

STANDARD OPERATING PROCEDURE (SOP)  
FOR  
LIBRARY AND INFORMATION CENTRE (LIC)

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

1. AIM:

1.1 To lay down procedures for procurement of books, periodicals, newspapers, CDs/DVDs and e-resources and their circulation, accounting and disposal.

2. PROCEDURE FOR PROCUREMENT OF BOOKS, CDs/DVDs AND E-RESOURCES:

- 2.1 Receive Library recommendation/indent form faculty duly authorized by respective DOS/HOD.
- 2.2 Check the catalogue to avoid duplication of procurement. In case, similar book is already available in the library, record the same in the "Remarks" column and inform the indenter.
- 2.3 Prepare list of all the books and publications recommended by the faculty and obtain sanction from the Competent Authority/management
- 2.4 Obtain quotations from authorized suppliers for the procurement of publications and get the approval from the Competent Authority.
- 2.5 Consolidate the requirements of all the publications to be procured and issue the Purchase Order.
- 2.6 Where any publication is not available with the registered supplier, depending upon the urgency, procure the same from available source with due approvals.

- 2.7 Follow up with the suppliers for the timely supply of the publications.
- 2.8 Receive the publications and check/compare with the supplier's challan/ invoice for correct supply of publications. Check the proper condition of the publication and enter the details of the publication in the Accession Register if the same is in good condition, otherwise return to the supplier.

### 3. PROCESSING OF THE BOOKS/ CD/DVD:

- 3.1 Generate the Dewey Decimal Classification Number (DDC) with the latest edition and then enter the details of the book/CD/DVD in the Accession Register.
- 3.2 Enter the details of the book/CD/DVD in the Libsys software.
- 3.3 The bar code label generated by Libsys is pasted on the book/CD/DVD.
- 3.5 Put Library Stamp on processed books at five places for identification as Library property and at one place on the CD/DVD.
- 3.6 The book is placed in the appropriate shelves in the Library and the CD/DVD in the Technical Section Shelf.
- 3.7 Get the E-Resources received from the supplier uploaded the Website and ensures that they are accessible.
- 3.8 Send the challan and bill to accounts section for payment.
- 3.9 Maintain a record of all challans and bills and a summary of receipts through the year.

#### 4. PROCEDURE FOR PROCUREMENT OF PERIODICALS/ NEWSPAPER

- 4.1 On receipt of verbal/email request from Departments for introduction of a new periodical/newspaper, prepare a Noting Sheet and obtain signature of concerned demanding Department HOD.
- 4.2 Obtain approval of Governing Body on the Noting Sheet and place order with the publisher/newspaper vendor.

#### PROCESSING OF PERIODICALS/NEWSPAPERS:

- 5.1 On receipt of periodicals/newspaper, enter the details in the Periodical/newspaper Register.
- 5.2 Put library stamp on the periodical/newspaper at five places and enter the date of receipt.
- 5.3 Place the periodical/newspaper in the appropriate shelf in the reading room.
- 5.4 On receipt of bill from publisher/newspaper vendor, forward the bill to Accounts Section for payment.
- 5.5 Maintain a record of all bills and a summary of receipts through the year.

#### 6. MEMBERSHIP OF LIBRARY AND ISSUE OF LIBRARY CARDS

- 6.1 All students automatically become members of the LIC on enrolment in a course. They have to get themselves scanned photograph at the time of admission in the office and get their Library Card generated.
- 6.2 The Library Card will be printed / laminated and issued by the LIC.
- 6.3 All faculty and staff desirous of membership of the LIC will fill in Application Form for Library Membership form and submit it in the LIC after obtaining counter signatures of the HOD.

- 6.4 They will get themselves photographed in Office the and get their Library Card generated.
- 6.5 Library Card will be printed/laminated and issued by LIC on receipt of completed application.
- 6.6 Temporary Library Cards may be issued to Alumni/research scholars from outside on request after obtaining sanction of Governing Body. It will be issued initially for a period of one month, extendable for a maximum of two periods of one month each.

