

#### **4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

Institution has established systems and procedures for maintaining and utilizing physical, academic and support facilities such as laboratory, sports complex, computer, classroom etc. The maintenance of physical, academic and support facilities are carried out by the respective departments with the help of in house staff on daily basis and periodically. And care has been taken to keep the equipments, machine etc. in working condition. In case of breakdowns standard procedure is followed to bring the equipment/machine in working condition. A supervisor is appointed to monitor and maintain the physical facilities and Housekeeping. A brief description is presented below on maintenance and utilization of some facilities.

- 1. Laboratories (All Labs & Computer center):** Each laboratory has a lab in-charge and a lab assistant. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipments from time to time to cope with changes in the syllabus. Stock verification (Physical Verification) is carried out to verify working/non-working/missing equipments etc. Preventive maintenance and performance monitoring is carried out. Every laboratory assistant keeps the record of utilization of equipments, computers and other required material for experiments.
- 2. Sport complex/ground/equipments:** The physical director (PD) of the institute looks after the sports facilities. The students are given one period per week for health and Physical Education. The sports equipment is issued to the students as per the schedule of the events. Technical coaching is given to the student by the experts after college hours to encourage students to participate in state and national-level sports events. If sports equipment gets inappropriate to use then PD submits the maintenance requisition to the management following the protocol of the institution. PD is responsible for keeping a record of the utilization of sports facilities, activities held and awards for the students.
- 3. Class Rooms:** Class rooms are allocated to all departments along with necessary ICT tools. The class rooms are utilized as per the time table of the department. The class rooms are cleaned on daily basis and monitored by institute supervisor. Head of the institute, HODs and Class teachers also monitor the cleanliness and ensure that the cleanliness is maintained in the class rooms.



4. **IT facilities:** All departments in the institute are having personal computers, essential software and peripherals. The lab assistant keeps the record of utilization of the systems. In case of issues, support facilities are carried out by the respective departments with the help of in house members on daily basis and periodically.
5. **Electrical, Drinking water, etc.:** Institute has employed technicians (electrician and plumber) for up keeping and maintenance of electrical and water drinking facility. Institute has also appointed housekeeping staff to maintain the gardens.
6. **CCTV, Security etc.:** To maintain internet connectivity and CCTV security system, network and system administration team is appointed. LCD projectors, electronic system; air conditioners are maintained with the help of external agencies. Security staff members under a security supervisor are employed to safe guard the whole premises.
7. **Other Support Facilities:** There are many other support facilities in the college, namely, a well-furnished located auditorium with good audio-visual facility, a well-equipped Conference/seminar hall, boys' and girls' Hostel and Canteen. There are separate committees for maintaining these facilities and they are optimally used for the benefits of students.



## **Library Policy**

The college maintains a well-equipped library, develops its online learning resources for the use of professors and students, and maintains its reputation for academic excellence. The College continues to regularly subscribe to new journals and books. Faculty and students who subscribe to e-resources make suggestions.

The IFET College of Engineering (IFETCE) integrated portal enables the library to do the following:

- Use bar code systems for faster transactions. Sort books into categories and manage them accordingly.
- Deliver or return books.
- Check OPAC and update inventory status.

## **LIBRARY POLICY**

### **PREAMBLE**

The Central Library at IFET College of Engineering has wide collection of books, journals, magazines and newspapers as e-copies and in print as well, by adopting Information and Communication Technologies (ICT). It holds more than 38000 books on science, technology, engineering, management, philosophy and general studies. The collections are regularly upgraded based on the global advancement and AICTE recommendations. Students and faculty members are given remote access to the e-resources available in the Library. It is a frequently visited place by students and researchers because of its flexible working hours and orderly service provided. It also houses the in-house innovations and publications. A collection of rare books also are maintained in the library to understand the fundamentals and core concepts.

### **VISION**

To deliver quality education of international standard and produce engineers competent at Regional, National and Global levels.

### **MISSION**

Striving to be the best in what we do, persistent and relentless in our pursuit of quality and never being satisfied with the status quo.

### **OBJECTIVES**

- To serve the academic needs of all students and faculty members.
- To support the educational and research programs of the institute by providing physical and intellectual access to information
- To define the procedure for purchasing new books and technical journals, as well as the regulations for borrowing, returning, and reserving books, and to establish a tranquil environment for readers inside the library.



## FUTURE PLAN

- RFID Implementation
- Integrate students and faculty in and out with library software
- Give a credit to class toppers in form of additional books
- Open the library during in holidays

## POLICY STATEMENTS

1. All members shall sign the register provided at the entrance as a token of their acceptance of adhering to the rules of the library.
2. Under no circumstances, personal books (except small notebooks and A4 sheets of paper) will be allowed.
3. There shall always be strict silence and decorum in the library.
4. Members are strictly prohibited from marking or writing in the books.
5. The members are solely responsible for any damage they cause to the books or other property in the library, and they must replace them accordingly.
6. Members who violate the decorum of the library will be canceled and subject to serious disciplinary action.
7. The library does not allow mobile phones for the students in the building.
8. The decision of the authorities of this institution will be final regardless of these rules.
9. In the event that a staff member loses their ID card, the librarian must be notified immediately.
10. During Library hours the concerned library staff in-charge should make the student entries in the gate register, which is kept at the entrance. All library transaction should be through Circulation counter only.

## WORKING HOURS

The Library is kept open from **8.00 am to 8.00 pm** on all working days.

