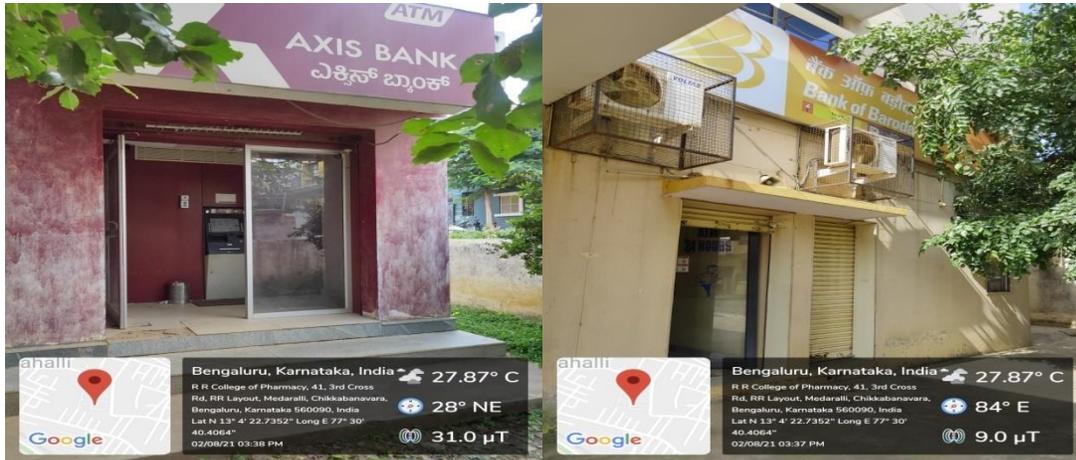


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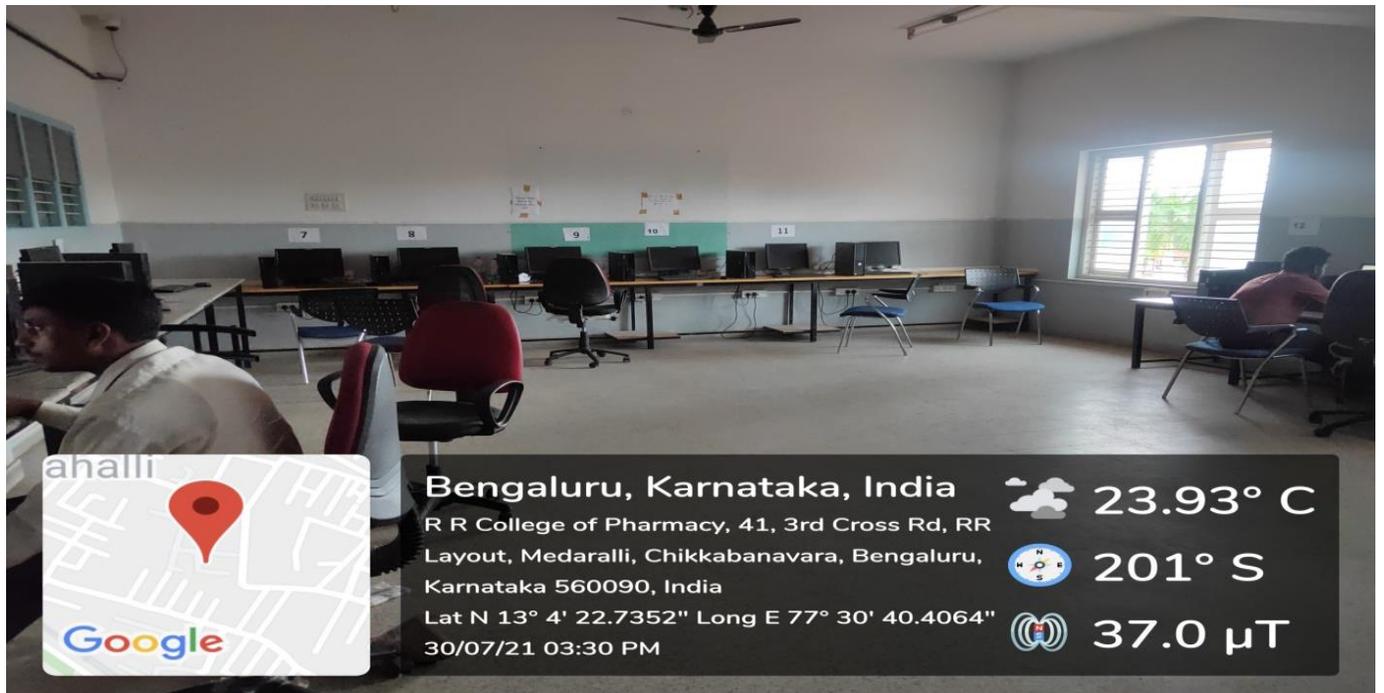
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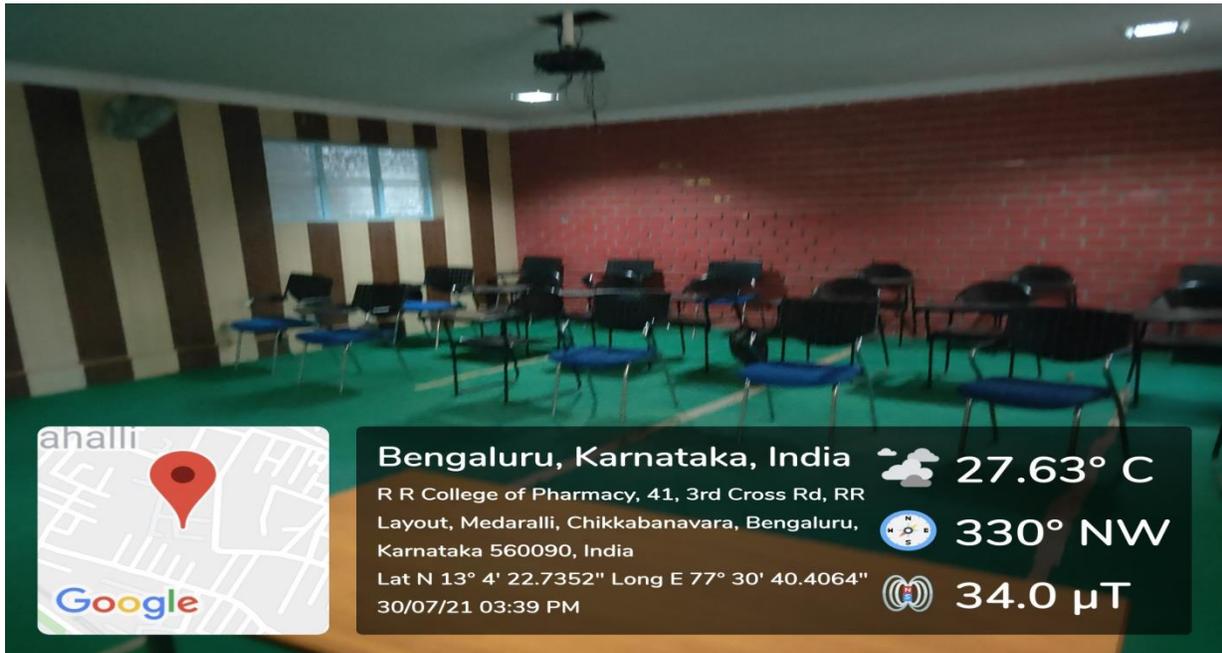
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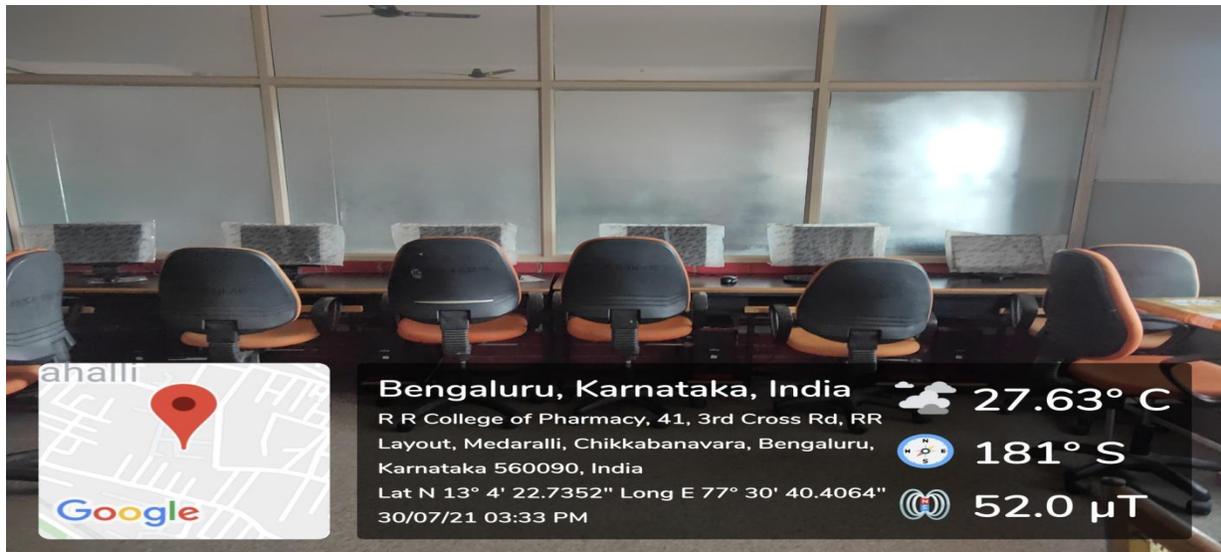
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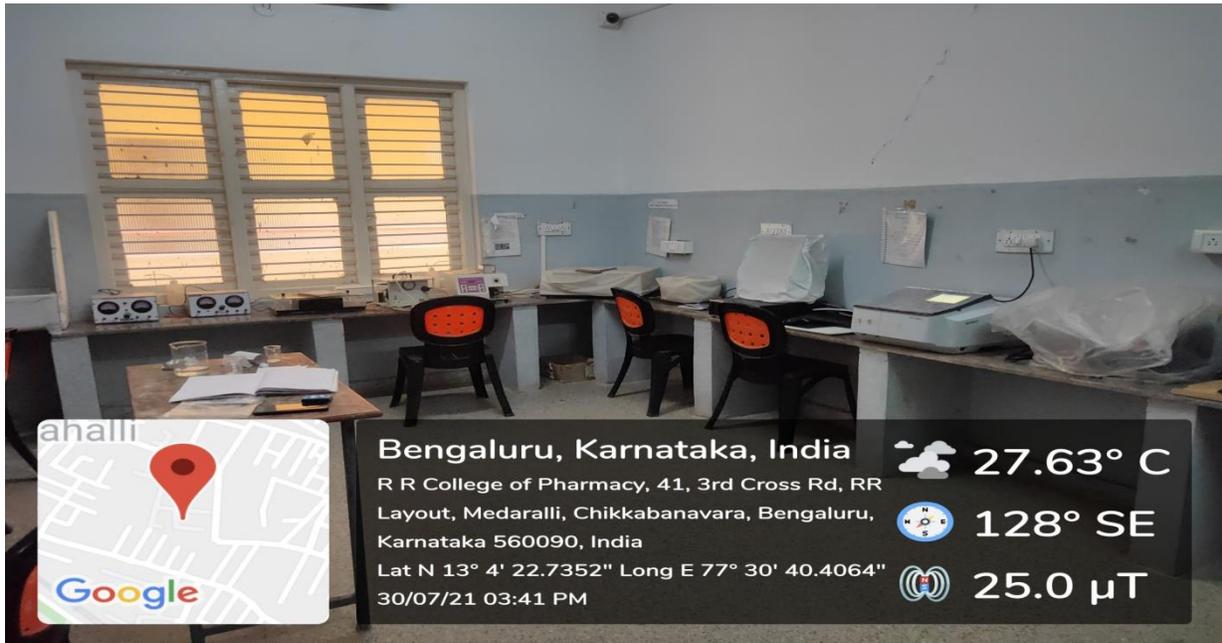
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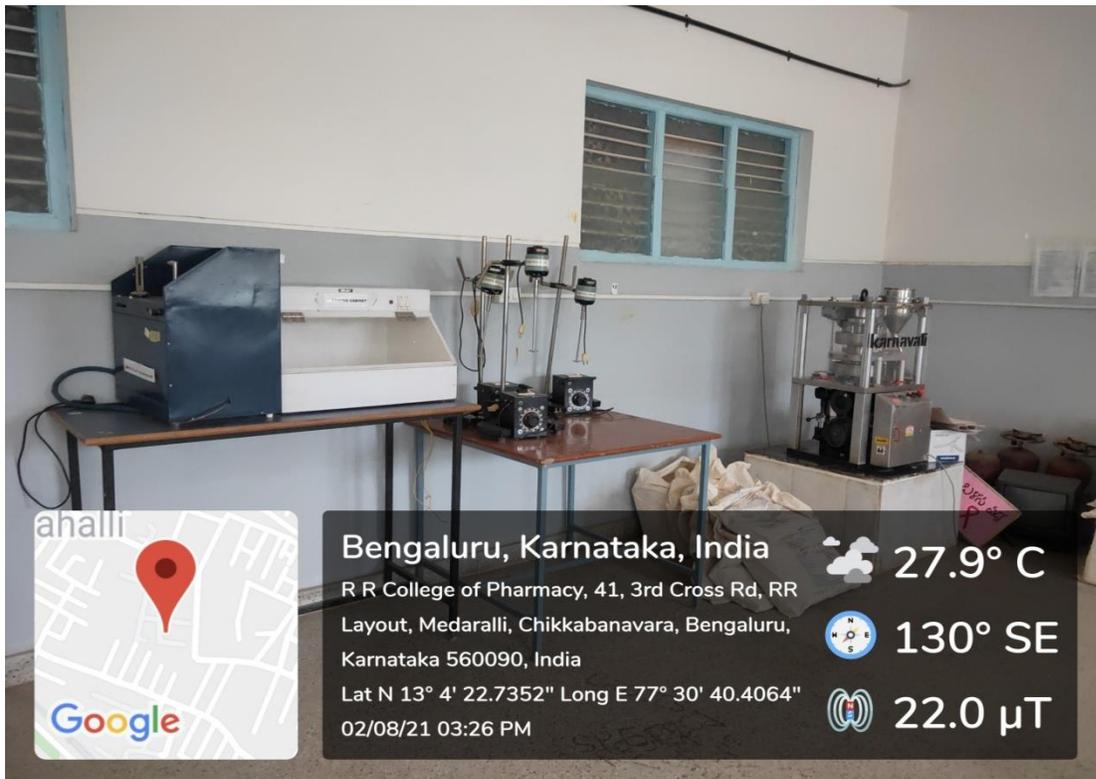
DIGITAL LIBRARY:



