Computer's Policy

1. No one shall use any of computer or network facility without proper authorization. No one shall assist in, encourage, or conceal from authorities any unauthorized use, or attempt at unauthorized use, of any of the college computers or network facilities.

2. No one shall misrepresent his or her identity or relationship to the college when obtaining or using college computer or network privileges.

3. No one without proper authorization shall modify or reconfigure any College computer or network facility.

4. No one shall store confidential information in computers or transmit confidential information over college networks without protecting the information appropriately.

5. No one without specific authorization shall use any college computer or network facility for non-practical work.

Do's

- Do keep your use of the Internet to a minimum
- Do check that any information you access on the Internet is accurate, complete and current.
- Do respect the legal protections to data and software provided by copyright and licenses.
- Do inform the Dnyandeep college Lab assistant immediately of any unusual occurrence.

Don't

- Do not download text or images which contain material of a pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity.
- Do not download content from internet sites unless it is your course or academic related.
- Do not download software from the internet and install it upon the College/Institute's computer equipment.
- Do not use the College computers to make unauthorized entry into any other computer or network.
- Do not disrupt or interfere with other computers or network users, services, or equipment.
- Intentional disruption of the operation of computer systems and networks is a crime under the Computer Misuse Act.
- Do not represent yourself as another person.
- Do not use Internet access to transmit confidential, political, obscene, threatening, or harassing materials.

Library

1. Books Procurement:

Procedure:

1. Librarian prepares the tentative Library annual budget on the basis of last year's expenditure and submits it to the administrative office.

2. Office gives the sanctioned copy of budget to the Librarian.

3. All Heads of Department (HODs') are asked to send their requisition about the curricular text and reference books.

4. After receipt of the requirements from the HODs', a final order of books is sent to the book vendors.

5. Sometime, renowned booksellers are asked to exhibit their reference books in the library. All HODs' makes their selections and the books are procured in the library.

6. Very often, students requisitions are also take into the considerations.

7. When the demanded books come to the Library, first Library staff check it physically, whether it is faulty or not.

8. If the books is in a good condition, Library staff process it with required stamping and labeling procedure.

 9. Library clerk accession the book and send the bill to the Librarian for further process.

10. Librarian check the bill, and the accession register under the supervision of Vice Principal, and send the bill to the office for its settlement.

2. Issuing of Library cards to students:

Procedure:

1. After the completion of admission procedure in the college, Librarian prepares a time-table of class-wise students mentioning the date and time to issue the library cards in the library.

2. On the given day and class, students are asked to bring their I-Card and original admission receipt to take the Library card.

3. Library gives 2 Cards for students.

4. Issue-Return (Borrowing) of Books for students

Procedure:

1. Library have following days for Issue and Return of the books for the students.

a) Return of books: Monday, Wednesday, Friday

b) Book Issue: Tuesday, Thursday, Saturday

2. The book is issue for 6 days. On the 7th day, the book is to be submit in

   the library.

3. If the students need the book for next 6 days, he is allowed to renew it if

   the book is not in a demand, or we have other extra copies in the rack.

4. Rs. 1/- per day fine calculated, if the student don't get renew or return

   the book in stipulated period.

5. Issue-Return (Borrowing) of Books for teachers and other staff

Procedure:

1. We have no limit for the teaching staff to take subject related books. But, after the period of 1 month, they have to return the book to the Library.

2. For newly appointed teachers, it is mandatory to submit the copy of their appointment letter to get the reading material from the library.

3. After verifying their appointment letter, the teacher is given a Library Borrower card, on which he/she can borrow books from the library.

Procedure:

1. In the month of Diwali vacation and summer vacation, we drive the stock checking activity, during that, cleaning and dusting of books is done properly.

3. Writing-off (Weeding out of books) Policy:

After every 8 to 10 years, or after a drastic change in the curriculum, many books become out-off course and remained unused in the library. To make a space for new books and to update the library holdings, a weeding out policy for the library material is most essential. Adhering to this need, the Library has write-off thousands of books since its inception. The weeding out procedure of books from the library is as follows.

Procedure:

1. Librarian prepares a list of such out-off course books with the help of subject experts of HODs'.

2. The list is put for the discussion in the Library Committee meeting for its sanctioning.

3. If Library committee sanctions this proposal, a final list is forwarded in Society meeting for its approval.

4. After getting the final approval of the society (Head of Institute), according to the resolution passed in the society meeting, the list is ready for weeding out from the library.

5. Before weeding out from the library, the books are exhibited for our staff members and external users, for selling them on the 20% of cost.

6. The unsold books are to be selling for the scrap, with the quotations and a certificate from the scrap purchaser regarding the lawful use of this scrap (raddi).

7. According the sanctioned list of out-off course and to be weeding out from the library, the books are write off from the accession register and the database of library.

Roles and Responsibilities of the Librarian

1. It is mandatory to register the name in the register and maintain silence in the library. 2. Faculty and students should not be allowed to take their personal belongings into the stack room of the library 3. Every students and staff and staff member has to clear their dues before leaving the college after course/service completion. 4. At the end of the academic year, every staff member has to clear his/her library dues. 5. Students with library dues are not allowed to appear for the exam, until he/she clear it. 6. Library has to collect fine from the students if they are not returning after the due date.

2. Borrower has to return the books in proper condition otherwise new copy of the book is to be replaced in the library by him/her.

Classroom Policies and Procedures

Attendance: All courses are project based and involve teamwork and classroom lecture to support the projects. Attendance is required.   You must provide proper documentation to be take a leave.

Tardiness: Class starts on the hour. You have to seat in your decided position at the start of the hour.

Identification Cards: You are required to wear your Mass Communication Identification Card at all times.   Any student without an ID Card will be asked to leave.   If your ID is lost or stolen you MUST file a report with the College respected department and the Instructional Technician Immediately.

Emergencies: You should contact the Instructional Technician immediately, if you are in any emergency.

Cleaning: It is your responsibility to keep this place as clean as possible. Food and drinks are only allowed in the lounge area and in the classroom.

General Guidelines on Equipment: Equipment should never be left in your class. Heat and or cold cause damage to the equipment.