## 9. PROCEDURE FOR CIRCULATION OF BOOKS ON LOAN:

- 7.1 Books would be issued only for fourteen (14) days at one time to the students and for one semester to the faculty/staff. Technical and Admin Staff would be issued the books for thirty (30) days only.
- 7.2 Re – issue of books may be done in the set of fourteen (14) days each for a maximum of three times or as long as no other Library Card holder requires the book and puts in the request to reserve the same. The moment the book so issued is reserved by another card holder, the same shall not be further extended to the current holder of the book. The faculty/staff shall be required to renew books at the end of each Semester to avoid any fine.
- 7.3 A student/Technical or Admin staff member can at best keep only Five (5) books in his/her account at any point of time, whereas a faculty member may hold maximum of ten (10) books in his/her account.
- 7.4 Books shall be issued only after the Library Card is produced and scanned on the library computer. The Book to be issued shall also be scanned for its Barcode.
- 7.5 Re-issue of the book can be done online by logging in on LIBSYS. It can also be renewed from the Circulation counter without bringing the book.

- 7.6 For re-issue after the last date for return of the book, the book has to be physically brought to the LIC circulation counter and due fine paid before getting it re-issued as a fresh issue.
- 7.7 All books taken by the students from the LIC would be returned to the LIC within the period specified above. Students, Faculty member, Technical/ Admin Staff member failing to return the books on time would be liable to payfine as laid down from time to time in the University LIC Rules.
- 7.8 Students withdrawing admission from ‘Shri Gavisiddeshwar Arts, Science and Commerce college’ will be required to take “No Due Certificate” From the LIC. Librarian will not issue Clearance unless the student deposits the books and other resources to the library and after that signed by the Librarian.
- 7.9 Librarian shall issue a list of Books/Fine defaulters on the first working day of every month, put to the bank account with intimating finance section.
- 7.10 Prior to every main semester Final Written Examination each Final Semester student shall get “No Dues Certificate” from the LIC for the books issued in his/ her name.

## 6. ISSUE OF BOOKS TO FINAL SEMESTER STUDENTS DURING EXAMINATION:

- 8.1 Final Semester students who have got their no dues cleared and desire to get a book issued for the duration of the examination can do so by making a refundable deposit of Rs 500/- per book.
- 8.2 The book so issued must be returned within one week of the last examination.
- 8.3 Books not returned within one week of the last examination will incur a fine of Rs 25/- per day, which will be deducted from the deposit.

## 9. ACCOUNTING OF FINE:

### 9.1 Rate of fine will be as follows:

9.1.1 Students Rs. 00.50- per day

9.1.2 Technical/Admin Staff- Rs 1/- per day

9.1.3 Faculty - Rs 2/- per day.

9.2 The maximum limit for fine per book is Rs 100/- There after fine stops accumulating.

9.3 Fine rate will be fed to e-lib for generation of fine. The late deposit of books by the number of days is automatically calculated on the Software. This would be shown to the student/faculty/staff member on the screen before accepting the fine payment.

9.4 The fine received from the concerned person shall be as per the screen display, in cash and a receipt prepared manually must be issued to the card holder. The Circulation in charge would press 'OK' option in the process and the transaction shall thus be finally completed.

9.5 If a book is misplaced/lost by a student/faculty/staff member and is produced by anyone from the Security Office or any other person, the book shall be received in the Library by way of Barcode process and the individual on whose name the book stands would be immediately informed and by putting the information on the Students Notice Board. The fine due from the individual would be reflected as "pending" option on the computer, till the fine gets cleared by the card holder.

- 9.6 The fine would be deposited with the Accounts Branch by the Circulation Staff as per Computer Report recorded on the system duly tallied with the manual receipts, after thorough checking by the Library In charge. The list so generated from the computer when tallied with the manual receipts shall be retyped on the Excel Sheet/spread sheet, which should contain manual receipt No., serial – wise. Fine collected from the students will be deposited, within 48 hours in the Accounts Branch. If the day falls on a holiday/ Sunday then the fine will be deposited on the next working day.
- 9.7 The primary responsibility for proper accounting of fine and deposit with Accounts Branch rests with the Librarian/Assistant Librarian. He would be responsible to ensure that the accounting procedure is followed.

## 10. ANNUAL STOCK TAKING

- 10.1 Annual Stock Taking will be ordered by the principal in the last week of April every year.
- 10.2 Due to the large volume of books held in the LIC, 100% physical check of books will be done in a three months
- 10.3 This cycle will be repeated every three years. Books added every year will be taken into account.
- 10.4 After physically counting the books, and taking into account books issued out, the following lists will be prepared and attached to the report along with recommendation:
- 10.4.1 Missing/Lost books
  - 10.4.2 Repairable books
  - 10.4.3 Unserviceable books for auction
  - 10.4.4 Books not issued for over three years

10.5 The Stock Taking Board will also check the details of fine collected and deposited during the year (01 Jul to 30 Jun), books purchased and taken on charge during the year, new e-resources procured during the year and new periodicals prescribed during the year.

