

Annexure 5
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
Prathap Nagar, Muttom, Aluva 683 106.

LIBRARY RULES AND REGULATIONS

1. While entering the library, please leave your baggage, personal copies, issued books magazines, etc on the rack placed at the entrance and collect it while leaving the library. No document issued brought to the library unless for returning.
2. Every person entering the library will have to sign in their log in Register with the name of the materials taken for reading.
3. Silence and strict discipline should be maintained in the library by all. Everyone shall ensure that no reader is disturbed in his study by any act of his/her. Library is not meant for group study/work. No shifting of chairs is permitted in the library by the users.
4. Library card is mandatory for issue of books and other documents and the same will be issued to the cardholder only.
5. Transactions will be from 8.30 am to 5.30 pm on all working days. Saturdays and on Sundays it will be from 9.30 AM to 4.30 PM.
6. Borrower is requested to check if the documents being borrowed are complete and no pages are missing in it. In case of defect or damage in the book, it should be brought to the notice of the librarian.
7. Borrowers are responsible for the documents they borrow. Documents lost, torn or damaged (tearing of pages, underlining, making notes, damaging etc.), shall attract serious action including replacement of documents concerned with latest edition or pay a fine of three times the cost of the document.
8. Books will be issued to students on loan for a period of 7 days. A fine of Rs. 5/- per day will be collected if it is overdue. The librarian may call for a book at any time, even if the normal period of loan has not expired.
9. If the due date for return of a book falls on a holiday, it has to be returned on the next working day. The cards of returned books are to be collected from the library on the same day.
10. In case of lost book, it should be reported immediately to the librarian.
11. Books that are in circulation can be reserved for issue. A book issued may be renewed up to 2 times provided there is no reservation.

12. Newspapers and periodicals are intended to be used only in the library premises. Replace them in their proper places after use. If they are found to be damaged or missing the users shall be responsible for replacing the same copy.

13. Tardiness to compulsory library hours will not be tolerated. Those who come late to the library during these hours will lose the day's attendance.

14. Students are requested to minimize the use of Laptops in the Library. USE OF LAPTOP during assigned library hours is not permitted.

In the event of Students being permitted to use the Laptop in the Library:

i) make the auditory signals and Music inaudible by way of switching the Mute Button ON.

Headphones are not to be used.ii) it should be used individually for academic purpose only

15. Reference books will only be issued just before closing time and they will have to be returned before 9 .30am the next day. If not returned on time, students will be charged a fine of Rs. 50/- up to 2.00 pm and thereafter Rs. 100/- per hour

16. Interaction among students is strictly prohibited in the library. Violators will be asked to leave the library and will attract severe disciplinary action

17. In case the library card is lost, it should be reported immediately to the librarian and Rs.100/- will be charged for issue of a duplicate card.

Library Timings


Library functions on all working days from 8 am to 6pm.

Saturdays (1st, 3rd and 5th) from 9 am to 5pm.

Sundays from 9 am to 5pm.

Library is closed on Second and Fourth Saturdays and all public holidays.

If one of the Librarians is on leave then the Library functions on regular shift from 9 am to 5 pm.



Dr. Sashi Kumar
Principal

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Computer Lab Rules and Regulations

- Students should fill in the login register before entering the lab.
- Students should shut down their PCs before leaving the lab.
- Students should maintain strict discipline inside the lab.
- Course-related matters should only be saved in the personal folders assigned to you.
- Students should not save any data in the local machines.
- Chairs should be arranged properly while leaving.
- Laptops, mobile phones, and pen drives are not permitted inside the lab.
- Students should keep their bags outside the lab.
- Eatables are not permitted inside the lab.

Those who violate these rules would be inviting disciplinary action.




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Principal

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Molecular and Biotechnology Labs Rules and Regulations

1. Laboratory manual with detailed procedures is kept for easy reference
2. In the case of functionality of equipments, we maintain hand book of instruments and a usage register. The usage of instruments will be under the supervision of laboratory assistants.
3. Do's and Dont's in the lab and the safety Manuel are displayed in the lab.
4. The complaint and technical errors of equipments while usage will be reported to the Director and he will take initiative to rectify the same through intimating the company concerned and the Purchase department
5. Usage of chemicals will be recorded in the laboratory register and further intend will be given for purchase of fresh lot based on present stock through Purchase department.
6. A login/log out register is maintained in the laboratory for recording the student entry to the lab.
7. Usage of lab coats is mandatory for staff and students in the laboratory.
8. First aid box is maintained in the laboratory to meet immediate causalities.
9. Proper disposal of experimental biological and non-biological waste is maintained in the laboratory.
10. A white board is maintained in the laboratory for displaying daily activities.



Dr. Sashi Kumar
Principal