GMC-Policies

Managed by Arya Kanya Vidyalaya Trust

Gurukul Mahila Arts and Commerce College

**At & Post : Tapobhumi, Arya Kanya Gurukul Campus, Jubilee, Bokhira Vistaar,
PORBANDAR– 360579 GUJ INDIA
Re-Accredited 'B' (CGPA 2.38) by NAAC
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Digital English Language Laboratory (DELL) Policy

- ➢ Only those students who have registered for language courses can enter DELL lab.

- ➢ Due permission should be taken from the Coordinator to use DELL.

- ➢ Playing games and misuse of Dell Computer Systems is strictly prohibited.

- ➢ All technical issues regarding use of Computer systems should be directly addressed to the Lab. Coordinator.

- ➢ Avoid unnecessary use of electricity.

- ➢ All students, before leaving the lab, should shut-down the Computer Systems carefully and arrange the chairs properly.

- ➢ If any student goes against the rules of the Lab. strict action would be taken against that concerned student.

- ➢ Students are not permitted to take any food items and drinks to/in the lab.

- ➢ Students are not allowed to use their own CD, DVD or pen drive in the Lab.

Library Policy

Library Use Policy

The resources and services provided by the Gurukul Mahila College Library are designed to support Gurukul Mahila College programs, students, faculty, and staff. The Library Use policy was created to ensure a welcoming, intellectual, and safe environment for all users in the pursuit of study and research.

A. General Use: Use of the Library is intended for research, individual or collaborative study and learning in a quiet environment.

User may not

- Interfere with an employee's performance of duties.
- Damage or alter the layout of the building, furniture, equipments or materials.
- Bring Food or uncovered beverages into the Library

  Library facilities are intended for library activities. Users are expected to respect Library Facilities for the preservation of books, building, furniture and equipment resources for current & future users.

Rules for Book Bank Facility:

- Depending upon the availability of the sets of books the priority will be given to the students on the merit of the last examination.
- The students will not be eligible for Book Bank facility, who fail in the semester end examination.
- 25% of the book value (per textbook) is to be taken as maintenance charges from all the categories of students, who are selected for the Book Bank Facility.
- All students who are availing the facility must ensure returning the entire set of book provided to them within two days of completion of their final examination in the concerned semester/ Term.
- If any students receiving the facility is harming or losing the book, then the value of the book from the student or the original price of the 150 rupees is taken the student.
- The overdue charge is Rs. 1 /- per day per books.
- The cost of this application form is Rs. 10/-

Computer-Laboratory Policy

1. Students must have permission to use the computer lab.

2. Lab timing will be as per the academic time table of different classes.

3. Priority will be given to course related use of computers in lab.

4. Come to the computer lab with clean hands. If you have just had recess,

    please wash and dry your hands before you come to the lab.

5. No food, drink or use of tobacco in any form is allowed in the labs.

6. Use only your assigned computer.

7. Students are not allowed to use personal Pen Drives, CDs, DVDs etc., in a Computer Lab. Only prescribed official Pen Drives, CDs, DVDs etc. will be used in the Computer Lab to avoid VIRUS in Computers.

8. Treat your classmates, your teachers & all equipments with respect.

9. No games are allowed.

10. Do not move the icons on the desktop.

11. Do not change any system settings without permission.

12. Do not edit/ delete files that do not belong to you.

13. If any problem arises, please bring the same to the notice of lab incharge.

14. Before leaving the lab, close all programs positively, shutdown and switch off the computer carefully, Straighten keyboard & mouse, Push in your chair appropriately.

15. Avoid unnecessary use of lights/ fans/ AC and Save electricity.

16. Lab in-charge is authorized to deny lab access to any person who does not comply with the policies described.

Sports Policy

1. Every student has to be present at the scheduled time for Sports & Games Training.
2. It is a part of the students' training to maintain the Sport's playground.
3. It is the duty of students' to maintain the store and use of the Sports & Games equipment during and after the games.
4. It is the duty of every student to follow the guidelines, rules and regulations as decided by the Sports coach and the convener of the *Khel-khood-yog-vyayam dhara*.
5. Every year, the Award of *Khel-kood-yog-vyayam dhara* will be given to the student on the basis of the students' overall performance, behaviour and parameters of Sports.
6. The decision of the Convener of *Khel-kood-yog-vyayam dhara* would be final and binding to all concerned.
7. The final decision in all sporting activities would be taken by the Judges only.
8. All the students have to strictly abide by the rules and regulations of the *Khel-kood-yog-vyayam dhara*.
9. Students' and their parents would bear the entire responsibility as and when they chose to participate in games outside the college campus.
10. Students' should make it a point to inform well in advance in case of any physical ailment whatsoever to the Convener of *Khel-kood-yog-vyayam dhara*.
11. All students who participate in *Khel-kood-yog-vyayam dhara* are expected to maintain a high level of discipline. Any type of misbehaviour would not be tolerated.

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Classroom Policy

1. Authorized Use: Classrooms are to be used solely for academic purposes, including lectures, seminars, and student activities. Unauthorized usage is strictly prohibited.
2. Access Control: Only students, faculty, and authorized staff are permitted to access classrooms. External visitors require prior approval from the administration.
3. Attendance & Punctuality: All students and faculty members are expected to arrive on time for scheduled classes. Late entry may disrupt the learning environment and is discouraged.
4. Cleanliness & Maintenance: Classrooms must be kept clean at all times. Students and staff are responsible for disposing of waste in designated bins and ensuring that furniture and equipment are used appropriately.
5. Equipment Usage: Any digital equipment, such as projectors, smart boards, and computers, must be handled with care. Only trained faculty or authorized personnel are permitted to operate them.
6. Furniture Arrangement: The arrangement of desks and chairs must not be altered without prior permission. After use, classrooms should be returned to their original configuration.
7. Food & Drinks: Consumption of food and drinks (except water) is not permitted inside classrooms to maintain cleanliness and hygiene.
8. Respectful Environment: All students and faculty are expected to maintain a respectful and non-disruptive environment conducive to learning. Any form of misbehaviour or misconduct will not be tolerated.
9. Energy Conservation: Lights, fans, and air conditioning units must be turned off when not in use or when the classroom is unoccupied to conserve energy.
10. Damage & Reporting: Any damage to classroom property, including furniture or equipment, must be reported immediately to the administrative office. The responsible party may be held accountable for repair or replacement costs.

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