

# QUALITY POLICY

## MAINTENANCE





## Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India  
Web: [www.drngpasc.ac.in](http://www.drngpasc.ac.in) | Email: [info@drngpasc.ac.in](mailto:info@drngpasc.ac.in) | Phone: +91-422-2369100

Q.P

MAINTENANCE

### MAINTENANCE POLICY

The quality policy is framed to provide the optimum usage of infrastructure by students and faculty without any form of disturbances and shortage. The physical facilities such as library, laboratories along with general maintenance divisions have their own policies to achieve the above aim.

#### Library Policies

The library of the institution follows the policies given below:

- Library users shall swipe their Library card in the card reader while entering and leaving the library.
- Personal belongings should be left on the rack provided at the entrance of the library.
- The students should return the books within 15 days from the date of issue. One-time renewal is allowed for 15 days if the concerned book is not reserved by others.
- Library books are the nation's assets and they belong to all. All users are requested to protect library books against wanton and willful damages, mutilation, theft and other malpractice.
- Loss of books issued, if any should be reported to the Librarian immediately.
- Members must replace the book if lost with latest edition along with overdue Charges. If the borrower's is unable to replace the lost book, triple the cost of the book will be collected.
- Downloading, installing and running of software are not allowed within the facility
- One-student-per-PC policy shall be observed strictly in order to maintain order in the use of the e- Library facility.
- Stealing or attempting to steal a library document or any of the library property is an offence. Appropriate disciplinary action will be taken against the offender.
- The library will not take any responsibility for loss or damage of personal property left in the reading and baggage areas.
- Mobile phones and other electronic devices which may cause disturbances are prohibited.
- The library reserves the right to ask any person to stop using computer equipment if the library staff has reasonable grounds to believe that that person is misusing it.
- Computers are provided for the purpose of research and other educational endeavors.







## Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)

Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India  
Web: [www.drngpasc.ac.in](http://www.drngpasc.ac.in) | Email: [info@drngpasc.ac.in](mailto:info@drngpasc.ac.in) | Phone: +91-422-2369100

Q.P

MAINTENANCE

Misuse of these facilities will be considered penalizing and hence, ID card will be ceased and severe action will be taken.

- Students and faculty members shall be requiring clearing their dues from the library at the time of leaving the college. No dues certificate will be issued by the library only after returning of issued library documents /paying dues if any by students/faculty members.
- The library provides regular membership to all the students, faculty members and employees of the Institute. After the enrolment with the Institute the student automatically becomes the member of the library.
- Dr. N.G.P. ASC is registered as authorized publisher, which helps to bring out all publications with ISBN.
- Dr. N.G.P. ASC Alumni students contributed books during their visit to the campus on special occasions to the book bank in order to facilitate the student usage.

### General Maintenance:

Dr. N.G.P Arts and Science College offers a variety of programmes in various disciplines and over 7000 students are studying for their degrees with the guidance of more than 300 teaching and non-teaching staffs. Hence a massive infrastructure is available to cater the needs of faculty and students. Hence maintaining the campus, laboratories, equipment and other physical support facilities is a huge task and is carried out in more systematic way.

### Civil, Mechanical and Electricity Maintenance Department

The civil maintenance is carried out by the civil engineer and his team of supporting staffs all of them are regular staffs of our college. The administrative officer will collect the complaint from concerned department through online and take necessary action.

The following are the regular works carried out by the maintenance staffs:

- (i) Carpentry works including replacement of doors, windows and fixing the problems in it. In addition to this, maintaining furniture, damaged windows, doors, doorstops and so on.
- (ii) Civil works such as structural building repairs such as damages in walls, ceilings and floors. They are also responsible for classroom requirements such as whiteboard mounting. Also they are responsible for checking the fire equipment and inspect them on regular basis for testing its operation. .





## Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India  
Web: [www.drngpasc.ac.in](http://www.drngpasc.ac.in) | Email: [info@drngpasc.ac.in](mailto:info@drngpasc.ac.in) | Phone: +91-422-2369100

Q.P

MAINTENANCE

- (iii) The entire electrical infrastructure is maintained by Electrical department. Their work involves regular checkups on breakers, installing or repairing power outlets, checking fan and lighting facilities in and out of buildings.
- The Air conditioning facilities are regularly serviced by the Manufacturer authorized service provider.
  - The lift facilities are under AMC with their manufacturer and are regularly checked by electrical maintenance staff
  - The generators are under AMC of their manufacturer's authorized service provider.
  - Solar panels are regularly monitored by the electrical staffs with the help of supporting staffs.
- (iv) The maintenance of tanks, pipes, drains are carried out by plumbers. Their works include repairing the pipes, tanks, drains, valves etc. In addition to this, they are responsible to clearing the clogged drains and leaky faucets. The sewage treatment plant and rain harvesting system are installed and are maintained as per the regulations. Purified water plants are regularly cleaned and are under AMC for routine service.
- (v) The transport department maintains the buses and cars with the transport manager as the in-charge. The buses are maintained as per the SOP of government and frequent checkups are being done. Regular services are conducted by the manufacturer through AMC.
- (vi) A gardener is responsible for maintaining the garden and the green house. Also, care is given to maintain the green lawn and trees. Maintenance of grounds are also done on regular basis.
- (vii) The sports complex is maintained by maintenance assistants and is monitored by physical director with his supporting staffs. The maintenance of the playground, fitness center and equipment are all come under physical director.
- (viii) In addition to above, housekeeping staffs are deployed to maintain regular cleaning of classrooms, labs and campus.





