

## ***Criterion IV: Infrastructure and Learning Resources***

### **CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES**

#### **4.1 PHYSICAL FACILITIES**

**4.1.1 Does the institution have the physical infrastructure as per NCTE Norms? If yes, specify the facilities and the amount invested for developing the infrastructure. Enclose the master plan of building**

**Yes, the institution has the physical infrastructure as per NCTE norms.**

**The details are as follow:-**

**The institution possesses 3511.05 sq mts built up area for 200 B.Ed**

**Students seats with following facilities:-**

- **Six Class Rooms**
- **Multipurpose Hall with Seating capacity of 200**
- **Seminar Room**
- **Library –cum- Reading Room**
- **ICT Resource Lab**
- **Psychology Resource Room**
- **Art and Craft Resource Centre/ Work Experience Room**
- **Health and Physical Education Resource Centre/Sports Room**
- **Science and Mathematics Resource Room**
- **Principal Office**
- **Staff Room**
- **Administrative Office**
- **Visitors Room**

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- Girl Common Room
  - Boys Common Room
  - Canteen
  - Separate Toilets facility for Boys and Girls
  - Parking Space
  - Tutorial Room
  - Language Lab
  - Resource Room for handicapped
  - Store Rooms
  - Multipurpose Playfield
  - Open Space for Additional Accommodation
- The institution has a playground for outdoor games, Sports room for indoor games.
- The safe guard against fire hazard has been provided in all parts of the building.
- Filter Water Facility.

The amount invested for developing and maintaing in the last three years is app. 20 lacs.

The Master Plan of the building has been enclosed.

#### **4.1.2 How does the institution plan to meet the need for augmenting the infrastructure to keep pace with the academic growth?**

While planning to open the B.Ed. College, the visionary founder of the College clearly kept in its mind that they increase the number of seats of B.Ed. A big infrastructure is required. The norms of NCTE were looked

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into and infrastructure was built so as to ultimately make this College a comprehensive College of Education having B.Ed., The institution already possesses 3511.05 sq. mts of built up area and the infrastructure as specified by NCTE. Thus, the College has sufficient infrastructure to meet with the future requirements.

##### **4.1.3 List the infrastructure facilities available for co-curricular activities and extra curricular activities including games and sports.**

The infrastructure facilities available for co-curricular activities and extra curricular activities including games and sports are as follows:

- Institution has a seminar hall as well as a Conference Hall with modern amenities for holding a variety of programmes.
- Playground for outdoor sports like Cricket, Badminton, Basketball, Athletics, Volleyball, Football etc is there.
- Sufficient sports material and kits are available.
- Institution has adequate facilities for indoor games like Chess, Carom Board, Table Tennis, different Labs for work-experience (Computer lab for Computer Application, Work Experience Room, for Preparing Teaching Aids and Clay Modeling painting, etc.) are available in the institution.

##### **4.1.4 Give details on the physical infrastructure shared with other programmes of the institution or other institutions of the parent society or University.**

N.A.

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**4.1.5** Give details on the facilities available with the institution to ensure the health and hygiene of the staff and students (rest rooms for women, washroom facilities for men and women, canteen, health center, etc.)

The facilities available with the institution to ensure health and hygiene of the staff and students are as follows:

- Washroom facilities separate for men, women, faculty, administration, principal room.
- Free Medical check-up camps are arranged in the College from time to time.
- Separate Common Rooms for boys and girls.
- Facility of Canteen for both the staff and the students.
- Medical Room and Resource Room for handicapped.
- Water purifier is already installed for safe drinking water.

**4.1.6** Is there any hostel facility for students? If yes, give details on capacity, no. of rooms, occupancy details, recreational facilities including sports and games, health and hygiene facilities, etc.

**NO.**

#### **4.2 MAINTENANCE OF INFRASTRUCTURE**

**4.2.1** What is the budget allocation and utilization in the last five years for the maintenance of the following? Give justification for the allocation and unspent balance if any.

