Ashoka Education Foundation's

Ashoka International Centre for Educational Studies and Research Nashik

SOP for Maintaining and Utilizing Physical, Academic and Support Facilities as Teaching Computer Lab

This document describes policy Guidelines/SOP for maintaining and utilizing Standard Operating Procedures for Sports Facilities Physical, Academic and Support Facilities as Teaching Computer Lab & Library.

❖ **Library**

The institute has in place a mechanism to systematically review the various library resources for adequate access and relevance. As the institution is ISO 9001: 2008 certified since 2015-16, Library also is one of the areas which have number of processes and records which are systematically designed, recorded and documented. Library undergoes through audit process.

Library Maintenance

A.I.C.E.S.R. Library operates from a 2- storied state of the art building with a carpet of about 1076.73 sq.ft. & 800 sq ft. Reading room. It is centrally air conditioned, can accommodate about 50 users at a time, collection of books, Journals, equipment, furniture, and furnishings. The library is visited by 40-50 of users every day. In order to ensure smooth functioning of the library, following procedure is followed:

- Students, Teaching, and Non- Teaching Staff of A.I.C.E.S.R. carry their ID card to enter the library.
- Visitors or Guests are permitted to use the Library on specific requests to the Library Authority. They are required to produce a proper introduction letter from their parent Institution /Organization (Inter Library Loan Facility ACE, ABS, ACBCS)
- The entire library building is under CCTV surveillance to monitor movement of people and goods etc.

- The library building is designed and constructed in a manner which is conveniently accessible by differently abled users. It has ramps, escalators and lifts for easy movement to such users inside the library.

- Library building is equipped with fire management (detection, alarm, evacuation and control) system to save people and property of the A.I.C.E.S.R.in case of any unforeseen event.

- The general maintenance of the library building including proper lighting, ventilation, air conditioning, water supply and cleanliness of the premises like regular sweeping. Cleaning and mopping of all floors, and washrooms, furniture, desk and shelves etc. is looked after by the House Keeping Department.

❖ Library Utilization

The utilization of library services is governed as per the following rules and guidelines:

- The library has a good collection of textbooks and reference books Total volumes: 5230, Total no. of Title: 2612, Total no. of Reference book: 4530, Total Journals are 11 (International-4, National-5 & state level-2) and other reading material which is arranged on open shelves. Users can directly go to the concerned shelf and access the material without any restrictions.

- The library develops a comprehensive collection and acquires all relevant and high quality material including books, journals, e-resources, and databases, that meet the academic and research needs of the students, researchers, faculty, and staff.

- All the books received either through purchase, subscription or gifts are accessioned in the Accession Register, classified as per Dewey Decimal Classification (DDC) scheme, and processed to make them ready to use.

- Book bank facility is also available in a library.

- Special Reading room is available for students and faculty.

❖ The library remains open as per the following schedule:

Mondays – Saturdays -   8 hrs

- During examination period, the timing is extended up to 9 hrs. The Library remains closed on holidays.
- Users can seek assistance of library staff in searching catalogue (OPAC), locating books or other material, literature searching, and using e-resources etc.
- The library offers a number of services including lending of books, reference service, Digital Library Service.
- A National Digital Library provides seamless access to various Databases, E-Journals, E-books and other resources through "Digital Library" link from ERP/NDL Portal across the campus to all our users. Library is equipped with adequate number of computers and other equipment to facilitate users accessing digital content within the library premises.
- Students can use Reading Room in a library period.
- Daily News Papers, Journals, Magazines are also available in a Reading Room.

❖ **Library users can borrow books as per following entitlement :**

Category of User	No. of Books	Issue Period
Faculty	40	365 days
Students	10	15 days
Non Teaching Faculty	10	365 days

Reference Books, Journals (Bound Volumes and Loose issues), Short Research Projects and the latest available issue of the magazines are to be referred within the library and are not issued. Books can be renewed for another term of 14 days if there is no demand for them. The renewal must be made on or before the due date. Library can recall any book borrowed by a user

before its due date in special circumstances. Overdue charges are levied for delay in returning the books as per rules.

❖ LIBRARY RULES & REGULATIONS

1. Don't put your bags on issue/return counter. Keep your personal belongings in the property counter.

2. Student should be incomplete uniform and should always carry Identity card with him/her.

3. Every student will be issued books for seven days. A book issued can be re-issued provided the re-issuing process is done before completion of seven days. None returning of books by due date/time will be charged fine of Rs. 2/- per book per day.

4. Reference Books, Journals and Magazines are only for reference & are not for issue.

5. If the book is lost then the students will be charged one an half times price of the book.

6. Every Person who enters in the Library should entry information sign on the visitor register.

7. Use of mobile Phones is strictly prohibited in the Library.

8. Students are not allowed to sit in the Library during lecture /practical hours.

9. Eating food is not allowed in the Library.

10. Library should be used for reference, collection of books set & special Reading Room for reading purpose and not for discussion.

11. Required help provided by Library staff, if you are unable to find your required book.

12. Students should handle the books carefully.

13. Reposition the chairs and switch off Computer's, lights and fans after use.

14. All readers are required to maintain discipline in the Reading Room.

15. All the students and staff members can access only subscribed e-resources in E Library.

16. Students should not move any peripherals from one place to another without prior permission of Librarian.

17. If any system is not working properly then immediately inform to the Library staff, do not try to repair it yourself.