**Laboratories Maintenance Policies****General Laboratory Safety Procedures****Do's**

- Know the potential hazards of the materials used in the laboratory. Review the Safety Data Sheet (SDS) and container label prior to using a chemical.
- Know the location of safety equipment such as telephones, emergency call numbers, emergency showers, eyewashes, fire extinguishers, fire alarms, first aid kits, and spill kits which can be found on all campuses.
- Practice good housekeeping to minimize unsafe work conditions such as obstructed exits and safety equipment, cluttered benches and hoods, and accumulated chemical waste.
- Wear the appropriate personal protective apparel for the chemicals you are working with. This includes eye protection, lab coat, gloves, and appropriate foot protection (no sandals or open toed shoes). Gloves must be made of a material known to be resistant to permeation by the chemical in use. Shoes must cover the entire foot.
- Wash skin promptly if contacted by any chemical, regardless of corrosivity or toxicity.
- Label all new chemical containers with the "date received" and "date opened."
- Label and store chemicals properly.
- Use fume hoods when processes or experiments may result in the release of toxic or flammable vapors, fumes, or dusts.
- Restrain and confine long hair and loose clothing. Pony tails and scarves used to control hair must not present a loose tail that could catch fire or get caught in moving parts of machinery.

**Don'ts**

- Eat, drink or chew gum in rooms or laboratories where chemicals are used or stored.
- Store food in laboratory refrigerators, ice chests, cold rooms, or ovens.
- Drink water from laboratory water sources.
- Use laboratory glassware to prepare or consume food.
- Smell chemicals, taste chemicals, or pipette by mouth.
- Work alone in the laboratory without prior approval from the lab in charges.





- Leave potentially hazardous experiments or operations unattended without prior approval from the lab in charges

### **(a) Procedures for Proper Labeling, Storage, and Management of Chemicals**

Proper chemical labeling and storage is essential for a safe laboratory work environment. Inappropriate storage of incompatible or unknown chemicals can lead to spontaneous fire and explosions with the associated release of toxic gases. To minimize these hazards, chemicals in the laboratory must be segregated properly.

#### **Labeling**

- Manufacturer chemical labels must never be removed or defaced until the chemical is completely used.
- All secondary chemical and waste containers must be clearly labeled with the full chemical name(s) (no abbreviations or formulas).
- Small containers that are difficult to label such as 1-10 ml vials and test tubes can be numbered, lettered, or coded as long as an associated log is available that identifies the chemical constituents. Groups of small containers can be labeled as a group and stored together.
- Unattended beakers, flasks, and other laboratory equipment containing chemicals used during an experiment must be labeled with the full chemical name(s).
- All chemicals should be labeled with the “date received” and “date opened.”
- All laboratory chemical waste containers must be labeled with the name of the chemicals contained.
- All full waste containers must be disposed of promptly. Waste containers must NOT be filled to more than 90% of their capacity).
- Chemical storage areas such as cabinets, shelves and refrigerators may be labeled to help the laboratory personnel identify the hazardous nature of the chemicals stored within the area (e.g., flammables, corrosives, oxidizers, water reactive, toxics, carcinogens, and reproductive toxins).

#### **Storage**

- A defined storage place should be provided for each chemical and the chemical should







## Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India  
Web: [www.drngpasc.ac.in](http://www.drngpasc.ac.in) | Email: [info@drngpasc.ac.in](mailto:info@drngpasc.ac.in) | Phone: +91-422-2369100

Q.P

MAINTENANCE

bereturned to that location after each use.

- Chemical containers must be in good condition before they are stored.
- Containers must be managed to prevent leaks.
- Chemicals (including waste) must be separated and stored according to their hazard group and specific chemical incompatibilities.
- Chemicals within the same hazard group can be incompatible, therefore, it is important to review the chemical label and Safety Data Sheet (SDS) to determine the specific storage requirements and possible incompatibilities.
- Special attention should be given to the storage of chemicals that can be classified into two or more hazard groups.
- Chemicals should be separated by distance.
- Physical barriers such as storage cabinets and secondary containers should be used to prohibit contact of incompatible chemicals in the event that they are accidentally released or spilled.
- Secondary containers are highly recommended for the storage of liquid chemicals.
- Secondary containers must be made of a material that is compatible with the chemical(s) it will hold and must be large enough to contain the contents of the largest container.
- Liquids should not be stored above dry chemicals unless they are stored in secondary containers. Storage of chemicals within hoods and on bench tops should be avoided.
- Stored chemicals should not be exposed to heat or direct sunlight.
- Storage shelves and cabinets should be secure to prevent tipping.
- Shelving should contain a front-edge lip or doors to prevent containers from falling. Flammable and corrosive storage cabinets should be used when possible.
- Liquid chemicals should be stored below eye level to avoid accidental spills.
- Chemicals must not be stored in areas where they can be accidentally broken and spilled such as on the floor or on the edge of a bench top.
- Chemicals must not be stored in areas where they obstruct aisles, exits, and emergency equipment.



**Management of Chemicals**

- Do not hoard chemicals
- Do not over-purchase quantities
- Use just-in-time purchasing whenever possible
- Dispose of unused portion

**(b) Glassware and Sharps – Procedures for Safe Handling and Disposal**

- Glassware and sharps should be handled and stored carefully to avoid damage.
- Chipped, broken, or star-cracked glassware should be discarded or repaired. Damaged glassware should never be used unless it has been repaired.
- Use appropriate hand protection when inserting glass tubing into a rubber stopper or when placing rubber tubing on glass hose connections. Use of plastic or metal connectors should be considered.
- Use appropriate hand protection when picking up broken glass or other sharp objects. Small pieces should be swept up using a brush and dustpan.

**Disposal**

Sharps waste is categorized by the type of contamination present. Specific disposal methods are dictated by category, but all categories require packaging in puncture resistant cardboard or plastic containers in order to minimize the risk of injuries

**(c) Chemical Fume Hoods – Procedures for Proper and Safe Use**

Chemical fume hoods are one of the most important items of safety equipment present within the laboratory. Chemical fume hoods serve to control the accumulation of toxic, flammable, and offensive vapors by preventing their escape into the laboratory atmosphere. In addition, fume hoods provide physical isolation and containment of chemicals and their reactions and thus serve as a protective barrier (with the sash closed) between laboratory personnel and the chemical or chemical process within the hood.

- Vertical fume hood sashes can be used in three positions: 1) closed, 2) the operating height (or half open), and 3) the set-up position (or fully open). Hoods must be closed when unattended.
- The set-up position (fully open) is only used to place equipment in the hood when no chemicals are present. Do not fully open the sash when chemicals are present.







