

OFFICE OF THE PRINCIPAL
GOVERNMENT AUTONOMOUS COLLEGE, ANGUL, ODISHA-759143
ସରକାରୀ ସ୍ୱୟଂଶାସିତ ମହାବିଦ୍ୟାଳୟ, ଅନୁଗୋଳ, ଓଡ଼ିଶା: ୭୫୯୧୪୩
[email:principalgaca@gmail.com](mailto:principalgaca@gmail.com)

Maintenance of Campus Infrastructure

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

This HEI has established systems and procedures for maintenance and utilization of physical, academic and support facilities. The procedures are given below:

Government Autonomous College, Angul is a fully funded government college and functioning under the Administrative Control of Dept. of Higher Education, Govt. of Odisha since 1957. The Public Works Department, Road & Building Division, Government of Odisha undertakes maintenance of the building and other physical infrastructure, which comprises classrooms, libraries, laboratories, and administrative offices.

The maintenance of physical, academic, and support facilities—including the laboratory, library, sports complex, and classrooms are managed by the State Public Works Department (PWD), specifically through the Executive Engineer of the Roads and Buildings Division in Angul. For laboratory equipment, Dept. of Higher Education allot funds through treasury and the items are procured through open advertisement following due procedure as mentioned in Odisha Government Financial Rules(OGFR) - 2023.

Maintenance of computer is done as and when required through Local Purchase Committee following OGFR, 2023 Rule. The institute has framed IT Policy which describes the requirements for the use and maintenance of all IT resources in campus.

A building committee, led by the principal and senior faculty members to oversee the maintenance of the college's infrastructure, including buildings, classrooms, and laboratories. The maintenance of the college's physical infrastructure encompasses

minor repairs to walls, columns, and flooring, as well as the repair of drainage and sewage systems, ceilings, roofs, and restroom facilities.

The members of the library advisory committee hold meetings and adopt resolutions for the overall development of the library. They also provide guidance for purchase of books, journals, e-resources, reading room facilities, etc.

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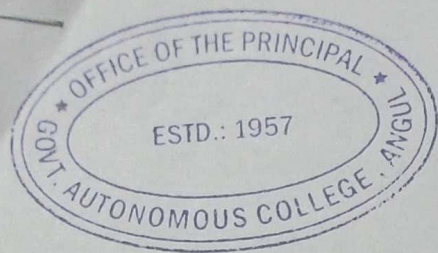
ADMINISTRATIVE OFFICER

Pr
20/12/24

PRINCIPAL

Principal

Govt. Auto. College, Angul



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A Brief About Library

a) Library Policy

Library is an integral part of Government Autonomous College, Angul. It was started at the time of its inception in 1957 and has been continuously developing since then. It was started with acquisition of curriculum text books to serve the students. Besides holding an excellent print collection of over 44000+ volumes of books, it also provides access to popular magazines, selected journals. It also provides e-resources to its users through EBSCO and N-LIST platform. The library also provides reading room facilities to the students and staff during the working hours of the college.

b) Library Timing

Open Library:

All Working Days – 10 AM to 5 PM

Circulation Counter Timings:

All Working Days – 10:30 AM to 4:30

Reading Halls: - It remained open in all working days from 10 AM to 5 PM

c) Library Collection:

The library has a collection of more than 44000 books and a monthly subscription to Indian journals, periodicals, and magazines. Books are classified and stacked subject-wise. Users can browse or search books by using Web OPAC of the Library. The library also has reading room service for the users. . E-library facility with 50 computers are available for students, staff and scholars for research . The e-resource facility is extended by the Consortium of Higher Education for EBSCO. College also have N-List subscription for access of E-books and E-Journals.

d) Library Staff

SL No	Name	Designation
1	Mr. Biswajit Naik	Junior Librarian
2	Saroj Ku Das	Lib Attendant
3	Mr. Jitendra Parida	Lib Attendant
4	Mrs. Suphala Dehury	Peon

e) Status of Automation:

Library automation refers to the use of computer systems and software to manage and organize library collections, as well as streamline various library operations. This includes tasks such as cataloguing, circulation, and patron management. Government Autonomous College Library is partially automated using NIC's Egranthalaya 4.0 software which is hosted on NIC's cloud (Meghraj).

