

#### 4.4.2. Policies



BLDE Association's

**SHRI SANGANABASAVA MAHASWAMIJI COLLEGE OF PHARMACY & RESEARCH CENTRE**

BLDEA  
**100**  
ANNIVERSARY  
19/10/2010

Post Box No. 40, BLDE University Campus, Solapur Road, VIJAYAPUR-586 103

Estd. 1982 Approved by Pharmacy Council of India (PCI), All India Council for Technical Education (AICTE), New Delhi.

Recognised by : Govt. of Karnataka & Affiliated to RGUHS, Bengaluru

**Dr. Navanath V. Kalyane**  
Professor & Principal

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#### 4.4.2: Policies and Procedures for maintaining and utilizing physical, academic and support facilities.

##### Policies and Procedures

The BLDEA' SSM College of Pharmacy and research centre has made a certain policies and standard procedures through which, college is able to achieve its vision and mission. Policies and procedures provide clarity to the viewers, when dealing with accountability of issues or activities that are of critical importance to the college for academic reports.

Policies and procedures are an essential component of any organization/institution. Policies address important issues, such as what constitutes acceptable behavior by employees. Whereas procedures defines clearly, a sequence of steps to be followed in a consistent manner, such as how the organization will respond to any policy violations. Utilizing both policies and procedures during decision-making ensures that employers are consistent in their decisions. Hence the institute has framed the some of the following policies and procedure viz., Admission policy, Sports, computer and data usage and classroom policy for smooth and effective conduction of academic activities of an institution.

1. Admission Policy
2. Sports Policy
3. Computer and Data usage Policy
4. Classroom Policy
5. Laboratory Policy
6. Library Use Policy

  
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### 01. Admission Policies and Procedures

**Purpose:** The purpose of this policy is to establish standards and guidelines for admission to the programs of College.

**Policy:** Consistent with its mission to serve the college shall adopt and adhere to admission standards and guidelines in consistent with RGUHS.

**Responsibilities:** The President, Student Affairs committee shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable regulations, policies, and procedures of the RGUHS and the College.

#### **Procedures:**

The following admission procedures will be followed.

#### **1. Determining Eligibility for Admission**

Admission staff will determine eligibility for admission using the following guidelines, and will make the admission guidelines available on the college's website:

Sl No	Course Name	Course Duration	Eligibility
1	D.Pharm	2 Years	PUC IInd or equivalent with Science (PCM or PCB Combination) recognized by board.
2	B.Pharm	4 Years	a. Applicants who have passed PUC II of Karnataka Board or an equivalent examination (10+2) of other approved board or university with minimum of 45% marks in PCM/PCB Combination. b. For SC/ST the minimum marks required to get admission is 40%. c. Applicants who have passed D.Pharm final with minimum 60% are eligible for direct IInd year B.pharm.

3	Pharm.D	6 Years	a. Pass in 10+2 exam with Physics, Chemistry along with mathematics or biology. b. Pass in D.Pharm from institution approved by PCI. c. Any other qualification approved by PCI as equivalent to any of the above exams.
4	Pharm.D(PB)	3 Years	a. Pass in 10+2 exam with Physics, Chemistry along with mathematics or biology. b. Pass in D.Pharm from institution approved by PCI. c. Any other qualification approved by PCI as equivalent to any of the above exams.
5	M.Pharm in Pharmaceutics/ Pharmaceutical Chemistry/ Pharmacy Practice/ Pharmacology/ Pharmacognosy/ Pharmaceutical Technology/ Quality Assurance/ Pharmaceutics	2 Years	Pass in B.Pharm from RGUHS or any other recognized Indian universities with minimum of 55% aggregate marks of 4 years (for SC/ST 50% aggregate).
6	Ph.D in Pharmaceutics	*Full Time (3Years) *Part Time (5Years)	M.Pharm in Pharmaceutics
7	Ph.D in Pharmaceutical Chemistry	*Full Time (3Years) *Part Time (5Years)	M.Pharm in Pharmaceutical Chemistry

## 2. Special Admission Requirements for International Students

- In addition to general admission requirements, international applicants pursuant to visa status must meet the admission requirements established by the International Student Services office. All necessary documents must be submitted to the Office of International Student Services in accordance with established deadlines.

## 3. Admission Refusal or Revocation

- The college reserves the right to evaluate and document special cases and to refuse or revoke admission if the college determines that the applicant or student poses a threat, is a potential danger, is significantly disruptive to the college community, or if such refusal or revocation is considered to be in the best interest of a college.

#### 4. Admission Application

- The Student Affairs Committee along with the admission staff will make the common Application for Admission, available on the college's website in PDF and as a hard copy version.
- Admission staff will process completed applications received at the college.
- All admissions communications to applicants will be overseen by the Student Affairs Committee. Admission letters will be mailed within two business days of receipt of the Application for Admission.



