O/W.No.   **Date: 31/03/2022**

4.4 – Maintenance of Campus Infrastructure

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and Policy for Maintaining and Utilizing Physical, Academic and Support Facilities 2019-20

Physical Facilities

The physical facilities includes college buildings, classrooms, computers lab, library, sports playground, conference hall, Vidyarthi Vikas Munch hall, stage for culture programmes etc. are available for the admitted students of the institution. The institution has adequate number of computers with internet connection. The various types of educational software like library manager and others have been used in the department of library for the students and teachers. The institution has ICT classrooms with LCD projector in order to make teaching and learning in effective way. Electrical and connection of internet facilities, Printers facilities, Xerox facilities, Scanner facilities, D-link Modem with WI-FI maintenance is done with the help of local skilled persons. The expenditure is done on the development of physical facilities from the college budget time to time. Every department maintain the stock register for the available equipment.

Academic and support facilities.

Academic support facilities like National Service Scheme, sports, Vidyarthi Vidyatrthi Vikas Manch, Chanyakya Competitive Examination Cell, Guidance and Counselling Cell and others are open for the students who have admitted in the institution. Accessions of the library are being done for the admitted students. Sport department provides indoor hall, playground, sport equipment's like holly ball, baseball, handball table tennis from the funding of the institution. Maintenance has been done time to time from the gain funding from other sources to institution. Registered alumni also support and contribute college for providing such types of the facilities in the institution. Prizes for various subjects are given by the respective members of the society. Vidhyarthi Vikas Manch is established by the institution, which support the students for preparing the competitive examination .The guest lectures are invited especially the experts who have passed MPSC and UPSC examination. They are invited to guide student in regard of preparation of the various types of competitive examination. The college has **ZOOM** video conferencing app for organizing live webinars and teaching-learning. The college has created College **YouTube** channel for live streaming and uploading the intellectual videos available for users.

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.
- Cooperate all types of manual and online work to the teachers, non-teaching staff and students.
- Add-on Course and Orientation Programme was conducted

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 2019-20, 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 2019-20. 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

Other Activity

Date	Activity
28.08.2019	Intramural of Kabaddi and Long Jump
22/08/2019 to 30/08/2019	Physical Fitness Camp
29/08/2019	Sports Day Celebration
02/09/2019	Bio-Mechanical Analysis, Skills Execution of Running Skills
02/09/2018	Bio-Mechanical Analysis, Skills Execution of Throwing , Jumping and Running Event
10/09/2019	Bio-Mechanical Analysis, Skills Execution of Kabaddi Event
11/09/2019	Counselling and Motivation about Diet
04/02/2020 to 15/02/2020	Training camp for slow learner
17/02/2020	Quiz

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. on all working days. Our teachers are encouraged to use these ICT technologies in the development their subjects. 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. The college has ZOOM video conferencing apps for live webinars and meetings as well as uploading the videos and live streaming on college YouTube channel.

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.

Dr.Ashok Pitambar Khairnar
Principal
Adarsh College of Arts
Nijampur   Jaitane
Tal.Sakri Dist. Dhule