RESEARCH LABORTARIES:



MACHINE ROOM:



HOSTEL MESS:



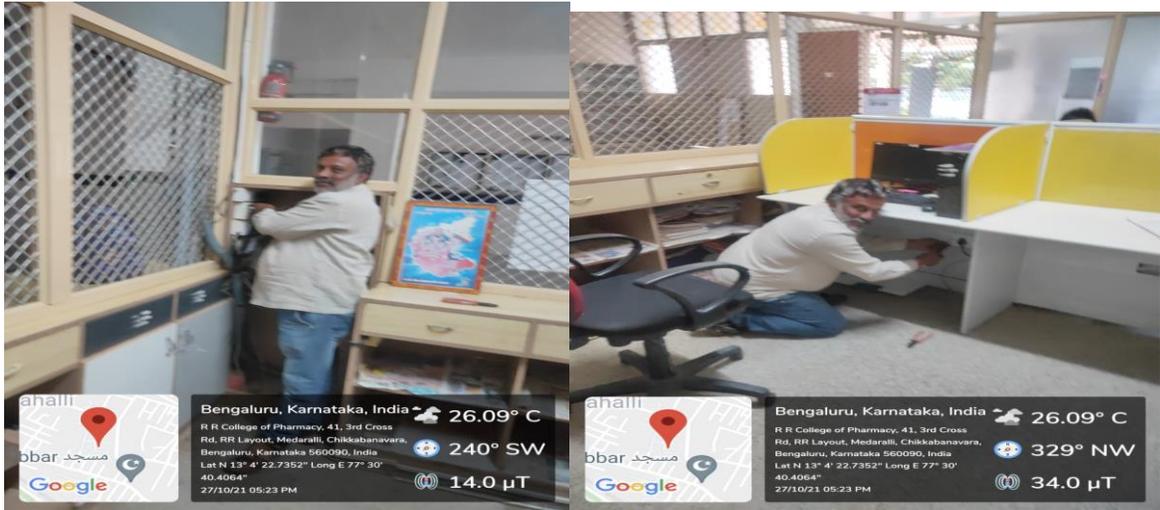
HOSTEL:



COLLEGE:



REPAIRING:



CLEANING:



GROUND SKEEPING:



CLEANING WASHROOMS:



REPAIRING WASHROOMS:



DRINKING WATER:



SOLAR SYSTEM:



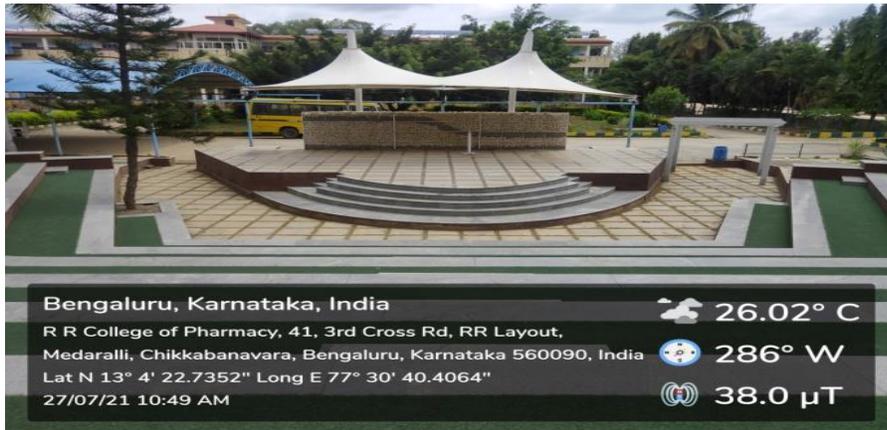
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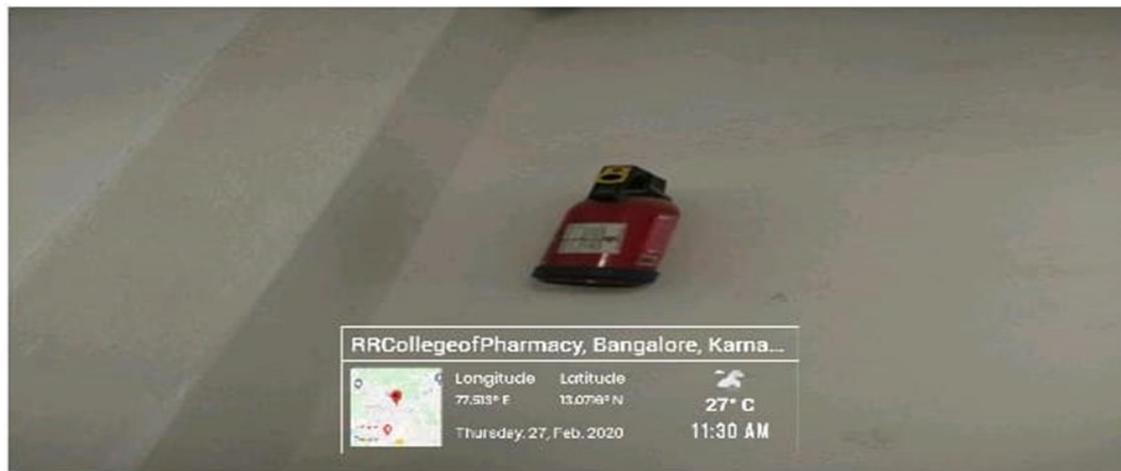
GREENERY:



AMPHI THEATER:



FIRE EXTINGUISHERS



CCTV CAMERA



GENERATOR





P.K.M Educational Trust (R)

R.R. COLLEGE OF PHARMACY

Chikkabanavara, Bengaluru-560090

Affiliated to Rajiv Gandhi University of Health Sciences Bangalore, and recognised by PCI, AICTE and Govt of Karnataka

24-02-2020

From,
Mrs. Basamma R H.
Librarian
R R College of Pharmacy,
Bangalore

To,
The Principal,
R R College of Pharmacy,
Bangalore

Respected sir,

Sub: Permission to get quotations from book suppliers
for the academic year 2020-21.