- Chemicals and equipment (apparatus, instruments, etc.) should be placed at least 6 inches (15 cm) from the front edge of the hood.
- Chemical fume hoods must be kept clean and free from unnecessary items and debris at all times. Solid material (paper, tissue, aluminum foil, etc.) must be kept from obstructing the rear baffles and from entering the exhaust ducts of the hood.
- Minimize the amount of bottles, beakers and equipment used and stored inside the hood because these items interfere with the airflow across the work surface of the hood.
- Laboratory personnel must not extend their head inside the hood when operations are in progress.
- Hoods must be monitored by the user to ensure that air is moving into the hood. A small piece of thread, yarn, or small piece of Kimwipe can be taped to the hood sash as a visual indicator that the hood is pulling air.

#### **(d) Corrosive Chemicals – Procedures for Safe Handling and Storage**

Corrosives (liquids, solids, and gases) are chemicals that cause visible destruction or irreversible alterations to living tissue by chemical action at the site of contact. Corrosive effects can occur not only to the skin and eyes, but also to the respiratory tract through inhalation and to the gastrointestinal tract through ingestion. Corrosive liquids have a high potential to cause external injury to the body, while corrosive gases are readily absorbed into the body through skin contact and inhalation. Corrosive solids and their dusts can damage tissue by dissolving rapidly in moisture on the skin or within the respiratory tract when inhaled. In order to minimize these potential hazards, precautionary procedures must be observed when handling corrosives.

#### **Handling**

- Appropriate personal protective equipment (e.g., gloves, fire-resistant or all cotton lab coat, and safety goggles) must be worn when working with corrosive chemicals. A face shield, rubber apron, and rubber booties may also be appropriate depending on the work performed.
- Appropriate protective gloves that are resistant to permeation or penetration from corrosive chemicals must be selected and tested for the absence of pin holes prior to use.





## Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India  
Web: [www.drngpasc.ac.in](http://www.drngpasc.ac.in) | Email: [info@drngpasc.ac.in](mailto:info@drngpasc.ac.in) | Phone: +91-422-2369100

Q.P

MAINTENANCE

- Eyewashes and safety showers must be readily available in areas where corrosive chemicals are used and stored. In the event of skin or eye contact with a corrosive chemical, the affected area should be immediately flushed with water for 15 minutes. Contaminated clothing should be removed and medical attention sought.
- Corrosive chemicals should be handled in a fume hood to ensure that any possible hazardous or noxious fumes generated are adequately vented.
- When mixing concentrated acids with water, add the acid slowly to the water. Allow the acid to run down the side of a container and mix slowly to avoid violent reactions and splattering. Never add water to acid.
- Appropriate spill clean-up material should be available in areas where corrosive chemicals are used and stored.
- Protective carriers shall be used when transporting corrosive chemicals.

### Storage

- Containers and equipment used for storage and processing of corrosive material must be corrosion resistant.
- Corrosive chemicals must be stored below eye level, preferably near the floor to minimize the danger of their falling from cabinets or shelves.
- Acids and caustics (i.e. bases) must be stored separately from each other. Secondary containers or trays must be used to separate acids and bases or other incompatible corrosives within a corrosive cabinet.
- Oxidizing acids must be separated from organic acids and flammable/combustible materials (oxidizing acids are particularly reactive with organics and flammable/combustible materials).
- Acids must be segregated from active metals (e.g., sodium, potassium, and magnesium) and from chemicals that can generate toxic gases (e.g., sodium cyanide and iron sulfide).

### (e) Electrical Safety Procedures in Laboratories

Serious injury or death by electrocution is possible when appropriate attention is not







## Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India  
Web: [www.drngpasc.ac.in](http://www.drngpasc.ac.in) | Email: [info@drngpasc.ac.in](mailto:info@drngpasc.ac.in) | Phone: +91-422-2369100

Q.P

MAINTENANCE

given to the engineering and maintenance of electrical equipment and personal work practices around such equipment. In addition, equipment malfunctions can lead to electrical fires. By taking reasonable precautions, electrical hazards in the laboratory can be dramatically minimized.

- Laboratory personnel should know the location of electrical shut-off switches and/or circuit breakers in or near the laboratory so that power can be quickly terminated in the event of a fire or accident.
- Electrical panels and switches must never be obstructed and should be clearly labeled to indicate what equipment or power source they control.
- All electrical equipment should be periodically inspected to ensure that cords and plugs are in good condition. Frayed wires and wires with eroded or cracked insulation must be repaired immediately, especially on electrical equipment located in wet areas such as coldrooms or near cooling baths. Insulation on wires can easily be eroded by corrosive chemicals and organic solvents.
- All electrical outlets should have a grounding connection requiring a three-pronged plug.
- Electrical appliances must only be repaired by authorized electricians or the manufacturer. An Unauthorized modification of electrical appliances is prohibited.

### (f) Equipment management

Equipment management is one of the essential elements of a quality management system. Proper management of the equipment in the laboratory is necessary to ensure accurate, reliable, and timely testing. The benefits of good equipment management program are many as mentioned:

- helps to maintain a high level of laboratory performance
- reduces variation in test results, and improves the technologist's confidence in the accuracy of testing results
- lowers repair costs, as fewer repairs will be needed for a well-maintained instrument lengthens instrument life
- reduces interruption of services due to breakdowns and failures





## Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India  
Web: [www.drngpasc.ac.in](http://www.drngpasc.ac.in) | Email: [info@drngpasc.ac.in](mailto:info@drngpasc.ac.in) | Phone: +91-422-2369100

Q.P

MAINTENANCE

- increases safety for workers
- produces greater customer satisfaction

The following policies for the maintenance of equipment are followed:

- Periodic checking of the equipment function is done as per instructions of the manufacturer.
- Maintenance of records of the instrument utility in log books or registers.
- Spills in instruments are noted in a daily basis
- Instrument break downs if any, are documented and reported to the technical supervisors. Based on the query, the problem is resolved in a week or a couple of weeks.
- Accessories, if worn out, are replaced in a month or two based on the need

### (g) Biosafety measures

- Biosafety while handling microorganisms are ensured by working in Biosafety cabinets.
- Decontamination and disposal of microbes and carcinogenic chemicals are ensured by monitoring on daily basis
- Proper containment of hazardous waste is followed and disposal is done
- Functioning of autoclaves for decontamination is monitored using indicators
- Carcinogenic chemicals are handled with proper Personal Protective Equipments
- Wearing mask while handling microorganisms is ensured
- Fires due to alcohol or burns are immediately reported to the technical supervisors and based on the injury first aid is given or sought for the proper medical supervision.
- Ethical rules are obeyed on using recombinant organisms and animal cell lines.

