

4.4.2 Q₁M

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc.

Library

1. The library should be open for students for the full working hours from 7.15 am till 6.30 pm. During examinations, the library should remain open for extended hours up to 8.00 pm on working days, and from 9.00 am to 6.00 pm on Sundays.
2. There should be separate reading halls for girls and boys. During the examinations, the reading hall should be available to the students up to 11.00 pm.
3. The library must provide a detailed list of all the books, journals, e-contents and other resources available in the library through OPEC or Web-OPEC interface.
4. Computerized records of issuing and returning of books must be strictly followed.
5. The stacking areas must be kept clean and dustless.
6. The overused books should be replaced with recent editions.
7. Due care should be taken of the books which are now out of print and must be digitized on priority basis.
8. The printed journals and periodicals should be gradually replaced by the electronic contents.
9. All the e-contents available in the library should be made accessible to all the departments through LAN and also on mobile phones and tablets.
10. The library should develop an Institutional Repository of scientific and other literature authored by the staff members.