



D Y PATIL DENTAL SCHOOL

Dr. D Y Patil Knowledge City, Charholi Bk, Via Lohegaon, Pune 412105

Affiliated to Maharashtra University of Health Sciences, Nashik



Recognized by Dental Council of India

SELF STUDY REPORT (CYCLE 1) 2018-2023

Criteria 6: Governance, Leadership & Management

Key Indicator: 6.4: Financial Management & Resource Mobilization

Metric:6.4.1: Institutional strategies for mobilization of funds and the optimal utilization of resources.

**Resource Mobilization
Policy Document**

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D Y Patil Dental School Library Report

Ref No:- DYPDS/ 459

Date: 05/03/2018

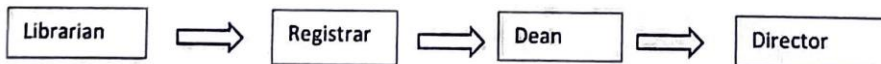
CENTRAL LIBRARY POLICY
BY DYPATIL DENTAL SCHOOL

Dypds Dental College Library Provides vast information resources on Dentistry and allied subjects books, e books, Journals, e journals, e database and back volumes besides newspapers, magazines, etc. information sources to the users of the library. The library helps students, faculty, and other support staff to meet their academic and research information needs and provides them with study facilities, and educational and recreational reading material.

• **Objectives:**

1. To encourage students and teachers to develop effective study habits and make efforts to motivate them toward the library.
2. Implemented a systematic process for the procurement of dental and allied subjects/documents.
3. To carry out necessary operations for the selection, purchase, circulation, accounting, and retrieval of information sources for the library
4. Organize library resources in a logical, accessible, and efficient manner for easy access to library materials by library users.
5. To help enhance and update the knowledge and skills of library users.
6. Providing information regarding the latest treatments for clinical education and research in dentistry.
7. To undertake preservation efforts of library collections.
8. To provide Teaching faculty and PG Students with the latest updates in their respective subject areas.

• **Administrative Structure of Library**



• **Roles and Responsibilities of the Librarian:**

- To maintain Koha version 18.11.16.00 LMS (Library automation operations like data entry of books and journals, user entry, user I-card, and library report generation, etc. library related work)
- To maintain the library Book General Registers, Journals Registers and Outward register
- To purchase books and periodicals, call for a list from the department, and prepare report with the estimated amount and book details.
- To make Making and receiving approvals for the purchase of books and periodicals.
- Operation of obtaining approval for the purchase of books and Journals and purchase of same after obtaining approval of the purchase.
- To Operation of sanction of payment of bills of books, Journals, e Database etc.
- To all operations of tender for the purchase of books and periodicals (All operations from the sanction of tender permission to tender uploading operations, Technical Bid, & Commercial Bid open, and tender scrutiny and reporting thereof)
- To correspondence operations relating to the library
- A function of creating a database of books
- To assist with issue returns along with library support staff
- The function of providing library users with the information they need and the information sources they need from other sources
- Assisting support staff in all operations related to the library

- **Library Purchases**

- **Books Purchases**

Step 1: Approval for the book purchase

- To initiate the process for purchase of books in the month of June/July every year
- To order a list of books from various departments of the college as per the requirement of UG and PG books
- To check the list of recommended books with the library list and to prepare department wise list with details of recommended books and prepare their estimated cost report.
- To submit approval the list of books recommended by the Head of the Department (HOD) of the college to the respected Dean for approval.
- Departmental list wise book details report, tender documents, and tender advertisement and procedure for preparation of file for approval for the purchase of books through tender.
- Details of books as per departmental list, letter of approval for the purchase of books, tender copy, with Dean's signature in the file with tender documents and tender announcement Procedure to obtain approval from Dean of DYPDS through Director of DYPDS
- Procedure for placing the tender online through (1) procures office by obtaining tender approval from the Director of DYPDS.
- Procedure for online technical bid opening of tenders within the time limit of 30 days through the (n) Procure Office

- Physical technical bid opening procedure with the signature of Dean, Dy. Director, Registrar and Librarian
- Procedure for preparation of verification report by verifying the tender fee tender, EMD, and the documents mentioned in the tender submitted along with the physical technical Procedure to obtain Secretary's approval for scrutiny report and permission to open commercial bids through Dean and Director.
- (n) Proceedings to open commercial bids by going to the office of the procurer after obtaining the Secretary's permission to open commercial bids.
- Procedure for preparation of the comparative report of quotations of commercial bids.
- Preparation of list of books with L1 bidder from the comparative report of L1 Price and procedure to get the approval of Director of DYPDS through Dean and Director.