I would like to bring to your kind notice that, I would like to get the quotations from various book suppliers for the academic year 2020-21. I request you to grant me the permission for the same. Kindly do the needful.

Thanking you,

*Informed to get
quotations from suppliers*
[Signature]

Principal
R.R. College of Pharmacy
Chikkabanavara, Bangalore

Yours sincerely,

[Signature]
Mrs. Basamma R H.
Librarian
R R College of Pharmacy
Bangalore - 560 090



P.K.M Educational Trust (R)

R.R. COLLEGE OF PHARMACY

Chikkabanavara, Bengaluru-560090

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Date: 24-02-2020

The Library committee meeting for the academic year 2020-21

CIRCULAR

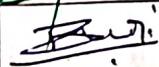
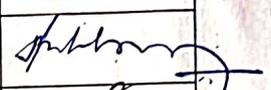
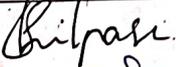
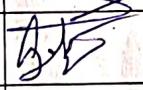
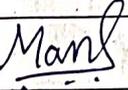
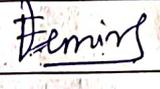
The Library committee meeting is conducted at 4.00 pm today i. e; 24/02/2020 to discuss the below agenda.

AGENDA

The Meeting was conducted under the chairmanship of Principal and the meeting was discuss the bellow points:-

- Procurement of books .
- Library Utilization.
- Periodicals renewal .
- Budgeting.
- Book and Back Volume Binding.

The Following Members Attended the Meeting

<u>Sl.No</u>	<u>Name</u>	<u>Member</u>	<u>Signature</u>
LIBRARY COMMITTEE MEMBERS			
1	Dr. Narayanaswami V.B.	Principal	
2	Mrs. Basamma R.H.	Librarian	
3	Mrs. Surekha A	Member	
4	Mr. Subhas P.G	Member	
5	Mr. Deepika Paradhe	Member	
6	Ms. Shilpashree	Member	
7	Dr. Saritha Surapaneni	Member	
8	Mrs. Sujatha .P.M	Member	
STUDENT COORDINATORS			
5.	Mr. Akash Nayaka M.	I B.Pharm	
6.	Ms. Femi S V.	III Pharm D.	


PRINCIPAL
R.R. College of Pharmacy
Chikkabanavara, Bangalore


LIBRARIAN
RR College of Pharmacy
Bangalore - 560 030

PKM Educational Trust ®

R. R. COLLEGE OF PHARMACY

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Since 1993

Standard Operating Procedure

(Procedures and policies for maintaining and utilizing – Budgeting, laboratory, library, sports complex, computers, classrooms)

Academic Year 2020-21 Ver 1.0

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1. Standard Operating Procedures For Accounting/ Budgeting/ Expenditure

Preamble

The policies and procedures in this document govern the budgeting process, monitoring of budget, performance monitoring and the review and revision of budgets.

Objective

- i. To ensure that the annual budgeting process is performed timely and support the operational planning objectives and processes.
- ii. To monitor the budget variance and significant variances are reported.
- iii. Budgets are reviewed periodically for relevance and revised.

Budget Policies

The purpose of Budget Policy is to improve the process of budgeting and develop a common basis for assessing performance in terms of effective use of financial resources, as it requires the use of budgets to efficiently allocate resources and manage ongoing works.

The objectives are:

- i. To provide excellent, consistent, and professional service to constituents regarding all budget matters.
- ii. To understand and guide the estimation of tuition and fees for students.
- iii. To ensure accurate budget information is provided for timely decision making by monitoring and controlling operational spending.
- iv. To develop and communicate budget guidelines and control the budget spending procedures at all levels.

BUDGET PREPARATION:

- i. The Internal Quality Assurance cell with the assistance from the Administrative Office/office superintendent sends the Budget proposal templates to all Departments at least one month before the start of financial year / academic year to consider the budget proposal for the next financial /academic year.
- ii. Each Department HOD along with one senior staff member coordinate in the preparation of the Budget for the concerned Department.
- iii. The Heads of the Departments submit the Budget draft proposal to the Principal in both hard

and soft copies.

- iv. The office of the Principal will submit the consolidated budget to the Director for approval.
- v. The Governing Body of the college is responsible for approving the annual budget of the College. The Governing Body approves the budget in the beginning of the Academic year. The GB may revise the budget after the interim internal financial audit.
- vi. The Principal communicates the approved budget department wise for implementation.
- vii. The Administrative and Accounts Office, led by the Principal, is responsible for all day-to-day financial operations of the College, including budget operations, and for ensuring that a system of sound internal controls is in place.
- viii. Principal may also seek the Heads of the Department to submit any additional requirements above the sanctioned budget or to surrender the unutilized budget.

BUDGET POOL

- i. The College treats all the funds operated by the department association as pool of budget funds, that can be utilized only for the conduct of department student activities
- ii. Funds shall not be co-mingled or transferred between distinct budget pools without approval of the authorities

DELEGATION OF FINANCIAL POWERS

Decentralization of financial powers is essential for effective functioning of the College in order to make it effective for accounting purposes and ease of governance.

AMENDMENTS:

Any amendments to this policy must be approved by the Governing Body of the college.

BUDGET ALLOCATION:

- i. Budgets are typically set annually by allocating anticipated income and resources among different departments and activities of interest. The allocated fund for the activity is not transferrable. Budgets are set for a 12-month period and reviewed annually.
- ii. Budgets are set on the basis of the previous year's expenditures, plus or minus any changes in spending, such as the recruitment of new staff or adjustments in staff salaries..A budget aims to take into account all expenditures, including staff salaries, the cost of infrastructure and maintenance as well as miscellaneous expenses.

BUDGET MONITORING

- i. A financial statement showing the budgeted expenses versus actual expenses should be prepared at least once a year.
- ii. The variance analysis should be prepared using the financial statement in point 1.
- iii. Heads of the departments must submit Utilization report to the head of the institution at the end of the financial year.

BUDGET REVISION

The budget approved by the Governing Body after incorporating changes, if any, will come into effect.

PROCEDURES

- i. Consolidate the normal operating expenses in the current financial year and project the operating expenses for the next financial year.
- ii. Prepare a list of events to be conducted and components to be purchased for the next financial year, and the budgeted cost is projected .
- iii. Ensure the annual budget for operating expenses is complete and the expenses for various planned events and purchasing of components/equipment are reasonable and are approved.
- iv. Review the financial statement for accuracy.
- v. Determine if there is a need to make adjustment to the budget.
- vi. If budget revision is required, propose necessary adjustments for review and approval.

BUDGET AUDIT

- i. The budget audit examines whether the budgeting process is operating effectively by monitoring the techniques, procedures, and budget effectiveness.
- ii. Budget audit should be conducted every year by an External Agency. The budget auditor should report to upper management who can take appropriate action.
- iii. An audit plan assists in arriving at corrective action. The budget audit considers:
 - a. Cost trends and controls
 - b. Budget revisions
 - c. How adequately costs were analyzed
 - d. How costs were identified and classified
 - e. Looseness or tightness of budget allowances
 - f. Completeness of budget documentation, records, and schedules

2. Standard Operating Procedure for Purchase of Items

2.1. PREAMBLE

In the context of changing economic and business scenario, introduction of the General Financial Rule, use of online services, digital India mission, transparent and efficient governance and experience gained from centralized purchase system, it is imperative to review the rules and regulations for purchase and stores. As a matter of policy institute encourages the adoption of established procedure, wide publicity fair competition and efficient delivery of the desired objectives for which the purchases/ orders are made in the institute.

RR institute of Technology being primarily a research and academic institution the requirements are scientific with limited vendors. The procurement is time as well as project specific.

The purchaser shall make reasonable efforts to draw precise and accurate specifications of products/ works and find out the details of possible bidders for purchases.

OBJECTIVE

The objective of the SOP is to describe the complete process for procuring goods and services in the Institute, starting from the indenting stage to the receipt of the material/service, till release of final payment.

Scope

This SOP is applicable to all permissible purchases made in the Institute, thus includes purchases of all Raw Materials, stationery, All battery related purchases, Maintenance Items etc.

PROCEDURE

The important considerations in purchase of items of services are: (a) quality (b) reliability (c) timelines and (d) cost - specified quality and the reliability of the supplier, the cheapest option should be chosen. However, being cheapest should not be the sole criterion since the cheapest may not be necessarily always the best.

BUDGETARY CONTROL:

All purchases should be subject to approved budget provisions. Department/ project budgets should specify the budgeted purchase (both revenue and capital items), which should become the basis for the overall Purchase Budget.

CLASSIFICATION OF PURCHASE ITEMS :

- i. List of regular items to be prepared with estimation of volume and cost. Based on the value, item should be classified into the ABC classification – “ A ” the presenting the highest value items and so on. Re-order levels should be fixed for regular items after considering usage, lead time, ordering and storage costs etc.
- ii. The list of proprietary item should be prepared and approved by the purchase committee. Those property items, which could be acquired on single bid basis, must be specified.
- iii. For standard and non-standard items, and items procured regularly and otherwise specifications should be indicated in consultation with users. For items of general use such as stationery, cleaning material, computer consumables etc., and a cross-section of users should be consulted before quality specifications are finalized.