**1 Building**

**2 Laboratories**

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**3 Furniture**

**4 Equipments**

**5 Computers**

**6 Transport/Vehicle**

**The budget allocation and utilization for the above stated is as follows:**

2011-12		2012-13		2013-14	
Budget	Expd	Budget	Expd	Budget	Expd
35 Lac	34 Lac	36 Lac	33 Lac	38 Lac	37 Lac

**Total Budget Allocated      1.09 Crore**

**Total Budget Utilized      1.04 Crore**

**Unspent      5 Lacs**

**Only 4.5% is unspent**

**4.2.2 How does the institution plan and ensure that the available infrastructure is optimally utilized?**

- The institution runs from 9 am to 3.30 pm involving all the pupil teachers and teacher educators in a variety of programmes and thus utilizing its infrastructure and its fullest extent.
- In certain programmes, the specified rooms are utilized for more than one activity for instance,
- Work experience room for Art & Craft, Recycling of waste paper, Drawing and painting.
- ICT lab for handling of available equipments like OHP, LED Projector Slide projector, DVD player. TV and for yoga also.

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- Seminar hall is used for different functions of the institution, Seminar and for workshops, etc.

#### **4.2.3 How does the institution consider the environmental issues associated with the infrastructure?**

For keeping the Institution neat, clean and pollution free, following measures have been taken:

- The institution conducts a plantation programme on year to year basis in its efforts to beautify the campus. The students and staff make their sincere efforts to maintain their beauty.
- The faculty members and students both are given duties to take care of the cleanliness of the institution.
- To inculcate the sense of cleanliness, dustbins are placed at different points for use.
- Environment Day is celebrated in the institution where experts are invited to deliver lecture on the issues related to environment. Various competitions Such as Slogan Writing, Chart Making, Neat & Clean India are organized on this day to make the students aware of the environmental problems.
- Organize rallies on tree plantation in nearby villages to aware them about pollution free environment.
- There is one paper in the curriculum named as 'Environmental Education' in which the students are taught about the need, importance and issues related to the environment.

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### **4.3 LIBRARIES AS A LEARNING RESOURCE**

#### **4.3.1 Does the institution have a qualified librarian and sufficient technical staff to support the library (materials collection and media/ computer services)?**

**Yes, the institution has a qualified librarian and adequate technical staff to support the library.**

**The details of the staff members are as follows:**

<b>S.No.</b>	<b>Name of the Staff Member</b>	<b>Designation</b>	<b>Qualification</b>
<b>1</b>	<b>Mr. Tarachand</b>	<b>Librarian</b>	<b>M.Lib + NET</b>

#### **4.3.2 What are the library resources available to the staff and students?**

**(Number of books-volumes and titles, Journals-national and international, magazines, audio visual teaching-learning resources, software's, internet access, etc.)**

**The library resources available to the staff and students are as follows:**

<b>1</b>	<b>Books ( Volumes)</b>	<b>7058</b>
	<b>(Titles)</b>	<b>1103</b>
<b>2</b>	<b>Journals (current)</b>	<b>11</b>
	<b>(Back Vols.)</b>	<b>11</b>
<b>3</b>	<b>E-journals</b>	<b>NILL</b>
<b>4</b>	<b>Magazines</b>	<b>05</b>
<b>5</b>	<b>Newspaper</b>	<b>05</b>
<b>6</b>	<b>Computer with internet Connection</b>	<b>03</b>
<b>7</b>	<b>Printer</b>	<b>01</b>

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**8 Others**

**Surveys, Encyclopedias, Dictionaries etc.**

**9 Internet access**

**Free Internet access is also available to the staff and the students in the College library.**

**4.3.3 Does the institution have in place, a mechanism to systematically review the various library resources for adequate access, relevance, etc. and to make acquisition decisions? If yes, give details including the composition and functioning of library committee.**

**Yes, the institution has in place a mechanism to systematically review the various library committee resources for adequate access, relevance etc. and to make acquisition decisions.**

**The Composition of the library committee is as follows:**

- **Dr. Chaman Kumar (Principal)**
- **Mr. Tarachand (Librarian)**
- **Mr. Vijay Prakash Yadav (Member)**
- **Dr. Pushpa Pandey (Member)**
- **Mr. Rajender Kumar Gupta (Member)**

**The functions of the committee are:**

- **Provides directions for a structured and balanced growth of the library and to provide improved facilities and innovative services.**
- **Suggest measures for augmenting the use of the library resources by the staff and the students.**



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- Review the library services from time to time.

**4.3.4 Is your library computerized? If yes, give details.**

We are going to introduce Computerization in Library is very shortly.

The approval of the vender and the system is already in the processes.

**4.3.5 Does the institution library have Computer, Internet and Reprographic facilities? If yes, give details on the access to the staff and students and the frequency of use.**

Yes, the Institution library has Computer, Internet and Reprography facilities. The access to internet is available.

