



NEW HORIZON COLLEGE MARATHALLI

Permanently Affiliated to Bangalore North University, Recognized by the Govt. of Karnataka
Recognized under section 2 (f) of the UGC Act, 1956
Accredited by NAAC with 'A' Grade

4.4.2 Infrastructure and Maintenance policy:

Objective:

1. The institution shall form various specialized and dedicated departments to address and maintain issues rising in the academic and support facilities.
2. The infrastructure and maintenance committee shall augment and maintain infrastructure facilities in tune to the growing needs of the students and their holistic development.

Scope of the policy:

The infrastructure and maintenance policy are applicable to all the members of the institution and governs all academic, administrative, support facilities and services.

Infrastructure Development Committee:

Principal	Ex-officio chairman
Senior executive director – Accounts & finance	Ex-officio member
Director – Infrastructure development	Coordinator
Campus supervisor	Member
Senior administrative staff	Member
Senior IT staff	Member
Senior Library staff	Member
Sports staff	Member

Roles & Responsibilities:

The committee shall be responsible to plan, provide and maintain adequate infrastructure facilities of the institution for the holistic development of the stake holders.

1. The committee shall appraise the infrastructure needs of the institution in alignment with the industry trends and student's requirements.
2. The committee shall map out and execute the plan for infrastructure establishments and augmentation.
3. The committee shall set down the guidelines and monitor the maintenance of the infrastructure facilities.
4. In order to meet the industry requirements, the upgradation of laboratories shall be made from time to time.
5. The committee shall make provision for library maintenance, students support facilities besides transportation facilities.
6. The committee shall ensure to take all measures to adhere to National standards of environment protection and safety.


Principal
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Systems and Procedures for maintaining and utilizing Physical, Academic and Support facilities:

Classrooms:

The college has 25 ICT enabled, well equipped classrooms with high speed wi-fi facilities.

All classrooms are well ventilated and spacious.

All classrooms are under surveillance of CCTV.

The maintenance of the classrooms is exclusively under the supervision and control of the college senior administrator.

The classrooms and the corridors are cleaned twice a day, once before the commencement of classes and once by end of the day. Any kind of damage, repair works, painting, etc., are identified by the administration team and a complaint regarding the same is immediately raised to the respective departments for immediate action.

Maintenance of teaching aids like LCD, computers, laptops is done by IT department.

Computer Labs:

The campus is facilitated with well-equipped laboratories catering to all the programs of BCA, BBA & BCOM.

In all, the institution has 258 computer systems which are updated regularly.

Purchase of lab equipment & consumables should be executed through proper channel.

1. All the lab equipment & consumables shall be recorded in the stock book & maintained periodically.
2. All the lab heads shall submit annual laboratory budget to the Head of the institution well before the beginning of the academic session.
3. Prescribed lab manual shall be maintained in the laboratories.
4. Students are allowed to utilize laboratories as per the prescribed time table by the respective departments.
5. Practical records are mandatory for students.
6. Procedures for using lab equipment's are maintained.

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COMPUTERS:

The college provides branded desktops with latest configuration (Intel i3, Intel i5 processors) to students.

1. As per the recommendations from the infrastructure development committee of the college, quotations are taken from different vendors and accordingly purchasing orders are placed.
2. A qualified system administrator is appointed, who ensures the network administration and attends the working issues of the computers.
3. Lab coordinators take care of the configuration of the systems/ installation of drives and software's from time to time on demand.
4. Firewall has been installed for extra security to ensure the systems from malfunctions and controlled browsing.
5. 200 MBPS internet bandwidth fulfils the browsing needs. Annual maintenance of the online UPS is done and log book is maintained for the same.
6. All the Hardware/ Software purchased / procured details are maintained in the stock book from time to time.
7. Details of regular maintenance/ repairs refilling of cartridges and disposal of e-waste are maintained by system admin.

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LIBRARY

- Individual cubicles and group discussion rooms are provided for individual and group learning.
- To offer a better learning environment, the college has provided a well-established Digital Library and E-Learning Centre where students can access institutional repository, electronic resources, Guest Lectures and video lectures.
- To provide guidance as to the preparation of academic projects through open-source software, Apps, etc.
- Provision for online discussions related to subject, project etc.
- Orientation on learning resources, tools, techniques etc. is carried out at the commencement of every academic year.
- Provision for online feedback from students and staff related to resource, facilities and services, besides installation of suggestion boxes.
- 24/7 Access to Electronic Resources through remote access.
- Web OPAC is made available to students and faculty members to check the availability of resources and can also get to know the details on book/CDs availability and borrowing and returning dates.
- Online reservation for Books can be made through the OPAC.
- Reminders are sent to students through E-mail/SMS on due dates, reserved books, return dates and also regarding new editions.

