

#### 4.4.2 Procedures and Policies:

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)

Web Link: [https://www.pravara.com/pdf/procedure\\_policy.pdf](https://www.pravara.com/pdf/procedure_policy.pdf)

Library Facility : <https://www.pravara.com/central-library.html>

Campus Physical Facilities : <https://www.pravara.com/campuslife.html>

Sports Facilities: <https://www.pravara.com/board-of-sports.html>

Medical College Infrastructure /Laboratory /Facilities <https://www.pravara.com/rmc-infrastructure.html>

Dental College Infrastructure /Laboratory /Facilities <https://www.pravara.com/rdc-infrastructure.html>

Physiotherapy College Infrastructure /Laboratory /Facilities <https://www.pravara.com/cpt-infrastructure.html>

Nursing College Infrastructure /Laboratory /Facilities <https://www.pravara.com/con-infrastructure.html>

Center For Biotechnology Infrastructure /Laboratory /Facilities <https://www.pravara.com/cbt-infrastructure.html>

Center For Social Medicine Infrastructure /Laboratory /Facilities <https://www.pravara.com/csm-infrastructure.html>

PIMS- DU	<p><b>Lecture Hall Complex:</b> The University has set standard operating procedures for maintaining and utilizing physical, academic, laboratory, library, sports complex, information communication facilities. To ensure the proper utilization of the lecture hall amenities, lecture schedule at the institute level and department level is prepared and followed. An IQAC register is maintained in the lecture hall to ensure the utilization of the lecture hall. Teaching faculties are entering the details of their lecture like name and speciality of faculty, topic, date and time of lecture. The cleanliness is supervised by administrative officer. The complain or repair at the lecture hall complex is always recorded by the administrative officer and maintenance is done through the civil, electric, electronic or Information-communication &amp; technology department of Pravara institute of medical sciences.</p>
	<p><b>ICT facilities:</b> 1. ICT facilities like internet, scanner and printers are available at the ECMC after due permission from the in-charge of the ECMC. 2. Regular maintenance of the gadgets is done by the computer and electronic &amp; electric department after on-line complain from ECMC.</p>
	<p><b>Preclinical, and clinical instruments and equipment's</b> 1. Paradental / paramedical staff issue the dental instrument, equipment's after checking the basic formalities like receipt, investigation. 2. Register is maintained to issue the instruments and equipment's.</p>
	<p><b>Sports facilities</b></p> <ul style="list-style-type: none"> <li>• The sports facilities are reviewed and maintained by the Sports committee of the Institute monitored by the university sports committee.</li> <li>• Interim maintenance is performed as and when required. The condemned sports equipment's are discarded after the inspection</li> </ul>
	<p><b>Library Facilities:</b></p> <ul style="list-style-type: none"> <li>• A students on entry to the reading hall shall enter his/her particulars in the register kept at the registration counter.</li> <li>• He/she shall bring his/her own reading/writing material.</li> </ul>