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## 02. Sports Policies and Procedures

**Purpose:** A sport at our College is considered an important component of overall personality development of our students. We encourage all students to participate in a college sport as we firmly believe in its benefits. Sport is an integral part of social development that needs to be encouraged. Our aim is to produce young men and women who play with good sportsmanship and are competitive every time they step onto the field. We want to teach our students to be committed to their team and take responsibility for their actions. In order to bring the awareness amongst the students we intend to draw a "College Sports Policy". The policy is binding to one and all of our College Community.

The main objective of the College Sports Policy is to include SPORTS as an important part of the overall curriculum offered by the college to its students.

**Policy:** The objectives of the college sports policy are to;

1. Motivate students to become part of the ongoing recreational and competitive sports programme.
2. Inform the students about the benefits of being involved in an active lifestyle.
3. Involve faculty members to assist in promoting, organizing and supervising the college sports programme.
4. Feature "Sports Hour" in the Time Table and to assign a faculty member to monitor the students' presence in the activities conducted during sports hour.

**Responsibilities:** The College:

1. The college will give priorities to Sports and shall consider it as an integral part of the college academic programme.
2. The college shall make available necessary funds and infrastructure to implement the policy to its fullest.
3. The college will encourage/invite talented sportsmen to join the college.
4. The college will make provision in the college time table so as to involve students in competitive as well as recreational sports.

5. The college shall take suitable action against faculty or students not abiding the Sports Policy.

**The Faculties:**

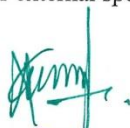
1. The teachers should take pride in associating themselves with sports activities and in motivating/promoting students to take part in sports.
2. The teachers must make students aware about the sports policy of the college.
3. The teachers must encourage students to be involved in the college sports programme.
4. The teachers should not deter any student from participating in internal as well as external sports activities authorized by the college management.
5. The teachers should not organize an extra lecture/tutorial/exam or any other related activities during the assigned time for sports activities or events.
6. The teachers should assist in promoting, organizing and supervising the college sports programme.
7. The teachers should volunteer to organize additional lectures/practical (if possible) for the college sportsmen missing them due to their involvement in external sports activities.
8. The teachers must be aware about the achievements of their students and must highlight the same during their interaction with each other, if possible in a classroom situation.
9. The teachers must assign "duty leave" to the sportsmen on sports duties authorised by the college.

**The students:** The student should take pride in associating themselves with sports activities and in motivating / promoting fellow students to take part in sports.

All the students are expected to sign up for appearing in "SPORTS TEST".

- ✓ This test will have to be completed by all students once a term while they are enrolled at College. Students can appear for this test any time during a term with prior appointment with the sports In-charge.
- ✓ The student must represent the college team in the Inter Institutional and other tournaments authorized by the college.
- ✓ The student must appear in all the intra semester assessments and semester end examinations of the college/university.
- ✓ The college team will withdraw from tournaments if there are not sufficient numbers of players required to form a team.
- ✓ Captains of all the teams will meet Principal before they leave college for external sports competition.

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### 03. Computer and Data usage Policies and Procedures

**Introduction:** The Computing Systems and resources of our College serve to support and enhance the academic mission of the College and its community. As well, access to the computing systems and resources at College is a privilege to be used in effective, ethical and lawful ways that support the values of the College. The College will Endeavour to maintain an atmosphere which balances respect for individual users with respect for College facilities and for College and community standards.

**Application:** This operating policy is applicable to the entire College community using any device connected to the College data network from any access point, internal or remote. This policy includes all privately owned computers connected to the College network. In this context, the College community includes all registered students, all paid employees, full time, part time and casual; and all others associated with the College including Governing Body members, retirees, volunteers, or visitors as are granted periodic user status by the College.

#### **Principles:**

- I. Computing resources are provided primarily to support the College mission.
- II. College community users are expected to comply with both the State Govt. and the Central Govt. laws and the College rules.
- III. Members of the College community are responsible and accountable for their actions and statements in the electronic working and learning environment, according to the disciplinary policy of their respective jurisdiction.
- IV. Members are expected in the reasonable restraint in the consumption of these valuable shared

resources, and to use them in ways that do not interfere with the study, work or working environment of other users.

However, if an infraction is suspected, the traffic and files will be investigated in accordance with the appropriate College processes.

### **Unacceptable use**

The following sections outline computer user responsibilities and restrictions, together with procedures for policy violation and disciplinary measures. The State Govt. and the Central Govt. laws and rules are strictly enforced and College offers its full support and cooperation in the investigation, apprehension and prosecution of any person utilizing College computing resources in the commission of a crime or suspected illegal activity. This "Acceptable Use Policy for Computing Resources" will be posted prominently within College computing facilities and will be available in various publications distributed to students.