18. Any kind of misbehavior/surfing other than above sources/violation of any of the above rules will invite strict disciplinary action.

19. No photograph of the Library shall be taken without the permission of the Library Authority.

20. Any person found to be in violation of one or more of the above rules and regulations may be asked to leave the library. Failure to comply with a request to leave the premises will result in removing the individual from authorized borrower's list.

21. Users can submit their suggestions for improvement of library services online or offline.

Computer Lab

Institution has established the computer lab; where 35 computer systems are available for student teachers. 35 students could take advantage in one session.

Objectives

1. To complete projects and assignments by accessing online and offline resources.

2. To develop the computation and presentation skills of student teachers.

3. To enhance technological knowledge of student teacher through ICT training.

4. To facilitate effective learning to the student teacher by making use of ICT resources.

Utilization of Computer Lab

5. The basic and advanced uses of Word, Excel, PowerPoint and Database are explained and hands on experience are given to the students by dividing them into groups.

6. Training for Basic computer skills is given for the benefit of the students.

7. Students prepare lesson plans for their practice teaching by using these basic skills and present in their respective classes.

8. Computer lab is also used by the student teachers to complete their projects and other assignments. Online information is accessed for projects and other assignments.

9. Online information is accessed regarding university circulars, notices, examination and other college work.

10. It is also used for accessing online and offline resources.

11. Self study, by browsing through sites recommended by the staff.

12. Student teachers are encouraged to prepare lesson plans using technology.

13. Students use it to access notes, PPT's sent by staff on common E mail Id.

14. Students use it to write 5 year plans during the exercise of Goal Setting in the process of Mentoring,

15. Student teachers use lab to prepare for Assemblies

16. To give Faculty Feedback using Google document

17. Lab is used to prepare for Seminar Presentations.

Rules and Guidelines

The justified utilization of the facilities is to be governed as per following rules and Guidelines-

- Systematic arrangement of computers in Computer Lab

- Students, faculty and staff of AICESR must carry their ID card to utilize the facilities of Computer Lab.
- The entire Computer Lab is under CCTV Surveillance to monitor movement of students.
- In case of breakdown, repair the fault internally and / or with the help from external agency. Also maintain record of repair / replacement.
- Codify all equipment
- Inventory/Stock Register and Log Book for each costly and high end equipment in our Institute are maintained on a regular basis which is to be supervised by senior IT-in-charge once a month.
- Software's and computers with Wi-Fi in case of dry labs which are to be arranged with working stations. The concerned students, researchers and Faculty can directly go to the lab and make entry in a log book and can work under the supervision of IT-in-charge or Lab Manager.
- ICT facilities available in the college are meant strictly for academic and research work of students, faculty and staff of the AICESR and these should be monitored and maintained by the IT people regularly.
- Users are advised to maintain sanctity and cleanliness of the labs and maintain discipline while working in the labs to prevent any untoward accident. The users should follow rules for the efficient functioning of the labs and for the convenience of the co-workers.
- Faculties save their PPT's and all study material on Common Sharing Platform.
- Students are making storage of data in common sharing folder.
- Following rules & regulations in all areas of the labs
    1. Maintain silence
    2. After completing practical shut down PC properly.
    3. Switch off the main switch/plug
    4. Keep the chair inside the desk
    5. Do not use mobile phone or any other electronic Gazette in lab.
    6. Keep your bags outside the lab
    7. Do not bring any eatables in lab
    8. Use dustbin to throw carbon paper after printout
    9. Keep neat & clean

10. Maintain discipline

11. Make entry in Attendance Muster.

SPORTS FACILITIES

Sports play a pivotal role in shaping one's personality and maintaining good health. We've specially developed a sports environment that matches International standards and gives a truly global experience to all our students.

- •Football Field
- •Two Basketball Court
- •Volley ball court
- •Cricket Ground
- •Badminton court
- •Running/jogging Tracks
- •Long/Short Jump
- Shooting Club

Sports Utilization and Maintenance

- The Sports facilities include a huge and well-maintained Sports Ground with lush green grass.
- The facilities include a Football court, a Handball court, two Cricket pitches for matches, two practice Cricket nets (cemented and turf), 200-meterstandard six lane tracks, a standard Long Jump pit, One Throwing Circle, One Javelin throw Area.
- Coaching is provided for Cricket, Handball and Volleyball.
- The Sports department maintains a stock issuing register to issue the required sports equipment's to students against their college I card.
- Students are selected for participation in various games through a rigorous screening process.

- Regular maintenance of the sport equipment must take care of necessary First aid kits and regular water supply apart from the basic cleanliness of the premises like· regular sweeping, cleaning and mopping of all floors, and washrooms, dusting of furniture, Working stations and shelves etc. which are looked after by ground men and supervised by Director of Physical Education from time to time.
- The repairable equipments are maintained and repaired for proper utilization, which are not reparable are added to dead stock.
- Infirmary facilities are available for injured students on playfield.
- Housekeeping staff works separately for maintaining playground.