

## **Policy for physical facilities and infrastructure/instruments of the institute**

The college is established in 1975. The college has a defined policy for maintenance, augmentation, acquisition and utilization by the stakeholders as described below:

### **Augmentation and acquisition:**

1. The intent for new infrastructure shall be raised by the head of the department in consultation with other faculty members in the department or office superintendent in consultation with other members in the office. A meeting is to be held for discussing the justification of intent and shall be recorded in the minutes for the acquisition of the said instrument/equipment. The intent shall be supported with purpose of the equipment\instrument, the life of the instrument/instrument, beneficiaries of the instrument, strategies for the potential use of the instrument/equipment etc.
2. The letter of Intent along with minutes shall be submitted to the principal.
3. Principal shall place the proposal before the core committee for its approval. On getting approved, the principal endorses his/her no objection for the purchase, following the norms of the purchase defined in the policy of the purchase of the college.

### **Norms of purchase**

1. A request letter is to be addressed to the principal for the purchase of an item giving the justification for the purchase and the possible outcome of the purchase. The letter of intent must contain all details of the item to be purchase including the make preferred, quantity, quality and the list of vendors. In case the item is related to the general use the core committee may resolve for its purchase.
2. The request letter will be forwarded to the principal office to make a call through outward register or emails for sealed quotations.
3. The quotations received shall be passed on to the purchase committee after being registered in the inward register for their endorsement and approval for purchase. The purchase committee identifies the prospective supplier considering all specifications. The committee may consult expert for the technical support
4. The purchase order or work order shall be issued with terms and conditions for purchase or the execution of work to the prospective supplier or executor.
5. The purchase order or work order shall be cancelled if the purchase/work is not completed in the specified time.

## **Maintenance**

1. The purchased item shall be enlisted in the stock register. After being entered the instrument/equipment shall be made available for its use by the stakeholders.
2. In case of breakdown, or out-of-use status expert technician's opinion is sought in this regard. The equipment/infrastructure shall be repaired or substituted with a new one as per the report.
3. The new equipment/infrastructure shall be procured, scrapping the debilitated/condemned equipment.
4. All instruments/infrastructure of daily use must be periodically checked for their effective working condition.
5. The consumables are to be replenished depending on their demand.
6. The status of the consumables must be reflected in the stock register.
7. AMC shall be entered to, in case of instruments for their maintenance.
8. Maintenance fee shall be collected from each student to maintain the equipment and to improvise infrastructure.
9. When consumables get low, order a replacement.

## **Repairs and renovations**

1. A register shall be maintained in the college office for registering the repairs and complaints. The contingent staff will register the complaints for repairs and other needs.
2. Complaints and suggestions box is also maintained in the college office to receive the complaints and suggestions for the stakeholders for repairs and renovation
3. Provision is given to the stakeholders to render e-complaints to the college, directly to the college office or through the college website.
4. The received complaints will be forwarded to the engineering department for their assessment. Depending on the gravity of the complaint either they execute or refer to the core committee for the approval.
5. In case of heavy financial involvement, it shall be referred to the management for their approval and sanction.
6. The approved works are executed by the engineering department of the Academy of General and Technical Education, the sponsors of P.B. Siddhartha College of Arts and Science.

7. Intent for new constructions and renovation is raised in the core committee through representations from the stakeholders and shall be forwarded to the management for their approval and sanction.

### **Utilization**

1. The instrument/infrastructure shall be made available to the stakeholders to the potential usage, considering the shelf life and work life of the instrument.
2. In case the instrument/infrastructure is used by the students of the other colleges a reasonable amount shall be levied as fee, to maintain the instrument.
3. Log book must be maintained for the use by the stakeholders.
4. In case the instrument/infrastructure is unique and very expensive, necessary caution deposit may be collected from the user.

### **b. Policy for English Language laboratory**

The intent for new equipment/instruments shall be raised by the head of the department in consultation with other faculty members in the department. A department meeting is to be held for discussing the justification of the intent and shall be supported with the purpose of the equipment/instrument, the life of the equipment/instrument, beneficiaries of the instrument, strategies for the potential use of the equipment/instrument etc. The letter of intent along with minutes shall be submitted to the principal. The Principal shall place the proposal before the core committee for its approval. On getting approved, the principal endorses his/her no objection for the purchase, following the norms of the purchase defined in the policy of the purchase of the college.

