

# **INFRASTRUCTURE & FACILITIES**

## **THE INSTITUTE BUILDING:**

The Institute has a rich infrastructure with:

1. Principal,s Chamber
2. Administrative Office Block
3. Class Rooms & Halls
4. Multi Purpose Halls
5. Separate Faculty Rooms
6. Teacher's Common Room
7. Guest Room
8. Conference Hall
9. Post Office
10. Reading Room
11. Laboratory & Aid Rooms
12. Separate Library Building
13. Separate toilets for Male & Female
14. Staff Quarters inside the Campus

## **THE HOSTELS:**

There are two separate hostels under the jurisdiction of the institute, one is for the gents and the other is for the ladies within closed campus. The hostels are managed and supervised by the Superintendents of the respective hostels.

### **(i) Gents' Hostel:**

This hostel provides accommodation for 122 boarders. Each room is a four seated room. Accommodation in the hostel is provided on the basis of merit in the selection list.

### **(ii) Ladies Hostel:**

This hostel accommodates 45 boarders. Each room is a four seated room. Some rooms are reserved for M.Ed. & M.Phil. students.

**(iii) Self Governance:**

Both the hostels run on democratic principles. Self governance is practised for its management and organisation of various activities. A prefect and an Assistant prefect are elected by the boarders.

**(iv) Records and Registers:**

The following records and registers are maintained in the hostels.

- (a) Daily attendance register
- (b) Register of Gate pass
- (c) Notice Book
- (d) Maintenance Register
- (e) Any other register needed from time to time.

**(v) Common Room Facilities:**

Separate Common Rooms for amusement of students in their leisure period are there in both the hostels with facilities of Indoor games & Television etc.

**(vi) Mess Facility:**

Both the hostels are having their individual mess facility. The mess management is with the boarders of the hostel. Every month a set of boarders is elected to manage the mess affairs. A set of auditors is elected from among the boarders every month for audit of the mess accounts.

**THE LIBRARY:**

There is a separate Central Library Building of the Institute inside its campus. The whole library is under direct supervision of a Librarian and an attendant.

**Facilities:**

- The library remains open in all working days of the Institute. Books are issued to the students in the working hours.
- Students are allowed for use of library in their leisure time. Utmost care is to be taken to keep silence in the library.
- No book shall be taken out of the library without knowledge of the Librarian and until it has been properly entered in the loan register.
- Books shall be returned within the period allowed to a borrower. In case of holidays, the books may be returned on the day the library reopens.

- The principal has authority to stop issue of certain books to the borrowers.
- The following is a list showing the minimum number of books that may be issued to various classes of borrowers:

Class of Borrower	No. of Books	Permissible Period
Principal, Professor, Reader & Lecturer	15	50 days from date of issue
Research Asst., Instructor & Librarian	05	50 days from date of issue
Laboratory Asst., Computer Asst. & Ministerial staff	03	50 days from date of issue
Attendants & Class IV staff	02	50 days from date of issue
M.Phil. students	05	15 days from date of issue
M.Ed. students	04	
B.Ed. students	03	

However, a student may borrow one more book (novel, story, drama, essay etc.) for general reading in addition to the course books.

- Any borrower losing or seriously damaging a library book must replace it with a same volume of the same edition or a copy of its later edition. If the book is out of print or not available in the market, the borrower shall have to pay 3 times of the purchase cost of the book.
- A person who borrows books from the library is supposed to have read the library rules and he is supposed to have agreed to abide by them. There will be no excuse for ignorance or breaking of any rule thereof.

### **Reserved Section of the Library:**

Reserved section of the library books of reference, periodicals and some other rare and selected books shall be entered in the reserved stock register and kept separately. Such books will be issued only to be used in the Institute and not allowed to take beyond the institute without special permission of the Principal. Such books must be returned latest by 30 minutes before closing of the library for the day.

### **BOOK BANK:**

The institute has a Book Bank. Text Books from the book bank are used to be lent to the poor and underprivileged students for the duration of the course after collecting borrowing fee of 10% of the value of the book.

Books will remain as the property of the book bank. Book lost or damage shall have to be met by the borrower.

### **READING ROOM:**

- There is a Reading Room of the Institute under the direct supervision of Research Assistants, which remains open on all working days during the working hour.
- There are a numbers of news papers, subscribed educational journals, theses, dissertations etc. for reference to the students.
- The reading room should not be used for any purpose other than reading or consulting the books and periodicals of the library.

- For the use in the reading room, ordinarily one book at a time may be issued to every student on a call slip. The Research Assistant may issue more than one book if he thinks it necessary. All such books must be returned to the Research Assistant latest by 30 minutes before closing of the reading room for the day.

### **LIBRARY COMMITTEE:**

There is a Library Committee consisting of 4 members including the Librarian. The Principal nominates 3 members from among the teaching staff of the institute in the beginning of each academic session. The senior most member acts as the Chairman of the Committee and others as the members. The Librarian of the Institute is the member secretary. The committee is an advisory committee. The main function of the committee is to prepare the list of books to be purchased for the institute library along with recommendation of proposals for improvements in the library administration from time to time.

### **RULES OF SCHOLARSHIPS AND FINANCIAL AIDS:**

No person is allowed to receive two or more number of scholarships by the Government wholly or partly without the special sanctions accorded only for a very distinguished merit.

#### **(a) National Scholarship:**

The Ministry of Education, Government of India awards some scholarship for post-matric studies. Students obtaining a high percentage of marks at the B.Ed. level are generally selected for such scholarship. They will be awarded scholarships provided they continue in their next higher studies, i.e. M.Ed.

#### **(b) Post-Matric Scholarship for SC/ST Students:**

The students belonging to SC/ST/OBC categories are entitled for this scholarship. This is granted by the Government of India, Ministry of Education.

#### **(c) National Loan Scholarship:**

The Ministry of Education, Government of India provides financial assistance to needy and meritorious students under the National Loan Scholarship Scheme, so as to enable them to complete their studies.

#### **(d) National Loan Stipend:**

A scheme of National Loan Stipend is available for the meritorious students on State basis. The candidates for National Loan Stipend are selected by the Higher Education Department, Government of Odisha.

#### **(e) Student Welfare Fund:**

This fund is collected from the students. Financial assistance is provided from this fund to the needy students for their medical treatment during the period of their studentship in the Institute.

## **DEPARTMENTS OF THE INSTITUTE:**

There are five departments functioning in the Institute in Academic field. They are:

- **DEPARTMENT OF PRE-SERVICE EDUCATION**
- **DEPARTMENT OF INSERVICE EDUCATION**
- **DEPARTMENT OF RESEARCH AND INNOVATION**
- **DEPARTMENT OF EXTENSION EDUCATION AND SCHOOL COMPLEX**
- **DEPARTMENT OF PUBLICATION AND SPECIAL PROGRAMME**