## 11. DEALING WITH LOSSES

11.1 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.

11.2 Loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

## 12. MISCELLANEOUS INSTRUCTIONS:

12.1 All students would be required to deposit their bags outside the Library, in the space so provided for the same. There should be no mobile, wallet, cash or any other costly item left in the bags.

12.2 Library staff shall ensure strict checking of books going out of Library.

12.3 The Library Committee would be formed at the beginning of the Academic Year in the month of July and shall hold office for two years. It shall meet, once a quarter in the first week of January, April, July and October and address all issues pertaining to the effective functioning of the Library. It is also responsible to plan budget, get it sanctioned and ensure purchase compliance.

12.4 In case of loss of books, student/ staff can be allowed to replace the book, if approved by the Chairman Library Committee only in new and good condition, and of the same/newer edition/ publication & title.



12.5 Penalties for theft of books, defacing of books including tearing of pages, disturbances in the library etc., use of social networking sites in the Multimedia Section (which is solely meant for accessing e – journals) shall be decided by the Chairman Library Committee and after due approvals, will be displayed on the Library Notice Board for strict compliance.

### 13. AMENDMENTS:

13.1 SOP shall be reviewed every year. Changes of financial implications if any shall have the concurrence of the Governing Body.

### 14 . Roles and Responsibilities of the Librarian

14.1 It is mandatory to maintain silence in the library.

14.2 Faculty and students should not be allowed to take their personal belongings into the library.

14.3 To promote the e-resources of the library to the target audience.

14.4 To assist the staff and students in proper usage of the resources.

14.5 To maintain a register for outgoing books.

14.6 To collect the issued books in time.

14.7 To collect fine from the students if they are not returning after the due date.

14.8 To see to that the issued books will be returned in proper condition otherwise action will be taken.

15. Notice board All the important notices and circular has displayed on the notice board with librarian signature and after 7 days notices has replaced by the notice board.

#### 16. New arrivals display

Library has display the new arrived books to the News arrivals display after procurement and technically processed for to aware the users to know about the new books to library.

#### 17. Suggestion box

In the library entrance kept the suggestion box for the suggestion by the user. It will be viewed and take the proper implementation according to the suggestion.

#### 18. News paper stand

In the library News paper stand has kept to display daily kannada, english news papers and separate stand for the girls and boys.

#### 19. Periodical journal section

In the library periodical and journals stand has kept to display magazines and journals

#### 20. internet and e resources

In the library having 7 computers to access the internet and e resources. The first four computers are kept for the purpose of e resources usage and the remaining computers kept for internet browsing and other academic usage and for every user restricted to 1 hour usage.

#### 21. OPAC

Online public access catalogue kiosk has kept at the entrance of the library for searching the books with different search strings like author, title, accession no, year of publication and subject wise.

#### 22. User entries

Every user has to make the entry in the library user register in different section like student user entry, faculty user entry, internet and e resources entry, periodicals and magazines entry, question paper usage entry of the library.

