4.4.2. Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

SCAD College of Education has established policies and procedures for maintaining and utilizing Physical, Academic and support facilities. An annual budget for maintenance of all Infrastructure facilities is catered for at the beginning of the year. It is functioning with the help of a Planning Committee comprising of the Principal, IQAC Coordinator and Two faculty members. The committee has categorized all requirements in to day to day requirements and yearly requirements. The committee organised a meeting at the end of the year to assess the infrastructural facilities and requirements for the next academic year. The Committee prepares the budget as per the requirements of the departments and are placed before Principal and Audit department for approval. The requirements are processed in keep things ready as soon as possible. The civil and electrical work is adequately monitored and maintained by the Management.

Laboratory : 1.All the learning resource centre affirm the potentials of each student and the faculty to learn new information and construct new knowledge. 2.Language laboratory may be utilized by the students daily. 3.All equipment in the laboratories must be handled with care and after understanding their functions. 4.Before leaving the lab, Students must make sure that they would have shut down the system, placed all material in the respective places. 5.The students' entry and exit would be recorded in the register. 6.Lab assistants under the supervision of the System administrator maintain the efficiency of the college computers and accessories. 7.Every department maintains a stock register for the available equipment and verification of stock takes place during the year.

Computer : 1.The college has adequate number of computers with adequate facilities maintained by Computer Maintenance Service Provider. 2.Anti-virus Software are installed and updated at specific intervals.

Classrooms : 1.Mobile phones are prohibited inside the classrooms. 2.No student should leave the classroom during the lecture without the permission from lecturer. Students are forbidden to write or make any marks in the walls or throw papers or ink on the floor of the classrooms. 3.Strict silence is to be observed during the class hours. 4.The classrooms boards and furniture facilities are utilized regularly by the students. 5.Students should handle the computers and LCD projectors in the classrooms carefully. 6.The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the non-teaching staff.

Library : 1.Strict silence should be observed inside the library. 2.Library functions from Monday to Saturday from 09.00 AM to 05.00 PM. Library users should sign the Gate Register before entering the library. 3.Students must wear ID CARD when they are inside the library. 4.Students will be allowed to make use of the reference books including books, back volumes and CD's. 5.Pest control of library books and records is done every year by the maintenance department. 6.The requirement list of books is finalized and duly approved by the Principal.

Sports: 1.Every day the students are instructed to play in the ground and return the play material after the time of play. 2.Students must pay attention in handling the play-items. 3.Students must be conscious that games are to build the physical and emotional relationship. 4.Intramural sports and games is conducted after dividing the students into different houses / groups.

Utilization Policy: 1.A general work plan has been framed to utilize the optimum utilization of the academic resources. 2. Preparation of general time table by common committee for the daily routine activities.3. Maintenance of Class rooms, Laboratories, Instruments by the laboratory assistants under the supervision of respective department HoDs.

Maintenance Policy: Need based repair and services are periodically carried out by the Management.

Cleanliness Policy: The general cleaning work is carried out by outsourcing supervised by supervisors and monitored by staff in-charge of each department nominated for the purpose.