RayatShikshanSanstha's
Savitribai PhuleMahila Mahavidyalaya, Satara.
Policy for Physical, Academic facilities

Academic ambience of the infrastructure and learning resources are maintained by the support staff as well as the students of 'Earn while Learn Scheme' and whenever necessary external agency is hired for the same. The college has established a well elaborated system and procedures for maximum utilization and proper maintenance of physical, academic and support facilities to benefit the users. The college makes provision in the annual budget for procurement, up-gradation and maintenance of accessories. The details are as follows:

❖ **Physical facility:**

➕ **Class Rooms:**

The continuous efforts are made to upgrade the prevailing facilities in the campus in every aspect of education. So, it has provided the required infrastructural facilities to support the smooth running of teaching, learning and evaluation. The college has spacious well ventilated **15** classrooms with security through **CCTV** is made available to students throughout the day. The classrooms are well lit. There is sufficient space between walls of classrooms. To avoid noise contamination the classroom is not over-crowded. This environment helps the students for better learning. The college provides all necessary technological equipment's for learning.

➕ **Objectives:**

- To make the students more techno-friendly they are encouraged and guided to use internet resources to collect information for their regular study, projects and presentations.

➕ **Policy for Maintenance:**

- Regular cleaning and maintenance is carried out by peons and external agencies (whether required) so as to provide effective learning environment and eco-friendly campus to the students.

- Class rooms are cleaned daily by the non-teaching staff of the college. The non-teaching staff members allotted with specific classrooms and particular campus sites for cleaning the physical infrastructure for day to day maintenance.

- Regular monitoring of electrical and fixtures is done and repaired immediately. Separate contract is given to outside agency for maintenance of computers and LCD facility.

➕ **Policy for Utilization:**

- Central time table is designed in such a way that there is maximum utilization of infrastructure and class rooms.

- College is conducted in two sessions, Arts and Commerce lectures are conducted in morning sessions and B.C.A. And M.Com. Faculty lecturesare conducted in afternoon sessions.
- Moreover short-term courses are run after the academic schedule.
- On National holidays or Sundays whenever requested or demanded by other sister institutions, GOs, NGOs for academic and Exam purpose,the infrastructure is provided with prior permission of Management.
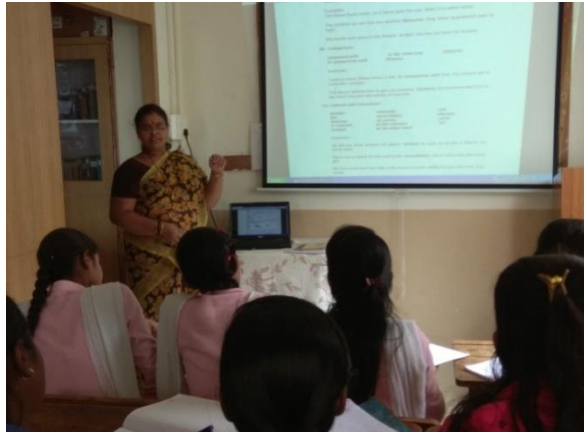
| Classroom with ICT Facility | Seminar Hall with ICT Facility |

✦ Language Lab

The college has well equipped Language Lab with 13 computers with all necessary technical equipment's and Networking available for the staff and students with latest version of DLH Software for easy development of communication and written skills.

✦ Objectives :

- To provide students a platform to enhance English Language skills, Communication Skills and to practice the Soft Skills.
- To emphasize the need of English in the technical and educational world to prepare the students for interviews and future job environments.
- To train the students in the art of Conversation, Situational Communication, Business Communication and Group discussion.
- To train the students in Information Technology and Networking.
- To provide students' knowledge through various Modern teaching aids.

• Language Lab facilities:

- Head Phones for Listening.
- Speaking Practice.
- Reading Technique.
- Pronunciation Practice and Drills.
- DLH Software with 5000 academic units- lectures, you-tubes, videos etc.
- Internet
- Soft-Skills, Spoken English, Communication Skills- Modules.

- **Language Lab Policy:**
  - Language Lab is open to all stake-holders of the college in stipulated time scheduled for each one.(Faculty and Students)
  - All stakeholders should use Lab facility only for academic purpose.
  - All terms and conditions should be obeyed strictly by everyone.
  - No Noise.
  - Mobiles must be kept on Silent mode.
  - Treat one other with the same respect that you expect.
  - Everyone should take care of equipment's otherwise damage cost will be charged to concerned user.
  - Only academic language learning and research activities are allowed.
- **Following Language and Communication Skills related laboratory sessions are conducted for the students:**
  - Grammar and English Language Practice and Exercises.
  - Vocabulary Building Skills.
  - Active Listening Skills.
  - Introduction Phonetic Sounds and Drilling.
  - Reaching Comprehension.
  - Business Letter Writing.
  - Oral Presentation Skills Training (Self-Introduction, Extempore, Public Speech, Formal Presentations, PPTs, Use of Audio-Visual Aids etc.)
  - Group Discussion's and Interview Technique.
  - Situational Conversations.
  - Understanding Importance of Body Language.
  - Personality Development Guidance.
- **Language Lab Schedule:**
  - Staff : Monday to Sunday :   8.00 am to 5.00 pm
  - Students of B.A./ B.Com.:   11.30 to 3.00 pm
  - B.C.A. Students   :   3.00 pm to 5.00 pm

