

**V.V.Sangha, Ballari**  
**A.D.B. First Grade College, Harapanahalli**  
**Procedure and Policies**

Students of allotted batch are allowed to enter the laboratories during their practical hours. They are advised to handle the chemicals, glassware and instrument carefully while doing the practical. They perform experiment under the supervision of concerned teachers and laboratory assistant. Classrooms will be open 15 minutes before the classes commence. Maintaining the classrooms clean and plastic free is must for all the students. Students visit the sports room during their leisure hours and after the class hours to collect the sports materials and also to play the sports and games. Students possessing ID card and Books borrow card are allowed to enter the library. They are informed to maintain the rules and regulations of the library. Students have the facility for book borrowing, reference and internet browsing in library. Students are instructed to use the computers only for practical purpose and also to take care of the system without any mischief. The detailed instruction, procedure and policies are provided in the college broacher which will be provided to the students.

The college has the following facilities for the students.

**Office:**

Office is upgraded with latest Computers and Internet facility. It is kept open from 10 A.M. to 5:30 P.M. Office staff is punctual and co-operative. Ready to provide information regarding admission, Scholarships, Examinations and other relevant information.

**Classrooms:**

We have 28 class rooms for Arts, Science and Commerce students one of the class rooms is well equipped with LCD facility and 5 other class rooms are facilitated with smart boards and ICT.

**Library:**

Library is established in separate building near botanical garden. The College Library has Carpet Area 2184sq ft with student Seating Capacity 100. It has Internet browsing center, reference section, E-lib Software for book issue to the students. Separate reading rooms for boys and girls. The office staff members are Sri K.Manjunath Assitant librarian, Sri M.Kumaraswamy library assistant and Sri S.Sharanappa is Peon. The library is kept open from 9 A.M. to 1:30 P.M. and 3 P.M. to 5 P.M.

**Seminar hall:**

A Seminar hall has been constructed in the first floor of Library building, near Botanical Garden. It is well equipped with LCD, ICT, Smart Board, sound system and furnitures. The hall can accommodate 250 students.

**Ladies waiting room:**

A ladies waiting room facilitates chairs, tables, Cot and washroom.

**Health center:**

Health center works for the regular checkup of students health condition. Regular annual health checkup will be made for all the students by qualified Doctors every year. The center has First aid box facility.

**College Canteen:**

College Canteen is located near parking area. It provides required hygienic food items for the staff and students at reasonable price. The canteen kept open during the college hours.

**Play ground:**

The college has well spaced play ground to play the sports and games. Students play Cricket, Volleyball, Badminton, Tennis, Athletics and other games during sports hours. Sri C.Nawaz Basha works in as Physical Education director for sports and games.

**Parking:**

Parking shed has been constructed for parking the vehicles for students and staff. A watchman looks after the safety of vehicles and campus.