INDENTING :

- i. The standard indent form should be used by all for indenting. Specifications and samples must always be provided by the indenting authority. All indents for purchase should indicate the budget position and should be forwarded to the stores and purchase officer for processing. All indents other than those for issue of stationery and such other consumables should be recommended by the head of the concerned department or an officer not below the rank of a regular assistant professor and forwarded by the purchase committee and approved by head of the institution.
- ii. In case the value of an accepted bid exceeds the estimated (budgeted) value by 20% or more, the indenting officer will be required to examine the justification for the increase and take suitable action for preparation / approval of the revised budget. In such case, the indent signed by the indenting officer of together with justification should be forwarded to the purchase committee through the concerned recommending authority. This justification note should form a part of the purchase proposal.

CATEGORY OF FIRMS, REGISTRATION AND BLACKLISTING :

There shall be the following categories of firms for inviting quotations for purchase of materials/services/equipment/s/instruments

i. LOCAL REGISTERED FIRMS :

Local general suppliers, authorized/distributors of the manufacturers/services providers and firms undertaking job works can be registered with the institute as per the procedure mentioned. For obtaining such registration the firms shall be required to be registered with Sales Tax Office and should have Service Tax Registration, Tax payer identification no (Tin) and PAN allotted to them. The firm must maintain an office/shop/Show room registered in its own name, in the market/ industrial area or another suitable place and should have a bank account where in the payments must be sent directly in the bank. Credentials including manufacturing capacity, quality control facilities, past performance, after-sales service, financial background etc. of the firm shall be carefully verified by the institute. The registered forms shall be liable to be removed from the list of approved firms if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time of supply sub- standard items/goods or make any false declaration to the institute or for any other grounds which, in the opinion of the institute, is considered to be against the public interest.

ii. BLACK LISTING :

Black-listing of firm can be done on the recommendations of the approval of competent Authority. The administrative officer of stores & purchase section shall process all such cases reported by the Department. A committee specially constituted by the Director/Head of the Institution shall examine the case and shall submit its recommendations to the competent authority for final action. In all purchase with multiple quotations, the report of the purchaser/purchase committee should include the following :

- a. A comparative statement of all dealers/seller indicating all taxes, freight, forwarding etc (i.e. the total cost of the purchase).
- b. The dealers from whom purchases are recommended.
- c. In the event purchase is recommended not on the basis of lowest quotation, the reason therefore shall be explicitly stated.

iii. BIDDING/TENDERING :

- a. Negotiation after the tenders are opened should be made only with the lowest tenderer.
- b. Bids should generally be sought at least from three bidders.

iv. LIST OF SUPPLIERS

A list of recognized and reputed suppliers shall be build up and maintained by the Purchase department. It will be approved by the Purchase Committee. The same should be reviewed and amended periodically. The inclusion and deletion should be only with the approval of the Purchase committee

v. SINGLE-BID PURCHASES

- a. In the case of certain approved proprietary items, it may be necessary to procure the items from one source only. For technical or maintenance reasons, it may be necessary to procure a particular item from one selected supplier even though the same item is manufactured by other suppliers.
- b. Sometimes urgency of the requirement may necessitate the purchase on single bid basis. Invitations for single bid can be invited from the single selected bidder and the purchase can be finalized as per the delegation of powers. Generally, purchase on a single bid basis should be restricted to the following cases only.

vi. EMERGENT PURCHASE :

- a. In case of non-availability of items (other than office equipment and furniture) in store, emergent purchase may be resorted to. In such cases, the indent should clearly indicate the reasons for urgency of the purchase and why the purchase cannot wait till normal procedure is followed. The rates may be obtained by personal contact or ascertained telephonically from at least five firms by an officer not below the level of Assistant Purchase Officer/Assistant Administrative Officer who should record the rates ascertained in writing.
- b. Emergency cash purchases without calling for quotations can be made with the approval of the Director / Head of the Institution.
- c. Urgency of the requirement does not allow the normal purchase procedure.

vii. WARRANTY :

- Appropriate warranty clause must form part of tender documents. Minimum warranty of

twelve months / period decided by the Head of the Department , from the date of acceptance should be ensured.

viii. ANNUAL MAINTENANCE CONTRACT : In case of renewal of the Annual Maintenance Contract(AMC), the following points may be taken care of while sending the proposal for renewal of Annual Maintenance Contract :

- a. AMC should start from expiry of a purchase warranty date. In order to ensure this, the Department concerned shall initiate action for renewal of AMC at least 60 days before the expiry of existing AMC/ Warranty.
- b. In case of renewal of the AMC, the service/Maintenance register along with report/log book (of Xerox copier) should be sent to the purchase committee.
- c. In case of any increase in the cost compared to previous AMC, necessary justification for the same to be obtained from the firm and enclose along with the indent.

ix. PURCHASE COMMITTEES:

There shall be one purchase committee for the purchase of items. **The following shall be the role of the purchase committees:**

- a. Formation and review of general purchase policy, procedures, norms, systems, etc,
- b. Apprising the director /Head of the Institution on the implementation of purchase decisions and policy.
- c. Making recommendations regarding purchases (other than those, which come within the purview of the Buildings, and library) as mentioned above.
- d. The Director/Head of the Institution may nominate an internal or external technical expert to the purchase committee.

x. OPENING OF TENDER

- All public Tenders should be opened in the presence of the attending tenders or their authorized representatives.

xi. PAYMENTS:

A. TERMS OF PAYMENTS –PUBLIC TENDER

- i. The normal terms of payment are “50% payment within 30 days after receipt and acceptance

of the materials in good condition remaining 50% payment after Commissioning and/or submission of satisfactory Technical report.

- ii. For Other Purchases, the terms of payment are 50 % payment on purchase order and the rest after the delivery in working condition and on submission of satisfactory Technical report.
- iii. If the suppliers insist on other terms of payment other than the terms stipulated above, the following could be considered :
 - a. For stand-alone procurement items, payment up to 90% against proof of dispatch taking into consideration aspects like the standing and reputation and/or previous performance of the supplier, and pre-inspection of the goods at the supplier's premises wherever considered necessary by the indenter or Head of the Institution.
 - b. For project-related items like interior work, monthly Running Account payment can be made up to 4 times based on progress. However, for contracts for periods less than 3 months, no Running Account payment can be made.
 - c. Any other terms of payments can be accepted in exceptional cases only in consultation with Finance Officer and with the approval of Director/ Head of the Institution.
 - d. All bills for payment of supplies made shall be received by the Accounts. Before authorizing payment, the bill shall be verified with reference to copies of the purchase order, Receipt of Vouchers and relevant records including acceptance of stores and payment arranged within 10 days after receipt of voucher and bill.

B. POWERS FOR PURCHASE APPROVAL:

Within the approved budgets, the powers for approval of the purchases shall be exercised by competent authorities as per the powers delegated from time to time.

C. APPROVAL OF BILLS AND PAYMENTS :

The store keeper and purchase committee should certify that the goods have been received and are of the specified quality. Accounts officer before approving the bills and authorizing payment should ensure that bills are in order and related to the purchase order duly approved by a competent authority.

D. MONITORING

All purchase/work orders placed shall be monitored on regular basis. The following details may be maintained for monitoring

- i. Description of purchase/work.
- ii. Purchase /work quantity and value.
- iii. Contractors name, address and contact details.
- iv. Date of placing order.
- v. Scheduled date of delivery/completion of order
- vi. Actual date of delivery.
- vii. Fixed Assets/Stores register.
- viii. Date of payments due.
- ix. Extensions granted
- x. Remarks

3. Standard Operating Procedure (SOP) for Library and Information Centre

3.1 PREAMBLE

The library provides access to an extensive range of informative resources like books, e-books, journals, e-journals, newspapers to provide an opportunity to enhance the knowledge and thought process of the academic fraternity and students.

3.2. OBJECTIVE

To lay down standard operating procedures for the day to day operation of the library, rules and regulations, procurement of the resources needed for the library, and their maintenance of circulation accounting and disposal.

PROCEDURE FOR LIBRARY AND INFORMATION CENTRE (LIC)

- i. All the HODs of the departments are communicated to raise their requisitions for books based on the curriculum at the beginning of each academic year.
- ii. Depending on the requisitions raised, vendors are selected.
- iii. Quotations are sought from various vendors.
- iv. Comparative statement is prepared and out of which three suppliers are selected based on lowest quotations. The same will be sent for the approval of the Purchase Committee and then to the Principal. Once the Principal approves the list, it will be submitted to the accounts department to check the sanctioned library budget for the year.
- v. After the budget is sanctioned, books are procured and entry is done in the accession register.
- vi. After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks.

MEMBERSHIP OF LIBRARY

- i. For becoming the members of the library, the faculty and students have to fill in the library application form with the details and get it signed by the concerned HOD and Librarian.

- ii. All the students of the college become members in the library after their enrolment into the program offered by the college.
- iii. After the verification of the library application form by the chief librarian, library cards are issued to the students and faculty.

ROLES AND RESPONSIBILITIES OF THE LIBRARIAN

- i. It is mandatory to ensure silence in the library.
- ii. Faculty and students should not be allowed to take their personal belongings into the library
- iii. To promote the e-resources of the library to the target audience.
- iv. To assist the staff and students in proper usage of the resources.
- v. To maintain a register for outgoing books.
- vi. To collect the issued books on time.
- vii. A late fee to be collected from students, if the books are not returned by due date.
- viii. To ensure that the issued books are returned in proper condition, otherwise, action to be initiated.
- ix. Should ensure to maintain SC/ST book bank as per University/Government rules and regulations

PROCESSING OF THE BOOKS/ CDS/DVDS

- i. The books are stamped with library seal for identification as library property.
- ii. The books are placed in the appropriate departmental shelves in the Library and the CDs/DVDs are placed in the technical section.
- iii. The e-resources received from the supplier are uploaded on the Website and ensured that they are accessible to the users.

PROCEDURE FOR BORROWING OF BOOKS:

- i. Books are issued to the students/faculty/staff for a period as specified in the **Annexure1**
- ii. Note:The contents of the annexure-1 are subject to review as and when required by the Principal.
- iii. Re- issue of books will be as per the **Annexure-1**.