♦ B.C.A. Lab

The College has well equipped BCA Lab with 42 computers with all necessary technical equipment's and networking available for students and staff of BCA with required software's for BCA course. BCA course has different computer subjects and BCA students have to complete software projects and they have to study programming for that they require various software's.All PCs are protected through installation of antivirus software's.

♦ Objectives :

- To provide students a platform to enhance English Language skills, Communication Skills and to practice the Soft Skills.
- To emphasize the need of English in the technical and educational world to prepare the students for interviews and future job environments.
- To train the students in the art of Conversation, Situational Communication, Business Communication and Group discussion.
- To train the students in Information Technology and Networking.
- To provide students' knowledge through various Modern teaching aids.

• B.C.A. Lab Policy:

- To provide students platform to enhance programming skills, software development skills and technical skills.
- To Train the students in computer programming languages like C Programming,   C# , Java, C++,
- To train students for website development.
- To train students in website development languages like HTML, VB. Net
- To train students for database programming through oracle and MS Access
- To provide students' knowledge through various teaching aids
- To emphasize the need of technical skills to students.
- To provide students' Knowledge of different Operating systems like Linux and Windows
- BCA Lab Facility
- Internet Facility
- Overhead Projector
- Programming Practice
- Software Development Practice
- Programming software like Turbo C, Java,VB. Net
- Operating systems like MSOffice, LINUX.
- Database software like Oracle MS-Acess

- MS- Office software

- You tube Videos, Online tutorials, E- Books, PPTs etc.

- Using Google classroom as learning management system.

🔸 Following Sessions are conducted in BCA Lab

- Programming exercise

- Operating System exercise

- project development exercise

- Database development exercise

- Word document preparation exercise

- Worksheet modification and development exercise

- Power point presentation preparation exercise

- Web page development exercise

- Internet skills exercise

- Project documentation exercise

- Web browsing exercise

- Image editing exercise

- Networking exercise

🔸B.C.A. Lab Schedule:
- Students of BCA-I – 11.30 to 1.15 (Monday, Tuesday , Friday , Saturday)
- Students of BCA-II- 2.15 to 4.05(Wednesday , Thursday)
  - 2.15- 3.15 (Friday Saturday)
  - 3.15 – 4.05 (Monday, Tuesday)
- Students of BCA-III- 2.15- 3.15(Monday, Tuesday)
  - 1.15 – 2.05 (Monday to Saturday)
- For Staff of BCA- 11.00- 4.30 (Monday to Saturday)

B.C.A. Lab.

✚ Commerce Lab

Commerce laboratory is one of important laboratories in the college. It contains, commerce related postures, literature and computers. Because of such a laboratory, it is possible to give exposure to students of the commerce discipline. Commerce laboratory is the way of creating a sense of experimental atmosphere among the students. Commerce laboratory includes 23 computers, 1 Scanner with printer, 1 LCD projector, 2 Headphones, 1 Speaker and Tally software which is installed in all computers. The Commerce and Management department is utilizing available resources in efficient manner for research, practicals and academic purposes.

✚ Objectives:
- To develop sense of information technology among commerce students.
- To offer Tally ERP 9.00 (3 Months) course to Commerce students.
- To motivate students for utilizing computer accounting.
- To create awareness among the students about changing commerce world.
- To show various videos about trade, commerce and industry.

✚ Commerce Lab Policy:
- Commerce laboratory is open to commerce stream students and teachers within scheduled time.
- The use of Commerce laboratory is allowed for academic purpose.
- In order to maintain silent décor, no noise policy within laboratory is adopted.
- All terms and conditions regarding use of laboratory should obey strictly by everyone.
- Keeping laboratory clean is everybody's duty.
- Any student from college can visit to commerce laboratory within scheduled 1 Hour.
- Every student and teacher should take care of the equipment's available in Computer lab.

Sr.No.	Scheduled Time	Utilization
1.	8.00a.m to 11.30. a.m. (Except Holiday)	B. Com. Students and teachers can visit to Commerce laboratory and perform their academic activities.
2.	11.30 a.m. to 1.30 p.m. (Except Holiday)	Tally ERP 9.00 Batch of B.Com part-II Students
3.	1.30 p.m. to 4.30 p.m. (Except Holiday)	M. Com. Students and teachers can visit to Commerce laboratory and perform their academic activities.
4.	4.30 p. m. to 5.30 p.m. (Except Holiday)	Any student from college can visit to commerce laboratory and perform their academic work.

