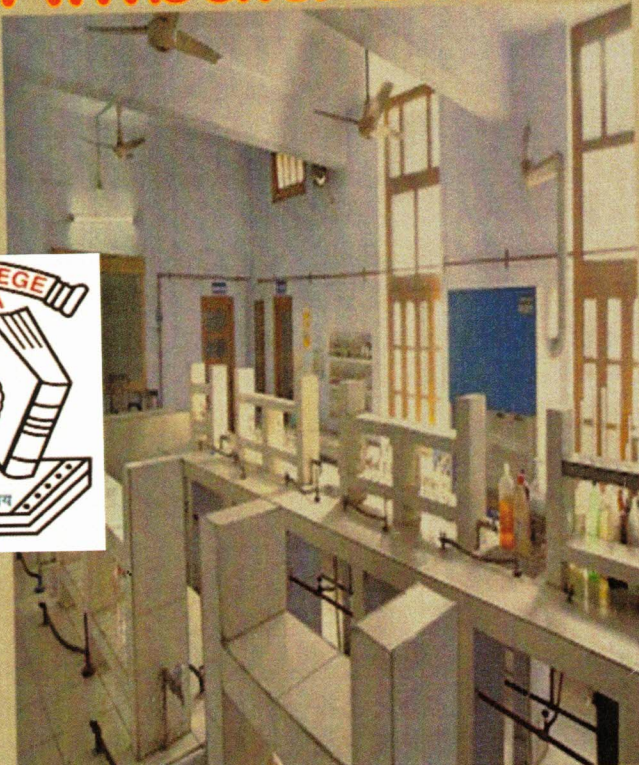
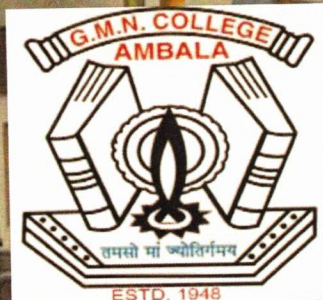
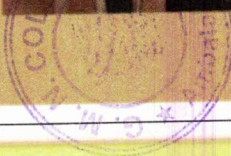


GMN College, Ambala Cantt



Systems And Procedures For Maintaining And Utilizing Physical, Academic And Support Facilities



The College is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall personality development of the students. To make the teaching-learning effective and efficient, the college has an elaborative policy so that the infrastructure including class rooms, seminar halls, laboratories and other physical and academic facilities could be optimally utilized.

CLASS ROOMS

GMN College has many chalk and duster classrooms as well as ICT enabled classrooms to provide a blended mode of teaching to the students. Each classroom is equipped with appropriate, comfortable furniture; good ventilation and adequate light. In order to make the classrooms fully utilized, the college adopts the following measures:

- Allotment/ utility of classrooms are subject to submission of requisition through proper channel.
- Classrooms are utilized as per the prescribed time table by the college.
- Classrooms are under the surveillance of CCTV in the corridors.
- Maintenance of classrooms is under the Infrastructure Development, Purchase and Maintenance Committee.
- Maintenance of teaching aids like; LCD, computers, Laptops is done by ICT Committee.
- Laptops have been issued to the departmental heads and various cell incharges to use ICT facilities. However, if any faculty require more in number, he/ she have to book with ICT committee in advance.
- Students can use classrooms and teaching aids with the prior permission of the concerned teachers.
- The work of painting of classrooms is done at the time of vacations.
- Cleanliness of the classrooms is maintained by the supporting staff of the college on a regular basis.



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LABORATORIES

The college is facilitated with many laboratories of different subjects i. e. Physics, Chemistry, Botany, Zoology, Psychology, Electronics, Mass Communication, Retail and Computer Science etc.

- The laboratory equipments, chemicals and consumables are purchased as per requirement through proper procedure. All the lab heads submit their annual estimated laboratory budget to the Principal well before the beginning of the academic session.
- The local vendors are encouraged to provide the required equipments, chemicals and consumables to the college and they offer subsidized maintenance and service.
- The stock register of each laboratory is regularly maintained and checked periodically.
- The walls of the laboratories are adorned with practical related materials like periodic table, safety measures, construction and working of various equipments and inspirational life stories of world-renowned scientists.
- The lab equipments are periodically inspected ensuring timely repairs and preventing any damages from getting worse. The lab equipments are kept away from any extreme heat or cold.
- Timely replacement of damaged parts is done. Equipments are regularly calibrated for ongoing preventative maintenance for keeping the laboratories in optimal condition.
- If the equipment is intended to use for a short period of time, it could be worth looking into hiring good-quality equipment rather than purchasing the cheaper equivalents.
- There is a designated rubbish bin for broken glass and materials with sharp edges and it is kept in a location of easy reach. It is not allowed to its reach capacity; when the bin is half-full, its contents are disposed-off properly. Proper procedures for using lab equipments are maintained.