### **User responsibilities**

- Users are responsible for any and all use of their User Accounts. As such:
- Users should maintain secure passwords for any and all accounts assigned to them.
- Users should ensure and safeguard against others obtaining unauthorized access to their accounts.
- Users should not share passwords or any other access control information for their accounts.
- Users are responsible for ensuring the confidentiality of any restricted data or information they have been granted access to.
- Users should ensure that confidential information is not observed by others while working at a computer.
- Users should not leave their computers unattended while logged on to their accounts.
- Users should exercise discretion when printing confidential information which may be viewed or observed by unauthorized persons.
- Users may not copy, send, duplicate or transmit by any means, confidential data from College systems for any purpose other than performance of College related business.
- Users must not move, copy or transfer programs, files or other forms of software from one computing system to another without proper authorization to do so.
- Users must not distribute, sell or make available software to any person where prohibited by copyright or license.
- Users must not access and use software belonging to or owned by BLDEACOP without proper authorization and license rights.



### **User restrictions**

Users must use computing resources only for the purposes for which they were authorized. As such:

1. Users must not use College computing resources for private business use or any form of direct personal financial gain.
2. Users must not use College computing resources to build support for personal or political interest.
3. Users must not use College computing resources for the creation, transmission, storage, access or viewing of materials which in any way contribute, support or promote actions which are prohibited on the basis of harassment and/or discrimination including but not limited to the categories of:
  - Harassment
  - Sexual Harassment
  - Racial/Ethnic/Cultural Harassment;
  - Discrimination
  - Poisoned Environment
  - Hate Literature
  - Systemic Harassment/Discrimination
  - Reprisal

Users must not use College computing resources for the creation, transmission, storage, access, or viewing of materials prohibited by Central and/or State govt. law, or which, in the sole opinion of the College, are offensive by community standards and values. These restrictions include, but are not limited to the following:

- Any form of material supporting or contributing to the harassment or discrimination.
- Any form of pornographic, obscene or sexually explicit material; or
- Any form of illegal trade, negotiation or conspiracy to conduct illegal acts.

Users must not use College computing resources for the creation, transmission, storage, access or viewing of materials which are deemed by the College to serve no useful academic or administrative purpose. These restrictions include, but are not limited to the following:

- On-line gaming such as multi-player internet or local area network games.
- Downloading, copying or transmittal of personal use software or any other form of electronic information and materials.
- E-mail communications which denigrate the objectives of the College. If the proposed communication is questionable, it should first be referred to College Computer Policy

Users must not attempt to interfere with the normal operation of College computing systems, facilities or resources. As such users must not:

- Attempt to encroach on others' use of computing facilities.
- Attempt to subvert the restrictions associated with their computer accounts.
- Attempt to gain access to systems both inside and outside of College for which they have no authorization.

Users must not utilize any College computing facilities for the purpose of creation, development, storage, replication or transmittal of any programme, code, subroutine or other means intended to disrupt, interfere, destroy or corrupt the normal operation of systems or data. (e.g., viruses, worms, hack utilities, net snooping utilities).

**Additional user rules for computer labs:**

In addition to the Responsibilities and Restrictions as described in the Acceptable Use Policy for Computing the following User Rules Apply to all Academic or Public Access Computing Labs within our College.

1. Academic computing labs (teaching or general access) serve to support the teaching and learning endeavors of the College community. Users of these facilities are expected to behave in an appropriate manner so as not to disrupt in any way users of these facilities.
2. In order to ensure the proper functioning of these labs, users must not in any way tamper, change, or disrupt the normal function of the hardware and software contained within these facilities. Examples include such things as changing operating system configurations, desktop attributes or software functions.
3. Lab users shall not download, store or install any software or other electronic file which does not support an approved academic purpose, which is for personal use or for which they do not have the explicit consent to do so by an authorized College official.
4. Lab users must not access, store or transmit any program, code, subroutine or other electronic file which is known or ought to have been known by them to contain destructive or interfering capabilities such as viruses.
5. Lab users shall not participate in any form of personal group messaging such as "chat lines", or other forms of synchronous or asynchronous group messaging unless specifically permitted as a program requirement.
6. Lab users must not use the printing services contained within these labs for any non-academic, personal use e.g., flyers, internet documents, manuals etc.

7. For Multi-copy printing concerned subject teacher's consent is necessary.
8. Lab users must in no way misrepresent their identity through impersonation, alias or anonymity so as to conduct or transmit any communication, data or other file.
9. Plagiarism, theft, cheating on tests, assignments or reports, misrepresentation of identity, or the falsification of data in any way constitutes "Academic Dishonesty".  
Academic Dishonesty is a serious offense and extends to the users to the prohibition of computing lab facilities.
10. The Student Access Lab is considered a study area and as such, noise must be kept at an acceptable level.
11. Lab assistants also have a responsibility to enforce computer use policies.

