St. Xavier's College of Education (Autonomous)

Systems and Procedures for Maintaining and Utilizing Physical, Academic and Support Facilities - Laboratory, Library, Sports Complex, Computers, Classrooms etc., are in Place.

The maintenance of all the learning resource centres and laboratories depends upon a complete responsibility of the stakeholders.

Classrooms

1. Besides the desks and benches, all the classrooms contain LCD projectors, computers, audio system, white board, LCD screen and steel almirah. Theseare to be safely maintained by faculty, students and subject leaders.
2. When the class is over, it is the responsibility of the subject leaders to switch off lights, fans and electronic gadgets.

Learning Resource Centres

1. The faculty and trainees of respective subject will preserve the teaching- learning resources, prepared by the trainees in the learning resource centres.
2. The materials could be taken to classroom as and when it is required after registering in the notebook.
3. The materials prepared by the trainees are kept in this centre.

ICT Laboratory

1. ICT lab is maintained by the computer programmer including stock register and informs the management periodically about the needs and status of ICT lab.
2. An attendance and suggestion registers must be available in the lab and lab is openfrom 9 am to 5.30 pm.
3. The trainees are allowed to use their own pen-drives and access through the user name and password.

Laboratories

1. The English language laboratory is managed by the faculty of English and it providessoftware to develop LSRW skills.

2. The trainees may use the lab in groups and itis open from 8.45 am to 5.30 pm after signing the register. The trainees or the faculty must inform Principal about any damage or needs of lab.
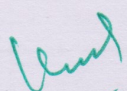
Science Laboratories

1. The trainees must register their attendance and maintain silence in the lab.
2. Any damage to any equipment will be fined and trainees should follow strictly the instructions given by the teacher educators.
3. Before leaving the lab, they must ensure shutting down of the system and locking of the equipment.

Library

1. Library is another Learning Resource Centre, managed by the Librarian and his assistant and it is open from 09.00 am up to 5.30 pm.
2. Students can access the availability of books through remote – OPAC
3. The candidates should return the books within 15 days from the day of issue failing which fine is imposed.
4. The individuals from outside the college should get the prior permission of the Principal.
5. Library users should sign the Gate Register before entering the library and must wear ID CARD inside the library.
7. Strict silence is observed and mobile phones switched off inside the library.
8. Xavier informatics centre is maintained by the librarian with proper guidelines and security.

Sports Complex

1. The articles of games & sports and playground are maintained by Director, Physical Education.
2. The college management provides articles for sports and games as requested by the committee for Physical Education and a register is maintained to account for the stock and the use of articles.
3. Physical Education Directorshall conduct games and sports after 4.30 p.m. daily.

PRINCIPAL
ST. XAVIER'S COLLEGE OF
EDUCATION (AUTONOMOUS)
PALAYAMKOTTAI
TIRUNELVELI-2.