The wastages are treated as per the directions of the Government and are monitored by the Waste Management Committee and Bio-safety issues are monitored by Institutional Bio-Safety committee.







# Dr. N.G.P. ARTS AND SCIENCE COLLEGE

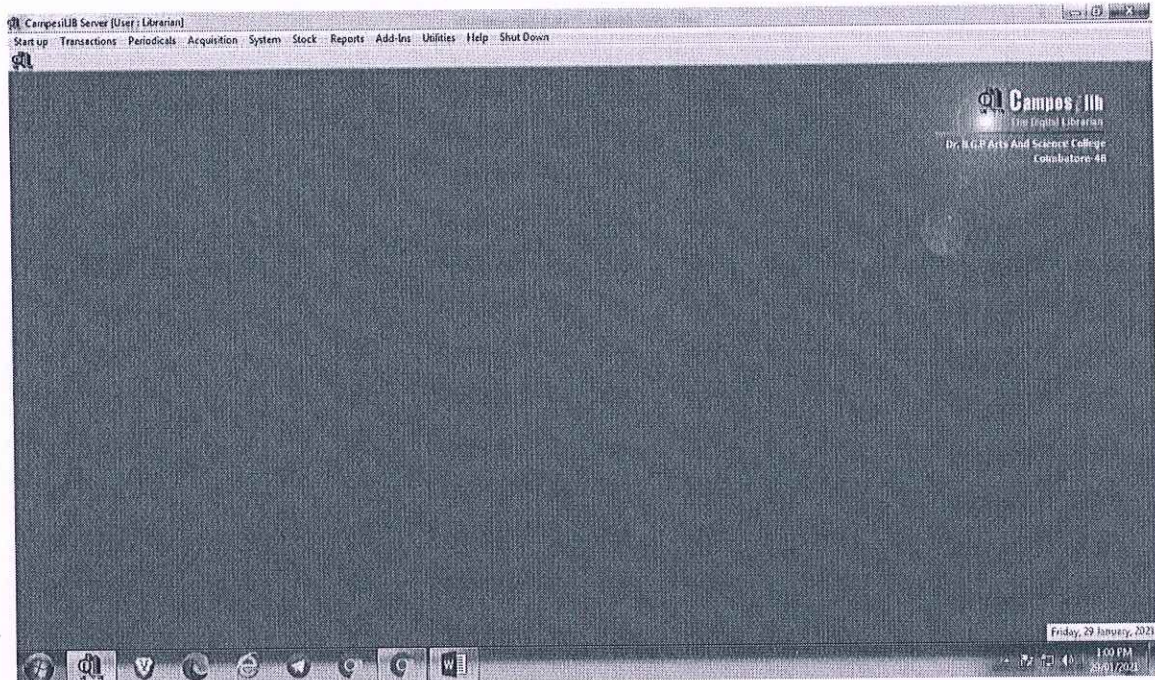
(An Autonomous Institution Affiliated to Bharathiar University Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India  
Web: www.drngpsc.ac.in | Email: info@drngpsc.ac.in | Phone: +91-422-2369100

Q.P

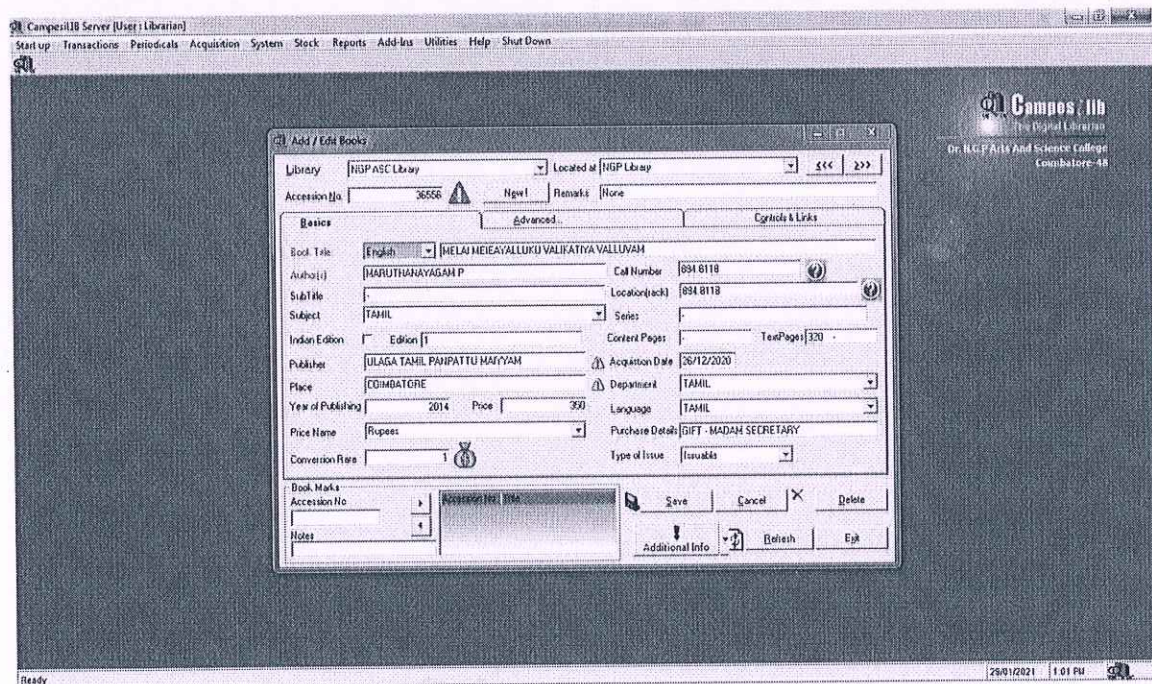
MAINTENANCE

## Library Manuals

### Library Software – Main Screen



### Book Details Entry Screen



Dr. NGPASC  
COIMBATORE | INDIA





# Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India  
Web: www.drngpasc.ac.in | Email: info@drngpasc.ac.in | Phone: +91-422-2369100