Commerce Lab.

➕ Library Policy:

SavitribaiPhuleMahila College Library is well-equipped with various text and reference books, encyclopedias, dictionaries, journals, magazines, newspapers etc. To utilize the facility for the better academic development and enhancement of staff, students and stakeholders library committee has prepared its policy under the guidance of management and IQAC as given below:

- **Objectives:**
  - To provide the right information at the right time to the right form to its users.
  - To provide various library services and facilities to the readers.
  - To support research activity for its progress and qualitative development.
  - To preserve and conserve the collection of reading material and sources of information in the library for the users.
  - To promote reading culture among the students, faculty and the society.
  - To provide books and references needed by the academic community.
  - To provide information for various job-related examinations to the students.
  - To inculcate a culture of 'Reading' among students.
  - To develop collection of reading material useful for various competitive examination and courses.

- **Library Facilities:**

- **Home Lending: -** The Counter for home lending is kept open between 10.00am to 4.30pm on all working days of the week. Students, Teachers and outsider user can borrow books from this counter. Students are issued one books at a time for one week.
- **Book Bank: -** For one academic year at a time, sets of books from the book bank scheme of the library are given to the students who hail from economically weaker section of the society.
- **Network Resource Centre:**The computing and networking facilities are provided in library through NRC to support the educational and curriculum related research needs of all the stakeholders of college. The library reserves the right to reclaim workstations being used for personal or recreational purposes such as; writing emails, surfing the world wide web, using media for entertainment etc.
- **Open Access:**The library supports free access to research materials and the use of technologies to identify, locate and use scholarly resources.
- **OPAC: -** Online Public Access Catalogue has been provided to have an easy access to the collection of the library. Students can search books by Author, title, subject and publisher.
- **Reference Service: -** The staffs of library, especially the librarian help the readers in finding their queries, Readers are also provided with relevant documents, which are of their interest.
- **Inter-Library Loan Facility:-** The library has interlibrary borrowing facility with various colleges of parent institution, through our local sister branches in Satara city by opening accounts in their libraries.

- **Reprography facility:-** Reprography facility is available in the library to all students and staff members at a charge of one rupees per copy.
- **Current Awareness Service:-** List of content pages of the Periodicals/Magazines is given to the readers on demand. College is also buying nine daily newspapers. These newspapers are kept in the reading hall and staff room.
- **Bibliographic Service:-** It is on demand service. List of reference books and other materials is provided to the faculty and students. The list of new arrivals is also given to the teachers and students.
- **Stakeholders of college may use computing and networking technologies in the library with the following restrictions:**
  - The use is not for illegal acts under fedral or state law, pornography or gambling.
  - The use doesn't result in commercial profit or private profit.
  - The use does not violate the rules regulations and policy of library.
  - Food and Snacks are not allowed in the Library.
- **Borrowing Policy for the Students/ Faculty/ Outsider/ Aumni:**
  - Library card is issued to every student If it is lost, duplicate card will be issued on payment Rs.50/- along with the   prescribed application form.
  - Identity and Library card are non-transferable. These cards shall be valid for one academic year.
  - Students can borrow two books onlibrary card for the duration of sevendays.
  - Reference/rare books are not issued. However they are made available in the library.
  - Books and other reading materials borrowed by the reader are liable to recalled back at any time.
  - Overdue charges of Rs. 1 per day will be charged for over dues.
  - Every reader using the library shall be responsible for its safe custody and return the book undamaged. Any attempt to damage books or   periodicals by defacing or tearing pages will be treated as misconduct and strictly dealt with.
  - If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay cost of the book after getting permission from the librarian.
  - Allfaculties' staff of the institute is entitled to become library members.
  - Membership is allowed only after submitting a duly filled in and signed membership form, duly recommended by the concerned HoD or office order of joining in the institute. The members are supposed to be conversant with and agreeable to the Library rules.
  - Staff should take library No-Dues Certificate (NOC) while Transfer/Deputation/ Superannuation from the college. (While living the college, student and faculty should return books and library borrowers' card without fail, thereafter NOC will be issued.)
  - The library advisory committee may suggest the limitation of books to faculty, students alumni and outsider user on the basis of their library collection.

Library Specific Conduct Policies:

- Keep Silence.
- Turn your mobiles on silent mode.
- Return your material (books, journals, etc.) on time so that others may use them.
- Watch your valuables at all times.
- Treat one other with the same respect that you expect.

Library

Reading Room and Network Resource Centre