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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.

4.4.01 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.

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- 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. 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.

4.4.02. 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..


1) Civil, Mechanical and Electricity Maintenance Department

The civil maintenance is carried out by the civil engineer and tis 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.

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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. .
- (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.

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- (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 centre 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.

4.4.02.1 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)

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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 incharges.
- 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



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- 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 reactives, toxics, carcinogens, and reproductive toxins).

Storage

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



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- 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

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(c) Glassware and Sharps – Procedures for Safe Handling and Disposal

Handling

- 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

(d) 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.

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- 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.

(e) 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


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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.
- 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).

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- 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).
- Corrosive gas cylinders must be returned for disposal every two years.

(f) Electrical Safety Procedures in Laboratories


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

(g) 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

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- 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
- 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
- If the instrument is found condemned, it is recorded and reported. It is noted obsolete in instrument stock registers. Replacement of the instrument is done in the forth coming academic year based on the utility of the instrument.

(h) 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

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- 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.



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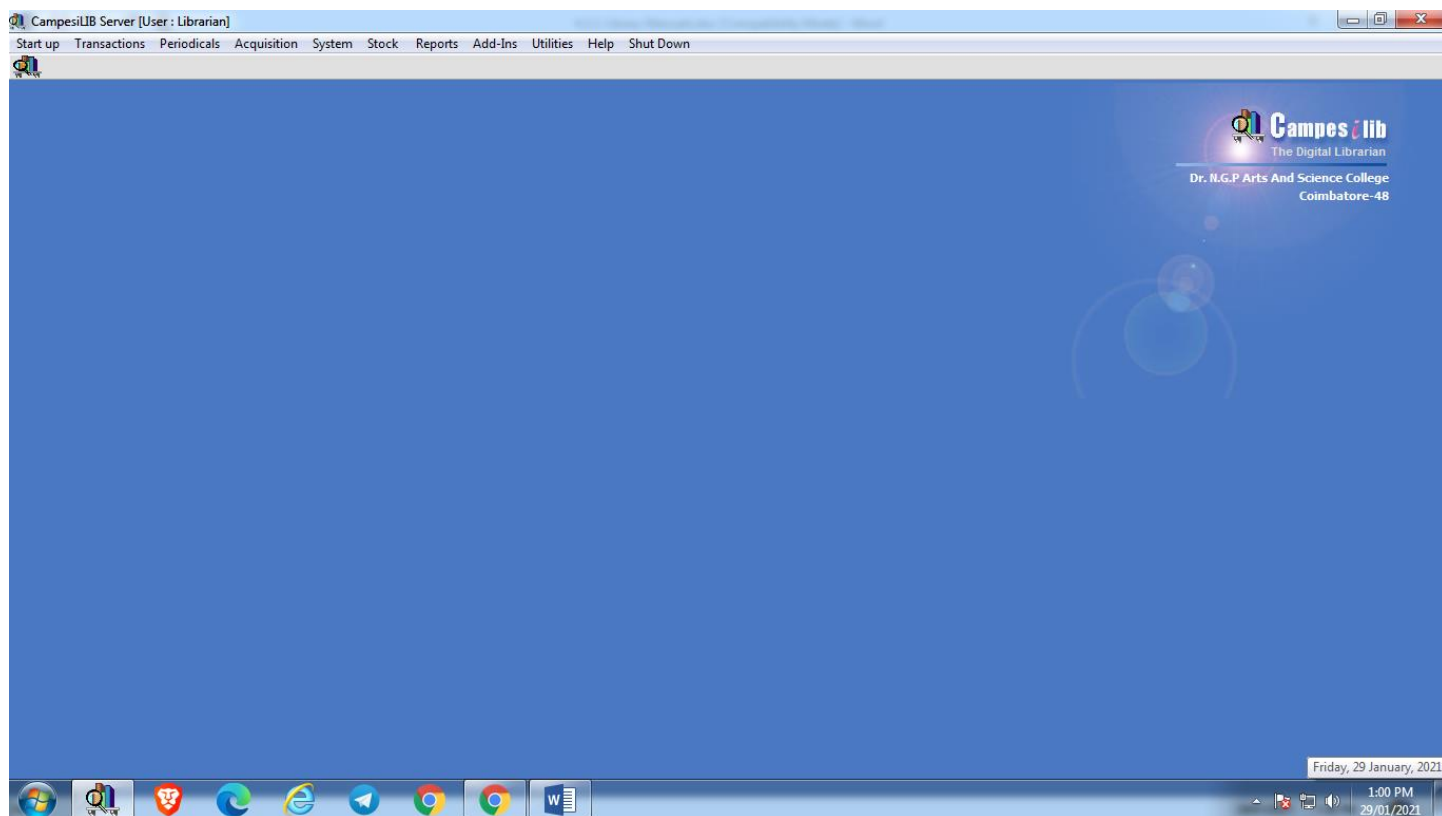
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Library Manuals

