



**4.4.2 Procedures and policies for maintaining and utilizing physical, academic, and support facilities - laboratory, library, sports complex, computers, classrooms, etc. (maximum 200 words)**

**Library's protocols:**

**1. Library Entry:**

- All users (staff and students) must sign the entry register at the library entrance.

**2. Book Acquisition:**

- Faculty submit book requisitions through the Principal.
- Approved requisitions are processed for purchase.
- After procurement, books are classified using the DDC system before being available for lending.

**3. Library Access:**

- Students and staff have open access and can check book availability via OPAC.

**4. Library Card System:**

- First-year students receive a Library Card for borrowing books.
- Books must be returned at the end of each semester.
- Faculty borrow books by signing the teacher's register and return them when finished.

**5. No Due Certificate:**

- Students and faculty must obtain a no-due certificate from the Librarian before leaving the institution.

**6. Software and Surveillance:**

- Book issuance and returns are managed using Autolib software.
- The Reading Hall is monitored by CCTV and is reserved for students and staff.

**Computer Maintenance policies:**

**• Laboratory Development:**

- Purchase coordinators and laboratory in-charges plan and procure laboratory equipment based on requirements.



- **Decentralized Computer Procurement:**
  - A Centralized Purchase-in-charge gathers computer and peripheral requirements from departmental laboratory in-charges.
  - A collective requirement is prepared and submitted to the Principal and Director for approval and budget allocation.
- **Quotation and Selection:**
  - Upon approval, the Purchase-in-charge requests quotations from vendors.
  - A comparative statement is created, and vendors are invited for discussions and negotiations.
- **Purchase Committee:**
  - Comprising the Directors, Principal, and Purchase-in-charge, the committee participates in negotiations and selects the vendor based on the lowest quoted rate and favorable terms.
- **Participative Management:**
  - The institute emphasizes participative management in its procurement process.

**Academic Support facilities at Institution:**

- Classrooms with LCD Projectors
- Computer Laboratories
- Conference Hall
- Auditorium (Common facility)
- Play Ground (Common facility)

