

ITSPM's

ARTS, SCIENCE AND COMMERCE COLLEGE, INDAPUR DIST.PUNE

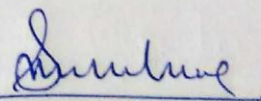
"LIBRARY DEPARTMENT"

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

"INSTRUCTIONS TO THE STUDENTS"

- 1) Students 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 (Borrower's Ticket). Library books will be issued on presentation of the Library card during the Library Hours.
- 4) The book issued on the Library Card can be returned twice a week. The book must be returned to the Library on the given date.
- 5) A book will be issued and returned on the specific days. Late returned of Library Books will be fined as per rules-Rs. 1/ per day.
- 6) A student must check and faulty / damage book will bring to the notice of Librarian/Library Staff before borrowing any book. A book, if torn partially, should be brought to the notice of the Librarian. Otherwise, the concerned student will be held responsible for the same. If a Library book is returned in damaged condition, the borrower will have to pay double value of the book. The fine depending upon the nature of tearing the book.
- 7) A Library Card or Identity Cards are not transferable. Loss of Identity Card should be immediately informed to the Librarian in the Written Application. New Identity Card will cost Rs. 100/- and for Library Card Rs. 20/- each after paying fees in bank and submitting the receipt to the librarian.
- 8) A Gentle and Polite behavior with Library Staff is expected from the students. If a student finds any problem, she/he should see the Librarian or the Principal.
- 9) Please maintain silence in the library and reading room.

- 10) Use of mobile phones is strictly prohibited. If anybody found guilty, strict action will be taken against him / her.
- 11) Students are supposed to keep their bags, personal reading material and other belongings outside the library. Students are advised not to keep their valuable things inside the bag at counter
- 12) The library staff are not responsible for the loss or damage of students' belongings.
- 13) Books / periodicals or any other library material can be issued only after showing valid – Card.
- 14) Books once issued will not be returned on the same day.
- 15) No library material can be issued by any person on someone else's I-Card.
- 16) Students will not be allowed to use the library during lectures hours.
- 17) No Library material will be taken out of the library without the permission of the librarian.
- 18) Students are requested to keep the books / magazines or any other material used in its respective place.
- 19) If a book is lost, the concerned person has to replace the lost book with a new book, as well as pay the late fine.
- 20) Any library materials is taken out of the library for photocopying will have to be returned within an hour. Necessary action will be taken against the users failing to do so.
- 21) Library Instructions drawn from time to time should be followed seriously. Library rules may be amended time to time as per requirement.



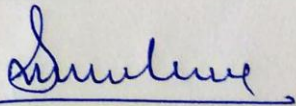
Dr. Sanjay Chakane
for **Principal**
Arts, Science & Commerce
College, Indapur, Dist. Pune

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MAINTENANCE POLICY

1. Library has balanced and up-to-date collection development policy.
2. Every academic 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. The old/ damaged books will be withdrawn from the library or will be sent for binding on the basis of its utilization.
4. Library has the 'Vridhhi' software for library management system. Annual Maintenance
5. Contract (AMC) procedure has been followed every year to up-date the software.
6. E-access of Books and Journals are available in the library for the students and faculty members. Every year college has renewed the subscription.
7. Library has membership of British Council Library to avail the additional resources in various filed.

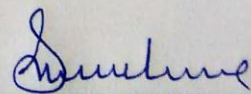

for Dr. Smita Ghokane
Principal
Arts, Science & Commerce
College, Indapur, Dist. Pune

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RULES AND REGULATIONS FOR COMPUTER LAB

1. Access to the Internet is a privilege, not a right.
2. Maintain silence inside the lab.
3. Students should enter the log-in and log-out time in the log note book without fail.
4. Students must produce Identity Card when demanded, to utilize the lab resources.
5. Footwear is not allowed inside the lab.
6. Students are not allowed to download pictures, music, videos or files without the permission of a staff.
7. Log-on with your username and password for your use only. Never share your username and password.
8. Food or beverages are not allowed inside the computer laboratory.
9. Do not install software without permission.
10. Do not remove or disconnect parts, cables, or labels.
11. Usage of storage devices (CD, DVD, Pen Drive, External HDD, etc.) is subjected to permission of concerned teachers.
12. Site includes chat rooms, instant messaging (IM), social and adult sites are strictly prohibited.
13. Internet/Intranet gaming activities are prohibited.
14. Do not personalize the computer settings. (This includes desktop, screen saver, etc.)
15. Ask permission to print.
16. Log-off — leave the computer ready for the next person to use. Collect belongings before leaving the laboratory.

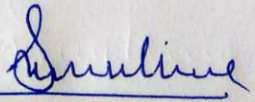

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RULES FOR ATTENDANCE AND LEAVE OF ABSENCE

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. Absence during one hour either from the forenoon or the afternoon session will be considered half a day of absence. Late comers will not be given attendance.
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. 75% of the working days of the semester and the Principal is satisfied with the student's progress and conduct.
4. Application for longer periods of absence must be made to the Principal. Application for sick leave for more than three days should be supported by a medical certificate. The certificate should be submitted immediately after the treatment. Certificates delayed and dubious will be summarily rejected.
5. Absence without leave is punishable.
6. Absence for ten consecutive working days will result in the removal of the name from the rolls.
7. 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 in charge.

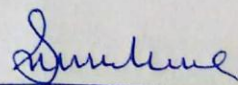

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LABORATORY RULES

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. Eating, drinking, smoking, handling contact lenses, or applying cosmetics is not permitted in the laboratories.
5. Wash your hands after handling chemical materials.
6. All procedures are to be performed carefully to minimize the creation of splashes or aerosols.



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