



SREEPATHY

INSTITUTE OF MANAGEMENT AND TECHNOLOGY



(Approved by AICTE, Affiliated to
APJ Abdul Kalam Technological University)

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TO WHOMSOEVER IT MAY CONCERN

Following are the excerpts from the H R Manual of Sreepathy Institute of Management and Technology which are displayed on website



Principal
Principal
Sreepathy Institute of Management
and Technology, Vavanoor-679 533

Managed by: **SREEPATHY TRUST**

Admn Off: Thekke Swamiyar Madom, Thekke Madom Road, Thrissur 680 001
Phone: 0487 2424444, 9495002300, 9176701460 Email: sreepathytrust@gmail.com

25.05 Email usage

All email communications are considered as written communication for legal purposes and hence employees should be sensitive to the content of the email.

The organization has the right to monitor the mails and serves the right to take disciplinary action if found misusing the facility.

Do not use official id for personal communication and vice versa. Also do not login with personal mail id since you are provided with an official mail id.

26. Library Rules & Regulations

Sreepathy Institute of Management & Technology is unique with regard to its library facilities. The Institute has established libraries in its campus, for the benefit of staff and students. The entry is strictly restricted to members of staff, students, and faculties. All faculty members are also required to follow the library regulations in force from time to time.

Library Rules and Regulations

The normal working Hours of the Library is Monday to Friday 9 a.m. to 4.30 p.m. The services provided by the SIMAT Library are as follows:

Circulation of Books (Issues & Returns/Renewal)

- ❖ Reference Services
- ❖ Bibliographic Services
- ❖ Indexing Services
- ❖ Current Awareness Service (CAS)
- ❖ Online Public Access Catalogue (OPAC)
- ❖ Reprographic Services (Photocopying)
- ❖ Digital Library

Collections

SIMAT Library holds over 13000 Books, over 80 Journals (Both National & International) and around 100 Non-Book Materials like CD ROMs.

Admission to Library

Students/Staff are allowed to library only on production of their authorized/valid Identity Cards.

RULES

- Registration should be done to become a library member prior to using the library resources. Only registered members are allowed to use the Library.
- No personal belongings allowed inside the library.

- Textbooks, printed materials and issued books are not allowed to be taken inside the library.
- Enter your name and Sign in the register kept at the entrance counter before entering library.
- Members are requested to maintain absolute silence in and around the library. Reading halls are meant for individual study only.
- Members shall not engage in conversation (including subject discussions) in any part of the library so as to cause annoyance to other readers.
 - Using Cellular phones and audio instruments with or without speaker or headphone are strictly prohibited in the library premises. Up on infringement of the library rules members shall forfeit the Privileges of admission and membership of the library.
- Refreshment of any kind shall not be taken within the library premises.
- Photocopying of full - book is not permitted.
- Accessing unwanted and unnecessary information from the internet is strictly prohibited.
- Library resources are the nation's assets and belong to all. All users have the responsibility to protect the library resources against wanton and willful-damage, mutilation, theft and other malpractices.
- Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card. Members should not lend their tickets to others. No member should borrow a book by presenting a ticket which does not belong to him.
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- Librarian may call back any book from any member at any time and the member shall return the same immediately.

Borrowing privileges

Type	No Of books	Period
Faculty	10	6 Months
Staff /Non-Teaching	4	1 Month
Students	3	14 Days

Circulation

Issue System

Books will be issued on presentation of the library card. Staff/Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

In order to ease out the Book issue a Queue system is to be followed at the circulation counter.

Renewal Policy

The following conditions are to be followed for the renewal of books.

- The book has to be produced in the library for renewal.
- More than one renewal will not be allowed.
- No Renewal of Books for Teaching/Non-Teaching Staff.

Overdue Charges

Books will be issued to the students for 14 days only. A slip is pasted on the first page and is stamped mentioning the due date. A fine will be charged @ Re.1 per day per book from the due date till the book is returned to library.

Loss of book

If the borrowed books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book after getting permission from the librarian.

Care of library borrower cards

Take special care to maintain the library borrower cards. Do not fold, alter the entries made on the cards. Members are responsible for the entire set of library borrower cards issued to them.

Loss of cards

Loss of borrower card should be reported to the librarian in writing. After checking the borrowing register they will be issued a fresh replacement card on a payment of Rs.100/- per card.

Validity of cards

Library borrower cards are valid for the Period of study. At the end of the last academic year borrower cards should be returned to the library.

No due Certificate

Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

Care of Library Books

Students are required to handle the books/ Journal very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue. The members caught tearing pages of books/ stealing books will be suspended forthwith from using the library facilities and the library will recommend for further disciplinary action against them.

