

CRITERIA IV: INFRASTRUCTURAL AND LEARNING RESOURCES

4.1 Physical Facilities

The Sai Shyam College of Education is in possession of the physical infrastructure as per NCTE norms in the form of library, laboratories, computers, instructional material, equipment, building, play ground, class rooms, furniture, games and sports material, refrigerator, water cooler, generators, Audio-visual aids etc.

- The total land area of the institution is 15 Kanals. Built up area is 4975 sft. Dimension of Class-Room is 600 sft Dimension of Multipurpose Hall is 2850 sft. Dimension of Library is 800 sft. Dimension of Multipurpose Laboratory is 300 sft. Dimension of Computer Lab is 500 sft. Dimension of Conference Hall is 846.8 sft. Dimension of Smart Class (Educomp) is 260 sft which is all as per NCTE norms.
- The total amount invested for developing the aforesaid infrastructure during the previous years is detailed as under :

The Budget allocation and its utilization on building, land, furniture, equipment, computer, transport/vehicle is detailed below (in Lacs)

		2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
1. Building	Budget	01-00	25-00	05-00	05-00	00-15	03-00	08-00
	Exp.	0-05	24-74	04-13	00-27	12-37	02-78	07-00
2. Laboratories	Budget	0-20	0-25	0-15	00-10	00-10	00-10	00-00
	Exp.	0-35	0-22	0-01	0-01	-	00-05	00-00
3. Furniture	Budget	0-75	01-50	0-50	01-00	00-25	01-00	01-00
	Exp.	02-07	01-13	0-36	00-74	00-07	00-84	-
4. Equipments	Budget	02-00	00-10	00-04	00-20	00-35	00-50	00-00
	Exp.	0-23	00-07	02-00	00-18	00-31	00-12	00-00
5. Transport / Vehicle	Budget	00-80	01-25	02-00	02-15	03-00	03-25	02-00
	Exp.	00-67	01-11	01-80	01-72	02-55	02-56	02-00

The master plan of the building is enclosed (See Annexure-10)

- Institutions plan to meet the need for augmenting the infrastructure to keep pace with the academic growth.**

The institution is being run by a society comprising of eminent educationists and distinguished teacher, educators who ensures a mechanism is place to run all the

educational programmes effectively and efficiently. There is a constant augmentation of the infrastructure to keep pace in the academic growth of the institution.

- (a) There is an extension of the college building.
 - (b) Separate library block has been constructed.
 - (c) Previously college has a multipurpose hall having an intake capacity of 100 to 150 students. Now a new multipurpose hall has been constructed which accommodates more than 300 students.
 - (d) Number of text books and reference books are increased from time to time to keep pace with the academic growth.
 - (e) Internet facility is provided to the students.
 - (f) There is an increase in number of teaching faculty.
 - (g) There is further expansion of science lab and audio-visual lab.
 - (h) Language lab and psychological lab has been established to meet the requirements of the students.
 - (i) There is a girls hostel within the college campus, which provides boarding and lodging facilities up to 125 students. The hostel has a permanent cook and full time warden.
 - (k) There is an increase in the number of computers, instructional material and software.
 - (l) Internet, telephone, fax, photocopier facility have been made available in the institution.
4. Infrastructural facilities available for co-curricular/extra-curricular activities.
- 4.1. Conference hall: There is well decorated and ventilated conference hall having capacity up to 100 persons. We conduct seminars, meetings and various other programmes in this conference hall.
- (i) Multipurpose hall: For various co-curricular activities like cultural programmes, debates, symposium, seminars, art and painting competition, quiz etc. multipurpose hall is available to the students. It has an intake capacity of more than 300 students. It is fully ventilated.
 - (ii) There is public address system for conducting seminars, symposium, debates etc.
 - (iii) Transport facility is provided to the students for picnics, excursions, tours camps etc.

- (iv) Play ground : For extra-curricular activities there is a provision of various out-door and indoor games. For playing these games there is a play ground having an area of 42200 sq. ft.
- (v) There is beautiful garden area within the campus.
- (vi) Sports Material is provided to the students them for playing various games like :
 - (a) Cricket
 - (b) Volleyball
 - (c) Badminton
 - (d) Chess
 - (e) Carom
 - (f) Ring
 - (g) Flying disc
 - (h) Foot Ball.