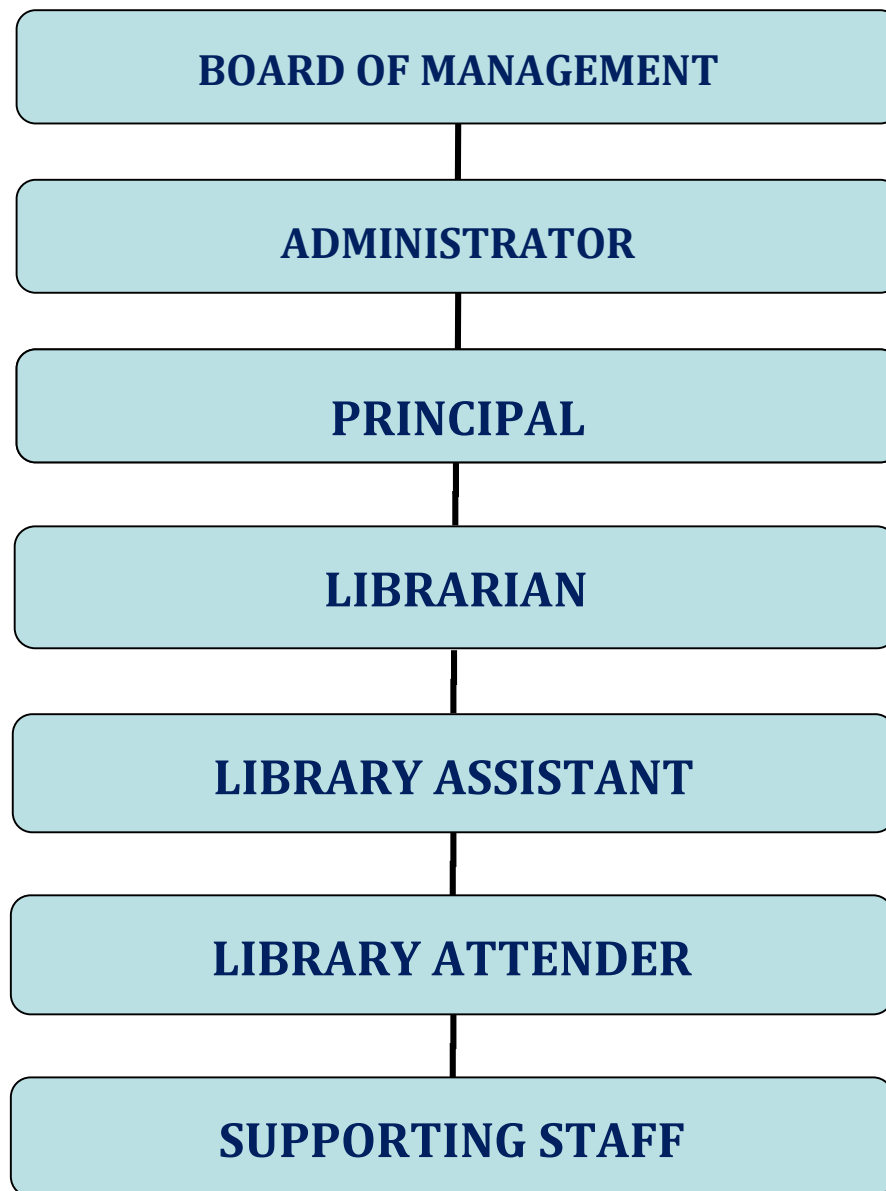
### 23. Reference section

In the library reference section books has to be issued on the demand by the user for the purpose of the reference only and this section books are not issued to home issue. Reference Books has to be returned on the same the day.

### 24. Photocopy machine

Library has photocopy machine to duplication of the documents on the demand by the user and 50 paise has to be collect for the every page and for every user it has restricted to take the maximum print upto 50 pages.

### 25. Administrative Structure



## SOP FOR DEPARTMENT OF PHYSICAL EDUCATION

- Recreational and sports Facility with  
**Outdoor facilities** like Volleyball, Cricket, Kho-Kho and Handball.  
**Indoor facilities** like Badminton, Table Tennis, Chess, and Carom
- A Sports Committee a body consisting of Chairmen, Convener and members from the staff. A student representative elected by student council who informs all the students through the respective class representatives regarding the upcoming events, and in organizing sports events.
- Meetings are held with staff convener on a regular basis. The faculty members and student representatives are involved in selecting the students who will represent the college team in the various events, based on their performance in the college level tournaments.
- Competitions in each sport are held at various levels.
- The University Prepares a Calendar of sports every year according to the All India Inter University Board here by considering these to calendars we have to preparation of our college team.
- University sports activities under the guidance of the Director of Sports, Board of Sports.
- The main function of the University Sports Council is to organize Inter College Sports events among the students of constituent colleges and select the best among them for University team to represent University at Inter University tournaments.
- For the Inter Collegiate Team Competitions we have to send the notices for all courses and classes and assemble for the selection trails of all team.
- Sports and Games Institution encourages students to participate actively in extra-curricular activities. The various sports and games are conducted every year in the college. The Intra College competitions conducted include: Chess, Caroms, Volley ball, Throw ball, Badminton and annual sports day. All the above competitions are conducted every year.

  
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## **SOP FOR COMPUTER LABORATORY**

### **Procedures & Rules for Using Computer Labs**

- Preparation for Computer Instruction
- Teacher should review computer instructions prior to class for efficient use of the computers.
- Teachers must instruct students in Internet Safety.
- Teachers should verify URL's are accessible and appropriate prior instructional activities.
- Teacher must remain in the lab at all times and is responsible for discipline.

