CRITERIA - IV

INFRASTRUCTURE

AND

LEARNING RESOURCES

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the institution for creation and enhancement of infrastructure that facilitates the teaching-learning process?

Feedback from students and faculty members regarding creation and enhancement of the infrastructure is positively considered by the management. When new courses/programmes are introduced, the management solicits the requirements from concerned faculty members and experts. A campus supervisor, appointed by the management, keeps record of all requirements and facilitates the purchase/up-gradation of the infrastructure after approval of the Management.

Grants from UGC developmental plans and donations are utilized for development of infrastructure. Multimedia room for BMM and computer laboratory for BAF courses are established from donations. For e.g. Students' internet centre is enhanced with updated computer systems through donations from ex-principal Smt. Pranayben Koticha.

4.1.2 Details of the facilities available:

A) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

a. Physical Infrastructure:

Built up Area	:	5077.2 sq. m
Adequately Furnished Classrooms	:	29
Laboratories	:	15
Library and Reading Room	:	1
Internet Center	:	1
Seminar Rooms	:	3
Conference Room	:	1
A.C. Staffroom	:	1
Examination Room	:	1
Research Cell	:	1
Multi-purpose Hall	:	1

b. Laboratories:
- Family Resource Management
- Physics
- Chemistry
- Food Science
- Biology
- Beauty
- Multimedia laboratory/Media studio
- Psychology (Experimental)

- Psychology (Testing)
- Fashion Designing
- Interior Designing
- Computer Laboratories (4)

c. Administrative Facilities

Management Offices   : 2
Administrative Offices : 7
Record Room   : 1
Store Room   : 3

d. Additional Facilities
- Passenger Lifts :2
- Public Address System
- Sound system (amplifiers with speakers) in all the class rooms.
- Interactive White Boards
- 27 LCD Projectors (21 projectors are ceiling mounted and 6 are portable)
- Laptops: 14
- Photocopier machines : 4
- High end copier: 1
- DVD player and tape recorder: 1
- CCTV System: 2 DVRs and 32 CCTV Cameras with 4 TV monitors
- EPBX: With 49 intercom lines with 4 direct lines in use and   4 unused lines available.
- 2 Digital and 2 multimedia cameras for Department of Media Studies
- Water Coolers with Purifiers: 9
- Refrigerators: 5
- Microwave oven: 1

B) Extra–curricular activities– sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

- Students' Welfare Centre
- Sports Room
- NCC Room
- NSS Room
- Medical & Counseling Cell
- Canteen
- Students' Center

For extra-curricular activities and sports
- A well equipped air conditioned gymnasium
- Facilities for indoor games in the sports room
- The air conditioned Auditorium for organizing various cultural activities
- Open area for cultural activities

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).

The college works from 7.20 a.m. to 4 p.m. in overlapping shifts to meet the high demand for courses. A master time table is prepared keeping in mind the requirements of all the sections which work in a synchronized manner so as to utilize the available infrastructural facilities to the optimum.

To utilize our infrastructure optimally, some lectures for the BMM, BCA, BMS and MA students are held on Sundays and public holidays which also helps in availing the expertise of the visiting faculty. Our Certificate, Diploma and Add-On Courses are conducted beyond college hours or on holidays/vacation. University contact lectures for distance education students are conducted on Sundays and holidays.

To ensure proper planning and maximum utility, Auditorium/ Conference Halls/Seminar rooms and Audio Visual Aids are booked in advance by the faculty members. The college premises are used for Board Examinations, Competitive and Professional Examinations and contact lectures for distance education, National, State and Municipal Elections, and for holding cultural programmes.

On an average ` 3 to 5 lakhs per annum have been spent in creating additional facilities as per the need. An additional computer laboratory for newly introduced programme B. Com. with Accounting and Finance and a Multimedia room for BMM programme have been developed. Suitable place with computers, scanners, printers and internet facility is arranged for online admissions. As per the feedback from teachers more LCD projectors and computers have been bought in last four years. The staff room also has been equipped with computers and internet connectivity.

Master Plan of the Institution: Refer -Annexure IV

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirement of the students with physical disabilities?