Step 2: Placing the book order and physical verification of purchased books

- Preparation of supply order to L1 Bidder after approval of DYPDS Dean/Director and issuance of supply order to the supplier (Procedure of issuance of supply order signed by Librarian, Dean and Director)
- Procedure to be followed by the supplier to verify the documents requested in the supply order and send the security deposit to the office for receipt of the deposit.
- Physical verification of challan/bill wise books received by vendors along with books as per submitted order and verification as per supply order.

Step 3: Technical work

- After a proper physical examination of the book, the book's registration number, call number, first three letters of the author, and book price are written on the second page of the book. And on page number 51 the book registration number, class number, and first three letters of the author are written and, the book price. After this, the library stamp is stamped on a few pages.
- The return date page is placed on the last page of the book.

Step 4: Acquisition of Book

- after physical verification of the books received, the books received as per the bill are registered in the Accession register in which all the details of the book are registered.
- Procedure to enter details of books, details as mentioned in bill and subject, and all other bibliographic details of the book in the acquisition module of library software of Koha 18.11.16.000

Step 5: Payment of Bill

- In case the payment of Books is more than Rs. 5 lakhs, the procedure for obtaining approval of payment before the Executive Committee after obtaining the approval of

the Dean through the Director. / If the payment of books is less than 5 lakhs, the procedure for obtaining approval of payment from Dean through Director, /If the payment of Books is up to Rs. 3 lakhs, the procedure for obtaining approval of the payment by obtaining the approval of the Dean through the Director/ In case the payment of Books is up to Rs. 15 thousand, the procedure for obtaining the approval of the payment by obtaining the approval of the Dean through the Director. (As per DYPDS office order No. DYPDS /64/18-19dt.13.03.2019)

To inform the vendors by letter for books pending to be supplied.

- To know the status of supply from vendors and seek clarifications from vendor regarding supply books.
- Procedure to send all bills to the Accounts Branch after receipt of clarifications from vendors.
- After verifying the cost of books as mentioned in the books, making the bill approval, and passing the bills by getting the signature of the Director, and Dean in the bill approval letter and sending it to the account section.

Step 6: Shelving of the books

- All the books are shelved by the Library Staff in Subject wise book cases.
- Dewey Decimal Scheme will be used for classification of library resources.
- The library attendants will shelf the books on daily basis.

- Journals Purchases

Step 1: Approval for the Journals purchase

- To initiate the process for purchase (Subscription & Renewal Journals) of Journals in the month of Jun/ July every year
- To order a list of Journals from various departments of the college as per the requirement of UG and PG books
- To check the list of recommended Journals with the library list and to prepare department wise list with details of recommended books and prepare their estimated cost report.
- To submit approval the list of Journals recommended by the Head of the Department (HOD) of the college to the respected Dean for approval.
- Departmental list wise Journals details report, tender documents, and tender advertisement and procedure for preparation of file for approval for the purchase of books through tender.
- Details of Journals as per departmental list, letter of approval for the purchase of books, tender copy, with Dean's signature in the file with tender documents and tender announcement Procedure to obtain approval from Dean of DYPDS through Director of DYPDS
- Procedure for placing the tender online through (n) procures office by obtaining tender approval from the Director of DYPDS.
- Procedure for online technical bid opening of tenders within the time limit of 30 days through the (n) Procure Office
- Physical technical bid opening procedure with the signature of Dean and Director.

- Procedure for preparation of verification report by verifying the tender fee tender, EMD, and the documents mentioned in the tender submitted along with the physical technical bid.
- Procedure to obtain Dean's approval for scrutiny report and permission to open commercial bids through Director.
- (n) Proceedings to open commercial bids by going to the office of the procurer after obtaining the Dean's permission to open commercial bids.
- Procedure for Preparation or lip or ion of the comparative report of quotations of commercial bids.
- Preparation of list of Journals with L 1 bidder from the comparative report of L1 price and procedure to get the approval of Dean of DYPDS through Director
- In case the payment of journals is more than 5 lakhs, the procedure for obtaining approval of payment before the Executive Committee after obtaining the approval of the dean through the Director.