Q.P

MAINTENANCE

## Non Book Materials – Master Screen

CampeilIB Server [User: Librarian]  
Start up Transactions Periodicals Acquisition System Stock Reports Add-Ins Utilities Help Shut Down

**Dr. N.G.P. Arts and Science College Coimbatore-48**

**Edit Non-book Materials**

Non Book Material Category: **PROJECT REPORT** Short Code: **PR**  
NB Material No: **PR** NB Material Code: **PR**  
Material Title: **PROJECT REPORT**  
Author(s)/Publisher: **PROJECT REPORT**  
Keywords(s) to identify: **PROJECT REPORT**  
Location of Material: **GENERAL**  
Price: **0.00** Conversion Rate: **1** Acquisition Date: **29/01/2021**  
Department Name: **GENERAL**

Library: **NGPASC Library**  
Located at: **BIOCHEMISTRY**  
Link Item: **(No Link)** NB Code:   
Remarks:   
Save Cancel Delete

Find Materials:  
Category: **PROJECT REPORT** Search:

NB Material	Title
PR1	PATIENT INFORMATION MANAGEMENT
PR2	PRODUCTION MANAGEMENT SYSTEM
PR3	ELECTRICAL INVENTORY SYSTEM
PR4	MACHINERY MAINTENANCE SCHEDULE
PR5	TRANSPORT SCHEDULE
PR6	DIABETES MELLITUS MANAGEMENT
PR7	POWERLOOM INFORMATION SYSTEM
PR8	PATIENT INFORMATION SYSTEM
PR9	PURCHASE MANAGEMENT SYSTEM
PR10	TEXTILE MANAGEMENT SYSTEM

Ready 29/01/2021 11:53 AM

## Periodicals – Master Entry Screen

CampeilIB Server [User: Librarian]  
Start up Transactions Periodicals Acquisition System Stock Reports Add-Ins Utilities Help Shut Down

**Dr. N.G.P. Arts and Science College Coimbatore-48**

**Add/Edit Periodicals**

Periodicals: **HALF YEARLY** Serial No: **5** Serial Code: **HY5**  
Title: **RIP - GLOBAL JOURNAL OF FINANCE AND MANAGEMENT**  
Sub Title:  Formal Title:   
First Issue: **01/01/2017** Last Issue: **31/12/2017**  
Publisher Name: **RES INDIA PUBLICATION** Place: **NEW DELHI**  
Pub. Address:

Library: **NGPASC Library**  
Edition: **National** International  
Advanced Scope Subscription  
Language: **ENGLISH** Department: **MANAGEMENT**  
Grace Period: **100** (Failed Issue Generation)  
Issn No: **0** Subscriber No: **0**  
Vendor Name: **(No Vendor)**  
☒ Active Serial ☐ Unchecked & stopped

Periodical Information:  
☒ Active Serials Only Period: **HALF YEARLY**

Serial Code	Title	Periodicity
HY2	RIP - JOURNAL OF MANAGEMENT	HALF YEARLY
HY5	RIP - GLOBAL JOURNAL OF FINANCE AND MANAGEMENT	HALF YEARLY
HY6	RIP - ADVANCES IN FUZZY MATHEMATICS	HALF YEARLY
HY7	LITERARY CRITERION	HALF YEARLY
HY8	SAXOPH	HALF YEARLY
HY9	PIG - INTERNATIONAL JOURNAL OF BUSINESS ANALYTICS AND INTELLIGENCE	HALF YEARLY

Save View Delete Cancel Exit

Ready 29/01/2021 1:44 PM



Dr. NGPASC  
COIMBATORE | INDIA





# Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India  
Web: www.dnrgpsc.ac.in | Email: info@dnrgpsc.ac.in | Phone: +91-422-2369100

Q.P

MAINTENANCE

## Back Volumes – Master Screen

CamposLib Server [User: Librarian]

Start up Transactions Periodicals Acquisition System Stock Reports Add-Ins Utilities Help Shut Down

CamposLib  
The Digital Librarian  
Dr. N.G.P. Arts And Science College  
Coimbatore-48

### Back Volume Control

Library: HGPASC Library Date of bind: 30/07/2001 Leaves: 5  
Short Code: BV Price: 0  
Serial No: 2 Price Name: Rupees  
Volume Code: BV2 Conversion rate: 1  
Volume Title: NATIONAL GEOGRAPHIC (OCT-JUNE 1996) Language: ENGLISH  
Description: JUNE-OCTOBER 1996 Department: GENERAL  
Subject: GENERAL Location Library: HGP Library  
Publisher: NATIONAL GEOGRAPHIC SOCIETY  
Place: WASHINGTON  
Save Delete Cancel

Back Volumes available

Volume Code	Title
BV1	NATIONAL GEOGRAPHIC (JAN-APRIL 1996)
BV2	NATIONAL GEOGRAPHIC (OCT-JUNE 1996)
BV3	NATIONAL GEOGRAPHIC (JAN-JULY 1997)
BV4	NATIONAL GEOGRAPHIC (AUG-NOV 1995)
BV5	NATIONAL GEOGRAPHIC (FEB-APR 1998)

Load Add Serial Lists Remove Exit

Leaves found in the Selected Back Volume

Serial Code	Title
-------------	-------

Ready 29/01/2021 11:54 AM

## Book Purchase – Bill Entry Screen

CamposLib Server [User: Librarian]

Start up Transactions Periodicals Acquisition System Stock Reports Add-Ins Utilities Help Shut Down

CamposLib  
The Digital Librarian  
Dr. N.G.P. Arts And Science College  
Coimbatore-48

