

## Procedures and Policies

Procedures and Policies for maintaining and utilizing physical, academic, and support facilities- Laboratory, sports complex, library, computers, classrooms etc. followed by the NCTE and affiliated University(GNDU, Amritsar). The above supporting facilities are supervised by faculty members in systematic order.

College has established a system for maintaining and utilizing facilities:

**Library:-** A qualified librarian maintains all the house keeping operations of the library. The library is well equipped with latest textbooks, reference books and periodicals to fulfil the academic needs of students. Integrated Library Management Software is used in the library. Visitor Records of students and teachers are maintained in the library. Accessibility of computers and internet are available in the library.

**Science Resource Room:-** Science resource room maintains by respective incharge. It has all the necessary equipments related to science that allow the students to conduct experiments. Various workshops are organized to enhance the skill of preparation of effective teaching aids and to use scientific skills.

**Health and physical Education Resource Room:-** A well qualified and trained faculty member has given the charge to look after this resource room. It is used for carrying out various sports activities for physical fitness of the students. Annual sports meet is organized every year with full vigor.

**Computer Centre cum Educational Technology Lab:-** The lab is supervised by qualified assistant professor for its maintenance. This lab has equipped with facility of internet that enables the students and teachers to search for recent developments in different aspects of education.

**Dispensary :-** A well qualified doctor visits the dispensary for medical checkup of students once a week. An assistant professor is also given the charge with the prescribed medicines by the doctor for medical treatment and first-aid in emergency situation.

**Classrooms:-** The classrooms are looked after by the respective classroom incharges. These are optimally used for teaching, conducting house tests, annual examinations, group discussions and seminars.

**Multipurpose Hall:-** The hall is best used for organizing various academic, non academic and community related programmes and is maintained by the respective faculty member. Number of inter-house competitions, morning assemblies, workshops, extension lectures, and seminars are organized in the hall.

**Social Science Resource Room:-** This resource room is equipped with all the required teaching aids and materials. Workshops are organized to provide practical training about teaching aids to the students. This resource room is supervised by respective incharge.