**Policies and procedures for Classrooms, laboratrories, library etc in the College**.

Seva sadan's R. k. Talreja College of Arts, Science and Commerce, Ulhasnagar-3 is a multifaculty and bilingual college and offers various courses at both UG and PG level. The College is a centre for PhD prorammes in Hindi, Botany and Microbiology subjects. The College has its own policies and procedures for smooth functioning of various academic and administrative units

## 1. Classrooms

The college runs in two campuses of which one (old campus) offers aided courses (in addition to IT and Computer Science). The new campus which is near Central Hospital, Ulhasnagar offers unaided UG courses. The college in both campuses accommodates total 48 classrooms to facilitate the teaching and learning processes in the college.  The policies and procedure are –

*For staff (Classroom attendant)-*

1. Open classroom at least 30 minutes before the commencement of lecture (7.00 am).
2. Ensure classroom is neat, clean and windows are kept open.
3. Ensure all desks, chairs, etc are functional and are cleaned.
4. Maintain logbook for every classroom and ensure entry of every lecture conducted.
5. Ensure all switches, switch boards, tube lights, fans are working properly, if not inform to office staff for repair.
6. Allow students into the classrooms 10 minutes before the commencement of first lecture.

*For Students-*

1. Reach college on time.
2. Enter classroom before the bell rings. Once the bell rings, the classroom door is closed by the teacher to stop the students from attending the late.
3. Be attentive to the teacher while teaching.
4. Don't talk with other students during the lecture.
5. Complete all assignments/projects given by the teacher on time and ensure submission on time as per the schedule.
6. Participate actively in interactive class/group discussion and in teaching-learning processes.
7. Don't litter the classroom and ensure personal and classroom hygiene.
8. Don't damage desks, chairs, blackboards, smartboards, audio systems, projectors, fans, tube lights etc in classroom.
9. Switch off your mobile or keep it on silent mode during the lecture.
10. Don't distract the class during teaching-learning process.
11. Make sure that you are well dressed and are wearing the Identity card around your neck.

12. Utilize leisure time properly. Do lunch in break time only.
13. Respect yourself and respect everyone in the classroom.
14. Maintain silence while leaving the classroom and moving in the corridor.
15. Maintain distance while seating in the classroom.
16. Wait for your turn if you are in a queue.

## 2. Laboratory-

The laboratories in the college are spacious, well designed and well equipped. Each laboratory has Lab. Attendant/Assistant to take care of and to utilize its maximum resources by the teacher and students. The following policies and procedures have been laid down for smooth function of the laboratories.

*For staff (Lab attendants/assistant)-*

1. Open laboratory at least 30 minutes before the commencement of practicals.
2. Ensure laboratory is neat, clean and windows are kept open for proper ventilation.
3. Ensure all platforms, washbasins, taps, gas pipes, instruments/equipments etc are functional and are cleaned. If not, inform the appropriate person.
4. Ensure all switches, switch boards, tube lights, fans are working properly, if not inform to office staff for repair.
5. Maintain logbook for laboratory as whole and ensure entry of every practical conducted.
6. Maintain logbook for each equipment/instrument available in the lab and ensure that the details of use and user(s) have been entered.
7. Provide user manual (manual for handling and operation) of every instrument/equipment.
8. Allow students into the classrooms 10 minutes before the commencement of lecture.
9. Do not shift equipments/instruments in the lab until it is necessary and have permission from HoD and/or Principal.
10. Don't allow outsiders to work in the lab without having permission from concerned authority.
11. Keep disposal systems for hazardous and non-hazardous materials separately.
12. Ensure all chemicals have been named and stored properly in the lab.
13. Before leaving, ensure all fans, tube lights, equipments/instruments have been switched off.

*For students-*

1. Reach laboratory in time.
2. Wait for your turn if in queue.
3. Don't create chaos while entering and occupying the seat into the lab.
4. Don't sit in lab (especially for UG students) without lab attendant/assistance and teacher concerned.

5. Ensure, you are wearing all protective devices (apron, goggle, gloves etc) while doing the practicals.
6. Don't touch chemicals, specimens, instrument/equipment etc if not necessary.
7. Use every instrument/equipment and chemical with proper care.
8. Do pipetting using rubber bulb/dispenser made for the purpose.
9. Be attentive during explanation and demonstration of experiments by the teacher.
10. Don't talk with others. Maintain silence during practical.
11. Don't litter the laboratory. Dispose the materials at places designated for the purpose.
12. Follow the instruction(s) given by the lab attendant/assistant and teacher during the practical.
13. Eating and drinking anything in the lab is prohibited.
14. Keep bags, coats etc at the places provided.
15. Switch off your mobile and keep in bag during the practical sessions (Can be used for calculation purpose if necessary).
16. Report all injuries, spills, accidents and breakages immediately to laboratory attendant/ assistant.

