



## ST. IGNATIUS COLLEGE OF EDUCATION (AUTONOMOUS)

Palayamkottai - 627 002

### LIBRARY

#### *Producers and Principles*

- ❖ Students must sign the attendance register when they enter into the library.
- ❖ All the students must keep pin drop silence inside the library.
- ❖ Registers are maintained for faculty and students separately.
- ❖ Library ID card is given to all the students.
- ❖ Students can take books from the library by using library ID card.
- ❖ Two books are issued to every student from the library.
- ❖ Students are allowed to refer books for the period of seven days. Within seven days they have to hand over to the librarian.
- ❖ The loss of any book should be reported to the librarian before the due date.
- ❖ Faculty members, research scholars and students can access WWW (internet) by using our ID.
- ❖ We conduct “Book Review” sessions regularly in our library to develop reading habit of our users.
- ❖ Book Bank facility is available in our library for student community especially for weaker section.
- ❖ We used to collect NEWS which is related to education from the newspapers.
- ❖ We honour the users by giving “Best User Award” for encouraging our users to utilize library resources.
- ❖ User ID and Password are given to the representative of the class to refer e-books, e-journals, Thesis, Dissertation etc..
- ❖ Only the representative is allowed to use user ID and password.



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### BIOLOGICAL SCIENCE LABORATORY

*The college has well equipped Biological Science Laboratory*

- It provides First-hand experience to students teachers in conducting Biological Science experiments applicable to classroom teaching-learning situations.
- Students observe, collect data and interpret data of life processes, living organisms, and/or simulations of living phenomena.
- The students will use the processes and materials of science to construct their own explanation of biological phenomena.
- The lab encompasses a large collection of scientific apparatus, Models, Specimens, equipments, chemicals and educational aids to develop scientific temper and critical thinking in students.
- Apparatus are issued to the students for their demonstration lessons and skill in teaching examination.
- Beyond the hands on practice of experimentation it help students to gain skills of scientific argument and inquiry.
- Equipment and apparatus for demonstration in school classes is issued to science students during teaching practice.
- It develops manual dexterity by using tools and equipment and allowing students to apply skills instead of memorizing.
- The encouraging environment of the laboratory enhances the creativity and scientific attitude and encourage the habit of exploration among future teachers.



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### COMPUTER SCIENCE LABORATORY

#### Norms for the computer laboratory

- The students must know the number of the machine allotted to him/her to work upon
- The students must move in queue, while moving from classroom to the computer lab.
- Students must apart with their shoes/sandals before entering the computer lab.
- The students should take their working pad/register.
- While entering the computer lab and moving towards the allotted systems, If they need to speak, they must speak in low voice.
- Properly switch on the allotted computers , wait for the system to properly boot on and of course after use , switch it off systematically.
- They need to switch on AC or open windows for better ventilation , they must ask the computer lab attendant.
- While working on the computer ,the students must name the file properly.
- The students to keep a backup of the work done by him/her on the computer..
- USB ports must be scanned through the anti-virus software.
- Students not allowed to use social networking websites.
- When their work is over or their allotted time I finished , the students should leave the computer for others.



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### PHYSICAL SCIENCE LABORATORY

#### *Organization of Laboratory*

**Even front system:** In this system all the students are ask to do the same experiment individually.

**Group system:** In this system one group of students will be doing the same experiment.

**Rotation system:** In this system the above two systems are combined. The class is divided into 5 or 6 groups. Each group will be doing different experiments and by rotation all the groups will be completing all experiments within a specific period of time.

#### **Approaches for laboratory work**

- Free exploration
- Unstructured exploration
- Structured exploration
- Inductive experiment
- Detective verification experiment
- Science process oriented
- Technical skill oriented

#### **Laboratory Rules and Regulations**

1. Know the location of safety features of the laboratory including the safety shower, eye wash, fire extinguisher and chemicals spill cleanup kit.
2. Report any injuries to the Teacher on duty. Do not work with open cuts. Cover them with a band-aid.
3. Do not drink or eat at any laboratory bench.
4. Wash your hands after each laboratory.
5. If a culture or chemical is spilled, notify the Teacher or a T.A. at once.
6. Always carry the scope with two hands. After use, clean the scope, place the lower objective in position, put on the cover and put the scope away.
7. You will be using instruments and glassware that are *extremely expensive*. Always be sure to know what you are doing before using such items. If you are not sure, *ask* before proceeding.
8. Tie long hair back and be sure to keep clothing and jewelry out of the flame. Keep all volatile and flammable liquids away from the flame.
9. Dispose of these chemicals in the labeled waste containers, not down the sink! Wear protective gloves if needed.
10. If you break any glassware, notify the Teacher. If the glassware has not been contaminated, dispose of it in the broken glass container. Do not throw it in the garbage can.
11. Any dirty glassware or equipment must be placed in designated containers.



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### **PSYCHOLOGY LABORATORY**

***Principles for utilizing Psychology Lab:***

- The lab is utilized for optimum outcome-based learning to help the student teachers attain overall wellbeing.
- Acquiring long-term knowledge and skill is largely dependent on practice. So, use the laboratory for better understanding of the subject.
- Students' self-regulation assists in learning and self-regulatory skills can be learnt by following the principles deliberately.
- Lab schedule should be followed and remember psychology lab is not a place to spend your leisure.
- Ethical usage of the materials and apparatus in the laboratory should be done with the supervision of the faculty.
- Come well prepared with previous knowledge and pre- work. Understand well and get your doubts clarified before starting your practical work.
- Note the needed rough work in Observation notebook. Official right up in the record notebook must be submitted within one week.
- Confidentiality has to be strictly maintained with the practical work and should not be misused under any circumstances.



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### SPORTS COMPLEX

#### *Principles & Procedures*

- In our college, every day evening 3.40 pm to 4.30 pm, the students are given opportunity to play in the ground.
- Twice in the week, students are given opportunity to attend yoga practical class.
- The importance of being physically fit and emotionally stable and intellectually sharp is insisted to our students.
- While they come to ground, the play materials have been brought to ground and returned back to equipment room, by the students by the instruction of the teacher.
- While playing and handling the sports equipment, Students are instructed to pay extra care and attention.
- Students are taught to be social and sociable with all other students.
- Students are asked to develop the quality of team work and cooperation
- They are advised to inculcate sportsmanship qualities.
- Intramural competitions are conducted to encourage maximum participation.
- Selected students are sent to participate extramural competitions. (TNTEU intercollegiate competitions)