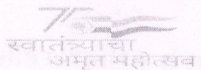




Government of Maharashtra

Government College of Education

Yavatmal 445001



Library Membership and General Rules for Library

- 1) After the students are duly admitted in the college, they should submit the admission receipt and identity card to the library. Later they will be given library membership.
- 2) All students are expected to keep their bags and other belongings at the Library entrance check point. Students should take a note that, Personal belongings like bags (laptop, shoulder, sling), umbrellas, etc. should be deposited at the Property Counter against a token. These are not allowed inside the Library.
- 3) Only two books will be issued at a time for 7 days between 11.00 a.m. and 01.00 p.m.
- 4) Tearing of pages, marking, damaging, disfiguring books, journals and other resources in the library should not be done. Such instances will be viewed seriously and could result in library privileges being withdrawn in addition to penalties imposed.
- 5) **Students should observe strict silence inside the library.**
- 6) **Use of Mobile phones is not permitted inside the library premises.**
- 7) **Students are not allowed to carry eatables/drinks inside the Library premises.**
- 8) **Students Library membership card is non-transferable.**
- 9) **Students are not allowed to bring their personal books or any printed material inside the Library.**
- 10) **Students can sit and read their personal books and other materials in the reading room.**
- 11) **In case the property counter token is lost, the deposited article may be claimed with proper identification after producing a written request.**
- 12) **Students are advised not to leave their valuable items like money, passport, credit card etc. at the Property Counter.**

13) Students should not carry Newspaper and magazine from one floor to another and should leave the Newspaper and magazine on the reading table after consulting.

14) Students should not talk or discuss as they may disturb other readers. Reading halls are meant for individual study and research only.

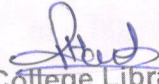
15) Students should not rest or keep their feet on tables, chairs, shelves, etc.

16) The library shall not be responsible for any loss or damage of the personal belongings of the students.

17) The Librarian reserves the right to suspend the membership of any member found misbehaving with the library staff or with any other member.

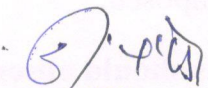
18) Membership of this library may be granted to anyone other than the college students with the prior permission of the Principal.

19) These rules are subject to revision/updation from time to time without assigning any reason.


College Librarian

Government College of Education Yavatmal



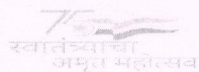

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General Rules for Science Laboratory

GENERAL GUIDELINES

1. Students should behave in a mature and responsible manner at all times in the laboratory or wherever chemicals are stored or handled. All inappropriate behavior is especially prohibited.
2. Students must follow all verbal and written instructions carefully. If you are unsure of the procedure, ask your teacher for help before proceeding.
3. Students should not touch any equipment or chemicals unless specifically instructed to do so.
4. Students must not eat, drink, apply cosmetics or chew gum in the laboratory. Wash hands thoroughly after participating in any laboratory activities.
5. Students must perform only those experiments authorized by the teacher.
6. Students will receive training related to the locations and operating procedures for all applicable laboratory safety equipment and personal protective equipment.
7. Students must properly dispose of all chemical waste as directed.
8. Students must never enter the science storage rooms or preparation areas unless accompanied by a teacher and accompanied by a school employee.
9. Students should wear appropriate personal apparel at all times in the laboratory and also avoid wearing loose or flammable clothing; long hair should be tied back.
10. Students must report any incident (including all spills, breakages or other releases of hazardous materials) to the instructor immediately, no matter how insignificant it may appear. This should include all injuries such as cuts, burns or other signs of physical harm.
11. Students must never remove chemicals, equipment or supplies from the laboratory area.
12. Students must carefully examine all equipment before each use and report any broken or defective equipment to the teacher immediately.
13. Students must never point a test tube or reaction vessel of any type toward another person.



Cellman

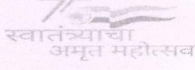
Science Laboratory

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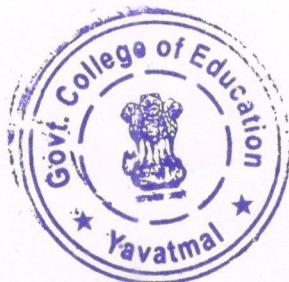


**Government College of Education
Yavatmal 445001**

General Rules for Computer Laboratory

- 1) Students must present a valid ID card before entering the computer lab.
 - 2) Wash your hands before entering the computer lab.
 - 3) Please remove slippers and shoes outside the computer laboratory.
 - 4) Do not visit unapproved sites. Users are strictly prohibited from downloading, viewing or distributing any offensive materials (for example pornography, profane language etc.)
 - 5) Eating and/or drinking inside the computer labs is strictly prohibited.
 - 6) Do not change settings on the computer.
 - 7) Ask permission to download. Ask permission to print documents.
 - 8) Save your work often. Report cyberbullying. Keep your passwords secret.
 - 9) Playing of games on computer in the lab is strictly prohibited.
 - 10) Before leaving the lab, users must close all programs positively and keep the desktop blank. and shutdown the computer properly.
 - 11) Users are strictly prohibited from modifying or deleting any important files and install any software or settings in the computer.
 - 12) Internet facility is only for educational/ study purpose.
 - 13) Silence must be maintained in the lab at all times.
 - 14) Silence must be maintained in the lab at all times. The lab must be kept clean and tidy at all times.
 - 15) Each student or visitor must take mobile phones in "Switched Off" mode while entering and or working in Computer Lab.
- Conversation, discussion, loud talking & sleeping are strictly prohibited

R. Thodur
29/06/2023



G. Y. B.
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