



## NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN

ARACHALUR, ERODE-638101

Re-Accredited with “B” Grade Status by NAAC, Bangalore.

(Affiliated to BHARATHIAR UNIVERSITY, Coimbatore and  
Approved by UGC & AICTE, New Delhi)

### PROCEDURES AND POLICIES

#### GENERAL GUIDELINES

- Classrooms, Departments, Seminar Halls, Auditorium are regularly cleaned by support staff appointed by the management.
- **Regular checking of classrooms is supervised by the members of this association.**
- The Campus maintenance is monitored through surveillance cameras.
- **The infrastructure maintenance which includes civil, plumbing, electrical, furniture repair and other is also regularly done and checked.**
- **Parking facility is well organized for both the faculty members and the students separately.**
- **There is REVERSE OSMOSIS unit for drinking water and the water taps are available in the campus at various parts.**
- The washrooms are regularly cleaned for the usage of the students.
- There is a systematic disposal of wastes in the campus.
- College displayed safety signboards and first aid box.
- Electrician and system admin usually take care of electrical and technical problems.

#### LABORATORY GUIDELINES

- Students are benefited with ICT resource comprising latest configuration.
- **Antivirus /Firewall /Updating of hardware and software are regularly done.**
- The Computer Labs are efficient and the systems are monitored regularly. Any discrepancies are solved immediately with the help of technical assistants.
- Every department maintains separate record for the stock management and equipments and they are regularly inspected and verified at the end of every year. Lab assistants are employed to take care of the lab equipments and accessories.

### **LIBRARY GUIDELINES**

- The library timing on all working days is between 9.30am to 5.00 pm.
- All students of the college are members of the college library and can borrow books against their college ID Card.
- Students can keep the books for a week and return them on the due date specified.
- The book can be renewed twice for similar period if no demand is found for the book.
- Lost books will have to be replaced. the librarian has power to penalize and refuse access to books to any students who is found damaging the property of the library.
- Late return entails a fine of Re.1/- a day. Sundays and other holidays are excluded from fine.
- Books are accessioned, arranged and circulated effectively.
- The Library holdings consist of books and journals which are available for the students. The stock is regularly checked and improved according to the need of the hour.
- The register is installed in the library and the visitors – both the staff and students are required to enter during their entry and exit.
- The software is installed for the effective issue of books to the students and the staff members.

### **SPORTS GUIDELINES**

- The Physical Education department is facilitated by the Physical Directress to educate the students.
- The Sports ground is well maintained and all the kits required for the players are provided in proper condition.



  
SIGNATURE OF THE PRINCIPAL  
**Dr. P. SHARMILA**  
PRINCIPAL  
NAVARASAM ARTS AND SCIENCE  
COLLEGE FOR WOMEN  
NAGAMALAI, ARACHALUR,  
ERODE (DI) - 638 101