Library Software – Main Screen





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Book Details Entry Screen

CampesiLIB Server [User : Librarian]

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

Add / Edit Books

Library: **NGP ASC Library** Located at: **NGP Library** Accession No.: **36556** New! Remarks: **None**

Basics Advanced... Controls & Links

Book Title: **English** MELAI MEIEAYALLUKU VALIKATIYA VALLUVAM
Author(s): **MARUTHANAYAGAM P** Call Number: **894.8118**
SubTitle: Location(rack): **894.8118**
Subject: **TAMIL** Series: **.**
Indian Edition: ☐ Edition: **1** Content Pages: TextPages: **320**
Publisher: **ULAGA TAMIL PANPATTU MARIYAM** Acquisition Date: **26/12/2020**
Place: **COIMBATORE** Department: **TAMIL**
Year of Publishing: **2014** Price: **350** Language: **TAMIL**
Price Name: **Rupees** Purchase Details: **GIFT - MADAM SECRETARY**
Conversion Rate: **1** Type of Issue: **Issuable**

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Notes:

Save Cancel Delete Additional Info Refresh Exit

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Periodicals – Master Entry Screen

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Add/Edit Periodicals

Periodicals: HALF YEARLY HY Library: NGP ASC Library

Serial No: 5 New!

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: -

Edition: National International

Advanced Scope Subscription

Language: ENGLISH

Department: MANAGEMENT

Grace Period: 180 (Failed Issue Generation)

Issn No: 0

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Periodicals Information

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HY2	IPE 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	SAJOSPS	HALF YEARLY
HY9	PIG - INTERNATIONAL JOURNAL OF BUSINESS ANALYTICS AND INTELLIGENCE	HALF YEARLY

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Non Book Materials – Master Screen

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Edit Non-book Materials

Non Book Material Category

Material Category	Short Code
PROJECT REPORT	PR
QUESTION PAPERS	QP
XEROX COPY	XC

NB Material Short Code: PR

NB Material No:

NB Material Code: PR

Material Title:

Author(s)/Publisher:

Guide(s):

keyword(s) to identify:

Location of Material:

Price: Euro

Conversion Rate:

Dissertation ID (if any):

Department Name: GENERAL

Library: NGP ASC Library

Located at: BIOCHEMISTRY

Link Item: (No Link) No/Code:

Remarks:

Find Materials

Category: PROJECT REPORT Search...

NB Material	Title
PR.1	PATIENT INFORMATION MANAGEMENT
PR.2	PRODUCTION MANAGEMENT SYSTEM
PR.3	ELECTRICAL INVENTORY SYSTEM
PR.4	MACHINERY MAINTENANCE SCHEDULE
PR.5	TRANSPORT MODULE
PR.6	DIABETES MELLITUS MANAGEMENT
PR.7	POWERLOOM INFORMATION SYSTEM
PR.8	PATIENT INFORMATION SYSTEM
PR.9	PURCHASE MANAGEMENT SYSTEM
PR.10	TEXTILE MANAGEMENT SYSTEM

3988 Item(s) Found

Load

NB Material Code:

Ready 29/01/2021 11:53 AM



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Website: www.drngpasc.ac.in | Email: info@drngpasc.ac.in | Phone: +91-422-2369100

**QM
4.4.05**

Back Volumes – Master Screen

CampesilIB Server [User : Librarian]

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

Back Volume Control

Library: NGP ASC Library Date of bind: 30/07/2001 Leaves: 5

Short Code: BV New 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: NGP Library

Publisher: NATIONAL GEOGRAPHIC SOCIETY Damaged: ☐

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 1987)
BV4	NATIONAL GEOGRAPHIC (JULY-NOV 1995)
BV5	NATIONAL GEOGRAPHIC (FEB-APR 1998)

Load Add Serial Leafs... Remove Exit

Leafs found in the Selected Back Volume

Issue Code	Title
------------	-------

Ready 29/01/2021 11:54 AM

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



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**QM
4.4.06**

Book Purchase – Bill Entry Screen

CampeSiLIB Server [User : Librarian]

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

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

Purchase Bill Entries

Library: NGP ASC Library

Controll 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

Ctrl No	Bill No.	Bill Date	Bill Amount	Fund
996	37	02/09/2020	1800	Self Finance
997	34	02/09/2020	2065	Self Finance
998	39	02/09/2020	2425	Self Finance
999	38	02/09/2020	21978	Self Finance
1000	33	02/09/2020	5200	Self Finance
1001	36	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

Accession No.