**4.3.6 Does the institution make use of INFLIBNET/ DELNET/ IUC facilities? If yes, give details.**

N.A.

**4.3.7 Give details on the working days of the library (Days the library is open in an academic year, hours the library remains open per day etc.)**

The details on the working days of the library are as under:

- Library is kept open throughout the year except on Sundays/holidays.
- It is open for 6.30 hours everyday i.e. from 9 am to 4.00 pm & 7.30 hrs. in examination days.

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##### **4.3.8 How do the staff and students come to know of the new arrivals?**

The staff and students come to know of the new arrivals in the following ways:

- The staff and students come to know of the new arrivals through the new arrival section. The books, journals, magazines etc. are displayed in this section.
- Faculty members are personally informed by the Librarian about the latest additions relating to their subjects.
- The staff also informs the students about the new arrivals informally or it can be informed to students through notice displayed on the notice board.

##### **4.3.9 Does the institution's library have a Book bank? If yes, how is the Book bank facility utilized by the students?**

Yes, the institution's library has a book bank facility. The books are issued for the whole session to the students who cannot afford to purchase them. The students have to return the books after the final examination.

##### **4.3.10 What are the special facilities offered by the library to the visually and physically challenged persons?**

The following facilities are provided by the library to the physically challenged persons:

- For the physically challenged persons, additional books and reading materials are issued on long term basis.
- For Physically challenged, personal assistance is being given.

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#### **4.4 ICT AS LEARNING RESOURCE**

##### **4.4.1 Give details of ICT facilities available in the institution (Computer lab, hardware, software, internet connectivity, access, audio visual, other media and materials) and how the institution ensures the optimum use of the facility?**

**The institution has a well equipped computer lab with 20 P IV computers & Coloured Monitors, Printers.**

**1. The software's available are:**

- **Ms-Office with tools**
- **Paint and Brush**
- **MS-Word**
- **MS- Excel**
- **MS-Power point**
- **MS-FrontPage**
- **MS-Access**
- **Paint Brush**
- **Acrobat Reader**
- **With updated latest Antivirus**
- **Internet Explorer**
- **Nero Start Smart-CD writer**
- **Language Lab with 2 computers and internet connection.**

**The interactive course in Phonetics and Spoken English is used which aims at bringing out the essential features of the**

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phonology in English by giving ample practice in both the skills of listening and speaking and imparting a culture of accuracy in the language used for communication.

##### **Other Software's/ Material available are:**

- Lesson plan CDs
- Educational CDs on variety of topics
- Audio cassettes for improving listening skills
- Slides, Transparencies, Slide Projectors, OHP, LED Projector, Charts, Colours, Brushes, Pens, Tracing Papers
- Audio-Visual aids like, Public Address System, Television set, CD Player, Cassette Player, Radio are available in the Educational Technology Lab of the institution for enhancing/improving teaching learning activities of the students.

##### **Other hardware facilities available are:**

- CD ROMs
- DVD Writer
- Printer
- Scanner
- Inbuilt speakers etc.

The pupil teachers and faculty can access the internet at any time during working hours whenever required.

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The institution ensures the optimum use of the facility in the following ways:

- The above resources are made accessible free of charge to students and faculty during working hours.
- The computers are used to train the pupil teachers and develop power point presentations to be used by students in their teaching practice as well as by teachers for the research paper to be presented in conferences, workshops etc.
- The OHP, LED Projector are used by the pupil teachers for enhancing their teaching learning activities as well as by the staff in the programmes/activities organized in the institution.
- The office section is provided with the Computer and Internet facility.
- Library is also provided with computer and internet facility.

**4.4.2 Is there a provision in the curriculum for imparting computer skills to all the students? If yes, give details on the major skills included.**

Yes, there is a provision in the curriculum for imparting computer skills to all the students. The curriculum includes ICT practical, which is of 50 marks in our syllabus through computer education our computer teacher try to impart the following skills:-

**A) Basics of Computer**

- Opening of windows
- Use of MS Word

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- MS Excel
- MS Power Point
- Change of wall paper and screen server
- Use of WordPad, Note pad
- MS Paint, brush etc.

**B) Internet skills**

- Use of E-mails
- How to make searches
- Download data etc.

**C) The use of various devices such as CDROM, CD Writer, Printer, Scanner, and Pen drives etc.**

**D) Knowledge of Net Working is provided to them which covers:**

- Functions of Computer network
- How the Computer network works?

