



St. Xavier's College of Education (Autonomous)

[Re-accredited (3rd Cycle) at 'A' Grade by NAAC with CGPA: 3.67]

Palayamkottai, Tirunelveli – 627002, Tamil Nadu

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC, AND SUPPORT FACILITIES

All the learning resource centre affirm the potentials of each student and the faculty to learn new information and construct new knowledge. Thus it expects a complete responsibility from the stakeholders so that the resource centres are effectively and productively exploited and malutilization of the resource centres are strongly denounced.

Laboratories

1. Language laboratory may be utilized by the students from 8.30 am to 9.30 am and 1.15 pm to 1.45 pm daily.
2. Students should maintain silence in the laboratories.
3. Students should follow strictly the instructions given by the teacher educators and perform the experiments carefully at the allotted places.
4. All equipment in the laboratories must be handled with care and after understanding their functions.
5. Students must not damage any property, if so, fine would be collected.
6. Before leaving the lab, they must make sure that they would have shut down the system, placed all material in the respective places.
7. The students' entry and exit would be recorded in the register.

Library

1. Strict silence should be observed inside the library.
2. Library functions from Monday to Saturday **09.00 AM to 05.30 PM**. The library remains closed on Sundays and Government holidays.
3. Library users should sign the Gate Register before entering the library.
4. Students must wear **ID CARD** when they are inside the library.

5. Students will be allowed to make use of the reference books (including books, back volumes, dissertations, CD's, etc.,) in the library only on submission of their identity card.
6. Misuse of library facilities is an offence and calls for punishment as decided by the competent authority.
7. Mobile phones are to be switched off in the library.

Sports complex

- Every day evening 4.30 to 5.30 pm, the students are instructed to play in the ground.
- Students should return the play material after the time of play.
- Students must pay attention in handling the play-items.
- Students must be conscious that games are to build the physical and emotional relationship.
- Intramural sports and games is conducted after dividing the students into different houses / groups.

Classrooms

- Students are forbidden to write or make any marks in the walls or throw papers or ink on the floor of the classrooms.
- Strict silence is to be observed during the class hours.
- Mobile phones are prohibited inside the classrooms.
- No student should leave the classroom during the lecture without the permission from lecturer.
- Students should handle the computers and LCD projectors in the classrooms carefully.
- Students should not damage any property inside the class.