Step 2: Placing the Journals order and physical verification of purchased books

- Preparation of supply order to L1 Bidder after approval of DYPDS Dean and issuance of supply order to the supplier (Procedure of issuance of supply order signed by Dean, and Director)
- Procedure to be followed by the supplier to verify the documents requested in the supply order and send the security deposit to the office for receipt of the deposit.
- Physical verification of challan/bill wise books received by vendors along with books as per submitted order and verification as per supply order.

Step3: Technical work

- After a proper physical examination of the journal, the registration number, call number, volume number, issue number, month, year, and date of issue of the journal are written in the registration stamp of the journal on the first page of the journal. After this, the library stamp is stamped on a few pages.

Step 4: Acquisition of Journals

- After the Journals are received, the Journals Register of all the issues supplied is entered in the Journals Register detailing each issue as per the Journal's challan number
- Registration of volume number, issue number, and other details of journals in the serial al module of library software of Koha 18.11.16 .000

Stop 5: Payment of Bill

- In case the payment of Journals is more than Rs. 5 lakhs, the procedure for obtaining approval of payment before the Executive Committee after obtaining the approval of the Dean through the Director If the payment of Journals is less than Rs. 5 lakhs, the procedure for obtaining approval of payment from Dean through Director, /If the payment of Books is

up to Rs. 3 lakhs, the procedure for obtaining approval of the payment by obtaining the approval of the Dean through the Director/ In case the payment of journals is up to Rs 15 thousand, the procedure for obtaining the approval of the payment by obtaining the approval of the Dean through the Director. (As per DYPDS office order No. DYPDS 64/18/19dt.13.03.2019)

- Verification of the documents as mentioned in the tender and supply order of the journals and presenting them to the account branch along with the bill.
- After verifying cost of Journals as shown in the Bill of Journals, making an advance approval of the bill, obtaining the signature of the Dean and Director in the approval letter, and sending it to the Accounts branch.

Step 6: Shelving of the Journals

- Journals are placed in the subject-wise journals rack by the library staff.
- Here the journals are organized subject-wise.

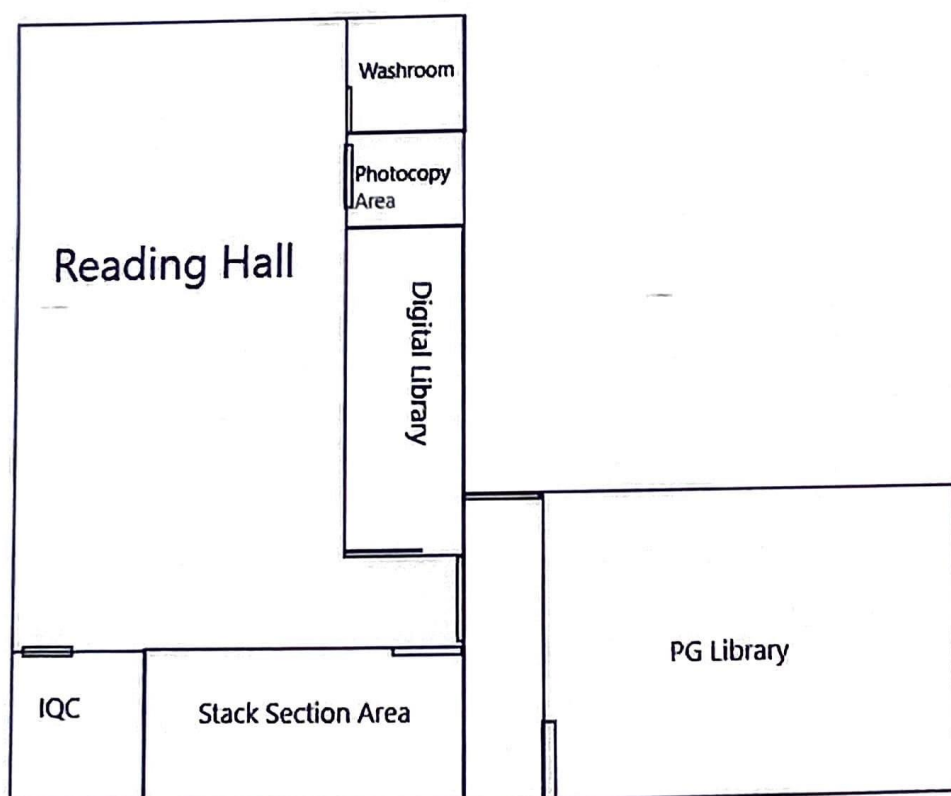
Step 7: Journals Reminder

- Quarterly reminders letters for journals not supplied by publishers/vendors
- * **New arrivals list**
 - As soon as new books/journals arrive in the library, the list will be updated by the Librarian and displayed on the display board.
 - The list of new arrivals will be communicated to all departments by e-mail and a copy will be displayed on the notice board of the library.

