

# SHIMURALI SACHINANDAN COLLEGE OF EDUCATION

(A TEACHER-TRAINING INSTITUTE, W.B. GOVT. AIDED, AFFILIATED TO BSAEU,

RECOGNISED BY NCTE & ACCREDITED BY NAAC WITH GRADE- A)

P.O. SHIMURALI, DIST.- NADIA, W.B., PIN-741248

From : *Dr. Ahana Chakraborty*  
Principal / Secretary



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E-mail : shimuralicollege@gmail.com

Ref. No. SSCE/ ...../.....

Date .....

## **Procedures and Policies for Maintaining and Utilizing Physical, Academic, and Support Facilities at Shimurali Sachinandan College of Education**

Shimurali Sachinandan College of Education is dedicated to creating an atmosphere that supports academic success, particularly as a top teacher training centre. We maintain strict protocols for the maintenance and best use of our academic, support, and physical facilities in order to verify this. These facilities are meticulously maintained to support our student's entire growth and study.

### **1. Laboratories:**

Our science, computer, education, life science, social science and psychology laboratories are integral components of our teacher training curriculum. Each laboratory is equipped with modern tools and equipment, which are inspected and maintained on a regular basis. A qualified lab technician oversees the daily upkeep, ensuring that the apparatus is in working condition, safety protocols are adhered to, and any necessary repairs or replacements are carried out promptly. The laboratories are accessible to students during scheduled practical sessions, with additional hours allotted for extra practice under supervision.

### **2. Library:**

The fully automated college library, a rich repository of educational resources, plays a pivotal role in supporting both academic and research activities. Students and faculty have open access to a range of physical and digital resources. The library's automated system ensures a seamless borrowing and return process. Additionally, the library professionals regularly engage in collection development, adding new volumes to meet the evolving needs of our teacher trainees. The college library stands as a cornerstone of our academic environment, offering a wide range of physical and digital resources that support both teaching and research activities. Our library is equipped with the latest technology to enhance accessibility and convenience for users:

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- **WebOPAC with Multilingual Access:** Our Online Public Access Catalogue (WebOPAC) allows students and faculty to search and access resources seamlessly. The multilingual interface caters to a diverse user base, ensuring ease of use for all students, regardless of language preference.
- **RFID Technology:** The library utilizes RFID technology for efficient book tracking, security, and faster transaction processing, ensuring a smooth and user-friendly experience for library visitors.
- **Digital Library / Institutional Digital Repository:** Our library houses a Digital Library built using the internationally recognized DSpace digital library software, adhering to global standards for digital content management. The Institutional Repository contains a vast collection of e-books, e-journals, and audio-visual resources, enabling students and faculty to access a wide array of scholarly materials.

To maintain the quality of these resources, the library undergoes bi-annual audits to ensure that all physical and digital holdings are up-to-date and relevant. Both students and faculty benefit from a streamlined borrowing and return process through our automated system, ensuring that all resources are easily accessible.

### 3. Sports Complex:

Recognizing the importance of physical well-being in overall teacher development, the college maintains a sports complex with facilities for various indoor and outdoor activities. The complex is maintained by a dedicated sports coordinator, Physical Education Director, who ensures that all equipment is in safe, usable condition. Periodic inspections and maintenance activities are carried out in collaboration with external sports professionals to uphold the facility's standards. Students are encouraged to use the sports facilities during their free time, with organized activities scheduled regularly to promote physical fitness.

### 4. Computers and IT Infrastructure:

Our college boasts a well-equipped computer lab that serves as a critical resource for ICT training, research, and administrative tasks. The IT department ensures that all systems are

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updated with the latest software and security measures. Regular maintenance checks are performed to avoid disruptions, and the lab is available to students during class hours as well as for personal academic projects. The campus is also equipped with high-speed internet, enabling smooth access to digital resources.

## IT and Wi-Fi Services:

Our college takes pride in offering robust IT support and high-speed Wi-Fi connectivity across the campus, ensuring that all academic and administrative activities run smoothly:

- **IT Infrastructure:** A dedicated team of IT personnel manages and maintains the computer labs and other technology resources. They ensure that all computers are equipped with the latest software and that periodic checks are conducted to keep systems in optimal working condition. Students have access to the computer lab during designated hours, both for classes and individual academic work.
- **Wi-Fi Access:** The campus is equipped with high-speed Wi-Fi access, allowing students and faculty to access online resources, digital libraries, and other academic platforms from anywhere within the campus. This facility is essential for promoting research, accessing e-learning resources, and staying connected to the latest educational advancements.

## 5. Classrooms:

Our classrooms are well-ventilated and equipped with modern teaching aids, including projectors and smart boards. The maintenance of classrooms is handled by the administrative staff, who ensure that the physical infrastructure—desks, chairs, boards—is in optimal condition. Routine checks are conducted to prevent wear and tear, and any necessary repairs are carried out promptly. Classrooms are cleaned daily to ensure a hygienic and comfortable learning environment for all students.

## 6. Other Support Facilities:

The college also maintains several other support facilities such as a seminar hall, faculty rooms, and a health unit. These spaces are managed to ensure cleanliness and

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functionality. The seminar hall, in particular, is a versatile space used for academic events, conferences, and workshops, and is maintained with regular audio-visual equipment checks.

## Utilization Policies:

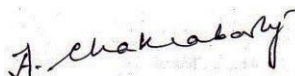
To ensure that these facilities are utilized effectively:

- **Scheduled Access:** Students are provided with clear schedules for using the laboratories, library, sports complex, and computer lab. These are aligned with the academic timetable to maximize learning opportunities.
- **Supervised Use:** All specialized facilities like labs and the sports complex are accessible under staff supervision to ensure safety and proper use.
- **Open Access Periods:** In addition to scheduled class times, students are given additional access to the library, computer lab, and sports complex during designated hours to encourage self-study, research, and recreational activities.

The college leadership is committed to continually upgrading its infrastructure to support the academic and personal growth of students. Our policies ensure that all facilities are maintained at a high standard and are used effectively to enrich the learning experience.

For detailed information on these policies and procedures, please refer to the following direct web link: <https://www.ssce.ac.in/>

This document has been reviewed and authenticated by the Head of the Institution, with the seal and signature provided below.

  
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