**Procedure for policy violation:**

The following guidelines outline the procedures and disciplinary measures which may be invoked in instances of policy violation. Progressive disciplinary measures are instituted in instances of minor violations. More serious offenses including but not limited to issues of harassment, discrimination, threats to personal safety, substantial risk to a College member (staff, students or visitors) or major damage to College systems will result in immediate disciplinary measures aimed at safeguarding or protecting individuals or College resources. The process for addressing alleged violations of the Acceptable Use Policy for Computing is as follows:

1. A first violation (minor) will result in a warning to cease the alleged violation. Warnings may be issued by any College employee witnessing or suspecting a violation of this policy by any student or visitor of the College. Warnings may be issued by any College staff witnessing or suspecting a violation of this policy by any staff member. A meeting may be set up to review the alleged violation, allow the individual an opportunity to respond, and to discuss the warning. In the case of a student, such meeting shall be attended by the staff member witnessing or suspecting the violation, the subject teachers in which the student is enrolled.
2. A second violation (minor) will result in a written warning from the Teacher-in-Charge / Principal. At that point the alleged violation is considered to have become a disciplinary matter and will be referred to the appropriate disciplinary body or process. In issues of student committed violation, the college authority shall determine the course of disciplinary action. Matters of harassment or discrimination are governed by the College's Policy on Harassment.
3. Third and subsequent violations (minor) may, in the sole judgment of the Governing Body, result in

restriction or complete suspension of access to computing facilities. Such sanctions will remain in effect until the investigation of the alleged violation is complete. Opportunities for review and discussion of the alleged violation will be subject to the "Academic Appeal Procedure" or in the case of staff, the provisions of the College's employee groups' collective agreements or terms and conditions of employment.

4. The College Governing Body may impose whatever measures are reasonably necessary to balance academic freedom against the prevention of a major violation or a reoccurrence of a major violation, including but not limited to immediate restriction or suspension of access by any person or persons to computing resources and services, whether before, during or after investigation of the matter has been completed. Opportunities for review and discussion of the alleged violation will be subject to the "Academic Appeal Procedure" or in the case of staff, the provisions of the College's employee groups' collective agreements or terms and conditions of employment BLDEACOP College Computer Policy 2015.



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#### 04. Classrooms Policies and Procedures

**Attendance:** All courses involve teamwork and classroom lecture to support the learning process.

Attendance is required. There are no unexcused absences from this course. An excused absence consists of a death in the family, extreme illness or participation in official college sanctioned activity that forces you to miss class. You must provide proper documentation for the absence to be excused. For every class missed there will be deduction of particular points/marks from your final grade.

**Tardiness:** Class starts on the hour. If you are not in your seat or in your production position at the start of the hour you will automatically lose points/marks from your final grade.

**Identification Cards:** You are required to wear your Identification Card at all times. Any student without an ID card will be asked to leave. If your ID is lost or stolen you MUST file a report with the office staff immediately.

**Plagiarism:** Any student caught plagiarizing in this class will automatically deduction of particular points/marks from your final grade. Cheating: Any student caught cheating in this course will automatically receive the deduction of particular points/marks from your final grade.

**Copyright:** College owns the Copyright to any material produced with our College equipment and facilities. You may continue to use your work for promotion and screening, but College holds the rights to any profit made.

**Props:** Any props that are related to weapons (guns, knives, axes etc.) must first be approved by the Chief

of Campus Police. Please plan accordingly.

**Revoking Facility Access:** We work on a 3 strike system for the entire facility and for the individual student.

- ✓ Strike 1 is a warning.
- ✓ Strike 2 Facility Access is denied for the weekend.
- ✓ Strike 3 Facility Access is denied for the remainder of the semester. Only the Academic Chair of the department may reinstate or revoke access.

**Drive Up:** If you need to drive up to drop off or pick up equipment you must first contact the Department head to get permission.

**Emergencies:** If you contact the Department for any reason other than informing them you are in the building or equipment pick up or return, or loss of an ID or Key, you should contact the Instructional Technician immediately.

**Cleaning:** Our facilities are toured on almost daily basis by local dignitaries. It is your responsibility to keep this place as clean as possible. Food and drinks are not allowed in the lounge area and in the classroom except drinking water and medical needs.

**Computers:** Computers are for audio and video production, research, and script writing. No games or downloading of music or video, or software files is allowed. If you are caught your access will be removed. To protect the integrity of our systems, no editing stations are connected to the Internet. There are computer facilities in the computer lab that can be used for Internet access.