- iv. The faculty should renew the books at the end of each semester to avoid late fee.
- v. Staff or students can hold only Three (3) books in his/her account at any point of time, whereas a faculty members can hold a maximum of four (4) books in his/her account.
- vi. Books are issued on producing the library card. The Barcodes of the books are to be scanned before issuing .
- vii. For re-issue after the last date on return of the book, late fee has to be paid in full.
- viii. Students withdrawing admission from „RR Institute of Technology“ are required to take “No Due Certificate” from the LIC.
- ix. Administration section will not issue clearance unless the student deposits the „No Dues Certificate“, duly signed by the Librarian.
- x. Librarian shall issue a list of books and fine defaulters on the first working day of every month and displayed on the students“ notice board and also upload on the website. A copy of the same should be given to the Administration Section.
- xi. Before final semester written examination, each final semester student shall get “No Dues Certificate” from the LIC for the books issued in his/ her name.
- xii. List of defaulters, if any, will be intimated to Administration Section and online generation of their admit card will be stopped by intimating to the Examination Section. Hard copy of admit Cards will only be issued once the “No Due Certificate” duly countersigned by Librarian is produced in the department.

ISSUE OF BOOKS TO FINAL SEMESTER STUDENTS DURING EXAMINATION

- i. Final Semester students with no dues , who desire to get a book issued for the duration of the examination can do so by making a refundable deposit as indicated in the Annexure-1.
- ii. The book so issued must be returned within one week after the last examination date.
- iii. Books not returned within one week of the last examination will incur a late fee per day, as per the Annexure-1, which will be deducted from their caution deposit.

ACCOUNTING OF LATE FEE

- i. The late fee amount is as per the Annexure-1.
- ii. The Librarian/Assistant Librarian should submit the details of late fee to the account section on day to day basis.
- iii. The members should pay the late fee in the Accounts Section.

ANNUAL STOCK VERIFICATION

- i. Annual Stock Verification of all the books is carried out in the last week of June/ July every year.
- ii. After verification of the books the following list is prepared and a report is sent to the Principal.
 - a. Missing/Lost books
 - b. Repairable books
 - c. Unserviceable books for auction
 - d. Books not issued for over three years
- iii. The Stock Verification Committee shall check the details of late fee reported , books purchased and issued, e-resources and periodicals added during the Academic year.

DEALING WITH LOSSES

- i. Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence and may be written off.
- ii. Loss of a book of value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action to be taken.

Annexure-I**Library Policies**

The Annexure contains the rules and regulations and are subjected to review as and when required by the principal.

LIBRARY WORKING HOURS

The working hours of the library depends upon the necessity of the user community and also based on the availability of the library staff. Usually the following working hours may be followed;

i. ON WORKING DAYS:

- a. Generally, the college library shall remain open to the students and staff
 - a. Monday to Friday: 9:00AM to 5:00PM.
 - b. Saturday 9:00AM to 1:00PM
- b. The college library timing may change depending on the college working hours and college infrastructure and availability of library supporting staff.
- c. The library timings may be extended during Semester End Examination.

ii. ON HOLIDAYS:

The library remains closed on General Holiday, National, Gazetted and Local Holidays.

iii. GENERAL RULES & REGULATIONS OF THE COLLEGE LIBRARY

- a. To Enroll as Library Members, the Student shall fill in the prescribed application and submit the same along with 3 Latest Passport size photographs along with necessary Documents.
- b. The faculty/staff members may enroll themselves as library members on production of a copy of the appointment order and 5 Passport size latest Photographs.
- c. Users should carry their identity cards while entering the library.
- d. Each UG/PG/Research student member is entitled to Borrow 2 Books and additional 1 book for SC/ST category & 2 Books for PG Students .
- e. All the students should renew their Borrower cards at the beginning of every Odd Semester.

- f. Late fee of Rs. 1(one) is levied per day for overdue books.
- g. Members with long term over dues will lose their library membership.
- h. Books once issued should not be carried back into the library before discharging the same at the Circulation Counter.
- i. A Member borrowing a book shall ensure that the book is in good condition, before leaving the Circulation counter. He/she is responsible for any mutilation or damage caused to the book after it is issued. They shall have to make good of the damaged book.
- j. If the books borrowed are a part of a set or volume, and the same is damaged or lost, the borrower is liable to replace the whole set.
- k. In case the lost books are not replaced with new one, the borrower will have to pay twice the cost of the book.
- l. Reference Books, Periodicals, Dictionaries, Encyclopedias, Handbooks & such other works which are declared as Reference books shall not be issued.
- m. Members shouldn't write, or make any marks in the materials that are part of Library.
- n. Tracing or mechanical reproduction (Photocopying / Scanning) of the documents shall not be made without the permission of the Librarian.
- o. A member who loses the Borrower card shall lodge a written complaint of the same to the Librarian. The lost card must be made null and void by the librarian. The duplicate cards must be issued immediately after paying the prescribed fee.
- p. Members are prohibited from - chatting, smoking, carrying the bags, umbrella windcheaters, boxes & other containers into the library. They should not carry their personal books (reading materials) into the library, except in special cases with the permission of the librarian. Members are requested to keep their belongings at the entrance of the Library. However they are advised not to leave cell phones, purse, money, credit card and other valuables in the handbag outside the library. These items are liable to be lost.
- q. Strict and absolute silence shall be observed in the Library.

iv. LIMITATIONS OF BOOKS FOR FACULTY AND STUDENTS

- a. Students can borrow two books at a time.
- b. Full-time teaching faculty can borrow at a time four books.

- c. The library advisory committee may suggest the limitation of books to faculty and students on the basis of their library collection.
- d. Book Bank books can be issued as per Book Bank scheme norms/the availability of books.

v. OVERDUE AND LOSS OF BOOKS CHARGES (FINE & PENALTY)

In case of loss of books the following procedure will be followed,

- a. A sum of “one rupee” will be collected per day per book beyond the stipulated overdue.
- b. The member should report immediately to the librarian about the loss of library documents borrowed from the library. The following charges shall be recovered for the loss of library books.
- c. If the lost book is not available for replacement the value of the book lost will be realized at the double the rates.

vi. ACCESSION REGISTER AND INVOICE/BILLS PROCESSING

(a) Accession Register

The library materials purchased are to be cross checked with bills and entry to be made in the accession register.

(b) Bill Passing procedure

1. The Librarian along with library staff checks the total purchase cost and conversion rates and certifies the bill as under “Certified that the net published/quoted prices have been charged and the approved rates of conversion have been charged”
2. Put a stock stamp on bills. It contains the following information
 - a. Budget head
 - b. Accession numbers (starting and the ending number of the bill)
3. Volume Number and Page number to be entered
4. Total Amount passed for sanction.
5. Initials of the Librarian and Principal of the college.

(c) Technical Process of Work

The following are the technical process through which a book passed before it is sent to the shelves after it is acquired.

1. Accession : Enter the details of the Invoice and Books in Accession Register
2. Classification and Cataloguing
3. Stamping: Library Accession Stamp; to be put on the back of the Title page, on Secret page and on the Last page.
4. Library ownership stamp; to be put on edges of the book and in case of magazine/journal first three pages or if anywhere required.
5. In case of Reference/Book Bank/Donated Book; Stamp to be put on title page or first three pages.
6. Label pasting: Spine label, Due Date Slip, Book Pockets, Colour classification label
7. Arrangement of processed books into shelves on order of classification.

vii. LIBRARY FACILITIES

The Library services refer to facilities provided by the library for the use of books and reading materials and dissemination of information. The following are the important services provided by the library:

a. Circulation

The circulation section is responsible for the following activities:

- i. Registration of readers
- ii. Issuing and return of books and other reading materials
- iii. Sending reminders for overdue books
- iv. Realization of overdue charges and maintaining the account
- v. Reservation of Books
- vi. Maintaining the circulation statistics.

b. Book Lending Service

The books available in the library can be borrowed/referred by the faculty members and students of their interest. During the examination only 50% of the available books can be issued to the faculty/students.

c. Periodical Lending Service

Normally the periodicals and reference books will not be issued out of the library. However, on rare occasions, the reference books and periodicals may be issued to the students and faculty members for one or two days in exceptional cases such as Research/ project work with the recommendation of the Head of the Department.

d. Book Bank Facilities

One additional book can be issued to SC/ST/OBC/physically challenged/Defence/Economically weaker section students under the established book bank scheme with the other conditions remaining same.

e. News Paper Clippings

Depending on the usefulness of the information available in the newspaper, it may be cut/photocopied and arranged subject wise and kept in the library files for the use of the readers.

viii. WEEDING POLICY:

Weeding is the on-going evaluation of the library collection with a view to removing those items, which are no longer useful to library users. The Department of Library and Information Centre is to prepare and submit the weeding list at the end of academic year June/July in consultations with the concerned HODs and submit the same to Head of the Institution.

The criteria for preparing weeding list are as follows:

- Poor Content
 - (a) Content is out-dated or obsolete
 - (b) Content is biased
 - (c) Content is irrelevant as per needs or not being used in a curriculum
 - (d) Content is too mature/immature for the students
- Poor Condition
 - a) Resource has irreparable damage (torn pages, broken spines etc.,)

- b) Resource is dirty or smelly
- c) Resource would not survive further circulation
- Poor Circulation
 - a) Resource is not being used by patrons in a certain time frame (4Years)

ix. PROCEDURE FOR WRITE-OFF

- a. List the documents not found during stock verification.
- b. Library staff to make all possible efforts to locate the document not found during stock verification within six months.
- c. Prepare the list of the documents not found , and publicize in three months.
- d. Compare with the list of earlier stock verification to identify common entries.
- e. Put up the list of common entries to the Principal along with justification for the losses
- f. Get approval from the Principal.
- g. Issue Official Memo (OM) to write-off .
- h. Make necessary entries in the accession register, write-off register, assets register, etc.
- i. Remove records from databases.
- j. Close file.

4. Standard Operating Procedure for Laboratories

PREAMBLE

The Engineering laboratory promotes innovation & industrial competitiveness by advance measurement science, standards & technology in ways to enhance & improve quality.

