

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

Government college of Education(GCOE,Jammu) is the only Government teacher training institute in the Jammu division of JKUT. GCOE has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, scholarship, computers, classrooms etc.

Maintenance of library:

For maintenances of library infra-structure and facilities the library committee and administration have been given the responsibility to purchase, library resources in print form as well as online resource. The purchase is done as per the recommendations received from all the HODs of the college. Every year college library is enriched with collection of new arrivals such as textbooks which are in demand as per the syllabi, reference books , general study material for competitive, fiction and non-fiction. Library has a good collection of national as well as local newspapers, magazines, print journals and the committee renews online data bases (NLIST, DELNET Services) Awareness programmes to have access to these databases are arranged periodically. For enriching of the library, the committee procures some good publications from national and international publishers. The library committee organises reading sessions and competitions among students and teachers, appeals to and organises students, teachers, alumni, guardians to donate books.

Maintenance of the laboratory:

The Science students of the college are taught and trained about the use and maintenance of laboratory items in schools. Being a teacher training institute, it also serves the purpose of Audio-Visual lab and its usage in teaching learning process. The audio visual aids prepared during teaching practice are collected and displayed annually in order to highlight the importance of these AV aids in strengthening and fixing the knowledge in the minds of students by multi-sensory approach. GCOE has a well-equipped English language lab also where the students practice listening-speaking skills. For maintaining the aforesaid labs, the college administration and purchase committee introduce men and machinery latest in the field concerned

Maintenance of the sport facilities:

PTI and student council takes the responsibilities of the maintenances of the sport facilities. The necessary goods and sports articles are purchased by the office of the principal as per the recommendations of the PTI. The college authority purchases them by calling quotations from the reputed sport outlets. Periodically necessary steps have taken by the authority to develop the sport activities of the students. Students of the college participate in various competitions organized by Cluster University of Jammu and Jammu University under the aegis of youth sport

and services and bring laurels to the college. Students with excellence and achievements are publicly felicitated annually.

Maintenance of Computers and IT facilities:

GCOE has a well-established computer laboratory catering to the needs of student and faculty of the college. It comprises of 20 Desktop Computers with internet facility. The **office** of the principal decides about purchasing necessary IT equipments as per recommendations received from the computer department and the administrative office of the college. IT facilities are maintained by computer personnel of the college and they also take the responsibilities of periodic up-gradations of the IT resources. The IT facilities are taken stock of by the administrations and they are modified or changed whenever necessary. There is an ICT cell/committee in the college which looks after the maintenance of the computers and facilities.

Classroom facilities:

The maintenance of classrooms is a regular exercise. The cleanliness of classrooms is ensured by a group of Grade -IV workers and sweepers. After the admission process in every semester it is ensured that all the classrooms have adequate desks, benches. The fans and electrical appliances are checked regularly wherever any requirements are found, the purchase committee are appraised of the requirements. The purchase committee makes the purchases after approval from the Principal. The digitalization of all the classrooms is in process under the directions of HED of JKUT and will be accomplished by the end of 2020.

Student support and welfare:

In the college campus, there is a good environment for the benefit and welfare of the students. Various sub committees are in the college to support services, student welfare and to meet their needs. The principal is the chairperson of all sub committees besides the students council. There is a canteen committee for maintenances of the college canteen and to ensure the healthy and hygienic food for the students as well as the other members of the college. For the welfare of the students, there is a medical cell/ Dispensary with permanent Doctor(Pharmacist) in the college. A team of doctors are invited and college tries to provide free health check up to students and directions are provided of good and healthy habits. There is a separate medical room for the doctor with a bed and other first-aids. Moreover, Spraying of Chemical pesticides, insecticides, weedicides, is done periodically and last but not the least awareness against medical terrorism is also done.

For the welfare of the students and staff, the GCOE has a committee/ body of GSCASH (Gender Sensitization Committee against Sexual Harassment) for the prevention and redressal of Sexual Harassment Cases and others acts of Gender Based incidents in the institution. They have organized many talks and discussions on burning topics of gender issues and tries to sensitize the girl students as well as the boys against gender discrimination, health issues etc. The college has fully functional counselling cell that arranges some counselling sessions to the needy students. There is a permanent counselling blog on college website that ensures timely counselling sessions related to stress management. The college has wide road for the easy to and fro of vehicles and an ample parking space for staff and students. There is full time chowkidar in the college for the safety and security after college hours also. Moreover ,NSS, Red ribbon club, Science Club, Eco Club of the college are very active in the college of education. These clubs/units work in collaboration with other external agencies like JMC, Ayurvedic hospital and so on and organisw varied activities at local, regional, and national level. The campus has many dustbins as healthy practices of Sawchhata or cleanliness. The NSS unit maintains the social services within the campus and outside it and hence the holistic developmental aim is achieved.

For assisting and helping poor and needy students, every help is provided to students by the scholarship committee of the college comprising of one institute nodal officer (INO) and two members. The above mentioned committee apprise the students with the post metric scholarship schemes(PMSS) of the state and centre. The scholarship committee maintains record and provide assistance as well as introduce students with different schemes to all the deserving candidates/students falling under particular category as per the directions and guidelines of the state and centre periodically. In no case, student is devoid of scholarship. Cluster University of Jammu is planning for providing financial assistance to students as per the guidelines of the university.

Academic Support:

The college is affiliated to Cluster University Jammu. The college has an elaborate academic support mechanism. All the departments follow the syllabus of the said university for the U.G. and P.G Level. The examination system is very systematic and transparent. The mid semester examinations are conducted by examination committee of the college. The committee ensures setting of question papers, evaluation of answer scripts of each department. An examination committee is appointed by the principal in each end semester examination and is engaged in smooth conduction of examination, sending answer scripts to the respective departments under university, verification of the internal assessment and any other issues related to the examination. For ensuring and maintaining transparency in the evaluation/academics, the student has an easy access to the university portals through student login/credentials from where they can access their awards as well as other related data directly. The authority engaged many part time and guest lecturers in addition to the regular teachers for the benefit of the students. Academic support of the students is also provided by the faculty

exchange programme within and outside the college. The remedial classes are also engaged for the students as an academic support. Moreover in this era of science and technology, the college also takes the privilege from different social media platforms/ sites like whatsapp/fb/instagram/Googleclassrooms/Google duo/zoom classes/telegram app etc to reach/provide timely assistance to students. The students are provided the question papers of previous years in the website. The college administration and the respective departments have made observations of national and state level occasions, so that the students of the college can directly or indirectly, in the process of peace harmony, unity and development of the nation like Mann ki baat(PM address to students)Pledge ceremony on many national occasions. College has fully automated library comprising of near aboutbooks and e-books catering to the academic needs of the students. Moreover, the faculty and non-teaching staff is deputed to undertake various orientation and refresher courses conducted by the Higher Education Department/different universities to enhance their professional skills.

In the admission process, the college has followed the Constitutional provisions of reservation as well as rule of the State Government. The entrance test is conducted by JKBOPEE and admission process is further carried on by the college admission committee under the direction of the head of the institution, strictly on the recommendations of the said agency responsible for the fairer selection and shortlisting of candidates on the basis of availability of seats reserved under each category.

The college has its own permanent website and a FB page also. The notices, exam- notifications, results and attendance are provided to the students through the mobile app to have an easy access to each and every information concerning scholastic and non-scholastic fields. In addition to this,GCOE has academic collaboration with many academic fronts like GAP/GAAC /MIER college etc that organise various programmes giving enriching experiences to our faculty and students. The GCOE is associated with many Govt. schools also for the accomplishment of very important component(Teaching practice and Internship)of teacher training institution.