### **General Procedures**

- Teachers are expected to closely monitor student activity by frequent screen checks. If using the Internet—use URL's that you have visited and have found to be appropriate for the assignment and students age.
- Students should only send the print command to the printer once. If information is not printing, there is a reason.
- Students must close all open windows, applications, and log out before leaving the lab.
- Teachers, should when using computer labs clean the whiteboard, turn off the digital projector if available, and return the room key after doors have been locked. Doors to computer labs must be locked when not in use.
- Computer users should not unplug and switch mouse for left handed students. Simply have student move the mouse to the left side of the keyboard and replace on right side when done.

## Computer Rules :

- Come into the lab quietly and go to your assigned computer.
- Computer Lab is a Place of Learning and Serious work. For this 'SILENCE' is very necessary element.
- Dust is the greatest enemy of the Computer. Remove shoes before entering the lab. Wear clean socks.
- Take nothing (Pen Drives, CD/DVD, External Disk, Mobile) into the Computer Room without prior permission of the Faculty.
- Only Visit Approved Internet Sites.
- Do not disconnect any cable or mouse/keyboard from computer.
- Do not Install or Uninstall any program into the computer.
- Do not save your files/documents or folders on the Desktop
- Make sure you leave your work area neat and organized.
- Print only if you have permission.
- Treat your classmates, teachers, and all equipments with respect.
- The Computer is complicated electronic instrument which is learned through instruction and operation. Follow the instructions of your faculty carefully.
- Eat and drink outside the lab only.
- The Computer is very delicate and expensive machine. Damage must be paid for by the student. Report immediately any kind of defect or damage, so that prompt action can be taken and machine is available for the next user.
- The Computer period is precious. Don't waste time.
- Turn off lights and fans before leaving the lab.
- Don't touch or step on any cables



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**THE USE OF ENGLISH LANGUAGE LABORATORY**

**AIM:**

1. English Language Laboratory is a supporting facility in implementation of teaching activity in Sri Gavisiddheshwar Arts, Science and Commerce College, Koppal. The Department of English supports the development, Competence and Teaching Learning Process, especially English Language Competence subject.

**REGISTRATION:**

1. The User registration will be made by the administrator, assigns the user ID and Password to a specific Batch consisting 30 students.
2. For a batch, provision is made to assign a mentor for different courses and design of the syllabus.

**COURSE STRUCTURE AND NATURE:**

1. The department designs and modifies the course contents according to the time. Also updates the contracts hours for the 30 hours. Basic, Foundation and spoken courses are offered for the students. These courses are run usually after the regular classes are over.
2. Classes are both based on theory and Practical orientation. Two way communicative mode of teaching and learning is enabled.
3. Work will be assigned for the limited time to complete the task and to resend to the mentor.

## **USAGE**

1. Lectures and students come in English Language Laboratory by taking off the outwears and put them on the shoes shelf. The purpose is to make English Language Laboratory keep clean and neat, and the others user can come in/out free.
2. Students put the bags on the next to their chairs, and turn their cellular phones off. It is for the comfortable of teaching learning process.
3. Students sign in the user attendance book.
4. Lectures and students take a sit on each of their chairs. Lecture sits on front chair that completed by central computer, then the students sit on the prepared chairs
5. Each user either lecture or student must be responsible to the English Language Laboratory equipment.
6. Lecture explains about the matter will be taught in front of the class, and gives the brainstorming to increase the student's encourage and make the enjoyable and fun based learning environment.
7. A student can get trained based on the stipulated duration of one hour per day or 30 hours per course.

## **FACILITIES:**

1. The language lab has three types of course structures, audio and video materials provided by the Digital Linguistic Mentor. The software provider.
2. Headphones, internet are provided, and constant vigilance is made.
3. For the final year student's lab is available for their PROJECT WORK RELATED works.
4. Firewall protection is made to prohibit the certain restricted websites, social media.