College organizes a sports week every year. During this week almost all the students participate in different games and sports and winners are awarded suitably. Games like Kho-Kho, Long Jump, High Jump, Volley ball, Badminton, and Cricket are also organized in the college.

- 5. Sharing of Infrastructure: The college infrastructure is shared with ETT institute and S. Shyam Public High School set up by parent society of college. The areas which are shared are multipurpose hall, Library, Computer lab, Audio-visual aids lab, playground, sports material, canteen, water cooler equipment, Laboratory, overhead projectors, TV, DVD's. Educomp (smart classes) etc. with these institutions. The Sai Shyam Public School, has been set up purposely as an experimental school for the help of B.Ed. students.
- 6. Hostel facility for girl students: The College has a girls hostel with a total intake capacity of 125 students.
- 7. Budget allocation and its utilization is done annually on building laboratories, furniture, equipments, computers and transport vehicles etc.
- 8. The details of the facilities available with the institution to ensure the health and hygiene of the staff and students are given below :

- I. First-aid facility is provided for 24 hrs. to the staff and students.
 - II. Doctor's visit is arranged occasionally.
 - III. Rest room facility: There is a separate rest room for students in the college campus having all the required facilities.
 - IV. Wash room facility: Wash room facility is provided to the students.
 - V. There is a proper sanitary system within the college campus, wastages are disposed off properly.
 - VI. Canteen Facility: The College has provided canteen facility to the staff and the students. The canteen is completely hygienic, neat and clean.
 - VII. Health room: College has a health room in the hostel. There is a complete first- aid kit. Medicines are provided to the students and staff free of cost.
 - VIII. Ambulance facility: An ambulance is made available to the students for carrying them to hospital or to any doctor for consultation or treatment in case of an emergency.
 - IX. Proper discipline is maintained within the campus. No one is allowed to spit here and there. Dust bins are kept in each room.
 - X. Proper drinking water facility is provided to the staff and students. There is a refrigerator and cold water is made available to everyone in summer.
9. The institute considers environmental issues associated with infrastructure in the following manner:-
- (i) There is an environmental club in the institute. Incharge of this club is Mrs. Sarojini Saraf. This club organises programmes from time to time to make students aware about the environment.
 - (ii) Dusting and cleaning of the room is done on regular basis by the sweepers and class IV employees of the college.
 - (iii) Chemicals and pesticides are used to keep furniture free from termites, moths and insects.
 - (iv) Disinfectants are sprayed at regular intervals to keep campus free from insects and pesticides.
 - (v) Spraying is done in the library to keep the books free from moths and insects.
 - (vii) Hostel and college building is white-washed every year. (vii) Computer lab is in proper working condition. It is neat and clean. Computers are covered with dust

covers when not in use.

- (viii) Trees have been planted in the college campus to keep the environment clean and pure. There is a lush green lawn with beds of different flowers and plants.
- (xi) Every year many new plants are purchased. The gardeners have been deputed by the institute to look after them.
- (x) Proper sanitary system: There is proper sanitary system. There is a separate washroom for men and women.

There is attached washroom with staff room, principal's room, reading room, rest room, both for boys and girls, every block of building is having an adjacent washrooms.

The optimum utilization of available infrastructure

1. Multipurpose Hall: It is used for conducting orientation programmes, demonstrations, extension lectures, holding seminars, debates, symposia, quiz programmes, exhibition of workshops and conducting cultural programmes.
2. Library : Library is almost fully classified & cataloged by using DD Ced 19 classification scheme & Anglo American cataloging rule and is in the process of automation. There are 4900 text books 650 Reference books, 7 magazines and 11 journals, 8 news papers in the library.

There are encyclopedias, dictionaries, periodicals, instructional material etc. It is all made available to the staff and students.
3. Reading Room: It remains open during college hours for enabling students to consult reference material journals periodicals etc.
4. Audio-Visual Aids Room: It enables the students to gain mastery over the preparation of low cost teaching aids. Teachers make use of lab for demonstration of micro and macro lessons. Students prepare slides and use projectors, maps, stocks etc for successful delivery of their micro and macro lessons. Listening to tape records, audio cassettes and watching the educational films is the common features of audio-visual aid and laboratory.
5. Computer laboratory: There are more than 10 Computers available within the institution. It is used for conducting classes of the students. Internet facility is also available in the college/institution.

