

#### **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 to the College as per the proposal sent by the staff council and purchase committee for each financial year by the Directorate of Collegiate Education Thiruvananthapuram for purchasing, sustainability of the equipments, setting up of ORICE-Online Resources Initiatives of Collegiate Education and for Library books purchase. Minimum fund is utilised from PTA fund for the maintenance of equipments which will be refunded from CDC funds. The purchase committee will do the follow up. After purchase, member from Government technical institutions assesses the equipments. The stock verification is done on an yearly basis.

Book magic 4.0 V is being used in the library. 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. There are separate laptops for divyangjan. Students accesses Digital section of the library and they even take printouts for the important contents. The library is opened to alumni, teachers from lab school and outside research scholars also. INFLIBNET is also provided to all students and faculties so that they can access the e resources at their own pace and convenience. Online classes –ORICE are provided by Directorate of Collegiate Education, Thiruvananthapuram which are accessed by the prospective teachers and faculties. Awareness on SWAYAM –Indian MOOC were given the students and students are given motivation for registering SWAYAM courses of their choice which can inculcate digital learning.

In Psychology lab, students engage in the tools of the psychology related to the learning and learner. In Physical science, Natural science, Maths lab students are practicing experiments up to Higher secondary level. Similarly Language and Social science students are practicing the pedagogical and technological skills from the respective departments. All classes including the seminar halls are having internet access and LCD Projector facility with desk tops. A separate printer is allotted in faculty room to the students for taking out free of cost prints.

From the Plan fund, Seminars, Orientation classes and Workshops, ICT Workshops are arranged yearly to update the knowledge and skills of the prospective teachers and also for the in service teachers from schools and refresher course for the faculties from higher educational institutions. In the computer lab, the students are engaging in the ICT assignments and prepare e -contents. For M.Ed students, an ICT Workshop is conducted yearly in collaboration with the faculties of Central University of Kerala, Kasargod. Maintenance of Gym equipments, Xerox machine and Digitalising of Library has also done using the plan fund.

Students, teachers and the staff from Deputy Director office use the Badminton court for the regular workouts to keep healthy. Every year , BMI of the students and all the staffs are being assessed for the follow up. The students workout in the physical education room along with music and practices Yoga also. Model school Playground is used for Games and Competitions.



*(Handwritten signature in green ink)*

**പ്രിൻസിപ്പാൾ**  
വൺമെൻ്റ് കോളേജ് ഓഫ് ടീച്ചർ എഡ്യൂക്കേഷൻ  
കോഴിക്കോട്-673 001