For differently-abled students, the college provides following facilities:
1. Ramp at the entrance
2. Staircases with railings

3. Western toilets in all washrooms
4. Lift facility

4.1.5 Give details of the residential facilities and various provisions available within them?

N.A

4.1.6 What are the provisions made available to the students and staff in terms of health care on the campus and off the campus?

1. There is a Medical Centre on the campus. A registered Medical Practitioner visits the centre twice a week. She/he is available for consultation to the students and staff. General medicines prescribed by the doctor are provided free of charge.
2. In case of emergency, hospitalization is done in nearby hospital.
3. Financial assistance is provided to students for hospitalization and treatment in case of major illness.
4. Medical camps are organized during health week every year where check-ups like- eyes, bone density, hemoglobin, thalassemia, etc. Suitable treatment is also suggested.
5. Seminars are organized on issues related to health, fitness, food and nutrition to educate the students and staff.
6. Balanced nutritious mini-meal is provided to about 200 needy students on daily basis free of cost.
7. Medical insurance facility is provided to the students and class IV employees.
8. A professional counselor is available on the premises thrice a week for personal counseling.
9. Teachers act as mentors and help students in overcoming their personal problems and refer to counselor/doctor as per the need.

4.1.7 Give details of the common facilities available on the campus–spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counseling and Career Guidance Cell , Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

Following facilities are available in the campus:
- IQAC / Examination room
- Medical centre / Students Guidance Centre: Sanchetana
- Student Welfare Centre
- Grievance Redressal Cell /Prevention of Sexual Harassment Cell /Anti Ragging Cell
- Research Cell
- Common Space for students
- A.C. Auditorium
- Washrooms for students on every floor
- Cold and Filtered Drinking Water facility on every floor

- Canteen
- CCTV surveillance on the premises to provide security to the students
- A.C. Gymnasium

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student / user friendly?

Library Advisory Committee has been constituted as per the guidelines laid down in Maharashtra University's Act 1994. It consists of Principal – Chairman, Vice-principals of all faculties, two teachers from each faculty, Coordinators of Diploma Courses, Registrar, Assistant Librarian and Librarian as secretary. The tenure of library committee is of five years.

Significant initiatives:
1. As per the previous NAAC peer team's recommendations barcode system is incorporated in library functions.
2. Changes / renovations were done in the reading room after getting additional space.
3. Suggestions regarding various e-documents to be linked through virtual library page were done.
4. Additional terminals for Students' Internet Centre were provided based on students' demand.
5. Guest membership policy was reviewed.
6. Access to power point presentations made by faculty members in the class and scanned copies of question papers are provided.

4.2.2 Provide details of the following:
- Total area of the library: 298.4 sq m
- Total seating capacity in the reading area: 120 students + 10 teachers
- Number of computers in Internet Centre: 10
- Working hours: 7.30 am to 6.30 pm (6 days a week)
- Layout of the library: Annexure V

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

Purchase of current titles:
The budget allocation is done by the librarian, based on number of students offering the programme, changes in the curriculum and demands of Heads of Departments, which is placed before the Library Committee. Faculty members recommend the titles for purchase. In the library software there is a provision for suggestion of titles by students and staff. Older editions of the books are replaced with latest and updated editions as per the need. Efforts are made to

purchase prescribed titles before a new course is introduced and when curriculum is revised.

Our library staff members routinely browse through catalogues and internet to find the current titles available for the subjects offered in the college. Details of these are communicated to concerned faculty, thereby ensuring purchase of current titles.

Books are selected from catalogues and from books on approval supplied by publishers/distributors. Faculty members and Heads of Departments are consulted for selection and approval of books and other reading materials. Regular visits are made to book fairs and exhibitions. Faculty members are allowed to buy books related to their subject area during educational visits. Books and other reading materials are also purchased online.

Most of the books recommended by the teachers are regularly procured by library. In certain cases extra efforts are made by contacting various publishers / distributors and / or by revising budgetary allocations.

The list of subscribed journals / periodicals is circulated among the staff members. Suggestions and recommendations given by them are approved in library committee meetings and then journals / periodicals are subscribed / renewed.

Use of current titles:
List of title of newly arrived books is displayed on the notice board as well as on virtual library page. New books are also displayed in the special showcases in the library reading room. Teachers are informed about the arrival of books recommended by them. Content page of current issue of journals / periodicals is put up on the virtual library page which can be accessed through intranet on the campus.