6. Laboratories :
 - (a) Science Laboratory: College has well equipped science laboratory. There are necessary apparatus, furniture, models and charts available in the laboratory i.e. Laboratory is fully equipped.
 - (b) Language Laboratory: The College has setup a language laboratory which is in possession of the items required for language improvement.
 - (c) Psychological Laboratory: It is having varied types of psychological tests and apparatus for the evaluation of personality, intelligence, attitudes, aptitudes, attention memory etc. These laboratories remain open on all working days during the academic session and are used both by the students and faculty members as and when required. There is an adequate material available in these labs.
7. Instructional material : there is an adequate instructional material like study material, maps, charts, globes, working models, computers, audio cassettes, overhead projectors, teaching machines etc. which are used both by the staff and students.
8. The college has also provided Smart Class facilities.
9. College provides free transport for students of the college and staff.
10. Games and sports material is provided to the students. Sports week is celebrated every year.

Library as Learning Resource

Educational institution without a library is just a body without soul. In the changing pattern of today's education, library is considered to be the most powerful media to promote self-education, to acquire information and to provide research facilities. An eminent library scientist of India Dr. R.K. Mital, therefore says, "A well equipped and well managed library is indeed the foundation stone of modern educational structure. It is a permanent source of inspiration for the learning of both the students and teachers." Our college has maintained a library with the aim to encourage readership among students as it helps in the development of instructional programme.

Library plays pivotal role and around it revolve all the activities of educational institution. "The customer is a God for every Business" for library the user is a customer and our approach is customer centric. Libraries have always been services

in the sense that they connect customers to what they need. The libraries are in the business of knowledge sharing and our customers are the stockholders of our library.

In this information age knowledge is growing instantly as library is growing organism. Our college library remains open for five days in a week and eight hours a day. It also provides internet interlibrary loan facilities to the user.

It may not be possible to sum up all the important gains of the library service as it deals with and involves all aspects of development of the pupils. It makes him fit to study seriously, to extend the barriers of his knowledge, provide him with the source of real study i.e. self study. It perfects intellect and administers, its growth with independent effects, cultivate reading habits and widen the stock of working and recognition of vocabulary. It is the place where the students develop a behaviour of seriousness. The student who develops the habit of library study is bound to develop in academics and get enriched in behaviour. It provides with the habit of care for the books, its protection and use, which go a long way in the modification of their behaviour in many ways in their lives.

Objectives of the college library

1. Optimum utilization of spare time.
2. Enhancing the learning capabilities of users by providing latest titles, newspapers and periodicals.
3. To develop awareness regarding usage of resources.
4. To make available the latest literature to the students to update their knowledge.
5. To develop the habit of reading & taking notes from National & International journals/magazines / periodicals.
6. To assess the information requirements of the user community on the continuing basis by formal & informal interaction.
7. To select from available information that portion most applicable to the requirements of users.
8. To acquire, organise and arrange the information resources in a manner and in a physical setting most conducive to their use.
9. To assist the teaching staff in their Higher Studies and Research.

College library has the following salient features :-

1. College library has separate carrier counseling cell.
2. The college library is computerized & provides internet facility to the students.
3. It is airy, well-lighted, well ventilated with adequate natural light and sufficient windows for proper ventilation.
4. Library is located in the second floor so that the students and the staff do not get disturbed. It is the soul of the institution around which the entire academic life revolves.
5. We have a well equipped library. In addition to text books we have reference books, general books, journals / periodicals and magazines which are properly placed that renders a great service for inspiration, stimulation and inculcation of new attitudes, new thinking, new zeal and zest in life.
6. It is an excellent source of academic growth of the teachers who have to learn throughout their life. The knowledge is so fast expanding that one becomes stale if one is not in touch with the latest knowledge. In the words of Tagore:-

“A teacher can never truly teach unless he is still learning himself. A lamp can never light another lamp unless it continues to burn its own flame”.
7. We have a reading room adjacent to the library attached with a toilet where students can read newspapers, magazines and books of their interest.
8. The modern trend is to teach through activities. In the process of macro-teaching, micro-teaching, workshops, debates and declamation etc. there is a frequent use of library services.
9. The library subscribes to a large no. of NCERT and J&K State Board of School Education books on school education.
The books of great use to the students during Micro and Macro teaching practice.
10. The library is in the process of automation. It is almost fully classified and catalogued which helps in locating & identifying the books.
11. The institution has a trained and qualified librarian. Her qualification is B.Sc., M.Lib., B.Ed. and we have library attendant to help in the library. Our Librarian issues and returns the books.

