H M Patel Institute of English Training and Research

AQAR Criterion 4.4.2 Policies

HMPIETR has state of the art IT infrastructure and Library facilities which are highly useful with regard to teacher training programmes. We have a well-defined system of maintaining all infrastructures. A permanent technician is appointed to look after all these. The coordinators of ICT and Library take care of planning and utilising these facilities to the fullest by assigning sessions and tasks to students. The general policy for purchasing, maintaining and using the facilities are:

- Requirement for new purchase & maintenance schedules are discussed and arranged in accordance with IQAC committee's recommendation keeping stack holders' benefit in the centre for the purpose of academics

- The Computer Lab with 20 computers + 5 computers in Career Cell + 6 computers in research carrels are open to students for practical works as well as E-lesson planning.

- Video Studio with scene lights along with Audio Editing Platform used by the Research and materials production committee/IQAC. These facilities are open for schools and other institutes with prior requests.

- The smart class setups along with all lecture halls equipped with projection and audio systems are well maintained and utilised by the trainee teachers and tutors as well.

- The portable projection as well as portable audio systems is meant for training teaching and presentations outside institute.

- The rich IT infra structure like wired internet access through intranet and Wireless internet access through Wi-Fi network are open for all teachers and non-teaching staff.

- General maintenance of all the above AV & IT infra structure is maintained by college technician and if needed with the help of outsourced manpower for 85% of the maintenance work.

- For critical IT related problem we obtain help from IT professionals from CVM NOC.

- New installations in IT network is carried out from CVM through CVM NOC professionals.

- Internet access is managed by CVM NOC through Tech Elecon ~ ISP for all institutes under CVM trust.

- New purchases are made through CVM keeping in mind allocated grant heads and institute's academic requirement.

- Maintaining dead stock register is done by college technician and it is yearly audited by CVM internal auditors as well as CVM appointed external auditors.

- All these resources are exploited maximum for the benefit of students. Computer and lab sessions are included in the time table. We have a rich library with more than 35000 books and periodicals and they are utilized for teaching and reference. External researchers are permitted to use library reference resources with a minimum fee.

- All high value equipment units are maintained with due care. Insurance is taken on equipment of high unit value.

Principal
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