



**M.O.P. VAISHNAV COLLEGE FOR WOMEN**  
**(AUTONOMOUS)**  
*(Affiliated to University of Madras, Re-accredited at 'A++' grade by NAAC)*  
**CHENNAI – 34**

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

**Issuing Authority**

M.O.P. Vaishnav College For Women (Autonomous)  
*(Affiliated to University of Madras, Re-accredited at 'A++' grade by NAAC)*  
20, IV Lane, Nungambakkam High Road, Chennai – 600 034,  
Tamil Nadu, India.

## **POLICIES & PROCEDURES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES**

To integrate the theoretical understanding of subjects through contextualized teaching and learning the college has well-equipped laboratories and support facilities such as Computer Science labs, Language lab, Food Preparation Lab, Bakery Lab, Food Science Analytical and Research Laboratory, Psychology Lab, AD photography studios, Videography studio, Green Matte Studio, Digital Audio Suites, Digital Video Edit Suites, Multimedia labs, Campus Television Studio, MOP Community Radio Station and well resourced knowledge centre-Library. These facilities foster inquisitiveness to explore scientific explanations of respective faculty of study and to acquaint the prospective graduates with employable skills for job market.

### **LAB SCHEDULES, ETIQUETTE & GUIDELINES**

All laboratories and studios are designed to facilitate and support the teaching pedagogy, training, and consultancy. Faculty members are involved in the laboratory development activities by introducing innovative experimental setups/instruments/upgrading of computer software/computer control of machines or processes upon introduction of new courses or revision of curriculum. Departments ensure periodical stock verification, maintenance, repair and recalibration of apparatus whenever necessary.

The laboratories are designed to conduct Experiments, Assessments, Research, Projects and Course work. Students must work to demonstrate a professional attitude that will help maintain a supportive atmosphere and adhere to procedures and policies of the academic facilities. Conduction of lab work commences parallel to lecture classes. Discussions on the development, validation, standardization and application of the apparatus will be held in class prior to lab work. Students are requested to be prompt on scheduled hours, be polite and courteous to lab/research participants, and maintain a positive and helpful attitude. Students should be thorough with the handling and administration procedures, utility of the apparatus before commencement of lab work. All lab work should be done under the faculty assistance and supervision. All lab courses mandate students to record the lab work which shall be monitored by the faculty periodically for evaluation. Ethical guidelines concerning the lab work ought to be strictly adopted by students. Students to ensure that the apparatus and other tools utilized are safely returned without defects. Any laboratory materials to be carried outside the lab, requires approval from the Head of the Department and duly returned within the stipulated time. Disciplinary action will be taken towards any form of harassment, discrimination or inappropriate behaviors inside the lab. Usage of mobile phones inside lab is strictly prohibited.

### **LIBRARY RESOURCES**

The college library has expanded its collection of e-resources, subscribing to variety of databases, from participation in digital consortia, to e-journal aggregators and e-book collections to facilitate instantaneous access to information.

## **SPORTS**

The college empowers women by identifying and moulding young talents in the realm of sports. The management promotes sporting activities through cash awards and recognition to achievers.

## **CANTEEN**

The college houses canteen that provides hygienically prepared food at subsidized rates. Conveniently located inside the college premises, caters to needs of students and staff. Hygiene and sanitation inside canteen is periodically monitored through audits.