Reference section

This section has Encyclopedia, dictionaries, text books, reference books etc. which are only available for reference. Users can make use of these resources.

Journal Section

In this section, journals, general magazines and newsletters are available. They are arranged alphabetically. The latest issues are displayed on display rack and previous issues are arranged in the drawer. Bound volumes of periodicals are arranged on racks alphabetically and are meant only for reference within the library. If required students/ staff can get them photocopied from the library.

Rules on use of digital Library Electronic Resources

- i) Use of internet (including the transmission or receiving of any material) in violation of the copyright law, including but is not limited to Infringement of copyrighted material, and transmitting or receiving threatening or obscene material, pornographic material or protected material is prohibited.
- ii) Use of internet for any commercial purpose is prohibited.
- iii) User should not interfere with or disrupt network users, services, or equipment. Disruptions include but are not limited: - Distribution of unsolicited advertising, - Propagation of computer worms or viruses, - Software piracy, - Violation of copyright law and infringement of copyrighted material - Using the network to attempt to make unauthorized access to any computer or computer system or restricted data files. Users may not falsely represent themselves as another person
- iv) Users are not permitted to add, delete or modify the installed hardware/software, or to change preference settings.
- v) The library will not be liable for copyright or any other violations of information laws committed by internet users and users are advised to consult on the same.
- vi) Library computers are strictly for research/project purposes and anyone found opening non-educational sites (e.g. pornographic sites) will lose his/her rights to use the digital library. Management will be initiating disciplinary actions if such incidents are reported by Library.

33.6: Purchase of hardware required for the Institutions

- Submitting the estimation of Budget
- Website & Social Media updation
- Custodian of IT and related infrastructure

33.7: Hardware and Software Tracking

- The System Administrator shall maintain the list of hardware and software available in the institution.
- Networking diagram shall be maintained and changes shall be updated as applicable. The diagram shall identify each system/location on the network uniquely.
- Tracking of Supportive software and report generation
- Handling of UPS system
- Understand team work and team dynamics.

33.8: Maintenance of Computing Resources:

- The lead-times provision of various System Admin services shall be defined and maintained by the System Administrator. The Lead times shall be approved by the Administration Manager
- The computing resources shall be maintained at serviceable conditions by the following:
 - Interacting with the Suppliers during the Warrantee Period.
 - Interacting with the Service Providers during AMC Period.
 - Outsourcing the repair work, if not covered under AMC/Warrant.

33.9: Maintenance of Server and Network

- The accessibility of Servers shall be controlled by Password. The password shall be maintained in a sealed envelope. The names of authorized person to open the envelope shall be mentioned on the envelope.
- The envelop shall be handed over to the Principal & Director IT.
- The System Administrator shall change the Server Passwords once in three months.
- All the external network facilities available at the Institution shall be

maintained and the serviceability status shall be recorded in the maintenance register.

- All software's to be purchased and installed in the system will be routed through System Administrator only.

33.10: Provision of Computing Resources:

- The requirements for the provision/up gradation of Computing Resources to the working personnel shall be received from their respective Functional/Departmental Head through Resource Indent Form.
- On scrutinizing the Resource Indent Form, the Computing Resource shall be provided
- In case of hired and procured Computing Resources, the System Administrator shall coordinate the Installation activities.
- On Installation or up-gradation of the Computing Resources, the following documents shall be updated as applicable:
 - List of Hardware
 - List of Software
 - Networking Diagram

33.11: Access Control

- The User profiles and access permissions for the employees or change in the access permissions of the existing employees shall be created by the System Administration Department
- The System Administrator shall maintain the List of access Control

33.12: Problem Reporting and Rectification:

- The problems encountered in the system operations shall be intimated through the problem slip
- The problem report shall be analyzed by the System Administrator either through internal or external resources
- The details of the rectification action taken shall be recorded in the Problem Slip. The Service report shall be maintained in the corresponding Maintenance register
- Wherever necessary, annual maintenance contracts shall be taken from suitable vendors/suppliers.

8. Upkeep of the Counterfoils of cheque Books and Receipts from Banks
9. Preparation of Notes to Managements on any financial matters & the submission to Secretary
10. Liaisoning with Bankers & Depositors and ensuring submission of all the documents// clarifications sought by them
11. Ensuring the deduction of TDS, Professional Tax, Service Tax in all eligible cases and remittance to the appropriate authorities in time
12. Preparation of Trial Balance, Profit & Loss accounts and Balance sheet as on the last day of Every month & submission of the same to Secretary
13. Preparation of all the Annual financial statements as on 31stMarch, and get the same audited from the Auditors appointed by the General Body
14. Ensuring the timely submission of Income Tax Returns to IT Authorities and follow up with them through the Auditors

