



Basavarajeshwari Group of Institutions

BALLARI INSTITUTE OF TECHNOLOGY & MANAGEMENT

NAAC Accredited Institution*

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PROCEDURE FOR MAINTAINING PHYSICAL, ACADEMIC & SUPPORT FACILITIES

LABORATORY / WORKSHOP PROCESS

1. Based on the number of students, batches and the list of experiments, required stock is arrived at and requirements are indented before the beginning of each semester.
2. Stock book and inventories are maintained to enable availability of material, equipment and accessories for demonstrating and conducting experiments.
3. A Laboratory batch list is made for each semester / branch which contains the batch no., Lab name with code and the concerned faculty and list of students in that batch.
4. Experiments are demonstrated as per the list of experiments from
5. VTU with the aid of laboratory manuals.
6. Students have learn and conduct the experiments as a part of their curriculum and lab journals are maintained.
7. The lab in charge should design additional experiments other than the curriculum to impart more practical knowledge as design based experiments to achieve outcome based education.
8. Laboratory in-charge verifies these lab journals and indicates the
9. corrections where ever required and the acceptable reports are approved and allot the internal assessment marks.
10. Any Breakages / damages during practical by students are entered in a register and same is intimated to the office.

LIBRARY PROCESS

Planning

- a) Necessary plans are made with regard to infrastructure in the Library and for providing infrastructure for storage and handling of books and periodicals.
- b) Information Centre is equipped with adequate facilities commensurate with the requirements of staff and students, as per norms (AICTE, University)

Purchase activity of Library

- a) Books, periodicals, newspapers and e - resources are purchased as per the Management directions.
- b) Requirement of books as per syllabus from the staff is indented through HODs/Dean with details such as, name of the book, subject, author, publisher, cost and percentage of syllabus coverage, in Books Indent Form and sent to the Director / Principal.
- c) A consolidated list is prepared for purchase and checked with the existing stock to avoid surplus purchases.
- d) Books are purchased from the approved suppliers as per the approved supplier list.
- e) Suppliers are reminded in case of delay in supply of books.
- f) Books on receipt are verified for correctness and completeness with respect to indent and purchase order.
- g) Accepted books are indexed as per library procedures.

Processing Materials

- a) All the books, which are purchased are stamped on 1st page and random/ secrete place to identify the books.
- b) The new arrivals list may be displayed on the notice board. One book will be kept in reference section and remaining for circulation section.
- c) Allotment of accession number as per the accession register.

- d) Classification of books is as per the availability Dewey Decimal Classification (DDC) Schedules and Online Public Access Catalogue System.
- e) Periodicals on arrival are entered in the periodical register / soft copy and a quarterly report will be generated for non-received periodicals against the subscription.
- f) Current periodicals will be displayed on periodical display racks.
- g) Old technical periodicals will be taken into stack for a period of year and bound as back volumes.
- h) Non-technical periodicals and Newspapers will be made available in reading room.
- i) Non-Technical periodicals will be disposed every year and news papers will be disposed every month.
- j) Damaged books will get binded / repaired for every semester; if repairable else they will be withdrawn from accession, as per rules / norms.
- k) Loss of books will be withdrawn from the accession every year as per directions of higher authorities.
- l) Multi-media materials will be maintained in digital library and made available for members as per the library rules.
- m) Record will be maintained for the usage of reference books/ services done by the reference section of library.

Issue – Receipts:

- a) The staffs are required to register for membership in the library with latest passport size photo in a prescribed format.
- b) Members can Search availability of title / author by online public access catalogue (OPAC) and Members are required to select the books from racks as library follows open access system.
- c) The library identification number is issued to the students as per the approved students list from the principal.

- d) The number of books issued to the member (staff / students) is restricted, as per the norms of library.
- e) Books are issued to the members (Students), duly mentioning the due date of return.
- f) All issue & return records are maintained in a soft copy or in a prescribed register.
- g) The return of books after the due date is liable to fine and is collected as per the norms of the library from the members (Students); such collected amount is accounted and deposited with the cashier.
- h) Library books will be issued to the first year student after he/she takes admission to the respective Semester, only by producing admission authentication from principal.
- i) Library will not issue additional books of the similar title or author.
- j) In case of loss of books, members should replace with new books of same edition or latest edition, if not able to replace the book, he / she should liable to pay double the cost of the book and obtain a receipt.
- k) Renewal of books is allowed based on availability.
- l) Under the Book Bank Scheme, the library will issue set of books as per the syllabus and availability.
- m) In case of shortage, the students are requested to share books among themselves.