	<ul style="list-style-type: none"> <li>• Reservation of chairs by keeping Bag/Baggage for self/friends is prohibited/not allowed.</li> <li>• Bags/Baggage is to be kept at the wooden counter on one's own risk and no Library staff will be responsible for any sort of theft.</li> <li>• He/she shall maintain silence and shall not disturb others in the Library.</li> <li>• Use of mobile (speaking/charging) is not allowed in the Library, reading hall. Students/staff carrying mobiles shall keep them on vibratory mode.</li> <li>• Eating, drinking, sleeping or any other activity considered unbecoming of a student in the reading hall are strictly prohibited.</li> <li>• Gossiping/discussing with other students or group of students and loitering in the Library Hall/corridor is not allowed.</li> <li>• Sitting in the Library Corridor /sitting on the staircase is not allowed.</li> <li>• Keeping legs on the opposite chair is not allowed. Physical movement of chairs from one table to another table or physically placing chair in corridor or any other place by student is forbidden.</li> <li>• <b>UG/PG students are required to sit in the respective hall meant for them.</b></li> <li>• Every students should keep his/her updated I card with himself/her self and should be produced to Library staff whenever demanded without arguments. Misbehavior of any sort will be reported to the Principal.</li> <li>• Any student violating these rules may be debarred from utilizing Reading Hall facility.</li> <li>• All users of this facility are requested to conserve electricity, switch off lights/fans where they are not necessary.</li> <li>• Regular reading facility should not be allowed for outsider.</li> </ul>
RMC	<p><b>Campus Physical Facilities:</b></p> <p>The lush green campus of the University is spread over an area of 120 acres. The well laid out university campus has spacious asphalted roads, gardens, children parks, social and health clubs, water treatment plants, underground drainage, well illuminated street lights, moderately furnished residential quarters with intercom telephone and internet facility and uninterrupted power supply for the teaching and non teaching staff</p>
	<p><b>Laboratory Facilities</b> - CCL of PRH ,RMC operates 24 x 7. OPD samples are collected in phlebotomy room during OPD hours ( 8.20 am - 5.00 pm). IPD samples are transported from various wards by pneumatic chute. The lab is equipped with the state of art equipments based on dry chemistry technology, saving 5 lac litres of water annually. The lab caters the diagnostic tests related to clinical pathology, Biochemistry and Microbiology. The turnaround time(TAT) for the tests is within 2 hours for most of the tests. The daily work load of CCL is around 5500 tests. <b>Web Link:</b> <a href="https://www.pravara.com/pdf/procedure_policy.pdf">https://www.pravara.com/pdf/procedure_policy.pdf</a></p>
	<p><b>Library Facilities</b> - The library has established contracts with other organization for exchange of the institutes publication and inter library loan arrangements. The library has gone with WiFi enabling. Students to access the internet through wireless router anytime from library. All the library functions are monitored by Library Advisory Committee. Central library follows open access system. Reading halls of 1000 seating capacity opens 24 hours throughout the year. The library is housed in an area of around 3542 sq. mtrs. The library is associate member of DELNET, Developing library network, New Delhi for the online access of the resources. Photocopy facilities have been made available in central library. Barcode technology is used for circulation of books and journals.</p> <p><b>Web Link:</b> <a href="https://www.pravara.com/pdf/procedure_policy.pdf">https://www.pravara.com/pdf/procedure_policy.pdf</a></p>

