

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports, complex, computers and classroom etc.**

**Veena Memorial College of Education** has a set of establishing procedures and policies for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports, complex, computers and classrooms etc.

### **1. Maintenance of Library:**

- a. The requirement list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the principal.
- b. The Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback is helpful to introducing new ideas regarding library enrichment.
- c. Books are issued to students for seven days or weekly. Five books are issued to Faculties.
- d. There is book bank system for students of ST, SC, EWS & BPL categories. Library has good stock of text books, reference books, daily news papers and magazines are in routine system.
- e. No dues from the library is mandatory for students before appearing in exam or before getting their original degrees/mark sheets.
- f. Old / Torn books are to be rejected by a committee.

### **2. Laboratories:**

Each laboratory has one teacher as a lab in-charge and attendant. Lab in-charge is fully responsible to maintain and upgrade the laboratory with necessary equipments. The equipments specimen and other necessary chemicals are purchased by the sanctions of principal by purchasing committee. Students are taught and trained to use the laboratory properly.

### **3. Sports:**

Sports In-charge of the institute looks after the sport facilities and the activities. The sport equipments are issued to the students as per the schedule of the events. If any equipment gets faulty, the PTI submit proposal for maintenance. Preventive maintenance measures are taken in time. PTI is responsible for keeping the record of utilization of sports facilities, activities held, rewards etc.

### **4. Computer Lab:**

There are 30 computers in Computer Lab. Nearly 60 students use the computer at one time in computer lab. The office and principal demand for it equipments in new modern technology and also at the syllabus of students. It facilities are maintained by computer skilled person at college. These facilities are taken under ICT cell in the college which looks after the maintenance of the computers and facilities.

### **5. Classrooms:**

There are 15 classrooms in the college. One is smart classroom. The maintenance of classrooms is a regular exercise. The cleanliness of classroom is necessary part with proper equipments as fans or lights with furniture as chair-tables to all the students. There are two activity

  
Principal

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hall, two canteen, four labs, one boy's room and one common girls room are available at the institute. Classrooms are maintained by the staff.

#### **6. Academic:**

Academic support of the students is provided by the institution remedial classes are also engaged for the students as an academic support. In the admission process the college has followed the constitutional provisions of reservation as well as the rule of the state government. Our institution Veena Memorial College of Education is affiliated with University of Kota, Kota. All the departments follow the syllabus of the university. The college has an elaborate academic support mechanism.

#### **7. Support Facilities:**

In the college campus there is a good environment for the benefit and welfare of the students various subcommittees are in the college to support services, student welfare is necessary part of our moral values. The principal is the chair person of all sub committees. Institutional committees are attentive about canteen's food and ensure the healthy and hygienic food for the students as well as the other members of the college. Medical cell is also alert about conduct health day and institute provide free checkup of health to trainees.

First Aid facilities are available at the college. Yoga's activity is done by the students that is good for health and to welfare them. For bike riders a place is decided to parking the bikes. So at conclusion all the facilities which are related with students as physical, academic, and support facilities – Laboratory, Library, Sports Complex, Computers and Classrooms etc.

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