Learning Resources, Facilities and Equipment

College of Education and Arts
Women Division
Northern Border University

Learning Resources, Facilities and Equipment

Statement of Policies and Procedures

Department of Languages and Translation

College of Education and Arts

Northern Border University

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Statement of Policies and Procedures

Introduction:

Learning resources are vital since they drastically augment the students' performances by strengthening the process of learning. These resources allow students to explore their capacities and potentials in the best possible way. The methodologies which the teachers employ to teach various courses in schools and colleges are primarily influenced by the kind of resources and facilities available in the institution. In general, where resources and facilities (teachers, textbooks, laboratories, tools and equipment, teaching aids, etc.) are inadequate, the teaching approach tends to be a teacher centered. Consequently, the students remain passive participants, expected to listen and observe only. On the other hand the availability and accessibility of the passable resources and facilities keep the lessons stimulating and appealing.

Statement:

The institution is bound to offer the best resources and facilities to support and maximize the students' learning. The lack of resources affects teachers' ability to deliver the top-notch education. The mission of the institution is to provide all the students with necessary learning resources which can meet their needs and interests.

Objectives:

The leading objectives of the institution are:

- to provide consistent and reliable in-class learning resources to augment the students' competence as well as performance.

- to strive for continuous improvement of the learning resources by measuring their utility time after time.

- to meet the informational needs of the students by providing sufficient collection of books in the library and online databases.

- to take ownership of the students' problems in relation to the available learning facilities until resolved to their satisfaction.

- to expand and enhance technology support tools to meet the current needs and expectations of the learners.

- to obtain feedback from students on satisfaction levels of current services including classroom furniture and study areas, as well as, new services and implement changes accordingly.

- to maintain current technology hardware, software and network infrastructure so that it is reliably available for the students.

- to produce individuals equipped with empirical knowledge and mastery of technology by providing them quality services.

Course of Action:

Investment in education is indispensable to promote academic rise and national development, and educational institutions are established and managed essentially to achieve certain stated goals and objectives. There is no way the goal and objectives of an educational institution can be achieved without putting in place certain mechanisms and the provision of learning resources is the core component of such mechanisms. Provision of the learning resources, maximum utilization and appropriate management of the resources to perk up the quality of the process of learning in the academic environment is the key part of the policy of the College of Education and Arts. The college policy focuses on the availability of resources that are necessary and are contributive to the attainment of learning objectives. The human component of resources interacts with certain facilities and equipment at certain time to bring about production of output. The quality and quantity of this output are to a greater extent dependent on the quality and quantity of resource input and the manner of processing which come under the policy of the college. The learning resources and facilities include all the fundamental materials used in the college to make learning more meaningful and comprehensible to the learners. Learning resources cover all those materials human and non human, drawn or photographed, built manually or electronically operated, books and all forms of related materials used in teaching and learning process.

Rationale:

Learning resources are no doubt important in the development of a conducive teaching-learning environment. The use of these resources could give more valuable and powerful direction to the teacher than any personal efforts without the materials. It is not the availability of these resources alone that guarantees effective performance of the learners, but their adequacy and effective utilization, without which, the system may fail to achieve its desired results.

Cataloging of Learning Resources:

The college of Education and Arts makes sure that the students are provided with the maximal learning resources to upgrade their aptitude and performance. There are variety of learning resources: include classrooms/lecture rooms, library, laboratory, audio visual aids handouts, photocopier and printing facilities, and study areas, which directly or indirectly contribute to the achievement of goals. The college administration strives to uphold the available learning resources by maintaining the record of proper functioning or malfunctioning of these resources periodically.

The learning resources, facilities and equipment which are provided to the students of the College of Arts and Education are as follows.

a. Textbooks:

For the learners the textbook is one of the most important learning resources of contact, they have with the language. It is a framework or guide that helps them to organize their learning. Majority of the courses in the College of Arts and Education provide students with the textbooks.

Procedure:

The college ought to conduct needs analysis to decide whether the text books fulfill the desired needs of the learners. Moreover, it is helpful to involve students in the process of adapting textbooks as per their learning needs. A textbook is only as good as the teacher who uses it. And it's important to remember that a textbook is just one tool, perhaps a very important tool. Every so often, teachers over-rely on textbooks and don't consider other aids or other materials for the classroom. Some teachers reject a textbook approach to learning because the textbook is outdated or insufficiently covers a topic or subject area. The college should give partial autonomy to the teachers to make a few decisions and one of those is how they want to use the textbook. As good as they may appear on the surface, textbooks do have some limitations.

b. Human Resources:

Human resource constitutes a vital vein of any institution. The human resource in the system mainly includes teachers in relation to the learning resource. Human resources are responsible for planning, organizing, coordinating, controlling, manipulating and maintaining other forms of resources, its administrative and forecasting ability placed it ahead of other forms of resources. Teachers are the centre-piece of any educational system. No education system can rise above the quality of its teachers.

