

G.T.N. Arts College (Autonomous), Dindigul -5

MAINTENANCE AND UTILIZATION POLICIES - 2018-2019

The Institution follows a systematic and transparent procedure in purchase, maintenance and utilization of equipments for Laboratories, Computers, Sports Equipments, Library Books and other support facilities.

1. Laboratory

1. (a) Maintenance of Laboratory

Stock Register is maintained in all departments to enter items regularly.

15 trained lab-assistants are appointed in laboratories.

Internal stock verification is done every year by a committee constituted by the Principal. Follow up action is taken on the committee's recommendations.

Maintenance of equipments is done every year.

Fire extinguishers are installed and maintained in all laboratories.

Instruments and equipment are serviced under per call scheme.

1. (b) Utilization of Laboratory

Separate Lab timetable is maintained.

Science exhibition for school students carried out in the laboratories.

Theory papers are suitably supplemented with hands-on practical papers.

2. College Library

2. (a) Maintenance of College Library

Library functions between 9 am and 5 pm on all working days.

Library has partially automated KOHA software.

Library Stocks are classified into Tamil, English, History, General, Chemistry, Biology, Mathematics, Physics, Commerce, Economics, Computer Science, Reference and Competitive Examinations.

Library divided into Stock section, Reference section, and Periodical section, Research Section, E Resource Section, Circulation Section and Reading Hall.

An extensive internal stock Verification is done regularly.

Assigned with a call number the books are arranged in their respective subject rack.

Attendance of library users is entered using gate entry register facility.

New Arrivals are displayed in the new arrival rack.

Audio and Visual Material Like Tape Cassette, Video Cassette (VCD), Compact Disk (CD) and Digital Versatile Disc (DVD)

Practical Note, M.Phil. and Ph.D. Theses submitted to library are kept in a separate place as reference books.

Books availability can be verified with OPAC facility.

Library Committee with the Principal, Librarian, Two Faculty Members and Two Students is convened once in a year and to offer suggestions and recommendations.

Adequate number of fire extinguishers are installed and maintained.

The movement of library users is watched through CCTVs.

A separate Audio-Visual hall is available.

Bound Volume of old periodicals available.

Rare Books are available to use the users.

Books and materials are properly maintained.

Library has a website – <https://gtncentrallibrary.wordpress.com>. 2. (b) Utilization of Library

Useful Newspaper clippings about the Current Awareness, Job Opportunities are displayed.

Digital Library using National Digital Library of India (NDLI)

The users can Download and read E-Book, E-Journal, and E-Database using INFLIBNET-NLIST and DELNET databases.

A reading room with books, Periodicals and Competition Examination materials.

Staff and Students can borrow books using their ID card.

The Library and the Readers Club conduct Competitions and Seminar to motivate the students. Competition Winners awarded book and certificate.

URKUND Plagiarism software is available for research scholars and faculties.

Photocopying, Printout from internet and scanning facilities are