

Rules and Regulations
For Borrowing Audio Visual Materials from A.V. Unit

1. Video films, documentary films on different issues, awareness songs, Photo language which are available in the A.V. Unit may be borrowed by students and staff members free of charge **ONLY** for college related programs and field work. Students are not to **RE LEND** materials to outsiders on their own.
2. Students of the College of Social work may borrow not more than 2 CDs/DVDs at a time.
3. Equipments and Materials borrowed have to be returned on the following day or within 3 days, if taken on a weekend (Friday, Saturday, and Sunday).
4. Request for borrowing should be made **at least 24 hours in advance**.
5. Material borrowed will be checked on return if found damaged; the borrower will have to meet the cost of the damage.
6. **Material that cannot be lent for outdoor activities including field work:**
 - ❖ Amplifiers and Microphones
 - ❖ Cameras
 - ❖ LCD Projectors
 - ❖ Laptop etc.
7. Each class is self contained with a LCD Projector, a sound system, Mic in a locker - the key of which is in the A.V. Unit.

The entire class will be responsible for the AV equipment of their class. In case of loss or damage of any item **the entire class will be held responsible** and will have to meet the financial cost of the damage.

8. Fees and Fines

No fee is charged to students for College related programs.

If the materials are not returned in the stipulated time, a fine of Rs. 5/- will be charged per day (for software) and Rs. 25/- will be charged per day (for Hardware)

Precautions have to be taken to ensure that materials are not damaged. Everyone appreciated the quality of the material of this Audio Visuals Unit. It is in taking care of them that the College will be able to help you and many others, to use the facility for a long time to come.

Please help this unit to give you satisfactory services.