

**Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institution**

**The information provided here is for the sessions:**

**2016-17**

**2017-18**

**2018-19**

**2019-20**

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**2016-17**

**Utilisation of Physical Facilities** – The college has a wide range of physical facilities for its teachers and students viz., well equipped classrooms, Laboratories, faculty rooms, washrooms for teachers and students, a big auditorium, common room for girls, canteen, parking space, well maintained lawns, water coolers with R.O, a dispensary for health related facilities, Gymnasiums, seminar room etc. The maintenance and renovation of the college campus, including the two hostels i.e. Boys hostel and Girls Hostel, is looked after by the Engineering department of the Chandigarh Administration, UT Chandigarh. In this session new curtains in T.V. room were installed and a new medical room with medical facilities was set up. LED lights have been installed in the residential rooms of both the hostels. LED lights have also been installed in the television rooms of the hostels. A park near the main gate of Girls’ hostel has been maintained.

College is having a Nodal officer who makes the necessary identifications for repairing and maintenance to share these with civil engineering department of Chandigarh administration. Solar power facility is installed on the rooftop of the college and the rain harvesting system is also functional in the college. Various infrastructure updates have been done with the plan budget during this session like:- Books for Library · Psychological Tests, Wire Mesh, Laptops,

Printers, Projectors · College Board illuminated at the gate · Curtain/Blinds for College/Hostel · Photocopier · Online UPS Battery.

The maintenance of the college is under the direct control of the Chandigarh Administration, UT, Chandigarh.

**Laboratory-** Every laboratory in the college is in the charge of one senior faculty member to facilitate the better utilization of resources for optimum learning of the students. There is a lab attendant associated each of the laboratory. The physical infrastructure is maintained through the Engineering department of the Chandigarh Administration, UT Chandigarh whereas the academic component is taken care of through non plan budget allocated by the Govt. Twenty four new tests have also been added in the psychology lab in this session. The Home Science Lab has been renovated with an attached washroom undertaken by the Engineering Department of Chandigarh Administration. LED television has been installed in the Educational Technology Lab. of the college. Three flannel boards and one notice board were installed in the language lab. The Lab also has internet facility and is equipped with the language software. It aims at training prospective teachers in effective language communication. Music room has been equipped with new harmonium, two computer speakers and three photographs of leading Indian musicians. One Idol of Goddess Saraswati was also installed in music room. In the Computer Lab, antivirus software was loaded in the required computers. Repair and replacement of online UPS batteries were undertaken. Web site of the college was also updated. Two weighing machines, one blood pressure measuring apparatus, one heat pad, two thermo meters and two wall clocks were added in the college dispensary. All the Labs are air conditioned and fully equipped with the necessary equipments.

**Library-** The library is maintained by the librarian and other support staff who are provided all the help and support to update the resources through various grants. There are issue returns of the book and record keeping done by the library staff of the college. The library has 40755 books including Reference collection, Encyclopaedias, Dictionaries, bound volumes of educational journals, Dissertations, Handbooks and Surveys etc. In this session 688 books has been added till March.2017. It subscribes to 69 journals and newspapers. Book Bank facility is also provided to needy students. Organization of different

competitions to motivate students to use library resources has become annual feature of the library. Library is fully computerized with 7 computers and is linked through LAN. Libsys software has been installed for library operations. In addition to computerized Issue/Return of books to students, Barcodes, Spine labels, Catalogue cards and Library Membership card

(SMART CARDS) are generated through Libsys software. Library also provides OPAC AND INTERNET SERVICES to staff and students. To approach e-books and e-journals library subscribes 'N-list programme of INFLIBNET' for college faculty and M.Ed. students. Users can have access to more than 6,300+ electronic journal and + electronic books from anywhere.

**Sports complex-** There is 3 mini-gymnasiums in the campus equipped with all the modern amenities. There are courts/ grounds for badminton, football, Volleyball, cricket and athletics which are maintained by the support staff available full time in the college. Any requirement is met out of regular grants and special grants provided by the govt from time to time. Sports ground is used to organize the Annual Sports meet every year in the college and also other sports activities.

**Computers-** The computer laboratory is under the control of a faculty to supervise all the computer resources in the college. There is a full time lab attendant for troubleshooting and regular upkeep of computer resources in the college. The new and upgraded systems are procured from the grants of the govt. and all the maintenance is carried out of the office contingencies.

**Classrooms-** The classrooms are equipped with all the latest gadgets such as LCD projector, and smart boards to facilitate the training and learning. The physical maintenance is carried out by the Engineering department of the Chandigarh Administration, UT Chandigarh. Government College of Education, Chandigarh has been using the multimedia classroom teaching i.e. the latest way of providing Education through the use of technology. Most of the lessons are taught with the use of multimedia software and films shown to students with projector in the classroom. College has 10 fully equipped class rooms with computer podium (CPU and VDU), Projectors and internet facility which facilitates 100 B.Ed. and 50 M.Ed students a better Teaching-learning environment. Interactive tools allow many different forms of media – including

photos, illustrations, maps, graphs, and videos to be displayed which enables the students to visualize and understand the concepts easily.