### **Maintenance**

1. The purchased item (computers, headphones, etc.) shall be enlisted in the stock register, and the same shall be made available for its use by the stakeholders.
2. In case of breakdown, or out-of-use status, expert technician's opinion is sought in this regard. The equipment/instrument shall be repaired or substituted with a new one as per the report.
3. The new equipment/instrument shall be procured, scrapping the debilitated/condemned equipment.
4. All instruments of daily use must be periodically checked for their effective working condition.
5. Lab fee is to be collected from each student to maintain the lab and to improvise the lab.

6. A refundable deposit is to be collected from each student to meet the breakage or misuse damages of the lab equipment.

7. Working in the laboratory without an instructor is strictly forbidden.

### **Utilization**

1. The equipment/instrument shall be made available to the stakeholders to the potential usage, considering the shelf life and work life of the instrument.

### **c. Policy for Zoology laboratory**

Zoology laboratories and Museum are established in 1975. These laboratories have a defined policy for maintenance, augmentation, acquisition and utilization by the stakeholders.

### **Augmentation and acquisition**

1. The intent for new equipment/instruments shall be raised by the head of the department in consultation with other faculty members in the department. A department meeting is to be held for discussing the justification of intent and shall be recorded in the minutes for the acquisition of the said instrument/equipment. The intent shall be supported with purpose of the equipment\instrument, the life of the instrument/instrument, beneficiaries of the instrument, strategies for the potential use of the instrument/equipment etc.

2. The letter of Intent along with minutes shall be submitted to the principal.

3. Principal shall place the proposal before the core committee for its approval. On getting approved, the principal endorses his/her no objection for the purchase, following the norms of the purchase defined in the policy of the purchase of the college.

### **Maintenance**

1. The purchased item shall be enlisted in the stock register. After being entered the instrument/equipment shall be made available for its use by the stakeholders.

2. In case of breakdown, or out-of-use status expert technician's opinion is sought in this regard. The equipment/instrument shall be repaired or substituted with a new one as per the report.

3. The new equipment/instrument shall be procured, scrapping the debilitated/condemned equipment.

4. All instruments of daily use must be periodically checked for their effective working condition.

5. The consumables are to be replenished depending on their demand.

6. The status of the consumables must be reflected in the stock register.
7. Lab fee is to be collected from each student to maintain the lab and to improvise the lab.
8. A refundable deposit is to be collected from each student to meet the breakage or misuse damages of the lab equipment.
9. When consumables get low, order a replacement.
10. Working in the laboratory without an instructor is strictly forbidden.

### **Utilization**

1. The instrument/equipment shall be made available to the stakeholders to the potential usage, considering the shelf life and work life of the instrument.
2. In case the instrument is used by the students of the other colleges a reasonable amount shall be levied as fee, to maintain the instrument.
3. Log book must be maintained for its use by the stakeholders.
4. In case the instrument is unique and very expensive, necessary caution deposit may be collected from the user.

### **Lab etiquette**

1. A lab user is expected to enter the lab, leaving the footwear at the designated place.
2. Appropriate protective clothing must be worn at all times while in the laboratory. It is a good idea not to wear your best clothing to lab since many chemicals can stain, bleach or generate holes in your clothing.
3. Maintain the perfect cleanliness of the lab
4. No user is authorized to use any item in the lab without the permission from the authorities.
5. They shall occupy the allotted workplace.
6. No item in the lab can be displaced by any user without the permission from the authorities.
7. All lab users are expected to occupy their seats in time.
8. All lab users should comply with the manual instructions while handling the instruments/equipment.

9. Be honest in dealing with the results of experiments.
10. Listen to others.
11. If anything, untoward happens, don't run back to the bench like nothing happened. Be honest in accepting the mishap.
12. Clean up after yourself.

It's important to remember that others also work in the same place and use the same equipment as we do. In periods of heavy use, we should be mindful of our colleagues and their needs as well.

#### **d. Policy for Botany laboratory**

Botany laboratories and Museum are established in 1975. Botany laboratories have a defined policy for maintenance, augmentation, acquisition and utilization by the stakeholders.

#### **Augmentation and acquisition**

1. The intent for new equipment/instruments shall be raised by the head of the department in consultation with other faculty members in the department. A departmental meeting will be held for discussing the justification of intent and will be recorded in the minutes for the acquisition of the said instrument/equipment. The intent will be supported with purpose of the equipment/instrument, the life of the instrument/instrument, beneficiaries of the instrument, strategies for the potential use of the instrument/equipment etc.
2. The letter of Intent along with minutes will be submitted to the Principal.
3. Principal will place the proposal before the core committee for its approval. On getting approved, the principal will endorse his/her no objection for the purchase, following the norms of the purchase defined in the policy of the purchase of the college.

