

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

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.

**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 laboratory committee takes care of maintenance of laboratory. The care of Laboratory equipments are taken by the technician.

**3. Library arrangements:**

1. It is having various type of books for B.Ed./ M.Ed. course and other relevant reference book titles and copies of dissertation/ theses of M.Ed., Ph.D.(Education) .

2. The books are purchased as per the requirement of student-teachers and teacher-educators.

3. The returning of book is nicely followed by all the readers. All the issues are resolved by the library committee.

**4. Information and Communication Technology (ICT) Laboratory:**

The college has 25 computer monitors, 25 CPU, 25 UPS, 25 Camera, 25 head phones with enough space for seating. One computer is used with server connected to all the computers with LAN in the Laboratory.

**5. Classrooms:**

In the vast college building, college has two big and three small classrooms. As per requirement college use UGC Hall also as classroom, conduct various cultural activities and meetings. The prayer assembly hall, called room no.5, at the ground floor is regularly used to conduct prayer assembly, general classes and pedagogies class according to time-table.

**6. Sport complex:**

The college conducts sport activities in the college play ground. All the facilities of instruments are available in the sport room under the in-charge ship of PTI for all the students.

**7. Hostels:**

The college complex has facilities of two hostels separately one for boys and the other for girls. Both hostels have facilities of food in common at boys' hostel kitchen on the other side campus. The intake capacity of the hostels is 200 students for all the colleges.

**8. College canteen:**

It is located in front of college play ground managed by the college management. It 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. They maintain very good quality of food under the supervision of college management.

**9. Staff Quarters:**

Principal bungalow and staff quarters are separately 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 staff members of schools of three districts Aravalli, Sabarkantha, Dahod, Banaskantha. There are two blocks each comprising four quarters so there are total eight resident quarters in the campus.