



**OFFICE OF THE PRINCIPAL**  
**UDAYANATH AUTONOMOUS COLLEGE OF SCIENCE & TECHNOLOGY**  
**PRACHI JNANAPITHA,**  
**AT/PO : ADASPUR, DIST : CUTTACK**

Ph. 0671 - 2805409, E-mail : [adaspurcollege@gmail.com](mailto:adaspurcollege@gmail.com), Website : [www.udyanathcollege.org.in](http://www.udyanathcollege.org.in)

## **Welfare Measures for Teaching and Non-Teaching Staff**

### **Certificate**

This is to Certify that the College administration has provided accommodation facilities to 35 Nos. of employees (both teaching and non-teaching) out of which 11 Nos. are Families on Campus.

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**PGM CENTRAL  
LIBRARY OPERATING  
POLICIES**



U.N. (AUTO.) COLLEGE OF SC. & TECH.,  
ADASPUR, CUTTACK

## **PGM CENTRAL LIBRARY OPERATING POLICIES.**

### **Mission**

To support teaching, learning, and research with state-of-the-art information that education, reflective thinking, and development of thought using contemporary knowledge in the relevant field.

### **Vision**

To promote a knowledge-enriched learning community, which is committed to supporting the development and empowerment of the communities we serve with integrity.

### **Purpose of policy**

This policy sets out the principles that guide the development of a quality Library collection that meets the information needs of a dynamic community. The policy will ensure that the quality of the collection is maintained through consistency in selection and deselection processes and a process of continuous evaluation.

1. The Library shall be managed and administered by a Library Committee under the supervision and control of the Board of Management. The Library Committee is responsible for the performance of its duties and the exercise of its powers. The Library Committee must facilitate the Library's development plans by advocating development activities with the management. The Committee's main objective is to aid in the establishment of a bridge between the Library, the academic fraternity, and the institute's administration. The Library Committee acts as a channel for dialogue between the library and its users. The composition of the Library Committee consists of the following members:

01	principal	Chairman
02	One senior Professors of the Institute Member nominated by the principal	Member
03	The Librarian	Secretary
04	One Assistant Professor from each discipline Arts/sc./comm./IT.	Member
05	Office in charge of UGC, World Bank, RUSA	Member

The members of the Library Committee, other than the Principal and Librarian, shall hold office for two years.

## 2. Duties and Responsibilities of the Library Committee (function)

The various duties and responsibilities of the Library Committee are to:

- Exercise general supervision over the Institution's Library.
- Frame regulations for the management and use of the Library, subject to the approval of the Library Committee.
- Recommend allocating funds to various departments for buying books/ journals (both in soft and hard copies), assess the requirements of the library, and formulate a budget to be submitted to the authorities concerned.
- Acquire books, journals, and other related materials (both in hard and soft copies) and formulate guidelines for such acquisition, periodic stock verification, allocation of tasks to library staff, library discipline, user services, inter-library cooperation, and networking.
- Ensure proper library management and its use, including the services rendered to the readers.
- Review the functioning of the Library on an annual basis and recommend the appointment of a sub-committee for the selection of books.
- Frame and amend any rules prescribed for the use of the Library services by the readers.
- Consider policy matters regarding the library including the policy for the procurement of books, and journals, and render advice to the Library for procurements.

- Ensure that the Library Identity Cards (Smart Cards) are distributed to the newly admitted students within thirty working days after their admission to the Institute.
- Monitor and evaluate, from time to time, the trends and developments in information technologies, networking, library automation, library cooperation, etc., and advise the library on the same.
- Authorize individuals of other institutions for the use of Library services temporarily.
- prepare an annual report of the Library System and submit the same to the Registrar and consider any matter referred by the authorities of the Institute.

### 3. Development and Renovation.

In this section, the library committee play a very important role:

- The library committee shall recommend on future development plan to GB.
- Advises and reviews library policies for instruction, resources, services, and the facility, and advises regarding library services, especially innovation.
- Discuss and evaluate budgetary issues for books, journals, databases, media, e-resources, etc.
- The responsibility for selecting library materials like books, journals, non-books, online databases etc.
- 4. Innovation work
- The library committee and GB shall take steps from time to time for the development of electronic resources in the library.
- Promote the Library to the internal and external community. Like Interlibrary Loan facility.
- Allocation special budget for various developments of the library and its collection.
- Promote the preservation of manuscripts in the central library.
- Introducing a user education program in a year.
- Promote user groups to access library resources in various extension services.
- Encourages and supports paperless reading of Kindle e-book Reader

### 5. Fine and Lost Book Policy

Students are responsible for the books they check out from the Library. If a book is lost, damaged, or stolen the student will be responsible for paying the full replacement cost of the book. The student will not be allowed to check out any more books until the replacement cost has been paid in full.

