

**Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc**

### **Facilities for Academic Activities:**

The Institute has sufficient infrastructural facilities available for academic activities. The structure of the building is such that it provides enough space for conducting multiple academic activities. It is a three storied building with a spacious ground floor. The infrastructure for academic activities is as follows:

- **Classrooms:** The Institute has the privilege of having spacious classrooms equipped with various teaching-learning aids which include audiovisual equipments, blackboards, whiteboards, LCD projectors, etc. There are total six classrooms (04 large classrooms with a capacity of 65 students and two small classrooms with a capacity of 15 students). The time-table of the academic programme is arranged in such a way that all the courses get accommodated. All the classrooms have uninterrupted power supply from Wind/Solar generator.
- **Library and Reading Room:** The Institute has well-furnished, specialized library and reading room. The library has more than 10,000 volumes in English, Marathi and Hindi. Since the library has open access system, the book racks are arranged in such a way that the users can comfortably move and access the required material. The reading room and computer lab is adjacent to the library. The library has a separate reference room as well. The reading room has a comfortable seating arrangement for 40 students at a time.
- **Conference Hall:** The Institute has a well-furnished conference hall with a seating capacity of 60 persons. It is used for academic seminars, workshops and conferences. This hall was developed during the Golden Jubilee year, and it is named after Prof. T. Barnabas, the first Principal of Ahmednagar College, who played a prominent role in the establishment of this Institute.
- **Training Hall:** The training hall with a capacity of 50 participants is also available for academic activities. It is used for the purpose of conducting trainings and workshops.
- **CCTV Surveillance:** The classrooms, administrative offices, library, quadrangle and the institute campus are all under the surveillance of CCTV cameras to avoid security issues.
- **Faculty rooms:** The Institute has independent rooms for each faculty to conduct field work supervisory conferences and provide individual consultation to students and research scholars.
- **Hostel:** In order to facilitate learning, the Institute has hostel facility for both boys and girls. Boys' hostel is in the CSRD campus, and Girls' hostel, at present, is located at the Ahmednagar College campus across the highway. The hostel has a capacity to provide accommodation to 110 boys and 30 girls. Both the hostels have solar water heating systems, drinking water and other essential facilities. It is also connected with Wi-Fi connection.
- **Collaboration with International Universities:** CSRD-ISWR has a collaboration with the University of North Carolina, USA, through which student and faculty exchange programmes are facilitated for knowledge sharing, joint research programmes and action projects.





## Facilities for Co-curricular Activities

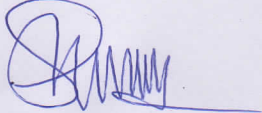
In order to facilitate the academic activities in the Institute, the following infrastructure is available for co-curricular activities:

- **Computer and Internet Facilities:** The Institute has an independent space for computer and internet facility. There are internet-enabled PCs. The computer and internet facility is available for students, research scholars and faculty members.
- **Wi-Fi Campus:** The premises of the Institute is Wi-fi-enabled where students can use the internet on their laptops for study purpose.
- **Transportation Facility:** The Institute has its own bus for the smooth functioning of its academic activities, especially fieldwork. The students are provided transportation facility to reach their fieldwork areas.
- **Auditorium:** The spacious auditorium with the capacity of 300 persons is available for co-curricular activities like cultural programmes, special lectures, meetings and conferences.
- **Child Guidance and Counselling Centre (CGCC):** The Child Guidance and Day Care Centre has its activities at two locations i.e. at the Institute campus and at Anand Sadan. The building of Anand Sadan is located in the heart of the city on Chitale Road, near Gandhi Maidan, Ahmednagar. Both these places have essential facilities to conduct the activities for children.

## Extra-curricular Activities and Sports

- **Common Room:** There is a common room facility for both boys and girls. The common room for girls is available in the academic building, and for boys it is in the Gents' Hostel. The common rooms are well-furnished to fulfill the basic requirements of the day scholars.
- **Sports and Recreational Facilities:** The Institute has sports as well as recreational facilities, with DTH, etc., for its students, staff and faculty. Indoor games like table tennis, carom, chess, etc., are made available in the multi facility recreation hall. For outdoor games, volleyball and badminton court is available on the campus. Students can also use the playground of Ahmednagar College for playing football, basketball and other games.
- **Cafeteria and Dining Hall:** The Institute has two canteens within its campus. The canteens provide snacks, refreshments and meals for students and staff. There is also Dining Hall facility for students, which is managed by the Dining Hall Committee, consisting of students and staff.
- **Health Room:** Health Care Centre is available in the Institute. The Institute has appointed a medical officer who is available 24X7 on the call, and he visits the Institute every Tuesday and Friday. First-aid box is available in the health care centre.
- **Parking Facility:** Four-wheeler parking space is available for faculty, staff and visitors. For students, parking facility is provided for two-wheelers.