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Rules

- Students are permitted to enter the library only when valid IDs are furnished.
- All baggage, personal belongings et. are to be kept in the depository before entering the library.
- Students are not permitted to carry any other study materials/books/notebooks while entering the reference section except for scribbling pad.
- Students are strictly warned not to hamper/tamper/damage/misuse/mutilate/soil any of the books, journals or any other material belonging to the library.
- Students found overruling the library norms and rules are liable to be fined.
- Students can retain the books for two weeks only, after which a fine of Rs.1/- Per book per day (Rs.2/- after 15 days) will be charged.
- Students can borrow three books, two CDs, two Magazines, two journals at a time.
- Renewals of books borrowed are allowed only when there is no claim by others. Renewal over the phone will not be entertained.
- If a borrowed book is recalled by the Librarian, the same has to be returned immediately.
- Absolute discipline/silence should be maintained inside the library.

Issue table:

USER CATEGORY	BOOKS	LENDING PERIOD	PERIODICALS	LENDING PERIOD	CD/ DVD	LENDING PERIOD
Student	3	2 Weeks	2	1 Week	2	1 Week
Student- Deposit card	3+2	2 Weeks	2	1 Week	2	1 Week
Student- SC/ST	3+1	2 Weeks	2	1 Week	2	1 Week
Student- Topper	3+2	2 Weeks	2	1 Week	2	1 Week
Non- Teaching Staff	2	3 Months	2	1 Week	2	1 Week
Asst.Professor	7	3 Months	2	1 Week	2	1 Week
Professor & HOD	10	3 Months	4	1 Week	4	1 Week
Principal	15	3 Months	5	1 Week	5	1 Week

PURCHASE PROCESS POLICY

INTRODUCTION:

The institution's library makes purchases of large volumes of books, printed journals, Newspapers, Magazines, Non-Book Materials, and Electronic Resources from various publishers and suppliers every year.

1. BOOKS:

- Indents are received from all the departments one month before the commencement of every semester.
- Checking is done on the availability of the same in the Library and Earmark the non-availability and less copies of text books and reference books.
- The same list of books will be sent for quotation to minimum three suppliers.
- After receiving quotation from the suppliers, a comparative statement will be prepared keeping in mind the number of titles quoted and percentage of discount given to the college.
- The above will be submitted to the Principal and Chief administrator for approval.
- The Principal and Chief administrator will verify the documents produced by the librarian and moves for negotiation. During negotiation three factors will be considered i.e., supplier service, supplier credential, discount offered.
- After Principal and Chief administrator approval, the same will be sent for Chairman approval.
- On receiving the approval, order is placed with minimum 2 suppliers.

2. PERIODICALS/JOURNALS:

- Requirements are received from the departments.
- Quotation is taken from at least two/three suppliers.
- Rates are cross checked.
- Comparative statement is analysed.
- Sent for Principal approval, followed by Chairman approval.
- In case of any new requirement like addition/deletion from the dept, incorporate the same and renewal will be done every year.



3. Electronic Resources

- As per the UGC and BNU mandatory requirement subscription may be done every year as per the available program/course.
- Letter may be drafted as per the requirement.
- Principal approval.
- Chairman approval.

4. General Magazines and Newspapers

- Identify the required daily newspaper and magazine by the Librarian.
- Principal approval.
- Chairman approval.
- As and when new requirement comes from any department the same will be incorporated.
- Bill will be generated monthly basis against receivable.



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Sports facilities:

1. In order to hone the mental and physical capabilities of the students and staff, the college houses state of the art sports complex and related facilities.
2. Well before an academic year begins, an advisory committee for physical education is constituted to ratify, suggest, advice and recommend on matters of sports and physical education activities for the college.
3. The college has an in-house playground, indoor basketball, badminton, table tennis, volleyball, gymnasium (indoor and outdoor).
4. Infrastructure related to sports is maintained by a dedicated maintenance department.
5. Requirements, repair works, if any, are immediately brought to the attention of the maintenance department through the mail. Besides, the respective departmental staff carries out regular monitoring and quality check of all sports complexes and their equipments.

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Auditorium & Seminar halls:

1. The college has two seminar halls with a seating capacity of 168 and 200 respectively with state-of-the-art facilities to serve the student community.
2. A video conference room with a telecommunication facility and 700-seater auditorium built to emulate global standards for intellectual, extra & co-curricular activities.
3. These essential infrastructure facilities are staffed with specialized technicians to maintain good working conditions through the academic year.
4. All repair works/ replacements etc, are directly handled by dedicated staff.
5. Prior intimation and permission is required to utilize seminar halls and auditorium. Log books are maintained for the same.
6. Once date is fixed, in-charge person will take care for the required arrangements.
7. ICT equipments, air conditioners and furniture are upgraded from time to time on need based.
8. Seminar halls will be painted frequently during vacation.
9. Cleanliness of the halls are maintained by the supporting staff of the college regularly.

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Transportation:

1. Transport in charge will monitor the utility of the vehicle, time-to-time service of the vehicle, payment of taxes and insurance for the same.
2. For industrial visits, internship & outreach programs the transport in charge will arrange the required vehicle.

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