**E) Other Programmes**

- Operating system
- Functions of operating system
- The Windows environment
- Disk operating system

**F) They are taught how to teach Computer Science, methodology to teach in computer science.**

**G) They are told about the benefits of computers in the field of education etc.**

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##### **4.4.3 How and to what extent does the institution incorporate and make use of the new technologies/ICT in curriculum transactional processes?**

The institution incorporates and makes use of the new technologies/ICT in curriculum transactional processes in the following ways:

- One unit in the V paper is related to the computers.
- There is a compulsory practical of ICT of 50 marks. There is provision of imparting theoretical as well as practical knowledge to the pupil teacher in curriculum. The students are taught the uses of computer in teaching and learning. There is the provision for ICT practical work in our time table also. Our computer teacher prepares them with the syllabus given in ICT practical works. There is a provision for devoting time for using equipment properly such as television, DVD, over head projector, slide projectors etc.

##### **4.4.4 What are major areas and initiatives for which student teachers use/adopt technology in practice teaching? (Developing lessons plans, Classroom transactions, Evaluation, Preparation of teaching aids)**

The major areas and initiatives for which student teacher use new technology in practice teaching are as follows:

- Preparation of teaching aids such as charts, models, slides, transparencies, PowerPoint presentations etc.
- Preparation of self-instructional material.
- OHP, LED Projector slides projector are used to display slides,, transparencies, Power Point presentations etc.

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- To improve listening skills, pronunciation of students, audio cassettes/CDs are used by pupil teachers in practice teaching.
- Educational CDs are used as supplementary teaching aids.

### **4.5 OTHER FACILITIES**

#### **4.5.1 How is the instructional infrastructure optimally used? Does the institution share its facilities with others e.g.: serve as information technology resource in education to the institution (beyond the program) to other institutions and to the community?**

- The instructional infrastructure are kept open for the students and faculty Member during working hours and extended hours whenever required. Library, Computer Lab, Sports facilities are kept open at the time of summer and Winter vacations except Sundays. Institution used seminar hall for workshops, get together, guest lectures, and cultural programmes of the institution.
- Work experience room for Interior decoration drawing and painting and for Recycling of waste paper. The different hardware equipment such as overhead projector, Slide projector, making of charts, models and making of transparencies are made in ICT lab.
- The different teaching aids prepared by the students such as Charts, Models, Slides, Transparencies, and presentations are used by the pupil teacher during their simulated and practice teaching. These aids are gifted to school as per their requirement.



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**4.5.2 What are the various audio visual facilities /materials (CDs, audio and video cassettes and other material related to program) available with the institution? How are the student teachers encouraged to optimally use them for learning including practice teaching?**

**Institution has various audio-visual facilities /materials are available which are as follows:-**

- **Lesson plan CDs**
- **Educational CDs**
- **Self Instructional Material**
- **Charts**
- **Models**
- **Slides**
- **Television**
- **DVD player**
- **Cassettes player**
- **Radio**
- **Computer assisted learning material**
- **Audio and Video Cassettes related to the different school subjects**
- **Audio cassettes for improving the listening skills or pronunciation and accent of the pupil teachers.**

**The pupil teachers are encouraged to optimally use them for learning including practice teaching in the following ways:**

- **Various Competitions are organized like Rangoli Making, Card Making, Chart Making, Diya Making, Slide Making, and Power Point presentation. The best pupil teachers are awarded.**

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- Models, Charts, Transparencies, Slides, are used to teach students of schools at the time of teaching practice.
- Seminars and Workshops are arranged for making the pupil teachers as effective teachers.
- Pupil teachers are given first hand experience with regard to handling and operating of audio video equipments.

**4.5.3 What are the various general methods laboratories available with the institutions? How does the institution enhance the facilities and ensure maintenance of the equipment and other facilities?**

**The various general methods laboratories available with the institution?**

**Which are as follows:-**

- Psychology Resources Centre
- Science and Mathematics Resources Centre
- ICT Resources Centre
- Art and craft Resources Centre/Work experience Room/Multipurpose Room
- Resource Room for the physically handicapped children
- Tutorial Room

**The institution enhances the facilities and ensures maintenance of the equipment and other facilities in the following ways:**

- All the staff members are allotted the above labs according to their expertise. They are responsible for the maintenance and upkeep of these labs. The damaged equipments and other items are discarded and new orders are placed as when required. Regular check up and servicing of the various hardware

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equipments is done. Time to time, Students are encouraged to make models, charts related to their teaching subjects which are then placed in the respective labs.

