

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)

Government College of Teacher Education Kozhikode being a Higher Education Institution under Kerala Government. Plan fund is allocated for each financial year by the Directorate of Collegiate Education Thiruvananthapuram.


Each year during the month of February, staff Council makes a need assessment for the academic supports, IT infrastructure, library, laboratory, physical education amenities, computer lab requirements and make a priority list. The approximate amount will be assessed by the purchase committee which is constituted in the beginning of the academic year under the portfolio assigne. After the scrutiny of the priority list with its range and number, this will be sent to the Director of Collegiate Education by the Principal as a proposal. During the month of June or July the Director of College Education will allocate a particular amount in the plan fund of the financial year for utilising the same for academic, infrastructure, library, computer maintenance ad purchase of new equipments.

Computer lab and electrical equipment needs constant service, but the plan fund in the previous years does not contain an amount for the sustainability of electronic and electric equipment. A small amount for these expenses will be sanctioned from the P T A fund,after getting prior sanction from PTA executive committee. Later from other Government and CDC funds, the advance from PTA fund will be refunded to the PTA.

When the fund is sanctioned as plan fund or a particular fund by the Directorate of Collegiate Education, separate quotation for each item is obtained by giving importance to the quality. Then after receiving the quotations, they are scrutinized and the least priced quotation with Quality assurance is selected by the purchase committee. Then purchase order will be released from the concerned section of the office to the the dealers and they deliver the requirements. The technical committee member from Government Polytechnic or Government Engineering College asseses the equipments and their certificate in good condition is obtained. The equipments details are entered in the register in the office and is transferred to the particular department and is immediately used for the teaching learning process. The internal committee of the college will verify the stock register kept in each department every year and the stock verification is done.

Physical Education room, Laboratories viz,Physical Science ,Natural Science,Computer,Psychology,Language laboratory and Physical education room are well maintained and the lab assistant provides necessary assistance. In the labs, prospective teacher educators and students from the lab school can perform the experiments. In library, students and teachers can give suggestion for buying the books or reference books and the most demanded books will be included the Purchase list of the library. Book publishers exhibit their books and journals, so that the students and the faculties can go through and can recommend. There will be assistance for the arrangement of library by the office attenders. There are separate laptops for divyangian.




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