Table 4.1: Amount spent on procuring library resources

Library holdings	2011-2012		2012-2013		2013-2014		2014-2015	
	Vol.	Total Cost `	Vol.	Total Cost `	Vol.	Total Cost `	Vol.	Total Cost `
Text books	680	1,21,221	467	83,545	326	62,663	752	1,34,851
Reference Books	624	3,21,054	312	1,37,907	164	71,359	180	98,937
Journals / Periodicals	76	39,788	70	37,797	65	37,362	59	37,986
E-resources	N-LIST ` 5,000		N-LIST + other resources ` 1,88,000		N-LIST + other resources ` 1,92,000		N-LIST + other resources ` 2,08,000	

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- **OPAC**: Library OPAC is available in search terminal kept in the reading room, staff room, offices of Principal and administrative heads through intranet.
- **Electronic Resource Management Package for e-journals**: There is provision in library software for serial control.
- **Federated searching tools to search articles in multiple databases:** Library software has search facility for its own database. N-List and databases subscribed through SNDT Women's University have their own federated searching tools.
- **Library Website:** A separate space is provided to the library in the college website. This provides all required information about the library.
- **In-house / remote access to e-publications:** Access to required / recommended e-publications is given either by downloading it or directly linking it through virtual library page. In-house e-resources are available on the campus through LAN connectivity and external sources are given remote access.
- Library is fully automated.
- 11 computers are available for students' access.
- Printing facility is available.
- **Internet bandwidth / speed:**
  For Administrative use: MTNL Broadband Speed: 2MBPS; Data Management Capacity: 250 GB
  For Internet Centre: Hath way Speed: 2MBPS; Data Management Capacity: Unlimited
- **Content Management System for e-learning:** Access to in-house and external resources are facilitated through library database, Virtual library page and E content bank consisting of PPTs prepared by faculty members.
- **Participation in Resource Sharing networks / consortia:** Library is member of N-LIST consortia and SNDT University consortia for various databases.

4.2.5 Provide details on the following items:

- Average number of walk-ins: 350
- Average number of books issued / returned: 70 / 68
- Ratio of Library books to students enrolled: 13:1
- Average number of books added during last three years: 735
- Average number of users for e- resources: 22 (N-List)
- Average number of e-resources downloaded / printed: 7948
- Number of information literacy trainings organised (during last four years): 13
- Details of "Weeding out" of books and other materials: 930 volumes of damaged books, older editions of textbooks and reference books are

withdrawn after approval by respective Heads of the Departments as per the "weeding out" policy of library.

4.2.6 Give details of the specialized services provided by the library

- Reference: Whenever any staff or student requires assistance in searching for reference material service is provided by way of suggesting reference sources, reference books, journals and e-resources.
- Reprography: On demand
- ILL (Inter Library Loan service): Borrow books from SNDT Women's University library
- Information deployment and notification: Regular displays on notice boards and through virtual library page
- Download: Free of cost internet surfing facility is provided for academic purpose
- Printing: On demand
- Reading List/ Bibliography compilation: List of new arrivals is displayed on boards; subject-wise list of new books is prepared every year and circulated in committee meetings; a complete list is made available on demand.
- In-house/ remote access to e-resources: In-house e-resources are available on the campus through LAN connectivity and external sources are given remote access.
- User orientation and awareness: Information about library facility and services is given in common orientation. Separate orientation sessions are arranged for post graduate students to familiarize them with resources available in the library.
- Assistance in searching Databases: Assistance is provided whenever required.
- INFLIBNET facilities: Library subscribes to N-LIST.
- Guest Membership: Library offers guest membership facility for academic purpose.
- Institutional Membership: Library has taken guest membership of British Council Library.

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

1. Library orientation:
   - A general library orientation on library facilities with power point presentation is organized for all students of Degree College in the beginning of every academic year.
   - Special library orientation programme is organized for Post Graduate students.
   - A booklet giving information about library is given to newly appointed staff members.

2. Access to library collection is provided through card and computerized catalogue. Open access facility is also provided.

3. Book Issuing Facility:
   - Home issuing Facility - Students can issue one book / journal at a time on one library card for 5 days. Final year and post graduate students get two library cards. All the students get an additional card to issue fiction books. Staff members do not have restrictions on number of books to be issued.
   - Renewing, Reservation and Current Reading Facilities are available.