#### **Maintenance**

1. The purchased item enlisted in the stock register. After being entered the instrument/equipment will be made available for its use by the stakeholders.
2. In case of breakdown, or out-of-use status expert technician's opinion is sought in this regard. The equipment/instrument will be repaired or substituted with a new one as per the technician report.
3. The new equipment/instrument will be procured, after scrapping the debilitated/condemned equipment.

4. All instruments of daily use will be periodically checked for their effective working condition.
5. The consumables are to be replenished depending on their need.
6. The status of the consumables will be reflected in the stock register.
7. Lab fee is collected from each student to maintain the lab and to improvise the lab.
8. A refundable deposit is to be collected from each student to meet the breakage or misuse damages of the lab equipment.
9. When consumables get low, order will be placed for a replacement.
10. Working in the laboratory without an instructor is strictly prohibited.

### **Utilization**

1. The instrument/equipment will be made available to the stakeholders to the potential usage, considering the shelf life and work life of the instrument.
2. The instrument is allowed to be used by the students of the other colleges, a reasonable amount will be charged for its maintenance.
3. Log book in the laboratory is maintained for its use by the stakeholders.
4. For costly instruments, necessary caution deposit will be collected from the user.

### **Lab etiquette**

1. A lab user is expected to enter the lab, leaving the footwear at the designated place.
2. Appropriate protective clothing (eg. Apron) must be worn at all times while in the laboratory. It is a good idea not to wear your best clothing to lab since many chemicals can stain, bleach or generate holes in your clothing.
3. Maintain the perfect cleanliness of the lab
4. No user is authorized to use any item in the lab without the permission from the authorities.
5. They shall occupy the allotted workplace.
6. No item in the lab can be displaced by any user without the permission from the authorities.
7. All lab users are expected to occupy their seats in time.

8. All lab users should comply with the manual instructions while handling the instruments/equipment.
9. Be honest in dealing with the results of experiments.
10. Listen to others.
11. If anything, untoward happens, don't run back to the bench like nothing happened. Be honest in accepting the mishap.
12. Handle any instrument with utmost care.
13. Clean up after yourself.
14. It's important to remember that others also work in the same place and use the same equipment as we do. In periods of heavy use, we should be mindful of our colleagues and their needs as well.

#### **e. Policy for Physics laboratory**

Physics laboratories are established in 1979-1980. These laboratories have a defined policy for maintenance, augmentation, acquisition and utilization by the stakeholders.

#### **Augmentation and acquisition**

1. The intent for new equipment/instruments shall be raised by the head of the department in consultation with other faculty members in the department. A department meeting is to be held for discussing the justification of intent and shall be recorded in the minutes for the acquisition of the said instrument/equipment. The intent shall be supported with purpose of the equipment/instrument, the life of the instrument/instrument, beneficiaries of the instrument, strategies for the potential use of the instrument/equipment etc.
2. The letter of Intent along with minutes shall be submitted to the principal.
3. Principal shall place the proposal before the core committee for its approval. On getting approved, the principal endorses his/her no objection for the purchase, following the norms of the purchase defined in the policy of the purchase of the college.

#### **Maintenance**

1. The purchased item shall be enlisted in the stock register. After being entered the instrument/equipment shall be made available for its use by the stakeholders.
2. In case of breakdown, or out-of-use status expert technician's opinion is sought in this regard. The equipment/instrument shall be repaired or substituted with a new one as per the report.



3. The new equipment/instrument shall be procured, scrapping the debilitated/condemned equipment.
4. All instruments of daily use must be periodically checked for their effective working condition.
5. The consumables are to be replenished depending on their demand.
6. The status of the consumables must be reflected in the stock register.
7. Lab fee is to be collected from each student to maintain the lab and to improvise the lab.
8. A refundable deposit is to be collected from each student to meet the breakage or misuse damages of the lab equipment.
9. When consumables get low, order a replacement.
10. Working in the laboratory without an instructor is strictly forbidden.

#### **Utilization**

1. The instrument/equipment shall be made available to the stakeholders to the potential usage, considering the shelf life and work life of the instrument.
2. In case the instrument is used by the students of the other colleges a reasonable amount shall be levied as fee, to maintain the instrument.
3. Log book must be maintained for its use by the stakeholders.
4. In case the instrument is unique and very expensive, necessary caution deposit may be collected from the user.