Users should not deface, cut, mutilate, or damage Library Materials (including documents) in any form. If it is found guilty, the User will be charged double the cost of that particular material. Newspapers and Magazines must be read only in the library on specific tables and should not be taken to any other reading areas.



*23/9/23*  
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## **Certificate**

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Principal

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## Details of Post-Matric Scholars

## Facilities for Teaching and Non-Teaching Staff

- Cafeteria and Motel
- Dispensary
- Staff Common Room
- Central Library with Reading Room
- Seminar Library
- Book Bank Facilities
- International Standard Swimming Pool
- Guest House.
- Principal's Residence.
- Four Girls Hostels.
- Three Boys Hostels.
- A Sports Complex on 12 Acres of Land.
- Multi Gym
- Open Air Classroom.
- Sundial.
- A Green Campus
- Telescope
- Smart Class Room
- Faculty Rooms.

hip to be attached

# ACR

## ANNUAL CONFIDENTIAL REPORT FOR GOVERNMENT AND NON-GOVERNMENT COLLEGE TEACHERS

(1 April..... to 31<sup>st</sup> March.....)

### STATEMENT – I SELF APPRAISAL

#### GENERAL INFORMATION

1. a) Name in Full :  
(in block letters)
  
  - b) Date of Birth :
  
  - c) Whether belongs to SC/ST :
  
  - d) Designation :
  
  - e) Name of College/Institution  
Whether serving
  
  - f) Subject :
  
  - g) Academic Qualification
  
  - h) Area of specialization, if any,
    - i) Present grade and date of appointment to that grade :
    - ii) Period of absence during the  
year on leave /training or for other reasons  
(please specify period(s) of absence and nature/purpose of absence)
2. Posting during the year

Sl No.	Name of the Institution	Served From	To
--------	-------------------------	-------------	----

3. Academic Qualification acquired during the year
  - a) Subject :
  - b) University
  - c) Particulars of qualification acquired

4. Research work done during the year
- Research work for M.Phil or Equivalent Ph.D. Post doctorate
  - Publication (please furnish list Together with full particulars)
  - Research guidance (Please furnish..... Name(s) of studies guided successfully and subject of
  - Research project carried out (Full particulars to be furnished)

5. Seminar, Conference, Symposia, workshop Refresher courses etc attended

Particulars of the seminar/conference/symposia/workshop etc/Refresher course	Name of the sponsoring Agency	Place and date	Nature of participation and detailed particulars of papers presented

6. Teaching experience

Course taught	No. of classes assigned during the year		No. of classes assigned during the year		Reasons for short fall if any
	Lect	to Pract	Lect	to Pract	
Higher Secondary					
UG (BA/B.Sc.)					
B.Com (Pass)					
(Hons)					
P.G (M.A/M.Sc.)					
M.Com etc					
M Phil					
Any other					

7. Details of teaching

- a) Details regarding lesson plan  
Completion of course etc.
- b) Were the Lesson plans prepared  
And Lessons given as per the plan ?
- c) Was the courses completed in time ?

8. Name of the work assigned

Details of ..... in teaching

During the year

- a) Design Co-curriculars
- b) Teaching methods
- c) Laboratory experiment
- d) Innovation methods
- e) Preparation of resources materials  
Including books ..... study materjals.  
Laboratory manuals etc.
- f) Remedial Teaching student, career  
Counseling (academic)
- g) Any other :

9. Activities for diffusion of knowledge

- a) Details of seminar, conference  
Symposia organized
- b) Membership of professional bodies,  
Relationship of journals etc.
- c) Publication of popular articles  
And books etc.

10. a) Proctorial.....

- b) Participation in NSS/YRC/Rovers/Rangers/NCC  
other voluntary organizations

11. Assistance in Admission, university/

College examinations, in  
Evaluation and co-curricular activities

Date.....

Signature of the Teacher

STATEMENT - B

(To be filled in the reporting Officer)

12. Length of service under reporting office
13. Please comment on statement-I as filled Out by the officer and Specified state whether information Given is correct. Is there any thing You wish to add or modify.
14. Report on academic work
  - a) Knowledge on the subject:-
  - b) Regularity and punctuality :
  - c) Preparation on lesson plans and lesson notes
  - d) Whether completed courses in time if not.....
  - e) Whether took extra classes :
  - f) Communication skill as a teacher
  - g) Maintenance of discipline in classes :
  - h) Overall assessment of performance as a teacher
15. Assessment of examination work.
16. Report on qualities and general Performance of the officer :
  - 1) Power of taking responsibility
  - 2) Relations with students :
  - 3) Initiative
  - 4) Official Conduct
    - a) Relationship with seniors of College & subordinates
    - b) -Inter personal work and team work
  - 5) Supervisory ability
  - 6) Willingness and capacity to Take a principal stand



17. State of health :

18. Integrity :

19. Step taken to point out

Defects and results.

