



**PROCEDURES AND POLICIES FOR MAINTAINING
AND
UTILIZING PHYSICAL /ACADEMIC RESOURCES**



**St. Gregorios Teacher Training College, Meenangadi, 54 th Mile Padmasreekavala
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St. Gregorios Teachers Training College, Meenangadi

St. Gregorios Teachers Training College, Meenangadi is a well-established Teacher Education Institution contributing to the Society and Nation. The institution has established transparent and robust procedures for the utilization and maintenance of all physical, academic and support facilities and is well communicated among all the concerned stakeholders. Even though, the college has an efficient management representative to support and monitor its functioning, the management decentralizes all academic and administrative matters by constituting various committees consisting teachers and student representatives with specific objectives to achieve the vision of the college.

For maintaining and utilizing Physical /Academic Resources we have a well-prepared plan. There is a committee to monitor the same. The Committee is headed by the principal and the members including teaching and non-teaching are assigned charges to monitor the day-to-day activities.

The Detailed Procedures And Related Policies For Maintaining & Utilizing Physical /Academic Resources

Infrastructure Augmentation

Request for common infrastructure augmentation should be forwarded by the college council to the management. The work will be undertaken depending upon priority and budget.

Maintenance:

1. Annual maintenance of all infrastructure facilities will be held during the months of April and May.
2. Regular cleaning and maintenance of class rooms, laboratories and other infrastructure facilities are done as per the schedule.
3. Any maintenance required should be informed to the management promptly.
4. All rooms including class rooms, laboratories and office should be locked at the end of the day.
5. Teachers in charge of class rooms and laboratories should ensure that no damage is made to furniture and other equipment.
6. Care should be taken while handling electronic equipment inside the class rooms, laboratories and storerooms.



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7. Students should be sensitized regarding energy conservation by switching off devices when not in use, minimal use of water and by promoting effective use of waste management procedures.

Library Use:

1. The requirement and list of books is taken from the concerned subject teachers and duly approved and signed by the principal for the purchase.
2. Every year in the beginning of session, students are motivated to register themselves in library
3. The proper account of visitors (students and staff) on daily basis is maintained.
4. Suggestion box is installed to take user's feedback.
5. To ensure return of books, 'no dues from the library is mandatory for students before appearing in exam.
6. Library facilities are extended to research scholars from other institutions with prior sanction from the principal.

Laboratory:

1. Laboratory use should be under the supervision of faculty.
2. Laboratory rules and regulations are displayed at appropriate places.
3. Stock registers should be updated regularly. Stock verification and inspection has to be carried out at the end of each Academic Year.
4. Practical sessions are held according to the time schedule.
5. Maintenance of equipment are to be done regularly.

Computer Lab

1. Students are allowed to visit the lab whenever it is required.
2. Footwear inside the laboratory is strictly prohibited.
3. Students shall not carry any storage devices such as CDs and pen- drives without prior permission from authorized personnel. The details of the contents in the pen-drive, the CDs, or any other storage device are required to be registered with the staff in the laboratory.
4. Students are prohibited from visiting any sites that do not add learning value or are illegal. Students should use the Computer Laboratory only for academic learning and research.


Class Rooms:

1. Class rooms are allotted for different optional subjects
2. According to the directions of the internal examination committee chief superintendent class rooms are allotted for university examinations.

Play Ground:

Playground is open for the students from 6.30 am to 6.30 pm.




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Infrastructure Extension:

The college auditorium offers LCD Projectors, screens for delivering lectures. The auditorium is well -furnished. It also provide ample opportunity for our staff and students to exhibit their talents in various activities. It is decided to renewed and reconstructed according to the norms and conditions. The awareness programmes for the rural community by the local self-government can avail the college auditorium with prior sanction from the Principal/Manager. Various gatherings and programmes are conducted here as well.



A handwritten signature in green ink, appearing to be 'T.K.O.', written in a cursive style.

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