Buttons: <<Add, Remove >>, Exit

04/12/2020 9:53 AM



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QM
4.4.07

Book - Stock Verification Screen

CampesiLib Server [User : Librarian]

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

Books - Stock Maintenance Control

Verification Library: **NGP ASC Library**

Verification Serial No.

Date of Verification:

Purpose of Verification:

Details:

Authority:

Designation:

Librarian:

☒ Active Verification

Verification Members

Name	Designation
DR. D. GEETHARAMANI	ASSOCIATE PROFESSOR
MR. S. V. RAMESH	ASSISTANT PROFESSOR

Previous Verifications

Verify. No	Date	Purpose of Verification	Act...
5	03/05/2...	Annual Stock	<input type="checkbox"/>
6	07/05/2...	Annual Stock	<input type="checkbox"/>
7	03/06/2...	Annual Stock	<input type="checkbox"/>
8	02/06/2...	Annual Stock	<input type="checkbox"/>
9	29/04/2...	Annual Stock	<input type="checkbox"/>
10	04/06/2...	Annual Stock	<input checked="" type="checkbox"/>

Have a Nice Time with Campes iLib - The Digital Librarian on LIBRARIAN

29/01/2021 2:45 PM



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**QM
4.4.08**

Members - Master Entry Screen

CampesiLIB Server [User : Librarian]

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

Campesi iLIB - Edit Member details

Member ID: B/TS/1007 **Confirm**

Name: USHA V

Gender: ☐ Male ☒ Female ☒ Active Member

Class/Design: ASSOCIATE PROFESSOR

Department: BIOCHEMISTRY

Category: TEACHING STAFF

Year of Study/Join: 2016 **Refresh Lists...**

Valid Date: 01/04/2021 ☐ Alert Ring

Member Type: ☒ Self Financing ☐ Aided

Password:

Reg No.(University): B/TS/1007 ☐ Lock

☐ Member of Library Club ☐ 1 Additional Books

Remarks: Good

Communication: Advanced

Address: 12/7 NEW DHAMU NAGAR,
PULYAKULAM ROAD,
COIMBATORE - 641037

Mail Id: ushaveen13@gmail.com **Bulk...**

Phone: 9976462995

Save Delete Cancel

Search Options

☒ ID No ☐ Name ☐ Card No ☐ Reg No

B/TS/

☐ Locked Members Only ☒ Active Members Only

Open

☒ Display Photo

Library Allocation

Libraries Available

- NGP ASC Library
- NGP IAS Academy Library
- NGP ASC BOOK BANK

Libraries To Access

- NGP ASC Library

Location Library Rights

Libraries Available

- NGP Library
- KMCH Library
- CAREER GUIDANCE
- CORPORATE SECRETAR
- COMMERCE
- COMMERCE WITH C.A
- MGT STUDIES U.G

Libraries To Access

- NGP Library

Members Found

ID No	Name
B/TS/1000	Dr. Thavamani D Palaniswami
B/TS/1001	SUBRAMANIAN K
B/TS/1002	GANESAN S
B/TS/1007	USHA V
B/TS/1008	Dr. S. Daniel Robert
B/TS/1012	SARANYA M
B/TS/1014	REENA RANI R
B/TS/1016	RATHI M
B/TS/1018	RADHA P
B/TS/1019	MALARVIZHI D
B/TS/1024	JANAKKRISHNAN A
B/TS/1025	SUGANYA R
B/TS/1027	RAJSHREE V

