

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. 2016-17

The College is located in the wider campus comprised of fifteen colleges, an English medium School and centres of IGNOU and BAOU attached with arts and Education colleges on Dhansura road in the outer most part of Modasa town.

Procedures and policies for maintaining and utilizing college's physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms are as under:

1.The College building: The college ensures optimal allocation and utilization of the financial resources for maintenance of various facilities by holding meetings of appointed committees constituted for this purpose and using the grants received by the college as per the requirement in the interest of development of the college and the student-teachers. For maintenance of the building and related facilities, number of committees work under principal and taking help of administrative office.

2. Maintenance and utilization of science and mathematics laboratories: The records of maintenance of account of the laboratory equipments are done by office staff and concerned subject teacher educators. The post of laboratory assistant is vacant. The laboratory committee appointed for the purposes takes care of maintenance of laboratory under the guidance of principal. The calibration, preparing and maintenance of sophisticated lab equipments are done by the technician of related owner enterprises or taking help of lab technicians of on-campus colleges. The student-teachers are allowed to collect any equipment when needed very freely. All the equipment are used carefully by the student-teachers as per requirement of the teaching learning process in the college or practice teaching school during they give their lessons.

3.Library arrangements:

1.The college has separate wide building on the first floor above the UGC Hall beside the college building having various type of books for B.Ed. and M.Ed. course and other relevant reference book titles and very big number of copies of dissertation of M.Ed., Ph.D.(Education)

2.The requirement and list of books are taken from all concerned subject teacher educators and it is put before the library committee. Principal and concerned secretary from the college management committee play leading role in the purchase process for books and furniture for the library.

3. Suggestion box is installed inside the library in reading section to take student-teachers and library users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library facilities and enrichment.

4. To ensure return of books 'no dues 'from the library is mandatory for student-teachers before appearing in concerned semester-end examination and it is seen that they return books within a week after using it.

5. Other issues such as weeding out of old titles, schedule of issue/return of books, etc. are chalked out or resolved by the library committee.

6. Library committee monitors book giving and returning back in time and before semester is completed. This procedure is followed after admission and issuing of individual library card and photo-identity card.

7. The library committee takes proper care of white washing of library building and keep-up of its furniture along with books and cupboards.

8. On every Saturday last period from 12.01pm to 01.00pm is kept for Library work and submission preparation. Library is also kept open throughout the week during college hours .student-teachers, teacher-educators, M.Ed., M.Phil., Ph.D. Scholars visit library during college hours and take advantage of needed literature available in the Library.

4. Information and Communication Technology (ICT) Laboratory :

The college has its ICT (Information and Communication Technology Laboratory) Laboratory on second floor of the college building. A teacher educator is appointed as in-charge of ICT Laboratory. The college has 25 computer monitors, 25 CPU, 25 UPS, 25 Camera, 25 head phones with enough space for seating on individual chair. One computer is used with server connected all the computers with LAN in the Laboratory. According regular weekly time table for sem-I, every Tuesday second period and every Wednesday sixth period is organized for computer practical work. Student-teachers and staff members can use open-access of internet facility in this laboratory. The cleaning of the ICT Laboratory is done regularly by peons.

The students can use it for learning or searching material available online from all the computers.

5. Classrooms: College has two big and three small classrooms. As per need college use UGC Hall also as classroom or conduct various collective activities. To conduct various meetings like staff meetings, meeting with SRC, meeting with parent-teachers association conference room (Room No.5) is used regularly. The prayer assembly hall at the ground floor is regularly used to conduct prayer assembly and later it is used for conducting general classes and one pedagogy group class when there is period of pedagogies class according to time-table. All the well-furnished classrooms and Halls are cleaned by concerned peon every day they also manage keep-up of its furniture and switching-on and switching-off fans and tube lights or lamps and other electric gadgets as per requirements.

6. Sport complex: The college management has very big sport complex in front of the college building and we conduct sport activities in that play ground with prior-permission of college management office. Beside the sport complex there is sport room to keep the sport related various equipments. With letter of the principal the in-charge of sport-complex provide necessary equipments to our in charge-teachers-educator and student-teachers for playing various game and activities that after completion in charge-teacher-educator has to deposit back to the sport office.

7. Hostels: The college has facilities of boys hostel nearby hostel campus and girls hostel separately in the campus close to college canteen. Both hostels have facilities of food in common

at boys' hostel kitchen on the other side of bherunda road close to college campus close to boys' hostel. These separate hostel facilities for boys and girls having capacity 200 students for all the colleges.

8. College canteen: In front of college play ground and on the way to girls hostel college management has provided nice facility of college canteen. College canteen has facility of sitting for around 100 student and staff members at a time. It provides facilities of food like tea, coffee, prepared fresh breakfast and readymade breakfast, water, etc. Some time special dishes for lunch or dinner are also prepared as per requirement of the college or college event. They maintain very good quality of food under the supervision of college management which is very nice facility for the campus students and staff members.

9. Staff Quarters: Principal bungalow and staff quarters are available which belongs to Education college as college has regional level up gradation named as College of Teacher Education(C.T.E.) functions for conducting in-service training programmes for secondary and higher secondary section teachers and principal secondary and Higher secondary schools of three districts Aravalli, Sabarkantha, Dahod, Banaskantha.