20. General assessment :

21. Grading (Outstanding, very good, good,  
Average below average)

(An Officer should not be graded as

Outstanding unless exceptional

Qualities and performance have been

notice ground for giving such a

grading should be a clearly brought out

Place.....

Date .....

Signature of the Reporting Officer

(Name in block letters)

Designation

STATEMENT III

(To be filled by the Countersigning Officer)

22. Length of service under countersigning  
Officer

23. Do you agree or disagree with the  
Assessment of the officer given by  
the Reporting Officer

In case of disagreement please specify.

In there anything you with to modify or add ?

24. Does the officer have any special characteristics,  
And / or any abilities which would justify his/her  
Selection for specific assignment :

25. Is the Officer fit for administrative assignments

26. General Assessment

27. Grading :

(Outstanding /Very good/good.

Avg , -age/below/average)

{An officer should not be graded as

Outstanding unless exceptional/qualities and performance

have been noticed; ground for giving such a grading

should be clearly brought out)

Place :

Date :

Signature of the Countersigning Officer

(Name in block letters)

STATEMENT — IV

(Remarks by the Accepting Authority)

Place :

Date :

Signature of the Accepting Authority

(Name in block letters)

Designation

STATEMENT III

(To be filled by the Countersigning Officer)

22. Length of service under countersigning  
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23. Do you agree or disagree with the  
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(An officer should not be graded as

Outstanding unless exceptional/qualities and performance

have been noticed; ground for giving such a grading

should be clearly brought out)

Place :

Date :

Signature of the Countersigning Officer

(Name in block letters)

STATEMENT — IV

(Remarks by the Accepting Authority)

Place :

Date :

Signature of the Accepting Authority

(Name in block letters)

Designation

B-Blindness, LV-Low Vision, LD-Locomotor Disability, OA-One Arm Affected, OL-One Leg Affected, BL-Both Leg Affected, MNR-Mobility Not Restricted, HI-Hearing Impaired.

- (b) Exchange of reservation between Scheduled caste and Scheduled Tribe will not be considered.
- (c) In each category 33% of posts will remain reserved for women candidates. In case of non-availability of eligible/ suitable women candidate(s) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible/ suitable male candidate(s) of the same category.

**3. AGE LIMITS:**

The candidates of general category should not be less than 21 years or more than 42 years of age as on 1<sup>st</sup> October, 2015.

The upper age limit prescribed above is relaxable by 5 (five) years for candidates belonging to the categories of Scheduled Caste (S.C.), Scheduled Tribe (S.T.), Socially and Educationally Backward Classes (S.E.B.C.), Women, Ex-Servicemen. Similarly, the upper age limit is relaxable by 10 (ten) years for the PwD candidates, whose disability is not less than 40%.

One time special upper age limit relaxation of FIVE years is allowed to all in-service lecturers of private, aided and non-aided colleges i.e., the upper age limit of such candidates shall be 47 years as on 1<sup>st</sup> October 2015.

**4. EDUCATIONAL QUALIFICATION:**

A candidate should possess a Master's Degree in the concerned subject from a recognized University with at least 55% marks or its equivalent grade with a Second Class in the Bachelor's Degree.

Provided that candidates belonging to the Scheduled Castes, Scheduled Tribes & PwDs shall possess a Master's Degree in the concerned subject from a recognized University with at least 50% marks or its equivalent grade with a 2<sup>nd</sup> Class in the Bachelor's Degree.

**5. PROCEDURE OF SELECTION:** The selection of Lecturers will be based on Written Test, Educational Career and Viva – Voce Test. The distribution of marks for the Career Assessment, for different stages of assessment and the details of written test are as per the following:

(a) Career Assessment: Total Weightage in Marks: 75

Post	E/Q	HSC = 8			HSE/ +2= 8			Bachelor's Degree=15				PG= 30	M.Phil/Ph.D= 14		
		1	2	3	1	2	3	1H +D	1H	2H +D	2H	Pass	Marks to be converted as per the % of marks in P.G. Exam	M. Phil	Ph.D
Lecturers	Dvn	1	2	3	1	2	3	15	12	10	8	6	4	10	14
	Wtg	8	6	4	8	6	4	15	12	10	8	6	4	10	14



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