

Purchase

VESIMSR's Procurement Department is responsible for building infrastructure of the institute, procuring goods and service from vendors as well as maintaining the Infrastructure and facilities of the institute. All the procurements, including issuing of annual maintenance contracts, is done in open and competitive environment to ensure that prices paid are fair and reasonable. VESIM's Purchase Department closely works in coordination with VES Trust's own construction team to build and maintain the infrastructure as per the needs of the institute. The Purchase Department has its well-defined Purchase and Maintenance policy, which is strictly adhered, right from the filing of requisitions to preparing comparative statement of cost and placing of order with the vendor to resolving any complaints, if any.

Computer

VESIM follows following procedures in order to maintain health of computer hardware, software and network across the institute.

- The institute assures to buy licenced antivirus software applications to be installed to each and every machine in the institute.
- All application software that are used with various departments viz. Admission, accounts, course co-ordination and examination are authentic and licenced application software.
- Periodic maintenance of hardware, software and network is religiously observed across the campus besides regular maintenance call.
- VESIM observes centralised internet facility wherein core level bandwidth is deployed at trust level and in shared across the various institutes of the trust.
- A separate team of three IT engineers headed by one coordinator is maintained to get all IT related tasks done in order to improve efficiency.

Library Circulation policy

Working hours of library: Library is opened from 9:00 Am to 9: 00 Pm on all working days except Sunday and other holidays

Library Rules & Regulations

- Silence and discipline must maintain in the library
- Use of cell phone is strictly prohibited
- Eating, smoking, and talking loudly are strictly prohibited in the library
- Newspaper, Journals & Reference book must read in the library only
- Students should not mark, underline, tear any pages or damage the library documents

- No library document is allow to take outside the library without permission of library staff
- Suggestion on library services are always welcome.

Circulation system

Students are eligible to borrow two books for a week & one back issue journal for Overnight, they must returned borrowed material on or before due date, if returned late overdue fine will be charged for the delayed period as per the rule.

Students are instructed to check the book while borrowing and inform library staff about any type of damage or they will be responsible for the same if noticed at the time of return.

Fine for late return books / journals

A Fine of 3 rupees per day per book and 5 Rupees per day per journal will be charged from the Default member

Renewal of Books

User can renew the books after completion of due date subject to not request from any other user.

Loss of Books

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

Care of library books:

Students are requested to take care of the library material. Any type of damage will be viewed seriously. In such case reader shall be held responsible for the damage unless they inform the library staff at the time of borrowing the material.