#### **Lab etiquette**

1. A lab user is expected to enter the lab, leaving the footwear at the designated place.
2. Appropriate protective clothing must be worn at all times while in the laboratory. It is a good idea not to wear your best clothing to lab since many chemicals can stain, bleach or generate holes in your clothing.
3. Maintain the perfect cleanliness of the lab
4. No user is authorized to use any item in the lab without the permission from the authorities.
5. They shall occupy the allotted workplace.

6. No item in the lab can be displaced by any user without the permission from the authorities.
7. All lab users are expected to occupy their seats in time.
8. All lab users should comply with the manual instructions while handling the instruments/equipment.
9. Be honest in dealing with the results of experiments.
10. Listen to others.
11. If anything untoward happens, don't run back to the bench like nothing happened. Be honest in accepting the mishap.
12. Clean up after yourself.
13. It's important to remember that others also work in the same place and use the same equipment as we do. In periods of heavy use, we should be mindful of our colleagues and their needs as well.

#### **f. Policy for Chemistry laboratory**

Chemistry laboratories and Museum are established in 1975. These laboratories have a defined policy for maintenance, augmentation, acquisition and utilization by the stakeholders.

#### **Augmentation and acquisition**

1. The intent for new equipment/instruments shall be raised by the head of the department in consultation with other faculty members in the department. A department meeting is to be held for discussing the justification of intent and shall be recorded in the minutes for the acquisition of the said instrument/equipment. The intent shall be supported with purpose of the equipment/instrument, the life of the instrument/instrument, beneficiaries of the instrument, strategies for the potential use of the instrument/equipment etc.
2. The letter of Intent along with minutes shall be submitted to the principal.
3. Principal shall place the proposal before the core committee for its approval. On getting approved, the principal endorses his/her no objection for the purchase, following the norms of the purchase defined in the policy of the purchase of the college.

#### **Maintenance**

1. The purchased item shall be enlisted in the stock register. After being entered the instrument/equipment shall be made available for its use by the stakeholders.

2. In case of breakdown, or out-of-use status expert technician's opinion is sought in this regard. The equipment/instrument shall be repaired or substituted with a new one as per the report.
3. All instruments of daily use must be periodically checked for their effective working condition.
4. The consumables are to be replenished depending on their demand.
5. The status of the consumables must be reflected in the stock register.
6. Lab fee is to be collected from each student to maintain the lab and to improvise the lab.
7. A refundable deposit is to be collected from each student to meet the breakage or misuse damages of the lab equipment.
8. When consumables get low, order a replacement.
9. Working in the laboratory without an instructor is strictly forbidden.
10. Caution deposit should be deposited in advance for handling expensive instruments like HPLC, UV – Spectrophotometer.

### **Utilization**

1. The instrument/equipment shall be made available to the stakeholders to the potential usage, considering the shelf life and work life of the instrument.
2. In case the instrument is used by the students of the other colleges a reasonable amount shall be levied as fee, to maintain the instrument.
3. Log book must be maintained for its use by the stakeholders.
4. In case the instrument is unique and very expensive, necessary caution deposit may be collected from the user.

### **Lab etiquette**

1. A lab user is expected to enter the lab, leaving the footwear at the designated place.
2. Appropriate protective clothing must be worn at all times while in the laboratory. It is a good idea not to wear your best clothing to lab since many chemicals can stain, bleach or generate holes in your clothing.
3. Maintain the perfect cleanliness of the lab
4. No user is authorized to use any item in the lab without the permission from the authorities.

5. They shall occupy the allotted workplace.
6. No item in the lab can be displaced by any user without the permission from the authorities.
7. All lab users are expected to occupy their seats in time.
8. All lab users should comply with the manual instructions while handling the instruments/equipment.
9. Be honest in dealing with the results of experiments.
10. If anything untoward happens, don't run back to the bench like nothing happened. Be honest in accepting the mishap.
11. Clean up after yourself, Wash your hands thoroughly after lab experiments were carried out.
12. Student should wear apron compulsorily while entering into the central instrumentation lab.
13. Safety measures should be taken like wearing safety glasses or face shields when working with pungent odours.
14. Sandals should be worn at any time in the lab.
15. Long hair to be tied back to avoid fire catch.
16. Keep pathways clean by placing extra items in the shelves.
17. Report all accidents, injuries, breaking of glass to instructor immediately.
18. Wear sensitive clothing and footwear.
19. Chemical waste is properly disposed.