➤ **Features:**

- **Cataloging:** Allows cataloging and classification of library materials.
- **Circulation:** Manages the lending and return of library items.
- **Acquisition:** Helps in the acquisition and ordering of new materials.
- **Serial Control:** Manages serial publications.
- **Online Public Access Catalog (OPAC):** Provides a user-friendly interface for patrons to search the library catalog online.
- **Reports:** Generates various reports for library administration.
- **Multi-Lingual Support:** Supports multiple languages for ease of use.
- **Customization:** Libraries can customize the software according to their specific requirements.

- Reading Room Service
- Previous year Question Bank Service
- WEB OPAC Service
- Electronic Document Delivery Service
- Remote Access to E-Resources through EBSCO/NDLI/
N-LIST Platform
- Library Membership Service through Mobile App

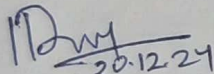
Who can avail / use Library and Library Service:

- All Registered students of the college
- Teaching and Non-Teaching staff members of the college.

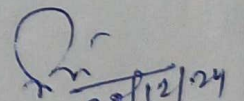
For Assistance / queries, a User can mail to gacalibrary58@gmail.com

g) Library Committee:

Dr. Nilanchala Patel	Principal and Chairman
Ms. Sulagna Choudhury	Asst. Prof. in Philosophy and Coordinator
Dr. Abhimanyu Bagarty	Asst. Prof. in Odia, Member
Mrs. Sugyani Rath	Asst. Prof. in Commerce, Member
Dr. Sridevi Swain	Asst. Prof. in Physics, Member
Mr. Biswajit Naik	Jr. Librarian, Member


20.12.24
Jr. Librarian

Jr. Librarian
Govt. Auto. College, Angul


20/12/24
Principal
Principal
Govt. Auto. College, Angul

CALENDAR

2022-23



GOVT. AUTONOMOUS COLLEGE
&
GOVT. HIGHER SECONDARY SCHOOL, ANGUL

examination shall not be promoted to the next higher class. Students not appearing at Pretest and Test examination shall not be sent up as per the regulation of the Council/University. Exceptional cases, however, shall be decided as would be deemed fit by the Principal. A student has to secure at least 20% marks in each subject to be eligible for being sent up for the final examination.

3. A student found in possession of incriminating material or copying or using any other unfair means in order to gain any unfair advantage in the examination will be expelled from the examination hall and will be refused promotion which he/she otherwise might have earned, or he/she may be penalized in some other form deemed proper.

CHAPTER – 7

THE COLLEGE LIBRARY

LIBRARY RULES

SECTION-1

(GENERAL RULES)

1. The Library shall remain open during the College hours on all working days of the College.
2. The last period of every working day is set apart for the office work of the library and during that period no books are issued or return of books entertained.
3. Arrangement may be made for keeping the library open during long vacations.
4. A college teacher can borrow ten books at a time. He/she has to return the books to the library within 30 days from the date of issue (on the following working day if the due date falls on a holiday). For each day of delay he/she will be liable to pay a fine of Rs. 10/- per book.
5. Non-teaching employees can borrow three books at a time. They have to return the books within 15 days from the date of

issue.

6. Books borrowed within one week of the commencement of the Summer vacation are to be returned by the person concerned within one week of the re-opening of the college after Summer vacation.
7. Books issued to a particular person can be re-issued only for two successive occasions during a particular academic session, provided that the book is not in demand by others. Books before the re-issue, should be presented to the Library for necessary entry in the Register.
8. In case the Library book issued is lost by the person concerned, the recovery shall be made at the rate of 10 times the cost or price of the book.
9. No book should be taken out of the library without the knowledge of the Librarian and until it has been properly entered in the Loan Register and the entry attested by the borrower.
10. Members of the staff, during their class works, may however borrow books from the library for immediate reference or presentation of slip duly signed by them. Such books are to be returned before the last period of the day.
11. Each borrower must examine the condition of the book or books before they are issued. Otherwise, in case of mutilation discovered later, the presumption will be against the borrower.
12. Books should be returned to the Library within the period allowed before to a borrower, failing which further issue shall be stopped.
13. When the date of return of a book falls on an authorized holiday, it should be returned to the Library on the day College reopens.

after the holiday.