Some essential services of our library are:-

- i. Circulation

- ii. Reprography
- iii. Internet
- iv. Resource sharing
- v. Reference Service
- vi. Current awareness services.

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

- (a) Reference books
- (b) Text books
- (c) Journals
- (d) Periodicals
- (e) Magazines
- (f) Dictionaries
- (g) Newspapers (national and Local dailies)

The library has 4900 books with good reference collection we subscribe following

Journals:-

- Indian Psychological Review (Quarterly)
- Journal of Indian Education (NCERT, Quarterly)
- Indian Educational review (Half yearly, NCERT)
- Indian Educational Abstracts (Half yearly)
- University News (Weekly)
- Primary Shikshak (NCERT, Quarterly)
- Perspective in Education (Quarterly)
- Indian Journal of community Psychology (Half yearly)
- Asian journal of Psychology and Education (Quarterly)
- Indian review of Education and Social Change (Quarterly)
- International journal of Environmental Development

Magazines:-

- Yog Manjari
- India Today (Weekly)
- Outlook (Weekly)
- Competition Success (Monthly)
- Science Reporter (Monthly)
- Sportstar (Weekly)
- Naad

Newspapers:-

- Economic Times
- The Times of India (English)
- Daily Excelsior (English)
- State Times (English)
- Dainik Jagran (Hindi)
- Amar Ujala (Hindi)
- Employment News (English)
- The Hindu

In B.Ed. there are seven compulsory papers, one optional paper and two teaching subjects.

Compulsory Papers:

- (i) Education in Emerging Indian Society
- (ii) Psychology of Teaching - Learning Process
- (iii) School Management & Pedagogics in Education
- (iv) Development of Educational System in India

Optional Papers:

- (i) Guidance and Counseling
- (ii) Educational Measurement & Evaluation

- (iii) Educational Administration
- (iv) Environmental Education
- (v) Essentials of Educational Technology
- (vi) Information & Communication Technology
- (vii) Comparative Education
- (viii) Health & Physical Education
- (ix) Home Science
- (x) Indian Music
- (xi) Work experience

Teaching Subjects:

- (i) Teaching of Hindi
- (ii) Teaching of English
- (iii) Teaching of Sanskrit
- (iv) Teaching of Urdu
- (v) Teaching of Punjabi
- (vi) Teaching of Science
- (vii) Teaching of Social Studies
- (viii) Teaching of Maths

We have books on four compulsory subjects, teaching subjects and optional subjects that we offer in our college.

3. We have a library committee. The members of the library committee are :-

- 1. Dr. Usha Tickoo (Principal)
- 2. Mrs. Baby Parcha (Librarian)
- 3. Ms. Rajni Koul Lecturer)
- 4. Mrs. Anita Gupta (lecturer)

4. The library committee holds the meetings twice in a session. The committee

checks out the strategy for the enrichment and functioning of the library. For the enrichment, the committee holds meeting for purchasing text books, reference books, journals, periodicals, magazines and newspapers keeping in view the demand of the students and staff. The text books are purchased keeping in view the syllabus of the course. But before purchasing the books, the committee holds meeting with faculty members and they recommend the necessary books in their respective subjects. Then the order is placed to the book -seller. The committee also decides about the subscription of the journals, magazines and newspapers. On the basis of the minutes of the meeting, the college subscribes magazines, journals, periodicals, newspapers.

5. The library remains open during entire academic session including summer & Winter Vacation. The library remains open for eight hours daily. We provide two hours facility after the college hours to the hostellers so that after the college hours they make use of the library. Again, the library remains open for ten hours during examinations so that the books may be issued to the students.
6. When we receive new books or any new reading material, we display the same on flannel board outside the library for the information of the staff and the students. The Subject teachers also inform the students in their respective classes about the new arrivals.
7. We have created a book bank. We provide the book bank facility to the students that fall under low income group.
8. We also provide the book bank facility to physically challenged Students. We provide special facilities like instead of two books we provide three books at a time for a period of fifteen days to physically challenged students.