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### 05.Policies & Procedures - Laboratory

#### **Research Laboratory Policies**

1. **Eating and drinking** are not allowed in the laboratory.
2. Students have to give a **signed copy** of requirement of chemicals/glassware / equipments in borrower's form to the HOD before they initiate research.
3. A **copy of the thesis proposal** has to be submitted to the HOD as soon as it has been presented. Include in the proposal the **list of all materials and equipment** to be used as well as the tentative schedule of their use.
4. Faculty, technicians, and students must **wear the appropriate attire** in the laboratory.

Laboratory apron must be worn properly during the performance of the experiments.

Students without lab apron are **not** allowed to perform their thesis experiments in the laboratory

**No open-toed footwear** is allowed. **Long hair must be tied back.**

5. **Proper disposal of waste chemicals must be observed.** Waste containers must be **appropriate** for the waste chemical.

All spilled chemicals must be cleaned as per the safety profile. If the students do not know what to do, they should ask for the help of the technician.

6. Consumables will not be provided by the lab. Students are expected to bring their own detergent, tissue paper, matches, gloves, masks, masking tape, labeling paper, zip lock bags, and other consumables that they may need for their research.
7. Bags, books, and other materials unnecessary to the experiment to be performed are to be placed away from the experiment area.

8. Requests for chemicals, glassware, or any other laboratory materials must be made by filling out the borrower's form in this way, the academic service faculty and the technician can track down a student who is currently responsible for a particular material/equipment in the lab.
9. Safety rules and regulations regarding the use of instruments must be strictly followed by all students in the laboratory. Thesis advisers and students must be familiar with all laboratory student policies including policies for overnight work.
10. Faculty and students should be familiar with the safety features of the laboratory such as the location of safety showers, fire extinguishers, bucket of sand, pail, medicine boxes, fire escapes, etc.
11. **No thesis experiment is to be performed whenever water is not available.**
12. **All injuries**, however minor, must be reported to the thesis adviser, lab technician immediately. The lab technician prepares the accident report for record purposes. If the injury is minor, the thesis adviser, technician may administer first- aid treatment. If the thesis adviser, technician does not feel confident in administering the treatment, the student should be sent to the clinic accompanied by another person who is authorized by the thesis adviser.
13. **Use of Instruments**
  - a. Use of instruments must be in the presence of lab technician.
  - b. Use of instruments during overnight work is discouraged.
14. **Working in the Laboratory beyond regular working hours.**
  - a. **No student is allowed to work ALONE in the lab beyond the regular working hours.** All students (graduate or undergraduate) who intend to do research in the lab beyond the regular working hours (Monday to Saturday, 5 pm to 10 pm and Sundays/holidays) must be accompanied by at least one faculty member or by a graduate student.
  - b. Researchers who intend to continue doing their research after 10pm on Weekdays and on Sundays must accomplish a **Special Permit for Campus Access.**
  - c. Overnight work requiring the use of instruments **may only be done when a faculty that accompanies the students knows how to operate the said instrument.**
15. Thesis students are responsible for all their borrowed materials. They are charged for any loss or damage incurred by them.
  - a. If the thesis student incurs breakage of glassware or equipment, the lab technician prepares the billing for thesis students. Students pay at the Accounting Office and submit the official receipt number to the technician as soon as possible, preferably before performing another experiment. Replacement of broken wares is allowed



- provided a receipt for the item is presented
- b. At the end of the thesis, students must return all items borrowed from the lab and secure a clearance from the laboratory head. They must present this clearance to the thesis adviser before their final defense. No final grade for the thesis may be issued unless the lab breakage has been settled.

## Teaching Laboratory Policies

### 1. General Policies

- a. Refrain from smoking, eating, drinking, and littering in laboratories.
- b. Stay inside the laboratory only during lab classes. Only officially enrolled students are permitted inside the lab.
- c. Use all laboratory fixtures properly. Do not sit on tables and do not open cabinets or lockers unless there is an instruction to do so.
- d. Turn off all electrical appliances in the laboratory if they are not being used.

**If you are the last person to leave the laboratory, turn off the lights, fans, air conditioners, projectors, and computers, lock the doors, and close the windows.**

- e. **Use only the computers in the lab for purposes related to experiments performed.**
- f. Maintain the cleanliness of the lab at all times. Always observe proper safety procedures in the lab.
- g. **Students are not allowed to stay inside the classroom beyond their class hours.**

### 2. Borrowing Procedures and Use of Equipment

- a. All pieces of equipment necessary for experiments may be borrowed from the lab technician.
- b. Borrow only the pieces of equipment which are specified in your experiment or are required by the lab instructor.
- c. The borrower and his/her group are held responsible for all pieces of equipment borrowed from the technician.
- e. Pieces of equipment borrowed must be returned upon completion of the experiment.

