

Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities

- The head of the institution motivates the faculty as well as the students to take initiative in having an innovative conduction of curriculum for which there is allocation of technological and print resources. Resources are allocated judiciously but generously among the staff members for smooth functioning. Access to Internet and Wi-Fi connectivity is provided to the faculty members and students of the institution for content preparation and curriculum transaction. A record muster is maintained to have the data with regards to the utilization of the resources.
- The Principal along with the faculty members ensures that there is optimum utilization of physical and human resources not just for the B.Ed. programme but also for programmes run in collaboration with University of Mumbai and IGNOU.
- The Principal in consultation with the Management accomplishes allocation of budget for resources and overall development of the institution.
- Faculty members are delegated the responsibility of maintenance of the different rooms. The Annual Maintenance Contract of the computer system and other electronic gadgets is sourced out to the service providers for periodical checks. The register of the available equipment and dead stock is maintained regularly

LIBRARY

The college library functions with a belief that it is a catalyst for teaching and scaffolding inquiry learning of the student teachers. Hence to enable complete access to all its stakeholders, the college has undertaken the following measures:

- The Library is equipped with three computers with Internet facility. The librarian uses computer for books issue/return, data entry of documents, maintaining user's records and other library documentation work.
- The OPAC/Search facility is available to staff, student teachers, Ph.D. scholars and external users to search and access the collection of the library.
- The student teachers can collect information from online resources with the free Wi-Fi connectivity available in the library.

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- The library also has one reprographic machine with scanning facility to provide photocopy facility to staff and student teachers on a nominal charge. The official documents are scanned to upload on the college website.
- The printer attached with the librarian's computer is used for printing users' identity card and barcodes.
- The college library has collection of educational CD's, movies, CAI presentation CD's, printed material and posters on Indian Culture. The student teachers are provided with information on how to avail of the same during the library orientation session. The library also organizes the exhibition of these resources every year. Student teachers are encouraged to use the relevant materials for their Practice teaching lessons and co-curricular activities.