### Purchase Bill Entries

Library: HGPASC Library  
Control No: 1001  
Bill No: 35  
Bill Date: 02/09/2020  
Bill Amount: 6160  
Discount: 2063  
No of Books: 11  
Department: COMPUTER SCIENCE WITH DATA ANALYTICS  
Vendor: GLOBAL BOOKS SYNDICATE  
Fund: Self Finance  
Scheme: Self Finance  
Save as New Save Existing Delete Cancel

Bill Available

Bill date From: 01/04/2020 to: 31/03/2021 List Bills

Serial No	Bill No	Bill Date	Bill Amount	Part
996	37	02/09/2020	1800	Self Finance
997	34	02/09/2020	2045	Self Finance
998	39	02/09/2020	2425	Self Finance
999	38	02/09/2020	2198	Self Finance
1000	33	02/09/2020	5200	Self Finance
1001	35	02/09/2020	6160	Self Finance
Total			10,209.02	

Load

Update Bill No and Bill Date to Book Master (Purchase details)  
Increment the accession number after adding to bill

Accession No. in this Bill

36442
36443
36444
36445
36446
36447

Accession No. <<33 >>34 Remove >> Exit

04/12/2020 9:53 AM



Dr. NGPASC  
COIMBATORE | INDIA





# Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India  
Web: www.drngpasc.ac.in | Email: info@drngpasc.ac.in | Phone: +91-422-2369100

Q.P

MAINTENANCE

## Book - Stock Verification Screen

The screenshot shows the 'Books - Stock Maintenance Control' window. It includes fields for Verification Library (NDPASC Library), Verification Serial No. (10), Date of Verification (04/06/2013), Purpose of Verification (Annual Stock Verification 2011-2), and Details (Annual Stock Verification 2011-2012). There are buttons for List Verifications, Save, Cancel, and Delete. A table of Previous Verifications is also displayed.

Verify No.	Date	Purpose of Verification	Act
5	03/05/12	Annual Stock	<input type="checkbox"/>
6	07/05/12	Annual Stock	<input type="checkbox"/>
7	03/06/12	Annual Stock	<input type="checkbox"/>
8	02/06/12	Annual Stock	<input type="checkbox"/>
9	29/04/12	Annual Stock	<input type="checkbox"/>
10	04/06/12	Annual Stock	<input checked="" type="checkbox"/>

## Members – Photo upload Screen

The screenshot shows the 'Edit Members Image' window. It includes a 'Select' section with radio buttons for Member ID Starts with (Male, Female, Both) and a checkbox for 'Yes to add Photo'. There is a 'Student Batch' and 'Member ID' field. A 'Select Images From Disk' section shows a file explorer view with a list of files, including 'B\_TS\_577.jpg'. There are buttons for image, clear, save, delete, and exit.



Dr. NGPASC  
COIMBATORE | INDIA





# Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India  
Web: www.drngpsc.ac.in | Email: info@drngpsc.ac.in | Phone: +91-422-2369100

Q.P

MAINTENANCE

## Members – Circulation Control Screen

CamposLib Server [User: Librarian]

Start-up Transactions Periodicals Acquisition System Stock Reports Add-ins Utilities Help Shut Down

CamposLib - Circulation Control

Options Transactions

Member ID: 0/TS1034

Course Connected: Library: NGPASC Library

Member Name: VARAJA K

Accession No: 2016

Department: COMMERCE - PROFESSIONAL ACCOUNTING

Type: Self Financing

Category: TEACHING STAFF

Class: ASSISTANT PROFESSOR

Alotted Quota (Book): 7 Available (Book): 7

Alotted Quota (A-330n): 7 Available (A-330n): 7

Issue: 30 Overlight/Ref. Books: 1

Renew: 30

Do not Calculate fine From: To: For Due Date: Print Receipts

Books Serials Non-Books Back Volumes

Current Date: 29/01/2021 Friday

Total Number of Books in Issue: 2110

Have a Nice Time with Campos Lib - The Digital Librarian on LIBRARIAN

29/01/2021 1:42 PM

## Members Group Setting Screen

CamposLib Server [User: Librarian]

Start-up Transactions Periodicals Acquisition System Stock Reports Add-ins Utilities Help Shut Down

CamposLib - The Digital Librarian

Dr. N.G.P. Arts And Science College Coimbatore-48

Members Personal Group Settings (Member ID)

Member ID Starts: Read File Edit

Active Members Group: ☒ Active Members Group

Search Direction: From Left List Members

Member ID: Register No: Name

Change Category: LIBRARY CLUB

Change Password:

Change valid Date:

Change Department:

Change Class/Dept:

Change Course:

Change Remarks:

Change Year of Study / Year of Join:

Change Lock: ☐ Lock ☐ Change active: ☒ Active Member

Change Exit

Ready

29/01/2021 11:59 AM



Dr. NGPASC  
COIMBATORE | INDIA





# Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India  
Web: www.drngpsc.ac.in | Email: info@drngpsc.ac.in | Phone: +91-422-2369100

Q.P

MAINTENANCE

## Members Data Upload Screen

CamposLib Server [User: Librarian]  
Start up Transactions Periodicals Acquisition System Stock Reports Add-Ins Utilities Help Shut Down

Import Campos Personal Information

Campos Personal Information

☒ Active Classes Only Load View Students ☒ Active Students Only

Name	Roll No	Year
TBCOM(CA) B	2020	2020
TBCOM(CS) CA A	2020	2020
TBCOM(CS) CA B	2020	2020
TBCO BIOC KEMISTRY	2020	2020

63 student(s) found

CamposLib Personal Info Collection

Class/Dept:  ID Number Generation: ☐ Reg No ☐ Roll No ☐ Serial Starts with:  SPPG:  01

Department:  Member ID:

Category:  Name:

Year of Study:  Address:

Remarks:  Mail Id:

Password:  Blood Group:  DOB:

Valid Date:  Parent Name:

Course:  Phone:

Member type: ☐ Self Financing ☐ Confen before reporting each Member ☐ Import Only Photo (Roll No Option)

☒ Add atleast one Library Access to members ☒ Import Student Photo if found

Start Import Exit

Ready 29/01/2021 12:11 PM

## Members Category Control Screen

CamposLib Server [User: Librarian]  
Start up Transactions Periodicals Acquisition System Stock Reports Add-Ins Utilities Help Shut Down

