

Procedures and policies for maintaining and utilizing physical, academic and support facilities

The facilities available in ET/ICT lab

There is well designed lab for Students, Researchers and Teachers. We have two ICT-enabled labs and one ET lab with modern and innovative facilities which comprises of total 115 computers with updated software.

We have 100 MBPS NKN and 100 MBPS leased line connection which makes internet access fast and convenient. Our labs have 3 enabled Wi-Fi and over all 36 Wi-Fi connections, 38 Projectors, Smart Board and 19 Smart Classrooms in the organization. All national and International programs, conferences, workshops and hand on sessions for teachers as well students are organized that enable them to update their knowledge in the field of computer technology. It helps students and teachers to learn and acquire new technology and skills to become more logical, creative and updated.

Procedure and Policies for maintaining library facility – 2017-18

The Institute library developed an e-library platform to provide access to the users to use its e-resources. Local Area Network (LAN) of the library got connected to the Institute network for wider dissemination of library services up to the level of hostels. For accessing library e-resources without cable connectivity Wi-Fi routers and access points were installed at various points of the library, Institute and hostels. E-resources like e-books, e-journals and databases from various vendors have been procured in the library, which are accessible 24X7. The users can have access to the e-resources through the library website designed and developed on OSS platform Joomla. The physical section of the library is kept open on all seven days of the week and in the evening up to 8:00 PM. **Procedures and Policies for maintaining and utilizing physical, academic and support facilities**

- sports complex

Multipurpose Ground: Physical Education Section maintains, playgrounds regularly. Section has one Lawn mower and one Grass cutting machine for maintaining the grass in rainy season. Every year twice or thrice a roller is hired from outside and playgrounds are levelled. Regular marking of different courts, Track & Field is done by the Section.

Gymnasium: The servicing of all the gym equipment's is done by the service engineer from Sports Shop on payment basis. Regular oiling etc. work is done by the section. Broken equipment's are changed immediately.

Physical Verification: Physical verification of both consumable and non-consumable items is done Annually by the committee constituted by the Institute.

Laboratories: There are functional labs in all the Departments of the Institute. In the Department of Education in Social Science and Humanities there are lab in Geography with a lab Assistant and a state of art language lab. In the Department of Education there is a Psychology lab having a lab assistant and a lab attendant. In the Department of Education in Science and Mathematics there are three labs in Chemistry, one lab each in Zoology and Botany, two labs in Physics having a lab Assistant and a lab attendant. One lab in Mathematics with a lab attendant, one lab in Work Experience (Electrical and Agriculture).

Annual lab requirements are fulfilled by acquiring equipment and materials both consumable and non-consumable in nature through Store section of the Institute. There is a provision of an impressed amount of Rs 500 to meet minor lab requirements.

Physical verification of both consumable and non-consumable items is done annually by the committee constituted by the Institute annually and through this exercise there is provision for writeoff for the equipment which are no more in use. Equipment failure issues are addressed by the lab assistant at the local level and services of external agencies are also sought in case of major failure of expensive equipment.