

Maintenance and Utilization of Physical and Academic Facilities

Harkamaya College of Education has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports, ICT Lab., classrooms, seminar halls etc. To keep the campuses hygienically clean and laboratories clean separate staffs have been engaged.

Maintenance of Library:

For overall maintenance of library facilities, it is divided into following three main sections and each section has its unique identity and with defined standard procedures the library works effectively and serves its stakeholders for information requirements.

For attendance, there is biometric system in the library.

1. Acquisition/Processing Section:-

- a. Books are issued digitally. Two books are issued at a time for B.Ed. and five books for M.Ed. and for which every individual students have a **unique identity card** which is to be verified and kept in the college at the time of issuing and at the time of returning they get their card back.
- b. For returning books, the students are allowed to have books with them for fifteen days only and if they need it further they have to reissue after the date of expiry.

2. Reference Section:

Books from Reference section are allowed to be read in the reading room but cannot be issued.

3. ICT and Digital Section: There is open access for students as well as teachers for accessing National Digital Library, DelNet etc. The password is shared to the registered stakeholders only.

The library of the college has its own mechanisms and system in place to identify the purchases based on the courses offered, check on the facilities to be provided for the students and staffs. Generally the norms conform to the institutional policies prepared by the authority. The library is headed by the librarian and has a library committee established as per **NCTE regulations 2014** for providing effective services. The Library committee consists of:

1. Principal
2. Librarian
3. Teacher members (three in numbers)
4. Administrative staff
5. Two Students representatives from (M.Ed. and B.Ed.)

In order to enrich the library, the library committee procures good publications from national and international publishers. There is a proper timetable maintained in the routine for utilization of the library resources in the college. The students visit the library in regular basis as per the timetable. There are computers with internet facilities available in the library for students and faculty for use. The students do their dissertations, download and prepare notes and PowerPoint presentations using the technology.

Laboratory Facilities:

The college has well-equipped curriculum laboratories as per the pedagogy subjects where different subjects related teaching –learning materials are available.

1. General Instructions to students regarding the safe and secure usage while in the laboratory are displayed in each lab.
2. Stock Registers are maintained by all the teacher incharge of different curriculum laboratories.
3. All repair, maintenance and upkeeps of labs are maintained and informed to the higher authority to ensure the availability of all the necessary equipment by their lab incharges.
4. All the laboratories are cleaned by group D staffs at the regular intervals under the supervision of the laboratory incharges.
5. For academic facilities there are lab in-charges and concerned pedagogy teachers are assigned for proper maintenance and monitoring of the facilities. Equipment, instruments and appliances involved in teaching-learning process are provided continuous maintenance and repair. Equipments like balance, microscope etc. are repaired time to time and maintained periodically.

Maintenance of Sports Facilities

The college has proper procedures for maintenance and utilization of sports facilities.

1. There is an in charge for monitoring and maintenance of the sports facilities.
2. The necessary sports materials (indoor and outdoor) are purchased by the management and provide all the facilities to the students.
3. Different sports activities competitions are organized by the college for the proper utilization of the sports facilities meant for the overall development of individual.
4. Periodically, necessary steps have been taken by the authorities to develop the sports activities of the students.

Different sports, competitions are organized for the promotion of sports and well being of students who perform well in sports is felicitated.

Maintenance and utilization of ICT Facilities

1. There is an IT cell in the college who looks after the maintenance of the computers.
2. They also take the responsibilities of periodic up gradation of the resources.
3. The computer facilities are taken stock of by the incharge of ICT lab and they are modified or changed as and when required.
4. For the utilization, the students are encouraged to make use of computers for their learning purpose, making notes, doing their thesis work and preparing PowerPoint presentation.
5. The concerned teachers make sure that the students use the ICT facilities in a regular basis.

Classroom Facilities

The college takes care of proper maintenance of the classrooms in the regular basis.

The pedagogy teachers are the in charge of their classrooms and curriculum laboratory.

1. The cleanliness of the classrooms ensure by the group of grade-iv staffs.
2. All classrooms are well-ventilated, airy and comfortable with required facilities.
3. All classrooms are cleaned after 4:30 pm everyday on regular basis.

After the admission process in every semester it is ensured that all the classrooms have adequate desks, benches, whiteboards, and other learning materials. The fans and electrical appliances are checked wherever requirements are found, the committee which is responsible for the same is upraised of the requirements.

General Maintenance

In-house plumber and electrician are appointed to do the needful general maintenance of the institution and outsourcing is done for major repair work as and when required. For uninterrupted provision of power supply, generator is installed in the campus and is maintained by the college electrician.

Budget is allocated for the overall maintenance and up gradation of the physical and academic facilities in the institution.