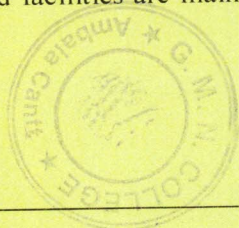


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SPORTS FACILITIES

Apart from academic facilities, the college has commitment to provide facilities for Sports, Games and Cultural activities. Facilities for indoor games such as Table tennis, Shuttle Badminton, Carrom and Chess has been provided to the students. A fully equipped Gymnasium has been set up to strengthen and enrich the sports activities. It is installed in 6.5*15.25 sq. mt. carpet area with all the latest equipments like the massager, Treadmill, treadmill electric, Cross trainers, Home gym, Spin bike, Bikes and many more. Various athletic equipments are there in the sports department including Shotput, Discus, High jump stand etc. There is a badminton court of 44*20 sq. ft. area available for practice. Two big playgrounds measuring the size of 111889 sq. mt. and one another is at Shastri colony having the area of more than 8 acres. The college ground is used to conduct the Annual Sports Meet. Coaches are appointed to train the students in different sporting events for which the college uses stadium also.

- Sports Council and Advisory Committee suggest, advice and recommend on matters of sports and physical education well before an academic session begins.
- Sports material is purchased with the prescribed procedure and is maintained and verified time to time.
- As per the UGC Certified Education Boards passing certificate of 12th are eligible for the admission and that students are eligible to participate in the All India as well as Inter University Competition etc.
- Every seat awarded to any sports student have to come through recommendation from the Physical Education Department with justification. As per the policy of sports, the seat is awarded through Admission Committee and sent for approval of the principal.
- Only University charges are taken from the students who win Intercollege Gold Medal/ State Gold Medal/ National/ International or All India Intervarsity participation.
- Only half fee is charged from the students who gains second position in state level competition.
- Concession of full tuition is given to the students who participate in state level competition.
- Sports facilities are facilitated periodically by the maintenance staff under the guidance and requisites of the concerned and facilities are maintained periodically and kept clean and tidy.



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- Usage of sports material is under the guidance of the Sports department.
- None of the sports material is not taken out of the campus without the prior permission of the concerned.
- None of the equipments, materials, sports materials are taken inside the campus without the prior permission of the concerned.



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AUDITORIUM AND SEMINAR HALLS

The college has one multi-purpose auditorium and 2 fully equipped ICT enabled seminar halls.

- Prior intimation and permission are required for utilizing auditorium and seminar halls.
- After the date is fixed for any event, the person in- charge looks after the necessary arrangements. Electrician and technical experts are the in charges for electrical and ICT facilities.
- Furniture and other infrastructure are maintained time to time as per the requirement by the Infrastructure Development, Purchase and Maintenance Committee.
- ICT equipments are to be taken care of by the ICT Committee.
- Air Conditioners are maintained and serviced from time to time.
- Seminar Halls are painted frequently as per the requirement.
- Cleanliness of the Auditorium and seminar halls is done by the supporting staff of the college on a regular basis.



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COMPUTER SCIENCE AND APPLICATION

Desktop Computers with latest configuration are to be provided to the students. Laptops are to be issued to the departmental heads and various in-charges of the cells with latest configuration.

- For the purchase of new desktop computers and laptops requirement is sent to Purchase Committee by the college ICT committee. The purchase committee invites the quotations from at least 3 vendors and after comparing them order is placed to the vendor offering the product at a minimum price.
- There is a website coordinator who ensures that college website is updated time to time.
- Lab attendants take care of the configuration of the systems/installation of drivers and software from time to time on demand.
- College has annual agreement for maintenance of the computer equipments from M/S Alfa Computers. Annual agreement for website and ERP maintenance of the college is with M/S Duple IT Solutions.
- Lease-lines connections having bandwidth of 50 MBPS and 20 MBPS internet speed have been taken from Jio for fulfilling the browsing needs of the students and faculty. (Billing of lease-line is on quarterly basis.)
- All the Hardware/ Software purchased are maintained in the stock register from time to time.
- Details of regular maintenance / repair/refilling of cartridges are also recorded in a separate stock register. Disposal of E Waste is done in a proper manner by Disposal/ Auction/ Write off Committee with a prescribed procedure.



