


LIBRARY RULES

- The students and staff of the College are members of the College Library.
- The Library is kept open from 8 a.m. to 5 p.m. on all the working days.
- Before entering the Library, students shall deposit their personal belongings at the personal property desk. Students shall enter their roll numbers and names in the gate register.
- Students shall sign in the same before entering the library.
- Students shall produce their identity cards at the time of issuing books.
- Chatting and other noisy behaviour is strictly prohibited.
- No book shall be taken out of the library without due entry being made in the issue register.
- Reference books must be consulted within the library itself. No reference book shall be taken out of the library.
- Irrespective of due dates, the books borrowed from the library must be returned without fail before issuing the hall ticket during the Even Semester.
- Transfer certificates/ Conduct certificates will not be given to outgoing student unless they have returned the books borrowed and cleared the dues, if any.
- Students shall not lend library books issued to them.
- Students shall not depute other persons to take books on his/her behalf.
- Using Cellular phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- The books and other materials which are being taken out of the library have to be shown to the staff at the entrance counter.




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- The librarian may recall any book from any member at any time and the member shall return the same immediately.
- Refreshment of any kind shall not be taken anywhere in the library premises.
- Overdue charges will be applicable for books returned after the due date.
- Users are not allowed to remove or change the placement of furniture or equipment in the library.
- Stern action shall be taken against any user who steals or vandalizes library materials/equipment.
- Disciplinary action shall be taken against users who misbehave or make noise in the library/reading rooms. The Library Management has the right to request such users to leave the place immediately.
- Each student is entitled to take three books at a time.
- Students can keep a book for 15 days from the date of issue. At the end of the period it shall be returned to the library.
- If the students require the books for further reference, they may be reissued to the same person for a further period of 15 days and not more than one such renewal will be allowed. The book should be produced for every renewal to the librarian.
- The student must check whether the book lent to him/her is in proper condition and if not, the student must immediately bring the matter to the notice of the librarian. Otherwise the student is responsible for the replacement of the book.
- Underlining and marking in the library books shall be strictly avoided.
- If the student fails to return the book on the due date, he/she will be fined 1 rupee for each day of delay.



- If the book is lost, the student shall replace the book; otherwise he/she has to pay triple of the actual price of the book.
- The students are required to adopt the policy of surrendering books to clear dues.

READING ROOM

1. Daily Newspapers and other periodicals including a number of foreign and Indian journals and magazines in various subjects are available in the Reading Room.
2. All the members of staff and the students can make use of these Periodicals in the Reading Room only.
3. Periodicals will not be issued under any circumstances.

DIGITAL & E-LIBRARY

- The college has the facility of DELNET and INFLIBNET online databases. Any staff member and student can access the databases through college login, username & password anywhere. Students can get the relevant login and password from the Librarians.
- These databases enable access to 1665634 book records, 20,777 periodical records, 4,22,217 periodical articles, CDs, online Oxford English Dictionary and digital thesis and dissertations.
- The facilities of DELNET and INFLIBNET enable the user to download e- journals from the free websites like,
 - i) Eastern Economic Journal: <http://www.palgrave-journals.com>
 - ii) Economic Analysis and Policy: <http://www.eapjournal.com.au>
 - iii) Open Gate: <http://www.open-e.com>
 - iv) Social Science Research Network- www.ssrn.com



v) High Wire Stanford University <http://highwire.stanford.edu> vi) Elsevier

journals : <http://www.elsevier.com>

- The institution has also registered with National Digital Library sponsored by the Ministry of Human Resource Development. Students can register online on the portal to access e-resources, thesis and dissertations.
- Ten new systems have been set up in the libraries (4 in the UG Library and 6 in MBA Library) to facilitate E-learning and to provide ease of access to E-resources.

COMPUTER LABS

SNMV College of Arts & Science provides exceptional computer lab services and state-of-the-art computing resources in order to fulfill the academic needs of the student community. The Institution has seven computer labs with high-tech laptops, desktops and NComputing systems (Green Environment systems). 449 desktops and laptops are networked through a Local Area Network (LAN). The campus is also Wi-Fi enabled which allows the faculty and students to utilize the labs and department systems for concepts in the curriculum not only for courses related to the Computer Stream, but also for myriad other courses with computer based design and analysis. The computing facilities are continuously upgraded and modernized to keep up with the changing technology. The labs provide one-to-one access to students for a variety of peripherals.

