

#### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc

- 1. Our college is located at a popular pilgrimage destination named Shegaon. So the area nearby the college is surrounded by village peoples who need help in the fields of health and education. Our college plays a most important role in fulfilling some of these basic needs of the people. College management has arranged computer skill improvement program through a local computer training centre of Shegaon area on honorarium basis for one day to support staff members of the college it enhance the constructive relationships forged with other institutions of the locality for working.
- 2. By Using O.H.P. as a supplement to the Power Point Presentation lecture has been delivered on an important topics like Personality Development, Carrier Guidance. By using audio cassette tape Historical and Political monuments lectures are being delivered, audio cassette tape is also used for teaching old folk song in Marathi in Marathi literature class.
- 3. In our College we have constituted Infrastructure, Facility and Equipment Committee which is looking after the various facility needed inside or outside the campus of the college. Infrastructure, up-gradation related matters are generally discussed normally in L.M.C., Staff Council and IQAC meetings under the leadership of principal. Decisions taken by management of college are followed.
- 4. Cent Percent official and academic work is being carried by using computer. By using computer various administrative, official and academic documents and notices, vouchers, billing, administrative plan, academic and teaching plan etc is taken out. In teaching/ learning method O.H.P. is used as a supplement to computer-aided facility by our staff.
- 5. The responsibilities of Library Advisory Committee are:
  - To lay the broad outline of rules and procedures.
  - To frame and suggest amendments to the existing rules when necessary.
  - To help the Library in getting adequate grants.
  - To help in providing adequate staff for proper and efficient functioning.
  - To allocate funds for various subjects.
  - To suggest improvements in Library Services.
  - To consider all matters, the Chief Librarian brings to its notice regarding Library functions and service and suggests ways to improve.
  - To select books, journals and other reading materials needed for the departments.
  - To maintain students discipline in the Library.
  - To have smooth functioning of the Library activities regarding reference issues.
  - To promote students – staff interaction to resolve any difficulties.
  - To promote quantitative and qualitative use of facilities.
- 6. College has made the facility of LAN, Internet and Wi-Fi Facility within the campus. At the same time management has propose to explore the benefit of Digital /E-Library.

Further they have also decided to make the campus under C.C.T.V. cent percent vigilance, which will be implemented as early as possible.

- 7. Library staff to the students and
- teachers of the College.
- Issuing, referring books, periodicals, journals
- Helping the staff/students while searching databases, downloading articles, scanning required articles, providing printouts of the articles etc.
- News-papers and general magazines are provided
- Providing required information at the right time