The library covering the floor area of 1250 square feet has adequate holding in terms of text books, reference books, journals, periodicals, magazines and dictionaries. The total number of books (both text and reference) is 4900, the number of journals & periodicals is 11. Both the national and daily news papers are placed in the reading room for the use of the students and staff.

The reading room is adjacent to the main library and can accommodate 24 students. The ratio between the number of books and the number of students is 1:19.

The number of books issued to each student for a period of seven days is 2 and the number of books issued to each staff members for a period of 15 days is 5. The students are allowed to retain books with them during examinations.

The library remains open for 8 hours a day during the academic session including the summer and winter holidays. During examination days, the library remains again open for hours.

University of Jammu has given option to the students to write the paper in examination in Hindi medium. From the last year the question papers are set up in Hindi & English both we purchased the books in Hindi medium so that students may be benefited by these books. We also provided the teaching material to the students prepared by the concerned lecturers.

Moreover, we have open access system in the library. The students come to the library and issue the books of their choice. There is an efficient system devised by the institution to inform the students and staff about new arrivals. The new arrivals are displayed on the flannel board outside the library. Book exhibition is organised every year by various book sellers of Jammu in the premises of the college to inform the students about the new arrivals and if interested they also purchase the books of their interest.

The library is run efficiently by one librarian assisted by an attendant. The library committee comprising of Principal, two senior staff members and librarian recommends the inclusion of the latest reference books, text books, periodicals and general books. Lastly the facilities provided in the library are circulation facility, clipping, bibliography compilation, reference. Information display, book bank, photocopy, computer and printer and internet facilities.

Some of the best Practice of the Institution in Infrastructure and Learning resources:

College has physical infrastructure as per NCTE norms. The physical and instructional infrastructure such as building, laboratories, library, learning resource center and other allied infrastructure of the institution are strengthened from time to time by making available necessary finances and human resources. The institution has an effective mechanism for the maintenance and optional use of infrastructure.

Smart class facilities are available for students, which trains them in latest techniques of teaching.

The library services are available to the students during and after the college hours on all working days. The library has adequate holding in terms of books, journals, periodicals, magazines and newspapers.

Hostel facility is provided to girls within the campus. Adequate mess facilities are made available in the hostel. The hostel is under the charge of a caretaker.

The college has a well -equipped audio-visual aid laboratory, science laboratory, and language laboratory. In order to facilitate computer instruction to the students, the college has a well equipped computer laboratory.

Additional information and steps taken for to quality enhancement.

Laboratory: Laboratory is fully equipped and properly managed and organised. The students under go all the required practicals and demonstrations. It inculcates scientific temper among the students. The pupil teachers are also issued scientific equipments during practice of teaching programme.

Library: Library is in the process of automation. It is having internet facility for students. The students have free access to library and can take any book of their interest at any time. Some reference books and encyclopedias have been added.

Book Bank: The College has a good book bank facility, which provides books to economically weaker section of society and physically challenged students. Besides the college provides four books at a time, for the period of 15 days and six books for the period of 30 days to the physically challenged students.

The college has 20 computers with internet facility and the facility is provided to all the teachers and students of the college which helps them in teaching learning process. The use of ICT in teaching and learning has been strengthened 50% of the class room avail this facility. Smart Class (Educomp) has been introduced in the teaching learning process and has been extended up to Micro teaching and Macro teaching. The classes have also being fitted with projectors, and overhead projectors for the use of faculty and students.

College has added sufficient sports material for organizing different sports events. Such as Cricket, Volley Ball, Badminton, Chess, Carom, Ring, Flying Disc, Football etc. Beside college has a play ground which facilitates in organizing different outdoor games.

- ☐ Use of ICT in class room has enabled the teachers to present their lectures through power point.
- ☐ Various transparencies are prepared on variety of content material and presented to pupil teachers through over head projectors.
- ☐ Lectures are prepared by using latest information through internet.

- ☐ Smart class facilities in the college have given an impetus to the scientific use of delivery of Micro & Macro lessons during Practice of Teaching Phase.
- ☐ Photostat machine is provided in the library of the college.