340 Member(s) Found

ID No to be load: B/TS/1007

Additional Info Exit

Changes Made to Selected Member Saved

04/12/2020 9:57 AM

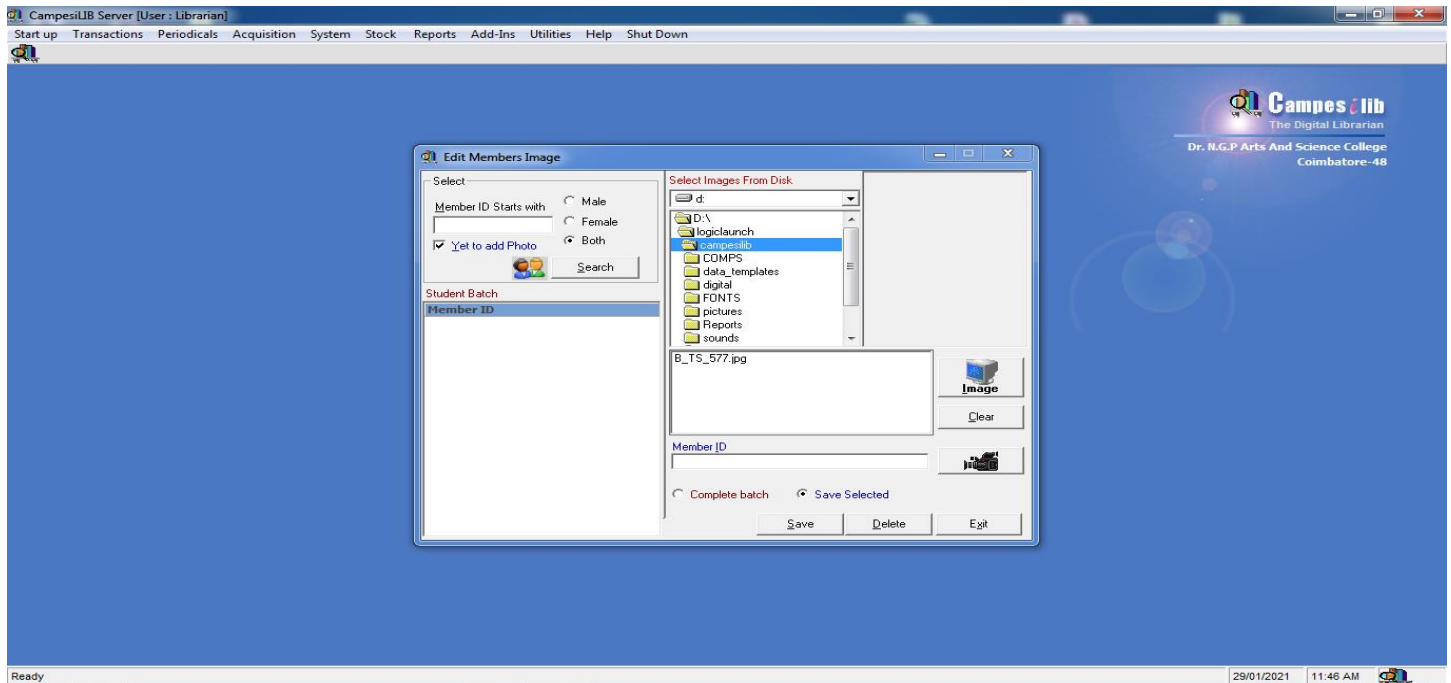


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QM
4.4.09

Members – Photo upload Screen





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QM
4.4.10

Members – Circulation Control Screen

CampesiLib Server [User : Librarian]

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

CampesiLib - Circulation Control

Options Transactions

Member ID: 6/TS/1034

Counter Connected: Librarian

Material Library: NGP ASC Library

Name: VANAJA K

Year: 2016

Department: COMMERCE - PROFESSIONAL ACCOUNTING

Type: Self Financing

Category: TEACHING STAFF

Class: ASSISTANT PROFESSOR

Accession No.

Return

Alloted Quota(Book): 7

Available (book): 7

Alloted Quota (Addon): 7

Available (Addon): 7

Issue: 30

OverNight/Ref. Books: 1

Renew: 30

Fix: ☐ Due Date:

☐ Do not Calculate fine From: To:

☒ View Port

Print Receipts

Books Serials Non-Books Back Volumes

Accession No	Title	Author	Card No	Issue Date	Due date
--------------	-------	--------	---------	------------	----------

Issue Renew Return

Fine Calculation Mode : ON

Total Number of Books in Issue : 2110

Current Date : 29/01/2021 Friday

Exit

Have a Nice Time with CampesiLib - The Digital Librarian on LIBRARIAN

29/01/2021 1:42 PM



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QM
4.4.11

Members Group Setting Screen

CampesiLib Server [User : Librarian]

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

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

Members Personal Group Settings (Member ID)

Member ID Starts: Read File

☒ Active Members Only

Search Direction: List Members

Member ID	Register No	Name
-----------	-------------	------

Edit

☐ Change Category: LIBRARY CLUB

☐ Change Password:

