



St. XAVIER'S INSTITUTE OF EDUCATION PROCEDURES AND POLICIES OF INFRASTRUCTURAL FACILITIES

The Infrastructural Policy

St. Xavier's Institute of Education's (SXIE) Policy towards infrastructural facilities is acquiring, maintaining and upgrading the infrastructural facilities for joyous, creative and effective teacher education. Based on this principle, the activities and procedures are planned for every year.

A. MAINTENANCE OF THE FACILITIES:

1. The Institute ensures optimal allocation of budget and utilisation of budget for acquiring, maintaining and upgrading the infrastructural facilities.
2. The staff in-charge of Infrastructural Technology, records the status of the infrastructural facilities available, and reports about the required facilities to be made available.
3. A certain amount of budget is allocated mindfully for bearing the expenses of acquiring, maintaining and replenishment of the available facilities.
4. With regards to the technological equipment and facilities, outsourcing is done for repairs, maintenance and upgradation.
5. Support staff and are allocated duties, for regular cleanliness and sanitisation, in and around the infrastructural facilities.
6. Grants and funds received are judiciously distributed and utilised for the infrastructural facilities.

B. UTILISATION:

The infrastructural facilities are wasted and stagnated with scarce and zero utilisation. SXIE believes that the facilities in the laboratory, library, classrooms, computer labs, learning resource rooms are meant for operational learning process. This can lead to scaffolding for making education, demonstrative and real. Thus, the optimum use of the infrastructural facilities is for educational

empowerment of its students and faculty. The students are also a part of care for infrastructural facilities in the following ways:-

1. The induction to every new batch of students focuses on the availability and accessibility of infrastructural facilities for the students learning process. At the same time, clear code of conduct regarding the proper utilisation of the facilities is sounded to the students. The website displays the upgraded infrastructural facilities for students' benefits.
2. Student volunteers are appointed for alert and vigilant observation of effective use of facilities in the classrooms, laboratories etc, for longer and better service of the infrastructural facilities like the library, laboratory, classrooms, computer room, etc.

a) Library:

- The need for new books is assessed annually by the librarian from the perception of the curriculum and the stakeholders. The list of books, journals, library software etc to be purchased is sent to the faculty for approval with the allocated budget, the final decision is taken by the Principal.
- The Library Code of Conduct is clearly articulated on physical as well as digital notice boards. The strict adherence to the rules and regulations of the library has to be followed by the users of the library.
- The library facilities promote student-friendly place with the help of the student and faculty representative of the Library Advisory Committee. They plan and execute innovative ways like know my library, devoted time for engaging the library, holding exhibitions, displaying new arrivals of books in the library.
- The librarian takes efforts to encourage students to make full use of the library facilities and guides them to the different cupboards and bookracks, as per the requirement of the semesters.
- The library ensures the active use of inter-library facilities, N-list and other digital resources connected to the library. The library is well maintained with regards to the cleanliness, sanitation and user-friendly setting, to increase the reader footfall.
- Library is the hub of the college and its facilities are the vehicle for smooth and stimulating learning process.

b) Laboratories Psychology and Science Laboratory

- Stock record of the laboratory applications is maintained.
- Physical verification of equipment and registration is done.
- Perceiving as a place of experiment, exploration, enhancement of subject is done by Pedagogy masters.
- The maintenance and upgradation of laboratory is done by the support staff.
- Classrooms, computer labs cleanliness and sanitation put forth the requirement.

c) Classrooms

- Requirements of classroom furniture are looked into and recorded.
- The maintenance and minor repair of classrooms is looked into by the management and the Principal. Any classroom facilities required and repairs are carried out during the students' vacation so as not to disturb the educational process.
- Classroom cleanliness and sanitation is a daily routine. It is supervised by the Principal.
- The cleanliness and keeping the class neat and clean is looked into by the efforts of the support staff but the prospective teachers take it up as their responsibility to keep the class clean and tidy. The technology equipment are student marshals looking into it.

d) Computer Laboratory

- The computer lab is kept well-equipped with necessary number of computer so as to ensure students' having first-hand experience in their courses on ICT, able to create digital learning resources, prepare their assignments and presentations with computer facilities. The Institute is sensitive to students who do not have the facilities of computer and internet at home.
- The computer facilities are upgraded and wherever necessary repair work is carried on. The computer lab is maintained with annual and regular check and maintenance. A certain amount in budget is maintained for maintenance and repairs. Special precautions are taken of the computers ,

its electrical extensions and internet facilities during the monsoon season to protect it from damages.

Equipment and Facilities – Sports and Music

- The sports, music and technical equipment are maintained well with regular care and cleanliness
- The repairs and maintenance of the equipment and goods are regularly monitored.
- Indoor games are kept away from dust and dirt. The student council is vigilant about the equipment and facilities. The equipment, games and goods are stored back in the cupboards after use. Special precautions are taken of the equipment during the monsoon season to protect it from damages.
- Separate music and art room and sports equipment storage place is maintained for students to motivate students to participate and actively involve themselves in recreational and leisure activities.

The infrastructural facilities and equipment are maintained and upgraded for students' enhanced learning and involvement in co-curricular activities. Along with academic advancement, it is important that the students are developing their physical, mental, social skills and sports culture. Thus, SXIE maintains and upgrades its infrastructural facilities for the well-being of its students and faculty.