



# Eastern Dooars B. Ed. Training College

(A unit of Geographical Society of North Bengal)

Accredited by N.A.A.C. :: Recognised by the N.C.T.E. :: Affiliated to the W.B.U.T.T.E.P.A. & the W.B.B.P.E.

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[www.easterndooarscollege.org](http://www.easterndooarscollege.org)

Ref. No. ....

Date .....



4.4.2:

**There are established systems and procedures for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers, classrooms etc.**

The College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities.

### **Classroom management:**

Classroom being the most primary and important work space, it is managed with proper systems and procedures as recommended by the Management. It is followed keeping in mind the modern teaching learning environment. The classrooms are well equipped with all modern technology like the smart boards, mike systems, and other technologies for better and effective teaching. CCTVs installed in each classroom to make sure of the safety and the security of all students, teachers and equipment.

### **Laboratory**

The College has Laboratory policy forms the core in the working of the institution. While the Laboratory has several instruments and equipment, the same is maintained through AMCs.

### **Library**

For overall smooth functioning and standard procedures the library works effectively and serves its patrons for information requirements.

1. Acquisition/ Processing Section
2. Serial Section
3. Reference Section

### **Sports**

Sports committee looks after maintaining the sports ground and sports equipment. Committee organizes various indoor and outdoor sports competitions for students. For holistic development, students are encouraged to participate in the competitions. The celebration of the International Yoga Day has become a regular affair and many students and staff participate in the same.

### **Computers**

Maintenance of computers (Hardware and Software), updating software related to administrative and overall maintenance of campus infrastructure. Annual maintenance contracts for computers, copier machines, software, CCTV, Fire extinguisher, garden, security are in place. Policy is developed to maintain a balanced student and computer ratio, so that all students will be benefited for academic purposes.

Institution follows all safety and security norms as required for an educational institution and makes optimal use of all security mechanisms. Safety of girls is specially handled and appropriate measures are taken to make the campus safe for students.