4. Current Awareness Services:
   - Putting up of clippings of important current news and events on the notice board.
   - Display of new arrivals and latest issues of periodicals and newspapers.
   - Theme based displays are put up once in a quarter.

5. Reference and Referral Services:
   - Reference service to our members whenever required
   - Occasional library services to senior citizens, staff members of other colleges and schools

6. Assistance to staff in research work and to students in project work is provided.

7. Reprography service is available on demand.

8. Free of charge Internet surfing facility is available through internet centre.

9. Annual library programme with the intention to cultivate reading habits among students and attract them toward library is organized. Exhibitions and displays on different topics, competitions and talks by guest speakers and senior lecturers are arranged during this time.

10. Books are made available through Inter Library Loan facility.

11. Book-bank facility is extended to needy students. Under this scheme approx. 200 needy students are provided with a set of textbooks for one academic year on payment of nominal refundable deposit.

12. Library has designed Virtual library page on which in-house academic material e.g. Question papers, content pages of journals, power point presentations etc. are made available. Links are also given to external reference sources.

13. N-LIST and SNDT Women's University databases are subscribed.

14. College is an institutional member of British Council Library through which books can be borrowed.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

Physically challenged students are given first preference at the circulation counter. Books can be issued / returned through their friends.

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

Students' feedback is obtained informally across the counter and also through class representatives, teachers and members of library committee. There is provision of obtaining feedback about library facility in the online feedback mechanism along with other infrastructure facilities. Students also put their suggestions in the suggestion box kept outside the library. Students' feedback is discussed with the concerned staff member / authority. Necessary steps are taken. Eg. Extending counter timings, duration of lending library material, etc.

4.3 IT Infrastructure

4.3.1 Give details on the computing facility available (hardware and software) at the institution.

Adequate computing facilities are provided on the campus to make students technology friendly and maximize use of ICT in teaching – learning.

Table 4.2: Details of computing facility with configuration

Laboratory	Number of computers	Configuration
1	32 + 2 Demo PC	2.3 MHZs P-IV Intel, mother board, 15" UNIX and LINUX open source operating systems and windows OS Display sharing system
2	31 + 2 Demo PC	4 GB RAM, 500 GB HD with 18" LCD monitor; 2 GB Graphic card; UNIX and LINUX open source operating systems and windows OS Display sharing system
3	30	2 GB RAM and 160 GB HD, 15" LCD monitor, Open Source OS
4	49	4 GB RAM, 500 GBHD, 3.3 MHZs 2GB graphic card, 18" LCD monitor;

Studio cum Multi-Media Laboratory	5	Apple I-Mac 21.5 qadcore i5 270GHZ; 8 GB RAM; 1TB HD with UPS system
Offices	35	2 / 4 GB RAM; 500 GB HD; 15" / 18" LCD monitor; Inverter cum UPS system
Library	7	2 / 4 GB RAM; 500 GB HD; 18" LCD monitor
Internet centre	10	2 GB RAM; 160 GB HD, 15" LCD monitor,
Staff Room	13	2 GB RAM; 500 GB HD; 2.3 MHZ.

Computer student ratio:
For regular practical, students are divided into batches of 25 to 30. They can access computers with prior permission for projects and assignments after the practical hours.

LAN Facility:
All the computers are connected through LAN.

Wi-Fi facility:
Campus is Wi-Fi enabled. Computer laboratories, library and computers at administrative units are served through MTNL broadband (speed 2 mbps) and cable.

Licensed Software:
Institution tries to use Open Source Operating System and Software such as UNIX, Zorin and liberoffice. But, wherever needed we have purchased licensed copies of MS Windows operating system and software e.g. MS office, SQL server, VB, CAD etc

Number of nodes / computer with internet facility:
All the computers have internet connectivity either through cablenet (in laboratories) or broadband (Administrative offices).

Any other:
A customized cloud based IMS is in place for staff and students' data. A dedicated server is maintained as back up in the college. Library is fully computerized with bar code system.