OBJECTIVE

- i. To impart hands on training and practical knowledge to the students in the concepts and theoretical knowledge learnt in the classroom.
- ii. To provide facility to carryout the research/project/consultancy work.

PROCEDURE FOR LABORATORIES

i. Procedure

- a. Students should come to the lab 10mins before the commencement of the lab.
- b. They should come in full uniform with shoes wherever applicable.
- c. Students should note the instructions before starting the experiments.
- d. They should not start the experiment unless the lab in-charge gives the demonstration of the experiment.
- e. Before the commencement of laboratory work, each student should sign in the register stating that he /she has understood the rules and regulations after the explanation by the lab in-charge/instructor.
- f. The students should enter their USN, Name in the log book & indent the tools/accessories for the experiment in the indent slip.
- g. After the completion of the experiments the students should return the tools/accessories & collect the indent slip back.

ii. Maintenance and Calibration of Equipment/Computers

- a. Service of equipment must be carried out by lab instructor in presence of lab in-charge faculty one month before the start of semester.
- b. Preventive maintenance of the equipment is undertaken once in a year & the necessary activities must be carried out by the lab instructors .

- c. Status of the equipment is verified and need for Breakdown maintenance is documented in the proper formats. The report is submitted to Head of the Institution through HOD, a copy of the same is to be maintained in the record file of the department.
- d. Quotations are called for the maintenance of the equipment from at least three suppliers or vendors & a comparative statements are prepared & placed before the purchase committee, and the same with a note is forwarded to the principal for final approval.
- e. The principal office will raise the purchase order in-favor of the recommended vendor.
- f. Verification and maintenance of Computers must be carried out every fortnight by system admin incharge of the lab along with the lab instructor. Need for maintenance along with components to be replaced is documented in the proper formats, and the report is submitted to Head of the institution through HOD, a copy of the same is maintained in the records of the department.
- g. Verification of Furniture, Fixtures and electrical items is carried out in the months of December and July by lab instructor. The report of the same is documented and submitted to the Head of the Department for further process.
- h. Calibration of equipments is carried out as per the requirement and the certificate must be displayed. Details of AMC of the equipments must be maintained in the department.

iii. Dos for the students:

- a. Report to the lab 10 minutes before the start of the lab.
- b. Report immediately to the instructor and/or Teacher in case of Emergency/accident.
- c. Be aware of all the safety precautions.
- d. Wear the Lab coat/Apron wherever required.
- e. Wash your hands before you leave the lab for the day.
- f. Maintain Silence always.
- g. Observation and record books must be carried for every lab session.
- h. Keep your lab clean and tidy.
- i. Switch off the appliance, shut down the computer, and arrange the furniture and fixtures in-place before leaving the lab.
- j. Complete the calculations, and get your Observation and record books verified by the

faculty In-charge before leaving.

iv. Stock Verification of Equipment/Computers

- a. The stock verification of labs & class-rooms is carried out after every semester and before the commencement of next semester.
- b. The availability and working condition of all the recorded items are verified by the audit committee and documented. The copy of the report is submitted to the Principal.
- c. List of missing items is submitted to the principal.

x. Scrap Disposal of Equipment/Computers:

- a. The instruments and equipments which are beyond repair as certified by competent authority (DAB Committee) are declared scrap.
- b. The broken furniture is sent to the workshop for repairs/scrap on case to case basis as decided by maintenance department.
- c. The fans & fixtures beyond repair as decided by the electrician, are declared as scrap.
- d. The academic records like bluebooks, assignments, term work files, project/Seminar/Internship reports, workshop diaries are preserved for five years & then disposed of as per institution norms .

xi. Laboratory Manual

The Laboratory manual includes working procedures. The contents in the manual should include the following:

- a. Procedures for the experiments to be carried out in the laboratory.
- b. Theoretical aspects and application
- c. Tabular columns ,Specimen calculations , expected results and graphs
- d. Standard Viva-voce questions

xii. General Safety Measures

- a. First aid kit and Fire extinguishers must be placed at easily accessible locations.
- b. Fire exit plans are displayed in corridors.
- c. Appropriate protective gears (spectacles, goggles or safety shields ,aprons, gloves) should be worn wherever and whenever required.

- d. Fasten loose clothing and tie back long hair.
- e. Closed footwear should be worn at all times.

v. House Keeping

- a. The floors should always be kept clean and dry.
- b. Keep the benches and apparatus free from chemicals and clean the apparatus thoroughly.
- c. Waste should be disposed properly.

5. Standard Operating Procedure (SOP) For Computer Laboratory

PREAMBLE

The computer laboratory is important in every technical institute to enhance the scientific and technological research and invention capacity of students. It aims primarily at guiding students towards a clear understanding of Information Technology, developing and refining the skills of digital literacy essential in the contemporary work environment, and instilling an enthusiasm for computing, programming, and networking in both theory and practical.

OBJECTIVE

- i.** Understanding the complexity and ambiguity of empirical work.
- ii.** To instruct the nature of programming code and to enlarge the practical skills.
- iii.** Cultivating interest in learning Software and developing teamwork abilities.

ROLES AND RESPONSIBILITIES

i. Faculty

- a. The allotted faculty must be available in the lab 10 minutes before start of the lab.
- b. The concerned faculty must check the lab observation/ record before/after the execution of the experiment.
- c. Program execution Instructions must be provided and also ensure the students have executed the program.
- d. Faculty must ensure that students have copied the output and got it verified.

ii. Instructors

- a. Must Provide timely lab support to faculty and students.
- b. Maintains a schedule of preventative maintenance for all equipments and keeps adequate manuals and maintenance log book for equipments and parts.
- c. Observes and reinforces safety and housekeeping procedures and protocol within the lab.
- d. Maintains systems and procedures to track borrowed equipment and tools.
- e. Recommends solutions to continuously improve lab operations.
- f. Controls the distribution of consumable materials and ensures adequate inventory levels for supplies within the lab.

- g. Assembles new or modified equipment such as servers, workstations, routers, switches and systems.
- h. Receives, installs, maintains and assists with ordering of lab equipments and supplies.
- i. Interacts regularly with suppliers regarding the purchases of new equipment.
- j. Demonstrates the use of equipments within the lab.
- k. Assists in the development and maintenance of teaching materials.
- l. Supports faculty and students in the design, planning and execution of student Experiments as required.
- m. Performs other related duties as assigned by the HOD.

iii. System Admin:

Duties and responsibilities of system admin are:

- a. User administration (setup and maintaining account)
- b. Maintaining systems
- c. Verify that peripherals are working properly
- d. Quickly arrange repair for hardware in occasion of hardware failure
- e. Monitor system performance
- f. Create file systems
- g. Install software
- h. Create a backup and recovery policy
- i. Monitor network communication
- j. Update system as soon as new version of OS and application software are launched.
- k. Implement the policies for the use of the computer system and network
- l. Setup security policies for users. A system admin must have a strong grasp of computer security (e.g. firewalls and intrusion detection systems)
- m. Documentation in form of internal wiki
- n. Password and identity management

iv. Students:

- a. Leave your belongings outside except observation book, record and manual book
- b. Switch ON the system; open the software corresponding your lab work.
- c. Create a file with your program title/USN followed by program number.
- d. Create a folder with USN and save the file in the folder
- e. Arrange chairs properly before you leave the lab.

- f. Before downloading the program to the kit, Show the connections to the staff In-charge.
- g. Don't use pen drives in the lab.
- h. Don't delete any file from the system if you have problem executing the program; inform the same to your lab instructor/faculty.
- i. Before you leave the lab, show the output of the program and get it signed by the faculty.

PROCEDURE FOR SETTING UP A NEW COMPUTER LAB

i. Factors to be considered

- a. Security of computers, programs and other resources
- b. Reliability of the power source
- c. The number of computers to be installed and the available floor space
- d. The maximum number of users that the computer laboratory can accommodate.

ii. Safety measures and precautions

- a. Fire Extinguisher
- b. Cable Insulation
- c. Stable Power Supply
- d. Burglar Proofing
- e. Proper Lighting and Ventilation
- f. Standard Furniture
- g. Physical Security
- h. Security Software

iii. Computer laboratory rules and regulations

- a. No smoking and exposing computers to dust since they contain small abrasive particles that can damage computer components and cause wearing of moving parts.
- b. Avoid carrying food and beverages to the computer room since these may fall into moving parts causing rusting or electrical faults.
- c. Avoid unnecessary movements because you may accidentally knock down peripheral devices.
- d. At all times follow the right procedures while starting and shutting down the computer therefore abrupt switching on and off the computer should be avoided since this can lead to

damaging the computer.

- e. Do not open up the metallic covers of computers or peripherals without permission.
- f. Routine maintenance to be done by system administrator/lab instructor and the same must be recorded in service register.
- g. Any connections (keyboard, mouse, printer and monitor) to the computer should be done when the computer power has been switched off.
- h. Unauthorized users are not allowed to use the computers.
- i. Cover the computers when not in use. Let the computers cool down before being covered to avoid trapping heat.
- j. The computers should be vacuum cleaned on a regular basis to remove dust from the keyboard, mouse and other parts.

iv. Do's & Dont's

- a. Leave your belongings outside except observation, record and manual book.
- b. Switch ON the system, open the software corresponding to your lab work.
- c. Create file with your program title.
- d. Arrange chairs properly before your leave the lab.
- e. Before downloading the program to the kit, show connection to staff in-charge.
- f. Don't use pen drives in the lab.
- g. Don't delete any files in the system.
- h. Before you leave the lab show the output of your program and get it signed by staff in-charge of the lab.

6. Standard Operating Procedure (Sop) for Maintaining Class Rooms

Preamble

Class room ambience provides an excellent opportunity to an extensive range of academic teaching learning activities such as , imparting knowledge, ideas, concepts, skills to the students.

Objective

To lay down standard operating procedures for the day to day operation of the class rooms, rules and regulations, procurement of the resources needed for the class rooms and their maintenance.