  
**Director**  
**BPHE-CSRD-ISWR**  
**Ahmednagar**



## BPHE'S, CSRD-ISWR

Library

### Introduction

CSRD-ISWR library is developing as a specialized library in the area of Rural Development/urban development. The library has in stock over 10,029 volumes, covering the Principal fields of interest in social work, rural development and related subject like sociology, Psychology, Anthropology, Economics, Labor Economics, Personnel Management and Industrial Relations, Social Research, Statistics, Criminology, and correctional Administration, Community development, Social Aspects of health, Family, Rural Development and related topics.

### Admission

Students can avail the library facilities by obtaining library membership.

### Borrowing Privileges

In order to borrow books, the members must produce a valid library card. The card is non-transferable and the card holder will be held responsible for all items, issued on it, and will be liable for the full cost of replacement according to library rules, if they are lost or damaged. Students should notify the library promptly if they lose their card, or if they change their address.

### Library hours

The library is kept open throughout the year except on Sunday and Public holidays

- On working days                      -9.00am to 5.00pm
- On Vacation                              -10.00am to 4.00pm
- On examination days   -9.00am to 8.00pm

### Number of books issue/reading material

Each student will be issued two cards, which enables him/her to borrow two books; these books will be issued for 6 days. The journal bound volumes, loose issue, reference document like Dictionary, Encyclopedia, year book, thesis Project Report, and handbooks are not allowed to be borrowed.

### Fines

There will be fines for books which are not returned within the due date. A fine of Rs.1/- per day per book will be levied on all the books, which are due.



### Renewal

Books may be renewed for a further period of four days.

### Alumni Membership

Alumni can become the member of Library by keeping a security deposit of Rs.1000/- and by paying an annual fee of Rs. 300/-. They will be allowed to borrow one book for a period of one month. Please note the membership will lapse if it is not renewed for two there will be fine of Rs. 1/- per day per book for late return of books.

### Arrangement of library collection

The materials of the library are arranged in two classes. The general collection is divided as per subject and reference collection.

The reference collection includes dictionary, encyclopedia, periodicals, thesis, and maps rare books. News-paper clippings files and census data for consultation in the library only. In addition to books and periodicals, we also have project reports, Ph.D. thesis.

Library uses smart Lib management software. Entire library collection can be searched using this software.

- OPAC (online public access catalogue)
- New arrivals list
- Inter-library loan service
- Newspaper clippings
- Current awareness service/ SDI services
- Referral services
- Internet
- N-list Journal's

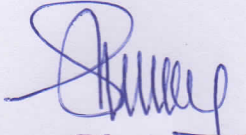
• Xerox Service





General conduct in the library-

- 1) All the books, students and outsiders entering the library shall deposit their bags and other belonging at the entrance and sign in the register at the check point. Only notebooks and library books to be returned will be allowed inside. All the readers are advised not to leave their valuables at the check point. Library is not responsible for any loss of personnel belongings.
  - 2) If you cannot trace the book on the shelves then please report it at the circulation desk by filling the demand slip. Library staff will trace the book as early as possible and inform you the same.
  - 3) Students should not take cutting/clippings from the books/periodicals or newspapers and should remain from marking or disfiguring pages.
  - 4) All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.
  - 5) Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain dignified silence.
  - 6) Smoking. Beverages and eatables are not allowed in the library.
  - 7) Please keep your mobiles in silent mode.
  - 8) Librarian reserves the right to call back any book that is issued to users, if it is needed.
- Failures to comply with the above rules may result in the temporary/permanent withdrawal of library services privileges and/or a recommendation to the director/ HOD to proceed through the institute's disciplinary process.

  
**Director**  
**BPHES-CSR-D-ISWR**  
**Ahmednagar.**



# COMPUTER LAB AND ONLINE RESOURCE CENTRE

- Computer lab/centre is a facility offered by institute for its students, research scholars and faculty
- Internet access terminals for personal laptop access points.
- These Pc's are meant for faculty, Research Scholars and students to be used for academic purpose only.
- Entry in log book is mandatory while using computer
- The computer maintenance person visits once or twice a week. In case of any trouble please enter the complaint administrative office.
- Maintain Silence do not use mobile phones in the computer lab.
- Do not carry your bags, tiffin box, eatables or water bottles inside the computer lab.
- Kindly avoid chatting, internet telephony, listening to music, watching entertainment videos, downloading music surfing objectionable websites.
- In case of computer malfunction, kindly inform the attendant



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