



Shri Yogeshwari Education Society's

Swami Ramanand Teerth Mahavidyalaya, Ambajogai



MAINTENANCE AND UTILIZATION POLICIES

1. The overall authority and responsibility of maintaining and utilizing the physical, academic and support facilities is of college principal. The Principal by decenters the authorities and responsibilities to Vice-Principals, Head of Departments and various Committees, ensures that the resources are optimally utilized and maintained for the benefit of the stakeholders.
2. The physical and civil maintenance work in the college has been done during the vacation period to avoid the disturbance in regular college hours.
3. The day to day maintenance of computer system is done through a qualified computer technician and technical staff of computer department appointed by the management of Shri Yogeshwari Education Society and the annual maintenance is done through the respective AMC.
4. The overall maintenance of photocopying machines is done through the AMC.
5. The day to day maintenance of the language lab and computer lab is done by technical staff and annual maintenance is done through the AMC.
6. The accession and stock register is maintained by every department and updated regularly.
7. The stock verification committee physically verifies the resources at the end of each academic year and submits its report to Principal for corrective actions if any.
8. The oxygen park and lake of the campus is maintained by the support staff and the annual maintenance is done through AMC.
9. Sweeping and cleaning of the classrooms, passages, ground, etc. are done every day by the support staff.
10. Sweeping and cleaning of the washrooms are done twice every day by the staff of the outsourced agency.
11. The in house maintenance team led by the senior most Class IV employee locks down the channel gates of the wings of the buildings at the end of the day and makes sure that every electrical lights, fans and other equipments are turned off.

12. The Library resources are utilized and maintained through specially trained team of support staffs under the overall supervision of Librarian as per the library rules and regulations.

1. Computer and Language Laboratory Rules:

1. Separate computer labs are allotted for Commerce Department, Information Technology, B.Voc, and Languages.
2. The HoD of the concerned department has to ensure that the computer resources are optimally utilized and maintained as per the laid down policies, rules and regulations.
3. These laboratories are used by the students and staff according to the timetable.
4. Students are not allowed in the computer lab, unless subject teacher is present in the lab.
5. College uniform & identity card is compulsory in practical lab.
6. After entry in lab, student must write all related information on lab register.
7. Use of mobile phone is strictly prohibited in the laboratories.
8. Uses of Pen drive, Memory cards or any other electronic devices are not allowed in computer lab without the permission of concerned lab in-charge.
9. Use of Internet is strictly for educational purpose only.
10. Do not change the settings on the computer.
11. Turn off the computer after use.
12. Violation of laboratory rules will incur penalty/disciplinary action.

2. Library Rules and Regulations:

The responsibility of library resources is given to Librarian. Librarian and the support staff under the overall supervision of the Library Committee maintain the library. The library committee consists of representative of Management, Principal, Faculty Members and Students. The library committee meets regularly and reviews the requirements of library resources and places the requirements to the Planning Committee for approval. The Purchase Committee after due process issues purchase order through the Librarian with the authorization of Principal. The library resources procured during the year are recorded in the accession register. The stock verification committee physically verifies the library resources by random sampling method and submits its report to the Principal for corrective measures if any.

The cleaning and sweeping work of the reading rooms, circulation section, reference section, issue counter, identity card generation section and e-content section in the library is done every day through the independent support staff of the library. In order to protect books from pests, fumigation and other pest control mechanisms are used periodically. The weeding of outdated and damaged books is done through Library Committee. The rules and regulations relating to the utilization of library resources are displayed in the library, reading room and circulation section and also available on college website.

➤ **Library Hours:**

- Monday to Saturday : 9.00 am to 1.00 pm & 1.30 pm to 4.00 pm.

➤ **Reading Room:**

- Monday to Saturday : 9.00 am to 11.00 pm
- Sunday : Holiday

➤ **Admission to Library:**

- Identity Card is issued to the students immediately after admission.
- Identity Card is compulsory to all students for getting access to the library.
- Every student should sign in the Entry Register/mark the attendance on Bio-metric Machine while entering the library.
- Strict silence and discipline to be maintained in the library/reading room.
- Marking with pencil, writing or highlighting, tearing the pages or damaging the books/journals in any other way will lead to fine.
- Smoking, spitting, sleeping, chitchatting, talking etc. are strictly prohibited in the library/reading room.
- Use of Mobile Phone/Audio Instrument/Headphone is strictly prohibited in the library.
- Refreshment of any kind shall not be allowed in the library/ reading room.
- Students suggestions are collected through Suggestion Boxes kept in the library.
- In case of any grievances relating to library services, students can contact the Librarian.
- Misbehavior with library staff or violation of library rules will attract punitive action.

