



VidyaPratishthan's
COLLEGE OF EDUCATION
Vidyanagari, MIDC, Baramati, Dist. Pune 413 133.
Email – ypedu_1990@rediffmail.com
Website – www.vpedu.org.in

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Prin. (02112) 239400
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Resi. (02112) 243458

“NAAC Grade – B” Dt. 04/09/2010
NCTE No. 113116

(Affiliated to University of Pune.)
(ID.No. / PU / PN /Edu. / 080 / 1990.)

Procedures and Policies for maintaining and utilizing Physical, Academic and Support Facilities - Laboratory, Library, Sports Complex, Computers, Classrooms etc.

Faculty and the student teacher takes initiative in having an innovative conduction of curriculum with strong support and motivation by Hon. Principal of the college.

Technology and print resources are allocated judiciously among the staff member for smooth functioning Classrooms are ICT enabled which can accommodate 100 students.

Access to internet and Wi-Fi connectivity is provided to the faculty members and student teacher of the institution for self-study and preparation of curriculum transaction.

Classroom are also equipped with glass board, DLP system with display screen, high resolution overhead projector to facilitate & improve student learning and enhance teaching methods. College has ergonomically design seating arrangement, warm lights and proper ventilation which enhance the learning capacity of the students.

Computer Lab- Today's era is known as digital world. Our students are represents as the teacher in digital world. Computer education is a compulsory subject of new B.Ed. course. We are using our own lab which has 19 Computers, LAN & Brodband conection of internet for computer training of B.Ed. students. Most of the staff has completed D.I.T. & advanced course of Intel Master Trainer's.

Maintainance of ICT Laboratory – ICT Lab. is maintained periodically. Rules of ICT Lab. is followed by students. Whenever practical batches are organized, attaindance is maintained by group incharge professor. Computer operators maintain all computer lab. Equipments regularly. Antivirus software installed for safty. ICT practical CD's are collected and records are maintained by ICT department incharge for moderation of Savitribai Phule Pune University, Pune.

Utilization of ICT Department - Each seat has its own power sources for computer and laptops. Computer Lab is equipped with adequate number of computers. The lab is made available to all with prior approval. This lab is used to complete the practicals and projects of all students.

ICT Lab. is used for -

- i) Technology based lessons.
- ii) Searching references.
- iii) ICT practical.
- iv) Collecting data in the form of PPT's. Pdf, world file, images and videos for research, seminary and assianments.
- v) Curricular and co-curricular activities.



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Intercom Facility - Intercom facility is also available to principal cabin, library and office premises. It helps to communicate all the departments without wasting working time.

Language Lab - Our College has a well-structured language lab. Language Lab is one of the best source to learn English Language.

- We have Linguaphone L21 with Eyespeak software which is very useful for the student teacher.
- The content available in the software & printed form is highly rich & practically useful.
- Students play word games, solve comprehensions, grammar games, vocabulary enrichment activities.
- They can stop start, rewind & repeat the activity.
- Language Lab is highly productive & commendable for enhancing the performance of students in English language.

Psychology Laboratory -

- The psychology laboratory plays an important role in the enhancement of the knowledge & skills of B. Ed student.
- It helps to develop aptitude, attitude, interest & overall development of personality.
- College has a well-equipped psychology laboratory. Various psychological test, apparatus are available in the laboratory.
- Teacher & student can use the psychological test & apparatus for research purpose.
- The facility in the psychological lab are available during the working hours.

Library - In the era of Information Technology, Library has its own importance. Day by day inventions are taking place in the field of IT. Still I hope reading habit will increase, never demolish. We are trying our best to keep the library well equipped with all the necessary facilities. Library have Reference books, Textbooks, Novels, Critics, Thesis & Teaching Aids.

Reading Hall for students is large enough to accommodate 168 students at a time. The library has a separate reading hall for the staff. SOUL Software is used in the Library. The library Advisory Committee looks after execution of library functions smoothly.

According to the five laws of Library Science, the first & fourth law i.e. "Books are for use" & "Save the time of the reader" the readers are provided service with priority.

