

## **Dr. Virendra Swarup Institute of Professional Studies, Kanpur**

### Procedure and policies for maintaining and utilizing physical, academic and support facilities-laboratory, library, sports, computer and class rooms

We try to stand out in this competitive edged era. The girls from our college shall never feel the limitation of being a girl. If they are not prepared to think critically and creatively, speak and write cogently and clearly, solve problems, comprehend complex issues, accept responsibility and accountability, their existence is not a worth. For them we have best quality labs each with different purpose, library with vast collection, sports complex including badminton court, computer room with latest software installed and best LAN, spacious and clean classroom.

#### **PROCEDURAL ASPECT:**

##### **LIBRARY:**

1. Library remains open in college hours for students as well the faculty members.
2. Periodicals are limited for room reading only.
3. The books are available to be borrowed but 1 book at a point of time for the maximum period of 15 days on the presentation of I Card.
4. Any overdue amount/fine is to be settled first before getting new book issued.
5. Any book can be returned by presenting issue card, sign on return and counter sign by librarian
6. Lost book must be reported immediately. Fine of cost of book plus 20% charges is to be paid.

##### **LABORATORY:**

###### **Curriculum Laboratory:**

1. Not more than 20 students will be allowed at a time in laboratory.
2. Only at the time of practice teaching, audio visual aids will be issued.
3. A student shall not alone go to the curriculum lab. A teacher shall accompany her.
4. Laboratory entry as well stock register shall be properly maintained.

###### **Language Laboratory:**

1. Not more than 20 students will be allowed at a time in laboratory.
2. Separate computers are allotted to students at the time of language practice.
3. A student shall not alone go to the language lab. A teacher shall accompany her.
4. Laboratory entry as well stock register shall be properly maintained.

###### **Computer Laboratory:**

1. The students shall take off the footwear before entering the lab.
2. No food items will be allowed in the lab.
3. Not more than 50 students will be allowed to sit at a point of time.
4. Every student is instructed to shut down the systems before leaving the lab.

  
**PRINCIPAL**  
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