

# Bhagwantrao Shivaji Patil Mahavidyalaya, Paratwada

Dist. Amravati

## Systems and Procedures for Maintaining and Utilizing Physical Academic and Support Facilities

### Classrooms-

- Our college has 25 classrooms out of 25 classrooms 3 are smart classrooms.
- All these classrooms are Wi-Fi connected.
- Classrooms are utilized as per the Timetable of the college.
- Classrooms are under CCTV surveillance.
- Maintenance of teaching aids like computers, printers, scanners is done by appointed firm.
- All departments have been provided computers.
- Students are not allowed to use classrooms and teaching aids for personal cause without the prior permission of the chair.
- The building and the classrooms are painted frequently at the time of vacation.
- Cleanliness of the classrooms is maintained by the support staff regularly.

### Laboratories-

- The college has 3 laboratories of different subjects, i.e. computer laboratory, home-economics laboratory and language laboratory.
- Purchase of lab equipments is executed through proper channel.
- The laboratories maintain stock book.
- First Aid box is kept in all laboratories.
- Students are allowed to use laboratories as per the timetable.
- Practical records are stored in the laboratories.

### Computers-

#### System and Procedures

- The college provides computers with latest configuration to the student and staff.
- A qualified firm is appointed to attend the issues of the computers.
- Department heads and laboratory incharge take care of softwares, systems and drives.
- Antivirus takes care of virus issues.
- 100 MbPS internet speed is provided.
- All the hardwares, softwares are maintained in stock books.

### Library-

Our Library is accommodated with the carpet area of 1207.86 sq.ft

## Collection Policy

The librarian is responsible for implementation of collection development policy. He also encourages the faculty members to select the books in the library. The guidelines for material selection for library is as follows-

- Faculty Recommendations
- User Requirement
- Price and Date of Publication
- Relation to current trends
- Advisory committee Recommendation
- Professional Literature consisting University Recommended textbooks, Books as per the syllabus.

## Collection Maintenance Policy

- Special arrangements are made to accessioning library materials immediately, if the request is urgent.
- All suggestions given by advisory committee and faculty members are considered seriously.

## Procedures for Processing Library Books

- The library enter all information into the database as well as accession register.
- The repair and the binding of the books is done regularly.
- Each book is stamped barcoded attached with due date slip and book card.
- Cataloging is done as per Dewey decimal classification.
- Statistics are kept for the purpose of reporting the library and departmental activities.

## Borrowing Rules for Students

- The borrower can borrow 2 books for 8 days only.
- After 8 days borrower will have to pay a fine of Rs.1 per day.
- To avoid penalty, the users should get the book renewed.
- Borrower will have to pay the cost of the book in full for any loss or damage.
- A book may reserve in advance on demand.\
- Readers should make an entry in the register before availing the facility of newspaper, reference book etc.
- Reference books and periodicals will not be issued out of library.
- In case of loss of borrowers ticket the borrower must report the loss immediately to librarian. Fresh borrower ticket will be issued against payment of Rs.10.
- Outsiders are allowed to have library services under book bank scheme or by paying deposit.
- In case of the loss or damage of book there will be penalty as per the situation

## Reference Services

Reference books such as encyclopedia, journals, dictionaries, back volumes are not issued.

### **Journal Subscription Policy**

The payment towards the journal subscriptions could be made

- Directly to the publisher or
- Through the subscription agent
- Library does not subscribe journals against personal subscription.

### **Stock Verification Policy**

Physical verification of the library stock is carried out to identify the losses, misplaced documents, repair, etc. The verification is carried out regularly by the library staff.

### **Replacement**

Decisions to replace the books is based on the demand for specific title in support of curriculum, number of copies on the shelf, subject content and the availability of new material on the subject.

### **Procedure for write-off**

The library enlists the documents not found during stock verification. Finally a list of all missing books is prepared and put before the advisory committee. The library Right of old tattered books.

### **General Rules**

- Calm atmosphere should be maintained inside library. Silence must be always observed in the library.
- Food and drinks are not allowed in Library premises.
- Bags or personal books are not permitted into the library. Personal belongings should be deposited in the property counter.
- Library is not responsible for any loss or damage of personal belongings.
- Use of mobile phones anywhere in the library premises strictly prohibited.
- All the books need to be returned or renewed physically within the stipulated due date.
- No material from the library should be taken out without proper issue. Taking books without adhering to the procedures will invite disciplinary action.



## Sports Facilities

The college provides facilities for sports, games and cultural activities. To enrich the sports activities good equipments have been provided to the students and staff. Facilities for indoor games like shuttle badminton, table tennis are provided by the college at Tehsil Sports Complex, Paratwada. The college provides separate administrative room and the college has a obtained a permission letter from conserved authority to make use of badminton hall in the campus of Rajashivaji Vidyalaya, Paratwada. The college provides the ground for T.T. Hall, Yoga Hall, Rope Malkhamb, Shotput Sector, Single Bar, Double Bar, Volley Ball, Kho-Kho and Kabaddi in the college campus. The director of physical education train the students in different sporting events.

- The department of physical education begins the sports activities of the college in the beginning of the session.
- As per the rules the 12th passed students are eligible for the admission and that students are eligible to participate in the All India Intercollegiate, Inter University competitions.
- The color holders are felicitated in the annual gathering of the college.

## Auditorium/ Seminar Hall

The college has 1 Auditorium and seminar hall at the first floor of the main building. This hall is Wi-Fi connected having a seating capacity of 300 students.

- The Principal gives the permission for the utilization of hall.
- The incharge takes care of the required arrangements.
- Electrician and the personnel are incharge for the ICT and electrical facilities in the hall.
- The furniture is upgraded from time to time.
- Cleanliness of the hall is maintained by the supporting staff.

**IQAC Coordinator**

  
Dr. E. D. Tatte



**Principal**

  
Dr. R. A. Umekar

Principal

Bhagwanrao Shivaji Patil Mahavidyalaya  
Achalpur Camp, Paratwada