

ST THOMAS COLLEGE OF TEACHER EDUCATION, PALA



Systems and Procedures for Maintaining and Utilizing Physical, Academic, and Support Facilities

St. Thomas College of Teacher Education
Pala, Kottayam (Dist.), 686575

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Introduction

The college has adopted proper policies and procedures for optimal allocation and utilization of the available financial resources for the maintenance of its infrastructure facilities. The policy is revised as per the infrastructural and technological developments and the statutory requirements. The well-established policies are being implemented in the institution under the guidance of the Governing Body. The institution has well furnished, spacious, and excellent infrastructure facilities following the NCTE, UGC, and the State Government and University norms to ensure the holistic development of the faculty and students. Facilities are sufficient to satisfy all the academic, co-curricular, and co-curricular activities of the institution, which are upgraded and maintained on a regular basis. The first priority of the management and faculty of the college is the overall development of the stakeholders by upholding the Vision and Mission of the institution. All the facilities of the college are utilized very well for all academic activities. The primary focus of the infrastructure policy of the college is to arrange and manage adequate infrastructure facilities for the smooth conduct of classes, cultural, academic, and extension activities.

Maintenance of Physical Facilities

The college has well-maintained ICT-enabled classrooms, Seminar Hall, Computer lab, Wi-fi facility, networked printing facility, a Visualizer, Printers in Library and Office, LCD Projectors, Interactive Boards, Whiteboards, and Green Boards. The institution has adequate building accommodation to house all the academic programmes offered at the campus. New infrastructure is added when there is a need to update the existing facilities. The college strives to provide the best facilities to its students and faculty. The development and maintenance of infrastructure and learning resources at college are funded by the UGC/RUSA/Management. The storekeeper maintains a stock register for all types of equipment and furniture. The maintenance and cleaning of the classrooms, library, office, laboratories, etc. are done by the supporting staff. Housekeeping services are done by the supporting staff and are made available during the daytime on all days. The Principal and Vice-Principal look after the day-to-day maintenance of the entire college campus.

Computers and other electronic equipment are properly serviced and reused for minimizing e-waste. The maintenance of computers, printers, UPS, Inverter, Battery, etc. are carried out on remunerative basis and annual maintenance contracts (AMCs). The staff do the routine checking and basic maintenance. Other repairing works such as repair of furniture, plumbing, electrical fitting, etc. are taken care of by contractors associated with the particular item.

Maintenance and Utilization of Classrooms, Seminar Halls

The classrooms are fully equipped with computers and LCD projectors. All classrooms are well ventilated and spacious. LCD and LED Projectors and Interactive Boards are effectively used in regular classroom teaching for enhancing the effectiveness of classroom communication. Each classroom has enough seating capacity, cupboards for keeping teaching aids, subject lab, and is fitted with a washbasin. A notice board is placed outside each classroom to announce programmes and activities. The students and faculty of the college have optimally utilized the well-maintained laboratories such as Computer Lab, Multimedia Lab, Technology Lab, Psychology Lab, and Science Lab by making necessary arrangements in the timetable. There is a teacher in charge of each laboratory.

Maintenance and Utilization of Library Facilities

The library supports the academic needs of students, research scholars, and faculty of the college by providing information resources such as books, journals, periodicals, CDs, Proceedings, reference books, Project Reports, Braille collections, and theses. The college subscribes to the National Library and Information Services Infrastructure for Scholarly Content (N-LIST). The Digital Library of the institution can be accessed through the Local Area Network within the campus. The library has an organized collection of M.Ed. dissertations, faculty publications, subscribed and open-access e-journals, digitized books, educational articles and various commission reports, question papers of B.Ed. and M.Ed., Seminar Proceedings, etc. The SPSS Licensed software available in the library are optimally utilized by research scholars and M.Ed. Students for data analyses.

Maintenance and Utilization of Sports Facilities

The health and physical department of the college is very active and encourages students to participate in various activities such as Yoga, Aerobics, and various indoor and outdoor games. The sports equipment, gymnasium for boys and girls, playground, and various courts are supervised by the Physical Education teacher educator. The college

conducts an annual sports day every year with a variety of events. The students are categorised into four houses and competitions held accordingly. Outstanding sports persons, winners of various events, and individual champions in the men and women category were awarded trophies, certificates, and prizes. All sports equipment, indoor and outdoor play areas are maintained very well. Ample first aid supply always stands ready for meeting potential injuries and physical traumas