

## **Policies and Procedures for Maintaining and Utilizing Physical, Academic and Support facilities**

Mount Carmel College of Teacher Education for Women owns an extensive infrastructure to deliver its teaching, learning and administrative functions. The management of the college continuously strives to meet the growing needs of the institution by constantly upgrading the existing facilities. The institution has a well formulated, transparent and systematic policy and procedure for the procurement, maintenance and utilization of its infrastructural and support facilities. The Planning Committee, Finance Committee, along with the Purchase Committee ensures that the classrooms, laboratories and library are well equipped.

### **Maintenance and Utilization of Physical Facilities**

The physical facilities available in the institution includes Auditorium, A/C Seminar Hall, classrooms, General lecture halls, Laboratories, library, methods lab, college hostel, prayer room, ICT Resource Centre, Art & Craft Resource Centre, Health and Physical Education Resource Centre etc.

The optimum utilization of the physical facilities of the institution is ensured through its usage by the faculty and students in their academic exercises. Common facilities like Auditorium and seminar hall is made available for the public. The college is used as a venue for centralized valuation camp and for conducting examinations. The physical facilities are utilized during the conduct of elections and as relief camp during natural disasters. The institution ensures proper maintenance of the equipments and facilities by utilizing the services of electricians, technicians and plumbers. Expensive equipments are maintained by Annual Maintenance Contract. The computer systems are connected with UPS, providing uninterrupted power supply. Sports and Games materials are purchased according to the strength of the students. Housekeeping services are done by the supporting staff. A register is maintained in the office where the staff can register complaints/repairs which are immediately addressed.

### **Classrooms and Laboratories**

There are 14 classrooms to cater to the B. Ed and M. Ed programmes. Out of these, 10 classrooms are with LCD facilities and all classrooms with Wifi connectivity. In addition to it there are two general lecture halls with smart boards, a spacious auditorium, a/c seminar hall to conduct common courses, examinations, cultural programmes, extension lectures, seminars and workshops. All these rooms are furnished with adequate seating arrangements, Fans and lighting and teaching learning resources. There are 5 methods lab, one for each optional subject. Micro teaching recording studio, computer labs, language lab, psychology lab, and technology lab, ICT Resource Centre, Art & Craft Resource Centre, Health and Physical Education Resource Centre etc. are regularly monitored and supervised by the concerned teaching staff and the maintenance

works are reported to the administrative office. In addition to the regular cleaning of the rooms and laboratories by the supporting staff, students are also given the responsibility of keeping their classrooms clean.

### **ICT facilities**

The institution has an ICT Resource centre, computer lab and digitalized language lab. Majority of the classrooms are ICT enabled with LCD projectors and computers. In addition to this, there are two smart classrooms with interactive white boards and projectors. Internet connectivity is provided in the campus by BSNL. Uninterrupted power supply is ensured through a 20 kv generator, two 5 kv UPS and several 1 kv UPS. CCTV cameras are installed in the campus for round the clock surveillance. Two classrooms are equipped with CCTV cameras for the conduct of University examination. The electronic gadgets like projectors, computers, printers, photocopiers, public addressing systems, audio/video recording systems, air conditioners, smart boards are properly serviced and reused. The college has signed annual maintenance contract for the maintenance of generator, UPS, photocopiers, biometric attendance system, CCTV cameras etc. The computers are regularly updated and antivirus software is installed. The college website is also regularly maintained and updated.

### **Library**

Mount Carmel College Library is equipped with facilities like online information zone, Electronic Resource Centre (ERC), Online Public Access Catalogue (OPAC), Digital Library, reprographic facilities, N-LIST, DELNET etc. Also it has adopted radio frequency identification (RFID) technology to identify and manage its resources. The library have a collection of 19210 books, 25 periodicals including current titles in the field of education apart from 526 back volumes, 719 theses and 699 educational CD ROMS. The library is well maintained in tune with the changing academic needs. All books are marked, classified and placed on the racks. Maintenance and utilization of library resources are done through strictly following the library rules. The library staff is trained in handling library resources. Books are periodically inspected and binding is carried out for the damaged ones. The Librarian notifies the Principal regarding any maintenance of library resources. In order to promote the usage of library among students separate period for library reference is allotted in the time table. The Library Committee ensures statutory maintenance, utilization and up gradation of library resources.

### **Sports and Games Facility**

Sports and games are effectively coordinated under the supervision and guidance of the physical Education teacher. The institution has facilities for both indoor and outdoor games. Basket Ball Court, Volleyball court, Throw ball court and Shuttle Badminton court are available in the college. The sports equipments, play areas and various courts in the college are properly maintained by non-teaching staff based on the instructions from the Principal and Management.

Sports and Games materials are purchased periodically according to the strength of the students. Special coaching sessions are conducted for the students during intercollegiate competitions.