- f. Students from other Departments who wish to use Lab equipment are to write a letter addressed to the Department HOD. The letter should state the purpose for which they are going to use the equipment. Also, the letter should indicate that they will take responsibility for any damage or loss of the borrowed equipment.

### 3. Lab Safety

- a. Students are advised to read all precautionary notes on all pieces of equipment before using them. All questions about safety precautions on the equipment being used must be addressed to the staff.
- b. The lab technician must first check the set-up for experiments requiring the use of electrical components before any of these are plugged in or turned on. In case of faulty equipment, the staff must be informed immediately so that a replacement can be secured from the Storeroom.
- c. Experiments involving the use of boiling water, heaters, and the like must be performed close to the water sinks in the lab. Proper safety procedures must be employed when performing such experiments.
- d. Chemicals used in some experiments must be handled with utmost care. Used and unused chemicals must be returned to the technician as soon as the experiment is finished. Chemicals should never be thrown into the water sinks or the trash bins.
- e. All injuries, however minor, must be reported to the staff.
- f. In case of a minor injury, the instructor and/or the lab technicians may administer first aid. The student may be sent by the staff to the clinic accompanied by a person designated by the staff. If the staff and/or the lab technicians feel they cannot administer the proper first-aid treatment, the student must be brought to the clinic immediately, if possible accompanied by a lab technician.

### 4. Special Lab Experiments

- a. Special or make-up experiments outside of regular class hours are discouraged.
- b. In case of a special or make-up experiment outside the regular class hours, the student has to confirm the availability of the technicians, the equipment, and the lab room before scheduling one with his/her staff. Special or make-up experiments must only be performed in a lab room.
- c. Special or make-up experiments outside the regular class hours are allowed only upon the approval of the staff. **No special or make-up experiments are allowed if the staff cannot be present during the special or make-up experiment.**
- d. Lab technicians are not required to assist the student during the special or make-up experiment.

**5. Role of Laboratory Technicians**

- a. The lab technicians are responsible for the safekeeping and lending of all pieces of equipment used in the Lab.
- b. The lab technicians may be requested by the staff to assist during a lab experiment.
- c. Lab technicians are tasked to check the conditions of all pieces of equipment that are returned to them. In case of broken, lost, or damaged equipment, the technicians are authorized to note down all information about the borrower which will be necessary for proper documentation.

**6. Breakage, Loss, and Damage to Lab Equipment**

- a. Any incident of breakage, loss, or damage to any lab equipment must be reported immediately to the staff.
- b. The borrower and his/her group members are responsible for the replacement or payment of the broken, lost, or damaged equipment.
- c. The cost of the damage to the equipment is assessed by the staff and technicians and a billing statement is forwarded to the borrower.
- d. Students must pay for, repair, or replace the broken, lost, or damaged equipment on or before the semester/final exams; otherwise, they would not be cleared from the lab and not be allowed to enroll in the following semester/final exams. Furthermore, they would not be given their final grade for that lab subject.
- e. Once the equipment has been paid for, replaced or repaired, students would be issued a clearance by the lab technician.

**7. Use of Lab Equipment for Overnight Experiments**

- a. Only faculty members of the Department are allowed to use the lab equipment for overnight experiments.
- b. The HOD and lab technicians must be informed in writing prior to the use of any equipment.
- c. The equipment borrowed may only be used in either the Teaching Lab or the Research Lab unless a permission to use the equipment outside the campus has been secured from the HOD.



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BLDE Association's

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### **06. Library Use - Policies and Procedures**

The College Library, first and foremost, serves the college's current faculty, students, and researchers who hold valid College ID's or other valid photo ID (i.e. drivers' license, employee ID, consortium ID). Persons without a valid ID must present a valid photo ID (e.g. driver's license, non-driver's license, or other employee ID) to utilize library services. All persons visiting the library must present a valid ID to gain entrance into the library and to utilize all library privileges.

#### **Borrowing Library Materials - Policy**

Borrowing privileges are generally limited to current members of the College community. Visitors are welcome to use the library and its facilities for research and study purposes but are restricted to using library materials within the library only.

#### **Circulation Services - Policy**

#### **Patron Registration**

- All borrowers of library materials are required to obtain a Library Card.
- No library materials can be checked out without a valid Library Card.
- Cards are normally issued for one academic year and may be obtained at the library circulation desk.

### **Borrowing Library Materials**

- **Borrowing Eligibility:** The loan of library books and materials is open to validated students, faculty of the College.
- **Faculty and students from other institutions, as well as local residents:** are welcome to use the library for reading and research without borrowing privileges.
- **Revoking Privileges:** Borrowing and access privileges may be restricted or revoked for serious or repeated infractions.

