and for the convenience of the co-workers.
 22. Following rules & regulation in all areas of the labs:
 - Maintain silence
 - After completing practical shut down PC properly
 - Switch off the main switch/plug
 - Keep the chair inside the desk
 - Do not use mobile phone or any other electronic Gazette in lab
 - Do not use NET while doing practical
 - Keep your bags outside the lab
 - Do not bring any eatables in lab
 - Use dustbin to throw carbon paper after printout
 - Keep neat & clean
 - Maintain discipline

1. SPORTS FACILITIES

Outdoor Games

- Football Field
- Basketball Court
- Volleyball court
- Cricket Ground
- Running Tracks
- Long/Short Jump

Indoor Games

- Carom
- Chess
- Table tennis
- Gym

Sports Utilization and Maintenance

The department operates from Monday to Saturday as specified in course curriculum with a desired area. The laboratories are centrally air-conditioned. In order to ensure smooth functioning of the lab facilities, following procedure is followed:

- Students, faculty and staff of ACBCS must carry their ID card to utilize the facilities of the sports with proper log book entry, as applicable.
- The entire sports room is under CCTV surveillance to monitor movement of people and equipment etc.
- The sports room is equipped with fire management (detection, alarm, evacuation and control) system to save people and property of the ACBCS College in case of any unforeseen event.
- Regular maintenance of the sport equipment must take care of necessary First aid kits and regular water supply apart from the basic cleanliness of the premises like regular sweeping, cleaning and mopping of all floors, and washrooms, dusting of furniture, Working stations and shelves etc. which are looked after by ground men and supervised by Director of physical education or director of sport and faculty in- charge from time to time.
- The reparable equipments are maintained and repaired for proper utilization, which are not reparable are added to dead stock.

SOP FOR MAINTAINING AND UTILIZING LIBRARY SERVICES

This document describes various systems and procedures for maintaining and utilizing Library Services at ACBCS.

General

ACBCS Library provides all students and faculty access to high quality educational books, journals, e-resources and databases relevant to various courses offered by the ACBCS

Library Maintenance

ACBCS Library operates with a carpet area of about 70.25 sq meters with 52.30 sq. meter as a reading room. It is centrally air-conditioned, can accommodate about number of users at a time, and houses a large collection of books, journals, equipment, furniture, and furnishings. In order to ensure smooth functioning of the library, following procedure is followed:

- Students, faculty and staff of ACBCS must carry their ID card to enter the library.
- Visitors or guests are permitted to use the Library on specific requests to the Library Authority. They are required to produce a proper introduction letter from their parent Institution/Organization.
- The entire library is under CCTV surveillance to monitor movement of people and goods etc.
- Library is equipped with fire management (detection, alarm, evacuation and control) system to save people and property of the ACBCS in case of any unforeseen event.
- The library is designed and constructed in a manner which is conveniently accessible by differently-able users.
- The general maintenance of the library including proper lighting, ventilation, air-conditioning, water supply and cleanliness of the premises like regular sweeping, cleaning and mopping of all floors, and washrooms, furniture, desk and shelves etc. is looked after by the Admin (Administration Office).

Library Utilization

The utilization of library services is governed as per the following rules and guidelines:

1. The library houses an extensive collection, including 8,329 books, 12 print journals, and access to over 6,100 e-journals and 150,000 e-books through N-LIST E-resources. Users can directly go to the concerned shelf and access the material without any restrictions.
2. The library develops a comprehensive collection and acquires all relevant and high quality material including books, journals, e-resources, and databases, that meet the academic and research needs of the students, researchers, faculty, scientists and staff.
3. All the books received either through purchase, subscription or gifts are accessioned in the Accession Register, classified as per Dewey Decimal Classification (DDC) scheme, and processed to make them ready to use.
4. The library remains open as per the following schedule :

Mondays – Saturdays - 8 hrs

During End Term examination period, the timing is extended up to 8 hrs. The Library remains closed on holidays observed by the ACBCS.

5. Users can seek assistance of library staff in searching catalogue (OPAC), locating books or other material, literature searching, and using e-resources etc.
6. The library offers a number of services including lending of books, reference service, photocopying service, Digital Library Service.
7. NLIST provides seamless access to various Databases, E-Journals, E-books and other resources through “Digital Library” link from ERP/NList Portal across the campus to all our users. Library is equipped with adequate number of computers and other equipment to facilitate users accessing digital content within the library premises.
8. Library users can borrow books as per following entitlement :

Category of User	No. of Books	Issue Period
Faculty	40	365 days
Students	10	15 days
Staff	10	365 days

Reference Books, Journals (Bound Volumes and Loose issues), Dissertations/Project Works and the

latest available issue of the magazines are to be referred within the library and are not issued. Books can be renewed for another term of 7 days if there is no demand for them. The renewal must be made on or before the due date. Library can recall any book borrowed by a user before its due date in special circumstances. Overdue charges are levied for delay in returning the books as per rules.

LIBRARY RULES & REGULATIONS

1. Don't put your bags on issue/return counter. Keep your personal belongings in the property counter.
2. Student should be in complete uniform and should always carry Identity card with him/her.
3. Every student will be issued books for seven days. A book issued can be re-issued provided the re-issuing process is done before completion of seven days. Non returning of books by due date/time will be charged fine of Rs. 2/- per book per day.
4. Reference Books, Journals and Magazines are only for reference & are not for issue.
5. If the book is lost then the students will be charged one and a half times price of the book.
6. Every Person who enters in the Library should sign the visitor register.
7. Use of mobile Phones is strictly prohibited in the Library.
8. Students are not allowed to sit in the Library during lecture /practical hours.
9. Eatables are not allowed in the Library.
10. Library should be used for reference & reading purpose, not for discussion.
11. Ask for help from Library staff, if you are unable to find your required book.
12. Students should handle the books carefully.
13. Reposition the chairs and switch off the lights and fans after use.
14. All readers are required to maintain discipline in the Library.
15. All the students and staff members can access only subscribed e-resources in E- Library.
16. Students should not move any peripherals from one place to another without prior permission of Librarian.
17. If any system is not working properly then immediately inform to the Library staff, do not try to repair it yourself.
18. Any kind of misbehavior/surfing other than above sources/violation of any of the above rules will invite strict disciplinary action.
19. No photograph of the Library shall be taken without the permission of the Library Authority.
20. Any person found to be in violation of one or more of the above rules and regulations may be asked to leave the library. Failure to comply with a request to leave the premises will result in removing the individual from authorized borrower's list.
21. Users can submit their suggestions for improvement of library services online or offline.