14. All books in possession of a borrower should be returned to the Library on or before the date notified for the purpose, if the college closes for a long vacation.
15. Whoever might have Library books in his possession should return them to the Library whenever he receives a requisition from the Librarian.
16. Books taken out of the Library must be returned to the Librarian and to nobody else.
17. No marginal or other notes or marking shall be made on the Library books, nor shall any pictures or pages removed or torn or otherwise disfigured. In extreme cases the borrower shall be asked to replace the books damaged by him/her.
18. A borrower against whom any overdue or other charges are outstanding, shall not be allowed to borrow books from the Library.
19. If any borrower keeps books in his/her possession beyond the time allowed for the purpose, no more books will be issued to him/her until the books concerned are returned to the library. In extreme cases the privilege of using the Library may be denied to such a person.
20. All who may happen to be inside the library or in the neighborhood are expected to observe strict silence. The Librarian has orders to see that the rule of silence is strictly observed.
21. The Library premises should not be used for any purpose other than reading or consulting books and periodicals.

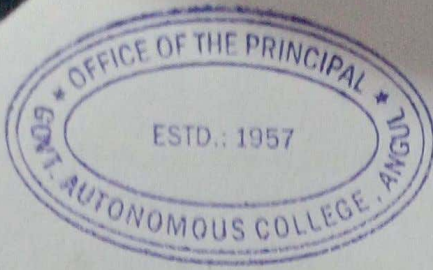
22. Books, diaries, bags and such other articles not connected with the Library shall be kept at place meant for them and not carried in to the Library.
23. Cases of incivility either on the part of intending borrowers or on the part of the library staff or any unauthorized person who might happen to be inside the library should at once be reported to the Principal.
24. None but members of the teaching staff may go beyond the Library counter. Persons who, get special permission of the Principal may work inside the Library.
25. Books of reference, text books, current issues of periodicals and courses of studies shall not be issued for use at home without the special permission of then Principal.

As long as the next issue of a periodical is not received, it is to be treated as the current issue. Not more than 5 journals at a time should be issued to a member of the teaching staff and not more than two to the class III employees of the college. The members of the teaching staff may keep journals for 7 days only and other for 5 days.

26. Any books damaged or defaced by a borrower must be replaced by him. If the book is one of a set or series and the single volume can not be obtained the whole the set must be replaced at the reader's cost.
27. In case where the price of the lost book cannot be ascertained the borrower has to pay an amount fixed by the Principal.

SECTION-II SPECIAL RULES FOR THE STUDENTS.

1. Students can not enter the library room without the permission of the Librarian. They have to do all transactions at the Library



GOVERNMENT AUTONOMOUS COLLEGE, ANGUL

IT POLICY

PREAMBLE

The Government Autonomous College, Angul Information Technology (IT) Policy sets forth the policies that govern the responsible usage of all users of the college's information technology resources. Every member of college is expected to be familiar with and adhere to this policy. Users of the campus network and computer resources ("users") are responsible to properly use and protect information resources and to respect the rights of others.

For the purpose of this policy, the term 'IT Resources' includes all College owned, licensed, or managed hardware and software, and use of the College network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

APPLICABILITY

This document establishes specific requirements for the use of all IT resources at college. This policy applies to all users of computing resources owned or managed by college. Individuals covered by the policy include College faculty and guest faculty, staff, students, alumni, guests, external individuals, and any other entity that fall under the management of college accessing network services via computing facilities of the College.

OBJECTIVES

College IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the college on the campus. Misuse of these resources can result in unwanted risk and liabilities for the college. It is, therefore, expected that these resources are used primarily for college related purposes and in a lawful and ethical way.

- ❖ This policy establishes College-wide strategies and responsibilities for protecting the Confidentiality, Integrity and Availability of the information assets that are accessed, created, managed and/or controlled by the college.
- ❖ This policy to ensure that the IT resources protects the official e-identity (allocated by the college) of an individual
- ❖ To ensure that all the users of the College are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules
- ❖ Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.