

ITGP's
Vishwasrao Ransing College
(Arts,Commerce& Science) Kalamb walchandnagar

LIBRARY DEPARTMENT

An organization to be run successfully and efficiently requires certain principles. As such our Library Department has formed some rules and regulation to the students.

INSTRUCTION TO THE STUDENT

- 1) Student should not enter in the Library Without I-Card.
- 2) Student must do his/her entry in entry register / by scanning I card .
- 3) Book will be issued to each student on his/her library card.
- 4) A book will be issued and returned on the specific days .
- 5) Please maintain silence in the library and reading room.

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MAINTAINCE POLICY

- 1) Library has balanced and up-to-date collection development policy.
- 2) Every academics year library has received the requisition from the faculty members and departments. Library committee will scrutinize the requisition and update the collection accordingly.
- 3) Stock verification of Library material will be carried out every year.
- 4) Library has the Vruddhi software for library management system.

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RULES AND REGULATION FOR COMPUTER LAB

- 1) Access to the internet is privilege, not a right.
- 2) Maintain Silence in the lab.
- 3) Student should enter the log-in and log-out time in the log note book.
- 4) Student must produce Identity Card when demanded, to utilize the lab resources.
- 5) Internet/ Intranet gaming activities are prohibited.
- 6) Do not personalized the computer setting.
- 7) Ask permission to print.
- 8) Log off leave the computer ready for the next person to use.
- 9) Collect belongings before leaving the laboratory.

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RULES FOR ATTENDANCE AND LEAVE OF ABSENCE

- 1) The College works from 7.30 a.m. to 4.30 p.m. For the purpose of attendance, all working days will be considered as full working days irrespective of the number of hours.
- 2) Semester certificate of attendance and progress required for admission to university examination as well as promotion shall not be given unless the applicant has attended at least.
- 3) Absence without leave is punishable.
- 4) Duty leave for participating in Arts/Sports events will be granted only to students representing the College or the university in various competitions. In such cases leave applications should be submitted to the principal in advance and it should be recommended by the teacher incharge.

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LABORATORY RULES

- 1) Students are responsible for maintaining their laboratory in a clean, tidy and safe condition.
- 2) When you leave the Department, you are responsible for the safe disposal of all of used chemicals, solvents, cultures etc.
- 3) Food or beverages must not be consumed in laboratories or stored in laboratory refrigerators or freezers.
- 4) Wash your hands after handling chemical material .
- 5) All procedures are to be performed carefully to minimize the creation of splashes or aerosols.