Library Timing

| Sr.no. | Library Section | Day | Timing |
|--------|-------------------|--------------------|---------------------|
| 1 | Book Circulation | Monday to Saturday | 8.00 am to 8.00 pm |
| 2 | Reference section | Monday to Saturday | 9.00 am to 8.30 pm |
| 3 | Journal Section | Monday to Saturday | 9.00 am to 7.00 pm |
| 4 | Reading Hall | Monday to Saturday | 8.00 am to 10.00 pm |
| 5 | Digital Library | Monday to Saturday | 10.00 am to 5.00 pm |

Library Lay-out



- **Library Membership**
 - Obtaining the final student list with a unique ID from the Students section when new students join the institute
 - Data entry of final student list as per unique ID in the membership section of library
 - Informing the students about the library membership form from the library through the notice board and their representative.
 - Data entry of forms received from students
 - * **User entry**
 - Step 1: As soon as the user enters the library, he fills in his information in the register kept above the security desk.
 - Step 2: Similarly record the time of exit again in the register while exiting.
 - * **Circulation of Library Documents**
 - Next to the counter are the keys to the subject-wise library cupboards from the key stand. Going with the circulation staff to pick up their materials with the locker key for the required library materials
 - Book return due date slip affixed to the back of the book by the circulation staff in which place the book return date and user's library ID number. To retrieve their library card by giving it to the book circulation staff while returning the book
- **Lending Rules for various types of library users**

| Sr. no. | Type of Library User | No. of books/Journal issue | Period | Re-issue of book/Journals | Fine per book/Journals after—due date |
|---------|----------------------|----------------------------|---------|-----------------------------------|---------------------------------------|
| 1. | UG students | 2 Books | 7 days | The book can be renewed one time | 5 Rs. Per day |
| 2. | PG students | 3 Books | 15 days | The book can be renewed one time | 5 Rs. Per day |
| | | 2 Journals | 3 days | Journal cannot be renewed | 5 Rs. Per day |
| 3. | Teaching Faculty | 2 Books | 15 days | The book can be renewed two times | |
| | | 2 Journals | 5 days | Journal can be renewed once | |
| 4. | Other Staff | 1 Book | 7 days | The book can be renewed one time | |

*Payment of fine in cash and receipt of fine over the counter and a record of the same is automatically generated by the Koha software.

The fine amount will be calculated from the bill book receipt and the amount accordingly will be deposited in the fine office by the circulation staff.

Rules regarding library resource materials:

- Only Library members can borrow Library materials.
- Library/College Id Card is Compulsory.
- Laboratory work and group discussions are not allowed.
- Seating arrangement should not be disturbed.
- Damage to the library property is punishable offence.
- Outsiders are not allowed.
- Library card should be renewed every year.
- Library card should be renewed every year.
- Books will not be issued on other student's library card.
- Book should be handled with utmost.
- Borrowers should not be write underline, fold, or tear the pages.
- The library membership will be canceled if borrower dose not abide by the rules of the library.
- Library materials borrowed must be returned on or before the due date.
- All borrowers must settle any overdue loans before they are permitted to borrow again.
- Students are instructed to check the books while borrowing and that will be responsible for any type of damage or mutilation noticed at the time of return.

Loss and Damage Library resource Materials:

- Library resource Materials: Borrowers will be held responsible for materials out on loan. If the material is lost, an immediate report should be made to the Librarian to enable appropriate action to be taken. Then the borrower shall replace the books of the same edition or latest edition or pay one and half cost and fine of the book after getting permission from the librarian.

Lose Card: Loss of borrower card should he reported to the Librarian. Duplicate card may be issue against formal application and as per Rules. Penalty of Rs.100 will be charged.

Care of Library Resources Materials:

- Students are required to handle the books/Journals/Back volume very carefully.
- Marking with pencil, pen, or marker, writing or highlighting, tearing the page, or mutilating the same in any other way will be viewed very seriously.
- If a book is found to be damaged while taking a book from the library, it must be brought to the attention of the library staff at that time. If not brought, it will be the responsibility of the user.