4.3.2 Detail on the computer and internet facility made available to the faculty and students on campus and off campus?

The college has four well equipped laboratories with one hundred and forty six machines. All computers are connected with LAN and internet connectivity. Laboratories have provision of display sharing, printers and scanners. Adequate numbers of terminals with internet facility are provided in the staff room and administrative sections. Fourteen laptops are available for classroom use. There is a separate internet center in library which has ten computers through which students get free access to internet facility for reference work.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The institution plans to provide easy access to every student and staff to state of the art computing facility and ICT enabled teaching learning process. Following are the strategies deployed to achieve this goal:
- Adequate funds are made available for acquisition and up-gradation of IT infrastructure
- Provision of good and ample IT facilities to students and staff
- Regular up-gradation of computers
- Training staff in use of ICT
- One office staff assigned the duty of purchase and maintenance of ICT facilities
- Service of resident engineers available round the clock through annual maintenance contract

4.3.4 Provide details on the provision made in the annual budget for procurement, up-gradation, deployment and maintenance of the computers and their accessories in the institution (year wise for last four years)

There is no specific budget provision made for procurement and maintenance of computers. But depending upon the requirements and the availability of UGC grants computers are procured. Regular maintenance is undertaken through AMC.
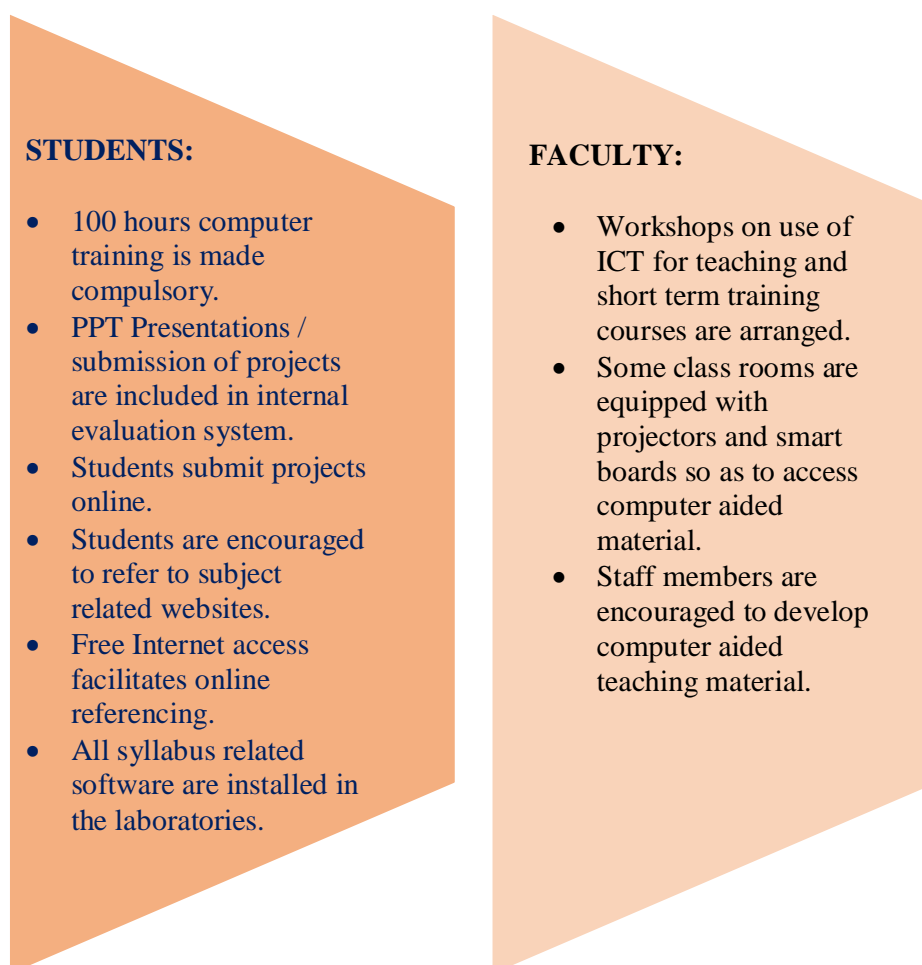
Table 4.3: Amount spent on various heads

	2011-12	2012-13	2013-14	2014-15
Amount in `				
Computers and printers	-	3,86,750	5,50,175	17,40,500
High speed photocopier cum printers	-	-	72,975	2,82,476
LCD projectors	-	4,39,289	6,30,196	-
Up-gradation	-	-	-	2,64,000
Maintenance	54,000	54,000	1,14,000	96,000

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

Students and teachers are encouraged to use ICT resources extensively by providing necessary facilities and training to use the same. Deliberate measures as mentioned below are taken to integrate use of ICT in teaching-learning.