## OTHERS

**The nature of the class work has the following features:**

- The program is found by computer, students can choose the part will be taught by click the menu button on computer.
- To follow the pronunciation of words and sentences.
- To change the form/ type the sentences.
- To listen audio conversation: monolog, dialogue.
- To answer the exercises.
- To discuss the content of audio conversations.
- To give the comments.
- To do the individual or group exercises.
- Students listen the matter of audio by putting the headset and making sure the position left (L) and right (R) when put in on head, and paying attention to the volume to make it able to used repeatedly and followed for teaching spelling, accent, and intonation. Students listen attentively and focus to the announced recording, and write down the important things, and make sure about the whole process have to be done by concentration, so it will be an effect for the developing of comprehension skill standard for students



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**KOPPAL**  
**DEPARTMENT OF PHYSICS**  
**INSTRUCTION TO STUDENTS**


**The students are informed to note the following:**

**DO's:-**

1. Students must wear uniform for laboratory classes.
2. Students must wear **Good quality shoes (for Safety)**.
3. **Regularity** and **Punctuality** should be maintained.
4. Students should come well prepared for the Lab classes and observation books are to be maintained.
5. Students should write their **Names, USN & Sign** while taking the apparatus.
6. Correct specifications of the equipment have to be mentioned in the circuit diagram.
7. Handle the equipment with care & strictly follow the instructions given by faculty / instructor.
8. Power supply is to be **Switched ON** only after the connections are checked by the **Staff / Instructor**.
9. Upon completing the experiment, students should **Switch OFF** the power supply and then remove the circuit connection.
10. The completed lab record should be submitted in every class.

**DON'Ts:-**

1. Don't come late to the Lab.
2. Avoid metal bangles/Straps and long untied hair. This may be disturbing and dangerous while conducting experiments.
3. With **Mains ON**, don't make or remove the connections.
4. Don't **switch ON** the supply without getting the circuit verified from Faculty/Instructor.
5. Don't leave the lab without obtaining the permission of the staff in-Charge.
6. Usage of mobile phone is strictly prohibited

  
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**Class Room Utilization SoP for**


**B.A. (History, Political Science, Economic, Kannada, English, Sociology)**

Every opportunity is being utilized to deliver the lectures in an effective way. The traditional **Chalk and Talk method** is a most commonly used technique of delivery.

The **Power Point Presentation (ppt.)** methods are often used for data and information visualization, which helps to explain topic or idea in front of students easily and practically.

**Videos presentation** is used in different subjects for the deeper learning of the subject.

S.N	Room No.	Used for	ICT Tools
1	11	B.A. I and II Sem	----
2	02	B.A. III and IV Sem	LCD projector
3	15	B.A. V and VI Sem	LCD Projector

  
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### Class Room Utilization SoP for B.Sc. (Chemistry, Botany and Zoology)

Every opportunity is being utilized to deliver the lectures in an effective way. The traditional **Chalk and Talk method** is a most commonly used technique of delivery.

The **Power Point Presentation (ppt.)** methods are often used for data and information visualization, which helps to explain topic or idea in front of students easily and practically.

**Videos presentation** is used in different subjects for the deeper learning of the subject.

S.N	Room No.	Used for	ICT Tools
1	18	B.Sc. I and II Sem	-----
2	20	B.Sc. III and IV Sem	LCD projector
3	22	B.Sc. V and VI Sem	LCD Projector
4	Lab	B.Sc. I, II, III, IV, V and VI Sem	LCD Projector

  
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## DEPARTMENT OF COMMERCE

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### Class Room Utilization SOP

The Department came into existence with the introduction of B.Com First Year in June, 1977. There was student strength of about 30. Subsequently B.ComII Year and Final Year came into being in 1978 and 1979 respectively. Since its inception the Department was attracting good number of students and producing encouraging results. At present, the total strength of student in B.Com course is 602. Department of Commerce has the following Class rooms and their utilization schedule is given below:

#### Under Graduate

S.N	Room No.	Used for	ICT Tools
1	33	Conduct of B.Com First year classes (7.25 to 12.15), Certificate course classes, Remedial classes, Extra classes	PPT
2	32	Conduct of B.Com Second year classes (7.25 to 12.15), Certificate course classes, Remedial classes, Extra classes.	PPT
3	30	Conduct of B.Com Final year classes (7.25 to 12.15), Certificate course classes, Remedial classes, Extra classes, Project work classes (12.15 to 1.15)	PPT
4	36	Conduct B.Com TPP Classes (7.25 to 12.15), Extra/Remedial Classes	PPT
5	37	Conduct B.Com TPP Classes (7.25 to 12.15)Extra/Remedial Classes	PPT



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**DEPARTMENT OF COMMERCE**

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**Post Graduate**

6	40	Conduct of M.Com First year classes (10.30 to 2.50) , Remedial classes, Extra classes	PPT
7	39	Conduct of B.Com Second year classes (10.30 to 2.50) and Certificate course classes, Remedial classes, Extra classes, Project works Classes.	PPT
8	38	Conduct of M.com specialization Classes	PPT

  
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