Available Servers

- Novell Server
- Windows 2003
- Windows 2008
- Linux
- VM Ware Server



- Salient Features
- 20 Mbps Leased Line Internet Service
- Free internet service for students
- Hardware and Software support to students
- Secured Firewall Internet Services

LAB REGULATIONS

- Details of the experiments will be issued at the advent of every lab cycle. The students must come prepared for their lab sessions with experiments in the given sequence.
- The students must have completed the observation notebook without which they will not be permitted or entertained in the lab.
- Every experiment should be completed, verified and evaluated in the particular lab session.
- The students will be allowed to attend the next lab session only on submission of records for the previous experiments.
- They must maintain 100% attendance for lab sessions. No repetition- class will be given for foregone sessions.
- Internal assessment will be as per the rules of the University.
- The students must strictly adhere to the lab dress code of the college.

LABORATORIES

The spacious state-of-the-art Science laboratories encourage learning in practice. The laboratories are well equipped with modern instruments for molecular and plant tissue culture work and provides need based training to faculty members and regular project training for post graduate and undergraduate students. Industrial visits are a regular activity to enable students to enhance their knowledge.



LANGUAGE LAB

Proficiency in the global language English is of vital importance to reach great heights in today's competitive world. In order to enhance the communicative skills of students, the college provides a well-equipped English Language Lab. The lab is facilitated with 50 hi-tech laptops and headphones that support the acquisition of language skills, listening and speaking. The main objective is to make students good communicators and increase their employability. The lab sessions expose students to language exercises to sharpen their communicative skills. The lab sessions are integrated with the curriculum to encourage students to benefit from the language lab activities. The lab sessions are planned to accommodate 50 students at a time so that individual attention can be given.

HOSTELS

SNMV hostel facility was extended to the students in the year 1998. The Institution has separate homely hostels for boys and girls. The boys' hostels have 119 furnished rooms and the girls' hostels have 72 furnished rooms with all facilities for comfortable living. Vegetarian food is made available in the hostel. Facilities like indoor games and recreations like TV and reading room make hostel life enjoyable. In addition to the above, the institution has an emergency medical service supported by reputed hospitals available in the locality. The hostels are administered by the wardens and deputy wardens.

General Hostel Rules (Common for both Men and Women)

- The hostels are under the direct control of the Chief Warden who is vested with power to interpret and enforce the rules. He is assisted in the day-to-day management of the hostel by the Warden and the Deputy Wardens.
- The warden will be in-charge of the day-to-day administration and shall allocate and guide the work of the deputy wardens and the staff.



Approval of the Chief Warden is required for creating or changing the rules of the hostel.

- Students who are guilty of using foul language and behaving rudely against the hostel staff will be punished extending to dismissal from the hostel and the college as well.
- Inmates shall avoid activities and behaviour which cause noise or distract the other residents.
- Possession, reading and circulation of obscene or other objectionable material are strictly prohibited. Offenders shall be expelled from the hostel.
- Study hours (6.00 p.m. to 7.30 p.m.) must be strictly observed. The students must remain in their respective rooms during these hours.
- Misconduct or breach of hostel rules will render the offender liable to punishment ranging from admonition and fine to suspension or dismissal from the hostel and from the college.
- Inmates shall not issue orders to the hostel servants and shall not interfere in their day-to-day duties.
- Inmates shall not enter the kitchen without the prior permission of the wardens.
- The Chief Warden may refuse admission to the hostel to any student and expel any inmate from the hostel without assigning reasons.
- Additional charges will be collected at the discretion of the Chief Warden for the use of the following in the hostel rooms:
 - i) Iron boxes
 - ii) Heaters and other electrical appliances
 - iii) Hair dryers
- Unauthorized use of electrical appliances will lead to expulsion of the students from the hostel. In case where identification of the student is not possible, all the students of that room will be held responsible.