<p><b>Dr. APJAK</b></p>	<p><b>Dr. APJAK College of Physiotherapy:</b></p> <p><b>Lecture Hall Complex:</b></p> <p>Classroom are well ventilated and projector facility available. Cleanliness of the class rooms is taken care everyday which is supervised by the senior supervisor from sanitary department. Appropriate benches, mic and speaker facility available which makes teaching and learning efficient.</p> <p>4 Seminar halls present in college-Good acoustic, audio visual aids.</p> <p>Lecture halls are having 100 student seating capacity.</p> <p>LCD facility with excellent projection quality has been provided to all classrooms</p> <p>Classroom maintenance in relation to projector: Written complaint and e-mail is given to electronic department through the Administrative officer and repair work is done immediately. In Relation to black board and benches written complaint and- mail is sent to the civil department and immediate action is taken.</p>
	<p><b>ICT facilities :</b></p> <p><u>ICT tools and resources</u></p> <p><u>Available:</u></p> <p>Educational CDs, 4 LCD Projectors available, Laptops, Desk Top, Wi-Fi connection in all 4 classrooms, 5 Departments &amp; 3 Laboratories ,Social Media( WhatsApp, YouTube etc. Google Classroom)</p> <p><u>E-resources and techniques used:</u></p> <p>E- Books, E-Journals, SHODHGANGA DELNET INFLIBNET Med know Publications –<a href="http://www.medknow.com">www.medknow.com</a> <a href="http://www.medind.nic.in">http://www.medind.nic.in</a> - PubMed Central WHO Publications – <a href="http://www.who.int">www.who.int</a> WCPT publications <a href="http://www.wcpt.org">www.wcpt.org</a> PubMed Central -<a href="http://www.ncbi.nlm.nih.gov/pubmed">www.ncbi.nlm.nih.gov/pubmed</a> Google scholar</p>
	<p><b>Preclinical, and clinical instruments and equipment's :</b></p> <p><b>Exercise therapy Lab</b></p> <ul style="list-style-type: none"> <li>• The exercise therapy lab is well equipped with all the necessary equipment required for the teaching purpose of the undergraduate and post graduate physiotherapy students.</li> <li>• Maintenance of the exercise therapy lab equipments are done by Electronics department of PIMS-DU, Loni.</li> <li>• According to the teaching-learning requirements of undergraduate and post graduate students, instruments and equipments are purchased.</li> <li>• Exercise therapy labs' equipments and instruments are sufficient for the students' usage.</li> </ul> <p><b>Electrotherapy lab</b></p> <ul style="list-style-type: none"> <li>• The electro-therapy lab is well equipped with all the necessary instruments and equipments required for the teaching purpose of the undergraduate and post graduate physiotherapy students.</li> <li>• Maintenance of the electro-therapy lab equipments are done by Electronics department of PIMS-DU, Loni.</li> <li>• According to the teaching-learning requirements of undergraduate and post graduate students, instruments and equipments are purchased.</li> <li>• Electro-therapy labs' equipments and instruments are sufficient for the students' usage.</li> </ul>

	<p><b>Orthotic and Prosthetic Lab:</b></p> <ul style="list-style-type: none"> <li>• Well established and equipped with instruments &amp; tools</li> <li>• Fabricating all types of prostheses modular &amp; conventional</li> <li>• Upper extremity orthosis, lower extremity orthosis, trunk orthosis and adaptive devices are fabricated for trial, fitting, training, checking static and dynamic alignment.</li> <li>• These devices are useful for correcting various deformities &amp; relief of pain for various conditions.</li> <li>• In case of maintenance issues, written report is sent to the maintenance department</li> <li>• Maintenance of the electro-therapy lab equipments are done by Electronics department of PIMS-DU, Loni.</li> </ul>
	<p><b>Sports facilities:</b></p> <ul style="list-style-type: none"> <li>• A Sports ground, Tennis Court, Large Indoor Badminton Court, Table Tennis Area , Separate Gymnasium for Boys, Girls and Resident Students are being provided.</li> <li>• The sports facilities are reviewed and maintained by the Sports committee of the Institute monitored by the university sports committee.</li> <li>• Interim maintenance is performed as and when required.</li> <li>• The condemned sports equipment's are discarded after the inspection.</li> </ul>
	<p><b>Library Facilities:</b></p> <ul style="list-style-type: none"> <li>• Departmental library of Dr. APJ AK COPT consists of 41 academic books.</li> <li>• Books are issued from the University Central Library.</li> <li>• Books are available to read in the college premises, and also can be issued for 15 days.</li> <li>• Wide ranges of books related to each specialty in Physiotherapy are available for the research and academic purpose.</li> <li>• Students have donated some of the books for the departmental library usage.</li> <li>• This facility of departmental library is utilized by under graduates, post graduates and the faculty members.</li> <li>• Periodically the departmental library books are being checked by University Central Library.</li> </ul>
	<p><b>UG/PG students are required to sit in the respective hall meant for them. :</b></p> <p>Dr APJ Abdul Kalam College of Physiotherapy has 4 Lecture halls.  3 of the Lecture Halls are given to the Undergraduate students  One Lecture hall has been allotted to the Post Graduate students.  The students are required to sit in the respective halls meant for them</p>
CON	<p><b>College of Nursing:</b></p> <p>The utilization of physical infrastructure was carried out as per laid down policies and SOP's wherein the facilities for teaching and learning such as class room, laboratories, computer lab and clinical learning at parent hospital and field learning at urban and rural primary health centers were utilized as per planned schedule by obtaining prior approval. The academic, clinical learning time table of respective class/batch is prepared by the class coordinators in consultation with subject teachers, and the teaching and learning shall take place in designated classes and laboratories. The academic calendar, master rotation plan, clinical rotation plan and time table are displayed at university website and disseminated on notice board and WhatsApp group of respective class. There are standard operating procedures followed in every laboratory for the scrupulous and maximum utilization. The ACADEMIC AND support facilities are monitored every year by Academic and Administrative Audit (AAA).</p> <p>The learning resource center is functional from 08.30 AM to 05.30 PM daily for reference and studies, wherein the reading hall shall be opened for 24X7 for academic study. The available text books, reference</p>

