

Dr. Manzoor Hasan Ayyubi College Of Education, Malegaon

Dist – Nashik - 423203.

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

4.4.2. :- The institution has fair infrastructure for quality teaching -learning. It has been maintaining and upgrading time to time to retain and enhance its quality to serve the community and nation. The infrastructure is not only attractive but also uses for maximum benefit for the students. There are established systems and procedures for maintaining and utilizing physical, academic and support facilities such as laboratory, sports complex, computer, classroom etc. in the institute. Classrooms: The classrooms are very huge with sufficient ventilation and light they can accommodate at least hundred students and are also utilized for various seminars workshops, day celebrations, and lecture series. LCD projectors are permanently installed in the classroom to facilitate active learning. Laboratory: the institution is equipped with the language laboratory, science laboratory and other special rooms such as the compute room and the educational technology room Each laboratory has one teacher as lab incharge, a Lab Assistant and attendant. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipment from time to time to cope with change in the syllabus. Library: Librarian with supporting staff has been appointed to maintain central library. They focus on the availability and utilization of instructional material in teaching and learning process. At end of the Academic year stock verification is done. Librarian will prepare the report on the same and utilization of books by the students and staff. Procurement of books as per the requirement is initiated through library committee by inviting the requirement of books from various departments this is then processed following the procurement procedure Sports and playground: This institution has a huge playground which is shared with the institution for annual sports competitions and outdoor games. The institution has enough material for the sport sand games. Computing facilities: There are 15 computers available in the institution for office administration, library work and for curriculum transaction.

All departments in the institute are having PCs, essential software to enhance their knowledge The ICT lab is regularly used by all student teachers and staff members.



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