### **General Loan Policies**

- Faculty/staff                    3 months
- Graduate students            2 months
- Undergraduate students    1 month

### **Length of Borrowing Periods for Books & Other Materials**

- **Regular Collection Books:** Circulate according to the above mentioned statuses
- **Reference Books:** Non-circulating books that cannot be checked out
- **Videos, Cassettes, and CD's:** Items that circulate for four weeks or according to the status of the borrower (and less depending on the demand or designation by the instructor).
- **Thesis or D. Ministry Project Students:** These students are eligible for special extended loan periods. Ask at circulation desk for information concerning this borrowing privilege.

### **Renewals**

Books may be renewed in person at the library circulation desk.

### **Returns**

Books and other items must be returned on or before the due date. Books and other print items should be placed in the Return Book slot at the Circulation Desk. Audio-Visual equipment and related materials should be returned at the Circulation Desk.

### **Overdue Fines**

Patrons are expected to return items before the library closes on the date the items are due. If an item is not returned on time, patrons will be notified on the 10<sup>th</sup> day that the item is overdue. Fines for

overdue are calculated as follows:

- Non-reference books – Rup.5/- per day per item to a maximum of Rup.1000/- per item
- Videos, Cassettes & CDs - Rup.50/- per day per item to a maximum of 1000.00 per item

#### **Lost Item Fees**

Patrons are responsible for all materials they have checked out. When an item is 60 days overdue, it is considered lost. Lost items are billed to your student account on the following scale:

- Cost of item plus 1000/- processing fee for items still in print
- 1000/- 10000/- for items that a replacement cannot be found
- If you find a lost item within two months of losing it, your money will be refunded

#### **Reserve Books - Policy**

- Reserve books are located behind the circulation desk.
- Materials may be looked up by instructor's late name or course title.
- Most reserve materials are for in-library use only. The instructor may designate an item(s) for overnight use.
- Most items are loaned for 2-hour use in the library and may be renewed if not requested by another patron.

#### **Printing and Photocopying - Policy**

Printers – Computer Center

Networked printers are available in the library's computer center. Printing from the networked computer printers is currently Rup. 1/- per copy.

Photocopy machines are available in the library for the convenience of patrons and is centrally located.

Please note the following:

- The photocopy machine is centrally located
- Cost of copying is Rup. 1/- per copy copy.

For assistance, see library staff.

#### **Interlibrary Loans - Policy**

Interlibrary Loan (ILL) service is available only to our students, and faculty. There is no cost for borrowing materials through College Library's interlibrary loan service. However, borrowers could experience a cost when the lending institution imposes fees.

Patrons can request up to five pieces of materials using ILL. They can make I.I. requests at the circulation desk and requests are accepted Monday through Saturday, excluding holidays. Requests for materials usually require one to two weeks to fill. If users have questions, they may contact a library staff for full explanation of the process.

#### **Reference Services - Policy**

The Library Center offers reference service to assist patrons in making the fullest possible use of its information resources. The library staff is delighted and equipped to answer questions and to offer direct personal assistance in using the Library's electronic and print sources to find information for research and study. The Library staff strives to provide access to current technology appropriate to the curriculum and research needs of its user clientele.

#### **Reference Room Reminders:**

1. The library is open to the public from 8:00 a.m. to 8:00 p.m., Monday through Saturday, except on official holidays and posted closings.
2. Information and assistance in using the facilities may be obtained from the staff at the reference desk.
3. Books and other materials are not to be re-shelved in the reference room or in the stack areas. All items should be returned to a book truck or left on a table for a staff member to re-shelve or simply leave them on desk or table area for a staff to remove.

#### **Library Conduct - Policy**

The College Library ensures a pleasant and productive environment that is conducive to thought, research, and study for all members of its academic community. It is the responsibility of library users to contribute to this atmosphere and to respect the needs of all library users. To this end a Library Conduct Policy has been established and it is the responsibility of all users to become familiarized with this policy and to abide by the specific rules established. Failure to do so will result in loss of library use privileges or other disciplinary action. Unacceptable behavior includes but is not limited to the following:

**The following actions are prohibited:**

1. Causing a disturbance or engaging in any behavior that interferes with normal use of the library.
2. Food and beverages are not allowed in the library.
3. Smoking or using tobacco products in the library is not allowed.
4. Removing library materials, equipment, or property from the library that is properly checked out.
5. Damaging library materials by marking, underlining, removing pages or portions of pages, removing binding or in any way damaging or defacing library materials.
6. Failing to return borrowed materials on the expiration date.
7. Vandalizing or defacing the library building, furniture or equipment.
8. Failing to pay for library fees, lost or damaged materials, or for fee-based charges.
9. Being in unauthorized areas of the library.
10. Carrying weapons of any type in the library unless authorized by law.
11. The intentional damaging of computer hardware, computer programs, or networks by accessing, altering, or deleting data.
12. Failure to adhere to copyright laws. Behaving in a way that interferes with a library employee's performance of his/her duties including verbal abuse, intimidation, or harassment of any type.

