

## Procedures and policies for maintaining and utilizing physical, academic and support facilities

### Laboratory (Science)

Laboratory is a place where all science students perform experiments and understand the core of theory lessons taught to them in classes. They must adhere to all rules and regulations instructed to them as far as practical classes are concerned. In the laboratories, students must observe silence and they must make purposeful movements. They are strictly forbidden from loitering. Fine will be imposed on students who damage instruments or waste chemicals or other items necessary for practical classes. Students are duly instructed to handle instruments and accessories in the laboratories carefully and sincerely.

Brittle and costly items in the laboratories must be handled with extra care. Penalty amount will be collected from students who break instruments carelessly and non-challantly. No science student can get through the degree course without proving his or her thorough knowledge in subject practicals.

### Physical Education

“Sound mind is the Sound Body” is an old saying. It asserts the significance of physical exercise and physical fitness. No student is exempted from physical educational classes in the college unless he/she produces medical certificates from the competent medical officers. All the students are enrolled in the physical education department of the college. The college sports club consists of the following office bearers – Principal (president), Director of physical education (Secretary), and two professors representing college teaching faculties. The club members (students) should not be the members of any other associations or clubs in the college. Sports events and other competitions related to physical education department will be decided by the club itself. Twice in the academic year this club will conduct its meetings so as to plan its budget and other schemes to bring out physically fit students. As per the provisions given for the physical education department, the amount allotted will be expended. Students are allowed to play the following games in the college premises.

1.Football, 2.Hockey, 3.Badminton, 4.Volley Ball, 5.Cricket, 6. Shuttle, 7.Athletic sports, 8.Basket Ball, 9. Kabadi, 10.Gymnastics and other callisthenic exercises and athletics.

### General Rules and Regulations for Sports and Games:

1. Students must wear shirts /t-shirts and shorts in the play ground.
2. In every game, the play articles are given to team leaders and they hold responsibility to return the same safely after the game/match is over.
3. Misconducts and trouble mongers will be expelled from the club and they will never be allowed to participate any of the events in and out of college premises.

4. The time-schedule for the practice of sports and games is between 3.45 and 5.30pm.

### Library

- Our college library is greatly known for its collection of good old Tamil and English reference books.
- The entire Library is under the controller of the Librarian.
- Students, Professors and office workers could make use of the Library for their enrichments.
- Library is kept open in all working days from morning 9.30 to 12.30 and 1.30 to 5.50pm.
- All the visitors in the library should observe absolute silence.

#### **How to Borrow books:**

Those students who produce their fees receipts will be given library cards.

Students can borrow only one reference book at a time and he/she has to return the same to the library in the stipulated time in the same day.

Students who lose their library cards may pay fees Rs. 2 and get a new card for borrowing other than reference books.

#### **Time schedule for lending books:**

I year degree students	-	Wednesday
II year degree students	-	Thursday
III year degree students	-	Friday
PG Students	-	Monday

No students can keep the books at home more than 15 days. If the due date falls on a holiday, the borrower can return the books in the next working day.

Renewal of borrowed book is not allowed not more than two times

The librarian has every right to ask the borrower to return the book at any time without sighting any apparent reason.

He/she fails to return the book in the due date has to pay penalty as 10paise per day till return of the book.

Students are restrained from writing notes or underlining important points or tearing important pages from the library books. The defaulter will be fined heavily.

If the borrowed book is lost, the borrower has to pay the price of the book and also remit the penalty levied by the principal.

Reference books are not to be lent.

Every year before March 10 all the students are asked to return the borrowed books to the library.

There are three well-equipped computer labs in our college such as: UG Computer Lab, PG and CLP. Students are instructed to follow rules and regulations strictly as far as computer practicals are concerned. The professor who handles the particular practical paper is responsible for the concerned practical sessions in the laboratory. Students should sign the log-book at the time of entry and exit of the lab. Students are not allowed to carry any objects or books other than observation note-book.

Foot wears are not allowed inside the computer lab. Students should observe absolute silence during the practical hours in computer laboratory. A login password for every student will be provided and the students are forbidden from accessing any other area in the computer. Students must shut down the computer properly after the use. Students shall not leave the lab during the practical session. However, they need to go out for some definite purpose. Then they have to obtain permission from the concerned instructor. Separate attendance registers are maintained in the Lab for both U.G. and P.G. students.

A tutor is specially meant for maintaining the C.L.P. Lab. He / she takes C.L.P. classes for all degree students. He / she is specially appointed for this purpose.

The first and the foremost rule to observe in the English Language Lab is to be silent and make only purposeful movements. Students are not allowed to bring their bags inside the Lab. After the use of the computer and other appliances students must keep them to its normal position and leave the room. Regular attendance will be taken before students are allowed to enter the Lab. Students are not allowed to go out of Lab in the middle of the practical or training session. Students have to leave their foot-wares out before entering the Lab. Those who damage any of the appliances will be fined.