



MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

Maintenance of Infrastructure Policies

Different committees of the college specially Teacher's Council, Building Committee assesses the physical, academic and support facilities of the college. The maintenance of physical, academic and support facilities like building, electrical fitting, accessories, appliances, etc., are undertaken periodically by the engineers appointed by the Patna University and all software facilities are maintained and upgraded by the company by paying Annual Maintenance Charge (AMC).

- ❖ **Building:-** The class four employees are maintaining the building which includes Art Gallery, Classrooms, Computer Lab, E-Library etc. The college have no permanent sweepers for maintaining , cleaning and sanitary facilities. Electrician, Cart Painter and Plumbers are hired when need arises. The college has installed RO drinking water system. Office Superintendent and Principal supervises the maintenance work.
- ❖ **Equipments:-** Stock Register of the college equipment is maintained and verified on a regular basis. It is supervised by the office and faculty members time to time.
- ❖ **Computer Lab:-** College is having a well-furnished computer lab with more than 18 computers with high-speed Internet provided by the Government of Bihar under the scheme 7 Nischay. In order to ensure smooth functioning of the lab facilities, the periodical maintenance is taken care by the lab in charge.
- ❖ **Library:-** College library is fully automated with web-OPAC and controlled by qualified and experienced librarian. College provides library facility to all the students and faculty to access art books and journals. Library accommodates about 30 users at a time with having a good collection of Books, Journals, Computer and furniture's. The library is visited by the good number of users every day. In order to ensure smooth functioning of the library following procedure is followed.



Ref. :

Date:

- Library Hours: The Library will be kept open from 10:30 a.m. to 5:00 p.m. on all working days.
- Students will be required to show their college identity-cum-library smart Cards whenever demanded by the library staff.
- College identity-cum-library smart Card when lost, must be reported immediately to college administration. A lost library card may be replaced by payment of Rs. 100/-
- Every student on entering the library shall sign the gate register in token of his willingness to adhere to the rules.
- Anyone caught marking, defacing or mutilating books or any other library material will be expected to pay for the material with the most current edition of the same.
- Use of sound equipment's like radios, Walkman's, cell phones, etc. is strictly prohibited in the library.
- Readers should behave in a decent dignified and civilized manner. The librarian may recommend the expulsion of any students if the presence of such a students is likely to disturb peace and discipline.
- Students who fail to adhere to the above rules will be punished with a small amount of fine.

RULE FOR ISSUE AND RETURN OF BOOKS

- Every student has to obtain an Identity Card-cum-library Smart Card from the college office, which will be issued on production of admission receipt.
- Students who have cleared all their library dues are eligible for no dues certificate.



कला एवं शिल्प महाविद्यालय

COLLEGE OF ARTS & CRAFTS

PATNA UNIVERSITY

(नैक से मान्यता प्राप्त)



Vidyapati Marg, Patna - 800 001

Ref. :

Date:

- Only two books will be issued at a time for five days.
 - Books issued for Home reading must be returned on or before the due date.
 - If any damage caused to the books like disfiguring or tearing of the pages, such student will be severally dealt with.
 - Any previous damage done to the book such as disfiguring or tearing away of the pages or photographs should be checked before taking the book for reading and any such thing noticed should be brought to the notice of the librarian.
 - Books for reference in the library will be issued on the presentation of Identity Card. The identity card will be returned when the book taken for reference is returned.
 - No book taken for reference shall be taken out of the library hall.
 - Books issued for reference in the Library must be returned before leaving the library.
 - If a book is lost by the reader, he or she should replace it by a new book or by paying the cost of the book as per the prevailing market rate.
 - Dictionaries, Reference and rare books should be consulted in the library only and will not be allowed to be taken outside the library.
 - At the end of the academic year or after the examinations whichever is earlier, student is required to return all the books.
- ❖ **Girls/Boys Common Room:-** College is having a separate common room for girls and boys. The girl's common room is having a well furnish changing room and attach bathroom. Both the common rooms are having indoor sports instruments like carom board, chess, badminton etc. College campus is privileged to have volleyball court and open space for playing cricket and kabaddi.



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- ❖ **Office:-** The college office is well furnished with enough furniture, office superintendent cabin is attached with separate washroom. Office is provided with Computer, Internet, Printer, Scanner, Telephone and surveillance with CCTV Camera. Office superintendent supervises the maintenance of the office.
- ❖ **NSS Cell:-** NSS Programme officer takes care of the cell.
- ❖ **Website:-** College has hired the services of iBow Solutions Pvt. Ltd. to maintain website regularly.




Principal
College of Arts & Crafts
Patna University, Patna