##### **4.5.4. Give details on the facilities like multipurpose hall, workshop, music and sports, transports etc available with the institution.**

The institute has a well purposed work experience / Multipurpose Hall which is used for various activities:

- Art & Craft
- Drawing and Painting
- Recycling of waste paper
- Clay Moulding
- The institution has a well furnished Workshop for the Preparation of Teaching Aids.

The institution has a well equipped Music Room with following musical equipments:

Dholak, Harmonium, Tabla, Jhanjhar, Manjeera

All these facilities are optimally utilized by students of teaching of music as well as in the institutional functions.

- The institution has adequate transportation facility with its own transport mode, Autos and Public transport is the available near the college. Institution has maintained playground for outdoor activities of the student's like-badminton, basket ball Volleyball etc and there is a provision for adequate indoor sport activities like Table Tennis, Chess, Carrom, Ludo etc.

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**4.5.5 Are the classrooms equipped for the use of latest technologies for teaching? If yes, give details. If no, indicate the institution's future plans to modernize the classrooms.**

The classrooms are equipped for the teaching. As there is a provision of Chalk Boards, proper setting and well lighting arrangement. Adequate space is available in the class room for placing the equipments such as television, DVD player, OHP, LED Projector etc and in future, institution is planning to install equipments with the latest technology.

**4.6 BEST PRACTICES IN INFRASTRUCTURE AND LEARNING RESOURCES**

**4.6.1 How does the faculty seek to model and reflect on the best practice in the diversity of instruction, including the use of technology?**

Faculty prepares and delivers their lecture by notes and by PowerPoint presentation keeping in view the level and diverse need of the students. Faculty prepares learning packages for weaker students. Provide the subject related latest information/Knowledge to the students. Make use of emails and website (forcoming activities if require) and searching on internet for handling the queries.

**4.6.2 List innovative practices related to the use of ICT, which contributed to quality enhancement.**

The innovative practices related to the use of ICT which has contributed to the quality enhancement are as follows:

- PowerPoint presentations are prepared by the student teachers and then these are used by them in their school practices.
- Transparencies are prepared by teacher educators and pupil

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teachers.

- Educational CD is used to supplement the knowledge of the pupil teacher as well as staff members.
- Research work related to faculty is done in the ICT lab by the lecture.
- The students and staff are given free access to internet and the use of computer to develop technological skills.
- Typing and other financial aids are given to the faculty.
- Self instructional material prepared by the pupil teachers and staff members is utilized for enhancement of knowledge and motivating the slow learners as well as gifted students.

#### **4.6.3 What innovations/best practices in ‘Infrastructure and Learning Resources’ are in vogue or adopted/adapted by the institution?**

The institution is equipped with 25 computers and access of internet facility to achieve the following objectives:

##### **Objectives of the practice**

To familiarize the students with the computers. To impart latest information in them and complete with the technologies of the world. It will help them to develop higher order thinking skill in them. It will help make their teaching effective and interesting. While using technologies in the class room. Infrastructure and learning resources are helpful in to bring change from teacher centered to learner centered education. It will also helpful to provide more opportunities to students in multiple ways of discovering,

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creating and communicating information in various formats and voice. It build help to expose teacher trainees to the latest knowledge so that they can update themselves and transmit the same to their students.

##### **Description of the practice**

- In the beginning of the session, orientation programme is organized, in which all the faculty members introduce the syllabus and related subject to the pupil teacher. It is use of technology in classroom. Instruction is also introduced to the students. Students are motivated to use technology in teaching during the B.Ed. course.
- Time to time workshop on computer is organized for the pupil teacher to aware them about the basics use of computers. It will help them to impart the knowledge of Ms Office, PowerPoint, Net surfing and E-mail etc.
- Open discussion takes place with the teachers. Trainees are divided into subject wise groups. Then the students of each group make practice in the use of technology in a variety of ways like demonstration, quiz, interactive presentation etc.
- Besides teacher-trainees, teacher educators also make use of technology in their presentations at seminars and conferences and developing multimedia material as well.
- As a result of using new technology, we find that a quality of instruction was used. New direction in the use of ICT emerged

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and our faculty members started using ICT in their presentation. Internet facility makes it easier.

- As far as future planning related to ICT is concerned, we are planning to invite experts working in various areas of ICT to impart/aware us about new inputs in the application of ICT in teacher education and planning to organize training programmes for in-service teachers, also to update their knowledge and to enable them to use instruction in day to day in the class room.