Procedure:

The availability of human resources is not the only requirement, but their quality and quantity must be considered if effective and efficient teaching and learning are to be guaranteed.

c. Handouts:

Note taking is an art and most of the students aren't good note takers. Students in the college of Education and Arts are provided with the lectures and handouts by the teachers which helps them in learning and understanding the concepts in a better way. Furthermore, in language skills classes, teachers do provide with practice worksheets to facilitate the learners.

Procedure:

A handout is a paper based resource used to support teaching and learning which can free students from excessive note taking or supplement information not easily available elsewhere. Ideally it aids learning and may increase attention and motivation and help students to follow the development of an idea or argument. Therefore, teachers should be provided with the papers and photocopying facility to provide the students with supplementary material.

d. Library Resources:

Library resources are the key resources which are provided to the students of College of Education and Arts. The long-established image of the library has changed, the shifts in education methods, the impact of computer technology, and the diversity of students have caused libraries to organize resources and design services that meet and anticipate the new needs of study and teaching. And the college library sustained the unchanged convention and provided access and services that incorporate changes in the process of learning. Moreover, the college gives access to the digital library as a way to expand the materials available to students and to help them sharpen their research skills.

Procedure:

Students, faculty and staff can register and access their account information easily. In addition, they can navigate the system without difficulty. The college library does maintain a digital library with a collection of eBooks, e Journals, visual material, audio material, video material which are stored in electronic media formats.

e. Computer Labs:

The college of Education and Arts endeavors to create a learning environment that encourages accessing and using the best available electronic information for education purposes. To achieve the purpose, students are provided with the well equipped computer labs. The College believes that the electronic access through the Internet enhances the opportunity to learn effectively by communicating and gathering timely information. Furthermore, An interactive whiteboards are provided in the computer labs which can also be connected to a computer which allows all class members to see lesson plans, multimedia and more directly from the computer desktop.

Procedure:

The computer resources are made available to the students on the understanding that they will use them for their intended purpose that is research work and course related purposes. In addition, there should be a proper lab maintenance procedure to inspect the lab equipment time and again. Well equipped laboratories enhance the processes of teaching and learning. Designated personnel should therefore strive to maximize the use of existing laboratories.

f. Well Equipped Classrooms:

There are many new technological advances that can be found in today's classrooms, and the integration of technology into classrooms has brought learning to an entirely new level. By keeping the technological advancements in consideration, in the College of Education and Arts teaching-learning pedagogy used in the classrooms is IT enabled and all classrooms are equipped with a standard array of presentation equipment that provides the students with the best multimedia tools for their learning needs. These learning resources assist students in many different ways and they get familiarized with the proper use of these aids.

Procedure:

The designated staff assures that the equipment stays functional and students can get assistance whenever they necessitate. The policy makers and planners must keep the targeted outcomes in consideration while designing the classrooms. These broad goals should guide the choice of technologies to be used and their modalities of use.

g. Classroom Setting and Design:

Classroom setting and design has a strapping impact on students' academic achievements and helps in boosting students' learning and concentration levels. The college classrooms are spacious and comfortable which make students learn with attention and thoughtfulness as they don't get distracted.

Procedure:

Apart from the many positive points regarding classroom settings, there is a room for improvement. As there are mixed ability classes, pairing and grouping of students can help many students to get better learners, to achieve the aforementioned purpose, it is necessary to provide movable seating. It won't only help weak and average students to work with other students, but will also help the teachers to come up with a variety of activities.

h. On Campus Photocopying, Printing and Scanning Facilities:

Students of the college can print, photocopy or scan handouts, notes, and worksheets using the photocopiers and scanners. These printers are located in the library, and in the college copy and print shop as well.

Procedures:

The following information is necessary to process your order promptly and efficiently:

Full Name

Course Name

Teacher's Name

The print and copy shop is open to the college community to get the study material on time.

Summary:

Administration should be encouraged to develop method of prudent resource management to increase the efficiency in the use of available learning resources. In-service training and refreshing courses should be organized on regular basis for college's administrators and personnel in the institution. There is an exigency to increase the quality and quantity of learning resources (human, financial and material) allocated to the college. Individual personnel in the college should develop a positive attitude in the use of the physical facilities provided to the students. Regular supervision will enhance early detection of problem of any sort concerning the available resources and thus prevent breakdown of facilities. It will also enable proper utilization

and maintenance of the facilities. Modern facilities should replace the old ones and personnel should be given enough training in their utilization.

The availability and accessibility of learning resources depend on the financial resources. The financial resources are the funds required for the smooth operations of a college and are regarded as the life-wire of any system. It is indeed a more critical facet with which other factors of administrations are created, maintained and sustained. Funds are necessary for the procurement of facilities, equipment, electronics and communication gadget needed for effective performance of the students. A robust financial allocation would not only enhance goals attainment but its sustainability. Plan and policy implementation are responsive to funds availability and expenditures. Funds are necessary for the acquisition, securing and maintenance of the learning resources; once the supply is insufficient, output suffers.