- If there is any loss or damage of electrical and other fittings provided commonly to all the students of a block, the cost will be recovered on a collective basis.
- Rooms once allotted to the students will not be changed for one academic year.
- Students should not tamper with any of the electrical and other permanent fittings in the room and any loss or damage shall be recovered from the occupants concerned.
- Students must seek permission from the Principal to arrange any function or meeting in the hostel or on the college campus.
- Accommodation in the hostel will not be given to students who are not regular boarders in the hostel.
- No student should stay away from the hostel on any day without prior permission from the Principal and Resident Warden.
- Ragging in whatsoever form is strictly prohibited. And those who indulge in this offensive behaviour will be expelled from the hostel and the college.
- Inmates will be allowed to go home on special occasions only if the parents give written requisitions stating the reasons, duration of stay etc. They will be permitted to go only on valid reasons.
- The parents should apply to the Principal for permission to send their daughter home. Girl students are permitted for overnight stay outside unless there is a specific written requisition from parents.
- Students should not paste any posters/pictures etc., on the walls, doors, windows and shelves.
- When students are away from their rooms at any time, they should switch off the lights and fans.
- Students should not keep cash, jewels or costly items in their rooms.



- Playing outdoor games inside the hostel premises is not permitted.
- Smoking and drinking are strictly prohibited inside the hostel.
- Anybody found drunk will immediately be dismissed from the hostel.
- No Day scholar/Guest will be entertained in the hostel. If such condition arises prior permission has to be obtained from the Warden and the Principal.
- In case of sickness, only recommended food shall be served as advised by the Doctor.
- Students are expected to follow the Hostel Code of Conduct which is prevailing and those that may be introduced from time to time.
- Hostel students shall not absent themselves from the college without submitting leave letters countersigned by the warden.
- Students should authorize only two guardians as their visitors.
- The photo identity for the visitors will be attested by the Principal and visitors should produce their ID card whenever they visit the campus.
- Students should give only one landline number or mobile number to the college and the warden.
- Change of address/ phone number should immediately be intimated to incorporate changes in records failing which visitors may not be allowed to meet their wards.
- Hostel rooms and toilets must be kept clean and tidy.*Students leaving home on scheduled date should return to the hostel either on Sunday before 6:00 pm or Monday before 8:00am.
- Hostel students should report on the first day of every semester without fail and hostel fees must be remitted within 15 days.
- Students should pay the hostel charges for the full academic year.
- Allocation of hostel accommodation will be sanctioned at the discretion of the Principal and the Management and that will be fixed for the full academic session.



- ⇒ The inmates are allowed to go home with the permission of Warden and Principal.
- ⇒ The visitors will not be allowed to meet other hostel students other than their wards.
- ⇒ The breakage dues should be paid every month along with the mess fee and the amount will be fixed by the CFD (Campus Facilities Department).
- ⇒ Fee remitted for the accommodation will not be transferred to other accounts or refunded.
- ⇒ Accommodation will be sanctioned on the basis of priority and availability.

MESS RULES AND REGULATIONS (COMMON FOR BOTH HOSTELS)

Mess timings will be as follows:

- 1) 07.00 a.m. to 07.45 a.m. - Breakfast
01.30 p.m. to 02.30 p.m. - Lunch 04.00
p.m. to 05.00 p.m. - Tea
07.30 p.m. to 8.30 p.m. - Dinner
- 2) Students shall dine only inside the mess hall. The mess utensils/ food shall not be taken to the rooms.
- 3) Inmates shall not cause any noise or other disturbance inside the mess hall. Students shall strictly adhere to the mess rules and regulations.

Additional Rules for Men's Hostel Inmates

- 1) Inmates who go out shall return to the hostel before 08.00p.m. In case of necessity, prior permission of the Warden must be obtained to return late.



- 2) The Inmates desirous of spending time outside the hostel shall submit a written request from the Parent or Guardian seeking prior permission from the Warden.