#### **g. Policy for Computer Science laboratory**

Computer Science Laboratories are established in 1988. These laboratories have a defined policy for maintenance, augmentation, acquisition and utilization by the stakeholders.

#### **Augmentation and acquisition**

1. The intent for new hardware / software shall be raised by the head of the department in consultation with other faculty members and systems analyst in the department. A department meeting is to be held for discussing the justification of intent and shall be recorded in the minutes for the acquisition of the said software / hardware. The intent

shall be supported with purpose of the software / hardware, the expected life of utilization of the software / hardware, beneficiaries of the software / hardware, strategies for the potential uses of the software / hardware etc.

2. The Letter of Intent along with minutes shall be submitted to the Principal.
3. Principal shall place the proposal before the core committee for its approval. On getting approved, the Principal endorses his/her no objection for the purchase, following the norms of the purchase defined in the policy of the purchase of the college.

## **Maintenance**

### A. Hardware Maintenance:

1. The purchased item shall be enlisted in the stock register. After being entered the item shall be made available for its use by the stakeholders.
2. In case of breakdown, or out-of-use status expert technician's opinion is sought in this regard. The item shall be repaired or substituted with a new one as per the report.
3. The new item shall be procured, scrapping the debilitated / condemned item.
4. All items of daily use must be periodically checked for their effective working condition.
5. The consumables are to be replenished depending on their demand.
6. The status of the consumables must be reflected in the stock register.
7. Lab fee is to be collected from each student to maintain the lab and to improvise the lab.
8. A refundable deposit is to be collected from each student to meet the breakage or misuse damages of the lab equipment.
9. When consumables get low, order a replacement.
10. Working in the laboratory without an instructor is strictly forbidden.

### B. Software Maintenance:

1. The purchased item shall be enlisted in the stock register. After being entered the item shall be made available for its use by the stakeholders.
2. Utilization of items with open source license agreements is preferred over proprietary license agreements.
3. Wherever possible, license agreements specific to academic institutions and of particular relevance to the department are to be opted.

4. Items under periodic subscription licensing terms are to be renewed before subscription expiry upon review of requirement.
5. Items requiring frequent periodic updates should be kept up-to-date within a maximum period of one month for last periodic update.

### **Utilization**

1. The items shall be made available to the stakeholders to the potential usage, considering the shelf life and work life of the items.
2. In case the hardware / consumable item is used by the students of the other colleges a reasonable amount shall be levied as fee, to maintain the item.
3. In case the department has MOU with partners; they may be provided the laboratory items for temporary use when not in conflict with regular usage, free of charge.
4. Log book must be maintained for its use by the stakeholders.
5. In case the resource is unique and very expensive, necessary caution deposit may be collected from the user.

### **Lab etiquette**

1. A lab user is expected to enter the lab, leaving the footwear at the designated place.
2. Maintain the perfect cleanliness and silence of the lab
3. No user is authorized to use any item in the lab without the permission from the authorities.
4. They shall occupy the allotted workplace.
5. No item in the lab can be displaced by any user without the permission from the authorities.
6. All lab users are expected to occupy their seats in time.
7. All lab users should comply with the instructions of department staff while handling the hardware / software.
8. Be honest in dealing with the results of experiments.
9. Don't leave soft / hard copies of personal information inside the labs.
10. It's important to remember that others also work in the same place and use the same equipment as we do. In periods of heavy use, we should be mindful of our colleagues and their needs as well.

## **h. Policy for Electronics laboratory**

Electronics laboratories are established in 1987. These laboratories have a defined policy for maintenance, augmentation, acquisition and utilization by the stake holders.

### **Augmentation and acquisition**

1. The intent for new equipment/instruments shall be raised by the head of the department in consultation with other faculty members in the department. A department meeting is to be held for discussing the justification of intent and shall be recorded in the acquisition of the said instrument/equipment. The intent shall be supported with purpose of the equipment\instrument, the life of the instrument/ equipment, beneficiaries of the instrument, strategies for the potential use of the instrument/equipment etc.
2. The Principal shall place the proposal before the core committee for its approval. On getting approved, the principal endorses his/her no objection for the purchase, following the norms of the purchase defined in the policy of the purchase of the college.