	<p>books, journals, and e learning portals are utilized at maximum level by faculty and students. The number of books issued was 01 to 05 and the period of loan was 05 to 30 days. The maximum users were awarded with best library user award (UG, PG student and faculty category) every year. The sports facilities (indoor and outdoor) were utilized as per guidelines prescribed by the university.</p>
<p>CBT</p>	<p><b>Centre for Biotechnology:</b>  Campus having “Padmabhushan Dr. Balasaheb Vikhe Patil Lecture Hall Complex”. Its consists of Sindhu Hall having 700 seating capacity and two small Hall Sarswati &amp; Godhawari Hall having 300 seating capacity. One More hall that is Ganga Hall which is open hall mainly for Indoor games. Conferences, National as well as International Conferences organized at Lecture hall Complex</p> <p><b>ICT facilities :</b>  The Centre uses a diverse set of ICT tools to communicate, create, disseminate, store, and manage information. In some contexts, ICT has also become integral to the teaching-learning interaction, through such approaches as replacing chalkboards. ICT tools can be used to find, explore, analyze, exchange and present information responsibly and without discrimination. ICT can be employed to give users quick access to ideas and experiences from a wide range of people, communities and cultures. The ICT tools used by the Institute refers to the common technology-based tools that are using in colleges such as computer, Laptop, LCD, digital photocopy machine, digital Audio and Video devices. Due to the sudden outbreak of a deadly disease called Covid-19 caused by a Corona Virus (SARS-CoV-2) - a pandemic situation has raised. This situation challenged the education system across the world and forced educators to shift to an online mode of teaching overnight. Many academic institutions that were earlier reluctant to change their traditional pedagogical approach had no option but to shift entirely to online teaching-learning. Centre for Biotechnology has also shifted to online- interactive teaching learning methodology. The video lecturing and interactive teaching learning platforms such as Skype, Zoom, Google classroom has been used with PPTs &amp; Video lecturing. The video lecturing is made available on YouTube channel of PIMS-DU for the student to lateral view. For research guidance and manuscript preparation the online writing module such as LaTeX has been used</p>
	<p><b>Preclinical, and clinical instruments and equipment’s : NA</b></p> <p><b>Sports facilities:</b>  Organization of various indoor and outdoor sports events at University Level like Badminton, Cricket, Relay Race, Chess, Carom, Table Tennis.</p> <p><b>Library Facilities:</b>  Campus having two Libraries :</p> <p>1. Central Library 2. Departmental Library</p> <p><b>1. Central Library :</b>  All Bibliographic details of books, journals and CD-ROM data basis are accessible through campus wide network. Library has vast number of printed document and as on date subscribes to over 261 National and International Journal.</p> <p>To stay advance and provide students with best of latest services the Library is WI-FI enabled, that allows students to accesses internet through wireless router any time from the Library. Separate reading hall is available for undergraduate and post Graduate students.</p> <p><b>2. Departmental Library:</b>  The department( Centre for Biotechnology) provide list of reference books, Journals etc. on a yearly basis and their after purchase is made by Central purchase committee this ensure availability of recent and good quality books in Library</p>