Additional Rules for Women's Hostel Inmates

- 1) No outsider, including the Parent or relative of the student, will be permitted inside the hostel.
- 2) Undergraduate girl students are permitted to go on local outings from 10.00 a.m. to 06.00 p.m. The students going out shall remain within the limits of the city.
- 3) The hostellers who wish to attend religious rituals on a regular basis, every week or on special occasions, will be permitted to do so upon a written request from their parents giving full details of place, timings etc.
- 4) In case of extended stay away from the hostel due to unforeseen causes, telephonic information shall be given at the earliest and the letter requesting leave signed by the parent shall be submitted to the Warden on the day of the student's return to the hostel.

VISITORS' HOURS

- + 02.30 p.m. to 06.00 p.m. (Working days)
- + 10.00 a.m. to 06.00 p.m. (Holidays)

PAYMENT OF HOSTEL FEE

- ⇒ Hostel fee period is calculated for one month, from 1st to 30th of every month.
- ⇒ Mess bill can be paid by Cash or D.D. favouring 'Shri Nehru Maha Vidyalaya' Coimbatore at the College Office on or before 12th of every month. A student has to vacate the hostel, if he has not paid the dues by the end of every month.



- ⇒ D.D. along with a covering letter should be addressed to The Principal, Shri Nehru Maha Vidyalaya College of Arts& Science, Coimbatore - 641 050, by registered post with acknowledgement, mentioning the name, class and roll number of the student.
- ⇒ MAIL TRANSFER, OUT-STATION CHEQUES AND MONEY ORDERS WILL NOT BE ACCEPTED.

MEDICAL ASSISTANCE

- ⇒ The Management of SNMV has given special focus to the health of the students. If any student is sick, the college provides vehicle to take them for treatment in the local hospitals.

TRANSPORT

- ⇒ The college plies thirty buses that provide access to all the parts of Coimbatore district and Pollachi, and a few parts of Kerala. Mini buses are available for transport from Malumachampatti to the college and vice- versa.
- ⇒ The Bonafide users of the college bus will be provided with a bus pass (on first come, first serve basis) which should be produced on demand. Travelling without the bus pass is punishable.
- ⇒ The routes for the college buses are fixed. Request for changes in the routes will not be entertained.
- ⇒ On examination days and other occasions, when only a few students travel, all the college buses will not ply. On these days, students should obtain the information about the route from the bus crew and suitably choose their boarding points. A minimum of 10 persons are needed to operate the transport to a particular area.
- ⇒ Students shall strictly adhere to the bus to which they are allotted and should not choose to travel by other buses.



- Students shall be courteous to the bus crew (the drivers and the cleaners) and should not get into any controversies with them.
- The Management will not be responsible for any accidents incurred by the student.
- The teaching faculty travelling by the college buses should be given priority in occupying seats.
- Both staff and students, who travel in the bus, shall maintain decency in behaviour to build the right image in the minds of the general public. The buses are for convenience and comfort of the students. They should not cause damage to the vehicles.

TRANSPORT FEE

- Every student, desirous of travelling by the college bus, shall pay the stipulated fees as stated below:
- I, II and III Year Students -Single payment (One year bus fee) along with the semester fee at the beginning of the year. College Bus Fee may be revised based on the current situations and contexts. The Bus Facility will be provided in the first-come first- serve basis.

CAFETERIA

- The college has a private cafeteria for supply of snacks, food and soft drinks to students. Students shall have food and soft drinks in the lounge only. Littering on the campus is prohibited.

INSURANCE COVERAGE

All the students and staff of SNMV are covered under STAFF AND STUDENT PERSONAL ACCIDENT INSURANCE POLICY to the extent of Rupees One lakh during their work/study period. (P.G.- 2years, U.G.-3years). This facility is offered to their parents also. Every year, the fresh admissions and appointees are covered under Staff and Students' Safety Insurance Policy and insurance renewal is made for the other students and



staff already covered under the policy until the completion of the course/ employment. The staff/ students can enquire in the College office for the Policy Number and coverage details under which they are eligible to claim reimbursement of the actual cost of treatment in an authorized hospital.

RAILWAY CONCESSION

Forms for railway concession are issued to students on request, only for the following reasons:

- a) To go to their hometown from the College & back.
- b) To go to examination centres.
- c) To go to training institutions.
- d) Concession forms are issued to Bonafide students for educational tours.



4.4.2. There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – Laboratory, library, sports complex, computers, classrooms etc (500 words).