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GARDENING & LUSH GREEN CAMPUS

Eco club of the college keeps an eye on the maintenance of garden of the college. There is a well-established system for maintenance and utilization of plants.

- The green cover of the Campus is well maintained by the gardener on a regular basis.
- The college garden is maintained by the college gardeners as there are three gardeners in college campus where in two staff are on regular and one on part-time basis
- They ensure that the campus is covered with a wide variety of plants and flowers of different varieties which gives fresh & green look to the college.
- For purchasing seeds, fertilizers and different varieties of plants prior permission and approval is taken by the eco club from the principal.
- A whole variety of flowers and trees are planted in college as per the changing season & climatic conditions to keep the campus lush green.
- Nurseries in the local area are encouraged to buy the required flower variety, chemicals, seeds and fertilizers to the college as they offer at reasonable rate.
- Rain water harvesting system helps in the maintenance of the garden & helps in saving the wastage of water.
- Eco club time to time supervise the maintenance and upkeep of the gardens.
- Dry Leaves are recycled for making compost in the compost pit of the college and the same compost is used as a fertilizer in the gardens.
- Herbal and botanical garden provides a number of herbs and medicines.



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Jaswant Rai Memorial Library

System and Procedure for maintaining & Utilizing Library Facility OR Library Policy



Scan the QR Code to access the Web-OPAC



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About Library

The GMN College Library has a long and glorious history since its establishment in 1948 with an extraordinary and diverse collection of the different variety. The Library was named officially as "JASWANT RAI MEMORIAL LIBRARY" after the name of illustrious founder Principal Sh Jaswant Rai (1899-1958) on September 12, 2017. The Library is accommodated with the carpet area of 572m².

Library Services Provided to Users

1. Circulation Services
2. Reference Service
3. Newspaper Clipping Service
4. Reprographic Facilities
5. High-Speed Lease Line Internet Facility
6. Database Search through N-List
7. Document Delivery Service (Electronic & Print) •
8. Current Awareness Services
9. KOHA ILMS Web- OPAC (Online Public Access Catalogue)
10. Subscribed E-books (Pearson 86 title, Sage 32 Titles) and e-Journals (Sage)
11. Print and scan facilities
12. Book Bank facilities
13. Open Access E-resources
14. Open Access Text Book Section
15. Mobile Web-OPAC Searching through QR Code.

Library Facilities for Users:

1. Fully Automated Library (Barcode) with KOHA Integrated Library Management Software (ILMS) Version 19.05
2. Fully Air-Conditioned Reading Hall fitted with Study Carrels (Capacity 100 Users)
3. Separate Reading Section for Teachers (Capacity 20 Users)
4. Electronic Library with 14 Core i3 Computers with High-Speed Lease Line Internet for accessing E-resources



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6. Library committee under the chairmanship of the Principal frames a discount policy for different types of standard books of leading publishers to be purchased by the library based on the recommendations. In case of subject textbooks, quotations from at least three vendors are invited and the one offering maximum discount is selected.
7. Finally, the requisition forms complete in all aspects are verified by Library committee and after their recommendation, are finally approved by the Principal.
8. Order is placed as per discount policy and selected vendor.

The library selects the material based upon researching the appropriate professional literature, which consists primarily of:

1. Publisher's catalogue, brochures, leaflets, etc.
2. University recommended textbooks
3. Books as per syllabi of various courses.

Collection maintenance policy

1. Special arrangements are made for accessioning library materials (Book or Non-book) immediately, if the request is deemed urgent.
2. All important suggestions given by patron, library committee and staff members to improve the efficiency of technical services are taken into consideration.
3. The library does not access donated books whose publication dates are very old and damaged.

Procedure of processing library books:

1. After receiving books from publisher/vendor, all the books are physically verified for any physical damage and all the supplied books along with bills are verified with given order.
2. The books are classified by using Dewey Decimal Classification 23rd international edition. Class number is written at back side of the title page with pencil.
3. Books are then accessioned in the accession register as well as in the KOHA ILMS with all necessary details of the material/books.



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4. Accession number is written along with the library stamp on the title page, 53rd page and at the end of printed text on last page of the book and due date slip pasted on the last page of the book. Stamping is also done on the edge of the book also with college library name.
5. After entering the book details into KOHA ILLMS database, barcode of each title is generated and two barcodes for each book are printed. One barcode is pasted on the title page inside the book and second barcode the cover of the book outside.
6. Spine label written with class number of the books is pasted on the bottom edge of the book spine for classified arrangement of books on the stacks.