Add / Edit Members Category

Category Name:  TEACHING STAFF Rename:

Valid Year:  0

Circulation

Over All material Quota Restricted to:  7

Book

Allocated Quota:  7

Due Days(Issue):  30

Due Days(Renew):  30

Periodicals

Allocated Quota:  0

Due Days(Issue):  0

Due Days(Renew):  0

Back Volumes

Allocated Quota:  0

Due Days(Issue):  0

Due Days(Renew):  0

Fine Per Day:  0

Number of Renewals:  1

☐ Do not Allow Transactions if Any Over Due (Materials) Found

☐ Allow Reference Book Transaction

Due Days(Overlight and Reference Book):  1

☐ Fix this due date:  06/03/2004 Due Date(dd/mm/yyyy)

OPAC

Number of Reservations:  3

Reservation Priority:  2

Allow Indents: ☒

No of Indents:  1

Save Delete Cancel

Category Available

LIBRARY CLUB

M.P.H.E.

NON TEACHING STAFF

OLD STUDENT

PG DIPLOMA

PG STUDENT

PH.D

PRINCIPAL

TEACHING STAFF

UG STUDENT

Grouping Members to more Category Adds Flexibility at Later Stage when Library Rules get Modified

Exit

Ready 29/01/2021 12:13 PM



Dr. NGPASC  
COIMBATORE | INDIA





# Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India  
Web: www.drngpasc.ac.in | Email: info@drngpasc.ac.in | Phone: +91-422-2369100

Q.P

MAINTENANCE

## Members overdue

CamposLib Server [User: Librarian]

Start up Transactions Periodicals Acquisition System Stock Reports Add-In Utilities Help Shut Down

CamposLib  
The Digital Librarian  
Dr. N.G.P. Arts and Science College  
Coimbatore-48

### Over due Charges Receipt

Location Library: NGP Library

Receipt No: 224

Member ID:

Receipt date:  Receipt Amount:

Material No/Code:

Library of which material belongs: NGP ASC Library

Accounting year to be considered

From	To	Active
01/04/2019	31/03/2020	<input checked="" type="checkbox"/>
01/04/2018	31/03/2019	<input type="checkbox"/>
01/04/2017	31/03/2018	<input type="checkbox"/>

Remarks:

Receipts:

☒ All Receipts ☐ Rec. Date From  to

☐ Rec. No From  to

Receipt Status:

☒ Yet to Pay ☐ Paid

☐ No Filter

Receipt No	Member ID	Acc. No	Rec. Date	Amount (Rs)	Paid
------------	-----------	---------	-----------	-------------	------

29/01/2021 12:31 PM

## Members due Clearance Screen

CamposLib Server [User: Librarian]

Start up Transactions Periodicals Acquisition System Stock Reports Add-In Utilities Help Shut Down

CamposLib  
The Digital Librarian  
Dr. N.G.P. Arts and Science College  
Coimbatore-48

### Member Due Clearance

Enter the Member Information

☒ Active Section: April 2020

☒ Clear Due added in section for selected id no

Member ID: 675/76

AGADELEWARIAN V S  
ASSISTANT PROFESSOR

\*\* No Dues / Over Dues found \*\*

Due Cleared and updated in demand

Ready

29/01/2021 12:37 PM



Dr. NGPASC  
COIMBATORE | INDIA





# Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India  
Web: www.drngpsc.ac.in | Email: info@drngpsc.ac.in | Phone: +91-422-2369100

Q.P

MAINTENANCE

## Book Purchase Bills Entry Screen

CampeSilIB Server [User: Librarian]  
Start Up - Transactions - Periodicals - Acquisition - System - Stock - Reports - Add-Ins - Utilities - Help - Shut Down

**Book Purchase Bills Entry Screen**

Library: N.G.P. ASC Library

Control No: 1001

Bill No: 36

Bill Date: 02/09/2020

Bill Amount: 6160

Discount: 2053

No of Books: 11

Department: COMPUTER SCIENCE WITH DATA ANALYTICS

Vendor: GLOBAL BOOKS SYNDICATE

Fund: Self Finance

Scheme: Self Finance

Buttons: Save as New, Save Existing, Delete, Cancel

**Bills Available**

Fund: [All] Bill date From: 01/04/2020 To: 31/03/2021 List Bills

Bill No.	Bill Date	Bill Amount	Fund
996	17/02/2020	1800	Self Finance
997	24/02/2020	2005	Self Finance
998	29/02/2020	2425	Self Finance
999	28/02/2020	21978	Self Finance
1000	33/02/2020	5200	Self Finance
1001	36/02/2020	6160	Self Finance
<b>Total</b>		<b>10,209.02</b>	

Buttons: Load

Update Bill No and Bill Date to Book Master (Purchase details)  
☒ Increase the accession number after adding to bill  
Accession No. in this Bill: 36442, 36443, 36444, 36445, 36446, 36447  
Accession No. [Add] [Remove] [Exit]

Ready 29/01/2021 12:39 PM

## Book Binding Control Screen

CampeSilIB Server [User: Librarian]  
Start Up - Transactions - Periodicals - Acquisition - System - Stock - Reports - Add-Ins - Utilities - Help - Shut Down

**Book Binding Control Screen**

Library: N.G.P. ASC Library

Add/Edit

Book Bind No: 13

Binding Date: 12/10/2012

Binder Name: GANAPATHY BOOK BINDING

Number of Books: 50

Discount Amount: 0

Paid Amount: 0

Delivery Date: 25/11/2013

No of Books Recd: 50

Binding Info: Book Binding - 23/09/2013

Remarks:

Buttons: Save, Cancel, Exit

**Bindings made**

Book Bind No.	Binding Date	Binder Name
9	30/12/2009	V V SCREEN
10	08/10/2010	V V SCREEN
11	12/11/2011	GANAPATHY BOOK
12	12/10/2012	GANAPATHY BOOK
13	12/10/2012	GANAPATHY BOOK

Buttons: Delete, Load

**Books in Binding**

Accession No. [Add] [Remove]

Buttons: Update Total, Add, Remove

Accession No.	Title	Rate	Delivery
12395	FUNDAMENTALS	60	25/11/...
12503	CELL BIOLOGY	60	25/11/...
12644	GENETICS	60	25/11/...
9380	ADVANCED	60	25/11/...
2368	GENETICS	60	25/11/...
9962	VISUAL BASIC	60	25/11/...
9962	EXPERIMENTAL	60	25/11/...