SNMV College of Arts & Science was promoted in 1989, the silver jubilee year of CWA (Coimbatore Welfare Association). It is located in a serene campus of 50 acres at Malumachampatti, near the famous Eachanari temple on Coimbatore-Pollachi national highway.

The untiring efforts of CWA have enabled SNMV to blossom into a centre of learning. Today, it offers rich array of UG and PG programmes along with Research and Doctoral programmes complemented by fourteen value addition courses sponsored by the UGC. The present strength of the college is 3279 students and 145 teaching faculty members & non teaching staffs 66 members. The college is approved by AICTE and is affiliated to Bharathiar University.

The college is providing more than 69 spacious classrooms with good air circulation, through which students achieve a conducive environment for the learning process. In order to monitor and analyze the academic performance of the students, the college has a very efficient tutorial system. Special attention is given to slow and advanced learners by the tutors, and they monitor the academic and disciplinary matters pertaining to the students.

Computer Lab : SNMV College of Arts and Science provides exceptional computer lab services and state-of-the-art computing resources in order to fulfil the academic needs of the student community. The Institution has eight computer labs with high-tech laptops, desktops and Computing systems (Green Environment systems). 538 desktops and laptops are networked through a Local Area Network (LAN). The campus is also Wi-Fi enabled which allows the faculty and students to utilize the labs and department

systems for concepts in the curriculum not only for courses related to the Computer Stream, but also for myriad other courses with computer-based design and analysis. The computing facilities are continuously upgraded and modernized to keep up with the changing technology. The labs provide one-to-one access to students for a variety of peripherals.

Physics Lab : Department of physics is equipped with electronic, electrical, magnetic, thermal, Microprocessor and general physics equipment's like Galvanometer, Telescope, Microscope, Ammeter, CRO, CRT, Frequency meter and Spectrometer. These facilities provide individual hands-on working experience, inculcate research interest in young minds and insisting the students to perform the procedures, collecting data, analyzing data.

Chemistry Lab : The chemistry laboratory is designed with all the statutory norms and safety standards. It enables personal verification of important experimental facts.

The Department of Microbiology & Biotechnology - has spacious and well – equipped laboratory with independent undergraduate and post-graduate laboratories. Air-conditioned laboratories equipped with the high-tech instruments like PCR, Lyophilizes, Fermentor, UV Spectrometer, Phase Contrast Microscope and Inverted microscope. There are separates, plant tissue culture, animal cell culture and microbial cell culture labs and a walk-in cold room.

Library

The library located in SNMV College is a full-fledged learning resource that caters to the academic and intellectual needs of students and faculty members. The college has an ever growing library with 25, 183 volumes containing the latest valuable editions by experts in various fields the total worth of which is Rs.22,27,618.



Library is partially automated using an integrated library system that is developed and maintained by Campos iLIB. The package supports all required operations of the library. The system consists of system module of book procurement, Technical process, Circulation and OPAC Bibliographic records of complete volume of book collections in the library, Which are available in the library database are accessible in the library OPAC. The Campus iLib Software in LAN Environment of SQL Server. Sufficient number of PCs are placed for the users to access the web.

The database of books available in the library is being updated on day-to-day basis with details of recently acquired books

through the book acquisition module. The records of the students automatically get generated to the library patron database as soon as they get their identity cards.

Rules and Regulations

Every individual entering the library should be BONAFIDE STUDENT of the college and must have a valid IDENTITY CARD. Every student has to wear his/her Identity card. Books are issued to the students for the period of 15 days. In case of late return of book, students have to pay fine of Rs 1- per day. Complete silence must be maintained in the library. Every individual entering the library should enter the gate entry register & swipe their ID Cards.

Sports : Considering the development of students our college provides them with very good facilities and encourage them for every sports activity they are interested in. Our college not only encourages sports students but also ensure to give training to those who are willing to learn sports and games. Our college encourages the extraordinary sports persons in academics side and very good hostel facilities available for the outstanding sports person to practice and achieve the Laurels. Our college has the vast area allocated to the grounds at the front and back of the college which adds more beauty to the college.



A handwritten signature in green ink, appearing to read "B. Subramani".

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