Non-Book Material:

All the policies and procedures for processing books also apply for non-book materials except stamping. For non-books format, alternate methods are adopted for the same

Circulation Privileges

The library is committed to circulating its resources to the bonafide members for maximum use and in this regard, the following circulation privileges have been granted to the different category of the users:

CATEGORY OF LIBRARY USERS			
Sr. No.	Users' Category	Max. No. of Books to be issued	Loan Period
1	Teachers	15	28 Days
2	PG Students	6	14 Days
3	UG Students	6	14 Days
4	Non-teaching Staff	2	14 Days

Borrowing Rules

1. Reference books, rare books and Print Journals/periodicals shall not be issued. Such collection must be consulted inside the library premises only.
2. Books shall strictly be issued only on the user's personal Library Membership ID.
3. Fine for overdue books will be collected as mentioned on the due date slip which is One Rupee (Rs. 1) per day per book.
4. In case of loss of books, the borrower is required to replace the book with its latest edition.



Q/G

5. If the book is not available anywhere for purchase, the borrower must pay twice the cost of the book.
6. Borrowers are responsible for returning the issued items to them on or before the due date.

Library Web-OPAC (Online Public-Access Catalogue)

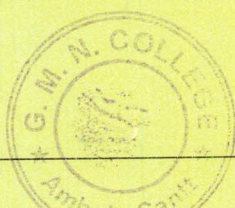
1. The library is fully automated (Barcode) with KOHA Integrated Library Management Software (ILMS) version 19.05.
2. Web- OPAC (Online Public-Access Catalogue) is designed in the KOHA ILMS itself and accessible 24*7.
3. The whole library is mobile friendly and accessed in the mobile via QR code enabled Web-OPAC. QR codes for the same are pasted at different spots in the library premises.
4. Web-OPAC can also be accessed on www.gmnclibrary.in
5. All the students and faculty members are provided username and password to log into the Web-OPAC.
6. After logging in Web-OPAC users can check the documents issued to them, their due date, can reserve a document online, etc.

Library Website

Library can also be accessed from the main college website www.gmncollegeambala.ac.in under the Library Menu. User will be able to access the Web-OPAC, as well as different e-resources (subscribed and open access) such as N-LIST, Pearson E-Library, Sage E-Library, free open e-resources, DOAJ, DOAB, DOAR, E-newspaper, eGyanKosh, ShodhGanga, ShodhGangotri, ePG Pathshala, Vidya Mitra, World Digital Library, UNESCO Digital Library, National Digital Library of India, National Science Digital Library, online course platforms such as SWAYAM, NPTEL, edX, Coursera.

Journal ordering and subscription including e-journals/e-books policy:

1. After receiving faculty recommendations for journals same is approved by the library committee and Principal and the term and conditions of the library are adhered to.
2. Budget estimate is based on the cost.
3. Order is placed from available options as indicated in the term and conditions



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4. Payment against the original and proper Performa invoice/bill/renewal notice, etc. is made.
5. Journals are preferably subscribed directly from the publisher itself. Payments towards the journals could be made directly to the publishers.
6. Normally, the payment of journals subscription is made in advance.
7. Price are correctly charged in accordance with publishers' latest catalogue or policies.
8. Library never subscribe journals against personal subscription. Journals are to be received against institutional subscription only.
9. The cost of e-books can normally be 4-8 times high in comparison with its print version due to its unlimited access to unlimited user at a single time.
10. Normally there is no discount on the journals/e-journals and e-books. However, library will make best efforts to avail the maximum discount if possible/available.
11. Service charge (GST, etc.) are paid whenever required specifically in case of e-books and e-journals.

Stock Verification Policy:

Physical verification of the library stock has to be carried out to identify the losses, identifying misplaced documents, documents that need repair, etc. The verification has to be carried out once in three years by a team of members appointed by the principal. The library staff assists the verification team.

1. Some loss of publication is inevitable especially in the context of open access practice in libraries. The Librarian has a role as an information manager and not just a custodian. Therefore he/she should not be held responsible for the losses.
2. Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.
3. A publication may be considered lost only when it is found missing in two successive stock verification and thereafter only action be taken to write-off the publication by competent authority.
4. Occasional loss/damage of issues of periodicals is inevitable during postal transit. If the payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non-receipts/damages are considered as loss for write-off.



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5. There may be no objection to the Librarian disposing of mutilated/damaged/obsolete volumes to the best interest of the library. However, the disposal of such volumes be permitted by the Principal.