Ready 29/01/2021 12:53 PM







# Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University Coimbatore)  
 Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
 Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India  
 Web: www.drngpsc.ac.in | Email: info@drngpsc.ac.in | Phone: +91-422-2369100

Q.P

MAINTENANCE

## E-Gate Register



## Dr. N.G.P Arts and Science College

Coimbatore 641 035

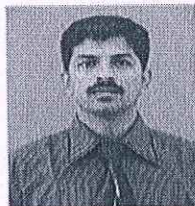
### LIBRARY

Welcomes You

LIBRARIAN : Dr.M.MuthuKrishnan MLIS., MPhil., Ph.D

Total No. of Visitor Today 632 13/12/2019 1:25:01 PM

Scan Your Identity Card



LogicLaunch Technologies

All members are instructed to swipe their ID card while entering



## General Maintenance Policy Manuals

### Issue Entry

Admin | BackBone - HOS x +

← → ↻ ⌂ ⚠ Not secure | 192.168.4.10/80156/backbone/admin/home.htm

App: Admin | BackBone - HOS

ADMINISTRATIVE OFFICE | ADMINARTS

ARTS | adminarts

### ISSUE ENTRY

Requesting Institute: Dr. N.G.P. ARTS AND SCIENCE COLLEGE (COIMBATORE)

Request To:

Expected Date: 02-03-2021

Priority: Low

ATTACH SAVE CANCEL

Description:

10 New On Hold In Process Feedback Answer

PENDING ISSUE LIST

5 records

S.No	Issue No	Req Date / Time	Requested By	Request To	Expected Date	Description	Status
1	1023	01-03-2021 / 16:23	ADMINARTS	IT DEPT	03-03-2021	D Block - 3rd Floor - CS dept. Room No.400 - To be replaced Mouse - 1 No	10
2	1022	01-03-2021 / 15:04	ADMINARTS	MAINTANANCE	03-03-2021	G1 Block - Level 5 - COE Room - to be fixed Photo Frame - 2 Nos	10
3	1021	01-03-2021 / 15:02	ADMINARTS	IT DEPT	03-03-2021	B1 Block - 4th Floor - Room No.1503 (Physics UG Lab) & Dark Room - To be provided Printer - 1 No	10
4	1020	01-03-2021 / 15:01	ADMINARTS	MAINTANANCE	03-03-2021	G Block - II Floor - Room No.392 (Commerce IB dept) - to be fixed Windows Screen - 4 Nos	10
5	1018	01-03-2021 / 12:10	ADMINARTS	MAINTANANCE	02-03-2021	B1 Block - Ground Floor (near Catering dept) - Water doctor to be serviced	10

Showing 1 to 5 of 85 entries

2021 © Aasta Software Technologies India Limited.

EN 9:07 AM 02/01/2021



Dr. NGPASC  
COIMBATORE | INDIA





## Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
Dr. N.G.P. - Kalapatti Road Coimbatore-641048 Tamil Nadu India  
Web: www.dnmpasc.ac.in | Email: info@dnmpasc.ac.in | Phone: +91-422-2369100

Q.P

MAINTENANCE

### Item Authorization

BackBone

ADMIN TRUST Admin

ITEM STOCK AUTHORIZATION

Request From

Req No	Req Date	Request From	Request To	Req User	Status	Auth Remarks	Request Remarks
6	01-03-2021 / 14:38	MATHEMATICS ARTS	ARTSSTORE	SOWAIRAJAN R [1015]	0		For Mathematics department
4	01-03-2021 / 14:38	Bio Chemistry	ARTSSTORE	GOWRI S [101]	0		

2021 © Asta Software Technologies India Limited.

Type here to search

### Issue Status Report

Dr N.G.P ARTS AND SCIENCE COLLEGE

No.945/1A5B,Kovai Estate, Kalapatti Road COIMBATORE - 641048

P: 0422 2369253, F: 0422 2369106 hr@nmch.ac.in; www.dnmpgsc.com

TOTAL RECORDS: 3

ISSUE REQUEST STATUS REPORT

FROM DATE = 31-01-2021 and TO DATE = 01-03-2021 and USER = 2732 and STATUS = Completed

S.NO	ISSUE NO	REQ DEPT	REQ TO	DESCRIPTION	REQUEST DATE (A)	COMPLETED DATE (B)	CLOSED DATE	RE-OPENED DATE	PRIORITY
1	806	ADMINISTRATION ARTS	ELECTRICAL	AC to be repaired in ICT/ADMINISTRATION ROOM B1 block (Room no 1211 Level 2)	18-02-2021 / 09:42	27-03-2021 / 17:50			High
2	837	ADMINISTRATION ARTS	IT DEPT	Hardware and Networking lab Requirement. COMPUTER SYSTEMS lab. New OS computer systems to be transferred from Engineering college	17-02-2021 / 15:07	01-03-2021 / 08:47			High
3	864	ADMINISTRATION ARTS	ELECTRICAL	B2 Block - Room no 1216 AC to be serviced - Area and power line to be fixed	18-02-2021 / 14:38	25-03-2021 / 13:07			Low
Total	2501								

Remarks:



Dr. NGPASC  
COIMBATORE | INDIA

(Prof. Dr. V. Rajendran)  
Principal





# **Dr. N.G.P. Arts and Science College**

**An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)**

**Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2nd Cycle)**

**Dr. N.G.P. – Kalapatti Road, Coimbatore-641048, Tamil Nadu, India**

**Web: [www.drngpasc.ac.in](http://www.drngpasc.ac.in) | Email: [info@drngpasc.ac.in](mailto:info@drngpasc.ac.in) | Phone: +91-422-2369100**