6.3 Maintenance of Class Rooms

i. Procedure

- a. All the Heads of the departments are communicated to assess the number of class rooms and tutorial rooms required based on student strength and curriculum at the beginning of each semester. Also they should submit the list of available rooms, seating capacity, furniture and fixtures, repairs and maintenance needed.
- b. Heads of the departments to allocate the rooms for various semesters and sections based on the availability
- c. Heads to submit the report if any deficiency and surplus in rooms, furniture, fixtures, repairs and maintenance to the principal.
- d. Principal office consolidates the list and verifies whether a separate room can be exclusively allotted to each section or sharing of rooms if required.
- e. Principal office issues final list of rooms to the departments for that semester. Same will be communicated to the faculty and students and will be adhered to.
- f. Any shortage of furniture & fixtures, repair and maintenance etc will be addressed by the administrative office through designated supervisor on the orders of principal and top management.
- g. All the newly procured furniture and fixtures etc. will be entered in the stock register in the principal office.
- h. All the faculty are provided with sufficient teaching aid at the beginning of semester from the stores.

ii. Rules to be followed in the class rooms

- a. Class rooms are occupied as per the time table approved by the Principal.
- b. Students and Faculty shall report to the classes in time.
- c. Late comers shall take the permission of faculty/HOD to enter into class rooms.
- d. Students shall maintain silence except during interaction with faculty.
- e. Students shall not disturb others.
- f. Use of phones is not permitted.
- g. Students should not write and paint on desks and walls and keep the classroom clean and tidy.
- h. Faculty shall wipe the contents on the chalk board before leaving the class.
- i. Students should not cause damage to furniture and fixtures.
- j. Students should switch of the lights and fans before leaving the class rooms.
- k. Class rooms shall not be misused for unauthorized and illegal activities
- l. Any violation of rules may result in disciplinary action against the users.

iii. Class Room Activity

- a. Class rooms can be used for conducting theory classes and tutorial classes.
- b. For conducting Student development programmes like seminars, workshops etc.
- c. For conducting semester end university examinations, Internal Assessment tests, Quiz tests etc.
- d. Any other use permitted by Principal.

iv. Procedure for using e-Class Rooms:

- a. Faculty who want to use e-classrooms should block them in advance by making an entry in the register kept in the office. The rooms will be allotted on first come first serve basis.
- b. If any additional facilities required, request for the same will be sent to the principal by the HOD on the suggestion of faculty.

v. Operation of Class Rooms

- a. Class Rooms are opened on all working days and other days approved by the principal 15 minutes prior to the commencement of classes by the department supporting staff identified by the HODs.

- b. Class rooms must be provided with adequate Lighting and ventilation.
- c. Class rooms to be maintained by the House Keeping staff regularly
- d. Any complaint regarding the cleanliness, repair and maintenance must be reported to the House keeping supervisor through the HOD. If the issue is not resolved then it is escalated to Principal for further action.
- e. Cleanliness is checked by supporting staff during their frequent visits to class rooms.
- f. Class rooms are kept locked by the department supporting staff when not in use.
- g. Class room Keys are kept in the College office. A log book is maintained for the issue/deposit of the keys.

vi. SOP FOR SEMINAR HALL

Two seminar halls, main block seminar hall and civil block seminar hall , are well equipped with modern facilities like multimedia projector and sound systems, well lit and ventilated. These are available for hosting the Invited Lectures, training programs, Workshops, Conferences and Seminars etc. They are also being utilized for various functions/activities by Clubs & Societies of RR institutions.

- a. **Availability:** Before planning any activity in RRCOP Seminar Halls, availability of the halls may be verified with the entrusted office assistant in college office. The booking of the hall is subject to availability of the Seminar Halls.
- b. **Booking of Hall:** Program coordinator need to enter the details of the program like date, time and duration, title of the program, coordinators department/institution, and contact details etc in the assigned register maintained in the college office.
- c. **Responsibility of the User:** The respective Departments/ Institutes/ Clubs/ committees desirous to plan event at Seminar Halls, is responsible for the following:
 - 1. Planning, processing and coordination of events.
 - 2. A faculty organizer/ person/office bearer should be deputed for necessary coordination, and would coordinate with college office Staff and system admin staff well before the start of the event at least half an hour earlier for opening of hall and required assistance/facilities.
 - 3. Ensure that the number of guests/participants does not exceed the capacity of the hall

4. Not to use the hall either for the purpose other than what is mentioned in the assigned register or any political activities.
5. Department is responsible for any loss/damage of property.
6. Department is responsible for keeping the premises of the hall neat and clean, and to hand over the hall to the college staff in good condition.
7. Ensure no food / beverages are served in the hall.
8. IT staff responsible for the usage of ICT facility should report to the HOD/Coordinator an hour before the start of the program.
9. Ensure no writing on walls, pasting of pictures, fixed accessories and banners in the hall.
10. Alteration in furniture/fixture is not permitted.

vii. **Duties of IT Staff:** IT Staff shall provide support for the conduct of the event is as under:

- a. Should maintain all IT and allied infrastructure in good working condition.
- b. Turn on UPS, Computer and Multimedia and Check wired and wireless hand mike (change batteries of wireless mike if required) a day before the event.
- c. IT staff must be present on the day of program till the end of the program.
- d. After an event, check all the equipments are turned off .

viii. **Duties of Admin Staff:**

- a. Confirm the availability of the hall without overlapping of programs and informing the IT staff about the event
- b. Open the hall, Turn on lights and fans, provide additional furniture if required.
- c. Ensure cleanliness of Seminar Hall
- d. Repair/ maintenance of furniture/ fixture (if required).
- e. Provision of water bottles before the start of the event (if demanded by the Organizer).
- f. Provision of tissue box before the start of the event (if demanded by the Organizer).
- g. Air freshener before the start of the event (if demanded by the Organizer).
- h. Display of sign and direction boards of the event
- i. Lock the hall after the event with the consent of IT staff.
- j. Anti Mosquito sprays time to time (if required)

ix. Annual Stock Verification

- a. Annual Stock Verification of furniture and fittings must be carried out by the audit committee.
- b. Following particulars will be reported by the committee
 - a. Missing/Lost items
 - b. Repairable items
 - c. Unserviceable items
 - d. Items shifted/transferred to other class rooms/laboratories/departments etc
- c. Extent of damage to the furniture and fittings

x. Dealing with Losses, Damages and Shortages

- Damage to the furniture and fittings of reasonable magnitude is considered as annual wear and tear and such damages may be written off with the permission of the principal.
- Loss or damage of severe magnitude irrespective of value shall invariably be investigated and appropriate action be taken.
- Repairing and Replacement of damage items are identified and brought to the notice of the higher-ups.

Annexure-I**Class Room Policies**

The Annexure contains the rules and regulations and are subjected to review as and when required by the principal.

1. Class Rooms Working Hours

The working hours of the class rooms depends upon the necessity of the user community and also based on the availability of the faculty. Usually the following working hours may be followed;

a) On Working Days:

1. Generally, the class rooms shall remain open to the students and staff
 - a. Monday to Friday: 9:30 AM to 4:45 PM.
 - b. Saturday 9:30 AM to 1:15 PM
2. The class room timings can be extended by the principal if any class, workshop or any other authorized program extends beyond stipulated college timings.

b) On Holidays:

The class rooms will remain closed on General Holiday, National, Gazetted and Local Holidays. However Principal may give permission to conduct any authorized class or programme on holidays.

7. Standard operating Procedures for Conducting Sports

Preamble

Sports is an integral part of social development that needs to be encouraged. At R R college of pharmacy sports or any activity leading to physically active lifestyles are considered important component of overall personality development. We encourage staff and students to participate in physical activities and sports, as we firmly believe in its benefits. Our aim is to produce young men and women who are physically active and who play with good sportsmanship and are competitive every time they step onto the field. We intend to teach our students to be committed to their team and take responsibility for their actions. In order to bring the awareness amongst the students we intend to draw a “Sports Policy”. The policy is binding to one and all of the students and facilities of RR college of pharmacy.

Objectives

The main objective of the College Sports Policy is to include SPORTS as an important part of the overall curriculum offered by the college to its pupils.

- a. To motivate students to become part of the ongoing recreational and competitive sports Programme.
- b. To inform the students about the benefits of being involved in an active lifestyle.
- c. To involve faculty members to assist the Department of Physical Education and Sports Management in promoting, organizing and supervising the college Sports and „Active Life“ Programme.
- d. To feature „Sports Hour“ in the time table and to assign a faculty member to monitor the students presence in the activities conducted during sports hour.

Roles & Responsibilities

a. THE COLLEGE:

- i. Accord priority to Sports and it as an integral part of the college academic Programme and make available necessary funds and infrastructure.
- ii. Encourages talented sportsperson to join the college.
- iii. Motivates the sportspersons to take part in inter and intra collegiate competitions.

b. THE DEPARTMENT OF PHYSICAL EDUCATION AND SPORTS MANAGEMENT:

- i. Organize, supervise and administrate competitive, recreational and leisure time sports activities along with orientation programme for students.
- ii. Conduct talent search programme such as Sports Fitness Test and Sports Skill proficiency test to build college sports team.

c. THE FACULTY:

- i. Associate with sports activities and motivate/promote students to take part in sports.
- ii. Create awareness among students about the sports policy of the college.
- iii. Should not deter any student from participating in internal as well as external sports activities authorized by the college management.
- iv. Extra lecture/tutorial/exam or any other related activities should not be planned during the assigned time for sports activities or events.
- v. Assist the Department of Physical Education and sports in promoting, organizing and supervising the college sports Programme.
- vi. Organize additional lecture/practical classes if required for the college sportspersons representing University/ State / Nation.
- vii. Aware about the achievements of their students and must highlight the same during their interaction with each other, if possible in a classroom situation.
- viii. Provide “duty leave” to the faculty on sports duties authorized by the head of the institution.
- ix. Faculty member must provide a fair chance to the student to undergo and complete the academic work missed out by the student, while on “duty leave”.

d. THE STUDENTS:

- a. Take pride in associating themselves with sports activities and in motivating / promoting fellow students to take part in sports.
- b. Must be a member of a sports club in order to participate in any internal or external sports or related activities of the Department of Physical Education.
- c. All the members of student community are categorized in two groups; Students committed towards fit and active lifestyle and Students aspiring to represent college teams for inter institutional sports competition.