College library has organized and provides access to various kinds of information recourses including academic books, textbook, alternative book for additional reading and references catering to the needs of students and teachers.



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The print sources are beneficial for student to help them in various level of learning process. The college library function with a belief that it is a catalyst for teaching and learning. The library is equipped with internet facility. The librarian uses computer for book issue /return. Data entry of documents, maintaining user's record and other library document work. The library organizes the exhibition of recourses every year. Student teacher are encourage to use the relevant material for their practice teaching lessons, curricular and co-curricular activities. The student teacher are provided with information on how to avail library and reading room facilities during the library orientation session.

Library Procedure and Maintainance – After admission process the first programme run by the library that is 'Library Orientation'. During orientation student visit to the library, demo is given by Librarian about all resources available in the library. Library issues I'card, Roll-ups, Duster and library card to the students and record is maintain of the same.

In case of acquisitions policy books procured with the help of publisher's catlog. Librarian and staff directly visit to the books shops, exhibitions and most important thing is that students as well as staff's demand also.

Library issue borrower's card to each student, with the help of this card, they can take 3 books at a time for stipulated period - 7 days. For searching books they can take help of SOUL OPAC. Most important is we adopt Open Access System for it. Students can directly enter in the library go through the racks, browse the books and get issued whatever they select.

As a part of maintainance library housekeeping work going on regular basis. Every year library verification has been completed. In order to save books pest control process is applied on regular basis.

Library is always ready to serve the readers at any cost. Our object is get every reader his/her book and every books its reader.

Sports Complex – Mother Institution Vidya Pratishthan has huge sports complex which includes ground, a separate well equipped gymnasium for girls and boys having instructure in campus. This centralize facility is provided for all the institutions on the campus. Every year sports day with various activities is organized by the college. This is compulsory activity for all the student teachers. All students' teachers participate in the events like Running, Kho-Kho, Long Jump, Thali, Shot put etc.

College has a sport room which comprises of all the necessary sports equipment's, Indoor games like carom and chase to encourage interacted students.



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The seminar hall, ET lab, Psychology lab is on the first floor. Seminar hall is being used for small function and moreover curricular activities. College has a well-equipped multipurpose hall, 'Vivekananda Hall' with capacity of 500. It is used for – Lecturer series, Yoga, Workshop, Seminars and Cultural Programme.

On the second floor college has a well-equipped science laboratory for the purpose of practicing the demonstration skill. The students can use the laboratory for practicing experiment including in school syllabus to avoid mistakes in actual teaching during practice lesson and internship programme.

Placement Cell - By working with various entities, the placement cell help to place students in schools & colleges. In order to take advantage of the opportunity the college maintained their system to inform about job vacancies & new career options. The placement cell provides different advertisement & vacancies details to the students. Our college alumni occupied prominent positions in various institutions Pune district & within the state also.

Various Activity

- Pair up with local schools, Junior Colleges etc.
- Training Programme (Related to aptitude test, how to facing interview)
- Make sure the correct person is doing the appropriate task in the right place.
- Spreads news about job opening

Establish a hospitable interface for dialogue between the school administration & the student teacher.

Biometric system for Staff – Daily attendance of staff is recorded technically through this system. Thumb impression is used for in out entry. Monthly attendance report is generated in pdf format. Which includes – total number of working days, leaves, holidays, late entries, overtime etc. This will help to prepare record of all staff without human interference and used to set financial status for every month.

The principal along with the faculty member ensure that is optimum utilization of physical and human resources not just for B.Ed. programme but also for programme run in collaboration with university and mother institute. The principal in consultation with the management accomplishes allocation of budgets for resources and overall development of the institution. The annual maintainance control of the computer system and other electronic gadgets is outsourced from service providers for periodical checks.

The register of the available equipment and dead stock is maintained regularly by the office. Mother institute Vidya Pratishthan has maintained mechanism for yearly stock checking audit for each institute.

S.P. Gaikwad

PRINCIPAL
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