CATEGORIES OF MEMBERSHIP	BORROWING ENTITLEMENTS	LOAN PERIOD
All UG Teaching Faculty members	5 Books	All teaching and non-teaching members are allowed to keep the book for one semester (180 days )
All PG Teaching Faculty members	6 Books	
Non-teaching staff members	2 Books	
Supporting and	2 Books	



Administration Staff		
UG Students	3 books	15 days (one time renewal)
PG Students	4 books	15 days (one time renewal)

The following entitlements apply to books in the general loan collection, of the Central Library.

### **BORROWING ENTITLEMENTS**

Books will be issued only to members who present ID card. Employee ID cards cannot be changed. Students or staff other than the individual who received the ID card is not allowed to borrow books using that ID card.

Members are responsible for all books borrowed on their cards. Student members are required to present ID as library card while borrowing books.

Each faculty member is entitled to borrow 5 books, which they can keep throughout the semester without penalty or renewal. These books should be relevant to the subjects taught by them and certified by the Head of the Department concerned.

Students are required to return the books borrowed from the college library at the end of the academic year and obtain a "No Dues" certificate. Employees leaving the college must return the books borrowed from the library and the employee ID card and obtain a "No Dues" certificate.

In case of loss of ID cards, the book cannot be issued and a new ID card must be reported to the Head of Department in writing. A penalty of Rs.200/- for each card will be issued for fresh cards which must be renewed in the library and the concerned member will continue to be responsible for the losses due to misuse of the lost cards.

Reference books and periodicals cannot be supplied. Members are responsible for books issued against their account. Any book can be withdrawn by the library before the specified date.

### **FINE SYSTEM**

Penalty will be charged for late return of books after the last date: Rs.1 per day till the book is returned

### **CIRCULATION SECTION RULES**

While enrolling in IFETCE they have to present the ID card at the Circulation Counter to join themselves as library members and then the account can be opened and they can start their transactions. Advise to borrow/return/renew books. Members are not allowed to use another user's ID. Members are encouraged to check their library transaction details at the Circulation Counter.

### **RENEWAL OF BOOKS**

Members can renew borrowed books maximum once. Members renewing their books twice will not be accepted. This system is implemented for the rotation of students.



## **BOOKS BORROWED**

Users should not bring borrowed books into the library unless they wish to return them. A borrowed book is not allowed to return in rack directly. Users may not return borrowed books on the same day they were borrowed. Members are responsible for all items delivered to their account.

## **LOSS or DAMAGE**

When members borrow books from the library, they should thoroughly check the book for missing pages, chapters, pictures, tables, etc.

Any book in damaged condition will not be accepted from the member. Deteriorated or torn books must be replaced by the borrower.

Members who have lost their books should replace the book with the latest edition of the same title or else pay double the cost of the book plus Rs.50/- as penalty and processing charges.

## **MAKING RESERVATION**

A reservation can be made at the circulation counter for this purpose, all books on loan from another member.

Notification of reserved books will be directly communicated to the person who has reserved the books, within two days, at the circulation counter of the Central Library. Members who do not borrow books within two days of notification of availability will have their books canceled and members next in line will be given priority for booking.

If a person no longer needs the reserved material, they can cancel the reservation by informing the Circulation Section of the Central Library.

Members should return books to the library before the due date without renewing them if they have reservations for them.

## **DIGITAL LIBRARY**

A full-fledged Digital Library is also functioning in the library. The Digital Library is a gateway to the world of e-resources and one-stop for emerging information handling, transfer and a boon to the knowledge seeker. The Institution is a member of National Digital Library of India. All student and faculty members of IFETCE are allowed to access the digital library facility in person and by remote access.

Hardcopy of the required e-content could be obtained through printout/photocopy. They are also permitted to send the contents to their personal e-mail id.

## **INTER LIBRARY LOAN**

Inter-library loan and document distribution services are provided by DELNET to its member libraries. There is online registration for book Inter Library Loan requests. Requests for journal articles and sources not listed in union lists are communicated to DELNET by email. Member libraries of DELNET can also use the services requested by the ILL Directive. DELNET helps member libraries make services more popular.



## REFERENCE SECTION

The Reference section of the library has a rare and extensive collection of international editions of reference books, handbooks, yearbooks, conference proceedings, encyclopedia, theses, dissertations, rare books, and miscellaneous reference documents.

Books in this section may not be borrowed by students or faculty members.

## BOOKS AND JOURNAL PURCHASE POLICY

Necessary books and journals are procured based on AICTE recommendation. Approval from the Principal for purchase of books at the beginning of each academic year and journals (print and e-journals) subscribed at the beginning of the calendar year. Hard copies of journals are not provided to students or teachers, but soft copies of required articles are provided. Previous year issues are bounded subject wise and preserved in back volumes.

## MAINTENANCE POLICY

IFETCE central library well equipped broad building, we have using maintenance requisition book for the following maintenance

Bookkeeping involves cleaning dust from bookshelves and books, controlling insects by using naphthalene balls between bookshelves and fumigating with thymol, spraying methyl bromide, aluminum phosphide and regularly stacking books.

Requisition maintenance slip for electrical equipment maintenance and repair from an electrical engineer.

A maintenance request form should be sent to the system administrator and rectified for computer repair and service (software, hardware, printer, and scanner).

Two cleaning employees are assigned to clean the library and library floors on a daily basis.



  
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