### **Maintenance**

1. The purchased item shall be enlisted in the stock register. After being entered the instrument/ equipment shall be made available for its use by the stake holders.
2. In case of breakdown, or out-of-use status expert technician's opinion is sought in this regard. The equipment/instrument shall be repaired or substituted with a new one as per the report.
3. The new equipment/instrument shall be procured, scrapping the debilitated/condemned equipment.
4. All instruments of daily use must be periodically checked for their effective working condition.
5. The status of the consumables must be reflected in the stock register.
6. A fund is to be collected from each student to meet the breakage or misuse damages of the lab equipment.
7. When consumables get low, order a replacement.
8. Working in the laboratory without an instructor is strictly forbidden.

### **Utilization**

1. The instrument/equipment shall be made available to the stakeholders to the potential usage, considering the shelf life and work life of the instrument.

2. Log book must be maintained for its use by the stakeholders.

### **Lab etiquette**

1. A lab user is expected to enter the lab, leaving the footwear at the designated place.
2. Maintain the perfect cleanliness of the lab
3. No user is authorized to use any item in the lab without the permission from the authorities.
4. They shall occupy the allotted workplace.
5. No item in the lab can be displaced by any user without the permission from the authorities.
6. All lab users are expected to occupy their seats in time.
7. All lab users should comply with the manual instructions while handling the instruments/equipment.
8. Be honest in dealing with the results of experiments.
9. If anything, untoward happens, don't run back to the bench like nothing happened. Be honest in accepting the mishap.
10. It's important to remember that others also work in the same place and use the same equipment as we do.

### **i. Policy for Statistics laboratory**

The Statistical Laboratory was established in 1994. It is a joint faculty-graduate student enterprise at the PBSC and the Department of Mathematics and Statistics; In 2012 the department is separated from Mathematics. In, 2012 central research laboratory was established with 30 PC and 30 user licensed SPSS-21 statistical Software package.

Currently we have six faculty members and about four hundred graduate students. We provide statistical consulting service for faculty, staff and graduate students inside or outside the PBSC.

### **Augmentation and acquisition:**

1. The intent for new personal computers, statistical software's and other related furniture's shall be raised by the head of the department in consultation with other faculty members in the department.
2. A department meeting is to be held for discussing the justification of intent and shall be recorded in the minutes for the acquisition of the said items. The intent shall be supported



with purpose of the purchasing or upgrading the version of pc, statistical software's and other items , the life of the pc and software's , benefit and strategy for the potential use of the personal computers, statistical software's etc.

3. The letter of intent along with minutes shall be submitted to the principal.
4. Principal shall place the proposal before the core committee for its approval. On getting approved, the principal endorses his/her no objection for the purchase, following the norms of the purchase defined in the policy of the purchase of the college.
5. A subunit of the Department of Statistics, provides statistical consultation to PBSC faculty, staff and graduate students, and participates in interdisciplinary
6. Research projects having substantial statistical and computational components. In addition to offering statistical advice to the campus community, the Stat Lab serves as a professional resource in Costal Andhra and across the AP to external agencies and individuals whose work includes applied statistical modeling and inference.
7. Inquiries at the early stages of statistically based investigations are particularly welcome. This includes questions on the design of experiments or sample surveys and the assembling and management of databases.
8. PBSC faculty, staff and affiliates are offered the first hour of consultation per project free of charge.
9. A flexible rate structure is maintained for external clients for consultation, analysis and computation.

### **Maintenance**

1. The purchased item shall be enlisted in the stock register. After being entered the instrument/equipment shall be made available for its use by the stakeholders.
2. In case of breakdown, or out-of-use status expert technician's opinion is sought in this regard. The equipment/instrument shall be repaired or substituted with a new one as per the report.
3. The new equipment/instrument shall be procured, scrapping the debilitated/condemned equipment.
4. All instruments of daily use must be periodically checked for their effective working condition.
5. The consumables(refilling the powder in the printer) are to be replenished depending on their demand.

6. The status of the consumables must be reflected in the stock register.
7. Lab fee is to be collected from each student to maintain the lab and to improvise the lab.
8. A refundable deposit is to be collected from each student to meet the breakage or misuse damages of the lab equipment.
9. When consumables get low, order a replacement.
10. Working in the laboratory without an instructor is strictly forbidden.

#### **j. Policy for Library**

Ours is one of the best libraries in and around Vijayawada having the huge collection of 92574 volumes comprised of Text Books, Reference Books, Encyclopedias, Dictionaries, Competitive & Career Guidance Books, and Personality Development Books and so on.

Comprising of Two sections, one is earmarked as Central Library with an area of 6,000 Sq.ft. meant for circulation and reference with 100 seating capacity, second one is Reading Room of 2400 sq. ft meant for Journals / Magazines, News Papers and Internet Access with 16 Terminals.