Stock Checks:

- a) Stock checking will be done once in a year, to ensure the availability of books as per the Accession register / library software.
- b) If any losses are put up to Director / Principal with reasons and the same regularized.
- c) List of books on stock is updated as and when books are added or withdrawn.

SPORTS AND ITS PROCESS

Planning

Carry out necessary planning for sports activities, annual sports meet, national celebrations & co-curricular activities, with the resources required. Ensure that the planning takes into account all the activities generally covered during the Academic Year. Necessary budget is prepared and got approved by the competent authority.

Physical Education

Physical Education is an integral part of general education and attempt to develop human body and the entire social, mental, emotional and physical development. The Department of Physical Education has the necessary infrastructure for various physical educational activities. The Sports infrastructure are spread over a large area and has the following play fields, all of international standard:-The playfields for outdoor games are being provided such as Football field, basketball court, 400 meter track, tennis courts, Volley ball courts, Cricket stadium, Throw ball court and handball court. An Indoor facilities consists of chess and Table tennis and multi gym.

Conduct of Tournaments: Inter collegiate and Inter-branch competitions

- a) Conducting at least one VTU Inter collegiate and inter-branch competitions in every Academic Year.
- b) During the Even semester inter-branch sports competitions will be planned. c) Accordingly tournaments will be conducted.
- d) Annual day sports competitions will conducted and prizes will be distributed to the winners and runners.
- e) To organize the intercollegiate tournament, request letter sent to university to allot the tournament.
- f) As per the VTU assignment, we organize the tournament. Before that necessary budget will be submitted to the management through the principal. After getting sanction tournament is organized.
- g) Participation of students in Zonal and Inter Zonal Levels of university sports / games.
- h) The selection and placement of players depends on the speed, strength, stamina, endurance, flexibility, agility and will power.

- i) To prepare a Training schedule the following points are to be noted.
- j) Aim, working days, no. of trainers and coaches, age, sex and game experience, play field and sports equipment, season (climatic conditions), local atmosphere, financial position, type of game.
- k) The sports equipments used by the students and staff has been recorded in sports materials usage register.

Sports Store and Budget

- a) Budget for sports activities is allotted by the Management at the beginning of each year.
- b) Inventory of sports goods are maintained by the In-charge and purchases made based on requirements after due approval, in Stock Register.

Issue of sports materials:

The sports materials are issued by receiving college ID cards and the details entered into Issue of Sports Goods.

CLASSROOM AND ITS PROCESS

Planning

Necessary planning is carried out for infrastructure and facilities process for sanctioned number of students, adequate infrastructure and faculty requirement before the semester begins. The infrastructure is as per the norms of statutory bodies govern the technical education.

Execution

- a) HOD/Dean has to review the infrastructure and facilities required for the department as per statutory bodies, in case of shortfalls HOD/Dean has to prepare the requirements to be provided by the management.
- b) HOD/Dean has to maintain the department profile such as; Copy of Statutory bodies & other approval letters, Department layout, Faculty details, List of HODs / Dean, List of major equipments, Vision & mission, Total student strength, Toppers list, etc.,
- c) HOD/Dean has to ensure that the classrooms / tutorials / labs / workshops seminar halls / are available as per the Statutory bodies norms, the same is recorded and maintained as Departmental facilities & Technical support.

- d) It is ensured by the HOD's/Dean that the teacher to student ratio and cadre ratio as specified by the statutory bodies norms is maintained in the department.
- e) Shortfalls / requirements if any are intimated / projected to the Director / Principal as applicable and discussed the same in MRM under the agenda resource needs.
- f) HOD/Dean has to ensure the faculty qualification and retention of the staff in the department and is maintained.
- g) HOD/Dean has to ensure the adequate facilities to operate the quality teaching and learning process.

COMPUTERS AND ITS PURPOSE

- 1) To ensure efficient and trouble free performance of computer systems, networks & software applications for day to day activities of departments.
- 2) To provide the support and service to the user departments in: Collection / Analysis / Processing /Protection of data.
- 3) To ensure data security and data integrity, by designing user passwords, regular backups and by running antivirus software.
- 4) To provide information to the Interested Parties through website, SMS alert, e-mail etc.
- 5) To maintain the application software versions used.
- 6) To backup and maintain data in appropriate storage media for the purpose of disaster recovery and Institutional Continuity Planning.
- 7) Keeping Computer systems ready for lab practices, practical exams & outsourced (MOU) programmes / examinations.
- 8) Maintains records on IT infrastructure available, including maps of LAN, WAN, Wi-Fi, wiring / layouts.
- 9) Planning of maintenance, repair, serving and replacement of all IT assets.
- 10) Upgrading of existing IT infrastructure on a need basis.


Principal
Ballari Institute of Technology & Management
BELLARY