



Nijampur-Jaitane Shikshan Prasarak Mandal's
Adarsh College of Arts
Nijampur-Jaitane-424305, Tal-Sakri, Dist-Dhule
NAAC Reaccredited

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**Policy and Procedures for Maintaining and Utilizing Physical and
Academic and Support Facilities**

Academic Year 2016-17

The college has policies and procedures in place for maintenance and utilization of physical and support facilities. Local Management Committee (LMC) and Head of the Institution are responsible for decision-making to the up-gradation and maintenance of the academic and support facilities. Every academic year, During academic year 2016-17, It is decided unanimously in the minutes of meetings of LMC as well as IQAC; to improve, maintain, enhancement and utilizing the academic and support facilities for the better services provided to the students.

❖ Physical and Academic facilities

The physical facilities includes college buildings, classrooms, computers room, library, sports playground, cultural stage, smart room, departmental rooms, Language lab, for culture programmes are available for the students and teachers of the institution. The institution has adequate academic facilities that are computers, printers, color printer, Xerox machine, scanner, CCTV security system, FAX and Biometric Thumb machine. The institution has smart classroom in order to make teaching and learning in effective way. Internet facility with Wi-Fi is available for teachers, non-teachers and students.

❖ Support facilities.

Academic support facilities like National Service Scheme, sports, Chanakya Competitive Examination, Guidance and Counselling Cell and others are open for the students who have admitted in the institution. Services of the library are being done for the admitted students. Sport department provides indoor and outdoor games with sports equipments for the students. An alumnus also supports and contributes college for providing such types of the facilities in the institution. Prizes for various subjects are given by the respective members of the society. Chanakya Competitive Examination is established by the institution, which support the students for preparing the competitive examination .The Sanitary Pads and vending Machine are available to the women and girls students. Canteen facility and Parking for vehicles is made available.

The college also available support facilities

- Discipline committee
- Grievance Redressal Cell
- Anti-raging committee and Sexual Harassment Committee
- Code of Conduct is displayed on the campus as well as college website

❖ Library

Library is a centre and heart of any academic college. Our college library is a Learning Resource Centre. Library is the fulcrum of support for the entire of Academic Activities of college. Major Part of Library is Information, Users and Library Staff. College Library provides books, journals as well as update faculty and students on current happening in subjects that are offered and topics are covered in the syllabus as well as reference information materials. College Libraries provide latest quality information of relevance to college education. The Library ensures purchase and use of current titles, print and e-journals and other reading materials with the help of 'Library Advisory Committee' for the development and improvement of the Library. The committee advises and recommends the collection development of Library, publisher's catalogue, book reviews, suggestion box and discussion The mission of the library is to fulfil the goals of the institution by providing qualitative services. Following are few best practices conducted every year to inculcate reading habits in students to improve their performance and involve students in collection development. Library Advisory Committee holds meeting at regular

intervals to contribute and ensure the smooth functioning of the development of Library. Our college library has been computerized with **Library Manager Software** since 2009. Free E-resources and internet service are made available to students and faculty members.

The college Library has provided the Library Services to the students and the teachers as given below.

- Cooperative and Motivational approach to all teachers and students for searching the information through the Library by the Library Staff.
- Partially Open Access with the help of Library Staff for searching selected information.
- Provides previous question paper, new syllabus of subject and subject related textbooks.
- Reference Service through the Reference Sources like subject and general sources.
- Current Awareness Service provide through the subject journals, periodicals also with the help of Internet.
- Newspaper for Teaching staff, Non-Teaching staff and Students.
- Displayed academic news, our college news and employment news.

The feedback analyzed and used for enhancement and improvement of the library services

Yes, The Library gets the feedback from its users. The College Library Advisory Committee decided to the process of feedback forms from users regarding the development, improvement and good functioning of Library. Librarian decided to apply some techniques for the improvement and provides better library services to the maximum use of Library and Library Reading collection.

- Suggestion Box
- Interaction
- Feedback form

❖ Sports

The college has well qualified and permanent Physical Director. The Physical Director is delegated full autonomy to operate his department. The special autonomy is given to Physical Director about purchasing equipment and kits and also to arrange various games. The department of sports conducted minutes of meetings two times in every academic year for the quality enhancement, development and strengthen of sports services to the students. The sports facilities are available for students. The College has play ground in the college

campus. The sports culture in the college is healthy competition, sportsmanship and teamwork among students. During academic year 2016-17, various sports events and activities are scheduled for students and faculty by the constituted sports committee. Practice of sports in two times daily at morning and evening for the students in the college. There were many activities conducted by the department of sports during the academic year 2016-17. The college offers the following sports facilities, events and activities.

Sports Facilities

- Available play ground for sports games
- Indoor and Outdoor facility
- Meditation and Yoga
- Sports Room

Sports Equipments for Indoor Games

- Badminton Rocket
- Badminton Shuttle
- Table Tennis Racket and Ball
- Chess

Sports Equipments for Outdoor Games

- Shotput
- Volleyball
- Handball
- Football
- Basketball

The sports events and activities were organized

- Organized National Sports Day on 29/08/2016
- Intercollegiate Sports Event

❖ ICT Equipments and their Use

Our college facilitates extensive use of ICT resources including development and use of computer-aided teaching-learning materials, searching e-mails, filing online reports, uploading and downloading by its staff and students by making these facilities available as and when required by concerned staff and students. Our college is open from 7.30 a.m. to 5.00p.m. for all working days. Our teachers are encouraged to use ICT technologies for effective curriculum delivery. Students are also encouraged to make use of computers and LCD projector for their presentation. Our college has one computer centre with internet connectivity and LCD projector. The computer and internet facility are made available in

office, Principal cabin, Library, computer centre and LCD projector in seminar hall. These facilities are connected with Local Area Network (LAN). Our college has also provided Wi-Fi connectivity for the internet use. There are eight computers, two LCD projectors, CCTV, Biometric Thumb Machine, FAX Machine, Xerox, Scanner and three printers available in the college.

❖ **Classrooms**

Our college has established well equipped infrastructure to facilitate effective teaching and learning. The policy of college is to enhance physical infrastructure to cater to the needs of programme, B.A. The policy is to provide all possible infrastructures according to the needs of rural and tribal students so that they can enter into the mainstream of the education. In order to run regular teaching adequate fifteen classrooms are available.



A handwritten signature in blue ink, appearing to read "Dr. Ashok Pitambar Khairnar".

Dr. Ashok Pitambar Khairnar
Principal
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Tal. Sakri Dist. Dhule