The Library is managed by 7 staff members out of Which 3 are qualified librarians i.e., 1 Librarian 2 Assistant Librarians and 4 supporting staff of which 1 Record Assistant and 3 attenders. We are providing services to the users from 8:00 a.m., to 7:00 p.m., without any break for week days and 9am to 1pm on Sundays.

Our Library is under the surveillance of 16 CC Cameras with centralized control. Every year we are subscribing more than 100 Journals / Magazines which are very useful to improve the knowledge of the users. And there is a procedure of issuing back volumes to the users. Here we are briefly describing the regular policies and procedures of our library.

#### **Acquisition Policy**

**Books:** Book Acquisition is the important activity of the library. Usage of any Library depends upon their collection. For every 6 months Indents are called from the various departments, filled-in indents are verified with the present stocks and then send to the publisher / supplier to raise their quotations. Apart from this on demand from users frequent purchase is done such as current affairs, Career guidance, Competitive, fiction and new arrivals and meet this expenditure from autonomous & UGC funds allotted to library.

**Journals/Magazines:** In the same way, list of subject wise Journals/ Magazines are sent to the concerned departments for any amendments. Based on their requisitions we are subscribing for every calendar year from aided & un-aided special library fee.

**Furniture & Equipment:**According to our requirement, after receiving the prior permission from the principal calling Quotations from three vendors, which are to be approved by the purchase committee and work order will be given to the lowest quoted vendor.

**Library Committee:**Any matter related to management and administration ( i.e. budget allocation, purchase of books, Journals, Furniture & Equipment and any matter) of the library is discussed in committee meeting that are held periodically. The resolutions passed in such meetings are considered for decision making pertaining to library matters.

### **Maintenance Policy**

- Furniture / Equipment / Systems/ any purchased item shall be enlisted in the stock register.
- Books acquired shall be listed in accession register
- Any minor repairs to the systems were attended by our programmers. Any hardware problem will be rectified by the technician on payment basis as and when the need arises.
- Some of the books get out of shape over the period of time based on their usage. We used to bind them at regular intervals along with back volumes of Journals / Magazines.
- New arrivals are placed separately at the main entrance so that they can easily catch the eyesight of the user. In addition a notification is displayed in notice board along with a photo copy of the Title page.

### **Services**

**Orderly Arrangement of Books for Quick Access:** Immediately after receiving the books, classification done according to 23<sup>rd</sup> edition of DDC and affixing Bar-code labels and entered both manual and on NGL Database. Then books are placed subject wise for user's convenience which are ready for circulation.

**Online Public Access Catalogue (OPAC):** Our library is fully automated; having NEWGENLIB 3.1.2EE Version which is web based Software. Any user can access the OPAC and the items held by them. It is one of the major service of the library and Circulation carried through Bar-code .

**Issue of Reader Tickets:**Reader's Tickets are issued category wise.

UG Students : 3 Tickets each

PG Students : 4 Tickets each

Teaching Staff : 10 Tickets each

Non-Teaching Staff : 5 Tickets each

**Circulation:**Books issued to the student user for a period of 14 days on loan basis, on demand and availability the loan period may be renewed once. After the due date fine of Rs.1 per day collected. In case of staff member book is issued for the semester. Any reference book may be issued to the staff member with the prior permission from the principal for the maximum period of 1 week, if demands we can call back any day.

**Internet:** Internet facility is provided to the user both on Broadband and Wi-Fi with free of cost. 16 computer terminals are provided in the library.

**E-resources:** We are the Institutional member of INFLIBNET N-List through which the user can access thousands of e-journals and lakhs of e-books, where they can browse and download the articles at their choice. We step ahead to register all the staff members and some of the students as members of N-LIST.

### **Activities**

**Book Review:** If any student is interested to borrow new arrival in literary section, he /she is asked to write a review on that. The reviews submitted by students are placed in a notice board for display so that it encourages other users to borrow a particular book. Best reviewer will be aptly rewarded.

**Earn While You Learn:** To provide some financial support to the students, we are encouraging them to spend 2 to 3 hours after their college hours involving in data entry work and assigning bar-code labels to books etc... Along with remuneration certificates are issued to those students. Many students come forward to attend this type of work and avail the benefit.

**Book Donations:** To develop the habit of sharing among the users, they are requested to drop their used books in the Donation Bin kept at the Library to make them reuse and the beneficiaries list is maintained.