➤ **Circulation Section:**

- The computer terminals/OPAC provided for students to search and requisition of books shall be used with utmost care.
- Two books will be issued for 7 days to students
- The students may renew the borrowed book for a further period of 7days.
- Current periodicals and reference books such as encyclopedia, dictionary etc. are to be used in the library/reading room only.
- Books for competitive examination such as UPSC, MPSC, MBA-CET, NDA, NET, SET, GATE, GRE, G-MAT, CAT, & TOEFL etc. are to be used only in the reading room.
- Books/Magazines, Question papers, study materials issued in the reading room should be returned before leaving the reading room, otherwise, a fine of Rs. 1.00/- will be charged per day.

➤ **E-Resources:**

- The college has subscribed various online e-resources including e-books, e-journals, N-list, INFLIBNET, DELNET, Digital Databases in addition to the e-resources in the digital form/offline.
- The students and staff can get access to e-resources free of cost by registering their names in the library for User Name and Password. By using the credentials staff and students can access online e-resources at any time, any place.

➤ **Book Lost / damaged:**

If the books are lost or damaged, then the borrower shall replace the books of the same edition or latest edition or to pay twice the cost of the book. If it is found that page/pages are missing from the book, then the borrower shall replace the books of the same edition or latest edition or to pay twice the cost of the book.

➤ **Rules for Research Scholars:**

- Identity card to the research students will be issued on producing the copy of Joining Letter to the Research Centre and Receipt of library fees and library deposit.
- Research students registered for Ph.D. can borrow 5 reference books related to the area of their research for a period of 1month.
- Research Students can renew the borrowed books for a further period of 1 month, if required.
- Encyclopedia, Dictionaries, Geographical information sources, biographical information sources, Projects and Thesis are made available in the library or reading room for reference purpose and not allowed to be borrowed for the use of outside the library.

➤ **Library Rules for Teaching & Non-Teaching Staff**

1. A teacher can borrow any 25 books at a time.
2. Fiction / general interest books are issued for 21 days. Subject related text - books and subject related reference books are given to the teacher for one academic year.
3. A teacher can borrow any magazine/journal from the reading room for 21 days.
4. A non-teaching staff member can borrow five books; three general and two fiction and one magazine for 21 days. Text -books and reference books are generally not be issued to them.
5. All the books/periodicals borrowed should be returned on or before April 30.
6. Syllabus, question paper sets, guides, etc. will not be issued. However, employees can borrow and refer them in the reading room.
7. Encyclopedia, Dictionaries, Annual Issues, Bound Volumes of Articles/Magazines and Rare Books are not issued outside the library.

3. Utilization of Classrooms:

1. The Timetable Committee comprising members representing all faculties, finalizes the annual timetable and allots classrooms as per the students strength.
2. The classrooms are cleaned everyday by the support staff.
3. The student class representative also helps in maintenance of the classrooms.
4. The painting of classrooms, blackboard, benches and desks are carried out periodically as per the requirements.
5. The Vice Principal regularly visits the classrooms and make sure that the classrooms and other resources are kept clean and properly maintained.

4. Sports, Games, Gymnasium and Indoor Stadium Equipments:

1. The overall responsibility of procuring, utilizing and maintaining the sports and games, gymnasium and Indoor Stadium equipments rests with the Director of physical education.
2. The day to day maintenance of Indoor Stadium and Gymnasium is done by support staff and annual maintenance is done by AMC.
3. The sports and games committee, representing members of management, faculties and students, assist the Director of physical education.
4. The sports committee reviews the requirements of sports and games materials according to the students strength every year and places its requirements with the Planning Committee.
5. The gym instructor looks after the gym equipments and ensures that the gymnasium is kept clean with the help of the support staff.
6. The gymnasium and Indoor Stadium are kept open for students as well as staff members on all working days from 05.00 am to 8.00 am and 05.00 pm to 09.00 pm.
7. The stock of all sports games and gymnasium equipments are recorded in the stock register.
8. Attendance register is kept for monitoring the use of gymnasium equipments.
9. The students enrolled for various sports and games are trained by the Director of physical education and coaches.
10. The rules and regulations of utilization of sports and games equipments and gymnasium are displayed in the department as well as on the college website.

11. Violation of these rules and regulations may result in penalty and disciplinary action, if necessary.

5. Civil Maintenance:

The overall general maintenance and upkeep of the building infrastructure facilities are carried out by the Civil Engineer with the help of the Head supervisor and the support staff.

6. Electrical Maintenance :

The overall maintenance of the electrical equipments and resources are looked after by specially appointed qualified electrician under the supervision of the office Registrar with the help of the HoDs of various departments.

7. Office and Administrative Resources :

The office and administrative resources are maintained by the Registrar in order to assist the administration with the help of Office Superintendent, Accountant, Head Clerk, Cashier, Junior Clerk, Typists and other administrative staff.