In college, there are total three computer laboratories that are used by Computer Science and IT Departments. The procedure and policies laid down for use of computers are-

1. Post the rules for computer use on the laboratory door.
2. Ensure computer use is for relevant class.
3. Ensure computer on/off through proper procedure.
4. Don't initiate printing during computer use.
5. Report any computer problem with laboratory attendant/assistant.
6. Don't change computer setting.
7. Don't download/install anything that is irrelevant for class.
8. Access only those websites which are suggested by the teacher.
9. Ensure the computer is properly shut down before leaving the place.

**3. Library-**

The college has well established library occupying first and second floor of the library building. It accommodates large no of text and reference books, journals and magazines (printed and soft online), theses, and online data base such as INFLIBNET, Sodhganga, N-List etc for students and teachers of all streams. The library has following procedures and policies for its smooth function-

For staff (Librarian and library attendant/assistant)

1. Ensure that library is opened on time on all working days. If possible, keep library open on Sundays/holidays also. Allow the senior citizens of local community and also the students appearing for competitive exams on Sunday/holiday only.
2. Ensure that library is neat, clean and the windows are kept open for proper ventilation.

3. Ensure that all tubelights, fans and other equipments are working properly.
4. Ensure that library is having sufficient number of seating arrangements for teachers and students.
5. Specify time/duration of reading section in library.
6. Maintain sufficient number of text books, reference books, journals (peer-reviewed journals) of both national and International reputes, e-resources (full text/ secondary databases, CDs/DVDs, Audio-Visual materials etc)
7. Ensure that the books and other reading materials are classified and properly placed for easy accessibility by the teachers and students.
8. Maintain separate logbooks for students, teachers, and any other members visiting the library.
9. Compile all information about number of log-ins into the library services including e-services delivered on monthly basis.
10. Extend library's e-services to its registered users in college campus only.
11. Establish linkages with the other libraries within and outside of country.
12. Help to establish departmental library in the college.
13. Issue books to authorized borrowers for specific time period.
14. Specify borrowing period and reissuing procedures.
15. Specify policies for overdue fines, damage and loss.
16. Provide printing/photocopying facility of library material if permissible.

*For students-*

1. Visit the library in working hours only.
2. Don't roam aimlessly in the library. Stick to library discipline.
3. Issue/Return the books on specified days
4. Follow the issue/return policies strictly.
5. Make entry of every visit in library logbook.
6. Eatables are not allowed in library.
7. Keep you mobile on silent mode.
8. Don't disturb others.
9. Don't litter the library.
10. Take help of library attendants for finding the books.
11. Always carry library card.
12. Handle the library materials with care.
13. If you find any damaged or torn library material, bring it to notice of library staff.

**4. Gymkhana**
The college has well established and well equipped gymkhana on ground floor of the college building. Gymkhana is run by Gymkhana In- charge and five supporting staffs.

The policies and procedures of gymkhana are as follows:

*For Staff (attendants, trainers, sports experts etc)-*

1. Open and close the gymkhana on time.
2. Ensure cleanliness of gymkhana before visiting hours.
3. Display notices/ rules/regulations time to time as suggested/recommended by University/College authority for Gymkhana on notice board.
4. Maintain logbook for every entry/exit into/from gymkhana.
5. Ensure that all equipments/instruments are working properly. If not, inform to Gymkhana In-charge.
6. Do regular cleaning and servicing of equipments/instruments.
7. Provide financial and/or any other support in kind relating to curricular and cocurricular activities to the students especially to socio-economically weaker students.
8. Provision for gymkhana facility to girls and boys separately.
9. Provision for extra time and support to student players representing at university, state, national and international levels.
10. Escorting the girls students for sports tournaments outside the college campus.
11. Maintain attendance of every practice session.
12. Provision for locker facility to students representing college at various levels.

*For students-*

1. Abide by the rules and procedures of Gymkhana.
2. Carry college ID for every visit.
3. Don't litter the Gymkhana.
4. Seek permission before use/touch any equipment/instrument.
5. Handle the Gym equipments with care.
6. Follow the practice/training time allocated to you as per the games stringently.
7. Practice games in kits only.
8. Maintain discipline during practice session on the ground.
9. Utilize changing room facility appropriately.
10. Ensure maximum attendance during practice session.
11. Keep every sport material and equipment used for outdoor/indoor games at proper place.

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