**News Clippings:** Maintaining the news reports of college activities and make them bounded academic yearly.

### **Utilization**

- Average 500 users per day are visiting the library
- Average 100 issues per day
- Average 30 members availing the internet facility
- Books / Journals / Newspapers / Equipment shall be made available to the users.
- Maintaining registers for issue, reference, internet usage and visitors
- Any reference book will be issued to the staff member with the prior permission of the principal and on the condition of not to undergo any photocopying.
- Back volumes of journals got bounded for future reference by the users.

### **Library Etiquette**

- A library user is expected to enter by leaving the foot wear at the designated place
- Instructed to not to wear over coats, sweaters, caps etc.
- Maintaining perfect silence and cleanliness inside the library.
- No book in the library can be displaced by any user

- Careful handling of glass almaidah's
- If any book lost by the user, he / she used to replace the same edition or latest edition
- Should keep their personal belongings at the designated place
- Should return the library books in time and in good condition.

### **Augmentation**

Year by year making efforts to develop our library by physically and technically. Our library management software is web based, so that any user can search OPAC and items held by them from any place.

### **k. Policy for Cultural Centre**

**I** Infrastructure utilized by cultural committee for practice are

- Open Dais
- Auditorium
- College Ground
- Cultural room for practice
- Room at Backside of Auditorium
- Yoga Room

All these are maintained in a record.

**II** Instruments procured time to time depending on the requirements. College Management is providing all requirements concerned, based on our request.

- Won (statewide) Nandi Award 2<sup>nd</sup> prize for the one act play named "Controversy" in the year 2017.
- Got First place in Overall Championship in "Krishna Tarang" Youth festival of Krishna University, Machilipatnam in the year 2016.
- Got First place in Overall Championship in "Krishna Tarang" Youth festival of Krishna University, Machilipatnam in the year 2017.

### **l. Sports Policy and Infrastructure**

P.B.Siddhartha College of Arts & Science, Vijayawada one of the best Colleges in Andhra Pradesh established about 43 years ago, right from its inception, has been outstanding, not only in its academic side, having produced students in the field of Education, but also in

the lime light for sports and games activities. To name a few personalities, it would not be out of place to mention Arjuna Awardee Mr.P.V.Ramana(International-Volleyball),Mr.Lanka Ravi, Mr.A.K.V.S.Srimannarayana, Mr.M.R.LalithBabu (International Chess Masters), Arjuna awardee Mr.ChetanAnanad (Badminton), Mr.K.D.K.Mohan, Ch.PadamaRaju (International Kabaddi), Mr.K.PraveenBabu(International Swimmer) Mr.L.PravindharPrakash, V.V.AppaRao (Ranji Cricketer) and a host of others who have donned P.B.Siddhartha colours as well as National colours in several National and International Matches.

### **Aims and Objectives**

The aim of P.B.Siddhartha College is to promote activities in the field of Sports and Games with excellent infrastructure facilities and also to provide a systematic and scientific training for the students. More than 500 students get competitive experience from the zonal and Inter-zonal competition organized by the Krishna University and district level every year. Physical Education programme is accepted as a part of curriculum in our College. The College teams are selected on the basis of the performance during Intramural and other competitions.

### **Sports Committee organizes the following Sports and Games Activities every year:**

- Intramural competitions for Men and Women students on regular basis.
- Athletics, Basketball, Badminton, Best Physique, Chess, Cricket, Cross Country Race, Football, Hockey, Swimming, Table Tennis, Tennis, Throw ball and Volley ball - The Best players from each of these events are sent to Inter Collegiate tournaments.
- Organizes Inter Collegiate tournaments every year regularly
- Organizes Diploma and Certificate courses in Yoga every year. In Collaboration with Siddhartha Health Club, P.B.Siddhartha College is running Six-week Certificate course in Yoga for Women during Summer Vacation.
- National and International Conferences on Physical Education and Sports Sciences
- Workshops on sports related issues like sports injuries, Basic life support etc.
- Organizes various National, State and District level tournaments jointly with the respective Associations.
- Organizes College staff competitions in various events
- The sports committee also organizes coaching camps for School children/College students during vacations
- In addition to this, Organizes Inter Institutional tournaments for students and staff also.

- The Department is admitting top Ranking Players and Athletes Under sports quota with total fee exemption provided by the college management. They brought laurels name and fame to the College at University, National and International Level.

Further sports scholarships also presented to meritorious sports persons on College sports day.