**Collection Development Policy**

**Purpose of the Collection**

Building the library's collection is a collaborative effort that includes faculty as well as student collaboration for selection of materials.

**Goals**

- The library endeavors to provide materials that permit its clientele to conduct research for the purpose of writing academic essays, research papers, dissertations, and special academic research projects.
- The library endeavors to provide materials for the study of topics not actually required by the curriculum but the study of which promotes the intellectual and personal growth of its clientele.
- The library is interested in providing materials that will assist in the religious and professional growth and development of its clientele.
- The library is interested in serving beyond its immediate academic community, making its resources available to the local community, schools, and other institutions of higher learning, thereby contributing educationally and culturally to the community.



- It is the policy of the library to provide all patrons with professional, equitable, and courteous reference assistance. Reference assistance is available to students, faculty, staff, and the general public upon request.

### **Scope and Coverage**

In view of the undergraduate and graduate program requirements in theology at NBC&S, primary focus and consideration is given to English language sources when selecting materials.

The library's emphasis is on the acquisition of current titles. Requests for earlier titles shall be satisfied through inter-library loan. When there is a continual demand for a particular title, the library will consider its purchase.

### **Types of Materials Collected**

The type of materials that the Library collects includes books, periodicals, audiovisual and electronic resources.

### **Format of Materials Collected**

#### **Monographs**

The library prefers to purchase hardcover book titles because of their durability, especially books that are of a lasting value, either single titles or in book series format. Paperback books will be purchased in interest of economy and when demand is high or when paperback is the only format available. The titles must reflect areas of study relevant to faculty and student research.

#### **Serials**

The library subscribes to mainly serials that are published but will subscribe to international serials if they satisfy particular curricular need. The primary emphasis, though, is on purchasing core periodicals that are relevant to faculty and student research. Priority is given to titles that students or faculty repeatedly request and that are used frequently in citation. Electronic access is made available when economically feasible.

#### **Reference Materials**

The library purchases encyclopedic works, handbooks, commentaries, subject dictionaries, and biographical resources that are updated regularly.

#### **Textbooks**

The library will collect a single copy of classroom textbooks to house in the library's main book collection for the use of students. Also, professors may place a copy of their own textbook(s) on reserve for student use.

#### **Electronic Resources**

Electronic resources are defined as any material requiring a computer for access. A main aspiration of

Library is to provide access to selected full-text and scholarly resources via an online network system that allows for multi-users and remote access. The Library shall acquire or access electronic versions of major abstracts, index, and multiple-subject resources, as well as frequently consulted materials in response to major research needs and when it is cost effective.

#### **Responsibility for Collection Development – Policy**

The Librarian acts as a liaison to the academic disciplines for collection development. The librarian shall consult with faculty members to obtain purchasing recommendations, and also shall utilize pertinent selection tools, such as review publications, bibliographies, and publisher catalogs to select materials. Ultimate responsibility for collection development rests with the Principal of the College.

Also, library patrons are encouraged to make recommendations regarding titles for purchase by the library regardless of their status. The material may be acquired if it is consistent with the library's collection development policy and according to the availability of funds.

#### **Food and Drink – Policy**

Food and beverages may not be consumed in any part of the library. Also, beverages of any type may never be consumed at library computer workstations or in office work areas. Food and beverages may be consumed in the staff lounge only.

#### **Children in the Library - Policy**

Children under the ages 17 must under the direct supervision of a responsible adult at all times in the library for safety reasons that include:

- The library's computers are to be used for serious academic research purposes (and other related purposes) by students, faculty and other library patrons.
- Internet use is prohibited in the library for unattended and unsupervised children of any age.
- The library must maintain an environment that is conducive to study and research.
- If children are left unattended and unsupervised in the library, a library staff will first attempt to locate the parent or adult caregiver. If the library staff is unable to locate the parent or adult caregiver, campus security will be contacted.

#### **Cell Phones – Policy**

The use of cell phones is restricted in the College Library. Cell phones should be placed on silent or vibrate when entering the library or when working in the library so that other library users are not disturbed.

**Closing - Policy**

At closing, all personal belongings left in the library will be placed in Lost and Found. Library materials will be re-shelved.

**Personal Items - Policy**

The library staff is not responsible for personal items left unattended. If a patron plans to be away from the area where he/she has left personal belongings, the library's policy is that patrons take all personal items with him/her to prevent them from being stolen.



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