

Pushpanjali College of Education

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Library Rules

1. The library will be open from 8.00 a.m. to 3:00 p.m. on all working days including Saturday. It is meant for the use of the staff and students of this institute only.
2. Students must show to the Librarian their Identity Cards when they apply for books for the first time.
3. Applications for books shall be made on Demand-Slips available at the Librarian's counter. This slip, clearly filled in, shall be handed to the Librarian.
4. Only two books, but not on the same subject, for home-reading are issued to each student at a time. Journals and books marked 'FOR REFERENCE' can be used only within the Library Premises.
5. Books are issued for 2 days only. If a student wishes to keep a book or books for more than two days, she shall be required to apply for renewal for two days, and to show the books to the Librarian who will or will not renew the issue at her discretion.
6. Books, magazines and reference material shall ordinarily be returned by the same student to whom they are issued.
7. On returning the books, students shall satisfy themselves and see that the Return Ticket should be taken by them.
8. Pictures, maps roll-up B Bs and teaching apparatus are issued not more than one day before the particular lesson for which they are needed. These articles must be returned intact on the same day the lesson is over. This applies also to school text-books.
9. Those who use the Library shall be asked to make good any damage to books, etc. in their charge and they shall replace any book etc. they have lost.
10. Eating in the Library is forbidden.
11. Silence must be strictly observed by all.
12. Use of mobiles in the library is forbidden.

Maintenance of the facilities available in the College

- For maintenance of IT department annual contract is to be given to an IT expert.
- Maintenance of building and furniture to be done as per the need.
- Sweeper, cleaner and watchman are to be regularly appointed.
- When students are in the college canteen needs to be functional. An in charge to be appointed every academic year.
- Cleanliness of the campus is to be done regularly.
- Maintenance of the garden needs to be done on regular basis and pruning of the trees to be done periodically.