

**GOVERNMENT OF NAGALAND  
OFFICE OF THE PRINCIPAL, MOUNT TIYI COLLEGE  
WOKHA-797111 : NAGALAND**

**PROCEDURES AND POLICIES FOR UTILIZATION AND MAINTENANCE OF ACADEMIC AND  
SUPPORT FACILITIES**

The institution follows certain rules and regulations as far as usage of library, computers, sports facilities, classrooms etc., is concerned, and it expects every individual to abide by the same.

**Library**

The library is looked after by the librarian and support staff.

Students are to adhere to the rules and regulations of the library.

Strict timing is maintained for opening and closing of library to users.

Lending of books, both for teachers and students, is done only with library cards.

The librarian sees to it that books are returned at the stipulated time; failing which a reminder is served to the defaulter.

For misplacement and lose, the borrowers are to replace the books or pay for the cost of books.

Students are expected to handle books with care.

**Computer classroom**

The computer classroom/computers is placed under the charge of two faculty members.

Students can have access to computers only during the time frame provided to them.

Special permission is necessary for access of computers for a long time period.

All users are expected to shut down the computers and switch off the UPS after use.

No items from the computer room can be borrowed/taken away for use in other classrooms.

Maintenance of computers is looked after by a faculty member and kept in good working condition; any problem with computers may be reported to the teacher concerned.

**Sports facilities**

Sports facilities in the institution are kept under the charge of a teacher and the student body.

Strict regulation is maintained for the keeping of items in good and safe condition.

Use of such facilities may be obtained only with prior permission from the teacher-in-charge through the student body.

Students are expected to put back the goods in its proper place and report the same to the teacher/student in-charge.

Students will be held accountable for misuse/lose of sports equipments.

**Classrooms**

Utmost importance is to be given for keeping the classrooms clean and tidy at all times.

Students are expected to cultivate civic sense in the classrooms as well as in the campus grounds.

Students are responsible for taking care of the furniture and items of learning, such as whiteboard, projectors etc., in their classrooms.

Any damage to the items will result in imposition of fine to the defaulter.



PRINCIPAL

Principal  
Mount Tiyi College  
Wokha : Nagaland