

#### 4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities (2017-18)

Government College of Teacher Education maintains one archive room and one Natural science museum for showcasing the archeological value of the institution. During the year the institution purchased and installed air conditioners as per the government rules and procedures.

Government College of Teacher Education provides accommodation facilities for teaching staff and non teaching staff. During the year 2017 -18 the staff quarters were renovated with tiling, electrical and plumbing works. This was made on the basis of a request forwarded by the principal to the Collegiate Education Department, Government of Kerala and the amount has been sanctioned. The work was initiated and completed by Public Works Department (PWD) Kerala.

During the year 2017 -18 The institution replaced damaged white boards in the classrooms. As part of the curricular and co-curricular requirements, the institution purchased sports materials like badminton racquets, nets , cricket bat, and other minor sports materials.

Inorder to make the e-content facility more effective the institution purchased a DSLR Nikon camera to make efficient recording. The purchase was based on government rules and procedures.

Plan fund and funds from the State Government are utilized for procuring and upgrading the infrastructure both in quantity and quality of the institution. For that, detailed project proposals will be submitted to the Directorate of Collegiate Education for seeking funds to upgrade the institutional infrastructure. After the allocation of funds, the institution will obtain the Technical and administrative sanction. After which, the existing purchase committee will decide and fix the standards of equipment to be purchased. Open quotations through newspapers and gazette will be issued. Later the detailed scrutiny of quotations will be done and the purchase committee will decide to issue the purchase order to the lowest quoted supplier. The supplied equipment will be inspected to ensure the assured quality by a technically qualified team. Usually the technical teams are hired from the Government Engineering Colleges or PWD kerala. Then the equipment is installed and commissioned for establishing a proper teaching learning process.

The six laboratories i.e. Physical Science, Natural Science, Computer, Psychology, Social Science and Language laboratories and Physical education Lab (Human Performance Lab) are functioning under the monitoring of concerned teachers in charge. Stock register and entry-exit registers are maintained. College laboratories are the place where the students are free to do their experiments in a cooperative and collaborative manner.

The maintenance and repairs of equipment and purchasing of chemicals are to be done by utilizing the plan fund , funds from the Kerala government and a minimum contribution from PTA also.



*Principle*  
PRINCIPLE  
GOVT. COLLEGE OF TEACHER EDUCATION  
THIRUVANANTHAPURAM-14