☐ Change valid Date:

☐ Change Department:

☐ Change Class/design:

☐ 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



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QM
4.4.12

Members Data Upload Screen

CampesiLIB Server [User: Librarian]

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

Import Campes Personal Information

☒ Active Classes Only ☒ Active Students Only

Class Name	Year	Register No	Roll No	Name
I BCOM(CA) A	2020	201CM001	201CM001	AARTHICA V
I BCOM(CA) B	2020	201CM002	201CM002	ABISHECK B
I BCOM(CS) CA A	2020	201CM003	201CM003	AISHWARYA A B
I BCOM(CS) CA B	2020	201CM004	201CM004	ANUSUYAA S
I BSC BIOCHEMISTRY	2020	201CM005	201CM005	ARUL PRASANTH T

63 student(s) found

CampesiLIB Personal Info Collection

Class/Design: Department: Category: Year of Study/join: Remarks: Password: Valid Date: Course:

ID Number Generation: ☒ Reg No ☐ Custom... Initial String: 97PG.. Serial Starts with: 01..

Member ID: Name: Address: Mail Id: Blood Group: DOB: Parent Name: Phone:

Member type: ☐ Aided ☒ Self Financing ☐ Confirm before importing each Member ☐ Import Only Photo (Roll No Option)

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

Ready 29/01/2021 12:11 PM



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QM
4.4.13

Members Category Control Screen

CampesiLIB 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 Valid Years:

Circulation

Over All material Quota Restricted to:

Book

Allocated Quota: Due Days(Issue): Due Days(Renew):

Non Books

Allocated Quota: Due Days(Issue): Due Days(Renew):

Periodicals

Allocated Quota: Due Days(Issue): Due Days(Renew):

Back Volumes

Allocated Quota: Due Days(Issue): Due Days(Renew):

Fine Per Day: Number of Renewals:

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

☐ Allow Reference Book Transaction

Due Days(OverNight and Reference Books):

☐ Fix this due date: Due Date(dd.mm/yyyy)

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

OPAC

Number of Reservations: Reservation Priority:

Allow indents: ☒ No of Indents:

Category Available

- LIBRARY CLUB
- M.PHIL
- NON TEACHING STAFF
- OLD STUDENT
- PG DIPLOMA
- PG STUDENT
- Ph.D
- PRINCIPAL
- TEACHING STAFF**
- UG STUDENT

Ready 29/01/2021 12:13 PM



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QM
4.4.14

Members overdue

CampesiLib Server [User : Librarian]

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

Over due Charges Receipt

Location Library: NGP Library

Receipt No: 224 New Receipt

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
01/04/2020	31/03/2021	<input checked="" type="checkbox"/>
01/04/2019	31/03/2020	<input type="checkbox"/>
01/04/2018	31/03/2019	<input type="checkbox"/>
01/04/2017	31/03/2018	<input type="checkbox"/>

Remarks:

Add Receipt Cancel

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
------------	-----------	---------	-----------	-------------	------

Paid Print Delete Exit

29/01/2021 12:31 PM



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**QM
4.4.15**

Members due Clearance Screen

CampesiLib Server [User : Librarian]

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

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

Member Due Clearance

Enter the Member Information:

☒ Active Sessions April 2020

☒ Clear Due added in session for selected Id no

Member ID: B/TS/70

JAGADEESWARAN V S
ASSISTANT PROFESSOR

Library Material Type Material Code Details Due Date Over Dues Amount

** No Dues / Over Dues found **

Due Cleared and updated in demand

Exit

Ready 29/01/2021 12:37 PM



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QM
4.4.16

Book Purchase Bills Entry Screen

CampesiLib Server [User : Librarian]

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

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

Purchase Bill Entries

Library: NGP ASC Library

Controll 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

Update Bill No and Bill Date to Book Master (Purchase details)

Increment the accession number after adding to bill

Accession No. in this Bill

Accession No.

Save as New Save Existing Delete Cancel

36442
36443
36444
36445
36446
36447

<<Add
Remove >>

Exit

Ctrl No	Bill No.	Bill Date	Bill Amount	Fund
996	37	02/09/2020	1800	Self Finance
997	34	02/09/2020	2065	Self Finance
998	39	02/09/2020	2425	Self Finance
999	38	02/09/2020	21978	Self Finance
1000	33	02/09/2020	5200	Self Finance
1001	36	02/09/2020	6160	Self Finance
Total			10,209,02...	

