



SERVITE COLLEGE OF EDUCATION FOR WOMEN

A unit of Congregation of Mother of Sorrows Servants of Mary
(Re-Accredited with B⁺ Grade by NAAC)

PROCEDURES AND POLICIES

All the Learning resource centers help Stakeholders to learn new information and to construct new Knowledge. The institution expects responsibility from the stakeholders so that the malutilization of the resource centers are strongly denounced.

Computer lab and language lab:

Utilized by the Stakeholders from 12.30pm to 01.30pm and 3.30pm to 05.00pm. Complete silence is maintained in the lab. Moreover thrice in a week students utilize it for ICT classes. They handle all the equipments properly. Before leaving the Lab, they should be sure that they have shutdown the computers properly and replaced everything in proper place. We have installed the software Lady Hawk. Every day the stakeholders are allowed to use the software and the exercise done by them were saved. Through this students and the faculty develop their 4 basic communication skills LSRW. This is an individual practice done by the students without the help of Faculty. All the exercises done by the stakeholders would have immediate reports, so that they understand in which they had gone wrong. It helps to attend NET/SLET, TNPSC, TNTET, TRB, SSC, APTITUDE, G.K, QUIZ and many Competitive Examinations. This software contains all the subject matters like storytelling, phonetics, Inventors Pronunciation drills etc.

Library:

Library is partially automated with ROVAN LMS Software. The gate entry and circulation Register were maintained. The Reference books, dissertation, CD are searched through OPAC System by the stakeholders. Even they could be able to identify in which rack and in which no the book is available. Misuse of Library facilities is an offence and calls for punishment as decided by the competent authority. Mobile phones are prohibited in the library. Each student would be given 3 Library cards. Separate Cabin system is available. Library contains school textbooks proscribed by TN Govt, Encyclopedias and Reference books, 15 journals, 9 Magazines, 4 Newspapers to focus our current information. Stakeholders should maintain discipline inside the Library and should make sure the neat arrangement of the books and chairs.

Sports complex:

Twice in a week students are allowed to play in the play ground between 3.30pm to 4.30pm. We elect sports minister every year to maintain the discipline and play materials. Through sports, students were conscious that they build the physical and emotional relationship. Sports day is conducted every year by dividing the students into four houses and given Shield.

Class Room:

Students are forbidden to crack anything in the walls or throw papers or ink on the floor of the class. Strict Discipline is to be observed during the class hours. Mobile phones are not allowed to take into the class. When Laptop is needed they take for the classrooms and return it carefully after the class. Students handle the function of DLP Projectors carefully. No student should leave without permission. Students are responsible for the Black-Board, Chairs, Benches Desks, Fans and Lights etc. inside the class room. Before going out of the class rooms they have to check the switches and windows to be closed.



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Library



Language & Computer Lab



Media Lab



Psychology Lab



Auditorium



Sports Complex