



VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE  
(AUTONOMOUS)  
AFFILIATED TO BHARATHIAR UNIVERSITY  
KOVAIPUDUR, COIMBATORE - 42

**AQAR – 2023-2024**

**CRITERIA – 4**

**Metric-4.4.2 Established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.**

The following details are provided as sample document

# Library And Lab Regulations

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**KOVAIPUDUR, COIMBATORE-641042.**

**COMPUTER LAB PROTOCOL'S**

- It is mandatory for the Students to wear the ID card issued by the college, before entering the lab.
- Students must sign Log Registers while entering the Lab and at the Time of Exit.
- Students should not involve in any unauthorized installations on Lab Computers.
- Students must leave their bags and other personal belongings outside the Lab.
- Computers and peripherals are not to be moved or reconfigured without the approval of Lab Programmers.
- Students must maintain Silence inside the Lab.
- No Food, Drink or Use of tobacco in any form is allowed inside the Lab.
- Students are strictly prohibited from playing Computer Games, downloading, viewing or distributing any offensive materials (for example pornography, profane language etc.)
- Before leaving the lab, users must close all programs positively and keep the desktop blank.
- Users must close all the applications, turn-off the computer and arrange the chairs before leaving the computer lab.
- In case of theft / destruction of the computers or peripherals, double the cost of the lost items will be charged from the student/user.
- Keep the Lab Clean and Tidy. Tampering with the hardware or software settings will not be tolerated.
- The use of cell phones is prohibited in the computer lab. Cell phone usage in the computer lab is distracting to other students and instructors trying to work.
- Disruptive students will be asked to leave the Lab.

  
System Admin  
**Sys Admin**  
**VLBJCAS**



  
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## **Library Rules and Regulations:**

### **General Rules:**

- Identity Card is compulsory for getting access to the library
- Silence to be maintained
- No discussion permitted inside the library
- Registration should be done to become a library member prior to using the library resources.
- No personal belongings allowed inside the library
- Using **Mobile Phones** and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- Enter your name and sign in the register kept at the entrance counter before entering library.
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- The Librarian may recall any book from any member at any time and the member shall return the same immediately.
- Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/ her card.
- Refreshment of any kind shall not be taken anywhere in the library premises.

### **Admission to Library:**

- Students are allowed to library only on production of their authorized/ valid Identity Cards

### **Working Hours of the Library:**

- Monday to Saturday 9 am 5.30 pm

### **Circulation Issue System:**

Books will be issued on presentation of the library card along with the ID card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

### **Overdue Charges:**

Materials borrowed should be returned on or before the due date stamped, if returned late overdue fine will be charged for the delayed period.

### **Book Lost:**

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

**Validity of Cards:**

Library borrower cards are valid for the entire duration of the course to access library facilities at the end of the course borrower cards shall be returned to the library.

**No due Certificate:**

Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

**Care of Library Books:**

Students are required to handle the books/ Journal very carefully, marking the pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

**Book bank:**


SC/ST students of college can become a member of the book bank and will be issued 4 textbooks. Book shall be returned within two days after theory examination, otherwise a fine of Rs 1/- per day will be charged.

**Reference section:**

This section has Encyclopedia, Dictionaries, and Textbooks Reference books etc. which are only available for reference. User can make use of these resources.

**Journal section:**

In these section journals, general magazines and news letter are available. They are arranged department wise. The latest issues are displayed on display rack and other previous issues are arranged in the drawer. Bound volumes of periodicals are arranged in rack alphabetically and are meant only for reference within the library.



**Dr. R. MAHESHKUMAR, M.L.S., M.Phil., PGDCA, Ph.D.**  
**HOD & LIBRARIAN,**  
**DEPARTMENT OF LIBRARY,**  
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