Bulletin Board Guidelines:

- Information related to the library and notices to inform the students coming from the office will be placed in the notice board of the library which the library staff will maintain.
- Journals, a list of new books, and other important updates will be maintained regularly on the notice board.

Library Orientation:

- Library Orientation will be organized every year in August/September when new students arrive.
- Web-OPAC training is provided by library staff throughout the year and as and when required.
- Access to library resources and information will be communicated to students, faculty by the librarian.

Reprographic facility (photocopy Facility)

A photocopy printer machine is always available in the library for the use of students and faculty staff.

- The photocopying is free for students and staff.

Working Hours

| Sr. No. | Name of The Staff | Day | Time | Particular | Sign |
|---------|-------------------|--------------------|----------------------|--------------------------------|------|
| 1 | Librarian | Monday to Saturday | 8.30 am to 4.30 pm. | Central Library | |
| 2 | Library Attendant | Monday To Saturday | 3.00 pm to 10.00 pm. | Central Library ,Xerox Machine | |
| 3 | Dypds Security | Monday To Saturday | 4.30 pm to 10.00 pm | UG Reading Hall | |

Library Security

- The book stack area and bookcases are locked for library security. (The act of library staff accompanying library users to help them find books and getting them books)
- The Journal room is locked for security. (Library user to make a note in Journals Register to sit and read required journals)

Cleaning the library

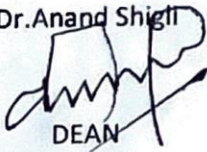
- The library is cleaned every morning after the library opens. And dusting is done in the library twice a day.
- Cleaning and dusting of book/journal cupboard shelves to protect books/journals from deterioration.
- Naphthalene balls are placed in the shelves of books/journals cupboard.

Library Webpage Link:

<https://www.unfoldjournals.com>

WEB OPAC Link:

Koha online catalog <http://10.3.141.4/cgi-bin/koha/opac-main.pl>

Dr. Anand Shigti

DEAN



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Affiliated to the Maharashtra University of Health Sciences, Nashik
Recognized by Dental Council of India

Ref No.: DYPDS/605

Date: 26/09/2018

POLICY FOR ENVIRONMENTAL CONSCIOUSNESS

A COMPREHENSIVE, INTEGRATED APPROACH TOWARDS SUSTAINABILITY

Environmental consciousness is not merely important but imperative for environmental protection and the advancement of our nation. D Y Patil Dental School is keen in minimizing its environmental impact and promoting sustainability in all aspects of its operations.

A. Energy Conservation

As a part of energy conservation policy, staff and students are frequently sensitized to minimize the energy spending.

D Y Patil Dental School is planning to switch all the light sources into energy saving LED lights

To promote alternative source of energy, institute is resolute to install solar panel plan and grid in near future.

Institute is fervent to conserve energy through implementing newer, sensor based technologies in electric equipments, dental equipments.

B. Water Conservation

Water is one of the most valuable elemental natural resources globally, essential for the sustenance of all living organisms on Earth.

Aligned with this perspective, D Y Patil Dental School is committed in implementing following water conservation measures

- 1) prevention of misuse and overuse of water, 2) watering of the plants in the early morning or evening, 3) procurement and installment of rain water harvesting system

C. No Plastic

Plastic is a non-biodegradable material which enlarges the soil, water and air pollution. D Y Patil Dental School ensures to implement stringent "No Plastic Policy". The focus will also be on eradicating plastic waste through the advocacy

Dr D Y Patil Knowledge City, Charholi Bk, Via Lohegaon, Pune 412 105
Phone (020) 67077779 • Fax (020) 67072718 • E Mail : dean@dypds.com



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D Y PATIL DENTAL SCHOOL

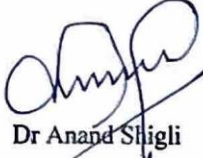
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of eco-friendly alternatives and the cultivation of awareness through placing signage at different places of the college and hospital to reinforce plastic free environment.

D. Green Campus Initiative

Institute is avid in adopting green campus initiative to promote environmental friendly practices. The concept is inclusive of-1)landscaping of the campus, 2) correct waste disposal handling and 3) effective recycling program.

Environmental Conservancy Policy reaffirms its commitment to sustainable development through comprehensive initiatives across the hospital and college practices. The policy reflects our dedication the well-being of our community ensuring clean air, water and soil and promoting health by implementing preventive measures.



Dr Anand Shigli

Dean