Ready 29/01/2021 12:39 PM



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QM
4.4.17

Book Binding Control Screen

CampeSILIB Server [User : Librarian]

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

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

Library: NGP ASC Library

Add/Edit

Book Bind No: 13

Binding Date: 12/10/2012

Binder Name: GANAPATHY BOOK BINDING

Number of Books: 50 Total Amount: 3000

Discount Amount: 0 Net Amount: 3000

Paid Amount: 0

Delivery Date: 25/11/2013

No of Books Ret: 50

Binding Info: Book Bonding - 23-09-2013

Remarks:

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

Books in Binding

Accession No: Rate in Rs:

<<<Update Total

Accession No	Title	Rate	Delivery
<input checked="" type="checkbox"/> 12395	FUNDAMENTALS	60	25/1...
<input checked="" type="checkbox"/> 12503	CELL BIOLOGY	60	25/1...
<input checked="" type="checkbox"/> 12644	GENETICS	60	25/1...
<input checked="" type="checkbox"/> 9580	ADVANCED	60	25/1...
<input checked="" type="checkbox"/> 2368	GENETICS	60	25/1...
<input checked="" type="checkbox"/> 9962	VISUAL BASIC	60	25/1...
<input checked="" type="checkbox"/> 9962	VISUAL BASIC	60	25/1...

Ready 29/01/2021 12:53 PM



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**QM
4.4.18**

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

4.4.19 Issue Entry

Aosta | Backbone - HIS

Not secure | 192.168.4.10//BB15se/Backbone/admin/home.htm

Apps Aosta | Backbone - ...

Back Bone ADMINISTRATIVE OFFICE ADMINARTS

ARTS adminarts

ISSUE ENTRY

Company Name: Dr N.G.P ARTS AND SCIENCE COLLEGE (COIMBATORE)

Request To:

Expected Date: 02-03-2021

Priority: Low

ATTACH SAVE CANCEL

Description:

NEW On Hold In Process Feedback Awaited

PENDING ISSUE LIST

5 records

Search:

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	
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	
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	
4	1020	01-03-2021 / 15:01	ADMINARTS	MAINTANANCE	03-03-2021	G Block -II Floor - Room No.302 (Commerce IB dept) - to be fixed Windows Screen - 4 Nos	
5	1018	01-03-2021 / 12:10	ADMINARTS	MAINTANANCE	02-03-2021	B1 Block - Ground Floor (near Catering dept.) - Water doctor to be serviced	

Showing 1 to 5 of 83 entries

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00 : 59 : 52

9:07 AM 02/03/2021



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QM
4.4.20

Item Authorization

Browser tabs: Inbox (2) - ao@drngpasc.ac.in, Aosta | BackBone - HIS

Address bar: Not secure | 117.239.68.149/BB15SE/Backbone/admin/home.htm

BackBone ADMIN TRUST Admin

ITEM STOCK AUTHORIZATION

Request From: [Dropdown] [Search]

Buttons: APPROVE, REJECT, CANCEL

	Req No	Req Date	Request From	Request To	Req User	Status	Auth Remarks	Request Remarks
<input type="checkbox"/>	6	01-03-2021 / 14:38	MATHEMATICS ARTS	ARTSSTORE	SOWRIRAJAN R [1015]			For Mathematics department
<input type="checkbox"/>	4	01-03-2021 / 14:38	Bio Chemistry	ARTSSTORE	GOWRI S [101]			

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00 : 59 : 58

Type here to search

03:17 PM 01/03/2021



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QM
4.4.21

Issue Status Report

Dr N.G.P ARTS AND SCIENCE COLLEGE

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TOTAL RECORD(S) : 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	COMPLETED								
1	800	ADMINISTRATION ARTS	ELECTRICAL	AC to be repaired in INSTRUMENTATION ROOM B1 block.(Room no:1213,Level-2).	16-02-2021 / 09:42	27-02-2021 / 17:50			High
2	837	ADMINISTRATION ARTS	IT DEPT	Hardware and Networking lab Requirement, COMPUTER SYSTEMS-40 Nos. Old computer systems to be transferred from Engineering college.	17-02-2021 / 15:07	01-03-2021 / 08:47			High
3	864	ADMINISTRATION ARTS	ELECTRICAL	B1 Block - Room No. 1213, 1216- AC to be serviced - 4 nos and power line to be fixed	18-02-2021 / 14:38	25-02-2021 / 13:07			Low
Total	2501								

Remarks :