



VIDHYA SAGAR WOMEN'S COLLEGE

(Affiliated to University of Madras)

Accredited at 'A' Grade by NAAC

Procedures and Policies

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and in the interest of students.

1. Library

The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal.

To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.

2. Sports

Regarding the maintenance of sports equipment the college sports in charge is deputed

3. Computers

- Centralized computer laboratory established to enrich the students.
- ERP software is used for maintaining faculty and students details.
- Each Department having appropriate computer for their requirements.
- Open access journals facilities are available.

4. Classrooms

The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other.

Administrative officers will take in charge for student's academic requirements

5. Laboratory

Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HODs of the concerned departments.

Maintenance of laboratories are as follows:

The calibration, repairing and maintenance of sophisticated lab equipment's are done by

the technicians of related owner enterprises.

6. Additionally

- There is lab instructors in every department, who maintains the sophisticated by physically verifying the items round the year.
- Department wise annual stock verification is done by concerned Head of the Department.
- Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty incharge.
- Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.
- College campus maintenance is monitored through regular inspection.
- Upkeep all facilities and cleanliness of environment in women's hostel is maintained through Hostel monitoring committee.
- The maintenance of the reading room and stock verification of library books is done regularly by library staff.

Vision & Mission

VISION

To educate women students, empower them with wholesome development of their innate potential and enhance their contribution towards being socially responsible citizens.

MISSION

- **To develop as a premier institution for learning by providing holistic education and skill based learning through value added courses.**
- **To promote a sense of economic and social independence through comprehensive education especially to students from rural background and first generation learners.**
- **To provide a learner- centric approach through state of art academic framework.**
- **To create a sense of social awareness through regularized and monitored practical learning.**

LIBRARY RULES

1. Membership is open to all the Staff and Students of this College.
2. Library Works from 9.30 am to 5.00pm from Monday to Friday.
3. Two Library Tickets will be issued for student member.
4. Library Tickets are not transferable.
5. Only one book can be borrowed upon each ticket.
6. Members are responsible for all the books borrowed on their library tickets.
7. Student members should produce their identity card along with the tickets at the time of borrowing books.
8. Books will be issued to student members for a period of 10 days.
9. Two renewals of books will be provided if there are no reservation against those books have to be presented physically to the library.
10. Members before leaving the counter must satisfy themselves as to whether the books which they intend to borrow are in good condition and any damage should be immediately reported to the librarian failing which the member to whom the book was issued will be held responsible.
11. Books that are in special demand may be recalled at any time if required.
12. Absence from the college will not be admitted as an excuse for the delay in the return of books.
13. Loss of books, if any shall be reported to the librarian immediately and it shall be replaced by another good copy immediately.
14. All members shall sign in the gate register at the entrance as a token of their acceptance to adhere to the rules of the library
15. On no account, personal books, files and other articles (except loose sets paper) will be the allowed inside the library. These shall be deposited at the property counter at the entrance.
16. Strict silence shall be observed inside the library.
17. Any marking or writing inside the books by the members is strictly prohibited.
18. A member shall be responsible for any damage done by her to the books or other property. She will be required, to replace the books or other property damaged.
19. Not with Standing anything contained in these rules, the decision of the authorities of this college in all matters shall be final and binding on all matters.
20. Loss of tickets should be reported to the librarian immediately.
21. All student members should return their two library tickets at the end of the final year and obtain a "No Dues Certificate" from the librarian.
22. All books must be returned on or before the last working day of the academic year.
23. No Books can be borrowed by the student after the last working day of the academic year.
24. All Students should show their library cards and obtain a "No Dues Certificate" from the librarian, only then Hall Ticket will be issued to appear for the exam.