Fig 4.1: Measures taken to use ICT resources extensively

STUDENTS:

- 100 hours computer training is made compulsory.
- PPT Presentations / submission of projects are included in internal evaluation system.
- Students submit projects online.
- Students are encouraged to refer to subject related websites.
- Free Internet access facilitates online referencing.
- All syllabus related software are installed in the laboratories.

FACULTY:

- Workshops on use of ICT for teaching and short term training courses are arranged.
- Some class rooms are equipped with projectors and smart boards so as to access computer aided material.
- Staff members are encouraged to develop computer aided teaching material.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching-learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

Computer literacy of the students is given utmost importance. Teachers use different features of smart boards while teaching. Online submission of projects, communication through yahoo and google groups, WhatsApp,

Facebook, etc is also encouraged. Students refer subject related websites for updating their knowledge for e.g. Students of Economics department get the latest inflation data in the country from the official sites once a month and analyze the causes of changes. Teachers and library staff guide them in locating various sources of information. We subscribe to N-LIST and other online databases through university. Skype is used to deliver lectures occasionally. Tests and assignments help them test their own abilities in using ICT resources.

4.3.7 Does the institution avail of the national knowledge network connectivity directly or through the affiliating university? If so, what are the services availed of?

We subscribe to N-LIST directly and other online databases through SNDT Women's University Library.

4.4 Maintenance of Campus Facilities
4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for the maintenance and up keep of the following facilities? (substantiate your statements by providing details of budget allocated during last four years).

Principal along with vice principals and the campus supervisor prepares a list of maintenance work to be undertaken. Budget provisions are made for new infrastructure to be created and equipment to be bought. UGC grants, donations and fees are utilized judiciously.

Table 4.4: Amount spent on infrastructure

	2011-12	2012-13	2013-14	2014-15
	Amount in `			
Building	15,28,800	26,22,600	18,56,620	20,14,117
Furniture	45,000	30,150	39,200	1,71,470
Computer	54,000	54,000	1,14,000	96,000
Equipment	2,50,762	1,30,340	1,48,910	87,700

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

Regular maintenance work is carried out for the equipments through annual maintenance contracts given to competent agencies.

We have following in house staff appointed by the management to look after regular maintenance work:

- A campus supervisor and campus manager co-ordinate maintenance and repair work needed to be done on the premises.
- An office staff is assigned the duty of looking after the ICT facilities.

- An electrician attends to the day-to-day electrical works required to be done on the premises. Major electrical works are undertaken by a qualified contractor.
- A contractor is available round the clock for regular repair and maintenance of the furniture and building.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment / instruments?

N.A.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc)?

Our college being located in the main suburbs of Mumbai, does not experience voltage fluctuations. Stabilizers and UPS are provided for key machines.

Any other relevant information regarding infrastructure and learning resources which the college would like to include

Library strives to update knowledge in the field of Library and Information Science and is keen on sharing the same with peers from other educational institutions. Our efforts in this direction have resulted in following endeavors.

- A state level workshop funded by the college on "Web 2.0 and Library 2.0" was arranged for College Librarians in June, 2011. The objectives of the workshop was to give exposure to Web 2.0 tools and spread awareness about how to make library services more personalized, interactive, collaborative, web-based and driven by community needs with the help of Web 2.0 tools. The resource persons for the workshop were Dr. Sushma Paudwal (University Librarian), Mr. Santosh Hulagabali (Librarian, Nagindas Khandwala College, Malad) and Ms. Suchita Bhovar (Lecturer, Smt. P. N. Doshi Women's College).

- UGC sponsored state level seminar on "Open Source Software: A Practical Approach" was organized in March 2013. The aim of the seminar was to provide information on several open source software in the field of Library and Information Science and to understand the idea of library automation, institutional repository, digital library and E-learning. Dr. S. Kumudhavalli, Registrar of SNDT Women's University, inaugurated the seminar. The resource persons were Mr. Kaushal Giri from EXIM Bank and Mr. Nilesh Shewale from Don Bosco College of engineering.