PROCEDURES FOR CONDUCTING SPORTS

- i. The Sports facilities include a huge and well-maintained Sports Ground. The facilities include a Football court, Cricket pitches, Badminton court, Volley ball/ throw ball area, Indoor games (Carrom board, chess board) facilities, Cricket nets (cemented and turf), 200-meter standard six lane tracks, a standard Long Jump pit, one Throwing Circle, one Javelin throw Area.
- ii. The Sports department maintains a stock issuing register to issue the required sports equipments to students against their college ID card.
- iii. A student must be a regular member of College sports club (Students Sports Club affiliated to the Department of Physical Education and Sports).
- iv. The Students interested in participating in any Sports activities to represent the college should go through the selection process for the respective Event (Including Fitness) conducted by the Department of Physical Education.
- v. The equipments can be accessed only during sports hours.
- vi. The Selection Committee comprises of Physical Education Director/Manager, Coach and Sports Coordinators from various departments.
- vii. The student should register their names with respective Department Coordinators (Faculty/Student) to attend the selection process on the date scheduled.
- viii. The Students attending the selections should be Eligible for the respective Academic year.
- ix. The selection Committee will have a set of procedure for the respective events to grade and select the students based on their performance and fitness.
- x. The registered students should undergo the Physical fitness test, examined by the Physicians
- xi. All coordinators, students should abide by the rules and regulations of the events, and in case of any discrepancies the decision of the Director of physical education will be final.
- xii. Individuals will be held responsible for any loss of personal property and personal injury at the time of utilizing sports facilities.

The Physical Education Director:

- The Physical Education Director and staff are available from 9:00AM to 5PM on all working days; they are also available beyond working hours during training and practice sessions.

- Before the students leave the premises, the staff should ensure that the groups return the sports kit in good working condition.

Responsibilities of Staff:

- i. Ensure timely opening and closing of the sports center.
- ii. Issues related to sports, bring it to the notice of the physical education director.
- iii. Lost sports property must be recorded in the log book.
- iv. Ensure the availability of first aid kit in the sports center.

Do's & Don'ts**a. Indoor Games:-**

- i. The equipments can be accessed only during sports hours.
- ii. The rooms will be maintained by the person in-charge.
- iii. The students should compulsorily make an entry in the issue register.
- iv. The registered students wishing to represent the college team will have to compete with the other registered members as per the nature of the game and emerge with the top points assigned by the selection committee.
- v. The selected students will have to compulsorily attend the training.
- vi. It is compulsory for the students to return the equipments at the end of the day.

b. Athletics :

- i. The students who have registered for the respective events should undergo Physical Fitness test to attend the selection process for the Athletics Team.
- ii. The Selection Committee will select students with best individual performance as per the nature of the event.
- iii. The Selected students should attend regular training camp without fail.
- iv. If the students get injured/not able to attend the camp he/she will be replaced by the student with next highest score.
- v. Dress code should be strictly adhered to: trousers/sports pants, shoes/sports shoes and official Sports attire.

c. Group Event:-

- i. The Registered student should be present in the venue as per the date and time schedule.

- ii. The students who have registered for the respective events should undergo Physical Fitness test to attend the selection process for the Group Events.
- iii. The Selection Committee will select the students with best individual performance as per the nature of the group event.
- iv. The Selected students should attend regular practice sessions. The students should inform the team Manager /Coach if he/she is not able to attend the practice sessions.
- v. The students should maintain proper dress code and discipline, to attend the practice sessions.
- vi. The Captain of the team will be selected by the selection Committee to lead the team.
- vii. The following dress code should be strictly adhered to:- Trousers/sports pants, shoes/sports shoes and official Sports attire.

d. General:

- i. The college team will withdraw from a respective sports tournament, if there are insufficient numbers of players required to form a team.
- ii. College teams representing College should follow very high standards of behavior. They are also proud members of a team and their behavior should in no way cast aspersions on themselves, their team members, the coaching staff and most importantly the college. Consequently all college teams must show a sense of belongingness.
- iii. Any team member not abiding by these conditions will be eliminated from the team. The decision of the Director of Physical Education is final and binding on all .

e. Dont's:

- i. No Jeans/Slippers or any other casual attire
- ii. No SMOKING in the sports area
- iii. No Eating in the sports room or in the changing rooms
- iv. No jewelry or watches during a sports activity
- v. Do not play if you are feeling tired or unwell and inform the concerned authorities immediately
- vi. Do not dehydrate yourself

Institution Annual Sports Meet

- i. The annual Sports Meet is conducted during the even semester of every academic Year.
- ii. The Date, Time, place of event has to be identified and budget has to be prepared.
- iii. Necessary permissions from the higher authorities have to be obtained before organizing the event.
- iv. Identify coordinators to organize and coordinate various events, and also formulate the roles and responsibilities of event coordinators.
- v. Identify hazards/risks involved such as weather, accidents and be well equipped to handle sports injuries - first aid, ambulance, doctor on call
- vi. The Students interested to participate in the Annual Meet should register their names with the Sports Coordinators of respective departments within the last date of the registration.
- vii. The Participant/Team should register in the Desk half an hour before the events starts as per the date and time given by the committee.
- viii. The student should attend the competitions as per the schedule.
- ix. The Participant/team should follow the rules and regulations as per the Annual Sports Meet Committee.
- x. The student should follow the proper dress code to attend the sports Meet. Trousers/sports pants, shoes/sports shoes and official sports attire while playing.
- xi. The Winners will be awarded with the Trophy/Cash prize by the Sports Committee.

List of Games and Maximum Players:

Sl. No.	Name of the Sport	Maximum Players
1	Cricket	12
2	Football	11
3	Throw ball	12
4	Volley ball	6
5	Badminton	Single/2 players per team
6	Tennicoit	2
7	Carom board	Single/ 2
8	Chess	Single/ 2
9	Kabaddi	12
10	Cycling	Individual
11	Athletics	Individual/team

8. Standard Operating Procedure for Conducting Yoga

PREAMBLE

Yoga education has started with the birth of the first human on this Earth. Yoga is a way of life. Yoga not only provides health, vigor, brightness and alertness to the body and mind, it also fills the life with satisfaction, happiness and pleasure.

OBJECTIVES

- i. Yoga practice reduces tension, stress, anxiety, weakness, helplessness, fear, and negative thoughts etc. which are increasing day by day in this mechanical way of human life.
- ii. Man can prove his life worth living by developing his self physically and psychologically that contribute for the development of spiritual instinct in him.
- iii. Man can acquire peace and tranquility as Yoga practice reduces the negative tendencies like jealousy, ego, anger etc. in him.
- iv. It treats the prolonged diseases or deficiencies like diabetes, asthma, heart problems, pains, sprains, indigestion etc. and makes the body active and lively.
- v. Yoga practice enhances the practitioner's concentration and alertness in every activity that he does.

General Rules & Regulations:

DO'S:

- i. "Early to bed and early to rise makes man healthy, wealthy and wise" is a universal saying.
- ii. Yoga should be practiced at the yoga center in the college premises.
- iii. Wear comfortable clothing.
- iv. Practice Yoga everyday regularly

DONT'S

- i. During illness, after operations, when there is a bandage either for sprains or fractures, one should refrain from Yoga practice. They can resume Yoga after consulting the physicians/experts.

- ii. One should not initiate Yoga by himself. It is always better to consult Yoga experts before starting the practice of Yoga.

Procedure for Conducting Yoga

- i. The room/area of practice should be well lit, ventilated and cleaned.
- ii. The room is opened half an hour before the yoga practice.
- iii. The yoga may be practiced only in the stipulated time in yoga center.
- iv. The student & faculty should register their name with the yoga Club to attend the classes.
- v. The yoga Class are held on Every Wednesday and Friday 3:30PM to 4:30PM in the Yoga Room in the Campus.
- vi. Asanas are to be practiced with empty stomach. One has to wait for 4 ½ to 5 hours if food is taken, and 2 ½ hour if one takes refreshments, so that the food is digested.
- vii. Persons who underwent operations or have heart disease or any such other prolonged disease are advised to consult the experts before they attempt any asanas.
- viii. One should neither hurry nor haste while practicing asanas. One should not strain the limbs nor should feel tired.
- ix. One should massage the face and body with the palms before and after Yoga practice. At the end of the asanas one should rest in Shanti asana to relax and feel fresh.
- x. It is necessary to practice asanas every day regularly according to the prescribed norms.
- xi. While practicing asanas one should concentrate totally on the posture alone for better results.
- xii. One should practice Yoga in a peaceful and calm state of mind. One should not practice when he is in dissatisfaction, weak, depressed, sorrow, anxious, fearful or any such other abnormal mood. It is better to lie down in Shanti asan calmly and give rest to body and calmness to the mind, in such cases.
- xiii. At the initial stage any process / asan should be done only for a few possible seconds. After being used to, one may increase the time of the pose of each asan / kriya.
- xiv. After practicing asanas, one must take sufficient rest and then may take meals.
- xv. Very small children should not be forced to practice asanas. Even grownups also should not be asked to practice asanas immediately when they come to school; as they eat their food before coming to school and their stomachs are not empty to facilitate them for the asanas. Asanas may be practiced at least 2 ½ hours after taking the light meal.

- xvi. Senior persons above 60 years of age are advised to practice light asanas. Meditation for longer time will be of much help to them.
- xvii. Those who go for walking should take sufficient rest before they start asanas or after practicing asanas, taking rest and then go for walking.
- xviii. Yoga should be started with Micro Exercises for warming up followed by suryanamaskara, and then Shanti asana to relax the body and mind, and only then go for other asanas. Prayer, Pranayama and relaxation are must before and after yogasana practice.
- xix. During the practice, if one feels tired or breathing rate is increased or heartbeat becomes abnormal or one sweats intensively or feels giddiness then, asanas should be immediately stopped and should take rest and relax.
- xx. One may drink little water if he feels so during the practice.