27.14: Accounts Section:

1. Operation of Accounting related matters in TALLY SYSTEM and maintenance of records thereof.
2. Preparation of Daily Cash & Bank Balances statement and submission to Chairman & Secretary
3. Preparation of Weekly Bank Reconciliation statement and submission to Secretary
4. Deduction of TDS, Professional Tax, Service Tax in all eligible cases and remittance to the appropriate authorities in time
5. Preparation of Trial Balance, Profit & Loss accounts and Balance sheet as on the last day of every month & submission of the same to Secretary
6. Preparation of all the Annual financial statements as on 31stMarch, and get the same audited from the Auditors appointed by the General Body
7. Any other matters entrusted by CFO/Principal/Secretary

27.15: Purchase & Inventory Section:

1. All arrangements related to purchase of items in the college.
2. Arrangement for purchase of items required for hostel/ mess. Arrangement for hostel maintenance works and maintenance of cash register for hostel and transport.
3. Arrangement of items required for SAC as per the indent received.
4. Maintaining inventory register for all items in the college including furniture.

5. Periodical stock verification of inventory.
6. Keeping rank of inward / outward flow of items.

27.16: Cashier:

1. All cash/DD/ cheque payments and receipts.
2. Preparation of acquittance roll and arrangement for salary disbursal.
3. Maintenance of cash register for SAC and college account.
4. Issue of admission application form.

27.17: Maintaining of Students Attendance records

- The responsibility of close monitoring of attendance of an individual student will be with the Class teacher/ Class Advisor.
- A separate file is to be maintained for the purpose by the class teacher/advisor.
- The attendance file will be checked / verified by the HOD on a weekly basis.
- The same will be reviewed by the Principal on a monthly basis.
- Teachers will take the attendance during every hour by calling the students name individually before the start of the lecture.
- The attendance registers are to be always kept updated and no excuses will be entertained for post marking.
- The attendance percent of all students shall be displayed on notice board every month (First week) without fail.
- The attendance percent of individual student will also be communicated to parents every month (First week) without fail. The letter to parents shall clearly indicate the position of the attendance until the reporting month and will also indicate or forewarn their parents in the event of an anticipated shortage at the completing of academic year.
- No student shall absent himself/herself without leave letter even for a single day. When a student absents himself/herself without leave, oral/written warnings will be issued and the papers shall be filed without fail.
- In case of leave, the letter shall have to be promptly attested by Parents/Guardian/Warden.
- Letter of warning shall be issued to students absent for more than three days. Letters shall be sent to the parents also if a student is absent continuously for more than 3 days.
- In case of girl students, intimation to parents / Guardians will be sent even for one day absence without leave letter.
- In case of leave beyond 3 days, the genuineness and reason for absence need to be established with the class teacher / HOD with proper certificates.
- It is the responsibility of class advisor to offer proper counseling and guidance for the irregular students.
- If a student is absent continuously for **one month** without leave letter, action

- A list of approved call driver's list should be available. Try to enclose drivers from starting points since there may be a problem to reach in the morning.
- Driver's personal file should be maintained with License, ration card, Aadhaar card, ID card, Correct address, Telephone number of a neighbor, Wife/Brother staying with them and 2 reference persons
- Driver should report to the coordinator complaints and service requests well in advance which should also be recorded in a register showing the resolving date and non resolving cases reason. Each vehicle should have a separate register.

First aid box contents

1. Dettol
 2. Pain spray
 3. Cotton
 4. Band aid
 5. Scissor
 6. Ointment for applying in case of for minor cuts.
- Daily attendance is taken to mark the presence or absence of each student in the **STUDENT REGISTER** kept inside the Bus. Teacher in-charge of the vehicle should do this. Principal and AO as well as transport coordinator should check it periodically.
 - The student register is checked daily by the Transport Coordinator and signed.
 - Every vehicle is provided with a **VEHICLE LOG BOOK** for maintaining the trip starting and ending time, kilometer run, fueling & maintenance details on a daily basis. The driver of the respective vehicle should fill all the data and submit the same to Transport Coordinator for verification every day by 10 am.

31:1: Vehicle Maintenance:

- It is the responsibility of the driver to maintain the vehicle in roadworthy condition. The driver maintains the service record of the vehicle and when it is time for service the driver informs the same to the transport coordinator for necessary action.
- Service booking is done by the Transport Coordinator.
- It is obligatory for the driver to inform the Transport Coordinator 15 days prior to the expiry of the vehicle insurance. But the ultimate responsibility is with the Transport coordinator only.
- An undertaking duly signed by all drivers has to be obtained and filed in their personal file.
- Drivers with valid license and approved experience shall only be appointed.