

Procedures and policies

➤ **LIBRARY:-**

Working Hours: 09.30 am to 5.30 pm on all working days.

Library Automation: Automated with 'e-Lib' Library Software.

Open Access: Users can easily select and pick a book of their choice on their own in the Main Library Section. Books are arranged subject-wise in Author alphabetic system.

Subscribed e-Resources Packages : N-LIST and DELNET

Library Services :

- ✓ Book Lending Service
- ✓ OPAC for Easy Tracing of Books
- ✓ Reference & Referral Service
- ✓ User Awareness Programs
- ✓ Journals and Data Bases
- ✓ Information Alert Service
- ✓ New Arrival Display & Exhibition.

Main Rules & Regulations :

- ✓ Only registered members are allowed to use the library.
- ✓ Reference books and Periodicals are not issued outside the library premises.
- ✓ CCTV surveillance.
- ✓ Purchase of books, journals and other e-resources as per the recommendation from the departments and approved by the Library Advisory Board.
- ✓ In the event of any doubt or dispute arising in the interpretation of library rules, the decision of the Library Advisory Board is final.
- ✓ A warning bell will be given 10 minutes prior to the closure of the Library. All patrons shall immediately return the books to the assistants-in-charge and then leave the Library.

Station Multi-Gym:

- ✓ Valid gym membership
- ✓ Proper sports wear
- ✓ Changing area
- ✓ Safe training
- ✓ Flow of traffic
- ✓ Cleaning up and storing equipment
- ✓ Cleaning cardio equipment
- ✓ Damage and dirt
- ✓ Respect and Obey the physical director

Swimming pool

- ✓ ID Card
- ✓ Cleansing shower before entering the pool.
- ✓ Rough housing is strictly prohibited.
- ✓ Eating is not allowed in the pool area.
- ✓ Persons with open sores are not allowed to use the swimming pool
- ✓ No person with a communicable disease, including vomiting or diarrhea in the last two weeks, may use the pool.

Common and Departmental Staff Rooms

Health Centre:- Access of doctor during college hours.

Canteen:-

- ✓ Token service
- ✓ Self service
- ✓ Concessional rates

- ✓ **Intercoms**
- ✓ **Wi-Fi Campus:-** JIO internet Broadband connection
- ✓ **R O Drinking water facility**
- ✓ **Medicinal Plant Garden(Dhanwantari Vana)**
- ✓ **Water well**
- ✓ **Electricity Back up(250KW)**
- ✓ **Solar Water heater**
- ✓ **Ladies Salon**
- ✓ **Stationary Shop**

Maintenance:

- ✓ Supervision :- Resident Engineer appointed by our K.L.E Society
- ✓ Laboratories :- faculty and Support staff
- ✓ Buildings (classrooms, labs, seminar halls, playgrounds etc.) – support staff.
- ✓ Computers and peripherals :- system administrator.
- ✓ Health related services at K.L.E Society's Dr. Prabhakar Kore Hospital and Research Centre, Belagavi.
- ✓ Hostels:- Wardens, support staff, mess contractors and sanitary staff.
- ✓ Proper Garbage disposal
- ✓ System administrator ,Generator operator, Electrician ,Plumber, Carpenter ,Gardener, Scavenger, Security Guards, etc.