## **2017-18**

Utilisation of Physical Facilities – the maintenance and renovation of the college campus including two hostels i.e. Boys hostel and Girls Hostel is looked after by the Engineering department of the Chandigarh Administration, UT Chandigarh. There are physical facilities of solar power installed on the rooftop of the college and the rain harvesting system available in the college. The maintenance of the college is the direct control of the Chandigarh Administration, UT, Chandigarh. College is having a Nodal officer who make the necessary identifications for repairing and maintenance to share these with civil engineering department of Chandigarh administration Various infrastructure updates have been done with the plan budget during this session majority of which are mentioned as under: Works of engineering department , Repair of Auditorium , New tiles install in all classroom corridors , White Washing in all rooms , Books, Psychological Test , Amplifier , Steel Almirahs/Book Shelves , Laptops , Desktop , Compactor/Optimizer , C Shape Table , Carpet Durries , Public Address System , Solar Battery, Jaws Software , Chairs, Plagiarism Software. In this session five new beds were added in the boys hostel and repair and renovation of washrooms for resident students and mess workers was completed. Cupboards and doors of all the rooms were repaired during this session.

**Laboratory-** Every laboratory in the college is in the charge of senior faculty member to facilitate the learning of the students. There is one lab attendant available in each of the laboratory. The physical infrastructure is maintained through the Engineering department of the Chandigarh Administration, UT Chandigarh whereas the academic component is taken care of through non plan budget allocated by the Govt. PC Speakers was also installed in the Guidance Lab.

**Library-** The library is maintained by the librarian and other support staff who are provided all the help and support to update the resources through various grants. There are issue returns of the book and record keeping done by the library staff of the college. In this session 889 books has been added till February 2018. It subscribes to 71 journals and newspapers. The college library

is functioning on open access system to students and staff. The Library offers wide range of information services like reference, bibliographic, current awareness, orientation and reprographic services etc. Book Bank facility is also provided to needy students. Organization of different competitions to motivate students to use library resources has become annual feature of the library. Library is fully computerized with 7 computers and is linked through LAN. Libsys software has been installed for library operations. In addition to computerized Issue/Return of books to students, Barcodes, Spine labels, Catalogue cards and Library Membership card (SMART CARDS) are generated through Libsys software. Library also provides OPAC AND INTERNET SERVICES to staff and students. To approach e-books and e-journals library subscribes 'N-list programme of INFLIBNET' for college faculty and M.Ed. students. Users can have access to more than 6,300+ electronic journal and + electronic books from anywhere.

**Sports complex-** There is 3 mini-gymnasiums in the campus equipped with all the modern amenities. There are courts/ grounds for badminton, football, Volleyball, cricket and athletics which are maintained by the support staff available full time in the college. Any requirement is met out of regular grants and special grants provided by the govt from time to time.

**Computers-** the computer laboratory is under the control of a faculty to supervise all the computer resources in the college. There is full time lab attendant for troubleshooting and regular upkeep of computer resources in the college. The new and upgraded systems are procured from the grants of the govt. and all the maintenance is carried out of the office contingencies.

**Classrooms-** the classrooms are equipped with all the latest gadgets such as LCD projector, and smart boards to facilitate the training and teaching. The physical maintenance is carried out by the Engineering department of the Chandigarh Administration, UT Chandigarh. Most of the lessons are taught with the use of multimedia software and films shown to students with projector in the classroom. College has 10 fully equipped class rooms with computer podium (CPU and VDU), Projectors and internet facility which facilitates 100 B.Ed. and 50 M.Ed students a better Teaching-learning environment. Interactive tools allow many different forms of media – including photos, illustrations, maps, graphs, and videos to be displayed which enables the students to visualize and understand the concepts easily.

## 2018-19

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**Library-** The library is maintained by the librarian and other support staff who are provided all the help and support to update the resources through various grants. There are issue returns of the book and record keeping done by the library staff of the college. During this session library has been renovated and keep updated by adding 1183 volumes of books. Also library upgraded to latest LIBSYS7(Web Centric LMS) Software, a fully JAVA/EJB and hibernate based system that provides cloud support and a web browser based user interface. Library is fully computerized with 7 computers and is linked through LAN. Libsys software has been installed for library operations. In addition to computerized Issue/Return of books to students, Barcodes, Spine labels, Catalogue cards and Library Membership card (SMART CARDS) are generated through Libsys software. Library also provides OPAC AND INTERNET SERVICES to staff and students. To approach e-books and e-journals library

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**Library-** The library is maintained by the librarian and other support staff who are provided all the help and support to update the resources through various grants. There are issue returns of the book and record keeping done by the library staff of the college. Library has recently implemented RFID (Radio-Frequency Identification) solution for the ease of library users in issue-return, faster and accurate transactions and enhanced security of the library holdings. In addition to computerized Issue/Return of books to students, Barcodes, Spine labels, Catalogue cards and Library Membership card (SMART CARDS) are generated through Libsys software. Library also provides OPAC AND INTERNET SERVICES to staff and students. To approach e-books and e-journals library subscribes 'N-list programme of INFLIBNET' for college faculty and M.Ed. students. Users can have access to more than 6,300+ electronic journal and + electronic books from anywhere.

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