Pictorial Evidence of On Campus Learning Resources
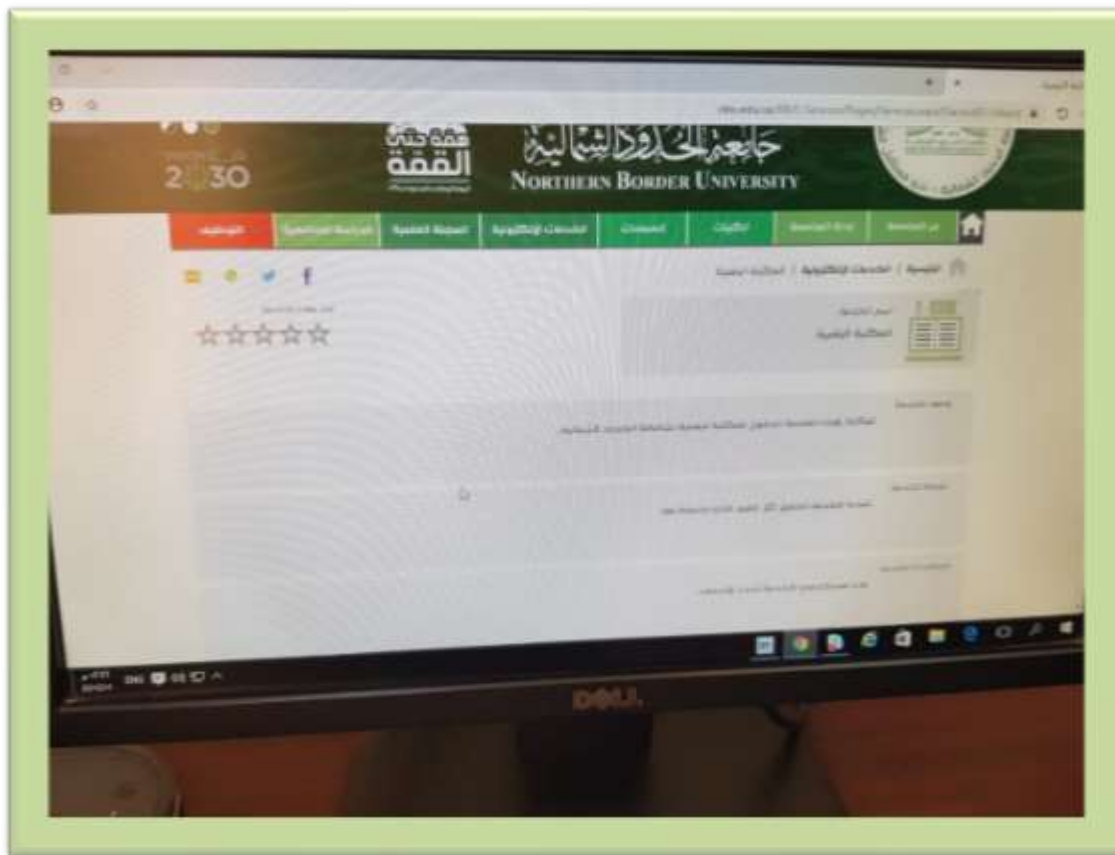

Figure 1

Figure 2

Figure 3

Figure 4

Figure 5

Figure 6

Figure 7

Figure 8

Figure 9

Figure 10

Figure 11

Subject: Sociolinguistics(NP)	Lecture No: 6
Term : I (1440-41) (2019-20)	Group : AGA
Prepared by: Gul-e-Raana Qureshi	Week : 7th

Significant Concepts in Sociolinguistics:

Idiolect, Register, Jargon, Style, Style Shifting Lingua Franca and Esperanto.

Q. What is an idiolect? Explain with examples?

Idiolect:

Every person has some differences with people around him. From eating habits to dressing, everyone has some quite unique features. The same is the case with individual language use. Every individual has some idiosyncratic linguistic features in his or her use of language. These personal linguistic features are known as Idiolect. David crystal in his Dictionary of Linguistics and phonetics defines Idiolect as:

'Idiolect refers to Linguistic system of an individual, one's personal dialect.'

This 'linguistic system' can be described in terms of personal choice of vocabulary, grammatical structures, and individual style of pronunciation. In other words idiolect refers to a person's individual phonology, syntax and lexicon.

For instance some individuals use lower pitch and some other speak with higher pitch. Some are in habit of speaking with harder tone and it feels as if they are speaking with anger, even though they are speaking 'sweetly' on their side. Similarly, some individual's use their nasal cavity,

Figure 12 Sample Handout