

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

Plan fund is allocated for each financial year by the Directorate of Collegiate Education Thiruvananthapuram for purchasing equipment, maintenance of the equipments and construction of buildings. Staff council makes a need assessment for the academic supports, the approximate amount will be assessed by the purchase committee which is constituted in the beginning of the academic year under the portfolio assigned. 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, 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 and purchase of new equipments. Minimum fund is utilised from PTA fund in the purchase of equipments which will be refunded from CDC funds. When the fund is sanctioned as plan fund or a particular fund by the Directorate of Collegiate Education, separate quotation is obtained by giving importance to the quality. Purchase committee will select the least quotation assuring quality and do the follow up. The technical committee from Government Polytechnic or Government Engineering College assess the equipment 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.

In Library Open Access is allowed to all. Working time is from 10am to 5pm. There is a reference section from which students can refer books for UGC/CSIR/CIVIL service Exams/Personality development. Students can borrow 5 books at a time for one month. There are separate laptops for divyangjan. Students accesses Digital Resource section of the library for the internet usage and they even take printouts for the important contents. The library is also opened to alumni, teachers from lab school and outside research scholars.

Seminars, Orientation classes and Workshops are arranged yearly to update the knowledge and skills of the prospective teachers. In the computer lab, the students are engaging in the ICT assignments and prepare the slides and prepare e contents. For M.Ed students, an ICT Workshop is conducted yearly in collaboration with the faculty of Central University of Kerala, Kasargod. In Psychology lab, students engage in the tools and techniques related to the Psychology. In Physical

science, Natural science lab students are practicing experiments up to Higher secondary level. Similarly Mathematics, Language and Social science students are also practicing the skills in the respective departments. Students, teachers and also the staff from Deputy Director office use the Badminton court. The students workout in the physical education room along with music. Model school Playground is used for Games and Competitions.



  
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