Replacement:

The Library does not automatically replace all materials withdrawn from the collection. Decisions to replace an item are based on the demand for specific titles in support of curriculum, number of copies on the shelf, subject content, and availability of newer and better materials on the subject.

Binding:

Binding the damaged and important books is carried out whenever required.

Weeding:

The following categories of materials can be considered for weeding out:

1. Superseded editions.
2. Worn, mutilated, and/or badly marked items.
3. Missing and outdated books
4. Outdated and inaccurate information
5. Outdated textbooks
6. Ephemeral material (e.g., newsletters, progress reports, pamphlets) including those materials that lose value after a certain period of time such as annual reports, directories, yearbooks, annual edition of income tax books, etc.

Procedure of write-off

1. List the documents not found during stock verification
2. Library staff to make all possible efforts to locate document not found during stock verification (the process can go up to six months but not as an exclusive task).
3. List the documents verified and marked outdated/not suitable for library by the faculty members and HODs of different subject/department of the college.
4. List the issued documents to the users who did not return the same to the library after a number of reminders and leave the institute.

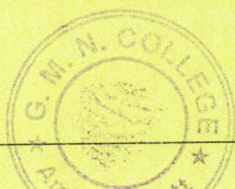


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5. Prepare pre-final list of the documents not found.
6. Compile a final list of all documents not found as well as suggested by faculty members to consider for write-off and being verified by the library committee.
7. Put up the list of common entries to the Principal along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
8. Get approval from the Principal
9. Make necessary entries in the accession register, write-off register, assets register, etc.
10. Remove records from databases
11. Close file.
12. Improve the system with additional precautionary measure

General Library Rules

1. There will be no separate Membership card for the library. The ID card of the College will be considered as a library membership card. One should carry a Library Membership card while entering the library.
2. All the students/teachers entering the Library shall put their bags and other belongings at the property counter.
3. All the readers are advised not to leave their valuables at the Check Point. The library is not responsible for any loss of personal belongings.
4. The library is an academic area. It is always expected to seat in a decent, disciplined, and dignified way and maintains a good ambiance for reading. Any type of violation like keeping legs on Chairs, Tables, Sofa, making noise, damaging and stealing library infrastructures / Property, may lead to disciplinary action.
5. All the users are directed to verify the issued items/checked-out items at the security counter by the library staff. Violation of this rule may lead to disciplinary action.
6. All readers are advised to check and carry their belongings like laptops, personal books, etc. while leaving the library. The Library will not be responsible for the loss of personal items or left behind by readers in the library
7. No material from the Library should be taken out without proper issue/ recording. Any type of violation may lead to disciplinary action.



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8. If any reader found taking the book out from the library without following the formal procedure, with intention/ by mistake will be considered as an unauthorized act, s/he will be penalized as per library disciplinary procedure.
9. All the users will present themselves in queue for a Check at the 'Check Point' while going out of the library to ensure that they take out only checked-out documents from the library.
10. The borrowing facility can be restricted or suspended in case of misbehavior with library staff and misuse of the Library facilities/materials
11. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource.
12. Borrowers, faculty, staff going on leave with or without salary, deputation, study leave will have to return all borrowed material before leaving the station.
13. On the loss of library Book, the matter has to be reported to the Librarian immediately.
14. On the loss of ID card/ Library membership Card has to be reported to the concerned authority immediately.
15. Borrowers are advised not to issue Books to others on their names / Card. The membership card is not transferrable.
16. Reference Documents like Dictionary, Encyclopedia, Year Books, Journals (Loose & Bound), Theses, Project Reports, Census, Handbooks will not be issued out.
17. All users are requested to keep their mobiles switched off / keep on silent mode in the Library.
18. Conversation and discussion disturb library ambiance. Therefore, all are requested to maintain a dignified silence.
19. Smoking is not permitted in the Library.
20. Beverages and Eatables are not allowed inside the library.
21. No visitor or guest is permitted to use the Library without the prior permission of the Librarian. She/he is required to produce a proper introduction letter from the concerned Institution/Organization to which he/she is attached.
22. Books borrowed should be protected from RAIN, DUST, INSECT, etc.
23. Books removed from the shelves by students, if not required for reference, should be kept on the book trolley or on the table nearest to them. Please do not try to shelve them yourself. Please remember that a book misplaced is a book lost.



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24. The Librarian reserves the right to call back any issued book/item at any time from any user.

25. Feedback forms are available at the circulation counter.



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